

2017-2018  
Guthrie County Board of Supervisors Meeting Minutes  
Meeting Place: Guthrie County Courthouse  
Guthrie County Board of Supervisors

Regular Session

11 July 2017

The Guthrie County Board of Supervisors met this 11th day of July, 2017, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Evert Grasty, Jack Lloyd, and Tom Rutledge. Mike Dickson was absent from the meeting.

The meeting came to order at 9:00 a.m.

Motion by Grasty second by Rutledge to approve the Agenda for 11 July 2017. Motion carried on a vote: Ayes: 4 Nays: 0.

Joe Hanner, Guthrie County Conservation Director, joined the meeting and presented the Guthrie County Conservation Board (CCB) Minutes from the meeting on 12 June 2017. The CCB purchased a new track loader. Prior to getting the backhoe, the Department only had a loader on the John Deere tractors. The staff loves the new loader, and Hanner is very pleased with it. Hanner provided a brief history of the Department's past and present equipment. The backhoe has paid for itself, and then some. The Department uses it for tons of projects which otherwise required a contractor to do the work. The backhoe has held up well. Hanner talked to the Guthrie County Engineer, Joshua Sebern, about passing along an older dump truck or similar equipment with a little life left in it. The Department will not use it every day; however, owning an older truck, as opposed to paying for hauling, will generate savings. Currently, the Department is tearing out an old section of the Raccoon River Valley Trail between the bridges. Guthrie and Greene Counties applied to the Transportation Alternative Program (TAP) grant for funds to work on the Trail crossings. This grant required the implementation of federal specifications. The CCB thought this was too expensive, so they decided to raise money locally and use the old specifications. Hanner is looking for another place to use the TAP grant funds. Grasty mentioned the increased cost associated with the federal specifications. The contractor will begin work on the last three (3) crossings between Yale and south of Highway 141. Upon completion of the crossings, another contractor will patch the asphalt cracks from Yale to the Greene County line. This will complete all the crossing work. Hanner advised the Trail usage will decrease during RAGBRAI. The Trail received a three (3) star rating on a website/Facebook page because of the cracks and bumps between Yale and Herndon. The freeze and thaw cycles damage the asphalt. The CCB must consider renovating the old asphalt stretch from Yale to the Greene County line, but it will be an expensive project. Lloyd suggested seal coating it. Hanner advised the CCB considered it but ultimately decided not to do it for engineering reasons. He pointed out Dallas County did an asphalt overlay; however, within two (2) years cracks came up through it. Since there is limited funding, the CCB opted for a white topping project from Panora to Linden. This held up well. Hanner advised he will never build another asphalt trail. He stated cement is far better for longevity and does not have long term issues. Ground squirrels and other small animals will burrow under the Trail causing problems too. The BACooN Trail Ride was rough in the asphalt portions of the Trail. Hanner has talked with multiple trail users. He addresses issues and discusses ways to improve the older sections of the Trail. Hanner acknowledged the Guthrie County Auditor's Office for being great to work with and doing a good job.

Daniel Readinger joined the meeting to present two (2) Applications for Fireworks Permit. On 15 July 2017, he is having a party for his grandson. Dustin Readinger and Matt Martens will set off the fireworks at 1756 Justice Road, Guthrie Center, Iowa. The alternative rain dates is 16 July 2017. Motion by Rutledge second by Lloyd to approve and sign the Fireworks Permit submitted by Daniel Readinger for 15 July 2017. Motion carried on a vote: Ayes: 4 Nays: 0. On 22 July 2017, he is having a family reunion. Dustin Readinger and Matt Martens will set off the fireworks at 1756 Justice Road, Guthrie Center, Iowa. The alternative rain dates is 23 July 2017. Motion by Lloyd second by Rutledge to approve and sign the Fireworks Permit submitted by Daniel Readinger for 22 July 2017. Motion carried on a vote: Ayes: 4 Nays: 0.

The Supervisors considered the Application for Fireworks Permit submitted by Patrick J. Lutz. He will set off the fireworks at 2238 Toy Lane, Panora, Iowa on 14 July 2017. The alternative rain date is 15 July 2017. The Supervisors verified this address is outside the city limits. Motion by Grasty second by Rutledge to approve and sign the Fireworks Permit submitted by Patrick J. Lutz. Motion carried on a vote: Ayes: 4 Nays: 0.

The Auditor briefed the Supervisors on the status of the Trash Collection Contract with Jensen Sanitation, L.L.C. The Assistant County Attorney (ACA), Tim Benton, stated he needs more time to refine the contract submitted by Jensen Sanitation. There are several unnecessary provisions pertaining to the company's duties at another location. Benton will have the contract ready next week. Auditor advised Jensen Sanitation began collecting trash the week of 3 July 2017, so she directed him to mail the first invoice. The company will send the County a quarterly invoice. Bohlmann & Sons Sanitation still has a dumpster for cardboard at the Secondary Roads Department (SRD). It is unclear if Bohlmann's or a previous trash collector own the dumpster. Jensen Sanitation does not want to empty the dumpster until Bohlmann's abandon it. The Auditor will call Bohlmann's if the dumpster is not empty by week's end. Jensen Sanitation brought SRD a separate dumpster for cardboard. The Supervisors briefly discussed the situation. Motion by Rutledge second by Grasty to table approval of the Trash Collection Contract with Jensen Sanitation, L.L.C. Motion carried on a vote: Ayes: 4 Nays: 0.

The Auditor advised ACA Benton was unable to review the Plan Document and Summary Plan Description for Guthrie County Partial Self-Funded Health Plan prior to the meeting. Motion by Rutledge second by Lloyd to table adoption and signing of the Plan Document and Summary Plan Description for Guthrie County Partial Self-Funded Health Plan. Motion carried on a vote: Ayes: 4 Nays: 0.

Auditor presented letter from Guthrie County Veteran Affairs Administrator, Darcia Robson, regarding the reappointment of Dennis Hoover to the Guthrie County Veteran's Commission Board for a term of three (3) years. Hoover's term ended on 30 June 2017. He is willing to serve until Robson can find a replacement. Supervisors briefly discussed the difficulty with trying to find someone. The membership should represent multiple wars. It is hard to get volunteers from the Korean and Vietnam War eras. Robson actively is looking for a replacement. She will post a notice in the Guthrie County Courthouse and spread the news via word of mouth. Auditor suggested Robson publish a notice in the newspapers. Supervisors concurred with this recommendation. Motion by Rutledge second by Carney to appoint Dennis Hoover to the Guthrie County Veteran's Commission Board for a term of three (3) years ending 30 June 2020. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors discussed the reallocation of Darcia Robson's salary in the Guthrie County Environmental Health (EH) Budget for Fiscal Year (FY) 2017-2018. The Veteran's Affairs Commission agreed to fund Robson's salary at thirty-five (35) hours per week. The General Relief position will account for the other five (5) hours each week. Grasty still wants Robson to provide a statistical report detailing the hours she spends working on Veteran's Affairs matters. Jo Rasmussen, Guthrie County Public Health Finance Coordinator, joined the meeting and confirmed Robson finished some billing as well as the fiscal year end reports for EH during this payroll period. Rasmussen also confirmed EH finished all of Stephen Patterson's old billing. Auditor confirmed there is no issue funding Robson's payroll for this pay period. Motion by Grasty second by Lloyd to table the reallocation of Darcia Robson's salary in the EH Budget for FY 2017-2018 until Robson can provide a statistical report. Motion carried on a vote: Ayes: 4 Nays: 0.

Auditor advised Ellen Ritter, Guthrie County Coordinator of Disability Services, requested a telephone line for her office in the Courthouse. Heart of Iowa Region wants the new Coordinator to have a phone in the local office. Auditor obtained a quote from Guthrie Center Communications (GCC) and provided it to the Supervisors. The County will pay for the service and be reimbursed by the Region. Auditor advised she will not activate the service until the Region hires the new Coordinator. GCC confirmed there is existing wiring in the office. Supervisors discussed the quote. Carney will present it to the Region Board, so they can select the options. Motion by Rutledge second by Grasty to table approval of the telephone line for the new Coordinator until Carney can discuss the GCC quote with the Region Board. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors reviewed the 2017 Guthrie County Zoning Permits Report prepared by Chris Whitaker, Guthrie County Zoning Administrator. Auditor confirmed she does not have a copy of the Zoning Permits. The Supervisors must request these documents from Whitaker. Supervisors are happy about the new buildings being erected in the County.

Joyce Miller, Guthrie County Transfer Station (TS) Administrator, joined the meeting to discuss the TS work logs and other projects. She advised there is a bad concrete problem in the main building. Lloyd confirmed Richard Stone, an employee, told him there are chunks of concrete coming loose from the floor. Lloyd also advised he thinks there is a sink hole under the floor. Furthermore, it appears the concrete slab is only four inches (4") thick. Miller provided a list of items she wanted to discuss with the Supervisors. First, she inquired how much longer the staff must do the work logs since it has been over two (2) months. Rutledge stated the logs helped the Supervisors and confirmed the staff does different jobs depending on the time of year. He inquired about other duties which may arise this Fall. Miller advised the biggest change is no mowing; however, the staff works on other projects they put off until it slows down during the winter. Rutledge has no objection to suspending the work logs for now. He pointed out the main goal was to determine the routines. Supervisors and Miller briefly discussed the mowing. Miller pointed out there is too much work to do and the heat is causing problems. Supervisors decided the staff no longer needs to do the work logs; however, they pointed out a new director may require the staff to do it again. Miller inquired about increasing Steve Rummans to full time. Currently, he averages thirty-two (32) or more hours per week. Miller praised his hard work as well as his good work ethic. She said he wants the TS to look nice. In addition, he can perform all the tasks just like Stone. Miller inquired about the new window. Rutledge advised he only received one (1) bid, even though he spoke with several contractors. Since it is a small project, most contractors do not have time for it. Miller talked to the contractors which delivered garbage to the TS; however, several of them did not want to work on a metal building. Hambleton Construction LLC is willing to do the job in between other projects. Supervisors agreed to open the bid later. Miller stated there is a set amount of funds in the budget for building repairs, and she believes there is enough money in this line item to pay for the window. Supervisors pointed out the need to repair the cement and install a retaining wall too. Grasty expressed concerns about the cost to replace the cement floor as well as the logistics of it. Miller was unsure about the state of the floor in the main building. Rutledge will look at it. Supervisors discussed the need to get estimates from concrete contractors. Miller advised it is against Iowa Department of Natural Resources' regulations to dump garbage outside on the ground. Miller pointed out water adds weight to the garbage trucks and the seepage causes spalling in the concrete. Rutledge will look into the options for repairing the concrete floor. Rutledge also advised he only received two (2) retaining wall bids, even though he talked to several contractors. Miller advised there is a problem with Bohlmann's again. At this point, she has not looked through the garbage, but there is an increase in the tonnage rate. Miller suspects approximately two (2) tons of trash is from outside the comprehensive planning area. The Audubon County TS contacted her because they observed a decrease in the tonnage rate. Miller advised she will write a letter to the Audubon City Clerk, if she finds proof there is trash from within the City. Supervisors briefly discussed the matter. Miller expressed concerns about the increased garbage negatively impacting the recycling. Supervisors directed Miller to have Rummans check the garbage when time allows it. Supervisors reminded Miller to email Bohlmann's if she needs to discuss the matter. Miller advised there is an issue with the scale monitor. It weighs properly; however, it changes colors at the wrong time. She stated she has a difficult time making arrangements with the repair technicians to fix it. Furthermore, she has no idea when the technicians are there or ultimately, what is wrong with the scale. Miller expressed frustration about her problems communicating with the company. Miller assumes the scale is under warranty. Rutledge will call the company to verify it. Miller believes the original problem was the computer board in the display; however, she is unsure if this still is the issue. Miller confirmed she has plenty of scale tickets the next couple of months. Miller advised she fulfills all the duties as manager and administrator, so the staff wants to know the status of a future manager at the TS. Rutledge advised the Supervisors will create a job description, and Miller can apply for the position. Rutledge confirmed it will take time for a new person to learn the system. Miller confirmed she does all the paperwork along with the office work and extra duties. Rutledge advised the Supervisors are contemplating creating a property and grounds position which will manage, not only the TS, but also other exterior locations owned by the County. Miller pointed out there is a good system in place at the TS. The staff discusses daily activities and constantly strives to improve the system. Supervisors agreed to discuss Miller's items and report back to her. They reviewed the last set of work logs.

Supervisors opened the TS window bid. Hambleton Construction LLC submitted a bid of \$850 to install a 4'x5' window in the office. Motion by Rutledge second by Grasty to accept the bid of \$850 submitted by Hambleton Construction LLC to install a 4'x5' window in the Transfer Station office. Motion carried on a vote: Ayes: 4 Nays: 0.

The Supervisors discussed the need for a retaining wall next to the scale at the TS. Rutledge will prepare a specification sheet and provide it to the two contractors which submitted bids. The Supervisors also discussed the

concrete floor in the main building at the TS. Supervisors will get recommendations and bids from concrete contractors. Carney will look at the floor and get the number for the scale technicians. At the request of Rutledge, Carney also will determine if there is a service contract for the scale and find a copy of it.

Carney presented the Safety Solutions, LLP Report. It covers all the County buildings. Auditor confirmed each Department received a copy of the report. Each Department must correct any issues. Most of the problems appear minor.

Auditor offered Resolution 18-01: Authorizing Guthrie County Auditor to Issue Checks In Lieu of Warrants Pursuant to Iowa Code 331.303(1)(b). This Resolution authorizes the Guthrie County Auditor to issue checks in lieu of warrants pursuant to Iowa Code 331.303(1)(b). The Auditor will continue to issue warrants for all Drainage District claims, including Stamped Warrants. The authorization will take effect upon approval and passage of the Resolution. The Auditor explained the difference between warrants and checks. In order to properly utilize the accounts payable software as well as institute direct deposit, the County must issue checks. Furthermore, Guthrie County State Bank as well as the State Auditor does not object to the transition and encourage it. Motion by Grasty second by Lloyd to approve Resolution 18-01: Authorizing Guthrie County Auditor to Issue Checks In Lieu of Warrants Pursuant to Iowa Code 331.303(1)(b). Motion carried on a roll call vote: Ayes: 4 (Carney, Grasty, Lloyd and Rutledge) Nays: 0.

Auditor presented Resolution 18-02: Guthrie County Salaries and Wages Effective 1 July 2017. This Resolution certifies the annual base salary of the deputies for each elected official as well as the deputy sheriffs and the assistant county attorney. In addition, it sets the compensation for additional employees and clerks appointed by the principal county officers. All the salaries and wages are set forth in the attached table and shall take effect on 1 July 2017. This Resolution does not address union wages because a Collective Bargaining Agreement governs these employees. Motion by Lloyd second by Rutledge to approve Resolution 18-02: Guthrie County Salaries and Wages Effective 1 July 2017. Motion carried on a roll call vote: Ayes: 4 (Carney, Grasty, Lloyd and Rutledge) Nays: 0.

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Change Notice authorizing a longevity pay increase for Mike Brooks. Motion by Rutledge second by Lloyd to approve the Payroll Change Notice for Mike Brooks authorizing a longevity raise increasing his salary from \$20.16 per hour to \$20.20 per hour effective 25 July 2017. Motion carried on a vote: Ayes: 4 Nays: 0.

Auditor presented a letter from Sheriff Marty Arganbright regarding a sick leave transfer. Deputy Grove requested permission to transfer his accrued sick leave to a fellow Deputy recently injured in an off-duty accident. Auditor confirmed the County does not reimburse an employee for sick leave. Deputy Grove will receive payment for his accrued personal time off as well as compensation time. Auditor also reminded Supervisors about the practice of allowing other employees to donate time. Motion by Rutledge second by Grasty to authorize Deputy Grove to transfer his accrued sick leave, up to the maximum carry over amount, to a fellow injured Deputy. Motion carried on a vote: Ayes: 4 Nays: 0.

Auditor provided Guthrie County Auditor's Report of Fees Collected for First Quarter Ending 30 June 2017. Auditor will correct report to reflect Fourth Quarter, not First Quarter. Motion by Lloyd second by Grasty to approve Guthrie County Auditor's Report of Fees Collected for Fourth Quarter Ending 30 June 2017. Motion carried on a vote: Ayes: 4 Nays: 0.

Motion by Grasty second by Lloyd to approve the Minutes from 27 June 2017 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 4 Nays: 0.

Motion by Rutledge second by Grasty to approve the Claims from 24 June 2017 – 7 July 2017 in the amount of \$311,797.19 as well as a check to Cost Advisory Services in the amount of \$4,125. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors briefly discussed the development of a policy governing the purchase of capital assets and equipment. It will not address the purchase of supplies or repair payments. The policy will enable the Supervisors to monitor large purchases and ensure fiscal responsibility.

As a result of the transition from FY 2016-2017 to FY 2017-2018, the Auditor's Office was unable to complete the payroll process prior to the Board of Supervisors' Meeting. Motion by Rutledge second by Grasty to authorize the Auditor to issue the payroll checks for 1 July 2017 – 14 July 2017 subject to approval of the Payroll Report at the next regular meeting. Motion carried on a vote: Ayes: 4 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 12:25 p.m. until its regularly scheduled meeting on Tuesday, 25 July 2017. Motion by Rutledge second by Lloyd. Motion carried on a vote: Ayes: 4 Nays: 0

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

18 July 2017

The Guthrie County Board of Supervisors met this 18th day of July, 2017, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Evert Grasty, Jack Lloyd, and Tom Rutledge. The Auditor was absent from the meeting due to attending election training in West Des Moines.

The meeting came to order at 9:00 a.m.

Motion by Grasty second by Rutledge to approve the Agenda for 18 July 2017. Motion carried on a vote: Ayes: 5 Nays: 0. Motion by Rutledge second by Grasty to amend the Agenda for 18 July 2017 to include Discuss/Formal Action RE: Approve Payroll Reports for 1 July 2017 – 14 July 2017. Motion carried on a vote: Ayes: 5 Nays: 0. Motion by Rutledge second by Lloyd to approve the Amended Agenda for 18 July 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed the ACH Origination Agreement with Guthrie County State Bank. This Agreement enables Guthrie County to implement direct deposit for employee paychecks. The Assistant Guthrie County Attorney (ACA), Tim Benton, reviewed and approved the Agreement. Motion by Rutledge second by Grasty to approve and sign the ACH Origination Agreement with Guthrie County State Bank. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors looked over the State Fiscal Year (SFY) 2018 County Substance Abuse Prevention Contract. This Contract authorizes the Iowa Department of Public Health (IDPH) to provide funds to Guthrie County for county-operated substance abuse programs which in turn facilitates the administration of the County Substance Abuse Programs SFY 2018 Grant awarded by IDPH. The County contracts with New Opportunities, Inc. to administer the programs. ACA Benton reviewed and approved the Contract. Motion by Rutledge second by Lloyd to approve and authorize the Auditor to electronically sign the SFY 2018 County Substance Abuse Prevention Contract. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors examined the Plan Document and Summary Plan Description for Guthrie County Partial Self-Funded Health administered by Iowa Governmental Health Care Plan (IGHCP). The booklet describes the partial self-funded health benefits and serves as the Summary Plan Description and Plan document for the Guthrie County Partial Self-Funded Health Plan. The document sets forth the provisions of the Plan which provide for payment or reimbursement of Plan benefits. This is a non-ERISA (Employee Retirement Income Security Act) plan governed by Iowa Code Chapter 509A. ACA Benton reviewed and approved the documents. Dickson suggested, in the future, the Supervisors should invite Denise Ballard, Consultant, IGHCP to discuss other health insurance options, including but not limited to Health Savings Accounts (HSAs). Motion by Grasty second by Lloyd to approve and sign the Plan Document and

Summary Plan Description for Guthrie County Partial Self-Funded Health administered by IGHCP. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors discussed the Diamondhead Lake Rural Improvement Zone (RIZ) Extension and the Diamondhead Lake Rural Improvement Zone Engineering Report. Dickson commented the Engineering Report met all thirteen (13) of the required points set forth in the Iowa Code and Grasty agreed with him. Supervisors briefly talked about scheduling a public hearing to determine the need for improvements in the RIZ pursuant to the Iowa Code as well as the publication requirements for the hearing. Motion by Rutledge second by Grasty to schedule the Public Hearing for the extension of the Diamondhead Lake Rural Improvement Zone on 8 August 2017 at 9:30 a.m. in the Public Meeting Room. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor's designee advised no action was required on the Rose Acres Manure Management Plan. There was a miscommunication between the Farm Manager and the Auditor's Office. A representative from Rose Acres joined the meeting and provided a copy of the Manure Management Plan. Auditor's designee explained Wes Spray, Environmental Affairs, Rose Acres Farms, Inc., emailed the Auditor a completed Verification of County Receipt for Manure Management Plans & Plan Updates. She will sign the Verification this evening and return it via email to Spray. Rutledge stated John Knobe, Farm Manager, called him last week about the Manure Management Plan for Rose Acres. Rutledge directed Knobe to contact the Auditor's Office to request a slot on the Agenda.

Motion by Rutledge second by Grasty to approve the Minutes from 11 July subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Rutledge second by Grasty to approve the Claims from 8 July 2017 – 14 July 2017 in the amount of \$86,147.57. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Lloyd second by Grasty to approve the Payroll Reports for 1 July 2017 –14 July 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors discussed numerous issues pertaining to the Guthrie County Transfer Station. They began with the installation of a retaining wall next to the scale. In particular, they talked about the appropriate length of the wall as well as other specifications for the project. Rutledge briefed the Supervisors on his conversation with Jorgenson Construction concerning general information about pouring a concrete floor in the Main Building. According to Jorgenson, there only should be surface moisture from the trash. If there is subsurface moisture, there may be other issues in the ground below the concrete. Jorgenson recommended the installer seal the concrete to prevent damage caused by the chemicals in the trash. Supervisors discussed options to replace the concrete floor while minimizing the disruption in the service. Rutledge proposed the Supervisors probably need to contact some of the local contractors to inquire about any options. Dickson suggested Joshua Sebern, Guthrie County Engineer, look at the floor to see if he has any ideas. In particular, is he aware of a way to drill core samples to evaluate any issues which may exist under the surface? Based on the size of the project, the Supervisors expressed concerns about the need to advertise for bids. Rutledge proposed the Supervisors contact a couple of concrete contractors to evaluate the situation and provide information as well as specifications for a possible bid package. Rutledge also suggested the Supervisors approach Brandon Thompson, Custodian, and determine if he wants to manage and supervise the project. Finally, the Supervisors discussed the need to clear out all the junked appliances at the Transfer Station. In particular, they talked about the need to tear down these items and recycle the remnants.

Rutledge advised there is an issue with the west fence between the Landfill Pasture and the Transfer Station according to the tenant, Travis Redfern. There is an existing electric fence; however, Redfern had to put up an additional electric fence wire as well as a high powered fencer. Redfern thinks deer keep knocking down the electric fence wire which allows his cattle to wander into the Transfer Station.

Dickson briefed the Supervisors about relocating Genesis Development to the Guthrie County Courthouse. He will meet with a representative to look at possible office space. The Supervisors briefly discussed the mission and purpose of Genesis. The focus is job rehabilitation and vocational skills development. Since it is a private company, the

Supervisors talked about why Genesis should pay for the office space and the County should not provide the space at no cost to the company.

There being no further business to come before the Board at this time, the Board adjourned at 11:08 a.m. until its regularly scheduled meeting on Tuesday, 25 July 2017. Motion by Rutledge second by Lloyd. Motion carried on a vote: Ayes: 5 Nays: 0

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

25 July 2017

The Guthrie County Board of Supervisors met this 25th day of July, 2017, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Tom Rutledge.

The meeting came to order at 9:00 a.m.

Motion by Grasty second by Lloyd to approve the Agenda for 25 July 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

David Garland, Guthrie Center Communications (GCC), joined the meeting. He presented the July 2017 Information Technology (IT) Report. Overall, it was a light month. There was an issue with the anti-virus software, so Garland did manual updates in the interim until the company resolved the issue. The County Attorney's Office experienced issues with Pro-Law because it interfaces with Adobe 11 and Adobe upgraded to a new version. According to Pro-Law, they must push out a software upgrade for Pro-Law to interact with the newest version of Adobe. Garland worked with Pro-Law to resolve the issue. Garland briefly described the problem with purchasing new computers with Windows 10. In particular, some of the existing programs utilized in the County are not compatible with Windows 10. There also is a problem with upgrading to Windows 10 on an older computer. Eventually, Windows 10 may not continue to update because the most current version of Windows 10 will not support the processor in the computer. Since the Guthrie County Sheriff's Office (GCSO) is part of the new contract, Garland is in the process of linking GCSO's server to the County's infrastructure and anti-virus software. Garland briefed the Supervisors on the end goals of the integration process and explained the existing framework for the GCSO system. He provided several options as well as the pro's and con's of each one. Supervisors directed Garland to address GCSO's needs as well as efficiently utilize the County's existing network and infrastructure. Garland confirmed there still is a spare switch for the Guthrie County Public Health (PH) Department's remodeling project. Rutledge confirmed this is the only spare switch. The Supervisors expressed concerns about not having a spare switch until PH replaced it. Dickson advised he wants all the Departments on the same IT contract. Garland questioned the parameters of the existing contract being able to serve all the off-site Departments. Dickson emphasized the need to maximize the hours available in the various IT contracts by combining all the allotted hours into one (1) contract. This way all the Departments can share the hours and take advantage of any additional time, if necessary. Carney verified the Guthrie County Conservation Department (CCD) is not part of the County's IT network. Garland put forth a tentative proposal for linking CCD to the network. The Supervisors will discuss this option with the Conservation Director at a later date. Garland suggested addressing these matters during the budget meeting with Curt Thornberry, Technology Development Director. Carney advised he wants Garland or his designee to meet with all the Departments to review IT needs. Garland and the Supervisors briefly discussed updating the website. Grasty wants the Supervisors' email addresses posted on the website, so the public can communicate with them. Garland pointed out the need to upgrade the website, so it will scale to mobile devices.

Jotham Arber, Guthrie County Public Health Director and interim Environmental Health Director, as well as Jo Rasmussen, Guthrie County Public Health Finance Coordinator, joined the meeting. Arber provided a copy of the new 28E Agreement with Diamondhead Sanitary District. The previous agreement was signed in 2007. Arber advised there were only a few changes. He updated the fee as well as some of the language. The new fee will be 110% of the total cost instead of 110% of the salaries. He currently is preparing the cost reports to provide the basis for the fee. Under the terms of the Agreement, Guthrie County Environmental Health (EH) Department serves in a consulting roll to fulfill the Iowa Department of Natural Resources (IDNR) requirements. In particular, Mike Stringham, EH Supervisor, takes minutes at Diamondhead's Board Meetings and provides advice on environmental issues concerning the septic systems as well as Lake Diamondhead. The start date is 1 July 2017 to maintain the ten (10) year cycle. Arber confirmed IDNR would not allow the formation of the Diamondhead Sanitary District if there was no affiliation with a County Environmental Health Department. Arber advised Stringham will take the Agreement to Diamondhead's next Board Meeting in August. Arber stated he sent a copy to the County Attorney's Office; however, he has not received confirmation either Attorney reviewed it. Motion by Rutledge second by Grasty to table renewal of the 28E Agreement with Diamondhead Sanitary District until the County Attorney's Office reviews it. Motion carried on a vote: Ayes: 5 Nays: 0.

Arber briefed the Supervisors on the status of the remodeling project. Upon completion, EH as well as the Adair/Guthrie County Emergency Management Agency (EMA) will move into the newly remodeled portion of the PH Building. Panora Teleco/GCC is re-wiring the Ethernet lines in the building. Arber wants to utilize the spare IT switch to provide EH and EMA with a secure network connection. He offered to replace the switch during the next fiscal year; however, the Supervisors insisted he replace it immediately. Rutledge suggested he split the cost with EMA. Arber agreed to order a new switch, right away, and split the cost amongst the three (3) Departments. The Supervisors allowed him to use the spare IT switch for the remodeling project subject to the terms of the discussion. Arber advised the projected completion date of the remodeling project will be late August. Brandon Thompson, Custodian, advised PH needs to replace the heating and air conditioning system with a new indoor unit which will service the newly remolded area. The estimated cost is \$8,200. If PH does not replace the existing outdoor system, Arber anticipates additional repair costs later this year in addition to the \$2,000 spent to repair it last winter. He may need to amend the budget to cover the cost. This is the proper time to replace the system during the remodeling project. Arber advised the remodeling project includes the pantry. It will be part of the new EMA area.

Dickson advised he met with Genesis Development about relocating to the Courthouse. Genesis will be content with the EMA suite and is willing to move at any time. Arber advised EH and EMA will move at the same time. All of EH's office furniture and computer equipment is already at the PH Building. EH simply needs to move the files and supplies from the current office. After the move, Arber slowly will remodel the Emergency Operations Center (EOC) for EMA. Dickson directed Arber to coordinate the relocation with Genesis. Arber confirmed the EH transition is going well, and EH is moving forward. Arber talked about the new computers in the trucks. Arber purchased the three (3) computers with funds remaining after the consolidation of PH & EH as well as Emergency Preparedness Grant money. He also bought two (2) trucks which are part of Bob Brown Chevrolet's fleet program. As long as, the trucks are maintained by a certified service center, such as Karl Chevrolet of Stuart, traded within five (5) years, and have less than 100,000 miles, the trade-in value is locked in at \$15,000. Dickson pointed out the trucks have built in Wi-Fi, so EH can do more work at a site. In addition, all three (3) employees have smart phones, so they can receive texts directly from PH. All EH phone calls go directly to PH. Grasty commented on how these upgrades will increase documentation as well as efficiency. Arber advised the employees seem to like the new equipment. Furthermore, he is working with Stringham to set up new procedures as well as the electronic documentation of daily activities. Arber visits the EH office weekly and meets with Stringham regularly. Arber and the PH administrative staff also assist EH with letters and other office work, so EH does not get behind during this time of year. Arber advised he will work on a policy manual this Fall and provide additional training, so there are solid policies to support their decisions. Arber also is working on a cost report to establish a new cost structure which is the same for all the Counties serviced by EH. It will be based on costs for services and not salaries. It will enable each County to set its rates based on the actual cost of EH's services. EH will bill for the cost of its services plus ten percent (10%) via an hourly rate which includes a fifteen percent (15%) administration fee as well as compensation for all phone calls and supplies. Since each County has a different mileage reimbursement rate, EH will bill mileage separately at the Internal Revenue Service rate. At Lloyd's request, Arber explained how the current practice utilizes varying rates depending on the service and each County collects its own permit fees. Arber explained the current remittance process and expressed concerns about it.

He wants to streamline it by having all the fees sent to Guthrie County for processing and then disbursed to the appropriate County. This also will eliminate the need to send unwarranted delinquency notices. The Supervisors must amend the EH budget to implement the new system. Arber assured the Supervisors it will not impact EH's operational expenses. At Dickson's request, Arber talked about PH's new contract with Cass County to provide home health services. PH will bill Cass County 110% of its costs plus mileage. The contract will generate \$130,000. PH will spend \$82,000 to provide services to Cass County and put the remaining funds towards Guthrie County programs. The program has gone well for the last month; especially, since the previous provider relinquished all the information. Arber hired an additional part-time employee to provide the home health services; however, PH nurses will do the intake conferences. He also committed one (1) of the four (4) public health vehicles to the contract. Arber advised the Cass County Board of Health that Guthrie County PH will terminate the contract if the contract cannot sustain itself. Arber advised PH reinstated the maternal child health program in Guthrie County. He also wants to reestablish the lead testing and food inspection programs. Guthrie County currently contracts with Shelby County for food inspections. Shelby County must refer all food related illnesses to PH, so Guthrie County can investigate the matter.

Darcia Robson, Guthrie County Veteran's Affairs Administrator and General Relief Coordinator, joined the meeting. She provided a copy of the Geographic Distribution of VA Expenditures Report for Fiscal Year (FY) 2016. This report accounts for the money brought into the County. The total expenditures were approximately \$5.5 million. Compensation and pensions paid, including death benefits, accounted for a little over \$2.8 million. Veterans and their spouses also received around \$190,000 for education as well as vocational rehabilitation/employment. As veterans continue to pass away, the numbers fluctuate each year. Guthrie County statistics are less than last year. Carney inquired about how Guthrie County compares to other counties. Robson advised it is difficult to compare counties because of numerous variables including median age of the veteran population as well as the era of service. Supervisors briefly discussed the statistics for counties with a similar population. Currently, there are 911 veterans in Guthrie County. Among her many duties, Robson helps veterans apply for their pension benefits. Pursuant to Grasty's inquiry, Robson advised she cannot provide the exact number of veterans which receive services from her because not all veterans work with her to obtain services. She explained her tracking system. To date, there are 584 veterans in the system. Grasty confirmed this is a significant number of veterans. Robson pointed out, even if a veteran is deceased the spouse still is entitled to benefits. Robson talked about the various reasons veterans seek assistance from her. The initial goal is determine when the veteran served and whether or not the veteran already applied for any services. Most of her time is spent applying for federal services. Currently, there are not many requests for County assistance because the veterans qualify for other services. She also helps the veteran apply for State benefits. Grasty confirmed the statistics support her request for the additional five (5) hours. Carney confirmed the Veterans' Affairs Commission supports the increase in Robson's hours from thirty (30) to thirty-five (35) hours per week, so she can do more outreach work. Robson confirmed the additional time means she will be out of the office doing visits and participating in programs. Rutledge advised he spoke with Commission members, and they want Robson to do more community outreach. Grasty inquired about the impact of Robson not being in the office all the time. Robson stated she will continue to schedule appointments. Furthermore, some of the outreach will be through advertising and word of mouth. This should encourage veterans to visit their local VA office rather than drive to Des Moines. Robson advised her primary purpose is to assist veterans within the County; however, she will not turn away a veteran from outside Guthrie County. She will coordinate those services with the other County's administrator. Lloyd commented on how much Robson helped him. Grasty confirmed the veteran community highly respects her. Robson advised the veteran's designation on the Iowa Driver's License brought more veterans into her office. She helps the veteran verify their years of service and takes the opportunity to discuss available services. At Carney's request, Robson verified she only spends about five (5) hours per week on General Relief duties. The time fluctuates depending on the type of assistance. Usually, people request help with rent or utilities. During the winter, people tend to need money for heat. Dickson verified the maximum claim is \$200 per month. Robson advised it is difficult to predict when General Relief clients will call or stop in the office. The Supervisors briefly discussed the need to pay for the five (5) additional VA hours from other County funds. Robson pointed out the County cannot utilize the VA grant money for her salary unless she increases her hours, and it is a one-time expenditure. She also advised she allocated all the grant money to other expenditures this year, including advertisements and training. Robson cautioned the State probably will reduce the grant funding next year, so the Supervisors should not count on it. Supervisors and Robson briefly discussed whether or not she can reallocate some of the grant money for her salary this year. Robson expressed several concerns about this proposal. Robson also explained the use of grant money cannot lower or supplant the existing VA budget. The County must maintain a VA Office. Arber interjected and explained Robson must use all the

grant money available in this cycle to take advantage of the full amount next year. Furthermore, Robson only can apply the grant funds to her salary this year unless the Supervisors intend to increase her hours even more next year. Dickson confirmed Robson utilizes all the grant money provided by the State. Grasty suggested the Supervisors work with the Board of Health to transfer the money for Robson's salary from EH budget to the VA and General Relief budgets. Dickson only willing to transfer half of the money because PH is doing the administrative duties Robson used to perform for EH. Arber advised there is approximately \$9,000 of the EH budget attributed to Robson's salary. Dickson has no objection to transferring Robson's hours to Veteran's Affairs and General Relief, but he does not want to discuss the budget issues at this time. He wants to wait until the Supervisors need to amend the County budget. Grasty inquired about the previous EH billing practices. Arber confirmed the new system is more efficient; however, PH did accrue additional responsibilities. Grasty also asked about the "Legion Loan Closet". Robson advised she is awaiting a response from the Guthrie Center Legion Post as to the status of the program. Rasmussen advised she previously spoke with a Legion Member about relocating the "Closet" to the Courthouse or moving the shed to the Legion Building, so anyone could access it. Robson suggested transitioning it to an equipment closet available to anyone. She also pointed out most veterans get equipment through other VA services. Arber and Rasmussen verified PH did not track who used the equipment or allocate any money for it. Rutledge confirmed the Legion will remove the "Closet" from PH. Dickson suggested PH could do General Relief. Arber confirmed PH serves thirty-four (34) veterans. Auditor will verify status of Robson's salary line item in VA budget. Auditor pointed out need to determine Robson's hours, so she can set her office hours. Rutledge request Arber prepare a cost report for the actual hours needed to fulfill Robson's EH administrative duties. Arber offered to help Robson obtain grants to fund her VA salary, and Dickson wants her to look into it. Motion by Lloyd second by Rutledge to reallocate Darcia Robson's hours as follows: thirty-five (35) hours for Veteran's Affairs and five (5) hours for General Relief. Motion carried on a vote: Ayes: 5 Nays: 0. The Supervisors will resolve the budget issues at a later date.

Joshua Sebern, Guthrie County Engineer, joined the meeting to provide the Secondary Roads Department (SRD) construction update. The contractor poured the Seidl Bridge (Seely 253 on Hickory Avenue) deck yesterday. They could not do it last week because the concrete temperature exceeded ninety (90) degrees. Sebern recounted several problems the crew encountered during the pour. Carney verified the project should be complete by 1 September. Murphy Heavy Contracting also will start on Richland 306 this week. The County Road P18 (Quail Road) project is complete; however, there are failures in a few areas. As soon as Sebern started to see problems, he contacted IDOT and the contractor. Sebern briefly described the steps he took to address the failures with these entities. Everything tested fine and both entities assured him everything was normal. He had the contractor strengthen certain areas; however, there still were problems. Subsequently, Sebern discovered there are problems with the cold in place method used on this project. Despite numerous issues across the State, IDOT still recommends it. P18 is part of a study which will take core samples to determine the problem. The change orders strengthened some of the courses and patches, but there are still some problems. Even though the road meets all the specifications and terms of the contract, it has obvious failures. Dickson stated the County spent a great deal of money for the project, and he will not accept anything but a smooth road. Sebern recounted the specifications of the project to the Supervisors. Grasty commented on whether the issue lies with the asphalt or the grade/base. Sebern provided the specifications for the grade/base. He confirmed the road is smooth, but a small truck "squishes" it. Therefore, something went wrong with the project. Sebern and the Supervisors discussed various causes of the problems. Sebern admitted it is normal for edges to fail, but not in the middle. Sebern verified it is not a subgrade or drainage issue. At this point, the contractor has no answers. Sebern's biggest concern is which entity will bear the cost to fix the road. IDOT told Sebern the County must pay the contractor for the asphalt; however, Sebern intends to withhold the funds for the change orders. He expects the contractor to complain about this; although, it is his opinion the contractor failed to fix the problem. Sebern hopes no more bad spots will appear as the road settles over time; but, he acknowledged there may be wheels ruts which will need inexpensive repairs. Sebern also pointed out the current state of the road is a vast improvement. Supervisors directed Sebern to provide regular status updates. SRD working on ditch cleaning as well as bridge to culvert replacement projects. Sebern was extremely satisfied with the repair of a deep box culvert on Poplar Road. It saved SRD approximately \$150,000 to repair it rather than replace the culvert. He will consider this option for other locations. SRD still is doing a traffic county at Lake Panorama. They also seal coated the Birchfield Cove Bridge on Sage Trail. Sebern will include this project in the Lake Panorama Association seal coat contract. Sebern advised the dry conditions are very hard on the gravel roads. There are numerous construction project underway around the County. Since the heat also causes problems with the paved roads, SRD is putting cold patch in the holes until it can determine which roads need more extensive repairs. Pursuant to a request from the Supervisors, Sebern looked at the

floor in the main building at the Guthrie County Transfer Station (TS). The floor appears to be broken in one (1) area, and he does not think it is the result of a sink hole. Sebern found the original building plans. It shows the loading dock integrated into the retaining wall with the floor as the top support. Sebern will determine the best way to redo the floor and still maintain the integrity of the structure. The plans called for an eight inch thick floor with reinforcements. Sebern expressed concerns about the water and other liquids from the trash. He proposed a way to stagger the floor project, so TS does not need to suspend operations. Sebern advised he is willing to work on the project; however, he cannot do it within the next two (2) months. He will talk to Henningsen Construction Inc. about the original building construction. Rutledge pointed out Richard Stone, one of the employees, poured rock into the hole, so it is stable for now. Stone also uses the old bridge planks to replace the missing boards on the back wall of the main building. Everyone agreed the damage to the floor is the result of wear and tear from the heavy equipment as well as the trucks. Supervisors directed Sebern to work on the floor project when he has time to do it. Sebern received the updated personnel policy from Ahlers & Cooney, P.C. He will schedule a committee meeting to review it. Sebern advised he will be on the agenda for the cold storage building bid opening as well as contracts to purchase right-of-way. Sebern also briefed the Supervisors on his discussion with Diamondhead Lake concerning the purchase of right-of-way. The Lake wanted Sebern to build a retention pond in exchange for the right-of-way; however, Sebern thinks this is a disproportionate request. Sebern provided a status update regarding the unimproved right-of-way project. SRD needs to shape the dirt it got from the ditches as well as the pond and then rock it. Sebern advised he received a copy of an easement prepared by Bump & Bump Law Firm concerning access to property near the unimproved right-of-way. Sebern believes the property owner is selling portions of the land for new residential construction. Sebern expressed concerns about being able to vacate the right-of-way if it connects with the easements. Supervisors briefly discussed the issue. Dickson wants the issue resolved before SRD puts rock on the right-of-way because he does not want to maintain the right-of-way if the County cannot vacate it. Sebern will research the matter. Sebern advised his department is compliant with all the National Incident Management System (NIMS) requirements. At Dickson's request, Sebern provided an update on Integrated Roadside Vegetative Management (IRVM). The heat and humidity is slowing down the spraying because they cannot spray after 10:00 a.m., so they switch to manual cutting of trees and shrubs. Sebern stated IRVM is dealing with the visibility complaints. Dickson wants to revisit the issue of farmers planting in the right-of-way and causing sight distance problems.

Auditor presented the Trash Collection Contract with Jensen Sanitation, L.L.C. The contract is for a term of three (3) years beginning 1 July 2017 and ending 30 June 2020 at a rate of \$140 per month. Jensen will provide three (3) dumpsters. They will collect trash from the Courthouse dumpster every Monday, Wednesday and Friday. In addition, Jensen will collect trash from the SRD dumpster every Monday and cardboard from the applicable dumpster every Wednesday. Assistant Guthrie County Attorney, Tim Benton, reviewed and approved the contract. Motion by Rutledge second by Grasty to approve the Trash Collection Contract with Jensen Sanitation, L.L.C. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed the Guthrie County Treasurer's Annual Report for the Period of July 1, 2016 – June 30, 2017. Motion by Dickson second by Carney to approve the Guthrie County Treasurer's Annual Report for the Period of July 1, 2016 – June 30, 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor provided the 4th Quarter Expense Report from the New Opportunities, Inc. – Prevention Program – Iowa Department of Public Health/Iowa Grants.gov Expenditure Report July 2016 – June 2017. Christy Jenkins, Prevention Director, New Opportunities, Inc. prepared said report. The total expenses for this period are \$4,298.98. The State will reimburse Guthrie County for \$1,074.75 (twenty-five percent (25%)), and the County will match the remaining \$3,224.23 (seventy-five percent (75%)). Motion by Lloyd second by Rutledge to approve the 4th Quarter Expense Report from the New Opportunities, Inc. – Prevention Program – Iowa Department of Public Health/Iowa Grants.gov Expenditure Report July 2016 – June 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed the Semi-Annual/Year End Report for SFY 2017 County Substance Abuse Prevention Grant. Motion by Grasty second by Dickson to approve the Semi-Annual/Year End Report for SFY 2017 County Substance Abuse Prevention Grant. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors briefly discussed pending projects at the Transfer Station. Rutledge stated he prepared a specifications sheet for the retaining wall next to the scale. He also advised Hambleton Construction LLC hopes to install the

window in August. Carney as well as Rutledge will continue to try and contact the scale company. Joyce Miller, Guthrie County Transfer Station Administrator, persists with her attempts to talk to the scale company, but she received no response yet. The scale technician told Miller the company owner wants to speak with the screen manufacture about the problems with the scale display. Supervisors briefly discussed the back log of old appliances. Rutledge not sure Stone has time to dismantle the appliances because he operates the loader all day. He suggested Supervisors consider hiring a sub-contractor to salvage the appliances. Rutledge expressed concerns about increasing Steve Rummans to full-time status just to dismantle the appliances because it is labor intensive but does not generate the proportionate income. Rutledge also expressed concerns about all the junk in and around the buildings. He thinks there is a need to study the process and possibly overhaul it. Rutledge will contact salvage companies about setting up a process to dispose of appliances brought to the Transfer Station.

Motion by Rutledge second by Grasty to approve the Minutes from 18 July 2017 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed the Payroll for 15 July 2017 – 28 July 2017. Auditor briefed the Supervisors on the implementation of direct deposit. The checks will be transmitted via direct deposit for this pay period. Eighty-three (83) of the 118 employees opted to use direct deposit. It will be mandatory for all new employees. Motion by Grasty second by Rutledge to approve Payroll for 15 July 2017 – 28 July 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Paul Davis faxed an Application for Fireworks Permit to the Auditor's Office during the meeting. The date of the display is 29 July 2017. Supervisors opted not to approve the permit because it was not on the Agenda. Furthermore, Davis did not submit the permit prior to the meeting, so the Supervisors could amend the Agenda and consider it.

Auditor passed around the Guthrie County Sheriff's Office Case Log and Patrol Log pertaining to Guthrie Center for the month of July. Sheriff Arganbright was unavailable to provide an update this month, but he will do it next month. There being no further business to come before the Board at this time, the Board adjourned at 12:05 p.m. until its regularly scheduled meeting on Tuesday, 1 August 2017. Motion by Grasty second by Rutledge. Motion carried on a vote: Ayes: 5 Nays: 0

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

1 August 2017

The Guthrie County Board of Supervisors met this 1st day of August, 2017, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Mike Dickson, Evertt Grasty, and Jack Lloyd. Clifford Carney and Tom Rutledge were absent from the meeting.

The meeting came to order at 9:00 a.m.

Motion by Dickson second by Lloyd to approve the Agenda for 1 August 2017. Motion carried on a vote: Ayes: 3 Nays: 0.

The Auditor presented the 2017 Homestead Tax Credit Applications spreadsheets. The Guthrie County Assessor submitted same to the Auditor on 6 July 2017 along with a written recommendation to allow/approve all the applications. Motion by Dickson second by Grasty to approve all the 2017 Homestead Tax Credit Applications set forth in the spreadsheet. Motion carried on a vote: Ayes: 3 Nays: 0.

The Auditor presented the 2017 Military Exemption Applications spreadsheets. The Guthrie County Assessor submitted same to the Auditor on 6 July 2017 along with a written recommendation to allow/approve all the applications. Motion by Lloyd second by Dickson to approve all the 2017 Military Exemption Applications set forth in the spreadsheet. Motion carried on a vote: Ayes: 3 Nays: 0.

The Auditor presented the 2017 Disabled Veteran Homestead Tax Credit Applications spreadsheets. The Guthrie County Assessor submitted same to the Auditor on 6 July 2017 along with a written recommendation to allow/approve all the applications. Motion by Lloyd second by Grasty to approve all the 2017 Disabled Veteran Homestead Tax Credit Applications set forth in the spreadsheet. Motion carried on a vote: Ayes: 3 Nays: 0.

The Auditor presented the 2017 Business Property Tax Credit Applications. The Guthrie County Assessor submitted same to the Auditor on 6 July 2017 along with a written recommendation to allow/approve all the applications except for the three (3) applications filed for residential properties. The Auditor advised Parcel Numbers 0001351600, 0001351700, and 0001351800 are not eligible for the Business Property Tax Credit per Iowa Code Section 426C.4(1)(a) because the parcels are classified and taxed as residential property. Motion by Dickson second by Lloyd to deny the 2017 Business Property Tax Credit Applications for Parcel Numbers 0001351600, 0001351700, and 0001351800 because the parcels are classified and taxed as residential property. Motion carried on a vote: Ayes: 3 Nays: 0. Motion by Dickson second by Lloyd to approve all the remaining 2017 Business Property Tax Credit Applications. Motion carried on a vote: Ayes: 3 Nays: 0.

Supervisors reviewed the Employee Benefit Systems (EBS) Authorization for Disclosure of Protected Health Information (PHI) document. This form authorizes EBS to disclose full PHI at the request of Guthrie County, Iowa. Furthermore, it designates the Auditor, Chief Deputy Auditor and the Deputy Auditor to receive full PHI at the group level. The authorization expires at the end of each plan year or thirty (30) days after termination of the health plan coverage or upon settlement of all covered claims. Motion by Dickson second by Lloyd to approve and sign the Employee Benefit Systems (EBS) Authorization for Disclosure of Protected Health Information (PHI) document. Motion carried on a vote: Ayes: 3 Nays: 0.

Supervisors looked over the Employee Benefit Systems (EBS) Acknowledgement of Business Associate Agreement & Request to Share Protected Health Information. In part, the document states Guthrie County, Iowa sponsors a group health plan and contracts with Two Rivers Insurance Company, Inc. d/b/a Employee Benefit Systems to provide administrative services to the Plan. It also acknowledges Guthrie County contracts with Two Rivers Insurance Company to provide the County and the Plan with additional services. Finally, it sets forth specific representations and warranties made by Guthrie County to EBS. Motion by Dickson second by Lloyd to approve and sign the Employee Benefit Systems (EBS) Acknowledgement of Business Associate Agreement & Request to Share Protected Health Information. Motion carried on a vote: Ayes: 3 Nays: 0.

Auditor briefed Supervisors on the Amendment to Iowa Governmental Health Care Plan (IGHCP) re Spouse and Dependent Coverage Continuation Upon Death of Employee. In particular, the covered spouse and dependents of a covered employee may still be eligible for coverage provided the death of the employee is an event for which benefits will be payable under Iowa Code Chapters 85 and 411. There is no additional cost to the plan or the covered IGHCP group for the benefit. It will be offered and administered similar to an Early Retiree Benefit. Wellmark did not incur risk or administration by adding this benefit to the plan, so there is not and will not be a rate impact to IGHCP. The monthly premium rate will be the current employee rate and shall be paid by the covered surviving spouse or dependent children.

Auditor stated Assistant County Attorney, Tim Benton, completed his review of the Two Rivers Insurance/Iowa Governmental Health Care Plan (IGHCP) Settlement packet. He advised the Supervisors accept the \$21,551.95 in restitution from the Iowa Insurance Divisions' settlement with IGHCP. In his opinion, it is not cost effective to pursue an independent recovery. Motion by Dickson second by Lloyd to approve and sign Exhibit B Election to Participate and Release. Motion carried on a vote: Ayes: 3 Nays: 0.

Supervisors reviewed the National Incident Management System (NIMS) FFY17 Statement of Compliance. Auditor advised all Departments reported complete NIMS compliance with the exception of any new employees hired after 30

September 2016. Motion by Lloyd second by Dickson to approve and sign the National Incident Management System (NIMS) FFY17 Statement of Compliance. Motion carried on a vote: Ayes: 3 Nays: 0.

Auditor advised Supervisors of the text she received from Rutledge stating he is awaiting a return call from a salvage company concerning disposal options for the discarded appliances at the Guthrie County Transfer Station. Supervisors opted to postpone the discussion until the next regular meeting.

Auditor informed Supervisors the Guthrie County Farm Lease will terminate on 28 February 2018. Therefore, the Supervisors must decide if the County will give notice to terminate the lease. Supervisors opted to postpone the discussion until all Supervisors are present at the next regular meeting.

Joshua Sebern, Guthrie County Engineer, joined the meeting to discuss possible vacation of the unimproved road right-of-way (R-O-W) north of Roost Lane. Last week he received notice of an easement within the vicinity of the R-O-W. Sebern discussed the matter with William Bump, the attorney who drafted the easement. According to Bump, John Nolan established an easement which connects his property to Roost Lane via the R-O-W. The estimate will enable Nolan and/or his heirs to sell portions of the land for acreages. The easement created better access to the land which in turn increases the property value and improve sales. Nolan dedicated the easement to himself and/or anyone with a future interest in the land. Sebern advised there has been no action to physically improve the property. In Sebern's opinion, the County may proceed with vacation of the R-O-W because owners can access the property from the North. Pursuant to Grasty's inquiry, Sebern pointed out property owners could not utilize Nolan's easement unless they reached an agreement with the owner of the vacated R-O-W. Sebern confirmed the original agreement with Mark Van Houten was to shape and rock the R-O-W before vacating it. Sebern verified there currently is no driveway on the north side of Nolan's property. There is just an ingress/egress easement which a property may develop into driveway. The County has no obligation to maintain the easement as well as any future "driveways". Sebern advised he will proceed with the vacation process. Sebern was unsure how much rock the Secondary Roads Department (SRD) used in Van Houten's project; however, he reassured the Supervisors that SRD provided ample rock. He also stated SRD applied the rock before Sebern could notify the foreman about the Supervisors directive from the last regular meeting. He briefed recounted the work SRD did to shape the R-O-W. Grasty briefly commented on the work to repair the slough south of Beaver Creek on Victory Trail. Sebern advised there are approximately fifteen (15) test holes drilled on County Road P18 (Quail Road). The core samples will be analyzed in Ames, Iowa. The Supervisors and Sebern briefly discussed the issues with the mix utilized on the road. It appears the common denominator is a cold in place asphalt mix with a specific type of oil because the same thing happened to other contractors around the State. Sebern advised he will release the contract payment; however, he still intends to hold the change order payment. The contractor seems to understand the problem and wants to resolve it. Dickson commented on the "Spray Patcher" being back in the County due to the cooler weather and lower humidity. Once again, he expressed concerns about the patching crews not using any warning signs. Sebern confirmed Integrated Roadside Vegetative Management (IRVM) sprays whenever the weather permits it. Grasty pointed out his concerns about the trees along the Monteith Road. Sebern advised SRD and IRVM only will do surface work at this time because the utility company intends to install new power lines in the near future. Sebern pointed out the chemical used to spray the trees along the "Adair Road" will kill some of the trees this year and prevent the remainder from leafing out next year. Sebern advised there will be a \$25,000 claim for the guardrail on the "Menlo Dump Bridge Road". Sebern briefed the Supervisors on the status of the Seidl bridge project. The deck pour went well, and the Contractor intends to pour the railings during the next three (3) days. The bridge is now thirty feet (30') wide. SRD continues to work on the "Pony Truss Bridge" southeast of Panora; however, there is an issue with the survey. SRD is finishing Cass 234, the federal aid bridge, on 210th Street. SRD continues to work on the design for Orange 391A on Chestnut Road; however it is a complicated site. SRD also is awaiting a response from Greene County concerning the bridge on the county line. Finally, Sebern stated he will meet with Henningsen Construction Inc. concerning the floor at the Guthrie County Transfer Station.

Sebern opened the bids for the Secondary Roads Department Cold Storage/Integrated Roadside Vegetative Management (IRVM) Building. The Morton Building Company submitted two (2) separate bids. Sebern advised the most recent bid address the addendum to the building specifications. It will be a 60' x 120' pole building divided into three (3) rooms. There will be a cement pad and sixteen feet (16') side walls. Two (2) of the rooms must be climate controlled for the IRVM chemicals and the seed. These rooms will be lined and insulated with a hotel style heating and cooling system. There will be three to four (3-4) garage doors with electric openers. Sebern originally budgeted

\$100,000 for the building; however, he did not anticipate the climate controlled rooms. The newest Morton Building bid was \$177,046. The only other bidder was Dave Irlmeier, and his bid was \$176,579. Sebern advised the terms of the grant specify the contractor has all of next year to complete the building. He has not received any response concerning the grant application; however, it is his opinion, the agency will approve the grant because the County has not applied for several years. The grant will not exceed \$15,000. Sebern requested time to evaluate the bids before he makes a recommendation to the Supervisors. Sebern proposed foregoing the purchase of a new mower and tractor for \$150,000 in favor of constructing the new building. Dickson was not in favor of this. The Supervisors and Sebern briefly discussed this option. Dickson expressed concerns about only receiving two (2) bids and encouraged Sebern to contact other contractors. The Supervisors discussed the proposed specifications for the building as well as ways to reduce the costs. Sebern opened the original Morton Building bid which does not include the electrical addendum. It was \$166,226. Grasty proposed the Supervisors reject all the bids and re-bid the project. Sebern advised the building specifications allowed the contractor to select the make and model of the components. He pointed out one (1) room must be heated for the storage of chemicals. He pointed the building will be more user friendly if there are multiple doors. Grasty confirmed the third room will be a cold storage room. It will house the erosion control materials and other miscellaneous items in the loft area. The Supervisors discussed the pros and cons of rejecting the bids. Sebern proposed the Supervisors table the matter and take no action today. Sebern advised he will re-evaluate the specifications and consider cost savings options if the Supervisors opt to reject the bids. Sebern confirmed the building must be fully enclosed because the available location dictates the building will face north. Dickson directed Sebern to provide a drawing of the proposed structure. Supervisors opted to postpone the discussion until all Supervisors are present at the next regular meeting. Motion by Dickson second by Lloyd to table any action on the bids for the Secondary Roads Department Cold Storage/Integrated Roadside Vegetative Management (IRVM) Building. Motion carried on a vote: Ayes: 3 Nays: 0.

Motion by Dickson second by Lloyd to approve the Minutes from 25 July 2017 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 3 Nays: 0.

Motion by Lloyd second by Dickson to approve the Claims from 15 July 2017 – 28 July 2017 in the amount of \$142,441.12. Motion carried on a vote: Ayes: 3 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 11:05 a.m. until its regularly scheduled meeting on Tuesday, 8 August 2017. Motion by Dickson second by Lloyd. Motion carried on a vote: Ayes: 3 Nays: 0

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Evert Grasty, Vice Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

8 August 2017

The Guthrie County Board of Supervisors met this 8<sup>th</sup> day of August, 2017, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Evertt Grasty, Jack Lloyd and Tom Rutledge. The Auditor was absent from the meeting.

The meeting came to order at 9:00 a.m.

Motion by Grasty second by Carney to approve the Agenda for 8 August 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Joshua Sebern, Guthrie County Engineer, joined the meeting to discuss the bids for the Secondary Roads Department (SRD) Cold Storage/Integrated Roadside Vegetative Management (IRVM) Building. Sebern advised he recommends

the Supervisors reject any and all bids submitted for the project. He wants to revise the building specifications and re-bid it. Supervisors and Sebern discussed various options to reduce the project costs but still construct a good quality building. They talked about the lighting requirements as well as the possibility of included glass panels in the roof. They also discussed the pros and cons of letting a separate bid for the electrical work. Sebern was unsure if revising the specifications will reduce the cost; however, he hoped the new bids will be closer to his original \$100,000 estimate. Currently, the Morton Building bid is \$177,046 and Dave Irlmeier bid is \$176,579. Sebern briefly discussed the grant. Rutledge recommended Sebern determine how much SRD is willing to spend on a building and then research what type of building is available for that amount. Motion by Dickson second by Grasty to reject any and all bids submitted for the Secondary Roads Department (SRD) Cold Storage/Integrated Roadside Vegetative Management (IRVM) Building. Motion carried on a vote: Ayes: 5 Nays: 0.

Sebern presented Resolution 18-03: Authorizing Vehicle and Load Limits for Bridge Postings. Said resolution establishes the vehicle and load limits as well as the signs to be erected advising of the permissible maximum weights for all listed bridges in Guthrie County. SRD inspected all the bridges and determined the designated restrictions based on present structural conditions. Sebern advised there will not be any new signs. Motion by Grasty second by Lloyd to approve 18-03: Authorizing Vehicle and Load Limits for Bridge Postings. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Rutledge) Nays: 0.

Sebern submitted two (2) Right-Of-Way Purchase Agreements. These agreements purchase right-of-way for the Baker 182 bridge replacement project. The first agreement purchases property from Michael Crabbs for \$5,527. The second agreement purchases land from Richard Kuster for \$8,842. Motion by Carney second by Rutledge to approve the Crabbs and Kuster Right-Of-Way Purchase Agreement for the amounts specified during the discussion. Motion carried on a vote: Ayes: 5 Nays: 0.

Sebern advised Henningsen Construction Inc. looked at the concrete floor in the main building at the Guthrie County Transfer Station. Henningsen estimated it will cost \$30,000 - \$40,000 to repair the floor. They are willing to do the work and can complete the project quickly. Supervisors do not want the speed to effect the quality of the project. Supervisors discussed the matter and opted to put the project on hold at this time. Sebern provided a brief SRD update. He advised the Iowa Department of Transportation will be trying out a new technique to update a portion of the road east of Stuart. It will be at no cost to the County. Sebern also will meet with representatives from the Diamondhead Rural Improvement Zone this week.

The Supervisors held the Public Hearing on the Diamondhead Lake Rural Improvement Zone (RIZ) Extension and Diamondhead Lake Rural Improvement Zone Engineering Report. Motion by Grasty second by Dickson to open the Public Hearing at 9:30 a.m.. Motion carried on a vote: Ayes: 5 Nays: 0. Chad Mason, a professional engineer with HR Green provided a thirteen (13) point handout which summarizes the engineering report. The estimated silt accumulation in Diamondhead Lake is approximately 726,000 cubic yards. The rate of silt accumulation likely will remain similar to the historic rate of 3,500 tons per year. The estimated available silt storage areas is 295,000 cubic yards. An additional 431,000 cubic yards of storage is needed to completely remove all the accumulated sediment. Annually, the RIZ dredges out as much sediment as possible; however, there is not enough storage space. He recommends the RIZ either improve the method of dredging or remove a large volume of silt at one time to get ahead of influx of sediment. He advised the RIZ eventually wants to double the storage size by purchasing more land upstream. There was no water quality data available for the lake. HR Green recommends the RIZ implement an annual sampling program beginning in 2018. Mason provided a brief list of the chief water quality challenges facing the Lake. There definitely is a clear need for preventative practices throughout the watershed to improve the water quality. After the RIZ establishes an annual sampling protocol, HR Green recommends further modeling of the preventative practices to optimize the placement and selection of management practices to maximize the positive impact. The twenty (20) year revenue estimate is \$3 million; however, the remedial and preventative measures will cost in excess of this amount. HR Green recommends the RIZ pursue grant funding and cost sharing programs to defray some of the expenses for the preventative measures. Carl O'Connor, President of the Diamondhead Lake Rural Improvement Zone Board, advised the RIZ funds currently are being used to build silt retention ponds as well as damming up the gully and cleaning out silt retention areas. At this time, a contractor dredges the silt out of lake and moves it to a drying area before storing it. Some local farmers come and get the silt because it makes such good soil. This helps defray the storage costs. O'Connor admits the RIZ funds are not quite enough to cover all the costs, so the

RIZ anticipates requesting additional funding assistance from the membership. Motion by Dickson second by Grasty to close the Public Hearing on the Diamondhead Lake Rural Improvement Zone (RIZ) Extension and Diamondhead Lake Rural Improvement Zone Engineering Report. Motion carried on a vote: Ayes: 5 Nays: 0. Motion by Dickson second by Grasty to extend the Diamondhead Lake Rural Improvement Zone. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed the Memorandum of Agreement Between the Iowa Department of Transportation (IDOT) and Guthrie County, Iowa. The Deputy Auditor advised a page was missing from the original agreement, so IDOT instructed Marci Schreck, Guthrie County Treasurer, to resubmit the Agreement to the Supervisors. Motion by Rutledge second by Lloyd to reapprove and resign the Memorandum of Agreement Between the Iowa Department of Transportation (IDOT) and Guthrie County, Iowa. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors discussed the Guthrie County Farm Lease with Eugene Kipp. The current lease terminates on 28 February 2018. The total annual cash rent is \$57,398.46. The Supervisors chose to provide Kipp the Notice of Termination of Farm Tenancy by 1 September 2017. Auditor will post a notice for bids later this year. Motion by Rutledge second by Lloyd to terminate the Guthrie County Farm Lease with Eugene Kipp effective 28 February 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors talked about having a salvage company remove the discarded appliances at the Guthrie County Transfer Station. The main goal is to clean up the Transfer Station and not necessarily receive compensation for the removal of the appliances. It will be a one (1) time option to remove a bulk of the appliances, so the Transfer Station is caught up and can return to dismantling the discarded appliances. Carney advised the Guthrie County Coordinator of Disability Services office needs a phone line installed by 15 September 2017. Supervisors discussed the terms of the lease with Genesis Development. Currently, the lease requires the County to provide office space; however, Genesis must pay rent. Dickson advised the Genesis program recently was altered, so there are on-going discussions about the future plans for the program. The new program needs may impact the office space requirements.

Deputy Auditor advised the Auditor was unable to complete the Minutes from 1 August 2017. Motion by Rutledge second by Grasty to table approval of the Minutes from 1 August 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed the Payroll for 29 July 2017 – 11 August 2017. Motion by Rutledge second by Grasty to approve Payroll for 29 July 2017 – 11 August 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 11:35 a.m. until its regularly scheduled meeting on Tuesday, 15 August 2017. Motion by Rutledge second by Dickson. Motion carried on a vote: Ayes: 5 Nays: 0

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

15 August 2017

The Guthrie County Board of Supervisors met this 15<sup>th</sup> day of August, 2017, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Tom Rutledge. The Auditor was absent from the meeting.

The meeting came to order at 9:00 a.m.

Motion by Grasty second by Lloyd to approve the Agenda for 15 August 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Joe Hanner, Guthrie County Conservation Director, joined the meeting and presented the Guthrie County Conservation Board (CCB) Minutes from the meeting on 10 July 2017 as well as the Guthrie County Conservation Board Annual Report July 1, 2016 to June 30, 2017. Hanner briefed the Supervisors on the CCB's discussion concerning bids to repair the water lines at Nations Bridge Park. The bids were as follows: Holbrook Construction Inc. bid \$55,204.50 and Miller Plumbing and Heating bid \$58,370.00. These bids were higher than expected; however, CCB accepted Holbrook's bid and awarded the contract. Carney inquired about the reason for the higher bids, and Hanner advised it is due to the higher cost of pipe. CCB will pay part of the cost from its budget and the remainder, more than half the balance, from the Conservation Reserve Fund. Hanner advised Holbrook wants to begin work in October; however Hanner pointed out the Supervisors need to amend the Fiscal Year (FY) 2017-2018 Budget before Hanner can utilize the Conservation Reserve Fund. Hanner inquired how soon the Supervisors will amend the Budget, and if it can be done before Holbrook starts the project. Rutledge commented the project needs to move forward, so he directed Hanner to speak with the Auditor about a timeline for the Budget Amendment. The Supervisors support the plan to repair the water lines. The Annual Report reflected an increase in camping revenues and a steady usage of the Raccoon River Valley Trail. Hanner advised everything looks great at Nations Bridge Park. He also reported a new roof was installed on the Merchant House at the Guthrie County Historical Village. Furthermore, the Historical Village is working on the Pullman Car. Motion by Lloyd second by Grasty to approve the Annual Report. Motion carried on a vote: Ayes: 5 Nays: 0.

Joshua Sebern, Guthrie County Engineer, joined the meeting and handed out preliminary plans for the Secondary Roads Department (SRD) Cold Storage/Integrated Roadside Vegetative Management (IRVM) Building. The bid specifications are only for the building shell. It does not include the doors and may not include the electric requirements. SRD will contract the remaining items as funding becomes available for the project. This approach may extend the completion date out a couple of years. Grasty asked if there will be room for future expansion at the location. SRD received formal acknowledgement it will receive a grant for \$15,000 to help fund the project. Carney inquired about the location of the building, and if SRD will use it for extra storage. Sebern wants to publish the bid notice in the newspapers next week and run it until 26 September 2017. Sebern also reported SRD just completed two (2) Tax Increment Financing (TIF) projects, Union 302 and Beaver 33, so he needs the Supervisors to approve a \$250,000 advance to cover the projects. Motion by Grasty second by Carney to approve a \$250,000 advancement from the Wind Farm TIF to cover the Union 302 and Beaver 33 projects. Motion carried on a vote: Ayes: 5 Nays: 0.

Sebern presented a Right-of-Way (R-O-W) Purchase Agreement to procure land from the Kunkle Family Trust for \$4,698.00. This also will be an advance from the Wind Farm TIF. Motion by Carney second by Lloyd to approve the Right-of-Way (R-O-W) Purchase Agreement with the Kunkle Family Trust for \$4,698.00. Motion carried on a vote: Ayes: 5 Nays: 0.

Sebern reported there will be a Personnel Policy Meeting tomorrow, and he will keep the Supervisors informed on the progress. He also advised the SRD's Union sent correspondence acknowledging Sebern's Office is meeting all the requirements. Sebern briefed the Supervisors regarding a wage claim SRD received from Iowa Workforce Development (IWD). It states three (3) SRD employees are claiming Guthrie County is not paying them. Mike Galloway with Ahlers & Cooney, P.C. will file a written response with IWD. Sebern discussed several bridges around the county which need repairs.

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Change Notice for Ethan Shetler (End of Probationary Period). Motion by Grasty second by Lloyd to approve the Payroll Change Notice for Ethan Shetler (End of Probationary Period) raise increasing his salary from \$22.46 per hour to \$23.46 per hour effective 27 August 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors will open bids for the retaining wall at the Guthrie County Transfer station next week.

Chief Deputy Auditor advised the Auditor was unable to complete the Minutes from 1 August 2017 and 8 August 2017. Motion by Rutledge second by Dickson to table approval of the Minutes from 1 August 2017 and 8 August. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Rutledge second by Grasty to approve the Claims from 29 July 2017 – 11 August 2017 in the amount of \$786,255.64. Motion carried on a vote: Ayes: 5 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 10:50 a.m. until its regularly scheduled meeting on Tuesday, 22 August 2017. Motion by Rutledge second by Dickson. Motion carried on a vote: Ayes: 5 Nays: 0

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

22 August 2017

The Guthrie County Board of Supervisors met this 22<sup>nd</sup> day of August, 2017, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty and Jack Lloyd. Tom Rutledge and the Auditor were absent from the meeting.

The meeting came to order at 9:00 a.m.

Motion by Grasty second by Lloyd to approve the Agenda for 22 August 2017. Motion carried on a vote: Ayes: 4 Nays: 0.

Kristine Jorgensen, Guthrie County Historical Village Curator, accompanied by Guthrie County Tourism Council Members Alex Krueger, Council President, and Barb Wollner, Council Treasurer, joined the meeting and presented their request for funds to continue growing tourism in the County. Wollner presented the balance sheet from Fiscal Year (FY) 2016-2017 outlining typical costs and funds used to promote the County. The Council strives to ensure it efficiently uses its funding and only requests additional money when the Council needs it. The fund balance is currently \$1.08. Jorgensen talked about the benefits of advertisement and pointed out a large portion of the funds go toward it. Grasty requested a representative from the Western Iowa Tourism Region meet with the Supervisors to discuss the different aspects of advertising and the purpose of advertising with the Region. He also wants to know how the Region can help increase the flow of visitors through the County. The goal for the Council is to grow and become the “Welcome Center” for tourism in the County. The Council Members feel this is an obtainable goal, as growth already is seen on a daily basis through the Guthrie County Historical Village. The Council also wants to make new brochures. It has been ten (10) years since the printing of the current brochures. The Council intends to use \$500 of the money provided by the Supervisors to apply for a \$500 grant to pay for the new brochures. Motion by Grasty, second by Lloyd to approve the Guthrie County Tourism Council’s funding request of \$3,760. Motion carried on a vote: Ayes: 4 Nays: 0.

Joshua Sebern, Guthrie County Engineer, joined the meeting and updated the Supervisors on the first Personnel Policy Committee meeting held on 16 August 2017. A majority of the County Offices and Departments were represented at the meeting. The Committee is working towards one (1) overall policy which applies to all County employees. The plan is to review each policy section, one at a time, and then finalize an overall policy. Mike Galloway with Ahlers & Cooney, P.C. has provided some direction regarding overall policy options; however he stated he will wait and meet with the Committee after it finalizes the new policy. Grasty asked if a Supervisor should be present at these meetings. Sebern stated the Supervisors are more than welcome to participate throughout the process. He also pointed out once

the Committee finalizes the new policy, it will be presented to the Supervisors. The Supervisors had a brief discussion about compensation time. In particular, the implications and impact if the Committee decides to reduce the total number of banked compensation time hours.

Sebern also provided a Secondary Roads Department (SRD) update. He advised the areas South of Guthrie Center as well as the Bear Grove Township area received large amounts of rain over the weekend and Monday evening. Therefore, SRD will be busy moving rock and dealing with watershed issues. Also, the bid notices for the SRD Cold Storage/Integrated Roadside Vegetative Management (IRVM) Building will be in the newspapers this week.

Darcia Robson, Guthrie County Veteran's Affairs Administrator and General Relief Coordinator, joined the meeting to present the recommended replacement to fill the vacancy created by Dennis Hoover's resignation from the Guthrie County Veteran Affairs Commission. The Commission selected Steven James to fill the vacancy. Motion by Dickson, second by Grasty to appoint Steven James to the Guthrie County Veteran Affairs Commission. Motion carried on a vote: Ayes: 4 Nays: 0.

Rutledge called prior to the meeting and stated the retaining wall bid notice, published in the newspapers, stated the submission deadline was 25 August 2017, not 20 August 2017. Said Notice directed bidders to submit sealed bids, to the Supervisors, for the installation of a retaining wall at the Guthrie County Transfer Station. Motion by Dickson, second by Grasty to table opening of the bids for the retaining wall at the Guthrie County Transfer Station. Motion carried on a vote: Ayes: 4 Nays: 0.

Deputy Auditor corrected an error on the Agenda. She confirmed the Supervisors previously approved the Minutes from 25 July 2017 during the regular meeting on 1 August 2017. Deputy Auditor also advised the Auditor was unable to complete the Minutes from 1 August 2017. Motion by Dickson second by Grasty to table approval of the Minutes from 1 August 2017. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors reviewed the Payroll for 12 August 2017 – 25 August 2017. Motion by Grasty, second by Lloyd to approve Payroll for 12 August 2017 – 25 August 2017. Motion carried by a vote: Ayes: 4 Nays: 0

There being no further business to come before the Board at this time, the Board adjourned at 11:35 a.m. until its regularly scheduled meeting on Tuesday, 29 August 2017. Motion by Carney second by Dickson. Motion carried on a vote: Ayes: 4 Nays: 0.

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

29 August 2017

The Guthrie County Board of Supervisors met this 29<sup>th</sup> day of August, 2017, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Tom Rutledge. The Auditor was absent from the meeting.

The meeting came to order at 9:00 a.m.

Motion by Grasty second by Rutledge to approve the Agenda for 29 August 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Curt Thornberry, Guthrie Center Communications (GCC), joined the meeting. He presented the August 2017 Guthrie County Information Technology (IT) Support Report. Thornberry highlighted the regular network monitoring

performed by the company. GCC added some authentication updates to allow remote access to enable the Secondary Roads Department (SRD) and Guthrie County Public Health Department to work offsite. Thornberry reviewed server health details with the Supervisors. He also discussed the items detected by the anti-virus software during the last month. Auditor's representative inquired about the Homeland Security Notice concerning the anti-virus software. Thornberry advised he will continue to monitor the situation, as this is the plan undertaken by his industry peers. He stated most of the top anti-virus software is produced by overseas companies. Thornberry pointed out all the anti-virus software produced within the United States has a great deal of overhead associated with it. He explained the graphs reporting network usage and noted there was nothing significant about it. Thornberry pointed out the addition of software which monitors the creation of a loop within the network to help avoid it. GCC currently is working with the Guthrie County Sheriff's Office to connect its system to the main network. Thornberry also reviewed network traffic on the website.

Sheriff Marty Arganbright joined the meeting to provide the monthly update. He presented the Case Log and Patrol Log pertaining to Guthrie Center for July and August. In addition, he provided a log of civil papers service and a list of inmates for both months. City of Stuart requested the Guthrie County Sheriff's Office (GCSO) activate the City's storm sirens at 10:00 a.m. on the first Saturday of each month. The sirens failed to activate during the last tornado warning, so the City wants to test the system on a monthly basis. Sheriff updated the Supervisors about the Guthrie Center arson case. The Defendant remains in custody. GCSO continues to try and segregate him from the other inmates; however, it becomes very difficult, if not impossible to do this, when the jail must house female inmates. The rules dictate the Sheriff's Office must have the necessary space to segregate all female inmates from the males. At this point, the Dallas County Jail continues to house the County's female inmates. The current inmate count is five (5). Deputy Swensen returned to work; however, he is on light duty. He works in the office on cases which fit within his restrictions. The new Deputy, James Mink, starts tomorrow. He is from the Denison Police Department. Deputy Mink will become the canine handler. The current handler relinquished the responsibility due to increased family obligations and the birth of his second child. Deputy Mink is single, so he can devote the necessary time.

Furthermore, it is his desire to become a canine handler. Sheriff will introduce Deputy Mink once he begins working for the County. For the first month, Deputy Mink will be field training, so he can learn the County. Afterwards, he will shift to his regularly scheduled rotation. GCSO responded to the City of Bayard for a report of a stranger in a resident's garage. Deputies detained a male and female suspect, from West Des Moines, in an alley. Apparently, the suspects spent most of the night collecting items from around the City. The female currently is on probation. GCSO received a check from the City of Bayard for law enforcement services. Sheriff still is working with the Cities of Yale and Jamaica. Grasty asked about Deputies responding to the City of Stuart. Sheriff advised Deputies only visit the City on a limited basis thanks to the Stuart Police Department. He pointed out there is a very good working relationship between the two (2) agencies which work back and forth quite a bit. Sheriff advised the Redfield Bank was robbed on Monday, 28 August 2017. The Dallas County Sheriff's Office arrested a suspect and notified GCSO. It turns out, the arrestee is the same individual Deputies suspect is responsible for robbing the Casey Bank. Sheriff and Chief Deputy Bennett interviewed the suspect at the Dallas County Jail. He confessed to the Casey Bank robbery. The Guthrie County Sheriff's Office has placed a hold on the suspect, but he remains in the Dallas County Jail. Sheriff reported all vehicles are back in good condition. GCSO fixed Deputy Swensen's windshield, so it is ready for his return to work. Gasty asked about the life expectancy of the canine. Sheriff advised usually ten (10) years is the maximum age. Gasty inquired about starting a fund to offset the cost of a replacement when the current canine starts approaching this age. Sheriff stated GCSO will need to review the rules, at the time, to determine if it is even feasible to continue the canine program. Supervisors briefly discussed Sheriff's involvement with the Personnel Policy Committee.

Jotham Arber, Guthrie County Public Health Director and Interim Environmental Health Director, joined the meeting. He presented a request to extend the expiration date for Sarah Hart's vacation time from August until December. Hart was unable to use her vacation due to covering shortages created by other employees being off work as well as the need to fill-in while employees were out of the office. Motion by Dickson second by Rutledge to approve the extension of Sarah Hart's vacation expiration date from 2 September 2017 to 31 December 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

At this time Brandon Thompson, Custodian, joined the meeting. Arber and Thompson provided an update as well as a timeline for the remodeling project at the Public Health Building. The project involves the following: 1) Upgrading

the electrical systems to comply with Iowa Code; 2) Installing new heating and cooling systems; 3) Installing new flooring and bathrooms; and 4) Installing a new IT infrastructure for both the Emergency Operations Center (EOC) as well as the offices. Arber got bids from outside contractors to do all the work, and it was going to cost approximately \$25,000. After reviewing the costs, Arber decided to work with the Custodians to help reduce costs. The Custodians are progressing on some of the projects. Arber presented a project outline and timeline for relocation of the Environmental Health Department (EH). Arber discussed some issues with the phone system and advised the vendors resolved the problems. Carney asked about the compensation time being accrued by the Custodians. Thompson reported they have not accumulated much compensation time so far; however, it may increase as they start working on fall projects and get ready for winter. Arber stated there probably is some funding in the EH budget which can offset the time spent working on the remodeling project. Rutledge inquired if there was still money in the Custodian's budget for some part-time janitorial help. The Supervisors suggested the Custodians look for a part-time janitor.

Joshua Sebern, Guthrie County Engineer, joined the meeting and presented Resolution 18-04: Approval of Agreement Between Guthrie County Secondary Roads Department and Iowa Department of Transportation for a Living Roadway Trust Fund Grant. The Grant is for \$15,000 to assist with the construction of the SRD Cold Storage/Integrated Roadside Vegetative Management (IRVM) Building. Motion by Grasty second by Lloyd to approve Resolution 18-04: Approval of Agreement Between Guthrie County Secondary Roads Department and Iowa Department of Transportation for a Living Roadway Trust Fund Grant. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Rutledge) Nays: 0.

SRD located an illegal entrance along County Road P18 (Quail Road). SRD will contact the property owners, who live in another county. SRD received a fugitive dust complaint north of Flint Hills Resources (FHR) near the City of Menlo. It is due to trucks using the gravel road when trains block the pavement. Sebern contacted the railroad which stated it was following all the rules. Sebern contacted the Iowa Department of Natural Resources (IDNR); however, IDNR advised, due to the irregularity of the incidents, there is nothing it can do at this time. If it continues to be a problem, SRD will contact FHR and the railroad to develop a better solution. Sebern reported Casey Telephone, Coon Valley Telephone, Aliant Energy, ITC as well as other companies are working along White Pole Road at this time. Sebern announced the second meeting of the Personnel Policy Committee will be tomorrow at 10:00 a.m.. SRD will purchase three (3) new propane tanks, so SRD can purchase propane from suppliers other than Agriland FS Inc. There have been issues with FS overcharging for the propane. So far, FS always corrects the errors, but Sebern does not have time to continually deal with the problem. The County Sign Truck was in an accident on Friday, 25 August 2017. It rolled over on its top after the driver stopped to close to the shoulder of the road. The truck had 300,000 miles on it, and the box was twenty (20) years old. There is nothing which SRD can salvage from the truck. The insurance only will cover the value of the vehicle. Sebern has started looking for a replacement. The company from which SRD purchased the truck has a replacement, in stock, for \$96,000. It is a 2006 Ford 550 which the company used as a demonstration vehicle. Sebern has concerns about the price due to the age of the replacement truck. It does have low miles, so Sebern has no concerns with the truck. He just thinks it is overpriced considering the age. Sebern reported there are many things happening due to the union recertification vote. SRD supplied all the required information Iowa Public Employees Relation Board (PERB). Sebern advised there will not be many issues to negotiate with the union, when the time comes, due to all the changes in the laws. The only mandatory negotiation item is base salary.

Supervisors reviewed the On-Premise Application For Liquor, Wine Or Beer submitted by the Rock N Ranch, Menlo, Iowa for a five (5) day Special Class C Liquor License with Sunday Sales Privileges and Outdoor Service. Motion by Dickson second by Lloyd to approve the five (5) day Special Class C Liquor License with Sunday Sales Privileges and Outdoor Service for the Rock N Ranch, Menlo, Iowa. Motion carried on a vote: Ayes: 5 Nays: 0.

Carney stated he spoke with Joyce Miller, Guthrie County Transfer Station Administrator, about a letter regarding additional 2017 reporting requirements for the Guthrie County Transfer Station. Miller advised there are no additional requirements at this time. The Transfer Station will be closed on Saturday, 2 September 2017, because of the Guthrie County Fair Parade. The County will be receiving a \$1,300 bill for a fire alarm update discovered during an inspection. Miller asked about reducing Saturday hours to just the first Saturday of the month beginning in October instead of November. Rutledge contacted JD Kuster about mowing at the Transfer Station, and he will do it. Kuster acknowledged Miller tried to contact him, but he had not returned her call yet. Carney advised there will be a Public Hearing on 13 September 2017 from 10:00 a.m. to 12:00 p.m. at the Guthrie County Court House concerning the

Single Stream Recycling. There will be another Public Hearing in Carroll, Iowa, on 12 September 2017. Rutledge suggested the Supervisors consider installing a few security cameras at the Transfer Station to help monitor safety concerns. He will get a quote from Panora Telco for the cameras. Rutledge also will speak with Assistant County Attorney, Tim Benton about drafting language for a sign stating all items delivered to the Transfer Station become the County's property. Rutledge volunteered to be a liaison with the Transfer Station until the Supervisors select a manager. The Supervisors opened the bids for the retaining wall at the Transfer Station. The bid specifications called for an eighty-four to eighty-six feet (84' to 86') retaining wall. The contractor will be responsible for removing the dirt and constructing the retaining wall as well as rock the area between the scale and the retaining wall. The contractor also must grade and seed the area around the wall and reinstall the signs. Finally, the contractor must cover the exposed dirt with straw to prevent erosion. Corner Stone Landscaping's bid was \$8,102.05 and Kautsky Tree Care's bid was \$10,215. Supervisors opted not to award the contract until the next regular meeting, so it can be posted on the Agenda.

Motion by Lloyd second by Grasty to approve the Minutes from 1 August 2017 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Grasty second by Rutledge to approve the Minutes from 8 August 2017 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Dickson second by Rutledge to approve the Claims from 12 August 2017 – 25 August 2017 in the amount of \$150,200.87. Motion carried on a vote: Ayes: 5 Nays: 0.

Darcia Robson, Guthrie County Veteran's Affairs Administrator and General Relief Coordinator, presented a letter stating there will be a ceremony on 15 September 2017 at the Sullivan Brothers Iowa Veterans Museum in Waterloo, Iowa, for the Korean War Missing in Action. Paul Schulze, a Guthrie County Veteran, will be recognized at the ceremony. Robson has a conflict and cannot attend the ceremony, so her counterpart in Blackhawk County will collect the certificate. At this time, Mr. Schulze has no living relatives, so Robson is unsure what to do with the certificate.

There being no further business to come before the Board at this time, the Board adjourned at 11:53 a.m. until its regularly scheduled meeting on Tuesday, 5 September 2017. Motion by Rutledge second by Lloyd. Motion carried on a vote: Ayes: 5 Nays: 0

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

5 September 2017

The Guthrie County Board of Supervisors met this 5<sup>th</sup> day of September, 2017, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, and Jack Lloyd. Everett Grasty and Tom Rutledge were absent from the meeting.

The meeting came to order at 9:00 a.m.

Motion by Dickson second by Lloyd to approve the Agenda for 5 September 2017. Motion carried on a vote: Ayes: 3 Nays: 0.

Marci Schreck, Guthrie County Treasurer, joined the meeting to request the assignment of a Tax Sale Certificate for Parcel 0001464700 which is held by the County. The current owner of the property is Amy Legrand, and it is located at Diamondhead Lake. Bryan Vaughn, an adjoining property owner, wants the County to sign over the Tax Sale

Certificate in exchange for payment of the balance due. Schreck advised the balance due is \$9,697.32. The County's share is \$462, and the remainder is for special assessments owed to Xenia Rural Water District. Schreck also advised there is an old, abandon mobile home on the property, and Vaughn stated he is willing to remove it. Vaughn plans to speak with Xenia about the Special Assessment. Schreck advised if Xenia opts to abate a portion or all of the special assessment, Vaugh must pay the entire special assessment to the County, and Xenia can reimburse him after the apportionment. Schreck established this policy after she experienced problems recouping the County's costs and fees for the special assessments when payment is made directly to other entities. Schreck pointed out the Supervisors only can abate the County's portion. Historically, the Supervisors assign a Tax Sale Certificate in exchange for payment of the balance due. Schreck stated she is unsure if Vaughn will want the Tax Sale Certificate if Xenia refuses to abate the special assessment. She is waiting for a call from Vaughn after he speaks with Xenia. Motion by Dickson second by Lloyd to assign Guthrie County's Tax Sale Certificate for Parcel 0001464700 to Bryan Vaughn for the balance due, \$9,697.32. Motion carried on a vote: Ayes: 3 Nays: 0.

Joshua Sebern, Guthrie County Engineer, joined the meeting to present the Plan for Bridge Replacement Project L-BA182T-73-39. The project will replace Baker 182 Bridge at Hickory Avenue and Grove Trail with a box culvert. Sebern's office started the designs last fall; however, the new Bridge Inspection Report reduced the weight limit to six (6) tons. Therefore, he wants to address the situation immediately because it causes a bottle neck in the area. The replacement will be twin twelve feet by eight feet (12'x8') concrete box culverts. The estimated cost is \$237,000. Sebern will let bids on 26 September 2017 at 10:00 a.m.. The earliest start date will be mid-October 2017 with a late start date of May 2018. Sebern anticipates the construction time will be approximately one (1) month, so the contractor should finish the project during the current fiscal year. This project can be incased and heated, so the contractor may work on it during the fall or winter as long as it does not get too cold. Sebern will use Tax Increment Financing Funds (TIFF) to pay for the project. Motion by Carney second by Lloyd to approve the Plan for Bridge Replacement Project L-BA182T-73-39. Motion carried on a vote: Ayes: 3 Nays: 0.

Sebern submitted the Plan for Culvert Replacement Project L-TH1-73-39. This project will replace a large metal culvert which failed in Thompson Township. It is located one (1) mile west of Highway 25 just south of F63 and 310<sup>th</sup> Street on Maple Avenue. According to the records, the metal culvert was installed in 1963 and had a life expectancy of forty (40) years. Sebern advised the road has been closed all summer since the culvert buckled underneath it. The replacement will be a single six feet by eight feet by one hundred forty-five feet (6'x8'x145') concrete box culvert with a flume because there is a twelve feet (12') difference in the grade. Due to the size of the culvert, the estimated cost will is \$228,000. Sebern advised there is good drainage in the area. This project is not in the TIFF plan, so Sebern will use local funds to pay for it. Motion by Carney second by Dickson to approve the Plan for Culvert Replacement Project L-TH1-73-39. Motion carried on a vote: Ayes: 3 Nays: 0.

Sebern provided a Secondary Roads Department (SRD) update. He advised the Personnel Policy Committee met last week. The next meeting is scheduled for 20 September 2017. All the Departments were present for at least part of the meeting including the Guthrie County Sheriff and the Guthrie County Conservation Director. The Committee discussed Sections One through Three (1-3) of the Policy. The meeting lasted approximately two (2) hours. There have been no strong opinions at this point. The next meeting will focus on Section Four (4) which includes Paid Time Off, so Sebern anticipates this will be a long discussion. In particular, the maximum accrual of compensation time and sick leave as well as the definition of "work time" probably will be an issue. Sebern wants to strive for uniform concepts. Currently, there is not any strong opposition to reducing the maximum amount of accrued compensation time from 240 hours, the current limit for some Departments, to eighty (80) hours, as set forth in the SRD policy. At this time, the Guthrie County Sheriff's Office (GCSO) and SRD over time policies are similar. Time earned over eight (8) hours of "time worked" constitutes overtime, and the minimum amount of time earned if called back to work is two (2) hours. Sebern advised there are several definitions of "time worked". As a compromise, he suggested the Committee utilize the definition in the SRD Union Collective Bargaining Agreement (CBA). Auditor advised the GCSO pay period must be eighty (80) hours to avoid overtime issues. Sebern pointed out SRD receives two (2) hours of overtime if called out to plow snow and work a full eight (8) hour day. Dickson inquired about shifting SRD to an eighty (80) hour pay period to reduce the amount of overtime and compensation time. Sebern expressed concerns about an employee losing the overtime earned during the first half of the pay period if the employee takes a sick day during the second half. He also believes employees will lose the incentive to be on call during the winter. The draft Policy establishes an eighty (80) hour pay period with forty (40) hours as the maximum amount of accrued overtime.

Sebern advised the Union will follow the CBA until it expires in June 2018. The Union adheres to those portions of the Policy not addressed in the CBA. Upon expiration of the CBA, the only mandatory bargaining item is the basis wage, and all other items are permissive or illegal. Sebern advised he will let the culvert replacement project on County Road N54 (Adair Road) during this winter and anticipates the project will be next year. He wants to avoid closing the road any longer than necessary and does not want it under construction during the winter. SRD is working on the design which salvages the outlet. Sebern considered repairing the culvert; however, it is broke along the edge of the pavement, so SRD must tear up the road to replace it. More likely than not, it will be a twelve feet by twelve feet (12'x12') box culvert made of pre-cast concrete. This will allow for drops in the steeper section which then flatten out. The pre-cast culvert also speeds up the construction process. Lloyd pointed out this increases savings and helps offset costs. There will be a great deal of dirt work too. Supervisors inquired about the using a pre-cast concrete culvert. Sebern stated a poured in place culvert has its benefits because it is one uniform structure; however, the Iowa Department of Transportation regularly installs pre-cast culverts under the interstate. He also pointed out there is a triple twelve feet by twelve feet (12'x12') pre-cast culvert under County Road P28 (Deer Creek Road). Sebern said the pre-cast culverts are not like the old concrete pipes stuck together under the road. The pre-cast culverts have good tight joints secured with steal fasteners and engineering mesh. Pursuant to Dickson's inquiry, Sebern advised he will not receive the report for the asphalt samples from County Road P18 (Quail Road) until October. The Seidl Bridge on Hickory Avenue in Seely Township is open to through traffic. The only remaining work is to finish rock it. Sebern confirmed it is a Federal Aid Bridge. Supervisors inquired about the status of SRD's preparations for winter. Sebern stated there is a bin full of salt and a pile of sand ready for winter operations. Sebern has not received any bids for the Cold Storage/Integrated Roadside Vegetative Management Building, but there are two (2) plan holders. Sebern discovered there are smaller culverts which are not included in the TIFF plan because these culverts do not have a file. Those culverts which are six feet (6') or more will be named and a file created when SRD replaces them. Currently, there are only bridges and large culverts in the TIFF plan. All the bridges have a name and number pursuant to the federal inspection list. Sebern advised he is working on replacing the sign truck. He spoke with the company which has the demonstration truck. It turns out the truck is a 2016, so Sebern is waiting on documentation for it. He will look at it this week and probably make an offer on it. Sebern verified the body on the wrecked sign truck is not salvageable because it was patched several times. The insurance adjuster looked at the truck, so Sebern expects an estimate from the insurance company within the next two (2) weeks. It only was insured for value. The adjuster indicated the age may reduce the amount of recovery; however, it still was usable, so it has some value. The truck was a late 1990's to early 2000's model with a twenty (20) year old body.

Auditor presented Resolution 18-05: Diamondhead Lake Rural Improvement Zone Extension. Said Resolution finds a need for improvements in the Diamondhead Lake Rural Improvement Zone. It approves a twenty (20) year extension pursuant to Iowa Code Chapter 357H and thereby extends the existence of the Diamondhead Lake Rural Improvement Zone through June 30, 2039. Auditor advised it is the same resolution the Supervisors adopted for the Lake Panorama Rural Improvement Zone Extension. Motion by Dickson second by Lloyd to approve Resolution 18-05: Diamondhead Lake Rural Improvement Zone Extension. Motion carried on a roll call vote: Ayes: 3 (Carney, Dickson, and Lloyd) Nays: 0.

Auditor offered Resolution 18-06: Adair/Guthrie County Emergency Management Fund Transfer. Said Resolution authorizes the Guthrie County Auditor to make quarterly transfers of \$15,039.25 from the Guthrie County General Supplemental Fund (Protection/Security Services-Misc Expense: 0002-01-1210-000-486990) to the Adair/Guthrie County Emergency Management Commission Fund (Emer Mngmt Services Agency Funding: 4000-4-69-1210-251100) in September 2017, December 2017, March 2018 and June 2018. The total transfers shall not exceed \$60,157.00. Furthermore, the Resolution directs the Auditor to notify the Guthrie County Treasurer, Marci Schreck, as well as Robert Kempf, the Adair/Guthrie County Emergency Management Coordinator upon completion of said transfers. Finally, the Resolution authorizes said transfers to begin upon approval of this Resolution. Adair County will make quarterly payments too. Motion by Lloyd second by Dickson to approve Resolution 18-06: Adair/Guthrie County Emergency Management Fund Transfer. Motion carried on a roll call vote: Ayes: 3 (Carney, Dickson, and Lloyd) Nays: 0.

Supervisors reviewed the two (2) bids for the retaining wall at the Guthrie County Transfer Station. Corner Stone Landscaping bid \$8,102.05 and Kautzky Tree Care LLC bid \$10,215. Auditor confirmed there is money in the Transfer Station Fiscal Year 2017-2018 Budget to pay for the project. If necessary, the Supervisors can replace the

funds by way of a budget amendment. Carney advised he must abstain from the vote because he is related to a member of Corner Stone Landscaping. Motion by Dickson second by Lloyd to table awarding the contract for the retaining wall at the Guthrie County Transfer Station due to lack of a quorum. Motion carried on a vote: Ayes: 3 Nays: 0.

Motion by Dickson second by Carney to approve the Minutes from 15 August 2017 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 3 Nays: 0.

Motion by Dickson second by Lloyd to approve the Minutes from 22 August 2017 as presented by the Auditor. Motion carried on a vote: Ayes: 3 Nays: 0.

Motion by Lloyd second by Dickson to approve the Minutes from 29 August 2017 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 3 Nays: 0.

Due to the Labor Day Holiday, the Auditor's Office was unable to complete the payroll process prior to the Board of Supervisors' Meeting. Motion by Dickson second by Lloyd to authorize the Auditor to issue the payroll checks for 26 August 2017 – 8 September 2017 subject to approval of the Payroll Report at the next regular meeting. Motion carried on a vote: Ayes: 3 Nays: 0.

Supervisors briefly discussed an eighty (80) hour pay period versus a forty (40) hour pay period. Dickson advised some of the Guthrie County Public Health employees work four (4) ten (10) hour days. In addition, the Guthrie County Treasurer's employees flexes their time from opening at 7:30 a.m., so they leave early on Friday afternoons. The Auditor pointed out the eighty (80) hour period allowed for "flex time" provided there is a set daily "work period". Supervisors also discussed the definition of "work time". Dickson wants to match the private sector.

There being no further business to come before the Board at this time, the Board adjourned at 11:22 a.m. until its regularly scheduled meeting on Tuesday, 12 September 2017. Motion by Dickson second by Lloyd. Motion carried on a vote: Ayes: 3 Nays: 0

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

12 September 2017

The Guthrie County Board of Supervisors met this 12th day of September, 2017, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Tom Rutledge.

The meeting came to order at 9:00 a.m.

Motion by Grasty second by Lloyd to approve the Agenda for 12 September 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Joyce Miller, Guthrie County Transfer Station Administrator, joined the meeting. The Supervisors reviewed the bids for the retaining wall at the Transfer Station. The Corner Stone Landscaping's bid was \$8,102.05 and Kautsky Tree Care's bid was \$10,215. Motion by Rutledge second by Grasty to accept the bid from Cornerstone Landscaping to erect the retaining wall at the Transfer Station. Motion carried on a vote: Ayes: 4 (Dickson, Grasty, Lloyd and Rutledge) Nays: 0 Abstained: 1 (Carney). Carney abstained from the vote because he is related to a member of

Corner Stone Landscaping. Rutledge will notify Corner Stone Landscaping and inquire about a contract or have the company sign the bid.

The Supervisors began discussing the need for a manager/supervisor job description at the Transfer Station (TS). Rutledge presented a draft job description based on a position description from a landfill in Nebraska. Miller did not think portions of the description applied because the previous Director, Stephen Patterson, never operated the equipment. Rutledge stated he wants the new director to have a working knowledge of the equipment and tools, so the director can fill in, as necessary. Rutledge thinks the draft provides a good template which the Supervisors can modify to fit the needs of the TS. Rutledge suggested the Supervisors read through the job description and discuss it at next week's meeting. Grasty pointed out some items he wants to remove from it. Dickson inquired about whether or not the new director will work at the TS or be an offsite manager like Patterson. Miller pointed out the new director must have an understanding of solid waste and recycling processes as well as regulations. Dickson also wants someone who can oversee and manage the buildings. The Supervisors agreed they need to figure out a managerial structure for the TS and the best place to start is a job description for the new director. Dickson discussed the situation with Jotham Arber, Guthrie County Interim Environmental Health Director. Arber stated he looked through Patterson's files and provided Dickson with a list of duties management must fulfill at the TS. Arber advised any issues the Iowa Department of Natural Resources (IDNR) discovers at the TS will fall back on the Environmental Health Department. Miller pointed out the TS has a consulting engineer, Cindy Turkle, with Turkle Clark Environmental Consulting. Furthermore, the TS follows all the IDNR rules and regulations. Arber also informed Dickson the director needs fifteen (15) hours of Continuing Education Units (CEU's) each year. Miller stated she spoke with Turkle and Patterson about annual training each year. They told Miller there was no annual training requirement for a Transfer Station, only a Landfill. Dickson inquired about Occupational Safety and Health Administration (OSHA) compliance. Miller responded the TS is inspected by Iowa Communities Assurance Pool (ICAP) & Iowa Municipal Works Compensation Association (IMWCA). Miller also advised she takes care of the sales tax requirements. Miller pointed out the only thing she does not have is a college degree, but Rutledge stated the Supervisors may not require the new director to have a college degree. Miller asked what the Supervisors want from her. Rutledge stated he wants everyone's opinion on the new job description, so the Supervisors can draw from a broad range of ideas. Miller agreed to look at the job description; however, she currently is very busy. In fact, she has two (2) meetings she must attend in Carroll, Iowa later today. Dickson cited Miller's busy schedule as a reason why the Supervisors must figure out a managerial structure. Miller asked if someone will take over the extra duties because she currently is not compensated for the work. Dickson stated Miller is doing a good job with the extra work load. Rutledge wants to figure out how to segregate the duties. Miller would like someone to handle day to day operations. Rutledge pointed out the new director can take over the extra responsibilities, so Miller can focus on her daily duties. The Supervisors will keep Miller in the loop. They also verified they did not offer the managerial position to Joshua Sebern, Guthrie County Engineer. There is a Public Meeting about Single Stream recycling in the Public Meeting Room at the Guthrie County Courthouse on Wednesday, 13 September 2017 at 10:00 am. Miller provided a handout from Foth Infrastructure & Environmental LLC concerning the Feasibility Study to Evaluate Converting to Single Stream Recycling. It contains the Agenda for the Public Meeting. At this time, Miller left the meeting. The Supervisors continued discussing the need for a manager/supervisor job description at the TS. Rutledge and Dickson pointed out the need to build a managerial platform and establish a chain of command. Rutledge stated Dallas County fulfills the roles of director, clerical, operator, and gate attendant at its TS. The Director reports to the Dallas County Board of Supervisors. Dickson likes the idea of a director or manager at the TS. Arber advised Dickson there is a program which enables the scale to directly bill an individual or entity after weighing the vehicle. Dickson also suggested the Supervisors consider asking the Environmental Health Department to prepare the bills. Furthermore, Arber offered to map out the job duties of the director and deal with any regulations currently not being followed at the TS. Arber also wants to find a new consulting engineer because Turkle has health issues. Dickson pointed out Arber's qualifications. In particular, he has a college degree in micro-biology. Carney stated he directed Miller to make arrangements with Turkle to brief the Supervisors on her firms' ability to continue consulting for the TS. Dickson pointed out there are five to six (5-6) monitoring wells on the Landfill site. At this point, one well is seeping out. All the wells must be monitored until at least 2025. Rutledge questioned how many more duties Arber can assume at this time. Rutledge also thinks there will need to be someone in addition to Arber at the TS to manage it. Dickson advised Arber thinks he can handle it. Dickson pointed out Arber does not want to manage the TS buildings and grounds. Dickson suggested the County needs a building and grounds manager for other parts of the County too. The Auditor inquired about whether there is enough work to justify splitting the duties. Rutledge suggested the Supervisors create a job

description for a Buildings and Grounds Manager to oversee all the County's buildings and grounds. Auditor pointed out the possibility some Elected Officials and Department Heads may resist the creation of such a position if it means someone will control a portion of their office/department. Rutledge questioned whether the Supervisors can find a candidate with the expertise to manage the TS as well as the buildings and grounds. Rutledge acknowledged Arber has office staff to assist with some of the duties at the TS. The Supervisors discussed having the building and grounds person take care of the TS' equipment. Auditor was adamant the Transfer Station Fiscal Year (FY) 2017-2018 Budget, prepared by Patterson, will remain the same for the remainder of the fiscal year. Carney advised he wants to continue to push forward with the job description, so the Supervisors establish a managerial platform and chain of command before the next budget cycle. Auditor provided Rutledge with a copy of the TS FY 2018 Budget. Grasty inquired about whether or not single stream recycling requires as much help as the current practice of dual stream recycling. Carney pointed out a TS employee currently transports the recyclable trailer to the TS and empties it. Supervisors agreed to have Arber prepare a proposal setting forth the platform for a TS manager/supervisor. Rutledge also wants Arber to brief the Supervisors on the TS licensing and regulation requirements. Dickson will notify Arber.

The Supervisors briefly discussed the need for a building and grounds manager. Since Arber's proposal only will encompass a TS manager/supervisors, Dickson wants to create a new position which oversees the building and grounds for, not only the TS, but also other locations in the County. Currently, these duties do not fall within an existing job description. Dickson has a few suggestions. In particular, he and Grasty want the Custodians to do it. In turn, the Supervisors can contract with another entity for janitorial services. Dickson advised Dallas County contracts with Genesis Development. Dickson wants the Custodians to create a job description comprising building as well as grounds management for the Courthouse, Public Health Building and TS. Carney pointed out the need to put in new pasture fence as well as clean up the grounds around the TS. The Supervisors want to make a decision no later than February 2018. Supervisors briefly discussed why the TS does not charge a homeowner to dispose of yard waste; however, a contractor/business must pay for it. Carney advised the TS discontinued the shingle program because it was not cost effective. Carney stated Miller talked about grinding and spreading the shingles on the ground for dust control.

Joe Hanner, Guthrie County Conservation Director, joined the meeting and presented the Guthrie County Conservation Board (CCB) Minutes from the meeting on 14 August 2017. Hanner discussed the Region XII Council of Governments Transportation (TAP) Grant. Both Greene and Guthrie Counties applied for the TAP Grant to pave the secondary road crossings. To use the Grant, the Counties must follow all federal specifications. The Guthrie County Conservation Board (CCB) declined the Grant after consulting with Region XII. Hanner provided an update on the lights at Nations Bridge. The CCB will get a \$500 grant from ICAP to install LED lights which are brighter as well as more energy efficient and will generate cost savings. Hanner advised the Ron Kuntz property west of Spring Brook is for sale. Hanner is talking to the Kuntz estate about possibly donating the property which is a combination of woodland and row crop.

Hanner briefly discussed the Conservation Department's "restricted use account". Hanner stated money previously was set aside and controlled by the Supervisors until the CCB asked for it, if and when they needed it. Historically, the Supervisors deposited revenues from the Raccoon River Valley Trail into a "restricted use account". Hanner advised all the Trail crossings are complete and he submitted the final bill. Furthermore, Feldhacker Construction is starting to patch the cracks in the old asphalt from Yale to the Greene County line. This asphalt is not as smooth as concrete, so the CCB eventually wants to replace it. The CCB partnered with the Prairie Woodland Conservation Foundation and the Guthrie County Community Foundation to fund similar projects. In the past, the Community Foundation funded fifty percent (50%) of these projects and the CCB procured the balance through fundraisers. Upon disbanding, the local Resource Conservation and Development (RC&D) group gave some money to the Conservation Department too. According to Hanner, the purpose of the "restricted use account" is to save money for the next big project. Currently, this is replacing the asphalt portion of the Trail from Yale to the Greene County line. Hanner advised he needs to look into utilizing State and Federal Grants for this project. These types of grant projects are very competitive and require an eighty/twenty (80/20) or seventy-five/twenty-five (75/25) match. The Supervisors previously allowed the CCB to set money aside, in the "restricted funds account", for the match. By setting aside Trail revenues in this manner, the Trail users provide the money rather than using property tax revenues. Auditor advised there currently is no formal "restricted funds account". According to past Board of Supervisors' Minutes, there is \$15,924 in the "restricted use account". Hanner inquired about accessing the funds in the restricted use account for emergencies or grant matches.

According to the Auditor, the account began in 2012 when the Supervisors committed money left over from the budget. The CCB utilized the funds in 2013; however, the Supervisors added more funds in 2016. Carney clarified the funds were set aside for matching grants or large unexpected expenses such as a tree falling on a bridge. Hanner requested the Supervisors deposit \$14,127.05 in the “restricted use account”. This is the annual Trail revenue currently deposited in the General Basic Fund. Auditor advised she will seek guidance from the State Auditor and create a formal “restricted use account”. At this point, the only documentation regarding this account is in the previous Board of Supervisors’ Minutes. In addition, the account must be incorporated into a budget amendment, so the CCB has authority to spend it. Motion by Grasty second by Rutledge to deposit \$14,127.05 of the Raccoon River Valley Trail revenue into the “restricted use account” to be used for emergencies or matching funds to work on the Trail. Motion carried on a vote: Ayes: 5 Nays: 0

Auditor presented an email from Jeff Lorenz, President, Cost Advisory Services, Inc. The email provided the Report of Indirect Cost Recoveries for FY 2017 based on the FY 2015 Cost Allocation Plan. The contract guarantees the fee of \$4,125 will not exceed one-half of the total recoveries generated by the cost plan prepared for Guthrie County. The Local Administrative Expense (LAE) reimbursements for FY 2017 were \$22,309.07. The primary source of recoveries is from LAE reimbursements from the Iowa Department of Human Services.

Auditor provided a letter from Lynne Hansen, Executive Director, Region XII Regional Housing Authority, requesting the Supervisors reappoint Karen Burchfield as the Guthrie County Representative to the Region XII Regional Housing Authority Board of Directors per the terms of the Joint Power Agreement. Ms. Burchfield is willing to continue as the County’s representative. Motion by Grasty second by Lloyd to reappoint Karen Burchfield as the Guthrie County Representative to the Region XII Regional Housing Authority Board of Directors for a new term effective 1 October 2017 through 30 September 2018. Motion carried on a vote: Ayes: 5 Nays: 0

Auditor submitted email request from Richard T. Hunsaker, Executive Director, Region XII Council of Government for a letter guaranteeing the Housing Trust Fund Pledge of \$5,000 for the FY 2018 Grant. Auditor drafted a letter affirming the pledge. Furthermore, the letter guarantees the Supervisors will issue the check for the grant match during FY 2019. The email did not indicate the amount of the FY 2018 Grant. Currently, the County pays the pledge during the FY after the grant. Carney suggested the Supervisors consider making two (2) payments during the next fiscal year, so the County can start paying its pledge during the same fiscal year as the grant. Motion by Lloyd second by Rutledge to sign the letter to Region XII guaranteeing the Housing Trust Fund Pledge of \$5,000 for the FY 2018 Grant payable in FY2019. Motion carried on a vote: Ayes: 5 Nays: 0

Robert Kempf, the Adair/Guthrie County Emergency Management Coordinator, contacted Josh Sebern, Guthrie County Engineer, regarding the purchase of a truck. Kempf’s current truck has hail damage and approximately 100,000 miles. He offered to sell it for approximately \$6,400 to \$6,800 which is the trade in value. Sebern advised it is a good truck, and he is interested in purchasing it. Currently, the Secondary Roads Department needs to consider replacing approximately five (5) trucks. Rutledge advised one of the County Departments should take this truck instead of allowing Kempf to trade it. Auditor suggested Kempf sell the truck to the Custodians. Supervisors opted to have Kempf keep the truck and will discuss what to do with it at a later date. Rutledge will notify Kempf.

Lloyd left the meeting at 10:50 a.m.

Auditor presented the FY 2017 Budget Report. Auditor also submitted a proposal for a FY 2018 Budget Amendment. Due to an oversight, the Conservation Reserve Fund was omitted from the FY 2018 Budget, so the Supervisors must amend the budget before the CCB can spend any of these funds. Auditor has a running list of items which require amendments to address changes or discrepancies in the FY 2018 Budget. Auditor reviewed the list. Supervisors discussed the need for multiple budget amendments this FY. Supervisors directed the Auditor to start the budget amendment process when the contractor begins the water line project at Nations Bridge. Supervisors decided to wait as long as possible to do a budget amendment. The goal is only one (1) budget amendment for the FY. In particular, Supervisors prefer to wait until December to increase the probability of achieving the goal. Auditor pointed out the Secondary Roads Department may need to budget amend, after winter, depending on the severity of the weather. The Supervisors want the bid for the retaining wall at the Transfer Station included on the budget amendment list.

Supervisors reviewed the Payroll for 26 August 2017 – 8 September 2017. Motion by Rutledge, second by Dickson to approve Payroll for 26 August 2017 – 8 September 2017. Motion carried by a vote: Ayes: 4 Nays: 0

Motion by Rutledge second by Dickson to approve the Minutes from 5 August 2017 as presented by the Auditor. Motion carried on a vote: Ayes: 4 Nays: 0.

Motion by Rutledge second by Carney to approve the Claims from 26 August 2017 – 8 September 2017 in the amount of \$373,963.06. Motion carried on a vote: Ayes: 4 Nays: 0.

The Guthrie County Treasurer's Office will be closed all day 12 October 2017 for the Statewide Driver's License Meeting.

There being no further business to come before the Board at this time, the Board adjourned at 11:50 a.m. until its regularly scheduled meeting on Tuesday, 19 September 2017. Motion by Rutledge second by Dickson. Motion carried on a vote: Ayes: 4 Nays: 0

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

19 September 2017

The Guthrie County Board of Supervisors met this 19<sup>th</sup> day of September, 2017, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Everett Grasty, Jack Lloyd and Tom Rutledge. Mike Dickson was absent from the meeting.

The meeting came to order at 9:00 a.m.

Motion by Grasty second by Lloyd to approve the Agenda for 19 September 2017. Motion carried on a vote: Ayes: 4 Nays: 0.

Becky Benton, State Street Insurance, joined the meeting and reminded the Supervisors Northwest Valuation will be inspecting the County buildings. She was unsure of the time frame for the inspections. She stated the same review of Guthrie Center resulted in lower premiums and increased coverage. She anticipates the same will be true for the County because the policies for Guthrie Center and the County were originally written at the same time. Currently, Benton accounts for any new construction or major overhaul as well as other documented changes. She tries to do a local review/inspection every five (5) years; however, this is the first time in fifteen (15) years for a comprehensive visit. Iowa Communities Assurance Pool (ICAP) hired this company to do the higher value properties. The inspectors will not visit all the buildings. Benton has a list of the higher value buildings, such as the Courthouse, Public Health Building, Secondary Roads Department, Transfer Station and Conservation Department, which more likely than not, will be visited by the inspectors. It will be helpful if the inspectors can look at systems and other infrastructure in the buildings. The Supervisors inquired about insurance coverage for the new monument. The Auditor indicated it needs some type of base coverage because it is on County property. The Auditor will check with the group responsible for installing it to get the value and explain the County will add it to the policy because it is on County property. Until then Benton will use an estimate of \$55,000. Benton assumes it will be included in the comprehensive review.

Rutledge wants Benton to look into the other monuments and provide an itemized detailed report. The Auditor will notify the County Offices/Departments when Benton gets an approximate time for the inspections. The policy renewal date is 1 January 2018. The Auditor advised she worked with Benton to ensure Brandon Thompson, Custodian, has coverage when he utilizes his professional license for County projects. Benton confirmed as long as Thompson is working for the County, with Board of Supervisor approval, he is covered by the County's insurance. Rutledge asked

about the need for a better job description for Thompson. Benton confirmed a good job description is necessary for ICAP and Iowa Municipal Works Compensation Association (IMWCA). Benton advised employees must track the time spent working outside the scope of normal job duties and even when an employee switches to a different type of job duty. The Board inquired about the need to track this time if the employee considers it part of a normal routine. Benton stated there are different insurance rates for various job duties, so the employee needs to document the percent of time spent working at these job duties for IMWCA. Since the percentages carry over from year to year, the County may need to re-evaluate them. When the County does this, it should incorporate information from an employee's evaluation. Rutledge pointed out the Supervisors need to work on a building and grounds policy.

Jotham Arber, Guthrie County Public Health (PH) Director and interim Environmental Health (EH) Director, joined the meeting and presented a proposed platform for the Guthrie County Transfer Station (TS) Manager/Supervisor position. He drafted the proposed job description using information from Steve Patterson's policy as well as information from four (4) other TS's in the State of Iowa. It sets forth his understanding of the job duties and responsibilities applicable to the Manager/Supervisor. It includes monitoring as well as reporting on the cleanliness and maintenance of the TS along with developing and monitoring procedures. If the TS is brought under his department, there will be a Manager on site just like EH. Arber will be the Executive Director and Facility Supervisor. The Manager will report to Arber. He provided specific examples and scenarios regarding the Manager's rolls and responsibilities. Rutledge pointed out the Manager can be a project coordinator. Arber does not foresee himself or the Manager being at the TS all the time. He also expressed concerns about finding a Manager with mechanical skills as well as TS and environmental health knowledge. He also questioned whether the County can afford such a person. Furthermore, he is aware of the monitoring associated with the Landfill, so the Manager needs to understand the scientific aspects of this process. Arber is still working on the details. He understands why Patterson was the Director; especially considering the landfill post-closure monitoring requirements. The Manager also must understand the science involved in the post-closure process. Rutledge pointed out the Executive Director should handle the documentation responsibilities. Arber advised the Iowa Department of Natural Resources (IDNR) will involve EH if something happens at the Landfill or TS. Arber stated he wants to reorganize the TS just like EH. TS staff will do the daily billing, but PH staff will do the claims, revenue deposits, payroll, as well as manage the contracts. PH staff also will reconcile the daily activities with regular reports. Arber advised he cut EH billing from ninety (90) to twenty-two (22) days. PH staff also will handle the sales tax obligations. Arber stated PH can absorb the financial aspects of the TS and estimated the additional cost will be about \$4,000 to \$5,000. He also advised he does not see any reason to amend the current fiscal year budget since there is not enough time to track the costs prior to a budget amendment. Jo Rasmussen, Guthrie County Public Health Finance Coordinator, verified PH can assume the financial side without a major additional financial cost. Arber pointed out his proposal creates a system of checks and balances because it includes the verification of the daily activities against the actual numbers. In addition, he can calculate a tonnage rate and perform a tonnage to revenue analysis. Rutledge confirmed the financial team will be responsible for developing and managing the budget. Initially, Arber wants to track the daily activities at the TS. He will not change anything for the first six (6) months, just like EH, so he can observe the processes. The Supervisor will review the proposed platform and address any questions to Arber. The platform will give the Supervisors a starting point from which they can build a job description. Arber reminded the Supervisors he can only address the environmental aspect of the TS. Arber noted Cindy Turkle's reports are fantastic and meet the requirements. Carney stated Patterson always talked very highly of Turkle. He also pointed out Turkle does training for the TS employees. In addition, the Auditor advised Turkle knows what IDNR wants based on past experience as well as the fact she was an inspector. Arber pointed out the Ordinance governing the TS has not been updated since 2006. Furthermore, there must be annual inspections at the Landfill to comply with the permits. Currently, the IDNR does an on-site inspection every four (4) years, and, hopefully, at some point, IDNR will cease the permitting and compliance requirements. Rutledge confirmed the need for a Manager who understands the permitting and environmental health aspects of the Landfill and TS. Arber pointed out EH is hiring a person to split time between EH duties and fulfill the role of Emergency Preparedness Coordinator. If he hires the right person, said individual also could handle the EH aspects at the TS. Arber wants to develop a five (5) year plan and does not want to do anything at the spur of the moment. Arber reiterated the need to collect and analyze the data to support any decisions.

Joyce Miller, Guthrie County Transfer Station Administrator, joined the meeting and reported the recycling truck broke down because there is an issue with the power steering. In the meantime, Marty Derry is moving some of the recycling bins. Miller advised the comingle bin in Panora needs a new floor. She suggested the TS purchase a new

bin. Grasty inquired about the cost to repair the existing bin, and Miller estimated \$1,100. She will have Guthrie Welding and Repair look at it. Miller does not know the cost of a new bin, and the TS has no extra bins. At this time, Allen Pierce gets the bin, dumps it, and then returns it. Patterson bought the last new bin for Adair. The comingle bins collect the most water, so these bins tend to rust faster. Miller suggested putting in a plastic liner. Rutledge inquired about collecting the recycling during this time. Miller replied the collection bin will be gone for a few days, and it does not cause any more mess than usual. Rutledge suggested renting a bin from Derry. Miller thinks it will be fine for a day or two. Carney inquired about the condition of the other bins. Miller stated Pierce monitors the bins and notifies her if one is in bad shape. In turn, she authorizes him to take it to the welding shop. Miller reported there has been repair work on the cardboard bins too. Carney pointed out the new single stream recycling may impact the number of bins. Miller will have Pierce evaluate the bins next time he dumps them, and she will report back to the Supervisors. Supervisors directed Miller to check on the repair time and rent a bin from Derry if it will take more than a day or two. Miller assured the Supervisor she will support any actions or decision in regards to the management and supervision of the TS. It does not matter if they decide to go with Arber, Sebern or an independent person. She just wants to retain her job at the TS as well as the jobs of all the employees who work there. Miller wants what is best for the TS and cares more about the function as opposed to the administrative responsibilities. Grasty acknowledged the Supervisors do not know what will happen at this point. Carney asked about the TS hours of operation during October. Rutledge point out the hours are posted at the TS as well as the County website. The Supervisors want the TS to remain on regular hours until November. Then, she can cut back to just the first Saturday of the month. Miller inquired about the floor in the main building. Rutledge stated he wants to do more research. He also confirmed the contractor has not installed the window yet. Rutledge advised he is making arrangement for the installation of the retaining wall. Since the window and retaining wall were not part of the budget, there may not be enough money to do the floor. The Supervisors do not want to give Henningsen Construction Inc. a blank check to fix the floor unless there are funds to pay for it. Carney confirmed installing the retaining wall will alleviate the mud under the scale. Rutledge stated the retaining wall will be installed this fall. Miller said the staff will wash the mud out as the weather permits.

Cindy Turkle, Turkle Clark Environmental Consulting, joined the meeting to discuss her relationship with the TS. She stated she began working with Patterson when she worked for H. R. Greene and has worked with the TS since 1992. She has been in the trash business for forty (40) years. She did inspections for IDNR Region 5, was the Director of the Scott County Landfill, worked for Howard R. Greene, was employed at the Marion County Landfill, and served as the Interim Director at the Fort Dodge Landfill before starting her own firm. She also worked with the Dallas County Landfill since 1992. Turkle advised she has been on all side of the fence when it comes to trash and understands the regulatory issues. Turkle provided an update on the Landfill. According to her records, the Landfill closed in 2002. She explained it takes time to close a landfill, so there is a period of time between when a landfill stops accepting waste and when it actually receives an IDNR closure permit. She also pointed out, the Guthrie County Landfill remained open for construction debris after the County opened the TS. Turkle helped Patterson close the Landfill and work through the regulatory requirements. IDNR issued the permit which expires in 2032. At this point, it takes thirty (30) years to completely close a landfill; however, she estimates the County probably will not be relieved of all the post-closure responsibilities in thirty (30) years. She is working with other landfills which closed before the County's, and these landfills are trying to figure out IDNR's comfort level with relieving those landfills of all post-closure responsibilities. Turkle explained what Butler County is dealing with, including the installation of new monitoring wells. Turkle advised she argues with IDNR until someone puts their foot down. She sort of understands IDNR's thought process since she worked there. Turkle provided a handout which summarizes the current requirements and as well as the actions taken within the last ten (10) years to comply with the Closure Permit. There have been numerous amendments to the Closure Permit because IDNR keeps re-writing the rules. Turkle continues to stay abreast of all the changes, including the need to monitor volatiles and heavy metals along with gases from the decomposition process. In Turkle's opinion, the County's operation is in very good shape. She advised the site must be mowed at least once a year, and the County must ensure the terraces as well as other erosion control measures function properly. She also pointed out the County needs to repair the fence. Rutledge inquired about maintaining the fence. Miller pointed out IDNR has an interest in the Landfill fence. Turkle advised there cannot be any animals or people on the Landfill site, so the fence needs lockable gates. Turkle explained, as part of the closure process, there had to be four (4) foot of cover dirt, so moisture could not seep into the garbage. IDNR excavated portions of the old landfill, closed before 1980, in the Adel area. It discovered the entire area is dry, so the closure process prevented any decomposition of the garbage. At this point, they are reburying the garbage which is not the best for stabilizing it. Turkle also pointed out, if a landfill wants to recycle the leaching, IDNR wants a new clay and plastic liner installed in the cells. Since each

landfill is a little different, Turkle said a landfill must decide if this is a good approach for the situation. The County's landfill does not have a plastic liner, but since there is no leeching system in place, this is an advantage for the County. Carney inquired about monitoring wells. Turkle explained the wells must be fifty (50) feet from the garbage as well as the Landfill property line, so the wells can be on the edge of the Landfill property. Turkle emphasized the County must make sure there are no outside sources of contamination. This means keeping all chemicals and animals at least twenty-five (25) feet away from the grass areas. The grass may be mowed and baled for hay. In addition, the County must avoid any erosion issues which can damage the cap (top four (4) feet of dirt). Herbicides may be applied to the adjacent pasture, but the applicator needs to maintain a distance from the wells. IDNR measures items such as herbicide chemicals in parts per billion, and if anything shows up it triggers a costly monitoring program. The cost to test basic lab sample is \$255, but if a more extensive test is necessary, it will cost approximately \$1,100. Miller confirmed there are separate cells as well as an open area on the north side before the creek. Miller advised the fence between the Landfill and the pasture on the east side is the problem. Turkle stated the fence on the eastside of the draw is fine because the draw adds enough distance between the Landfill and the pasture. Rutledge expressed concerns about the cows getting out because they already got into the TS. Rutledge verified there is a need to replace the entire east fence. Carney inquired about moving the fence further east. Turkle advised the current location is fine and cautioned against going further down the ravine because it will cause erosion issues. She also pointed out IDNR required a separation fence on the west side; however, there is no reason to repair the barb wire separation fence between the Landfill and the TS. Carney verified there are fifteen (15) years left on the permit. Turkle stated the IDNR acknowledges the need to develop criteria for determining the final closure of a landfill as well as when a County no longer needs a closure permit. At this time, the IDNR has not established these parameters. IDNR may require a County to file documents with the county recorder, so people are on notice before drilling drinking wells and building structures. The IDNR may limit land usage on these sites and require building covenants. At this point, Turkle thinks the frequency of monitoring will decrease and eventually may not be a requirement. Currently, the County has one (1) well on the north side of the toe slope which detects volatiles, but the amount is below acceptable drinking water levels. Turkle assumes the reading is related to gas migration, and she is unsure what, if anything, IDNR will do about it. The County may need to install another well to prove the gas and volatiles are not migrating off the site. She estimates it will cost \$2,000 to install and monitor an additional well. Turkle advised most of the problems result from working with the people in IDNR's central office because sometimes they do not understand the difference between theory and reality. Turkle expressed concerns about stabilizing some of the old landfills. Since the trash is not decomposing, it is just being stored because there is no air and water to promote decomposition. Turkle stated the excavation in Adel, uncovered a major waste of dirt. Although the dirt can be reused for cover, it does not alleviate the issue face by counties trying to expand a landfill operation. There is no readily available land to purchase for the expansion. Grasty inquired if there is a limit on the amount of appliances and recyclables which can accumulate at the TS. Turkle stated the maximum time for garbage is forty-eight (48) to seventy-two (72) hours. Furthermore, the quantity is not a problem as long as the TS continues to move garbage out of the facility. It only becomes a problem when garbage sits for a long time and begins to draw pests. Turkle stated the limit for appliances is 180 days, and IDNR really is not concerned about recyclable items. Miller advised the staff works on appliances each day to reduce the back log. Turkle also pointed out there is no time limit on the comingling recyclables because it is stored under a roof and theoretically fairly clean. The IDNR sets out a time limit in the permit, so items are moved out and do not become a nuisance. She also confirmed there is no limit on how long items can sit in the metal pile. It only becomes an issue if it becomes a nuisance or an eye sore as well as when it starts to encroach on TS' operations. Turkle advised there is an annual inspection for the Transfer Station and a biannual one for the Landfill which includes monitoring the wells. The County's next inspection is scheduled for October. There is a new IDNR person reviewing the reports, and he wants to walk the site. Turkle is trying to coordinate his visit with the inspection. Turkle advised the IDNR continues to add more requirements. The Supervisors stated how much they appreciated Turkle coming to the meeting. Turkle told the Supervisors to call with any questions. She reaffirmed things look good at the Landfill and TS. She confirmed Patterson met all the inspection requirement. Miller advised JD Kuster mowed the Landfill. The Supervisors briefly discussed baling the Landfill and expressed concerns about the damage caused from doing it. The Supervisors decided they prefer a tractor only moving across the area one (1) time. Miller advised staff spreads yard waste on the Landfill. Turkle approved of this practice because it acts as fertilizer and may help address erosion.

Joshua Sebern, Guthrie County Engineer, joined the meeting. He opened Bids for the Secondary Roads Department (SRD) Cold Storage/Integrated Roadside Vegetative Management (IRVM) Building. There were four bids. The first bid is from Jensen Builders in the amount of \$175,520. Jensen provided an alternate bid without the roof over

hangs/soffit. The alternate bid was \$153,720 for a difference of \$21,800. The bidders were notified to bid only the shell. The second bid is from Irlmeier Construction in the amount of \$74,493. The alternate bid was \$69,193 for a difference of \$5,300. Sebern advised the purpose of the soffit is to move water farther away from the building. The other buildings at SRD do not have soffits except the wash bay which has soffits on the ends. The current plan is install gutters and down spouts to handle the water. The third bid is from Mortons Buildings Inc. in the amount of \$98,065. There is no alternate bid. Irlmeier turned in a bid before the alternate bid request, so Sebern will not consider this bid. There are a total of three bids, and Irlmeier is the low bidder. Sebern wants to research the need for soffits and discuss the cost benefits with the builder. Therefore, he wants an opportunity to review the bids to make sure the comparison is apples to apples. Lloyd pointed there may not be a need for soffits if the building has gutters. Sebern requested the Supervisors table awarding the contract, so he can make sure the bids meet the specifications and the numbers are correct. Rutledge attributed the bid differences to different company costs. Motion by Rutledge second by Grasty to table the awarding of the Secondary Roads Department Cold Storage/Integrated Roadside Vegetative Management (IRVM) Building contract until Sebern has a chance to review the bids. Motion carried on a vote: Ayes: 4 Nays: 0.

Next, Sebern discussed the Preconstruction Agreement for Bridge Replacement Project BRS-C039(89) - 60-39. The agreement is between Guthrie County and the Iowa Department of Transportation (IDOT) for a Federal Aid Bridge to replace Orange 391A. This bridge is located on N46 over the South Raccoon River. Sebern advised the "Dinosaur Bridge" was built in the 1940's and experienced severe erosion problems due to the 1958 flood. SRD needs to replace the whole structure. Sebern estimates the cost will be \$930,000 of which eighty (80) percent is Federal Aid Bridge funds and the remaining twenty (20) percent will be Farm to Market funds. This bridge will be insanely expensive. The entire slope under the bridge was poured with concrete after the flood, and there are costs associated with removing all of this. In addition, several piers are exposed underneath. The project will require two (2) years of Federal Aid Bridge funds. The County currently is in the black now, but this project may put SRD in the red. The County may be in the red for up to five (5) years. The County can accrue this type of debt for three (3) years before it will lose funds. The Iowa Department of Transportation (DOT) will administrate the federal funds and the County must abide by all federal regulations. The project will go to bid next spring. Currently, SRD is at the mercy of IDOT because IDOT is working on the final design. The design is progressing, but there are challenges. Motion by Lloyd second by Carney to approve Preconstruction Agreement for Bridge Replacement Project BRS-C039(89) - 60-39. Motion carried on a vote: Ayes: 4 Nays: 0.

At this point, Sebern provided the SRD Update. SRD lost Mike Brooks, an operator, to the Audubon County Sheriff's Office He will become a Deputy. Brooks is a fifteen (15) year veteran of SRD. Sebern posted the position internally and awarded it to Wade Downing yesterday. Sebern will post Downing's labor position, and if nobody applies, Sebern will advertise it. Sebern stated bids will be opened next Tuesday for Baker 182 and the Maple Ave box culvert south of F63. Currently, there are two (2) plan holders. The bid specifications call for cast in place structures. Sebern reported the Seely 253 bridge is complete and open to all traffic. He also reported IRVM continues to spray weeds, cut trees, mow ditches and complete fall seeding projects. Sebern as well as the sign truck operators looked at a sign truck in Emmetsburg. They have some concerns about the PTO. Armond Harris is researching the issue. Currently, the operators are using a hand auger for sign holes. Sebern reported the Richland 306 bridge project, by Jamaica, is in progress. The contractor is driving pilings.

Finally, Sebern provided a Personnel Policy Committee Update. Mary Benton, Guthrie County Attorney, joined the meeting at this time. Sebern announced the third meeting will be Wednesday at 9:00 a.m. The Committee finished with flex time, but there are still a couple of items in Section Three. The Committee will start Section Four which includes the leave and overtime policies. Sebern created a spreadsheet with the tabulation of all the current Department policies as well as a proposed concurrent policy. Benton began expressing concerns about the Committee. She pointed out the tone used in the original email received by all the Elected Officials. Benton was surprised by the email because she was not included in any of the previous discussions about updating the policies and never received a satisfactory answer about why she was not part of the discussion. She does not understand why there is a need to change all the policies. During the meetings, Benton has advised the Committee each Elected Official has the authority to prepare their own policy and provided an Attorney General's Opinion stating exactly this fact. Benton does not understand the purpose of the Committee. Rutledge pointed out the policies have not been updated since 2008 or even earlier, so the Supervisors decided to begin the process pursuant to a request from Sebern and the

Auditor. Benton stated she visited with almost all of the Elected Officials, and they are satisfied with benefits provided in the current policies. She assumed they read the existing policies. Benton pointed out she cannot spend the time to attend the Committee meetings, so she wants the Supervisors to provide her a list of all the proposed changes. Benton acknowledged the need to update the policies due to changes in State and Federal laws. She pointed out the Supervisors only are responsible for and have authority over the SRD, TS & Custodians. The Supervisors explained they wanted all the Elected Officials and Department Heads to have input into the process. This way everyone could review the proposed changes and present suggestions for what they want included in the policy. Benton looks at the current process as a negotiation and is unsure who proposed the suggested changes. She reiterated she was not involved prior to the establishment of the Committee. Grasty acknowledged the Elected Official control their respective offices and the Supervisors simply fund the departments. Benton advised the policy changes need to include the standard sexual harassment policy. She expressed displeasure about the fact there was no mention of the Attorney General's opinion or the fact Elected Officials have the right to establish their own policies in the Committee update contained in the Supervisor's Minutes. She also thinks the updates are out of sync with what actually happens at the meetings. Benton stated she only read Sebern's reports to the Supervisors. Benton suggested the Supervisors canvas the Elected Officials to get their opinions on the needed changes. She also questioned why those Departments with their own Boards participate in the Committee. Sebern pointed out one of the issues being addressed by the Committee is the disparity between the carryover of benefits among the different Offices/Departments. Rutledge stated he hoped the Committee could agree on a common set of benefits and carryover provisions. Benton advised she briefly spoke with Ann Smisek from Ahlers & Cooney, P.C. about creating a common personnel policy. Benton reiterated she does not understand why this is happening now and wants to know who brought this up and why now. She also recommended the mandated items be marked or set out in such a way everyone will realize these items need to be incorporated and there is no reason to discuss it. Benton pointed out Sheriff Arganbright just finished writing a policy, so why does he need to change it? Sebern stated the main goal is to update the current policies because the last attempt to do this was unsuccessful. Sebern also explained SRD needs an updated policy because the new union laws may trigger some changes at SRD. In addition, another part of the goal is to update the legal jargon, so it is easier for the employees to understand the policies. Furthermore, Sebern hopes to simplify the benefits and carryover policies for implementation by SRD as well as the Auditor's Office. Finally, Sebern wants to eliminate disparities in the benefits and carryover policies among the Departments. Sebern apologized for the tone of the original email. He acknowledges the email came across as demanding the Elected Officials participate in the Committee. In hind sight, he should have requested their attendance at the meetings. Benton stated she simply wants a more straightforward and quicker method of dealing with the policy revisions. Benton advised she does not think the disparity in policies is discriminating and does not create any legal liability for the County. Benton reiterated here concerns about the Committee updates provided to the Supervisors. Benton stated she also has an Iowa State Association of Counties (ISAC) letter stating Elected Officials have the sole province to set policies. Sebern acknowledged he did not relay the information addressed by Benton to the Supervisors because he thought the Supervisors already knew it. Benton stated she does not think the process has been successful. Sebern advised he thinks he has done an adequate job of relaying information to the Supervisors including the issues being addressed by the Committee. Benton appreciates the Supervisors hiring Ahlers & Cooney, P.C. to update the policy because she is not interested in going through everything in the policy. The Auditor suggested she and Sebern compile a list of suggested changes and present it to the Supervisors. After the Supervisors approve it, the list will be passed out to the Elected Officials to get their feedback. Benton questioned this proposal. The Supervisors declined the offer and stated they wanted the Elected Officials/Department Heads to express their opinions at the Committee meetings. The goal is to get everyone to work together to develop a uniform policy. Sebern advised he spoke with the Sheriff and thinks the proposed changes are close to the Sheriff's new policy. Sebern stated his goal was to discuss and work through any issues where the policies differed and reach a compromise. If a compromise will not work, he suggested the policy include language which allows a Department to deviate from the policy to meet its needs. Carney pointed out the purpose of the Committee is to work together to develop a fair policy for everyone in the County. Sebern made it clear he realizes he has no authority to set these policies. He simply is trying to facilitate the meeting because SRD needs an updated policy. Benton left the meeting at this time. Sebern pointed out currently there are only two Departments, County Attorney and Conservation, which expressed concerns. Sebern provided an example of a possible discrepancy involving the classification of two (2) fulltime employees in different departments and the respective benefits provided to each employee. He discussed the example with Michael Galloway, Ahlers & Cooney, P.C., and it is Galloway's opinion the disparity among the policies may be a liability to the County. The Supervisors had a brief discussion about the need to reduce the amount of accrued compensation time carryover. The Auditor pointed out it may cause issues with

the budget when a Department makes a large lump sum payment to an employee who leaves the County or retires. Grasty agreed it needs to be capped at a manageable amount. Sebern advised Joe Hanner, Guthrie County Conservation Director, expressed concerns about paying an employee for the excess if the cap is less than what the employee currently has accrued to date. Auditor explained there is a way to manage the payout, so it does not impact a department's budget all at once. Rutledge questioned when, if ever, employee reviews the applicable personnel policy. He also emphasized the need to be update and discuss the policies. Sebern pointed out the "Courthouse policy" is more beneficial to employees than SRD's policy, so he wants to create a middle of the road policy. Lloyd pointed out SRD is subject to more overtime but can only carryover eighty (80) hours which is the least among all departments. The Board of Supervisors briefly discussed other the discrepancies. Sebern will research what obligation, if any, Ahlers & Cooney, P.C. has to represent the County on issues which arise pursuant to the personnel policy.

Auditor presented the IMWCA Ballot. The IMWCA Board of Trustees recommended three (3) individuals (James Dowling, Sac County Auditor, Kelly Kornegor, Hiawatha City Clerk, and Dan Widmer, Washington County Auditor) to fill terms ending October 2020. Motion by Rutledge second by Lloyd to accept the IMWCA Ballot as is and vote for the three (3) individuals listed. Motion carried on a vote: Ayes: 4 Nays: 0.

Auditor submitted the State of Iowa 509A Certificate of Compliance (Insurance). The Supervisors reviewed the accompanying report prepared by Iowa Governmental Health Care Plan (IGHCP). There are two (2) filing fees associated with the report (\$100 filing fee paid to Iowa Insurance Division and \$400 actuarial report fee paid to Self-Funding Actuarial Services). These fees historically were paid out of the Partial Self-Fund Account. Motion by Lloyd second by Rutledge to sign the State of Iowa 509A Certificate of Compliance (Insurance) and pay both of the associated fees out of the Partial Self-Fund Account. Motion carried on a vote: Ayes: 4 Nays: 0.

Due to computer problems, the Auditor was unable to provide Minutes from 12 September 2017.

Auditor advised the Auditor's Office was unable to complete the payroll process prior to the Board of Supervisors' Meeting because her Deputies are engaged in crossing training. She also proposed the adoption of a resolution authorizing the Auditor to issue payroll checks per Iowa Code Section 331.506 without prior approval by the Supervisors. The Auditor will issue the payroll checks for 9 September 2017 – 22 September 2017 subject to approval of the Payroll Report at the next regular meeting.

Randy Nickel joined the meeting. He is appearing on behalf of the Main Street Guthrie Center (MSGC) and provided a handout as well as a Business Plan for the Main Street Guthrie Center Williams Building Project. MSGC is a non-profit organization with an eight (8) member Board of Directors and is actively involved in the community. It receives contributions and uses the money to provided grants to main street businesses. MSGC purchased the Williams Building next to Guthrie County Station Bank (GCSB). The goal is to make improvements to it. The previous owners were unable to improve the building due to a lack of funds. The five (5) year plan is to clean up the building and rent the main floor space to businesses. In addition, MSGC will fix the exterior of the building. In particular, a mason will finish the west and east faces. GCSB will provide approximately \$29,000 and MSGC will provide \$14,000 to replace the east wall. The west face needs to be sealed and painted, so Guthrie Center Communications will provide \$11,000 and MSGC will pay the balance of \$11,000. MSGC also plans to request money from Peoples Trust & Savings Bank and the City to repair the south and north faces respectively. There currently is no plan or funds for the second and third floors of the building. At this time, MSGC needs help to remove debris and trash. MSGC scheduled work days, so local volunteers and businesses can help with the project. Local companies as well as the City already agreed to provide trucks as well as drives to haul off the debris and trash. MSGC is a 501(c)(3), so the County can donate tax dollars to the project. Nickel stated the City helps financially support MSGC by giving \$10,000 per year. Nickel acknowledge the County has a different set of standards, but he thinks the Supervisors should provide the same support for other cities which request it. Nickel advised there is money available to renovate the main floor. Lloyd pointed out SRD demolished the old fire station in Bayard. Nickel briefly talked about the façade update program in which the owner of a building put forth labor or money and MSGC as well as the State provide seventy-five (75) percent of the project costs. To date, MSGC has awarded approximately \$5,000 in matching funds grants, so owners can improve their businesses. Carney inquired about the timeline for the project. Nickel responded the first floor work will begin this Saturday with removal of junk, so MSGC can evaluate the building. MSGC, with the assistance of the

Development Board, is meeting with potential commercial occupants. The building has one current tenant, an eye doctor. He signed a lease for \$675 per month. He tried to negotiate a twenty (20) year lease with limited increases, but MSGC declined these terms, since insurance, fees and taxes may increase over time. The goal is to return the building back to its original design with the big tall windows. MSGC wants to reach a \$250,000 assessment value with the planned improvements. In addition, MSGC eventually plans to create six (6) one bedroom apartments on the second floor and ask \$425 to \$450 per month for rent. At this point, Nickel made a proposal to the Supervisors. MSGC wants the County to help with the TS fees incurred during the building cleanup. Grasty expressed concerns about setting a precedent if the Supervisors wave the fees. Rutledge thought the County waved the fees for Bayard after the flooding as well as possibly for Lake Panorama after the tornado. The Supervisors requested time to look into the matter. Nickel advised work cannot begin on the second and third floors until MSGC finds a way to deal with the TS fees. In Nickel's opinion, it is a good investment for the County to wave the TS fees for these types of projects. He pointed out the Guthrie Center Times published an article to generate interest for the commercial space. According to Nickels, the upstairs has been empty since approximately 2012 after a fire in the building. All in all, the building is sound, and there was a previous plan to renovate it. The previous owners were approved for a grant requiring a private match. Unfortunately, the grant fell through, at the last minute, because the owners did not sign the papers. MSGC will get grants and contributions for the matching funds. The five (5) year plans is to sell the building after making it usable and able to financially stand on its own. MSGC believes any contribution to this project is a win/win for the City. Nickel offered to show the Supervisors around the building. He stated it previously housed the Masonic Hall. Rutledge requested time to research past practice over the next couple of weeks. Grasty also wants to consider the possible future implications as well as compare the current assessed value with the potential future assessed value. Carney pointed out the County will have to help all the cities, if it helps MSGC. On the other hand, the Supervisors should not be too tight and let the cities fall apart. Rutledge pointed out this course of action can spur economic development; especially, when the County works with other groups. The Supervisors acknowledged MSGC requests is reasonable. Grasty pointed out buildings provide the first impression of a community. Nickel stated MSGC meets on the third Tuesday of the month, so he will need an answer by 17 October.

There being no further business to come before the Board at this time, the Board adjourned at 12:25 p.m. until its regularly scheduled meeting on Tuesday, 26 September 2017. Motion by Rutledge second by Lloyd. Motion carried on a vote: Ayes: 4 Nays: 0

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

26 September 2017

The Guthrie County Board of Supervisors met this 26<sup>th</sup> day of September, 2017, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Jack Lloyd and Tom Rutledge. Everett Grasty was absent from the meeting.

The meeting came to order at 9:00 a.m.

Motion by Rutledge second by Lloyd to approve the Agenda for 26 September 2017. Motion carried on a vote: Ayes: 4 Nays: 0.

David Garland and Curt Thornberry, Technology Development Director, Guthrie Center Communications (GCC), joined the meeting. Garland presented the September 2017 Information Technology (IT) Report. Garland expanded the anti-virus status section of the report. He opted to track and report the number of items being detected due to the

increased activity. There were fifty-two (52) items detected this month. There was a targeted global email campaign attempting to spread a variation of ransomware. Several email accounts received it; however, the anti-virus software caught and quarantined it. This campaign accounted for sixty-eight percent (68%) of the objects quarantined in September. Garland and Thornberry provided a brief overview of the ransomware industry as well as the processes implemented to combat it. At this time, victims must pay to unlock their system unless they have a good backup system. In the future, there are concerns about victims paying the ransom but never regaining access to their files. Thornberry pointed out the need for all employees to be hyper vigilant and exercise good cyber awareness. Garland advised he continues to work on migrating the Guthrie County Sheriff's Office computers to the County system. Google modified its reporting and this skewed the monthly report. Garland will resume comparison of the month to month details in October. Carney inquired about the spike in Guthrie County Secondary Roads Department (SRD) traffic. Garland advised this correlates with the outbound traffic. Carney also inquired about Guthrie County Public Health's (PH) traffic. Auditor pointed out PH does the majority of its reporting and documentation via the internet.

At this time, Tristen Richard, Guthrie County Recorder, joined the meeting to discuss the purchase of new software for her office. Garland advised the current server is out of date and needs to be upgraded to a newer version. When Garland attempted to upgrade to a 2012 server, he discovered the current software is not compatible with the newer server. The Recorder's Office must migrate to a newer version of the existing program or purchase a new program. Garland proposed a new network design which includes a 2016 Microsoft server package. He provided a quote for the new hardware and the Recorder provided a quote for the new Tyler Technologies Eagle Recorder System. The Tyler quote includes the cost associated with migrating the data from the old system to the new one. Recorder advised all the images date back to 1971. Garland recommends the County upgrade the servers from a one (1) gigabyte to a ten (10) gigabyte system. In the event of a failure, this will enable the County to cluster data and move it. Garland advised it took four (4) hours to copy the Geographic Information System (GIS) data to another server after an update exhausted the storage space. Garland pointed out he priced a different brand of switches with a lower price point. He also offered to prepare another quote for a smaller system. If the Supervisors prefer, he can upgrade the storage to ten (10) gigabyte and leave the servers at one (1) gigabyte for \$5,000 less than the quoted price. Garland pointed out the new system will utilize separate storage for the images with a database to locate each one. This creates a drive for all the images which allows for redundancy in case of a failure. Rutledge inquired about past hardware upgrades. Garland advised he upgraded a switch for the server last year. If the Supervisors opt to upgrade the current system, it will require one (1) module plus another switch. One (1) module will cost \$850 which is the price of a (10) gigabyte switch for the new system. Garland confirmed the specifications call for ten (10) gigabyte switches. If the Supervisors decide to install the new system, the old system will become a spare for the primary and act as a redundancy in case of a failure. Rutledge verified the County could continue to use the hardware it purchased within the last three (3) years. Garland confirmed he can upgrade the existing servers with new modules because he built in flexibility for the future. Richard advised the Eagle Recorder System quote is \$42,150. The Annual Subscription Fee is \$6,632. There also may be costs associated with the conversion from PaperVision, the current imaging software. The estimated travel expenses for the Tyler Technologies employees assisting with the conversion is \$7,500. Garland pointed out his quote moves the County infrastructure forward. It is a way to stay ahead of the demand and maintain flexibility. The current system has the capability to meet the Recorder's needs, but it is limited in scope and performance. Furthermore, there is no more space for another software upgrade. The hardware quote is \$17,777.25. The whole project will cost \$59,927.25, not including the Annual Subscription Fee. Garland explained the Annual Subscription Fee is a new perpetual license which provides for automatic upgrades from Tyler. This is contrary to Tyler's Incode 10 licensing. The County must spend more money to upgrade to the newest version of Incode 10. Dickson inquired about whether or not the Recorder must pay the Annual Subscription Fee for the first year. Recorder will research this. Garland advised the old indexing is not compatible with the new software. He also confirmed the Auditor can participate in the imaging portion of the project. The Tyler representative estimate the entire project will take six to nine (6-9) months. Recorder stated she did not inquire about a payment schedule, but she will check into it. Carney inquired about a timeframe for upgrading the hardware. Garland advised there is no lead time restrictions; however, it requires intrusive maintenance. Therefore, he must install it during non-business hours. The hardware must be installed before converting to new software. Supervisors directed Auditor to verify if there is money available in the budget to purchase the new hardware system. Supervisors want to proceed with the hardware upgrade; however, they want to wait as long as possible. Garland pointed out he needs their approval before he can order the hardware. Pursuant to Carney's inquiry, the Recorder verified she can utilize the money in the Recorders Management Fund to help pay for the new software. The Recorder will work with the Auditor to determine funding options for the balance of the cost.

Finally, Garland presented the NovaStor quote for renewal of the backup software as well as a new license. He recommended upgrading the software to a newer version, so it performs better when completing the backups. Garland thought the County had a three (3) year license; however, it was only a one (1) year license. In addition, he needs to add a new license for the Sheriff's Office server. The renewal will upgrade to a new version and include a three (3) year maintenance plan. It also will add a new level of performance. The current servers are one (1) gigabyte with four (4) interfaces, so it pushes four (4) gigabytes. The new software will allow the system to stream the full four (4) gigabytes. The new system will require this backup software. It also will allow for frequent backups of data files and emails. The quote is for \$6,877.25. The previous version, which only provided the bare necessities, cost \$749. The new software will meet the current needs as well as expand to accommodate the new system for a minimal additional cost of \$250 per license. The quote is a one (1) time fee for three (3) years of service. A one (1) year license will cost \$4,000, but there is a twenty-five percent (25%) increase with each renewal. Pursuant to Rutledge's request, Garland briefly explained the Sheriff's Office prior backup process. Garland pointed out the only other reliable company provides the same type of software at a cost of \$20,000. Garland encouraged the Supervisors to approve the quote, so he can take advantage of the functionality provided by the new software. This will save labor costs as well as reduce downtime. Thornberry agreed his office needs to discuss the renewal cost during the budgeting process in the future. Auditor advised there might be some wiggle room in the budget to cover the request, and Dickson pointed out the possibility of including it in the budget amendment. Supervisors recognized the need for the new software. Supervisors expressed concerns about this unforeseen expense coupled with the cost to upgrade the server network. Rutledge inquired if Thornberry or Garland are working on a spreadsheet which sets out the upcoming IT costs as well as the annual fees. Thornberry advised he will prepare a spreadsheet to track the licenses. Carney pointed out the County will save money if it enters into the three (3) year agreement. Motion by Rutledge second by Dickson to approve the NovaStor quote in the amount of \$6,877.25. Motion carried on a vote: Ayes: 4 Nays: 0.

Joshua Sebern, Guthrie County Engineer, joined the meeting to discuss the bids for the Secondary Roads Department (SRD) Cold Storage/Integrated Roadside Vegetative Management (IRVM) Building. He reviewed the bids. There was one (1) minor error on the Irlmeier Construction bid. The bid only included three (3) windows, so Sebern added \$250 for the fourth window. The original bid was \$74,493, and the revised bid is \$74,743. The next closest bid is approximately \$98,000. The highest bid was for an all steel building with continuous concrete. Sebern recommended the Supervisors award the contract to Irlmeier Construction. Motion by Lloyd second by Rutledge to award Secondary Roads Department (SRD) Cold Storage/Integrated Roadside Vegetative Management (IRVM) Building contract to Irlmeier Construction for \$74,743. Motion carried on a vote: Ayes: 4 Nays: 0.

Sebern submitted three (3) Right-Of-Way Purchase Agreements. These agreements purchase right-of-way for the Project L-VI237T-73-39 bridge replacement project. It will remove four (4) bridges in Victory Township and replace the bridges with two (2) box culverts functioning as one (1) structure and two (2) tubes. The project location is Redwood Avenue and 170<sup>th</sup> Street. Currently, water weaves through the area. Even though there is only one (1) bad bridge, there is a need to replace all the bridges and fix the drainage. The project concentrates on the intersection, so SRD needs to procure a large amount of right-of-way. The County will purchase one (1) piece of land on contract, but SRD has not finalized the details. The total cost for the right-of-way is \$12,169 for approximately one (1) acre and 100 rods of fence. SRD also will get a temporary easement to regrade the area and channel the drainage. The preliminary project cost is approximately \$500,000 and will be funded through the Wind Farm Tax Increment Financing Fund (TIFF). Sebern preliminarily plans to let bids this winter and begin construction next year. He will know more after completion of the final plans. The regrading will be part of the contract. Motion by Rutledge second by Lloyd to approve the purchase of one third (1/3) acre of property with forty four (44) rods of barb wire fence and .14 acre of temporary easement from Francis Kastner in Section 1, Township 80, Range 31, Guthrie County, Iowa for \$3,309.62. Motion carried on a vote: Ayes: 4 Nays: 0. Motion by Dickson second by Lloyd to approve the purchase of one quarter (1/4) acre of property with 39.76 rods of barb wire fence and .25 acre of temporary easement from Francis Kastner in Section 11, Township 80, Range 31, Guthrie County, Iowa for \$2,874.77. Motion carried on a vote: Ayes: 4 Nays: 0. Motion by Carney second by Rutledge to approve the purchase of .52 acre of property with 49.53 rods of barb wire fence and .3 acre of temporary easement from Steve and Rose Kastner in Section 12, Township 80, Range 31, Guthrie County, Iowa for \$2,874.77. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Change Notice authorizing a pay increase due to position change from Laborer to Equipment Operator for Wade Downing. Motion by Lloyd second by

Rutledge to approve the Payroll Change Notice for Wade Downing authorizing a pay increase from \$18.05 per hour to \$20.00 per hour due to his change from Laborer to Equipment Operator effective 6 October 2017. Motion carried on a vote: Ayes: 4 Nays: 0.

Auditor asked the Supervisors to table Resolution 18-07: Guthrie County Secondary Roads Department Fund Transfers, so she can verify the amounts with the SRD Office Manager. Motion by Rutledge second by Carney to table Resolution 18-07: Guthrie County Secondary Roads Department Fund Transfers so the amount can be verified. Motion carried on a vote: Ayes: 4 Nays: 0.

Finally, Sebern provided the SRD update. He will send the Cold Storage Building contract to Irlmeier Construction and get a timeline for the project. SRD is working on the exact location for the placement, so it can prepare the building pad. Sebern advised he will advertise the Laborer position in the newspapers. The starting wage will be \$18.05 per hour. Sebern stated IRVM is doing a great deal of seeding to catch up since they got behind due to spraying trees. He is following up on citizen requests and comments. SRD is working on bridges in Richland & Grant Townships. Dickson inquired about the status of the dust complaints near Flint Hills Resources. He pointed out the roads are deteriorating because of the alternate routes trucks use to avoid the trains blocking the road for hours. The trucks even use the posted road in Menlo. The Supervisors briefly discussed the routes around the railroad crossing. Sebern advised he did not receive any further complaints or comments about the dust. Rutledge suggested Sebern arrange a joint meeting with Flint Hills, the Railroad and Menlo. Supervisors expressed concerns about why the trains blocked the railroad crossing more frequently & for longer periods of time. Sebern will follow up on the issue.

Sebern opened the bids for the Project L-BA182T-73-39. The project will replace the Baker 182 bridge. There were three (3) plan holders and two (2) bids. The first bid is from Gus Construction Company in the amount of \$178,736.89 and included a bid bond. The second bid is from Keller Excavating in the amount of \$225,428.70 and included a bid bond. The estimated project cost is \$253,100. It will be funded by TIFF. Sebern requested the Supervisors table awarding the contract, so he can make sure the bids meet the specifications and the numbers are correct. The Supervisors agreed to award the contract next week.

Sebern opened bids for the Project L-TH1-73-39. The project will replace a box culvert in Thompson Township. There were three (3) plan holders and two (2) bids. The first bid is from Gus Construction Company in the amount of \$164,842.01 and included a bid bond. The second bid is from Keller Excavating in the amount of \$223,004.30 and included a bid bond. The estimated project cost is \$231,475. It will be funded by local road use tax dollars and property taxes. Sebern requested the Supervisors table awarding the contract, so he can make sure the bids meet the specifications and the numbers are correct. The Supervisors agreed to award the contract next week.

Becky Benton, State Street Insurance, joined the meeting to discuss insurance coverage for the new monument. She advised the County can add property worth no more than \$50,000 for no additional charge. The monument is covered for now, and she can adjust the coverage during the renewal process. As for the older monument, ICAP typically does not insure these older monuments because of the wear and tear or deterioration. Fortunately, the County's monument does not show signs of deterioration. Benton pointed out ICAP allows the County to add property worth no more than \$50,000 as well as vehicles for no additional charge. This enabled the County to save money when it added several vehicles this year. There is a charge to add new vehicles, such as road graders, if the value exceeds \$50,000; however, there is no charge if the difference between the purchase price and trade-in value is less than \$50,000.

Auditor presented the Veteran Affairs Commission Quarterly Report ending September 2017. Motion by Lloyd second by Dickson to accept the Veteran Affairs Commission Quarterly Report ending September 2017. Motion carried on a vote: Ayes: 4 Nays: 0.

The Supervisors discussed pending county property projects. Rutledge advised he contacted Cornerstone Landscaping; however, no one has signed the bid yet. He also briefed Dickson on the proposed platform for the Guthrie County Transfer Station (TS) Manager/Supervisor position prepared by Jotham Arber, Guthrie County Public Health (PH) Director and interim Environmental Health (EH) Director. The Supervisors decided to think about the proposal; especially, since Dickson could not attend the meeting. Rutledge reiterated Arber and the Auditor do not want to amend the budget. Arber offered to audit the current financials as well as absorb the existing administrative

duties with his current staff and not request additional hours. Rutledge advised Arber created a facilities engineer position which can address compliance issues. He also pointed out the need to address and oversee the safety issues. A new director can establish a process to address these issues. All in all, Rutledge thought it was a good proposal. Rutledge did express concerns about finding an applicant capable of managing the operational aspects. He also wondered if there is enough money to fully fund the operation as well as associated costs. In addition, can Arbor absorb the new responsibilities or will it cost more money? Finally, the Supervisors must consider the equipment and infrastructure costs too. Rutledge advised he believes the new management structure will assist Miller with her extra duties. He also thinks there needs to be a checks and balances system overseeing the employees as well as the operations. Supervisors also briefed Dickson on the presentation by Cindy Turkle, Turkle Clark Environmental Consulting. They discussed the current licensing requirements. Carney pointed out the County must monitor the Landfill until 2032 because it did not officially close until 2002. He also explained the Iowa Department of Natural Resources (IDNR) still is determining the final post-closure process. In addition, animals should not graze on the Landfill, and no one should drive on it; however, it is fine to use a bush hog to mow it. Turkle said it is all right to bale it once a year, but the Supervisors opted not to do it. Carney also pointed out Turkle cautioned against building a fence to close to the wells

Auditor presented Resolution 18-08: Resolution Authorizing the Guthrie County Auditor To Issue Payroll Checks Without Prior Board Approval Per Iowa Code Section 331.506. This Resolution authorizes the Auditor to issue checks for the fixed as well as approved salaries and payrolls for each office/department in Guthrie County without prior approval of the Supervisors during Fiscal Year 2017-2018. Furthermore, the Auditor shall comport with all provisions of Iowa Code Section 331.506 and the Resolution when making such payments. Auditor confirmed she will continue to provide payroll reports to the Supervisors, and her office can adjust any issues raised by the Supervisors in the next payroll. Auditor pointed out other counties follow this process. She confirmed the Supervisors already approved the companion Resolution 17-13: Authorizing Auditor to Pay Fixed Charges and Other Claims Per Iowa Code Section 331.506 Without Prior Board Approval. Motion by Lloyd second by Rutledge to approve Resolution 18-08: Resolution Authorizing the Guthrie County Auditor To Issue Payroll Checks Without Prior Board Approval Per Iowa Code Section 331.506. Motion carried on a roll call vote: Ayes: 4 (Carney, Dickson, Lloyd and Rutledge) Nays: 0.

Motion by Rutledge second by Lloyd to approve the Minutes from 12 September 2017 as presented by the Auditor. Motion carried on a vote: Ayes: 4 Nays: 0.

Motion by Rutledge second by Lloyd to approve the Minutes from 19 September 2017 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 4 Nays: 0.

Motion by Dickson second by Rutledge to approve the Claims from 9 September 2017 – 22 September 2017 in the amount of \$258,694.06. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors reviewed the Payroll for 9 September 2017 – 22 September 2017. Dickson questioned the ten (10) hours of “Holiday Pay” for some of the Sheriff’s Office employees. Auditor confirmed this pay period includes Labor Day. Auditor advised she will need to seek guidance from the State Auditor if the Supervisors do not approve the Payroll. Auditor confirmed Supervisors can refuse to amend a budget when an Office/Department is short of funds, if the Supervisors do not agree with a particular payroll policy. Auditor briefly discussed adjusting payroll so all the County employees are being paid for the same work period. Motion by Rutledge second by Carney to approve Payroll for 9 September 2017 – 22 September 2017. Motion carried on a vote: Ayes: 3 (Carney, Lloyd, Rutledge) Nays: 1 (Dickson).

Auditor received the 2017 Final Equalization Notice from the Iowa Department of Revenue (IDR) on 25 September 2017. There will be no adjustments to the 2017 valuations of real property in Guthrie County. IDR equalizes assessed values every two (2) years.

There being no further business to come before the Board at this time, the Board adjourned at 12:00 p.m. until its regularly scheduled meeting on Tuesday, 3 October 2017. Motion by Dickson second by Lloyd. Motion carried on a vote: Ayes: 4 Nays: 0

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

3 October 2017

The Guthrie County Board of Supervisors met this 3rd day of October, 2017, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty and Jack Lloyd. Tom Rutledge were absent from the meeting.

The meeting came to order at 9:02 a.m.

Motion by Grasty second by Lloyd to approve the Agenda for 3 October 2017. Motion carried on a vote: Ayes: 4 Nays: 0.

Joshua Sebern, Guthrie County Engineer, and Evan Subbert, Engineering Technician, joined the meeting to award the contracts for Projects L-BA182T -73-39 and L-TH1 -73-39. Jeff Ocheltree, President of Gus Construction Company also was present at the meeting. Sebern opened the bids for both projects during the regular meeting on 26 September 2017. Gus Construction Company submitted the lowest bid for Bridge Replacement Project L-BA182T - 73-39 in the amount of \$178,736.89. Sebern reviewed the bid proposal and advised everything is in order with it. Sebern recommended the Supervisors award the contract to Gus Construction. Motion by Dickson second by Lloyd to award the contract for Bridge Replacement Project L-BA182T - 73-39 to Gus Construction Company. Motion carried on a vote: Ayes: 4 Nays: 0. Ocheltree signed the contract and Sebern presented it to the Supervisors. Ocheltree advised weather permitting, his crew will start this project in approximately one (1) week. Motion by Dickson second by Lloyd to approve the contract for Bridge Replacement Project L-BA182T - 73-39 with Gus Construction Company in the amount of \$178,736.89. Motion carried on a vote: Ayes: 4 Nays: 0.

At this time, Sebern presented his recommendations for Culvert Replacement Project L-TH1-73-39. Gus Construction Company submitted the lowest bid for this project in the amount of \$164,842.01. Sebern reviewed the bid proposal and advised everything is in order with it. Sebern recommended the Supervisors award the contract to Gus Construction. Motion by Carney second by Grasty to award the contract for Culvert Replacement Project L-TH1-73-39 to Gus Construction Company. Motion carried on a vote: Ayes: 4 Nays: 0. Ocheltree signed the contract and Sebern presented it to the Supervisors. Ocheltree advised weather permitting, his crew will start this project immediately. Motion by Carney second by Grasty to approve the contract for Culvert Replacement Project L-TH1-73-39 with Gus Construction Company in the amount of \$164,842.01. Motion carried on a vote: Ayes: 4 Nays: 0.

Auditor presented Resolution 18-07: Guthrie County Secondary Roads Department Fund Transfers. Said Resolution authorizes the Guthrie County Auditor to make semi-annual transfers of \$874,680.50 from the Guthrie County Rural Services Fund (To Secondary Road Fund-Misc Expense: 0011-99-0300-000-812990) to the Secondary Roads Fund (Rural Services Basic Fund: 0020-0-20-7000-902000) in October 2017 and April 2018. The total transfers shall not exceed \$1,749,361.00. Furthermore, the Resolution directs the Auditor to notify the Guthrie County Treasurer, Marci Schreck, as well as Joshua Sebern, Guthrie County Engineer upon completion of said transfers. Finally, the Resolution authorizes said transfers to commence upon approval of this Resolution. There will be no transfers from the Guthrie County General Basic Fund during Fiscal Year (FY) 2017-2018. Motion by Dickson second by Grasty to approve Resolution 18-07: Guthrie County Secondary Roads Department Fund Transfers. Motion carried on a roll call vote: Ayes: 4 (Carney, Dickson, Grasty and Lloyd) Nays: 0.

Sebern provided a Secondary Roads Department (SRD) update. He purchased a replacement sign truck last week. It is the 2015 truck he and the sign truck operators looked at in Emmetsburg, Iowa. Armond Harris researched the Power Takeoff (PTO) pump. The manufacture assured Harris there are no problems with it. In fact, the manufacture has maintained the same production process for years. There have been no faults or failures with it. The chassis is a Ford F550. Sebern paid \$96,000 for the truck and body. The truck alone is worth \$40,000. The replacement truck is almost identical to the wrecked truck. Sebern has not received the settlement figures from the insurance company. The replacement truck has outriggers and a catwalk which goes up as well as out. The catwalk on the wrecked truck only went out. Sebern apologized for failing to notify the Supervisors during the last regular meeting since he submitted the claim for payment last week. Sebern advised there will be a Personnel Policy Committee meeting tomorrow. Hopefully, this will be the last meeting until Ahlers & Cooney, P.C. reviews the proposed changes. Sebern confirmed Gus Construction Company is anxious to start the Thompson 1 culvert replacement project. The road is closed already. According to Subbert the late start date is 1 June 2018 and Gus has thirty (30) working days to complete the project. Sebern expressed a little concern about this project interfering with harvest; however, the bridge currently is posted for only three to six (3-6) tons. He advised Gus will allow Michael Crabbs to pass through the construction area, so he can check his cattle. Sebern pointed out Ocheltree is an avid proponent of cast in place structures. Sebern pointed out precast structures are installed throughout the State and are the preferred alternative; especially, if time is of the essence. The County currently does not have many precast structures; however, there is a triple culvert at Deer Creek Crossing on P28. Carney inquired about the seal coat road, Sage Trail, at Lake Panorama. Sebern advised the road is holding up all right. He pointed out it is only seal coated on either side of the bridges. Luann Waldo, Editor of The News Gazette, stated there is a small gouge on the east side. Carney also inquired whether or not SRD put calcium chloride on it. Sebern stated SRD did not apply it this year because it did not perform well in the past, and it cost approximately \$10,000 to spray the whole stretch of road. Sebern advised SRD conducted a traffic count for the entire months of July and August in various spots around Lake Panorama. It was a hard count of the actual number of vehicles. If the daily traffic counts is high enough, he may need to look at an alternate road surface other than gravel. On the other hand, if the traffic count is the same or less than in the past, it will remain gravel. Sebern advised SRD regraded and graveled the road approximately three to four (3-4) years ago. It is still rock hard and the road grader can only scratch the surface when it is wet. The clay together with the calcium chloride does a good job, but the breaking and accelerating coupled with the number of vehicles causes the typical deterioration present on any gravel road. SRD currently blades it more frequently than the first two to three (2-3) years in which it only was bladed two to three (2-3) times per year. Sebern is unsure about seal coating the road because it may not last long unless there is a hard enough base. In addition, there has not been a hard winter, so there have not been any frost boils. Sebern will look at it this spring and see how it withstood the winter. If there are no frost boils again, it will give him more options notwithstanding any funding constraints. Sebern stated he was never notified about the house relocated to Dogwood Avenue just north of Highway 44. He sent a crew up first thing in the morning to deal with it. Sebern stated SRD cleaned out the box culvert on the other side of Casey. The Railroad complained about SRD not utilizing the proper signage. In addition, the Railroad wanted the truck at least twenty-five feet (25') away from the tracks when it fully extended the boom. Sebern stated he did not apply for a permit from the Railroad because he advised the crew to remain at least the minimum distance from the tracks. Sebern advised the crew is jetting the other barrel today and will move to the west to deal with the silt in another one. Since there are so many utilities buried in the ditches, it is difficult to work in this area. There are structures starting to develop issues as well as a narrow right-of-way. He also pointed out the wheel ruts are getting bad, so he is considering using slurry to fill the ruts. Dickson commented the work done a couple of years ago did not hold up to the traffic. Sebern stated the Iowa Department of Transportation (IDOT) as well as Dallas County also experienced problems with chipping in similar road surfaces. The truck traffic as well as winter conditions wear on the road. Dickson talked about the grooves grabbing a vehicle. Sebern advised he wants to look at the bridge east of Casey next summer because the approaches are rough. The spray patch helped, but it did not cure the big dip. In addition, the deck shows wear and tear, but Sebern wants to wait as long as possible to replace the bridge. The deck is too far gone to repair, and it will be a major problem to replace it because it is such a long bridge.

The Supervisors discussed the Solutions quote to upgrade the server hardware. Auditor advised the Guthrie County Recorder needs one (1) more week before she has all the necessary information to discuss the quote for the new software again. Dickson reiterated he wants Solutions to refrain from purchasing the new hardware as long as possible; however, he acknowledged the need to install the hardware first. He also attempted to confirm the Recorder

cannot install her software until Spring 2018. Auditor could not confirm this fact. Supervisors briefly discussed the need to speak with the Recorder before making a decision. Dickson reiterated there is no issue with purchasing the equipment as long as Guthrie Center Communications has enough time to install it before the Recorder needs it. Auditor provided a summary of the three (3) line items utilized for information technology (IT) expenses. The Office & Data Processing Equipment line item primarily funds the Tyler 10 program utilized by the Auditor, Treasurer and Assessor. The County utilized approximately sixty percent (60%) of the funds in this line item during the previous fiscal year. The second line item is Data Processing (Information Technology), and it primarily funds the software fees and other computer related expenses. The County utilized approximately forty-three percent (43%) of the funds in this line item during the previous fiscal year. The final line item is Planning & Management, and it primarily funds the data processing expenses paid to Guthrie Center Communications. The County utilized all of the budgeted funds plus an additional \$31,000 in this line item during the previous fiscal year. Currently, there is between fifty-five percent and seventy-five percent (55%-75%) remaining in these line items for the current fiscal year. The Solutions hardware quote for a ten gigabyte (10GB) system is \$17,777.25. Dickson pointed out there is enough money in the current budget to approve the quote, and the Supervisors can backfill the funds with a budget amendment. Dickson stated he did not see any reason to install a smaller system. Grasty concurred and advised the Supervisors need to plan for the future with the larger system. Not to mention, the County will avoid paying the labor associated with multiple upgrades. Carney expressed concerns about the larger system. Dickson pointed out another Office/Department also may need to update its software in the immediate future. The consensus of the Supervisors is to move forward with the new system and utilize the old system as a spare. This also will allow Guthrie Center Communications to install the new system at its convenience. Auditor pointed out the Recorder's new software will connect the Offices and increase efficiencies. Motion by Dickson second by Grasty to accept the Solutions quote to upgrade the server hardware in the amount of \$17,777.25. Motion carried on a vote: Ayes: 4 Nays: 0.

Sheriff Marty Arganbright and Deputy Mike Herbert joined the meeting to discuss unlocking the west entry doors of Courthouse. Carney advised an elderly lady from Casey contacted him about unlocking the doors. She stated she cannot use the ramp due to medical reasons. She insisted the locked doors prevent her from doing business in the building and deny her access to the Courthouse. She never specified how often she visits the Courthouse. Carney advised her the Courthouse's main entrance complies with the Americans with Disabilities Act (ADA). He admitted not all accommodations work for all people. Carney advised the lady was adamant she wants the Supervisors to unlock the west doors. Carney stated he needed to discuss the matter with the Guthrie County Sheriff, Board of Supervisors and Custodians. Sheriff and Deputy Herbert offered to assist the lady with her needs, if she notifies the Sheriff's Office when she visits the Courthouse. The lady can ring the bell at the Sheriff's Office entrance, and a Deputy will meet her at a west door to unlock it. Dickson pointed out the Supervisors decided to lock the west doors for safety reasons. Sheriff stated the west doors are locked for a good reason; however, he is willing to accommodate her. Sheriff advised he still wants to hire someone to operate the metal detector. Currently, he ensures it is operational during high profile cases. Sheriff also pointed out it is much easier for the dispatchers to monitor one (1) entrance. Furthermore, it was difficult for the dispatchers to see people entering the west door on the cameras. Sheriff admitted he received several complaints about the west doors too. He pointed out the Main Entrance is clearly marked, and the Custodians previously had a portable sign next to the west doors directing people to use it. He also reiterated he wants to keep the west doors locked for safety reasons, so he is willing to help with these isolated situations. Sheriff offered to contact the lady and discuss the matter with her. Sheriff emphasized the lady needs to call the Sheriff's Office and not E911. The Supervisors agreed the County needs to keep moving forward and keep the Courthouse as safe as possible. Sheriff advised his Office will assist anyone who needs help in the Courthouse. Carney stated he tried to explain the purpose for locking the west doors; however, the lady kept contradicting him. She wants the west doors unlocked one (1) day per week. Carney explained he does not have the authority to make a unilateral decision regarding Courthouse safety and security. Sheriff pointed out it was expensive to install the ramp. In addition, the Supervisors removed the sidewalk because it had too steep of a slope and did not comply with the ADA. Sheriff stated he is more than happy to help any citizen and will accommodate anyone who wants to enter the Courthouse. Supervisors agreed with Sheriff's plan to assist the lady and opted not to unlock the west doors.

Auditor advised Joyce Miller, Guthrie County Transfer Station (TS) Administrator, contacted her about repairing two (2) of the recycling bins. She wants to install plastic liners into two (2) of the bad bins. It will cost approximately \$1,000 per bin. Supervisors rehashed previous discussion with Miller concerning the recycling bins with bad bottoms. Lloyd expressed concerns about the bottoms being rotten, so there is nothing to support the plastic liner. He pointed

out the plastic liner is not a structural component. The Supervisors concurred and expressed concerns about the plastic liner not supporting the weight. The Supervisors discussed the structural integrity of the bins. Grasty questioned whether the single stream recycling system will need different bins. Miller estimates it will cost \$20,000 for a new bin or \$10,000 for a reconstructed bin. Miller recommends the plastic liners. Grasty assumes TS will need to replace the bin floor at some point. Dickson suggested Miller try the plastic liners, if it only costs \$1,000. Auditor advised Miller needs an answer, so the Supervisors directed her to have the plastic liners installed in the bins.

Motion by Dickson second by Lloyd to approve the Minutes from 26 September 2017 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 4 Nays: 0.

Dickson inquired about the Heart of Iowa Region finances. Carney confirmed the Region spends a great deal of money. He emphasized the need to stabilize and sustain the old programs before adding new programs. Carney also wants the region to establish a chain of command as well as clarify employees' duties and responsibilities. Dickson inquired about the advocates working in the schools. Carney advised the Region has not authorized anyone to move into the schools at this time. Dickson thought the Region intended to have services in the schools to identify children with needs and assist them, so they may not need as many services when they become adults. Carney stated the Region hired three (3) new people. Guthrie and Audubon Counties will share one (1) person. The remaining two (2) people will work in Dallas County. Ellen Ritter will provide services in Greene County. The Coordinators of Disability Services may cross into another county, if necessary. Carney expressed concerns about the Region almost exhausting all the tax funds it needs to sustain the current programs. Furthermore, the Region needs to provide case management services for the elderly citizens. At this time, Ritter and another employee complete the paperwork mandated by the new State regulations. Ritter and Darci Alt, Chief Executive Officer, Heart of Iowa Region handle casework. Alt also answers the after-hours calls. Carney advised the County Jails like the Telepscyh service. Auditor advised Lisa Kempf, Chief Financial Officer, Heart of Iowa Region, wants to discuss the funding concerns with the County Auditors. Carney said he was told there is a way to hold onto some of the money, but he is unsure how to do it. Carney expressed concerns about Dallas County not having any funds in its Mental Health reserves while the other three (3) Counties have to reduce the amount of money in their reserves.

Grasty wants the Supervisors to think about hiring a director for the Middle Raccoon Watershed. There is a rumor about Des Moines making a play to take over this Watershed since it appears to be inactive. The member Counties are Guthrie, Carroll, Dallas, and Greene. Grasty stated the Counties need to spend the money to manage it or another jurisdiction will try to take it over at some point in the future. He wants the Counties to try and work together because he prefers cooperation as opposed to forcing the issue. Grasty said he needs the Supervisors to make a decision, so he can notify the other Counties. The goal is to funnel money through the Watershed in the future.

There being no further business to come before the Board at this time, the Board adjourned at 11:20 a.m. until its regularly scheduled meeting on Tuesday, 10 October 2017. Motion by Dickson second by Lloyd. Motion carried on a vote: Ayes: 4 Nays: 0

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

10 October 2017

The Guthrie County Board of Supervisors met this 10<sup>th</sup> day of October, 2017, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Tom Rutledge.

The meeting came to order at 9:00 a.m.

Motion by Grasty second by Lloyd to approve the Agenda for 10 October 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Joe Hanner, Guthrie County Conservation Director, joined the meeting and presented the Guthrie County Conservation Board (GCCB) Minutes from the meeting on 11 September 2017. The Labor Day weekend was solid, and there were no major incidents. The Guthrie County Fair booth ebbed and flowed throughout the Fair. In Hanner's opinion, the location of the new building changed the dynamics. It was better this year since the Fair Board made adjustments. Camping has been good up until last weekend; especially considering the weather. Hanner advised he deposited \$620 on 9 October 2017. The staff will begin winterizing the showers and restrooms soon. Grasty inquired about the water line at Nations Bridge Park. Hanner advised the contractor anticipates beginning work during the last week of October upon completion of a two (2) week project in Des Moines. The Raccoon River Valley Trail (RRVT) crossings are all complete. Hanner submitted the GCCB Fiscal Year (FY) 20017-2018 Budget Amendment request. The amended revenues include the proceeds from the sale of two (2) trailers as well as the \$500 Iowa Communities Assurance Pool (ICAP) Grant. The amended expenditures include \$500 for the security lights at Nations Bridge as well as additional wages for part-time employees. Hanner confirmed he already paid for the security lights; however, he wants to apply the grant money to this expense. The new security lights are LED, so there will be a cost savings. Hanner pointed out the seasonal line item is very tight since Integrated Roadside Vegetative Management (IRVM) transitioned to the Secondary Roads Department (SRD). At this point, he has not exceed the part-time line item; however, he predicts he will need more funds for next spring. Hanner could not commit to just one (1) budget amendment. Lloyd inquired about any long range plans for the RRVT. Hanner advised all the crossings as well as the patching is complete. Grasty inquired about any plans to rework the black top portion of the RRVT within the next five (5) years. Hanner confirmed there is a need to replace the asphalt from Yale to the Greene County line at some point; however, the weather will dictate how long it will last. Hanner does not foresee any major projects in the next year. Carney pointed out the freeze and thaw cycles do more damage than the bike traffic, and Hanner concurred with this assessment. He pointed out the bikes do not cause structural damage. The wear and tear is the result of age, weather and the base composition. Hanner predicted an increase in camping revenues if the river stays in its banks. He compared the camping numbers from March through June last year to October of this year. The increased camping could factor into the need for a spring budget amendment. He reminded the Supervisors about the 2015 floods brutalizing Lenon Mill Park which triggered all the labor and expenses to renovate it. The ultimate goal is to re-establish a consistent flow of campers comparable to pre-flood totals. Hanner has observed new campers regularly returning to the parks. Hanner pointed out his Department put a great deal of work into the parks, including new signs, trail improvements, water line upgrades, electrical updates, as well as trimming trees. Hanner advised campers necessarily do not use the new hookups first because some campers prefer certain locations in a park. These campers have a preference and stick to it because it fits their program.

Marci Schreck, Guthrie County Treasurer, and Beverly Wild, City Attorney for City of Stuart, joined the meeting to discuss the assignment of a Tax Sale Certificate for Parcel 0001348100 held by Guthrie County. The property is located at 308 N. Harrison Street in Stuart. TF 8 is the deed holder, but the entity opted not to do anything with the property after acquiring it. The property has been sold at tax sale three (3) times; however, investors keep backing out and canceling the tax sales. The City wants to remove the old house pursuant to its plan to clean up nuisance properties. Wild advised it will save the City legal fees and court time if the County assigns the Tax Sale Certificate. She estimates it will cost approximately \$3,000 - \$10,000 to tear down the old house, and the City will pay for it. Grasty inquired if the City plans to utilize Region XII Council of Governments Rehabilitation Funds. He also expressed concerns about the City failing to demolish the last building after the County abated the property taxes. Wild advised the City received an engineer's recommendation to rehabilitate the property. Grasty stated he wants a written assurance the City will rehabilitate the property before he will consider any action. Treasurer passed around a picture of the property. The total amount due is \$2,091. This includes the taxes plus fees and interest. The total property taxes due are \$1,587. Treasurer passed around documentation which provided a breakdown of the total amount due. She also pointed out no one seems to want the property, so the County holds the Tax Sale Certificate. She advised the City must send out all the notices before it will get title to the property, even if the County assigns the Certificate. Dickson confirmed the County historically requires an individual or entity to pay the total amount due before assigning the Certificate. Dickson expressed concerns about abating the taxes and assigning the Certificate if the City plans to sell the property after rehabilitating it. Supervisors briefly discussed the pros and cons. Dickson

reiterated his desire to treat everyone the same. Wild pointed out the Guthrie County Assessor's Office currently lists the structure style as "Salvage". Grasty made another inquiry about the City providing a legally binding assurance it will demolish the structure. Auditor and Treasurer were unsure if there is a way to abate the taxes and assign the Certificate but still retain the right to rescind the deal if the City fails to follow through with the agreement. Wild offered to discuss this option with the City and figure out a way to provide the necessary assurances. Dickson asked about the possibility of recouping the unpaid property taxes if the City develops it. Supervisors briefly discussed the City's past practices. Wild pointed out it will help the City deal with this nuisance property if the County abates the taxes. Supervisors opted to waive the interest and costs. Dickson confirmed the City will recoup its taxes and the school district will receive its share if the County only waives the interest and costs. Wild thanked the Supervisors for considering the City's request. Motion by Dickson second by Grasty to assign Guthrie County's Tax Sale Certificate for Parcel 0001348100 to the City of Stuart for the total property taxes due, \$1,587.00, and to waive payment of all interest and costs. Motion carried on a vote: Ayes: 5 Nays: 0.

Tristen Richard, Guthrie County Recorder, joined the meeting to discuss the Tyler Technologies' proposal for the new Eagle Recorder software. Recorder spoke with Ron Pieracci, the Tyler Technologies representative. He advised Tyler will invoice the Recorder for each stage of the process. There will be six (6) stages. The average completion time is eight (8) months. Rutledge inquired about any initial costs. Recorder advised she will need to purchase a label printer as well as a receipt printer for approximately \$1,650, but this cost is included in the original quote. She also pointed out the Annual Subscription Fee (\$6,632) will be due at the beginning of Stage Three (3); however, David Garland, Guthrie Center Communications (GCC), advised her not to pay it until Stage Four (4) or Five (5). At this time, there is no projected start date. Recorder wants to begin after 1 July 2018; however, Garland recommends starting as soon as possible because he is uneasy about the continued viability of the old servers. Auditor clarified when Garland can proceed with the purchase and installation of the new hardware. Supervisors approved the Solutions quote to upgrade the server hardware during the regular meeting on 3 October 2017; however, Auditor understood the Supervisors wanted Garland to wait and start the project at a later date. Supervisors advised Garland may proceed immediately since the current system eventually will serve as a standby. Auditor will notify him. Recorder advised Imagetek previously charged other counties \$6,000 to export images. The total project cost is \$54,782. The price includes the software plus installation (\$27,000) and conversion costs (\$6,000) as well as an estimated \$7,500 for travel expenses. It also includes the Imagetek estimate as well as the printers. There is approximately \$7,700 in Fund: 0024 - Records Management Fund. Recorder advised she does not want to apply all of these funds to the project because she needs a portion of it for scanning some large plat of surveys as well as other unforeseen expenses. She is willing to apply half of it to the project. Grasty advised he supports her efforts to digitize these records. Recorder advised one dollar (\$1) from the recording of each document goes into the fund at a rate of approximately \$3,000-\$4,000 per year. She confirmed the State of Iowa sets the recording fees. Dickson verified the Recorder has enough money in the FY 2017-2018 Budget to begin the project and cover routine expenses until the Supervisors adopt a budget amendment. Recorder advised all the images must be moved to a new server regardless, so she wants to do implement the new software at the same time. Carney pointed out the possibility of additional labor costs if the projects are undertaken at different times. Rutledge recommended the Recorder work with Garland to determine a reasonable start date for the projects. Recorder advised she is unsure of Garland's role in the software installation and conversion process. Supervisors briefly discussed a timeline for approving the quote, and if it can wait until after the budget amendment. Rutledge pointed out the proposal expires within 120 days from 8 September 2017, so the Supervisors must sign a contract by the end of December 2017 to take advantage of the current quote. Grasty concurred and stated the Supervisors need to make a decision before January 2018. Supervisors were surprised by how expensive it will be to upgrade the Recorder's software. Supervisors directed Recorder to request a contract from Tyler and provide a copy to the County Attorney. Supervisors will make a final decision after the County Attorney reviews and approves the contract. Supervisors also directed Recorder to work with Garland to determine a proposed start date.

Joshua Sebern, Guthrie County Engineer, joined the meeting to present the Secondary Roads Department (SRD) Cold Storage/Integrated Roadside Vegetative Management (IRVM) Building contract with Irlmeier Construction. The Supervisors awarded the contract during the Regular meeting on 26 September 2017. Sebern received the signed contract from Irlmeier. Sebern advised the new building will be located behind the salt sheds. He explained the south end of the property is not a viable option because of drainage issues. The north side avoids those issues and requires less fill. It will be a 60'x120' structure. The total cost, \$74,743, includes the additional \$250 for a fourth window. Sebern wants to begin construction this Fall because Irlmeier is willing to work in cold weather. Motion by Dickson

second by Lloyd to approve and sign the Secondary Roads Department (SRD) Cold Storage/Integrated Roadside Vegetative Management (IRVM) Building contract with Irlmeier Construction for \$74,743. Motion carried on a vote: Ayes: 5 Nays: 0.

Sebern presented Resolution 18-09: Establish STOP Control at 340<sup>th</sup> Street and Ute Avenue. Said Resolution authorizes and directs the County Engineer to erect STOP signs at the intersection of 340<sup>th</sup> Street and Ute Avenue to control the southbound traffic. Currently, it is an uncontrolled “T” intersection. The signs will stop traffic approaching from the north. 340<sup>th</sup> Street is a through road with a higher traffic volume unless a train blocks the traffic flow and the turning trucks create an irregular traffic pattern. The installation of regulatory sign requires passage of a resolution. Motion by Dickson second by Grasty to approve Resolution 18-09: Establish STOP Control at 340<sup>th</sup> Street and Ute Avenue. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Rutledge) Nays: 0.

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Change Notice authorizing a longevity pay increase for Todd Plowman. Motion by Lloyd second by Carney to approve the Payroll Change Notice for Todd Plowman authorizing a longevity raise increasing his salary from \$20.20 per hour to \$20.24 per hour effective 17 November 2017. Motion carried on a vote: Ayes: 4 (Carney, Grasty, Lloyd and Rutledge) Nays: 1 (Dickson).

Finally, Sebern provided the SRD update. If the Union votes to keep its certification, the Collective Bargaining Agreement (CBA) will continue until June 2018. If the Union opts to decertify, the CBA will terminate immediately, and there will be no more longevity raises. Dickson inquired about a box culvert west of Casey. Sebern advised SRD will use the skid steer to scrap out the culvert. Rutledge confirmed it silts in over time. Sebern pointed out the railroad culvert is undersized because it is a double barrel box culvert which drains into twin forty-eight inch (48") tubes. It backs up until all the water it drains eventually. Carney expressed concerns about the situation. Sebern also stated the outlet end is a little high. Sebern mentioned the Menlo issue to the Railroad after he discussed the culvert issues.

Railroad advised its Transportation Department is working on a solution to the problem. Sebern received a request for a blue sign to identify a rural dog grooming business south of Panora. The business currently has a little sign along the road. SRD installed similar signs for Dale City as well as an archery range. Traditionally, the business pays for the materials, and SRD installs the sign. There was a brief discussion about the issues with White Pole Road during rainy weather. Sebern will look into slurring it. He acknowledged the visible traffic paths. Sebern reported Gus Construction began both construction projects (BA182T and TH1). Rutledge inquired about the thirty (30) working day limit. Sebern pointed out “bad weather days” do not count towards the limit, and Gus construction works very fast. In a couple of weeks, Gus will pour the concrete, and then it just needs to cure before Gus backfills it. Since the road already is closed, it is not a problem if Gus exceeds the limit. The contractor is preparing for the Frantum Bridge deck pour on Victory Avenue near Jamaica. Sebern met with representatives from Diamondhead Lake concerning the Voss pond outlet. SRD is replacing a metal pipe culvert and extending a box culvert on Popular Avenue. The two (2) ponds above the area will slow down the drainage. SRD needs to repair the bridge over the South Beaver due to erosion issues. Sebern is conducting interviews to replace Mike Brooks. He received five to six (5-6) applications and will conduct three (3) interviews. Someone took an SRD pickup truck (the old Conservation truck) for a joy ride around the property. It was parked off to the side because it had engine issues. There was a scratch on the body, so Sebern turned it into insurance. Sheriff Arganbright talked about installing cameras around his impound lot, so Sebern will look into this option. In Sebern’s opinion, more people pay attention to the SRD property, and it seems like there is more traffic because of the impound lot. There are at least fifteen (15) vehicles stored in this area. Sebern admitted he is unsure why this causes the extra traffic; however, he pointed out there are no gates to control access during non-business hours. Sebern does not want to overreact, but he is unsure how to deal with the issue. Lloyd stated there were gates, at one time, but the gates were removed so the Sheriff’s Office could access the property. Dickson suggested SRD replace the gates. Sebern is monitoring the bridge on Oak Avenue over Brushy Creek which collapsed a few years ago. He wants to remove it. Grasty pointed out SRD rehabilitated another road as an alternate route. Sebern wants to remove the remaining structure, move the barricades back, and permanently close the road. SRD currently grades to the barricade. Sebern will work with the adjacent landowner to reposition the drive next to the bridge. There is no plan to replace this bridge due to the high cost. Plus, SRD rehabilitated the other road at the request of local residents. Sebern will look at similar situations and determine the best method to permanently barricade the road. There is a “Dead End Road” sign at the corner. Rutledge verified the two (2) year statute of limitations expired in April 2017. Sebern advised the last accident occurred in April 2015. SRD can do the work this Fall. Sebern explained the removal process and pointed out SRD only needs to remove one to two inches (1-2") of the

structure below the stream bed. Sebern confirmed the public is not staying away from the area. Dickson confirmed there is no need for a public hearing. Sebern explained the difference between vacating and just closing a bridge. Sebern thought there was a settlement (\$93,000). It will easily cost \$900,000 to rebuild the bridge. In lieu of it, SRD rebuilt and regraded the bridge straight west of Highway 25. Supervisors concur with Sebern's decision to permanently close the bridge. Grasty inquired about a culvert west of Menlo. Sebern has concept for it; however, his staff is trying to finish the designs for other projects. The culvert one (1) mile west of N54 broke apart and the road side is sloughing by it. SRD needs to fix and extend it. Sebern advised the Personnel Policy Committee finished its meetings. He will send a proposed document to Ahlers & Cooney, P.C.. If the Committee approved Ahlers proposed changes, he accepted these items and made comments in the margin to address any concerns or proposals. The goal is to finish the project by Thanksgiving. Sebern assumes Ahlers will meet with the Committee before he presents a final draft to the Supervisors.

Joyce Miller, Guthrie County Transfer Station Administrator, as well as Jotham Arber, Guthrie County Public Health (PH) Director and interim Environmental Health (EH) Director joined the meeting to discuss the job description for the Guthrie County Transfer Station Manager/Supervisor. Supervisors reviewed the proposal Arber presented during the Regular Meeting on 19 September 2017. Dickson wants to adopt Arber's proposal. Rutledge pointed out this will enable Arber to fine tune the job description, and he does not see any other options. Arber confirmed he will be the Executive Director. He has no plans to hire any new employees at this time because he wants to assess the situation. The first step will be walking through the day to day operations and working with Miller to determine the needs. In addition, he agreed not to change the current budget. Arber advised he has no data to substantiate or justify any changes. He will wait and modify the budget for the next fiscal year after he has time to collect enough data to justify the modifications. Grasty confirmed Arber has no intention of changing anything until he completes a needs assessment. Arber will rely on current staff to show him the processes. In addition, he will look at the expenditures, revenues and contracts. After he gathers all the information, he will formulate a plan. Miller set out the duties and responsibilities of the current staff. She also inquired about whether or not she will continue to function as the Department Supervisor. Arber said he plans to restructure the Transfer Station similar to EH. Arber referred to the flow chart and explained the administrative responsibilities will be transitioned to a financial coordinator or administrative team. Dickson confirmed Arber will fill the role vacated by Stephen Patterson. Miller expressed concerns about being characterized as an operator because she does not run any of the equipment. Arber confirmed he may need to modify some of the job descriptions. Grasty pointed out Arber will need to rely heavily on Miller throughout the transition. Miller emphasized the staff is very concerned about the status of their jobs. Grasty confirmed this process is not about eliminating jobs. The goal is to determine the best management practices. There is a possibility nothing may change. Rutledge confirmed Arber intends to work within the current budget, and he does not plan to create a new job position or request additional wages. At this time, Arber advised the only additional expenses will be to address safety issues. PH will not receive additional compensation to handle the administrative duties. Arber acknowledged he had a fairly good understanding of EH; however, he will need time to figure out the best course of action for TS. Arber confirmed PH will assume some of the financial duties. He was unsure of exactly how to separate the duties. Arber advised the TS needs to segregate the financial duties. There also needs to be oversight and accountability. Arber wants to take advantage of the new scales and generate electronic tickets. Miller expressed concerns about not keeping the tickets at her office. Arber explained PH needs a copy of the tickets, so it can reconcile the tonnage with the revenues. Miller advised the records for this fiscal year are skewed a little. TS paid to dispose of nine-nine (99) tons of shingles this fiscal year; however, it received the revenue during the last fiscal year. Dickson stated TS needs to adjust the shingles policy, so the disposal cost does not exceed the revenue. Rutledge recommended TS stop accepting shingles through the current program. Arber will develop a cost report to analyze the tonnage fee. Miller pointed out there may be a need for different rates. Cindy Turkle, with Turkle Clark Environmental Consulting, made several suggestion during her visit yesterday. In particular, the TS may need to increase its rate for recyclables. Arber expressed a willingness to meet with Turkle and discuss the matter. Auditor advised TS rates will be an agenda item for the next regular meeting unless Arber wants to postpone it. Rutledge reiterated his understanding of the flow chart and stated he likes the structure. Arber confirmed there will be no additional cost to move the administrative duties to PH since he has no idea of the costs associated with it. Rutledge advised the Supervisors want to create a position to manage the various buildings, grounds and facilities throughout the County. Therefore, the Supervisors will incorporate the management of the TS buildings, grounds and equipment into this position and have the manager coordinate with Arber. Carney verified Arber does not need to hire more administrative personnel, but Arber could not say for sure. He may need to increase Jerri Christman's hours, but there

are funds in PH's current budget for her to work full-time. In the alternative, he may hire another person to work in the afternoon at PH. Arber clarified TS will not be governed by the Guthrie County Board of Health. Arber will provide the administrative oversight. The Financial Coordinator will handle the payroll, claims, deposits and reports. Miller confirmed she will no longer prepare the claims. Arber advised PH will process the claims and then return the documentation to Miller. Grasty verified Miller will need to deliver the paperwork to PH. Arber pointed out this will help segregate the duties. Miller advised there are different types of billing and she will need to educate whoever processes the claims. Miller will continue to operate the scale. Miller was surprised by this discussion and wants to figure out her duties. Arber affirmed everything will remain the same for now until he figures out the best method to transition things. Miller emphasized the staff wants answers. There are three (3) full-time and three (3) part-time employees. Arber will meet with Miller to discuss roles and job descriptions. Miller requested clarification of her supervisory role. Rutledge explained Miller will continue to do the same daily job, and Arber will work with her. Miller pointed out she only gave Patterson a monthly report. Miller advised she will be fine with the Supervisors decision, but she does think the proposal is wasteful. Grasty thinks Arber can develop more efficient processes. He acknowledged it may be hard for the staff to understand until they experience it. Arber reiterated he does not plan to change anything right away and will not take over a duty if PH cannot handle it. The goal is to figure out the needs and devise ways to improve the TS. Miller wants Arber to supervise the employees because Patterson oversaw the employees and handled any problems. Grasty pointed out a supervisor can refer any issue to the Executive Director. Supervisors are confident Arber will do what needs to be done at the TS. Motion by Dickson second by Lloyd to adopt the Transfer Station Platform and appoint Jotham Arber as the Executive Director for the Guthrie County Transfer Station. Motion carried on a vote: Ayes: 4 (Dickson, Grasty, Lloyd and Rutledge) Nays: 1 (Carney).

Supervisors as well as Arber and Miller discussed Main Street Guthrie Center's (MSGC) request to waive TS fees. Rutledge reiterated the proposal. In particular, MSGC does not have enough money for the TS fees it will incur during the second (2<sup>nd</sup>) stage of the William's Building rehabilitation project. MSGC wants the County to provide an in-kind match equal to the TS fees (\$3,000). Arber inquired about past practice. Historically, the County only waived the fees after a natural disaster. Grasty expressed concerns about other communities making a similar request. Miller thinks it sets a bad precedent; however, Rutledge thinks it will spark improvements which will in turn increase property taxes. MSGC plans to refurbish the interior. Rutledge pointed out MSGC is a non-profit entity. Miller mentioned TS does not charge for disposal of the bridge planks; however, SRD is doing it. Miller confirmed Casey is not in the TS comprehensive planning area. Grasty thinks the additional \$3,000 will not stop the project. Dickson expressed concerns about citizens asking for the same waiver. Arber suggested the Supervisors establish a specific policy. Rutledge suggested the Supervisors limit the policy to other cities with a similar program or non-profit organization. He also pointed out the Supervisors should be willing to extend the same benefit to entities which meet the criteria. It will promote the rehabilitation and sale of properties which, in turn, generates more taxes. Supervisors questioned whether it will open a can of worms. Grasty thought MSGC should have planned for this cost. Rutledge thinks \$3,000 is too much for an in-kind match. Auditor reviewed previous notes and confirmed MSGC's goal is to increase the assessed value to \$250,000. Grasty mentioned other projects in Panora. Arber inquired about charging a reduced rate or only passing on the cost to dispose of the materials. Miller advised Koster Grain charges \$315 per load and \$38 per ton to transport waste to the Carroll County Landfill. Rutledge confirmed the Tipping Fee covers the cost of labor and equipment. Miller advised the Tipping Fee is \$60 per ton. At the current rate, a \$3,000 in-kind match will equate to fifty (50) tons. Motion by Rutledge to provide Main Street Guthrie Center with an in-kind match of \$1,000 toward the Tipping Fee. Motion died for lack of a second. Motion by Dickson second by Grasty to deny Main Street Guthrie Center's request for an in-kind match of \$3,000 to offset the Transfer Station fees. Motion carried on a vote: Ayes: 4 (Carney, Dickson, Grasty, and Lloyd) Nays: 1 (Rutledge). Rutledge will notify Randy Nickel with MSGC.

The Supervisors reviewed the letter to ICAP regarding the Right to Review Insurance Coverage. Becky Benton, State Street Insurance, drafted the letter. Auditor advised the County must provide a sixty (60) day written notification if it might leave the pool. Since the Supervisors requested a quote from Employers' Mutual Insurance, the County must comply with the notice requirement. The ICAP contract will expire on 1 January 2018. Dickson verified the letter does not mean the County is providing actual notice to terminate the ICAP contract. Motion by Grasty second by Lloyd to approve and sign the letter to ICAP regarding the Right to Review Insurance Coverage. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor advised the Supervisors must reappoint or appoint representatives to the Guthrie County Compensation Board. The current representatives are Lyle Laughery and Rex Wilhelm. Their four (4) year terms expired on 30 June 2017. Carney verified they do not have alternating terms. Supervisors briefly discussed the matter. Supervisors opted to look into other options. Motion by Dickson second by Grasty to table the reappointment or appointment of the Supervisors' Compensation Board Representatives. Motion carried on a vote: Ayes: 5 Nays: 0.

There was no discussion about any county property projects.

Auditor inquired about increasing the Per Diem. It currently is thirty dollars (\$30) per day. The question arose during the Personnel Policy Committee Meeting. A Department Head expressed concerns about being able to eat three (3) meals a day for just thirty dollars (\$30); especially, if the training is outside the State of Iowa. Supervisors briefly discussed the matter. Supervisors assumed the hotel will provide breakfast and the conference will provide lunch, so the current Per Diem is more than enough for a decent supper. Besides, an employee must make reasonable choices. Supervisors reached a consensus to leave the Per Diem at thirty dollars (\$30) per day.

Motion by Dickson second by Lloyd to approve the Claims from 23 September 2017 – 6 October 2017 in the amount of \$172,346.82. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Grasty second by Rutledge to approve the Minutes from 3 October 2017 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Dickson advised it was brought to his attention the Elected Officials and Department Heads may want to hire a Human Resources (HR) Manager. This person can be responsible for updating all the job descriptions which, in turn, may save money on unemployment claims. Dickson is unsure if this should be a full-time position. Dickson acknowledged it will be time consuming initially. Auditor pointed out the Personnel Policy Committee briefly discussed it during the last meeting. The Committee opted to finish its current project and then discuss the need for such a position. Grasty confirmed most of the Elected Officials as well as Department Heads are working together and attending the Committee meetings. Auditor pointed out employee evaluations and progressive discipline have a greater impact on unemployment claims. Unfortunately, there is some contention among Committee participants concerning employee evaluations. Rutledge pointed out the Departments can save time if HR matters are shifted to a HR Manager. Dickson and Grasty also pointed out an HR Manager can ensure employees are current on training as well as other job requirements. Dickson suggested the County may want to consider sharing a HR Manager with a school district or the Guthrie County Hospital.

Dickson briefed the Supervisors on the Guthrie County Board of Health Meeting. The Guthrie County Environmental Health (EH) Department hired a new employee who will split his duties between EH and Emergency Preparedness. Grasty confirmed the Service Area 1A Coalition is contributing money towards the position. Dickson admitted he was unsure about the funding. The Board briefly discussed Emergency Medical Services (EMS) in the County. Currently, there are two (2) paramedic level units (Panora and Stuart). The Services share a Medical Director. Menlo has a volunteer EMS. Guthrie Center wants to begin transporting patients again too. The Supervisors briefly discussed percolation test procedures and fees. Dickson advised the Board will receive a presentation on a new septic system which utilizes ultraviolet (UV) light. Rutledge advised there is a smaller system with different style laterals which may be more cost effective for some property owners. Currently, the Board only allows sand filter or lateral based septic systems. A property owner must get approval before installing a new type of septic system. Supervisors briefly discussed these new septic system processes as well as the safety measures.

Auditor advised the Honorable Paul Huscher retired from active judicial service, so the Chief Judge of the Fifth Judicial District issued an Administrative Order appointing a different District Court Judge to serve as the chairperson of the Standing Courthouse Security Committee for Guthrie County. The Honorable Brad McCall is the new chairperson effective 2 October 2017.

There being no further business to come before the Board at this time, the Board adjourned at 12:08 p.m. until its regularly scheduled meeting on Tuesday, 17 October 2017. Motion by Rutledge second by Grasty. Motion carried on a vote: Ayes: 5 Nays: 0

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

17 October 2017

The Guthrie County Board of Supervisors met this 17th day of October, 2017, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Tom Rutledge. The Auditor was absent from the meeting.

The meeting came to order at 9:00 a.m.

Motion by Grasty second by Lloyd to approve the Agenda for 17 October 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Jotham Arber, Guthrie County Transfer Station (TS) Executive Director and Joyce Miller, Guthrie County Transfer Station (TS) Administrator, joined the meeting to discuss TS fees. Miller reported the TS charges lower fees for some of the services than other counties. In addition, she stated other transfer stations charge patrons to dispose of appliances. Currently, people are bringing truckloads of appliances to the TS. Miller is concerned residents from other counties are sending appliances to the TS in order to save money. Based on this situation, Arber is wondering if the TS should raise the rate for dumping appliances. According to Miller, some counties only charge for appliances which use Freon while others charge patrons for any appliances. The current appliance disposal rate is \$27.50 an hour. The proposed fee only will apply to those appliances which use Freon. The TS wants to use the money generated by this fee to build a fence around the appliance dump area. Motion by Rutledge second by Grasty to charge a fee for appliances which use Freon starting 1 November 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Next, Arber discussed the fees associated with tire disposal. Currently, the fees vary depending on the tire size. Since the tires are stored in an area where rain can collect within the tires, it can become much harder to handle the tires. In addition, some area businesses bring large loads of tires all at once, and this also makes it difficult to deal with tires. Arber proposed charging an additional convenience fee for handling tires if there are more than ten (10) tires in a load. Motion by Rutledge second by Lloyd to charge an additional convenience fee of \$25.00 if there are more than ten (10) tires in a load. Motion carried on a vote: Ayes: 5 Nays: 0.

Finally, Arber reported the TS hired Hambleton Construction LLC to do some of the needed repairs. Hambleton has not begun the work.

Joshua Sebern, Guthrie County Engineer, joined the meeting and reported he met with the Lake Diamondhead Board last week regarding the Voss pond outlet. Since part of the outlet will be on Diamondhead's property, it wants the County to build a Wetland in exchange for the use of the land. Sebern advised the County cannot do it. In response, Diamondhead suggested a joint venture on the ponds. Sebern advised the Guthrie County Board of Supervisors are unwilling to engage in a joint venture at this time. Finally, Diamondhead decided buildable lots are the best option, so it asked the County for a couple of buildable lots which the County acquired via Tax Sales. The Supervisors requested a list of County held lots from the Guthrie County Treasurer's Office and will discuss this option at a later time. Sebern reported the Secondary Roads Department (SRD) will hire a contractor to install the pipe for the pond outlet. Therefore, the project, most likely, will not begin until next spring. This means the Supervisors have all winter to determine which lots it will trade with Diamondhead. Marci Schreck, Guthrie County Treasurer, provided a list of the

Lake Diamondhead lots for which the County holds the Tax Sale Certificates. She stated the County does not have the deeds to any of these lots. The Supervisors are willing to assign the Certificates to Diamondhead, so it can work the process and acquire the deeds. Sebern reported the pond ultimately benefits Diamondhead.

Finally, Sebern provided an update on road conditions around the County. SRD is working on improving roads and currently focusing in the area around Bayard.

Deputy Auditor presented Resolution 18-10: Appointment of Guthrie County Sheriff Deputy James Mink. Said Resolution approves the appointment made by Marty Arganbright, Guthrie County Sheriff. Said appointment being James Mink as Deputy Sheriff. Furthermore, it approves Deputy Mink's base salary of \$47,674 plus \$2,160 per year to be the canine handler. Finally, the appointment becomes effective 30 August 2017 and will expire when Deputy Mink ceases to perform his duties. Historically, the Supervisors have not approved such a resolution. The Supervisors opted to table the Resolution until the Auditor is available to discuss it. Motion by Rutledge second by Dickson to table Resolution 18-10: Appointment of Guthrie County Sheriff Deputy James Mink. Motion carried on a vote: Ayes: 5 Nays: 0.

The Supervisors reviewed the reports for the First Quarter of the Fiscal Year 2017-2018 Budget provided by the Auditor's Office.

The Supervisors discussed delaying the reactivation of the Regular Meetings on Thursdays until 1 December instead of 1 November. In addition, the Supervisors announced the plan to conduct regular business on Tuesdays and focus on the Fiscal Year 2018-2019 Budget as well as other special projects on Thursdays. The Supervisors opted to include this topic as an item on the Agenda for the next regular meeting.

Carney provided a report about the last Heart of Iowa Region Board Meeting. Greene County requested to leave the Region because the County thinks it does not receive services comparable to its contribution. Greene County is adjacent to several different Mental Health Regions, so it has other options for mental health services. The termination takes effect at the end of Fiscal Year 2018. According to the Region, Greene County's departure will not affect it, necessarily, because it is already a small mental health region. Without Greene County, it just becomes a little smaller.

Supervisors reviewed the Payroll Reports for 7 October 2017 – 20 October 2017.

Deputy Auditor advised the Auditor was unable to complete the Minutes from 10 October 2017. Motion by Rutledge second by Grasty to table approval of the Minutes from 10 October 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 11:03 a.m. until its regularly scheduled meeting on Tuesday, 24 October 2017. Motion by Rutledge second by Lloyd. Motion carried on a vote: Ayes: 5 Nays: 0

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

24 October 2017

The Guthrie County Board of Supervisors met this 24th day of October, 2017, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Everett Grasty, Jack Lloyd and Tom Rutledge. Mike Dickson and the Auditor were absent from the meeting.

The meeting came to order at 9:00 a.m.

Motion by Grasty second by Lloyd to approve the Agenda for 24 October 2017. Motion carried on a vote: Ayes: 4 Nays: 0.

Sarah Gomez, Midwest Partnership Economic Development Corporation (MWP) Director, joined the meeting to provide the MWP update. MWP met with thirty-three (33) business as part of the Synchronist Program. The annual report will be later than normal. MWP created a Business Blitz Program. It started with 100 businesses in the City of Panora. MWP met with fifty (50) businesses and received surveys from thirty (30) of these businesses. MWP also did the same in the Cities of Menlo, Casey and Adair. MWP targeted seventy-three (73) businesses in the combined area and met with thirty (30) businesses of which twenty-five (25) returned surveys. Since MWP did the surveys at the conclusion of the meetings, there was a better response. Carney asked about the questions on the survey, so Gomez went through some of the questions. MWP held several types of workshops too. MWP is working with an individual to open a new dentist office in the City of Guthrie Center. There will be an Economic Development 101 Workshop on 16 November 2017 in Guthrie Center. Any size business may attend it. Gomez provided a list of possible businesses which are considering locations in the City of Panora. Potential new business often inquire about the availability of child care. The City of Panora is looking into a housing development too. MWP held a summit which focused on soft skills, and it went well. MWP wants to invite the speaker, Brenda Clark Hamilton, back for a more focused discussion. Iowa Workforce Development is focusing on job development and mentorship programs. Gomez discussed the Home Base Iowa Program. Counties can provide incentives through local businesses to draw veterans to the County. MWP is working with Iowa Workforce Development on the incentives available in Guthrie County as well as the surrounding counties. Gomez provided examples of the marketing flier, postcards and folders created by MWP. The packet is provided as part of the Business Blitz Program. MWP has given out hundreds of these packets to local businesses as well as business development organizations. Grasty and Rutledge committed to attend the Economic Development 101 Workshop in Guthrie Center. MWP will serve a meal. Carney stated he may attend the Workshop in Audubon. Dennis Flanery, Guthrie Center Development, spoke about the possible new dentist in Guthrie Center. He is a fourth (4th) year dental student who committed to return to Guthrie Center upon graduating from dental school. Carney asked about the projected opening for Wasp, the new truck stop in Audubon. According to Wasp, it will open in the Spring 2018; however, Gomez thinks this may be a little aggressive. Wasp is working on some issues which arose after opening the Templeton location.

Trudy Tam joined the meeting to request a little more land for an additional Veterans Memorial. The Memorial Committee wants to erect a wall with names on it, just north of the current memorial. Mike Johnson is in charge of the project. There will be no fundraising for this project. The proposed granite wall will be five and a half feet ( $5\frac{1}{2}'$ ) tall, four feet (4') wide, eight inches (8") thick. It will hold 600 names. The Committee wants an area eleven feet (11') wide. The wall will contain names only. No services will be listed on it. Those veterans Missing In Action (MIA) or Killed In Action (KIA) will be marked with an asterisk. Anyone can request to have a name inscribed on the wall. The Committee will require a copy of the Veteran's DD-214 for proof of status. Only the name and service information must be on the form. All other personal information may be redacted from it. Names will be placed on the wall via requests and in the order which the Committee receives said requests. The cost will be thirty dollars (\$30). The Committee will begin taking names in January 2018 and plans to pour the concrete base sometime in 2018. The goal is to erect the wall in 2019. The Committee already discussed this proposal with the Guthrie County Custodians, and they support the project as well as the proposed location. Motion by Rutledge second by Lloyd to authorize the Veterans Memorial Committee to erect a Veteran Memorial Name Wall on the Guthrie County Courthouse property in a location approved by the Guthrie County Custodians. Motion carried on a vote: Ayes: 4 Nays: 0.

Joshua Sebern, Guthrie County Engineer, joined the meeting to present the final Right-Of-Way Purchase Agreement for the L-VI237T-73-39 bridge replacement project. Motion by Carney second by Lloyd to approve the Right-Of-Way Purchase Agreement for the L-VI237T-73-39 bridge replacement project for the purchase of .37 acre of property and .09 acre of temporary easement from James Kastner in Section 2, Township 80, Range 31, Guthrie County, Iowa for \$3,573.19. Motion carried on a vote: Ayes: 4 Nays: 0.

Next, Sebern provided a Personnel Policy Committee update. The Committee made it through the Personnel Policy, and he provided the questions as well as comments to Ahlers & Cooney, P.C. The next meeting will be 1 November 2017 at 9:00 a.m.. Ahlers & Cooney, P.C. will attend the meeting to discuss all the questions and comments with the

Committee. Currently, all the Departments committed to the meeting except one. Sebern hopes the meeting will produce a final draft which he can present to all the Departments as well as the Board of Supervisors. Sebern stated the whole process went pretty smooth, and it was definitely the best venture he ever experienced in Guthrie County.

Finally, Sebern provided the SRD update. Today is the last day of the Union vote. At this point, Sebern has no indication of the outcome, but this is by design, so nobody can influence the vote. Sebern hired Mike Kenyon to fill Mike Brooks' position. He will start on 1 November 2017. Grasty asked if Sebern received a call from Monteith. Sebern advised SRD is working on it. The issue concerns vacated property in the unincorporated town. SRD will put some projects out for bid this winter, so the contractors are ready to start in the spring. Sebern reported he spoke with the Lake Diamondhead Board about the eligible properties within Diamondhead for which the County holds a Tax Sale Certificate. Currently, SRD is working on some concrete patching projects. The focus is repairing areas which cause problems for the snow plows. Integrated Roadside Vegetative Management (IRVM) is doing some final seeding for the season as well as some brush cutting and will order new seed. Sebern reported IRVM used a great deal of seed this year, so it doubled the seed order and also requested additional grant money. Grasty asked about cutting brush this fall. Sebern stated SRD will have two (2) crews cutting brush. IRVM will continue mowing with the brush cutter and work on other projects. IRVM personnel will not be part of the brush cutting crews. Sebern reported Murphy Heavy Contracting may have issues with the working days limit for the Frantum Bridge deck pour on Victory Avenue near Jamaica. Murphy is experiencing crew shortages. SRD continues to work on projects such as the Orange 391A Bridge (Dinosaur Bridge) located on N46 over the South Raccoon River as well as the Mleynek Bridge on 210th Street near Panora. Carney asked about the new excavator. Sebern advised he has no additional information on it and also reported the new truck is moving along slowly.

The Auditor's representative presented Resolution 18-10: Appointment of Guthrie County Sheriff Deputy James Mink. Said Resolution approves the appointment made by Marty Arganbright, Guthrie County Sheriff. Said appointment being James Mink as Deputy Sheriff. Furthermore, it approves Deputy Mink's base salary of \$47,674 plus \$2,160 per year to be the canine handler. Finally, the appointment becomes effective 30 August 2017 and will expire when Deputy Mink ceases to perform his duties. Auditor's representative advised the Iowa Code requires the Supervisors to adopt a resolution; however, historically, the Supervisor passed a motion. Motion by Grasty second by Lloyd to approve Resolution 18-10: Appointment of Guthrie County Sheriff Deputy James Mink. Motion carried on a roll call vote: Ayes: 4 (Carney, Grasty, Lloyd and Rutledge) Nays: 0.

Rutledge reported he received another call about the pasture fence at the Guthrie County Landfill. Carney asked about a location for the fence. Based on the Supervisors conversation with Cindy Turkle, Turkle Clark Environmental Consulting, during the regular meeting on 19 September 2017, it should be rebuilited in the same location. Rutledge suggested the Supervisors get quotes from the local fence builders: Sunds Custom Fencing, Westline Fencing and Materials, Wingert Custom Fencing LLC and Willms' Fencing. The Supervisors discussed the matter. They opted to contact a fence builder to view the location and help prepare the project specifications. All the fence builders will have an opportunity to provide a quote once the Supervisors determine the project scope. Rutledge reported he referred the Panora Telco camera project for the Guthrie County Transfer Station to Jotham Arber, Guthrie County Transfer Station (TS) Executive Director. Rutledge also advised Brenda Rose contacted him again regarding the heat control computer at the former County Home. He suggested she attend a regular meeting if she wants to discuss the issue. Carney stated the State Auditors inquired if the Supervisors made any provisions in case the County Home comes back to the County. Rutledge stated the Supervisors need to reenergize the grounds policy discussion.

The Auditor's representative advised she was unable to complete the Minutes from 10 October 2017 and 17 October 2017. Motion by Rutledge second by Lloyd to table the Minutes from 10 October 2017 and 17 October 2017. Motion carried on a vote: Ayes: 4 Nays: 0.

Motion by Grasty second by Lloyd to approve the Claims from 7 October 2017 – 20 October 2017 in the amount of \$265,960.95. Motion carried on a vote: Ayes: 4 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 10:58 p.m. until its regularly scheduled meeting on Tuesday, 31 October 2017. Motion by Grasty second by Lloyd. Motion carried on a vote: Ayes: 4 Nays: 0

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

31 October 2017

The Guthrie County Board of Supervisors met this 31<sup>st</sup> day of October, 2017, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Everett Grasty, Jack Lloyd and Tom Rutledge. Mike Dickson was absent from the meeting.

The meeting came to order at 9:00 a.m.

Motion by Grasty second by Rutledge to approve the Agenda for 31 October 2017. Motion carried on a vote: Ayes: 4 Nays: 0.

Darci Alt, Chief Executive Officer, Heart of Iowa Region joined the meeting. She introduced Breanna Gonzalez. She is the new Coordinator of Disability Services for Guthrie County. According to Alt, Gonzalez will fulfill the functions of the service coordinator as well as jail diversion. She will serve only Guthrie County. Gonzalez will work out of the "Mental Health" office in the Guthrie County Courthouse. She will interact directly with the inmates and meet clients in her office as well as in the field. Alt will provide monthly updates to the Supervisors. Alt directed the Supervisors to email any questions directly to Alt. Pursuant to inquiries, Alt briefly spoke about Core Services. She handed out a document which addresses Core Services as well as the providers which serve the County. Genesis Mental Health, Southwest Iowa Mental Health, Plains Area Mental Health, and Guthrie County Hospital provide the outpatient mental health services for the County. Alt also explained Trauma Informed Care and passed out a document explaining it. In short, it provides the basis for the service provider's organizational model. It also is a part of the jail program and services. It is an evidenced-based trauma informed therapy modality and/or intervention. Training for this modality began in 2009, and it is the root of the service provider's mission. Alt advised she monitors all the service providers and reports to the State of Iowa. Auditor reminded the Supervisors there is no phone service in Gonzalez's office. Supervisors directed Auditor to forward information to Alt and put item on the Agenda for the next regular meeting.

David Garland, IT Technician with Guthrie Center Communications (GCC), joined the meeting. Garland presented the October 2017 Information Technology (IT) Report. The Novastor upgrade is installed and functioning properly. The upgrade will flourish the most after Garland upgrades the network to a ten gigabit (10G) system because it will enable faster backups. The Guthrie County Sheriff's Office has the same type of anti-virus software as the Courthouse now. The new software continues to find virus issues on those computers. It is a benefit for all the Offices to be on the same platform. At this time, a bulk of the anti-virus catches are in the Sheriff's Office. Garland advised he is receiving a hard drive failure alarm from the backup server installed last year. This alarm is an advanced notice which indicates the hard drive might fail, so Garland installed a new hard drive. Shortly after installing the replacement, it failed, so he continues to work with the vendor to resolve the issue. The system continues to perform all the necessary backups while Garland tackles the problem. There are no issues with individual work stations. The new IT infrastructure is installed at the Guthrie County Public Health building, so Garland can connect the Guthrie County Environmental Health Department upon conclusion of the remodeling project. Garland is reaching out to the Iowa Department of Homeland Security regarding an application which monitors IT traffic and reports to the State. After reviewing the reports, the State informs the County if there is any traffic which is malicious or known to be problematic. Garland recommended the County take advantage of the application; especially since it is free. Zachariah Davis with GCC forwarded the camera quote for the Guthrie County Transfer Station to Jotham Arber,

Guthrie County Transfer Station (TS) Executive Director. Rutledge recommended GCC begin meeting with the County Offices and start working on the IT proposal for the Fiscal Year (FY) 2018-2019 Budget. The Supervisors want to finalize the proposed budget by the end of February 2018. Garland confirmed the server upgrades will create server redundancies, so if a server fails, Garland can transfer the data to a different machine and eliminate any downtime. It also will allow Garland to do daytime hardware maintenance because he will not interrupt normal work activity.

Sheriff Marty Arganbright joined the meeting to provide the Guthrie County Sheriff's Office update. He passed around the Guthrie Center Case Logs for September and October 2017 as well as the Jail Roster and Civil Paper List. Sheriff advised he received a letter from the law firm of Wild, Baxter and Sand Lawn Offices on behalf of The New Homestead. The letter terminates the at-will contract with the Sheriff's Office effective sixty (60) days from 17 October 2017. Homestead no longer will provide meals. Sheriff talked to the Chief Executive Officer (CEO) of Guthrie County Hospital, as it is the only available option. He also met with the Hospital's kitchen staff. Sheriff is optimistic the Hospital will provide the meals. Sheriff also spoke with the State of Iowa Jail Inspector. He received a letter from the Inspector stating the Sheriff's Office must serve at least one (1) hot meal a day to the jail inmates. In addition, the new provider must have a current Health Inspection Certificate on file with the Inspector. According to the State of Iowa Jail Regulations, the inmates must receive a minimum of 2,400 calories per day. Sheriff passed around the applicable regulation. Sheriff pointed out he does not provide a commissary because it is too labor intensive. He serves good meals instead, and this avoids inmate issues. The plan is to serve a sack lunch once each day. The problem is the Hospital does not serve meals on the weekend. The other challenge is meals must be served at the proper temperature and within reasonable intervals. The Hospital does not have to follow the same process as Homestead. Sheriff advised he is unsure if the costs will decrease because he admitted he has no power or leverage to negotiate with the Hospital. Country View Estates will continue to deliver the meals. Rutledge inquired about other options. Sheriff advised Homestead changed management. Carney confirmed the Sheriff's Office orders the meals each day. Sheriff confirmed there are female inmates on a daily basis. Sheriff advised he must track the meals served and verify a registered dietitian approved the meals. He also confirmed he must accommodate any special dietary needs and track those meals too. Inmates must pay \$50 per day for room and board. Sheriff advised an inmate must pay the balance due before successfully completing and discharging supervised probation. Sheriff stated everything else is going well. Deputy Jesse Swensen remains on light duty, so he handles the call-ins and walk-ins. Chief Deputy Jeremy Bennett handles all the daytime field work. The roster is back to full strength. Sheriff advised the City of Guthrie Center is satisfied with the services provided by the Sheriff's Office. The Deputies stay busy with calls in Guthrie Center. The Deputies also keep the call hours reasonable each month and spend an average of sixty (60) hours in the City each week. Carney verified other cities are satisfied with the Sheriff's Office too. Sheriff confirmed only two (2) cities do not financially contribute to the Sheriff's Office. The Mayor of the City of Menlo wants the Sheriff's Office to bring the speed trailer to Menlo because of the truck traffic. Sheriff advised coverage of special events is not included in the Guthrie Center Law Enforcement 28E Agreement. Sheriff wants River Ruckus to cover the Sheriff's Office costs; however, the organizer thinks it is the Sheriff's Office responsibility since the event is in Guthrie Center. River Ruckus does pay the Iowa State Patrol for its services. It also used to pay the Guthrie County Reserve Deputies; however, it no longer does it. Sheriff briefly discussed some of the issues and the increased obligations created because of River Ruckus. Sheriff pointed out the Guthrie County Fair Board no longer hires the Sheriff's Office for the Guthrie County Fair. Sheriff will continue to report on the food service issue. Carney confirmed the Hospital used to provide the meals. Sheriff stated he looks forward to working with the Hospital.

Joshua Sebern, Guthrie County Engineer, joined the meeting to discuss staffing issues. He advised there will be a couple of patrol operators and a plow truck driver off work multiple months for health reasons. Sebern can move a welder to a plow truck, but the Secondary Roads Department (SRD) still will lack two (2) patrol operators. In addition, Eric Whitver with Integrated Roadside Vegetative Management (IRVM) announced his retirement effective 17 November 2017. Sebern thanked Whitver for helping transition IRVM to SRD. All the open positions must be posted internally before Sebern can advertise the openings. Sebern expressed concerns about hiring new patrol operators at this time of year because it is problematic going into winter. He recommends the Supervisors authorize the hiring of three (3) full-time employees. Grasty expressed concerns about what happens when the current employees return to full duty status. Sebern advised there are four (4) employees possibly close to retirement as well as another three (3) employees approaching retirement eligibility within one (1) year. In addition, he pointed out SRD needs road grader operators because SRD is short four (4) operators right now. Rutledge inquired about the past

practice of moving seasonal employees into the truck driver slots when SRD was plus one (1) employee approximately two to three (2-3) years ago. Sebern acknowledged the situation, but also pointed out SRD's workforce returned to the base level due to attrition during the last couple of years. Sebern also acknowledged his request is completely out of the norm, and the Supervisors may consider it a stretch; however, he has grave concerns about being short four (4) employees going into winter. Grasty does not want to hire more employees and have excess personnel in the future. Sebern stated he considered all the issues as well as the implications. Sebern advised there are rumors circulating about the employees in question. Their long term health issues may become permanent, so they may not return to work at SRD. Lloyd and Rutledge confirmed some of the rumors. Rutledge inquired about the prior applicants. Sebern stated one (1) applicant declined the offer because the starting wage was way too low. Sebern advised he may call back a couple prior applicants. He also explained why he selected Michael Kenyon to fill the last opening. Kenyon had the qualifications, applicable licenses and experience operating equipment. Carney pointed out SRD does need more truck drivers to haul dirt during the summer. Sebern stated one (1) of the prior applicants lives in the right geographic area too. Supervisors briefly discussed the problem with a lack of truck drivers available for ditch cleaning projects. Sebern advised he must post any new positions internally except for those vacated due to a retirement. Therefore, he will post the patrol operator positions immediately because these position require the most time to train a new operator. Sebern advised the Floating Operator started training on the old style grader and the plan is to train him in a new joystick grader too. Currently, he runs the loader during winter operations. Rutledge recommended Sebern internally post the positions because SRD needs to hire at least two (2) employees. Sebern acknowledged he can leave the IRVM position open if he can hire two (2) people immediately and work towards filling the other two (2) positions. It will slow down IRVM, but Steve Stringham, IRVM Supervisor, can operate some of the equipment. Sebern also pointed out he needs Stringham as well as Randy Clipperton, SRD Supervisor, to check roads during winter operations. Sebern advised it is a long process to post and advertise the positions. He assumes it will be December before he hires the new employees. Sebern has heard other rumors, but there have been no formal announcements. The three people he mentioned already submitted their leave requests. Sebern proposed he will post two (2) patrol operator positions. At the end of the posting period, he plans to hire one applicant he already interviewed and advertise the other opening in the newspapers for one (1) week. Grasty confirmed this will increase costs, but unfortunately, SRD has no other options to manage the situation. Carney concurred with the plan and encouraged Sebern to hire the previous applicant. Lloyd acknowledged Sebern's struggle because Sebern cannot know what people will do until they actually notify him. Sebern advised he received another good application today, but since it is so far beyond the last hiring period, he must repost the positions. Carney directed Sebern to make another request for additional personnel if he receives several good applicants. Motion by Lloyd second by Carney to approve the hiring of two (2) new employees at the Guthrie County Secondary Roads Department. Motion carried on a vote: Ayes: 4 Nays: 0.

Sebern presented the Guthrie County Secondary Roads Department New Employee Payroll Notice establishing the wage for Michael Kenyon. Sebern hired Kenyon at the base rate for a laborer, and he will replace Michael Brooks. Kenyon will receive \$1.00 less until the conclusion of the six (6) month probation period. Motion by Rutledge second by Grasty to approve the New Employee Payroll Notice for Michael Kenyon authorizing a starting wage of \$17.05 per hour effective 17 November 2017. Motion carried on a vote: Ayes: 4 Nays: 0.

Sebern provided a brief SRD update. SRD is working hard to prepare the IRVM building pad. The Union vote is complete, and it opted to keep its certification. Out of all the eligible voters, there was only one (1) "No" vote, and one (1) eligible member who did not cast a vote.

Robert Ammann, Nutrition Director, Elderbridge Agency on Aging as well as Jim Burns, the Carroll County representative on the Elderbridge Agency on Aging's Board of Directors presented the Annual Report. Ammann provide a copy of the Elderbridge Agency on Aging Annual Report for July 1, 2016 through June 30, 2017. Amman began by briefly explaining his job duties. In addition to presenting the annual report, he will request the FY2019 matching funds from the County. The Report summarizes activities and services provided last year. The Income & Expenditures by Program are listed on page 8. He also provided a document containing the breakdown of services specific to the County for FY2017. The FY2019 matching funds request is \$8,171 or \$2.85 per senior. This amounts to a \$150 increase in two (2) years. Elderbridge spent \$77.98 per senior during FY2017 which is a 2,736 percent return on the County's investment. In short, Elderbridge spends \$27.36 in the County for every \$1.00 of requested funds. Elderbridge only received 4.25 percent from the State of Iowa last year and anticipates there will be additional

cuts this year. In response, Elderbridge must release staff and reduce the hours of the remaining staff. In addition, staff will experience pay freezes. Elderbridge also is partnering with other entities to share office space. If this is not an option, Elderbridge either will reduce office space or look for other tenants to share the office space. Elderbridge staff will reduce travel and hold fewer face-to-face meetings. Ammann talked about a new venture, Elderbridge Alliance, set out on page 4 of the Report. He described the list of services provided through this venture. It is an effort to generate more funds and tie more services to State or Federal funding. Elderbridge is a non-profit entity. The new venture is a fee for service program which will generate other revenue sources; however, it will take time to begin generating the revenues. It will accommodate individuals who need services outside of the current service areas. It also will help establish new services. Grasty inquired if the new venture will compete with the Region XII Council of Governments or Guthrie County Public Health (PH) Department programs. Burns explained the new venture will provide service on a smaller scale, and there is no plan to compete with existing programs. Its success is dependent on how well people present the services in the field. The fees will be competitive for the market. Elderbridge will not move completely away from donation based services. If a senior does not qualify for traditional services, the new services will enable Elderbridge to provide services. Since traditional funding streams are pinched, Elderbridge needs to find ways to make up the funds. Grasty expressed concerns about the State not funding some programs next year. Ammann advised Elderbridge lost the case management funds it receives from Medicaid. All the remaining clients will be transitioned to a Managed Care Organization (MCO). Ammann stated he is hoping to use other funding streams to keep the staff. Duties will be shifted to other programs. Burns confirmed the funding shortage impacted eighteen Full Time Equivalents (FTE). There also has been attrition over time. Ammann advised Guthrie Center increased the number of home delivered meals last years. Ammann pointed out a comprehensive definition of services on page 17 of the Report. He also talked about the cuts made during FY2017. In fact, there is no longer any administrative services. Elderbridge also released case managers and care coordinators. At Carney's request, Ammann explained the eligibility criteria for the Nutrition Program. Participants can provide a free will donation or give the recommended contribution amount. A senior does not have to pay to receive the service. At this time, Elderbridge is fortunate it does not have to implement a waiting list for the Nutrition Program; however, Ammann does not rule it out in the future. The other option is to provide the service at full cost or wait until a senior leaves the program. At this time, Elderbridge utilizes a flexible funding streams and reallocates some funds for the program. Carney confirmed Elderbridge works with PH. Ammann confirmed the Home Delivery Program usually is limited to within the cities. He encouraged the Supervisors to contact him if there are any questions. Motion by Grasty second by Rutledge to approve Elderbridge Agency on Aging's Fiscal Year 2019 matching fund request of \$8,171. Motion carried on a vote: Ayes: 4 Nays: 0.

Auditor provided the 1<sup>st</sup> Quarter Expense Report from the New Opportunities, Inc. – Prevention Program – Iowa Department of Public Health/Iowa Grants.gov Expenditure Report July 2017 – June 2018. Christy Jenkins, Prevention Director, New Opportunities, Inc. prepared the Report. The total expenses for this period are \$1,439.35. The State will reimburse Guthrie County for \$359.84 (twenty-five percent (25%)), and the County will match the remaining \$1,079.51 (seventy-five percent (75%)). Motion by Rutledge second by Grasty to approve the 1<sup>st</sup> Quarter Expense Report from the New Opportunities, Inc. – Prevention Program – Iowa Department of Public Health/Iowa Grants.gov Expenditure Report July 2017 – June 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors reviewed the Updated 2017 Guthrie County Zoning Permits Report prepared by Chris Whitaker, Guthrie County Zoning Administrator. Grasty commented he utilizes the report to compare and track how much of the increased property value is due to higher assessment values versus new construction.

Auditor advised the Supervisors must call for the Lake Panorama and Diamondhead Lake Rural Improvement Zone Elections. She explained the Supervisors are the governing body which calls for these election. Furthermore, the Supervisors must do it not less than thirty-two (32) days before the elections. Motion by Grasty second by Rutledge to authorize the Lake Panorama and Diamondhead Lake Rural Improvement Zone Elections and direct the Guthrie County Auditor to conduct the elections on 5 December 2017 from 12:00 p.m. to 8:00 p.m.. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors briefly discussed postponing the regular meetings on Thursday until 7 December 2017. Auditor pointed out there are no FY2018-2019 budget items to discuss during the month of November. Supervisors opted to begin the regular meetings this Thursday, 2 November 2017, pursuant to its original motion passed on 5 January 2017.

The Supervisors discussed pending county property projects. Carney talked to Westline Fencing about a cost estimate, for budgeting purposes, to replace the Landfill pasture fence. He will go with Arber to look at the fence. Kendall Kipp advised he harvested all the beans at the County Farm, so he inquired about replacing the fence. Supervisors confirmed the adjoining property owner, Marty Arganbright, agreed to replace his half of the fence if the County does the same. Carney pointed out the Supervisors need to hire a contractor to remove the trees from the area. Rutledge pointed out the County needs to mark off the work area. Carney inquired about waiting until Spring 2018. Rutledge suggested the Supervisors create the position of Facilities Manager to handle this type of project, so the Supervisors do not need to take time to visit the site and make decisions during the regular meetings. Rutledge concurs it is a spring project. Rutledge also mentioned the need to construct a driveway in the thirty feet (30') easement along the south fence of the County Farm. Grasty pointed out there is equipment and junk parked on the County's easement. Auditor inquired about advertising the County Farm crop lease. The Supervisors want to advertise in the newspapers once in December 2017 and again in January 2018. The Supervisors concur the occupants' needs to remove items blocking the driveway. Rutledge confirmed the Supervisors need to address three (3) sections of fence, two (2) at the County Farm and one (1) section at the Landfill, as well as the driveway at the County Farm. Carney was unsure if the Landfill Pasture fence requires any preparation by a bulldozer.

Auditor presented the budget amendment proposal for Fiscal Year 2017-2018. She provided a copy of the Notice of Public Hearing for Amendment of Current County Budget as well as the Amended Appropriations for Fiscal Year 2017-2018. The Conservation Department's contractor began working on the water line project at Nations Bridge this week. Sebern confirmed he does not have a request for this budget amendment, but more likely than not, he will request a budget amendment this spring. In addition, he advised he will wait and incorporate the IRVM budget into the SRD budget for FY2018-2019. Auditor explained the purpose of each increase listed in the Amended Appropriations. She confirmed the proposed amendment contains all the requests submitted by each Office/Department. Auditor pointed out the Supervisors need to address the additional funding for Darcia Robson's salary. Even if the Supervisors do not ask the Guthrie County Board of Health to transfer the remaining funds from the Guthrie County Environmental Health (EH) Department FY2018 Budget, the Supervisors still need to include her salary adjustments in this budget amendment. Supervisors directed the Auditor to draft a letter requesting the funds from the Board of Health and to include the letter as an agenda item for the next regular meeting on Tuesday, 7 November 2017. Supervisors briefly discussed the need for a second budget amendment during Spring 2018. The Supervisors concurred there probably is no way to avoid it. Auditor advised she will get all the necessary information from EH to include the pass through fees in this budget amendment. Auditor confirmed she sent an email to all the Elected Officials and Department Heads on 7 September 2017 concerning this proposed budget amendment. Auditor pointed out the only four (4) major increases not accounted for in the last fiscal budget or the tax asking for this fiscal budget is the Guthrie County Attorney's additional employee (\$46,296), the Guthrie County Recorder's software project (\$72,560), the Custodian's truck (\$6,400) and the Region XII Housing Trust Fund Grant Match for FY2018 (\$5,000). Auditor will send the Notice to the official newspapers for publication on 9 November 2017. Motion by Carney second by Rutledge to schedule the Public Hearing for the Fiscal Year 2017-2018 Guthrie County Budget Amendment on 21 November 2017 at 10:00 a.m.. Motion carried on a vote: Ayes: 4 Nays: 0.

Motion by Rutledge second by Grasty to approve the Minutes from 10 October 2017, 17 October 2017 and 24 October 2017 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 4 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 11:41 a.m. until its regularly scheduled meeting on Tuesday, 2 November 2017. Motion by Rutledge second by Grasty. Motion carried on a vote: Ayes: 4 Nays: 0

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

## Guthrie County Board of Supervisors

Regular Session

2 November 2017

The Guthrie County Board of Supervisors met this 2<sup>nd</sup> day of November, 2017, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Everett Grasty, Jack Lloyd and Tom Rutledge. Mike Dickson was absent from the meeting.

The meeting came to order at 9:03 a.m.

Motion by Grasty second by Lloyd to approve the Agenda for 2 November 2017. Motion carried on a vote: Ayes: 4 Nays: 0.

Jotham Arber, Guthrie County Transfer Station Executive Director as well as Brandon Thompson, Custodian, joined the meeting to discuss the Transfer Station (TS) action plan. Arber passed out the 2017 Transfer Station Evaluation report. Arber advised he began work with the TS. In particular, he did a site evaluation with the Custodians. Arber included pictures of the facilities in the Evaluation. Arber identified five (5) areas in need of improvement: Safety, Efficiency, Facilities, Equipment, and Upgrades. He will focus on the safety needs during this meeting. Arber and Thompson identify multiple safety issues. The hot water heater in the main building must be replaced, so there is hot running water for the decontamination shower. The employees need to wear safety equipment all the time. This includes hard hats, gloves, steel toe boots, and high visibility gear. Arber will work with Joyce Miller, Transfer Station Administrator, to purchase the safety equipment and high visibility gear. They will focus on ordering high visibility winter coats. Arber will establish a policy making it mandatory for all employees to wear the appropriate safety equipment. Rutledge inquired about the cost. Arber advised the Guthrie County Environmental Health (EH) Department has a supplier from which Arber can purchase jackets at a lower cost if he orders a minimum number of items. He plans to order winter coats for the Guthrie County Public Health (PH) Department as well as EH and TS. Arber also stated TS will provide the first pair of gloves, and an employee can purchase additional pairs for a discounted rate. Arber intends to use EH funds to purchase winter coats for all EH and PH employees. Arber and the Custodians plan to tour the Carroll County Landfill on 8 November 2017. Their goal is to gain insight on the equipment and operations. They also intend to visit area transfer stations. Arber advised he or a designee need to test the eye wash stations too. There are several safety signs which need to be repaired or replaced including broken exit signs. Arber will establish a policy for annual mandatory safety training. Each TS employee must attend this training no matter how long the employee has worked at the TS. Rutledge inquired about other overarching County policies regarding safety and training. Arber discussed an issue with employees smoking at the TS. In particular, employees are allowed to smoke in their cars at the TS. Arber expressed concerns about this practice. He pointed out PH employees cannot smoke on PH's property, even if the employee is sitting in a car. Auditor advised Ann Smisek with Ahlers & Cooney, P.C. is rewording the "Use of Tobacco" section of the Personnel Policy. Thompson advised the bathrooms need multiple repairs. Arber just received his septic tank inspection certification, so he will inspect the septic system. Arber stated his first priority is employee safety. The Custodians agreed to help Arber with some of the projects. Arber opted to begin working on small changes. There is a little space built into the budget. In order to maximize the TS budget, Arber will utilize the office supply line item for other expenses. The TS can get its office supplies from PH. Arber advised he will prepare a two to five (2-5) year plan to phase in the renovations because the County cannot afford to make all the necessary repairs and improvements in one (1) year. Grasty inquired about the expenses versus the revenues. Arber advised a \$5 increase in the Tipping Fee generates approximately \$37,000 for the restricted fund account. He estimates it will cost approximately \$250,000 for the renovations over the next five (5) years. Arber suggested raising the Tipping Fee for construction materials to sixty-five dollars (\$65) as it is comparable to surrounding facilities (Audubon County is \$68, Cass County is \$100 and Adair County is \$80). The current Tipping Fee is sixty dollars (\$60). Arber suggested establishing separate tipping fees for different types of trash. He pointed out the Tipping Fee is one way to raise revenues. Arber advised he must determine which course of action to pursue immediately and what he can do over time. Thompson will research how other facilities generate revenue. Arber also will look at how efficiencies can decrease expenses too. Arber assured the Supervisors he will do what is best for the TS regardless of the practices at other facilities. Arber wants to learn from surrounding facilities, so the County's residents receive comparable quality. In addition, it possibly will lead to the implementation of more efficient processes. Arber pointed out the TS Appliance Fee is lower than other providers. Arber discussed some of the

pictures. The contractor is installing the window overlooking the scale. Arber advised the Main Building is structurally decent, but the tin needs to be screwed back on in several spots. He wants to purchase a pressure washer, so the employees can spray down the buildings during the summer. Arber expressed concerns about the Blue Building in the southwest corner of the property. Arber wants to rehabilitate this building. It is his understanding Stephen Patterson abandoned the building. Arber thinks it will be a good building to de-manufacture appliances. The plan is to move and neatly stack the appliances near the building. He pointed out the appliances must be at a certain temperature to de-manufacture, so the employees cannot perform this task during the winter unless the appliances are in a building. Arber also wants to include a shop, breakroom and place to park trucks in a building. Finally, he wants to demolish the old office in the southwest corner of the Trash Building. Arber expressed concerns about observing a propane heater inside a building with (3) three bottles of propane gas next to it. Arber thinks there is a great deal of underutilized space. He also wants to dispose of the junk which crowds the haulers. Arber advised the employees should not take breaks in the same area as the trash. He wants to move the break area closer to the Main Office. Arber is unsure about the costs of these projects, and he needs to get estimates. A very rough approximation is \$500,000. Arber suggests the Supervisors initially appropriate the funds to fix the Blue Building and the Main Office. As circumstances dictate, he will formulate a plan for the other buildings. The Blue Building is approximately thirty feet by forty-two feet (30'x42'). Carney asked if Thompson can do the work. In Thompson's opinion, the frame of the Blue Building is structurally sound, but it needs new insulation and tin. Thompson pointed out the tin is old and has been patched several times. Arber also pointed out the need to repair previous fire damage. He summed up the situation by stating the TS needs to play catch up since no one dealt with past deficiencies. Rutledge confirmed the goal is to clean around the Blue Building, so a contractor can evaluate it. Arber estimated the appliances will generate \$10,000 to \$15,000 in revenue. Once the TS rehabilitates the existing facilities, Arber plans to set aside money in a restricted funds account to maintain the buildings. Grasty pointed out the Supervisors authorized the restricted funds to save money, so the TS eventually can replace the loader. Arber advised there are 1,100 hours on the loader. Arber wants to purchase multiple types of equipment, so the employees do not use the loader for all the activities, including but not limited to snow removal and moving rock. Rutledge wants Arber to perform a cost analysis for the equipment. He pointed out the loader is a specialized piece of equipment designed to load and unload trash. He expressed concerns about the extra hours accumulated because employees use it for other purposes. Arber plans to visit Rueters JCB in Grand Junction, Iowa, to look at the selection of specialized trash handling equipment. In Arber's opinion, it makes sense to stay with the JCB line of equipment. Rueters offers a service plan, but the TS does not have it. The plan includes the option to trade tires, so there are no issues. Rutledge inquired about a lease plan with a maintenance agreement. This will ensure an employee does not void the warranty by changing the oil. Arber expressed concerns about employees using the loader bucket to change light bulbs. Arber wants to purchase a lift which other Departments can use around the County. Arber will talk to the Guthrie County Engineer, Joshua Sebern, to determine if the Secondary Roads Department has a lift or a need for one. Thompson suggested the County purchase an all-terrain lift. Arber encouraged the Supervisors to implement a Facilities Manager. He believes it will reduce the overall cost of many projects if the work can be done in-house. Arber assumes the position will cost approximately \$55,000-\$70,000. Arber advised the PH/EH remodel almost is complete, and EH can relocate to the new space in the near future. He spent \$5,000 for the heating, ventilating and air conditioning (HVAC) plus an additional \$2,000 for the remainder of the remodel. Arber acknowledged the downside of doing the work in-house is the longer timeframe to complete a project. Arber thinks the Manager can maintain the TS buildings and grounds. Rutledge pointed out the haulers notice the improvements and may be more willing to pay a higher tipping fee. Grasty inquired about the current lawn mower and asked about the need for a commercial mower. Arber confirmed the commercial mower will reduce mowing time. Arber pointed out the TS employees need to stop rehabilitating equipment found in the trash. The TS needs to purchase good quality equipment, so there are no liability issues. In addition, there must be an inventory of all the equipment. Arber will re-write the job descriptions to identify all the pertinent duties and ensure the staff has all the appropriate training. Arber wants to focus on safety issues to protect the employees and limit the County's liability. Arber wants to manage the expenses, so there are no big jumps in the budget. Arber firmly believes the employees have done quality work given their job assignments. He admits it will take time for the employees to adjust to a new management style. He wants to work towards providing a good quality product. He also wants to eliminate liability and workers compensation issues by properly training the employees. Arber will discuss the remaining areas in need of improvement over the next several Thursdays. Arber will get estimates for the Blue Building as soon as possible. Carney inquired about who will rehabilitate the Blue Building. Arber suggested the TS contribute funds to the Facilities Manager position because the TS has several buildings. He recommended Thompson for the position. Arber believes Thompson can help him accomplish the goals. Rutledge wants to re-write

Thompson's job description. Rutledge requested input from Arber concerning the PH Building, TS and a job description for the Facilities Manager. Grasty wants a cost analysis. Carney confirmed Thompson will spend approximately fifty percent (50%) of his time at PH and TS. Thompson wants the Facilities Manager to oversee all the County buildings as well as the grounds eventually. Arber pointed out the County can save money if it purchases supplies, such as light bulbs, in bulk quantities. Auditor offered the TS some of the old office supplies stockpiled in her office. Arber will prepare the requested reports for the next regular meeting on Thursday. Carney inquired if Thompson can use the proposed lift inside the Courthouse. Thompson advised it is not designed for use inside a building; however, he can use it for exterior maintenance normally performed by a contractor. Thompson also pointed out he can utilize wholesale suppliers. It may cost more initially, but the County will save money overall because of the contractor prices. In Thompson's opinion, contractors are expensive right now, so it should be cheaper for him to do the work. Carney inquired about hauling the lift. Thompson confirmed a lowboy can haul the telescoping lift. Lloyd pointed out a telescoping lift is more versatile than a scissors lift. Arber confirmed the TS will not charge a Freon fee if the individual can produce a certificate proving there is no Freon in the appliance. Supervisors briefly discussed unapproved trash. Arber plans to install security cameras. In addition, he wants employees to walk around all incoming loads to help prevent fraudulent activity. Recently, the TS caught a load with drywall buried under yard waste and leaves. Arber will prepare a five (5) year plan, so he can determine a budget. In addition, it will help him decide which projects to address now and which may wait until a later date. Supervisors briefly discussed Patterson's management style. Supervisors concurred Arber needs to work on the TS issues in stages.

The Supervisors discussed pending county property projects. Rutledge advised he instructed Thompson to compile a list of all the projects he undertook during the last seven (7) years which were outside his normal custodial duties. Rutledge pointed out remodeling is above and beyond normal maintenance. Rutledge also reiterated the need for job descriptions partially because the liability and risk management carriers insist on it. Thompson wants the Facilities Manager to have authority over all Courthouse construction and remodeling projects. This way he can ensure there is a communication trail as well as coordination between the Manager and a contractor. Furthermore, the Manager can ensure the contractor is familiar with the buildings infrastructure and does not detrimentally impact the existing systems or future projects. Auditor suggested the Supervisors make the Manager a Department Head or County Official, so the Manager has the authority to supervise and approve the projects. In particular, the Manager must preapprove all projects to ensure the contractor has the proper permits, a work plan, and the work will not interfere with the existing infrastructure. This will increase responsibility and decrease liability issues. Carney inquired about a timeline for establishing the position as well as the need to advertise for an additional custodian. Rutledge proposed the Supervisors sort out the structure and prepare a job description. Grasty inquired about wages. Auditor advised the Custodians approached her about adjusting their salaries, so the wages are commensurate with the amount and type of work they perform on a regular basis. Auditor pointed out the Custodians are doing more work than originally assigned to them; however, they do not receive additional compensation. Carney mentioned he wants to rework the EH suite and turn it into the Board Room. Auditor reiterated Thompson will not be available to perform as much custodial work, so the Custodians need to hire another person. The Custodians recently tried to hire a new part-time person, but no one seemed interested in the position. Supervisors may need to authorize an additional full-time position. This provides the current Custodians with additional time to train the new employee on all the systems as well as the duties. Auditor emphasized Ron Allen has accrued a great deal of personnel time, but he cannot use it unless the Supervisors hire additional help. Auditor explained the Custodians' schedule. Auditor also confirmed a new employee will necessitate a budget amendment since the General Service Budget is tight due to anticipated projects and elevator repairs. Rutledge concurred the Custodians need to hire and train an additional employee. Rutledge also pointed out it would cost additional funds to hire a contractor or additional help to complete projects. Auditor emphasized a Facilities Manager will not oversee any of the Guthrie County Conservation Department properties. She also advised a job opening posted internally is considered a transfer per Smisek. If the Supervisors opt to transfer a current employee into the Facilities Manager position, the Auditor will need to publicly post the vacated position. The Supervisors believe the Facilities Manager initially should oversee the Courthouse, PH and TS buildings. Supervisors and Auditor had a brief discussion about budgeting for a Facilities Manager. Auditor suggested she create a new department and include all the maintenance as well as repair expenses for these buildings in this department.

Robert Kempf, the Adair/Guthrie County Emergency Management Coordinator, joined the meeting to discuss the sale of his old truck. Originally, he planned to sell it to the Custodians; however, the motor expired three (3) days before

he took delivery on the new truck. Wetzel Repair towed the truck. It will cost \$7,000 to install a re-built motor (\$5,000 for the re-built motor, \$1,000 for miscellaneous parts, and \$1,000 for labor). Kempf wants the Supervisors to discuss the matter during the next regular meeting on Tuesday, 7 November 2017, and decide if the Custodians can purchase the old truck. A wholesaler offered to buy the truck for \$1,000 without the motor. Grasty inquired about a used motor. Kempf pointed out there also was a problem with the exhaust manifold, and Wetzel would have to remove the engine to plane the head. Rutledge verified Kempf offered to sell the old truck for its trade-in value (\$6,500). Kempf advised he needs to discuss the situation with the Adair/Guthrie County Emergency Management Commission. Rutledge pointed out the County may need to pay the Commission \$1,000 for the truck plus put a new engine in it. On the other hand, the Commission may just give it to the County. Kempf advised the rear-end and transmission are fine. The truck has approximately 178,000 miles. Three (3) cylinders lost compression because of scoring on the walls. Wetzel assumed one (1) or two (2) of the cam sensors quit working, so Kempf had no warning prior to the engine failure. Kempf has the new truck. The Commission set aside enough money to pay for the new truck and outfit it, so the Commission does not need \$6,400 for the old truck. Kempf advised he is not afraid to put a new motor in the old truck. He assured the Supervisors he properly maintained the truck. Kempf admitted there is some rust, but the truck is approximately ten (10) years old.

There being no further business to come before the Board at this time, the Board adjourned at 11:10 a.m. until its regularly scheduled meeting on Tuesday, 7 November 2017. Motion by Rutledge second by Lloyd. Motion carried on a vote: Ayes: 4 Nays: 0

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

7 November 2017

The Guthrie County Board of Supervisors met this 7<sup>th</sup> day of November, 2017, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Tom Rutledge.

The meeting came to order at 9:00 a.m.

Motion by Grasty second by Lloyd to approve the Agenda for 7 November 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor advised she received the Iowa Insurance Division settlement check, in the amount of \$21,551.95. This check is the County's share of the proceeds from the Two Rivers Insurance/Iowa Governmental Health Care Plan (IGHCP) case. The Auditor deposited the check in Fund 8500 – Health Insurance per the recommendation of a fellow County Auditor. The Supervisors need to determine the ultimate end point for this money. Dickson advised the Supervisors originally utilized money from the General Basic Fund to finance the County's fully funded self-insured health care plan. According to the Iowa County Ledger dated 6 November 2017, the current balance of Fund 8500 is \$129,564.29. Per Dickson, this is the money remaining after the County terminated the fully funded plan. The Auditor will verify this with the Guthrie County Treasurer. The Supervisors directed the Auditor to determine how the County originally funded the current partially self-funded health care plan. Dickson pointed out the County also spent approximately \$100,000 to buy out the fully funded plan, so it could transition to the partially self-funded plan. The Supervisors concurred there is enough money in the current partially self-funded account managed by IGHCP. Auditor will research the issue and speak with the State Auditor to determine if the Supervisors can transfer the settlement funds to the General Basic Fund. Motion by Grasty second by Dickson to table the discussion concerning the proceeds from the Iowa Insurance Division settlement with Two Rivers Insurance/Iowa Governmental Health Care Plan (IGHCP) until the regular meeting on 21 November 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Robert Kempf, the Adair/Guthrie County Emergency Management Coordinator along with Ron Allen and Brandon Thompson, Guthrie County Custodians, joined the meeting to discuss the purchase of Kempf's old truck. Kempf advised the wholesaler will pay \$1,000 for the truck without the motor and will recover it. Kempf will recommend the Adair/Guthrie County Emergency Management Commission sell the truck to the wholesaler. The Commission will use the money to cover the tow bill as well as Wetzel Repair's additional costs. Wetzel estimates it will cost \$7,000 to install a re-built motor (\$5,000 for the re-built motor, \$1,000 for miscellaneous parts, and \$1,000 for labor). The current motor is a 5.4 Liter. According to Wetzel, most of these blocks are junk, so it costs more to rebuild these motors. In addition, these motors are hard to find which makes it even more difficult to rebuild one. Dickson asked about previous issues with the truck. Kempf stated the biggest problem was the exhaust manifold. Wetzel recommended pulling the motor to plane it. Thompson suggested stainless steel headers. Carney confirmed Kempf originally agreed to sell the truck for \$6,400. If the Custodians purchase the truck and switch the motor, it will cost \$1,000 for the truck plus \$7,000 for the motor. Kempf confirmed he replaced the power steering pump as well as the rubbers. He also admitted the truck has some rust; however, it is almost eleven (11) years old. In addition, Kempf stated he had the cab corners and brake pads replaced approximately one (1) year ago. Finally, he advised one (1) of the tires should be replaced next spring. Kempf confirmed the truck is a 2008 with approximately 176,000 miles. There are no problems with the transmission, rear-end, front end, and transfer case. The Supervisors briefly discussed the matter. They concurred most used trucks have a great deal of miles with a questionable engine. Rutledge confirmed the truck will cost the Custodians approximately \$7,400 to \$8,000. Kempf advised he opted to replace the truck because of his weekly trips. Dickson confirmed the Custodians do not drive as much as Kempf. The Supervisors reached a consensus and opted to offer the Commission \$1,000 for the truck. Kempf will extend the offer to the Commission during the regular meeting on Thursday, 9 November 2017. Carney inquired about directing Wetzel to begin repairing it. Supervisors directed the Auditor to put this item on the Agenda for the next regular meeting on Tuesday, 14 November 2017. Thompson advised the Custodians want to sell their old truck at Laughery Auction's spring sale. Motion by Rutledge second by Dickson to purchase Robert Kempf's old truck from the Adair/Guthrie County Emergency Management Commission for \$1,000. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor passed around the proposed letter to the Guthrie County Board of Health (BoH) requesting the re-appropriation of \$7,810.01 from the Guthrie County Environmental Health (EH) Fiscal Year (FY) 2017-2018 Budget for Darcia Robson's salary. The letter provides a detailed breakdown of the requested amount. It also sets forth the reason for the request. In particular, the re-appropriation accounts for the shift in ten (10) hours of Robson's payroll from EH to an additional five (5) hours in the Guthrie County Veterans Affairs (VA) Budget as well as five (5) hours in the Guthrie County General Relief Budget. Rutledge thinks the letter is the best way to approach the BoH about this matter. Dickson asked if Jotham Arber, Guthrie County Interim Environmental Health (EH) Director, knew about the letter. Auditor advised she spoke with Jo Rasmussen, Guthrie County Public Health Finance Coordinator, about it. Auditor also stated she will include the revisions in the Guthrie County FY 2018 Budget Amendment because the Supervisors need to amend the VA and General Relief budgets regardless of the BoH's decision. Auditor advised the BoH's next regular meeting is 6 December 2017. Motion by Grasty second by Rutledge to approve and sign the letter to the Guthrie County Board of Health requesting the re-appropriation of \$7,810.01 from the Guthrie County Environmental Health Fiscal Year 2017-2018 Budget for Darcia Robson's salary. Motion carried on a vote: Ayes: 5 Nays: 0.

The Supervisors reviewed the Liquor License Application (LC0033597) submitted by Lake Panorama National, Panora, Iowa. The application is for a Class "C" Liquor License during a twelve (12) month period effective 1 January 2018. It includes Outdoor Service, Sunday Sales, and Catering Privileges. Motion by Grasty second by Rutledge to approve the Liquor License Application (LC0033597) submitted by Lake Panorama National, Panora, Iowa. Motion carried on a vote: Ayes: 5 Nays: 0.

The Supervisors reviewed the Avesis Application for Vision Care Benefit Underwritten by Fidelity Security Life Insurance Company. Auditor advised Fidelity will be the new underwriter effective 1 January 2018. There will be no increases to the group premiums or changes to the group renewal date. Employees will not notice any change in coverage and may continue using the current cards. Auditor confirmed employees may elect to participate in the vision plan. The County does not contribute anything towards the premium. Motion by Rutledge second by Lloyd to

approve and sign the Avesis Application for Vision Care Benefit Underwritten by Fidelity Security Life Insurance Company. Motion carried on a vote: Ayes: 5 Nays: 0.

The Supervisors reviewed the Guthrie Center Communications (GCC) quote concerning the telephone line for the Guthrie County Coordinator of Disability Services' Office. The total cost of a telephone line will be \$33.77 per month. In addition, there is a one-time installation fee of \$20.00 as well as a service order fee of \$10.00. Darci Alt, Chief Executive Officer, Heart of Iowa Region reviewed the quote and requested the 14 cent long distance plan because the Coordinator will use the line more for in-coming calls than out-going calls. The Heart of Iowa Region will reimburse the County for the monthly expense. Dickson inquired about which Cities constitute local versus long distance calls. Rutledge contacted GCC to confirm which cities are considered long distance from Guthrie Center. According to GCC, any city within their network is a local call, and this includes Panora as well as Yale. Adair, Casey, and Stuart are long distance. Motion by Carney second by Grasty to approve the Guthrie Center Communications (GCC) quote concerning the telephone line for the Guthrie County Coordinator of Disability Services' Office dated 30 June 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Dickson talked to Sandi Lee about serving as the Board of Supervisors' representative on the Guthrie County Compensation Board. Lee agreed to do it. The Supervisors briefly discussed the matter. Dickson pointed out Lee used to work in the Guthrie County Clerk of Court's Office. Auditor confirmed the terms for both of the Supervisors' representatives expired 30 June 2017, so the Supervisors must appointment/reappointment two (2) individuals. A term is four (4) years. Supervisors asked about gender balance on the Compensation Board. Auditor reported Lee's appointment will mean there are two (2) males and five (5) females on the Compensation Board. Motion by Dickson second by Rutledge to appoint Sandi Lee to the Guthrie County Compensation Board for a term of four (4) years ending 30 June 2021. Motion carried on a vote: Ayes: 5 Nays: 0. Motion by Rutledge second by Grasty to reappoint Lyle Laughery to the Guthrie County Compensation Board for a term of four (4) years ending 30 June 2021. Motion carried on a vote: Ayes: 5 Nays: 0.

Jotham Arber, Guthrie County Public Health (PH) Director and interim Guthrie County Environmental Health (EH) Director as well as Guthrie County Transfer Station (TS) Executive Director joined the meeting. Carney inquired about the PH remodeling project. Arber advised the ceiling will be done today, and the flooring will be done this Friday, 10 November 2017. He anticipates EH may move as early as next week. Arber will finish Kempf's area once EH settles into its new space. Arber thinks the remodel is a week ahead of schedule. The TS window, hot water heater, toilet, and faucet should be installed this Friday provided Brandon Thompson, Guthrie County Custodian, receives all the supplies. Carney inquired about the office equipment. EH will use some of the new desks PH received from Broker's International LTD. Arber advised the staff will sort through items during the move. In addition, the new EH employee will scan the old records as well as documents and discard the originals unless EH is required to keep it. This will make it easier to search the records. Arber assumes the moving process will take approximately two (2) weeks. He hopes EH will be relocated to the new office by the end of November. The Custodians will dispose of the old desks. Arber also hopes to eliminate all but three (3) of the filing cabinets. EH will retain only ten (10) yrs of financial records as well as other important items. Arber will talk to the Mary Barnett Memorial Library about taking the old BoH Minutes for historical purposes. He admits it may take longer to sort and move the EH Office than he originally estimated it. Arber received a quote for \$52,000 to scan the records. Arber put out a request for proposal (RFP) to rehabilitate the Blue Building at the TS. The RFP will be a cost estimate Arber can use to budget for the next FY. Arber plans to address the buildings one at a time. Carney inquired about the floor in the Garbage Building. Arber acknowledged he needs to address it, but he has no plans to do it this FY. He estimates it will cost approximately \$50,000 to \$60,000 to repair or replace it. Rutledge pointed out there is a need to clean out other areas, so the staff can move the garbage and clear off the damaged floor. Arber advised he will continue to direct the staff to fill in the holes with gravel in the meantime. He wants to move all the staff areas from the Garbage Building into the Shop or Main Building too. Arber and the Custodians will visit the Carroll County Landfill and Shelby County Transfer Station. They will talk to both entities about best maintenance practices. Arber pointed out he wants to develop a five (5) year plan. At this point, the Supervisors briefly discussed the bridge east of Casey. Carney advised a contractor is doing electrical work from the bridge to Casey. The Supervisors also discussed the Guthrie County Secondary Roads Department (SRD) backhoe parked west of Casey. Carney advised SRD plans to trade it.

The Auditor presented the revised budget amendment proposal for FY2018. The Auditor handed out the Notice of Public Hearing Amendment of Current County Budget as well as the list of amended appropriations by Department. Arber briefly spoke about the PH, EH and TS amendments. He reminded the Supervisors about PH taking over the Cass County Home Health Aid contract for \$110,000. He hired one (1) Health Aid to provide services in Cass County. The health insurance premiums and withholding already are built into the PH budget from previous health aides. PH will receive \$40,000 in revenues from Cass County and only will have an additional \$22,000 in expenses, so the agreement will not stress the current budget. The State of Iowa switched the Emergency Preparedness Program. It combined the Counties into regions, and PH is the fiscal agent for Region 1A. Guthrie County Hospital's (GCH) share of the Emergency Preparedness Grant will pass through PH. In short, GCH will submit its claims to PH, and in turn, PH will submit all the claims to the Region. After the Region reimburses PH, it will in turn reimburse GCH. PH will not pay GCH until it receives a check from the Region. PH received an additional \$15,000 from the Grant. All the preparedness money is tied to salaries. PH can absorb any additional expenses because those are tied to other areas of PH's budget. The entire arrangement is a pass through system. Arber increased a TS line item by \$5,000 to pay for the new window, security cameras and the landscaping around the scale. Arber also increased the PH budget by \$34,000 to account for the pass through system as well as the Cass County Home Health Aid. Finally, Arber requested the Auditor create a new Department to control the flow of money and minimize the number of employees handling checks for EH services provided outside of the County. A customer will write a check to Guthrie County regardless of the customer's county of residence. Arber also will set up e-payments. In turn, the new Department will reimburse the appropriate county on a set frequency for any revenues generated from that county. The amended amounts represent the average expenses and revenues. This will be a true pass through department, and the funds will never touch an EH line item. The money will come in and go right back out. EH will never have any access or the ability to spend it. Carney verified the State Auditor approved this plan. Arber advised the State Auditor as well as the other County Auditors are fine with it. The plan is more transparent plus Guthrie County cannot spend the funds. Arber advised he has no objection to the re-appropriation of EH funds for Robson's salary. Arber admitted the BoH technically does not have the authority to deny the request. It is Arber's opinion, he shifted enough funds in the EH budget to sustain it. He also pointed out PH recently hired a Region 1A Service Coordinator. PH will fund this new position. Auditor advised the primary additional expenditures are the Guthrie County Recorder's new software project and the Guthrie County Attorney's additional employee. Auditor will add the Region XII Housing Trust Fund Pledge for the FY 2018 Grant to the Agenda for the next regular meeting on Tuesday, 21 November 2017. Auditor went back through all the increases. She will increase the General Service line item for the Custodians' truck to \$7,400.

The Supervisors reviewed the Minutes from 31 October 2017 and 2 November 2017. Dickson inquired about the role of Breanna Gonzalez, the new Coordinator of Disability Services for Guthrie County. Carney confirmed she only will provide services for Guthrie County. It remains to be seen if there will be a large enough case load. Dickson also inquired if River Ruckus is included as a special event in Guthrie Center Law Enforcement 28E Agreement. The Supervisors briefly discussed the issue. They want Marty Arganbright, Guthrie County Sheriff, to pursue some type of reimbursement for River Ruckus. Rutledge advised the 28E states the County can be reimbursed if the City and County reach an agreement prior to an event. The Supervisors briefly discussed the employee shortage at SRD. Grasty emphasized he did not want a surplus of employees. Supervisors directed the Auditor to put the Sheriff on the Agenda for the next regular meeting on Thursday, 9 November 2017, to discuss reimbursements for special events. Supervisors also talked about brush cutting and spraying this fall. Dickson thinks Joshua Sebern, Guthrie County Engineer, needs to deal with roadside maintenance issues this winter. The Supervisors also talked about other options to maintain the ditches. Grasty expressed concerns about SRD continuing to get farther and farther behind. Lloyd pointed out SRD or Integrated Roadside Vegetative Management (IRVM) needs to spray a year in advance of the cutting to avoid any regrowth in the ditches. Dickson inquired about how long SRD may work into the winter replacing culverts and cleaning ditches. Lloyd pointed out the problem is converting the trucks for winter operation. Dickson wants a dedicated brush crew. The Supervisors believe SRD can work longer into the fall/winter. Rutledge suggested SRD throw the dirt over the fence into the field because it is cheaper than hauling it. The Supervisors think the trackhoes should be running now. Grasty also thinks the trackhoe should keep busy all summer. Rutledge suggest Sebern prepare a cost analysis concerning the monetary cost for the crop damage if SRD throws dirt over fence when crops are still in the fields. Grasty suggested Sebern meet with the Supervisors to discuss it. The Supervisors directed the Auditor to put Sebern on the Agenda for the next regularly scheduled meeting on Thursday. Motion by Grasty second by Rutledge to approve the Minutes from 31 October 2017 and 2 November 2017 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

The Auditor advised her office was unable to complete the Claims from 21 October 2017 – 3 November 2017 due to preparations for the upcoming City Elections on 7 November 2017. Motion by Lloyd second by Carney to table the Claims from 21 October 2017 – 3 November 2017 until 9 November 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Dickson proposed the Supervisors research Health Savings Accounts (HSA). Arber advised it will allow for a higher deductible health insurance plan. Dickson suggested the Supervisors consider a higher deductible and offer to put money in an employee's HSA. Dickson wants to speak with Iowa Governmental Health Care Plan (IGHCP) about the options. Lloyd pointed out the Region XII Council of Governments' insurance premiums are tied to how much an employee uses the health insurance. Auditor advised some companies are staggering premium costs based upon an employee's salary. Lloyd expressed concerns about financing higher insurance premiums and authorizing a raise for all employees. Dickson pointed out the Compensation Board should only focus on the Elected Officials' salaries and not the salaries or hourly rate for other employees. Auditor confirmed she provides the basic information to the Compensation Board, but each Elected Official can provide more detailed information too.

There being no further business to come before the Board at this time, the Board adjourned at 10:58 a.m. until its regularly scheduled meeting on Thursday, 9 November 2017. Motion by Rutledge second by Dickson. Motion carried on a vote: Ayes: 5 Nays: 0

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

9 November 2017

The Guthrie County Board of Supervisors met this 9<sup>th</sup> day of November, 2017, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty and Jack Lloyd. Tom Rutledge was absent from the meeting.

The meeting came to order at 9:00 a.m.

Motion by Grasty second by Lloyd to approve the Agenda for 9 November 2017. Motion carried on a vote: Ayes: 4 Nays: 0.

Jotham Arber, Guthrie County Transfer Station Executive Director as well as Brandon Thompson, Custodian, joined the meeting to discuss the Transfer Station (TS) action plan. Arber handed out the Transfer Station Evaluation Pt 2. Arber reminded the Supervisors he talked about safety last time and touched on the facilities as well as necessary corrections. His plan is to address safety first. He ordered the safety equipment. Thompson verified the water heater should be delivered today. Arber also confirmed the contractor finished installing the window and Joyce Miller, TS Administrator, likes it. There was a slight glitch during the installation because there was a conduit in the way. The two (2) windows allow the scale operator to see the entire scale as well as the contents of trucks and trailers. During the summer, Arber wants the operator to look through deliveries to ensure people do not try to sneak garbage through without paying the associated fees. The staff is working on sprucing up the area. Guthrie County Public Health gave an extra printer and scanner to the TS. Currently, the scale operator punches a paper ticket after weighing the vehicle. Arber advised the new scale has the ability to operate electronically and can be hooked into a computer. It will record the weights on the computer and generate a paper slip for the customer to sign before leaving the TS. Furthermore, the computer will calculate the Tipping Fees which Miller currently does manually. Arber acknowledge Miller does a good job. The Financial Coordinator/Administrative Team will match the revenue receipts to the paper slips. Arber stated Miller seems to be receptive to this change. Arber admitted there are instances when the scale operator still may

manually calculate the fees. The computer might not be able to include additional fees for items like appliances and tires to the base Tipping Fee. Arber also advised there is a need for a debit/credit card machine since some people do not carry cash or checks. Furthermore, a check must have a Guthrie County address. Arber confirmed the Guthrie County Treasurer's Office has this option. In addition, the Guthrie County Environmental Health Department is going to implement this system, so the staff can accept payments in the field. Arber plans to utilize the same provider for TS and EH, but the provider will route the transactions to separate accounts. In Arber's opinion, the machine will increase efficiency at the TS. Arber plans to install the scale computer and debit/credit card machine before July 2018. Arber advised he is working on a Safety Policy Manual. He verified it will make all the previous policies obsolete and will phase out the old methods of operation. Hopefully, he will institute it by the end of December 2017. At this point, Arber is emphasizing the need to wear gloves when handling garbage and other unsafe materials. In addition, employees must wear hard hats in all the equipment. Finally, all visitors will wear a hard hat and high visibility vest while on the premises. Arber wants visitors to be protected and visible to the staff. Since EH has a plethora of hard hats, he will take some of these hats to the TS. Visitors also must sign in and out. Grasty confirmed people should not loiter on the property. Arber stated he is addressing some issues with people dropping off and picking up employees. These people should not sit in the parking lot or the Main Office for an extended period of time. Currently, the staff does not have a schedule. Stephen Patterson never enforced any type of schedule. Arber will enforce a monthly schedule; especially for the part-time employees. If Miller needs an employee to work additional hours, she must request the additional time. Arber will evaluate the situation and approve or deny it. Arber pointed out he may decline the additional hours if there is not enough funds in the TS Budget. Arber as well as the entire staff will know who is at the TS, when they are there, and what they are supposed to do for the shift. Grasty confirmed everyone will know what is expected of them. Arber pointed out the staff needs consistency, and it will help if Miller can no longer just call a staff member into work at the last minute. Arber addressed the hours of operation. Previously, the employees did not receive a lunch break as well as any fifteen (15) minute breaks. During the Personnel Policy Committee meeting, Ann Smisek from Ahlers & Cooney, P.C. advised the County must offer two (2) fifteen (15) minute breaks as well as a half hour (30 minute) lunch break. At this time, there is no way to offer any breaks with the current hours of operation (8:00 a.m. to 4:00 p.m.). Arber recommends the TS either close later or open earlier. This will enable staff to take their breaks during the day, but there probably will not be assigned times. Arber needs more time to work through this issue. Custodians suggested the Supervisors construct a six feet by ten feet (6'x10') breakroom in the rear of the Main Building. Arber proposed closing for lunch and placing a sign on the door. This does create one (1) problem. If a customer needs assistance, the employee must pause lunch to help the person. Since a lunch break is unpaid time, an employee must be compensated for helping a customer during this break. Carney suggested the staff alternate their lunch breaks. Grasty confirmed a section of the TS Policy Manual will address breaks. Dickson inquired about when the bulk of the deliveries occur at the TS. Arber advised the haulers tend to deliver around 10:00 a.m. in the morning and between 2:00 p.m. to 3:00 p.m. during the afternoon. Otherwise, Arber stated it is difficult to peg the specific busy periods. Arber advised he also considered closing the gates for a period of time. Regardless of how Arber decides to address the breaks, he must extend the hours of operation. Arber stated he will write a policy establishing the hours of operation as well as requiring staff to take their breaks. Arber pointed out the fifteen (15) minute breaks are paid, so an employee can take these breaks at their work stations. Arber will collect more data on the peak operating times. Dickson suggested Arber create a questionnaire and request haulers as well as other customers to complete it. Arber acknowledged the staff is not happy about extending the work day until 4:30 p.m. Arber stated he wants to give the public some options. Carney suggested the TS adopt the Guthrie County Courthouse hours of operation for consistency. Dickson and Grasty pointed out the haulers may want to make early deliveries. Thompson also expressed concerns about accommodating the haulers on the holidays. Arber concurred and expressed concerns about paying time and a half when the TS is open on a County designated holiday. It costs the TS an average of \$7,500 due to this overtime. Currently, the TS only closes for Fourth of July, Thanksgiving Day, Christmas Day and New Year's Day. Arber questions whether or not the TS can close for all the County designated holidays. He expressed concerns about the haulers being able to store the garbage if the TS shuts down for multiple days. Arber pointed out there is a need to balance consistency with the consumer's needs. Arber advised the Supervisors eventually must decide how to address this issue. Arber pointed out the Guthrie County Board of Health only governs the PH and EH Departments. Arber commented the Supervisors may need to re-evaluate this problem after the adoption of the Guthrie County Personnel Policy. Arber also pointed out the day after Thanksgiving probably is a big day for the haulers; however, the TS probably could close on Veterans' Day. Carney inquired about the haulers' schedules and routes. Arber proposed an alternative option. The TS could open four (4) hours in the morning just for the haulers. Dickson stated he does not want to exclude the public from utilizing the TS during these hours. Arber

confirmed the TS must appropriately compensate the staff working on a County designated holiday. Grasty pointed out the modified hours may require the haulers to run their routes earlier or wait and dump the garbage on Monday. Carney suggested 10:00 a.m. to 2:00 p.m. may be a better option to accommodate the haulers. Grasty advised he wants the questionnaire to cover more topics than just the hours of operation. Dickson suggested Arber contact the haulers about the Friday after Thanksgiving and possibly implement the new hours this year. Carney wants Arber to provide a list of County designated holidays when the TS remains open for routine business. Lloyd inquired about Koster Grain's schedule. Arber explained Koster leaves a trailer as well as the semi on sight for the staff to fill with garbage. On a routine basis, Koster switches it. The TS can call for an earlier pick up, if necessary. Grasty pointed out there is space in the Garbage Building to store trash during a long weekend. At this point, Arber began to discuss his five (5) year plan. The Custodians and Arber plan to visit Rueters JCB in Grand Junction, Iowa. Arber wants a separate skid loader for routine tasks, such as pushing snow and moving appliances. In his opinion, this will save costs. JCB makes a telehandler/skid loader. A ball park estimate is \$74,000 to \$90,000. It can serve as a backup for the big telehandler. Arber wants the staff to park all the equipment in the rehabilitated Blue Building. Arber wants to get bids now, so he can address these costs during the budgeting process as well as create a five (5) year plan. He also stated the TS needs a Utility Terrain Vehicle (UTV) to perform tasks, such as checking the wells at the Guthrie County Landfill. Arber estimates a used UTV will cost approximately \$5,000. Grasty inquired about the distance to the wells. Arber stated there originally were ninety (90) wells, but now there are only six (6). Cindy Turkle, with Turkle Clark Environmental Consulting said a UTV is a much better vehicle than a truck to inspect the wells. Arber also thinks it will be safer for the staff to use the UTV to move between the buildings; especially during the winter. In addition, it will help Miller move around the grounds without using her personnel vehicle. Grasty requested a cost comparison between bidding projects and utilizing County employees for this work. Arber also advised he priced a commercial mower. Dickson insisted it will cost less to bid and contract it. Grasty expressed concerns about TS staff taking time away from other duties to mow the grounds. Arber will research the topic and produce a cost estimate. Carney pointed out the Secondary Roads Department (SRD) contracts all the mowing around the Maintenance Sheds. Arber also confirmed the TS contracts the mowing at the Landfill. He pointed out Turkle advised it is fine to do a certain amount of mowing around the Landfill. Arber wants to look into the process of de-manufacturing appliances. The TS must upgrade its equipment to remove Freon from the appliances. It will cost less than \$3,000. At this time, the staff cannot do much de-manufacturing without a dedicated building. Arber directed the staff to store the appliances in the same place as the shingles. Arber briefly discussed the recycling bins. Bagley, Bayard, Jamaica and Yale share a bin, and it moves between these Cities. The TS receives periodic complaints about the bin not being in each City for the same period of time. Arber suggested the Cities financially contribute towards the bins and then each City will have a bin. Grasty expressed concerns about the labor and cost associated with moving the bin between the Cities. Arber suggest the TS purchase used bins because it is extremely expensive to purchase new bins. Luann Waldo, Editor of The News Gazette, objected to the Cities entering into a cost sharing agreement. Waldo pointed out the recycling bins originally where placed in the Cities for the rural residents. The Cities' contract with trash haulers to collect the garbage as well as the recyclables. If that is the case, Arber stated the city residents should not use the bins. Dickson also pointed out the Cities should not complain about how long the bins stay in each location. Dickson wants Arber to tell the Cities not to use the bins. Waldo confirmed she also hears complaints about the bins being full all the time. Carney inquired about single stream recycling and whether or not the TS should purchase more bins. Arber admitted he cannot speak to it because he only attend one (1) meeting about it. Dickson pointed out the Iowa Department of Natural Resources' (IDNR) regulations enabled the TS to benefit from the recycling at one time. Arber acknowledged the TS receives a discounts on the total tonnage because it sells cardboard to the Carroll County Landfill. Arber stated there are other items which trigger discounts too. The Supervisors inquired about the discount based on the percentage of recyclables. Dickson pointed out the TS took shingles for free because it went towards the percentage of recyclables. Arber will do more research on the recycling bins as well as the single stream recycling plan. Arber provided a cost analysis for the remodeling at PH. He handed out the Construction Cost Analysis for EH Remodel. The average bid was \$37,100. The actual cost, including labor and supplies, is \$11,530. The total costs savings is \$25,570. The remodeling project included the installation of new wiring, heating, ventilating and air conditioning (HVAC) system, walls, flooring, bathrooms and lighting. Grasty pointed out the Custodians' overtime will reduce the total cost savings a little. Arber and Thompson developed a list of duties the Custodians perform for PH and EH. It also included potential duties the Custodians may do at the TS. Arber handed out a document titled Facilities Manager. It included a job summary. Grasty verified the Custodians routinely prepare rooms for upcoming meetings. Carney clarified the Facilities Manager can foster relationships with vendors to purchase supplies at a more economical price. He also confirmed the Facilities Manager will be responsible for the Courthouse, PH, EH and TS

buildings as well as grounds. Auditor reminded everyone the Facilities Manager will never be responsible for the buildings and grounds controlled by the Guthrie County Conservation Department unless the Guthrie County Conservation Board specifically requests it. Dickson directed the Auditor to include the Facilities Manager position on the Agenda for the next regular meeting. Auditor pointed out the Supervisors will not need to publically advertise the position if it is posted internally and the Supervisors transfer a current employee. Arber stated PH and the TS can contribute towards the operating expenses; especially since the TS raised the Tipping Fees. Auditor briefly discussed creating a new department for the Facilities Manager and budgeting for all the associated expenses in this department instead of the individual department budgets. Carney inquired if there will be any actual savings because the Supervisors will need to hire another employee to help the Custodians. Grasty pointed out it requires tax money to pay for additional custodial help just like it costs tax money to hire a contractor. Arber advised he plans to begin discussing the five (5) year plan and hopes to conclude it during the regular meeting on 30 November 2017. This plan will help him determine which issues to address in the Fiscal Year (FY) 2018-2019 TS Budget. Since there are multiple things which need to be fixed, he needs to figure out where to start and how to pay for it. Carney directed Arber to report on the Thanksgiving holiday hours during the next regular meeting on Thursday, 16 November 2017.

Joshua Sebern, Guthrie County Engineer, joined the meeting to discuss roadside maintenance. Dickson stated there were too many trees in the ditches. In addition, the Secondary Roads Department (SRD) always was behind on cleaning ditches and replacing culverts. In his opinion, SRD shut down the roadside maintenance operations too early. Sebern acknowledged SRD was no longer digging out ditches. Dickson asked why SRD stopped the ditch work to cut trees. He wants to know if there is a better way to attack these issues. Does SRD need a crew dedicated to cutting trees all year? Dickson pointed out most contractors dig throughout the winter. Sebern stated he was willing to address these issues, but he wanted to talk about something else first. Sebern was upset no one, other than the Auditor, notified him about this meeting. After he saw the Agenda, he called Carney about it. In addition, he requested the Auditor's notes from Tuesday's meeting, so he understood why the Supervisors wanted to meet with him. Sebern stated he was frustrated after reading through the notes. He felt like an incompetent Department Head. Grasty stated this was not the intent of the meeting. The Supervisors want to figure out a better way to address their concerns. Dickson stated he wants to work through these concerns in an open conversation. In particular, Dickson wants to know why things are falling short. The Supervisors receive citizen complaints about the trees and culverts. In addition, they make their own observations about the state of projects. Grasty and Dickson want to figure out how to improve the situation and combat the problems. Sebern perceived it as failing, and the Supervisors called him in to address it. Sebern advised he made a play for Integrated Roadside Vegetative Management (IRVM), so SRD has another tool in its roadside maintenance arsenal. He pointed out there has never been so many trees cut as well as ditches mowed and sprayed in the past. Dickson and Grasty asked if IRVM needs more employees; especially since Eric Whitver will be retiring very soon. Sebern pointed out the County will never have clear right-of-ways without a substantial investment to do it. Dickson expressed concerns about never getting ahead, and Sebern concurred with him. Sebern pointed out the weather factors into all the projects. Sebern also reminded the Supervisors about their directive to keep IRVM expenses under control, so he made the Department revenue neutral. In addition, he only had a few months to implement the transition. Furthermore, there has not been a full cycle since SRD took over IRVM. Lloyd pointed out the Supervisors will not see the results for at least a year. Dickson wants to plan for the upcoming FY 2018-2019 Budgets. Sebern confirmed he is looking at all of SRD's needs for the next FY. The Supervisors repeatedly suggested the option of hiring additional employees. Sebern mentioned IRVM planted seed left over from the years 2014 through 2016. In addition, IRVM sprayed multiple gallons of chemicals and clear cut miles of ditches. Steve Stringham, IRVM Manager, will continue to focus on spraying what SRD clear cut in the past. Grasty expressed concerns about the reemergence of the undergrowth. Sebern advised some areas must be sprayed and killed multiple times to beat back the trees as well as the undergrowth. Sebern also explained the difficulty with using the tractor to mow some areas because of the stumps. Sebern acknowledge SRD needs to maintain the rights-of-ways. Sebern expressed confusion about the Supervisors insistence he hire more employees; especially when he asked for three (3) employees last week and only received permission to hire two (2) people. Sebern acknowledged he talked to Rutledge this morning. Sebern understands the Supervisors want a plan for maintenance of the ditches and culverts. He reiterated his concerns about the Supervisors' tone during the last regular meeting. In his opinion, it seemed very accusatory. Dickson asked why SRD is not digging now. Sebern explained SRD usually stops around 31 October in case the weather takes a turn for the worst. It becomes a guessing game how many times SRD will plow up and strip down to haul dirt at this point in the season. Dickson suggested SRD continue to dig out the ditches and throw the dirt over the fences. Sebern stated the trackhoe operators currently are making the IRVM building pad and demolishing

beaver dams. Dickson wants to know what more SRD needs to keep moving forward, so it does not get any farther behind with projects. Sebern pointed out seventy-five percent (75%) of ditch cleaning is for the farmers. From SRD's perspective, the ditch is operating fine. Usually, it is a plugged tile line which causes the problems. SRD's priority is replacing failed culverts. Ditch cleaning actually is a low priority. Dickson inquired about Sebern's promise to fix one (1) mile of road in each Township on an annual basis. Once again, Dickson inquired about the need for more equipment and employees. Grasty confirmed this will cost more money too. Sebern stated he is hesitant to request more employees because when the Tax Increment Financing (TIF) Funds expire the bridge projects must be paid for with local funds. This will tighten up the SRD budget. In addition, he does not want to lay off the new employees when there are no more TIF funds. In Sebern's opinion, the road network is functional and operating adequately. SRD is outstanding compared to other Counties. Grasty inquired about letting the large projects for bids. SRD does not handle the large culvert and bridge projects, like other Counties, because of the hilly terrain. In addition, it takes time for SRD to be a service provider. Citizens call and want the ditches addresses, so this detours the crews from combating erosion under the bridges. SRD must function like a service provider and not a contractor. Dickson stated he thinks SRD is doing a good job. He just wants to offer more help, so SRD can address more issues. Sebern explained the process for cleaning ditches as well as the role the equipment plays in the process. Sebern advised Whitver offered to work part-time and spray next summer. This will enable other employees to cut brush or spray other areas. Dickson pointed out nothing was done about the trees hanging over the road. Sebern said IRVM focused on what SRD clear cut last summer. SRD plans to address these trees but it takes time. Grasty confirmed it is a long term program and may take ten to fifteen (10-15) years before there is consistent progress. Dickson reiterated his suggestion of another employee, so IRVM can spray all the time. Sebern admitted he is hesitant to ask for more people. Carney talked about the past spraying practices. Sebern acknowledged he tried to work with individual Supervisors, but the Supervisors do not realize how many issues he works on at a given time. Sebern wants to limit these discussions to the meeting. This way all the Supervisors know about the issues as well as what he is working on, so he is not caught in the middle. Both sides will know what is going on because everything will be out in the open. Grasty concurred part of the problem is Sebern has five (5) bosses. Lloyd pointed out SRD only cut brush with a machine for the last ten (10) years. It is a much faster process now. In addition, it was neglected in the past because it became a very overwhelming endeavor. Sebern stated he is worried about the Highways. In his opinion, the County is in a pickle because the local budget will have to absorb the costs. The Monteith Road (F51) will be let for bid in January 2019 and have a projected start date during FY 2019. The project will use all the federal funds available for four to five (4-5) years. The County may be eligible for federal aid again in 2022-2023. The Farm to Market fund will help supplement the project too, so Sebern is being stingy with Farm to Market projects too. Dickson pointed out Flint Hills Resources will come on the tax rolls in two (2) years. Carney confirmed POET Biorefining currently is on the tax rolls. Sebern advised he went to the new wind turbine meeting. Audubon is scheduled to begin construction, and there is a phase two (2) planned for Guthrie County. The Transmission Station will be in Guthrie County. Sebern expressed concerns about the Wichita Road (190<sup>th</sup> Street) being able to handle the truck traffic for the wind farm. Sebern stated the stretch of road from Yale to Springbrook State Park is the oldest road in the County with its original pavement in addition to P28. Supervisors briefly discussed which roads the State of Iowa decertified and gave to the County. Nikki Carrick, Guthrie County Assessor, joined the meeting to discuss Flint Hills. The Assessor will establish the assessed value in 2019; however, Flint Hills will not pay property taxes until Fall 2021. Dickson stated the former Assessor, Rusty Pearson, had a different opinion, so he inquired about the discrepancy. Assessor advised Flint Hills questioned the ten (10) year term and did not agree with Pearson's calculations. The Assessor looked through another predecessor, Barry Stetzel's, notes. She determined the ten (10) years began when Flint Hills went into production. Stetzel's notes from 2008 stated Flint Hills planned to be in production during 2008. She also found a 2009 note which indicated Flint Hills began production in September 2008. Therefore, the Assessor's Office did not add Flint Hills to the system until 1 January 2009. Even though the Supervisors adopted the Resolution on 10 October 2006, the abatement did not begin until 1 January 2009. Dickson stated the Guthrie County Attorney's Office reviewed the previous agreement with Hawkeye Renewable, but the company changed hands twice before Flint Hills acquired it. Dickson pointed out there is no clause in the agreement which addresses transferability, so when Flint Hills took over the County should have nullified the abatement agreement and began taxing Flint Hills. Assessor advised a tax abatement agreement traditionally stays with the property. Assessor stated she cannot cite the Iowa Code section which governs this type of agreement; however, she is proceeding according to past practice. Assessor pointed out the County collects taxes on any new construction which occurred after the agreement. Flint Hills sends a yearly letter advising the Assessor of any new additions. In fact, there has been new construction each year. Assessor confirmed Flint Hill's property is classified as Industrial. Carney verified the County will not receive the full amount

of property taxes until Fall 2021. Dickson acknowledged the Assessor's statements make sense, but he is upset Pearson provided inaccurate information. Assessor confirmed there is not a great deal of documentation concerning Flint Hills. Auditor also pointed out Flint Hills may challenge the assessment upon expiration of the agreement. Dickson expressed concerns about the road issues in and around Menlo caused by all the truck traffic; however, Flint Hills refuses to help repair it. The Supervisors inquired about the rubber tire dipper sitting by Casey. Sebern stated he made arrangements to trade the dipper during the middle of summer; however, the pump started acting up on it. SRD parked it and treated it gingerly until he completed the trade. Sebern acknowledged the ditch cleaning is slow right now. SRD crews are thin because several of the employees use paid time off to harvest crops. Lloyd reminded the Supervisors it was not a good idea to tear up any roads during harvest. Carney asked if there is a list of farmers who want dirt. Sebern talked about another County which publishes notice of its ditch cleaning schedule. This county only deals with requests if there is time to clean additional ditches. Dickson pointed out it is the farmer's dirt which plugs the ditch, so the farmer should clean it. Sebern advised the ditches are full or even fuller than five (5) years ago. Sebern acknowledge SRD may not clean the ditches perfectly because there is no place to haul the dirt. Sebern's concern with putting the dirt over the fence is it will end up back in the ditch. Dickson expressed concerns about the culverts. Sebern reiterated he does not want to hire another crew. Dickson admitted it is logical to address all the emergencies as well as projects in the general area, but what about repairs on the list for several years? Dickson thinks another crew will help combat this problem. In Sebern's opinion, the new crew will end up putting out fires too. Sebern stated the only way to speed up the process is to dump dirt over the fence and move onto the next job; however, SRD cannot operate like a contractor and still be a service provider. Typically, Sebern addresses issues while still working on culvert and bridge projects to keep the public happy. Dickson thinks some areas seem to get more priority. Sebern and Dickson briefly discussed an issue in Dickson's area. Sebern also advised the road graders are widening the roads; however, the pipes underneath are not long enough, so the road sloughs off and causes problems. SRD is trying to combat this issue by narrowing the roads again. Sebern stated he does not think SRD is behind horribly. Grasty talked about a situation in which a new culvert was installed over an old culvert and now there is a washing issue. Sebern advised he is aware this happened in the past. Sebern stated some of the northern culverts are rusting plus other culverts are undermined by erosion. When the grader goes across these culverts it may cause the culvert to cave in resulting in a sink hole. Sebern advised it will cost \$100's of thousands of dollars each year to get caught up and improve the roads. Sebern acknowledged SRD made a great deal of progress and did so much good with the TIF funds. Sebern admitted he must start thinking about using local money on highways (P28 & Diamondhead). Sebern will start to address these issues; however, SRD is on a better path than in the past. Grasty asked if Sebern needs more time to determine IRVM's needs. Sebern stated IRVM does need a seasonal sprayer. At this point, IRVM will engage in hard core seeding before the trees bud and then transition to spraying thistles. Grasty suggested Sebern add a crew member, so the remaining staff can focus on mowing ditches and cutting trees. Carney confirmed Sebern plans to hire another full-time person for IRVM. Sebern stated he may have some good applicants. In order to stay afloat, IRVM needs two (2) full-time people. Sebern acknowledged shutting down early is a yearly issue. Sebern reiterated as a service provider, SRD must have trucks set up and ready to go for the first snow. Grasty inquired about keeping the older trucks. Sebern advised these trucks are not worth keeping any longer. Currently, SRD has one (1) truck which cannot be outfitted with a plow. Grasty advised he does not want the trackhoe operator sitting idle and waiting for trucks, so he suggested SRD contract with other providers to haul the dirt. Carney thinks SRD should make arrangements to deliver the dirt within the immediate area before starting the process. Dickson talked about the condition of his roadway. Sebern advised the operator is doing better. Carney asked about Sebern's plans for the budget. Grasty thinks Sebern should mull over this conversation and then meet with the Supervisors again. Sebern advised he traditionally crunches the numbers around Thanksgiving and dials in his request by Christmas. Sebern talked to Randy Clipperton, Roads Supervisors about some of the logistical issues. The Supervisors also passed along several specific complaints they received from citizens. Sebern stated he was happy he had this conversation with the Supervisors. He thinks it is good for the County and helps the Supervisors see the big picture. Sebern reiterated his concerns about the perception he failed at his duties. Grasty acknowledged it is too easy for the Supervisors to just guess and not ask the necessary questions. Carney requested an updated maps of the TIF projects as well as a list of tubes replaced by SRD. Sebern advised SRD implemented a new program which tracks all the work. Carney encouraged Sebern to request an additional employee if he finds an applicant he really wants to hire for IRVM. Dickson still thinks SRD needs a couple more employees to address these issues. Grasty pointed out the Supervisors need to let Sebern manage SRD because it is his job. Sebern concurred he still needs to discuss concerns and plans with the Supervisors. Sebern stated this was a good discussion. Grasty pointed out the Supervisors should tell Sebern exactly what they expect, and he can tell them if these expectations are realistic. Sebern advised he is going to do what

the Supervisors direct to the best of his abilities. Citizen complaints may not take priority in the future unless there is a safety issue. Dickson inquired if IRVM directs the road crews which cut trees. Sebern explained he assesses which areas need clear cut and provides the crews with a list. He immediately addresses all sight distance or sign issues. IRVM addresses the hot spots as well as the smaller areas. SRD crews clear cut and spray stumps. This enables IRVM to come behind and maintain these areas. Grasty expressed concerns about the power company piling debris in the ditch and forcing water onto the road. Grasty acknowledged the Supervisors need to ask questions during the SRD updates. Carney inquired about the new excavator, but Sebern did not have any new information. SRD did get a new dump truck; however, it will not be ready to plow this winter. Currently, the lead time to outfit the truck is two to three (2-3) months. Hiway Truck Equipment in Fort Dodge, Iowa does the work, but it takes time, so there is a waiting list. Sebern likes this company because it follows through with his requests. SRD may do the deck pour at the Frantum Bridge (Richland 306) on Victory Avenue near Jamaica next week. It could not be poured today because the steel was below freezing, and it frozen overnight. Sebern explained various options to warm the area. Gus is back filling the first project, and Sebern is not sure if Gus moved onto the second project. The Assessor left a note stating Flint Hills will be assessed at the current market value and not the previously abated amount. Carney advised the Board of Review stated it lowered the value of POET Biorefining, so the assessment is consistent with similar plants owned by Tall Corn Ethanol LLC. Supervisors briefly discussed Flint Hills.

Lloyd left the meeting at 11:10 a.m. to attend a Region XII Council of Governments' meeting in Carroll, Iowa.

The Supervisors did not discuss any additional pending county property projects.

Motion by Dickson second by Grasty to approve the Claims from 21 October 2017 – 3 November 2017 in the amount of \$358,736.82. Motion carried on a vote: Ayes: 3 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 12:00 p.m. until its regularly scheduled meeting on Tuesday, 14 November 2017. Motion by Grasty second by Carney. Motion carried on a vote: Ayes: 3 Nays: 0.

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

14 November 2017

The Guthrie County Board of Supervisors met this 14<sup>th</sup> day of November, 2017, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Tom Rutledge.

The meeting came to order at 9:00 a.m.

Motion by Grasty second by Lloyd to approve the Agenda for 14 November 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Joe Hanner, Guthrie County Conservation Director, joined the meeting and presented the Guthrie County Conservation Board (GCCB) Minutes from the meeting on 9 October 2017. Carney inquired about the Resource Enhancement and Protection (REAP) Assembly. Hanner advised REAP is a program in the State of Iowa which invests in the enhancement and protection of the State's natural resources. Soil & Conservation agencies, the Iowa Department of Natural Resources (IDNR), County Conservation Boards as well as non-profit conservation entities are among the groups which benefit from REAP funds. The public may attend and give feedback on natural resource and other outdoor issues at a REAP Assembly. It is a locally led public meeting at which information is given out and ideas are

taken by the attending state officials. The people at the assemblies are responsible for electing five (5) individuals to serve on the REAP Congress. In addition to the, five (5) delegates, three to five (3-5) other people are elected as alternates to the delegates. The REAP Congress convenes at the State Capital in Des Moines, Iowa. It is made up of the ninety (90) delegates elected at the regional assemblies, which occur every two (2) years. At the Congress, delegates work on REAP policies and the inner workings of REAP. Examples are funding, fund distribution, assembly procedures and agendas, as well as operations of County REAP Committees. The REAP Law, Chapter 455A.17.3, states "The delegates to the congress on resources enhancement and protection shall organize, discuss, and make recommendations to the governor, the general assembly, and natural resource commission regarding issues concerning resources enhancement and protection." The Congress formulates a document which is sent to the state officials.

There is a week to two (2) weeks remaining on the Nations Bridge waterline project. Hanner plans to meet with the contractor later today. At this point, the project is going fine. Hanner advised the cracks are sealed on the Raccoon River Valley Trail (RRVT). Users say it is an improvement. Hanner advised there is a little more work left on the RRVT even though his Department spent a great deal of time working on the RRVT this year. Hanner advised the GCCB needs to focus on other areas in the future. Hanner asked the Supervisors for their observations regarding the bird and deer populations. Hanner stated the pheasant count is down again this year, but quail are on the rebound. The attendees discussed their observations and exchanged anecdotes. Hanner stated he does not think the pheasant population will ever return to the numbers in the late 1980's and early 1990's. Hanner briefly talked about several reasons for the shift in populations. Hanner and the Supervisors also discussed the impact of predators as well as the predator populations.

The Auditor presented the 2017 Family Farm Tax Credit Applications. The Guthrie County Assessor submitted the packet to the Auditor on 6 November 2017 along with a written recommendation to allow/approve all the Applications. Carney inquired if there were any renewal applications. Auditor advised a taxpayer retains the credit from year to year. Motion by Lloyd second by Grasty to approve all the 2017 Family Farm Tax Credit Applications. Motion carried on a vote: Ayes: 5 Nays: 0.

Rutledge advised the Adair/Guthrie County Emergency Management Agency (EMA) accepted the Supervisors' offer to purchase the old truck for \$1,000. The Supervisors directed Brandon Thompson, Guthrie County Custodian, to investigate the stainless steel headers. The Supervisors concurred Wetzel Repair should install the proper headers. Rutledge thinks it will be a good truck for the Custodians. Auditor inquired about the payment. The Supervisors directed Thompson to work with Robert Kempf, the Adair/Guthrie County Emergency Management Coordinator, to submit a claim. Dickson pointed out a used truck, with at least 200,000 miles, probably will cost around \$12,000. Motion by Dickson second by Grasty to have Wetzel Repair purchase a rebuilt engine and install it in the old EMA truck. Motion carried on a vote: Ayes: 5 Nays: 0.

Jotham Arber, Guthrie County Transfer Station Executive Director as well as Brandon Thompson, Custodian, joined the meeting to discuss the Guthrie County Facilities Manager Positon. Dickson referred to the document previously prepared by Arber. He pointed out the job description should include a list of buildings. Rutledge concurred and not only wants to define the building but also the grounds. The Supervisors assume the job will encompass more buildings in the future; however, the Guthrie County Courthouse, Public Health (PH) Building and Transfer Station (TS) is a good starting point. Arber pointed out the TS will include the buildings and grounds as well as the equipment. Arber suggested the Manager may need more assistance in the future since the duties encompass most of the County Buildings. Dickson inquired about any additions or deletions to the job description. Rutledge thinks it is a good start. Carney described it as a work in progress which will need to change and evolve over time. The Manager must communicate with the Supervisors. Rutledge emphasized the need to define the Manager's responsibilities and authority, so other Elected Officials and Department Heads realize the Manager has authority over all the remodeling and new construction. The main goal is to ensure the position has the authority and ability to communicate with any contractor(s). Arber advised he is more than willing to cooperate with the Manager. The Supervisors verified the position does not include the Guthrie County Secondary Roads Department and Guthrie County Conservation buildings. Grasty wants the Supervisors to clarify the definition of "allocating office space". Arber explained the bullet is from the Uniform Building Code, and it ensures offices are arranged properly, so items do not cause safety hazards. Arber advised this is a preliminary list, and it may be crafted into something better. In the event the Supervisors hire him for the position, Thompson stated he will work with Elected Officials and Department Heads to facilitate a smooth transition. Arber advised he needs to add the basic job description items. Carney inquired about a

budget. Dickson pointed out the Manager should have his/her own department and budget. This way the Manager can budget for anticipated projects as well as unexpected items. Arber suggested the current Departments should allocate any building maintenance line items to the new department. Elected Officials and Department Heads will need to work with the Manager to budget for office projects. Thompson pointed out the Manager will need to budget for the daily operational expenses too. Auditor advised she is working on a Capital Asset Procurement Policy. It will establish guidelines for the type of projects which require prior approval by the Supervisors. Dickson inquired about whether or not the Manager will supervise the custodial staff. Auditor advised Ron Allen, Custodial Supervisor, is under the impression the Custodial Department will be separate from the new department. Allen anticipates working with the Manager, but he will not be supervised by the Manager. Dickson wants to post the job description as part of the job notice. Arber advised the Supervisors need to decide if the Custodian or the Manager will setup meeting rooms. Thompson pointed out the duties and responsibilities probably will mix together. Auditor also advised Allen assumes the Supervisors will move the maintenance line items out of the General Services budget. Auditor anticipates the Supervisors will move all the maintenance items from the individual Department budgets and compile said line items in the new department budget. Arber pointed out this will give the manager more authority over the Elected Officials and Department Heads because there will be no money available for new construction and remodeling work in their budgets. Furthermore, it will increase efficiency. Rutledge inquired about the sidewalk and parking lot inspections. Rutledge suggested the new department budget include a line item for building and grounds inspections. Dickson suggested adding the County vehicles to the Manager's list of duties. Auditor vehemently agreed with this proposal. Dickson also inquired about adding the PH vehicles to ensure proper maintenance. Arber had no objection to including those vehicles. The Supervisors clarified the Manager will have no authority over the Guthrie County Sheriff's Office, Secondary Roads Department, and Conservation Department vehicles. The Manager will track the mileage, oversee routine maintenance as well as any repairs and service. Arber pointed out all the Guthrie County Environmental Health Department vehicles are on a maintenance plan. In addition, PH vehicles are maintained every three (3) months because it is difficult to track the miles. Arber advised Wetzel Repair recommended this course of action. Rutledge suggested the Manager develop a tracking system. He also recommended the Manager check with the Guthrie County Assessor about her vehicle. In addition, Rutledge inquired about establishing a policy which gives the Manager authority over contractors and sub-contractors. Finally, he suggested the Supervisors create Special Operating Procedures (SOP's) for all the applicable County buildings. Auditor confirmed the Manager will be governed by the personnel policy adopted by the Supervisors. She also confirmed the policy will specifically set forth which Departments are administrated by it. Arber verified the transfer process. In short, the Supervisors must post the job notice internally for one (1) week. Auditor confirmed the Supervisors do not need to publish the job notice unless they plan to utilize the hiring process. Dickson passed around the proposed job description. Carney inquired about specifying the Manager will work with the Custodians. Dickson stated this is a given, and there is no similar policy for the Custodians. Grasty pointed out the Supervisors need to finalize the job description before posting it. Arber advised he can add the remaining standard items and bring back a final version before the Supervisors adjourn today.

The Supervisors briefly discussed the need for an additional custodian; especially, if Thompson becomes the Facilities Manager. Auditor passed around the Custodians' Leave Report. Rutledge asked Thompson if there is a need for two (2) full-time custodians. Thompson advised there are so many different on-going projects plus other jobs which need completed as well as multiple upgrades. Thompson thinks the Facilities Manager will be most successful if the Manager works with other Departments. Carney verified Thompson will work with Allen and share the new custodial employee. Lloyd pointed out the Facilities Manager will need additional help at the TS. Auditor emphasized the Supervisors need to enable Allen to use his paid time off. Thompson confirmed a part-time employee may not eliminate overtime. Currently, Allen and Thompson accumulate overtime because of winter operations. It is a handful for two (2) people to plow all the areas and keep the parking lots as well as sidewalks free of snow. Caney inquired about snow removal at PH. Thompson advised PH currently has no contractor committed to plowing snow. The Custodians plowed it last year. Thompson assumed snow removal will fall under the grounds keeping duties. Rutledge pointed out if the Supervisors authorize another employee, he wants the full-time staff to limit overtime. Dickson stated he wants the Custodians to look into the Genesis Development program. He pointed out Dallas County contracts with Genesis for custodial services. The Supervisors emphasized the Manager should focus on projects and not plowing snow. Carney verified the TS handles its own snow removal. Carney mentioned a blade for the Custodians' truck. Grasty pointed out a blade is hard on a truck. Rutledge disagreed and stated it is not a problem if the right person drives the truck. He also pointed out it is hard on the lawn mower too. Thompson envisions a plow for the lawn mower as well as the truck, so the staff can clear the sidewalks. Rutledge directed Thompson to research

the matter. He also pointed out there will be a savings if it take less time to do the work. Lloyd suggested the County hire a contractor rather than paying the overtime due to time spent working outside the normal work day. Supervisors briefly discussed Lloyd's suggestion. Thompson pointed out some days the Custodians cleared sidewalks all day. Rutledge also admitted there are a limited number of contractors which plow snow in Guthrie Center. Rutledge acknowledged he is a potential contractor, but he believes it is a conflict of interest. Auditor advised the Supervisors can avoid the conflict as long as it is let for bids. Rutledge is not interested in the work. Thompson previously looked into a plow, and it cost approximately \$4,500 to \$9,000. Thompson thinks it will pay for itself over time. The plow also will allow the Custodians to remove snow at the TS, if the staff is too busy unloading haulers. Thompson will prepare a cost analysis for plowing snow. Carney inquired about the past practices. Thompson stated the Custodians made a point to clean the parking lots if there was more than one inch (1") of snow, so it did not turn into ice. Thompson estimated the Custodians cleared snow more than ten (10) times per winter. They also put salt on the sidewalks and parking lot. In addition, they monitored the situation to ensure the salt broke up the ice. Usually, the Custodians took care of the parking lot and cleaned the sidewalks at the same time. Thompson advised SRD billed the Custodians if they cleared the parking lot. Thompson advised it is hard to maneuver a big loader around the parking lot. Carney asked if the plow will mess with the truck. Thompson and Grasty do not think it will be a problem. Thompson stated the Custodians may remove the plow if they need to use the truck. Thompson will research the matter and report to the Supervisors during a regular meeting in the future.

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Change Notice authorizing a longevity pay increase for Kelley Kirtley. Motion by Gasty second by Lloyd to approve the Payroll Change Notice for Kelley Kirtley authorizing a longevity raise increasing his salary from \$20.00 per hour to \$20.04 per hour effective 22 December 2017. Motion carried on a vote: Ayes: 4 (Carney, Grasty, Lloyd and Rutledge) Nays: 1 (Dickson).

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Change Notice authorizing a longevity pay increase for Kevin Kirtley. Motion by Lloyd second by Gasty to approve the Payroll Change Notice for Kevin Kirtley authorizing a longevity raise increasing his salary from \$20.42 per hour to \$20.46 per hour effective 26 December 2017. Motion carried on a vote: Ayes: 4 (Carney, Grasty, Lloyd and Rutledge) Nays: 1 (Dickson).

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Change Notice authorizing a longevity pay increase for Justin Kress. Motion by Rutledge second by Carmey to approve the Payroll Change Notice for Justin Kress authorizing a longevity raise increasing his salary from \$19.70 per hour to \$19.74 per hour effective 15 December 2017. Motion carried on a vote: Ayes: 4 (Carney, Grasty, Lloyd and Rutledge) Nays: 1 (Dickson).

Supervisors reviewed the Guthrie County Auditor Payroll Change Notice for Danielle Fink (End of Probationary Period). Fink successfully completed the probation period and is an outstanding addition to the Auditor's Office. Motion by Grasty second by Rutledge to approve the Payroll Change Notice for Danielle Fink authorizing a raise to increase her annual salary from \$30,695 to \$31,718, which is sixty-two percent (62%) of the Auditor's salary, effective 4 November 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Grasty second by Lloyd to approve the Minutes from 7 November 2017 and 9 November 2017 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

The Supervisors canvassed the City Elections held on 7 November 2017. Danielle Fink, Deputy Auditor, conducted the canvass. There are three (3) tally books for each precinct – precinct votes, absentee votes and provisional votes. Each Supervisor checked two (2) precincts. Guests from Jamaica arrived during the process, so the Supervisors re-canvased the City Election for Jamaica. The Auditor explained the process and answered their questions.

Supervisors reviewed the Assessor and SRD Payroll Reports for 4 November 2017 – 17 November 2017.

Arber returned at 11:15 a.m. with the revised Facilities Manager Job Description. He passed around the new document. Carney inquired about who will hire, fire and evaluate the Manager. Arber explained the Manager will report to the Supervisors. Arber advised he made all the requested changes. He also pointed out the Manager will work closely with the Custodians. Arber incorporated the standard language regarding education, experience, and training. He also included the physical job requirements set forth by the Americans with Disabilities Act (ADA).

Finally, Arber included the standard disclosures. Dickson stated he does not want to post a salary range until the Supervisors have time to discuss it. The Supervisors agreed to advertise for another custodian after they fill the Facilities Manager position. Grasty stated he wants the Manager to have enough time to formulate a Fiscal Year 2018-2019 budget. Dickson wants the start date to coincide with the beginning of a pay period. Auditor provided the current salaries for Allen (\$41,163.00) and Thompson (\$41,144.00). Supervisors briefly discussed the Manager's salary. Auditor pointed out the Supervisors need to consider the cost of continuing education units (CEU's) as well as professional license fees. Dickson suggested a starting salary of twenty-two dollars (\$22) with a three (3) month probationary period. Carney questioned the need for a probationary period. Rutledge stated the Supervisors need to follow their own recommendation; especially, if the Supervisors want the other Departments to do it. Dickson suggested a salary range of twenty dollars to twenty-three dollars (\$20-\$23) per hour. Grasty suggested setting the salary depending on the Applicant's experience. Carney suggested \$21.50 for six (6) months with an additional one dollar (\$1) after successful completion of the probationary period. Dickson thinks the salary should be in the \$45,000 to \$50,000 range. Grasty concurred based on the amount of responsibility. Rutledge wants to post the salary around twenty-two dollars (\$22) per hour. Rutledge thinks the Supervisors and the Applicant can discuss the salary during the interview. Rutledge and Dickson want to allow room for growth. Supervisors directed the Auditor to add a salary range of twenty dollars to twenty-four dollars (\$20-\$24) per hour to the Job Notice. Dickson inquired about the wage being salary or hourly. He assumed all Department Heads receive a salary. Auditor pointed out the Supervisors can authorize compensation time for the position. Grasty believes it should be hourly if the wage does not exceed a certain amount. Carney suggested the Supervisors ask the Applicant if there is a preference. Auditor explained the Elected Officials are the only personnel not converted to an hourly rate in the payroll software because there is no need to calculate overtime. Lloyd pointed out the Supervisors will either pay the Manager or a contractor to address issues outside normal work hours. Rutledge stated the Supervisors will need to set parameters for overtime. Grasty inquired about scheduling vacations. Rutledge stated the Manager will need to notify the Supervisors and schedule any paid time off. Carney inquired about transferring Thompson's accrued paid time off. Auditor advised it will transfer to the new department. Motion by Dickson second by Lloyd to approve the Facilities Manager Job Description and post the associated Job Notice internally for one (1) week. Motion carried on a vote: Ayes: 5 Nays: 0.

The Supervisors will review any applications for the Facilities Manager position during the regular meeting 28 November 2017. Carney will look into Genesis as a potential contractor. Auditor advised Allen has strong feelings about Genesis. Dickson stated he wants the Supervisors to help Genesis establish itself in the County because other businesses do not want to work with Genesis. Carney advised he will talk to Terry Johnson, Genesis Development Director, after the Heart of Iowa Regional Board Meeting on 20 November 2017.

There being no further business to come before the Board at this time, the Board adjourned at 12:01 p.m. until its regularly scheduled meeting on Thursday, 16 November 2017. Motion by Rutledge second by Lloyd. Motion carried on a vote: Ayes: 5 Nays: 0

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

16 November 2017

The Guthrie County Board of Supervisors met this 16th day of November, 2017, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Tom Rutledge.

The meeting came to order at 9:00 a.m.

Motion by Grasty second by Lloyd to approve the Agenda for 16 November 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Jotham Arber, Guthrie County Transfer Station Executive Director as well as Brandon Thompson, Guthrie County Custodian, joined the meeting to discuss the Transfer Station (TS) action plan. Arber investigated the holiday schedule. He determined the TS only is open the day after Thanksgiving and the day after Christmas. Auditor pointed out the day after Christmas normally may not be an issue because the County usually is closed on Christmas Eve. Arber chalked it up to a little miscommunication. Since these are the only two (2) days, Arber thinks the TS can stay open for regular hours on the day after Thanksgiving. Furthermore, the part-time staff work these days, so it gives them more hours. Arber advised the massive amount of overtime is an issue. He reviewed the TS budgets and concluded the Department always exceeds the salary line items. He also advised staff is never required to use accrued compensation time, so most of the employees have reached the 240 hour cap. This means the staff is paid overtime for any hours worked above and beyond forty (40) hours per week. Arber also observed employees arriving at work between 6:00 a.m. and 7:00 a.m. He needs to determine why these individuals are reporting to work so early. Arber acknowledged it is fine if the staff arrive a little early to set up the equipment and facility for the day. Arber ordered a thumb scanner time clock. He also is having cameras installed at the TS, including a couple in the office. Rutledge agrees this is the best way to manage the TS from offsite. Rutledge also wants Arber to clock in and out, so he can prepare a cost analysis. Arber suggested Thompson use the time clock too. Arber advised he will write a new policy specifying when an employee can clock in each morning as well as when the staff may accrue compensation time and overtime. Arber acknowledged there are limited situations when the staff may clock in early than usual, such as snow removal and administrative obligations. He emphasized the staff routinely should not clock in exceedingly early. Arber wants all the comments and complaints about any issues directed to him. Arber intends to provide a copy of the TS Policies during the next regular meeting on Thursday, 30 November 2017, so the Supervisors may review and approve it. Dickson confirmed there is one (1) full-time employee in the office as well as one (1) full-time and one (1) part-time person outside. Arber advised there also is two (2) part-time employees who can work in the office as well as one (1) part-time truck driver who works three (3) days per week and averages twelve (12) hours per week. Arber advised the time clock will help determine if the part-time person working outside should become a full-time employee or remain as a part-time employee. If he remains as a part-time person, Arber will enforce the cap on his hours. Arber stated he wants to add thirty (30) minutes to the start or end of the day, so the staff has time for a lunch break. He prefers to close the gates at 4:00 p.m., so the employees can complete the closing tasks and still leave at 4:30 p.m. Rutledge inquired about closing for lunch. Arber stated the survey asks what hours of operation work best for the haulers' schedules. Arber is hoping the answers will enable him to reach a consensus among the haulers. Dickson inquired about whether the season will impact the hours. Arber advised there is a place for comments on the survey. Arber and Thompson went to Rueters JCB in Grand Junction, Iowa, yesterday. During the course of their conversations, they received comments about the TS hours of operation being inconsistent. Therefore, Arber suggested the TS maintain consistent hours regardless of the season. This way haulers can plan accordingly. Arber acknowledged there is no reason to be open on Saturdays during the winter; however, the TS should switch to winters hours on the same weekend each year. This should avoid any problems. Arber passed around the Plan of Operations for the TS. Rutledge inquired about whether or not the TS uses social media to post information and updates. Arber replied "No", but he is working to revamp the existing websites for PH and the Guthrie County Environmental Health (EH) Department plus develop social media pages for each Department. He can include the TS. Arber emphasized the Supervisors should refer any calls concerning the TS to (641) 747-3972. Arber advised there is a current Plan of Operations from May 2006. He is working to update this plan. He could not find the Emergency Response and Remedial Action Plan (ERRAP), so he will draft a new one. He wants to make the plans more specific to TS operations. Arber gave the 2006 Plan of Operations to Joyce Miller, Transfer Station Administrator, and directed her to makes sure the staff is complying with it. Arber advised he will include safety policies in the new version of the Plan. Carney pointed out the Iowa Department of Natural Resources (IDNR) probably update its regulations since 2006. Arber emphasized there is a need to follow the current Plan for liability reasons. In short, it is better to follow an old plan rather than an unapproved new plan because it is the same as having no plan. Arber passed around the JCB catalogue. Rueters had suggestions about the skid loader and telehandlers. Arber thinks it will be better to lease this equipment rather than buy it. Currently, it depreciates on a five (5) year scale. The TS can lease these vehicles for \$8,000 per year. The TS will need to buy any attachments. Rueters recommends the TS should replace the equipment every five (5) years. Arber suggested the TS keep the old telehandler as a backup. It will cost the TS between \$16,000 to \$22,000 to lease the skid loader and telehandler with a service pack. Rueters will service the equipment onsite.

Arber wants to try leasing the equipment for five (5) years, and then evaluate the arrangement. In Arber's opinion, there is more than enough money in the restricted fund to lease the equipment. Thompson advised the skid loader has a thirteen feet (13') reach while the telehandler can reach twenty-seven feet (27'). In his opinion, the skid loader has a tremendous amount of power. For example, he picked up the rear end of a tractor. It has seventy-four horse power (74 HP) and a torque rise of fifteen percent (15%). The lift capacity is 4,600 pounds with no ballast. Thompson acknowledged the lift capacity is cut in half by fully extending the arm. Arber advised they did look at models with tracks. The Supervisors concurred the old telehandler had special rubber tires, and the TS already owned attachments. Arber advised the build quality and lift capacity is the same for the "Agri" and "Construction" style telehandler. The difference is visibility. A new telehandler will cost between \$150,000 and \$180,000 and a new skid loader will cost approximately \$75,000. This is the government prices. Thompson believes the equipment will have better coverage with the lease because Rueters will maintain it. Arber pointed out it is better to lease the tractors than buy; especially considering the depreciation. In addition, a lease will avoid the need to amend the TS' Fiscal Year (FY) 2017-2018 Budget. Arber will get a quote for purchasing as well as leasing the equipment. Supervisors insisted Thompson check the serial number on the current telehandler because the Supervisors are convinced Patterson bought it around 2011. Rutledge verified Arber plans to lease the new equipment at a fixed cost and keep the current telehandler. He also confirmed the current telehandler has no trade-in value, so the only other option is to sell it. Arber suggested using the current telehandler for the recyclables. Carney cautioned against just parking it and not using it because it will deteriorate over time. Arber agreed to research the current telehandler's present value. Rutledge expressed concerns about having one (1) operator and three (3) machines. Arber clarified there are two (2) operators at least half (½) of the day. Grasty also wants him to look at the total hours on it. The Supervisors concurred a Backup will enable the operators to avoid exceeding the maximum number of hours on the new telehandler. Rutledge reiterated his confidence there are plenty of hours in the lease. Supervisors confirmed it will cost between \$5,000 and \$9,000 per year to lease the equipment. Arber advised JCB has a plant in South Carolina now, so parts are more available and can be shipped overnight to Rueters. Arber plans to talk with the plant about availability of the parts. Lloyd pointed out the TS has more leverage through a lease. Arber stated they also looked at Kubota, John Deere, and Caterpillar (CAT). Arber advised there will be "No Smoking" signs on all the vehicles and buildings. Operators will sign an agreement assuming responsibility for the cost of any damage due to negligence, such as smoking. Auditor pointed out Ann Smisek with Ahlers & Cooney, P.C. advised it is acceptable to smoke in a personal vehicle on County property, and the new Personnel Policy will reflect this. Lloyd called Richard Stone, Operator, to verify the telehandler's age. Stone stated it was built in 2011 and has approximately 10,600 hours. If it is a 2011, Arber may sell it and use the funds to rehabilitate the Blue Building. Rutledge pointed out this is a great way to trade assets for assets. Arber added it is an alternative to amending the budget. Thompson spoke with Danielle Fink, Deputy Auditor, and determined Patterson purchased the current telehandler in June 2011 according to the FY 2017 Capital Assets Spreadsheet. In fact, Patterson traded a 1997 telehandler for \$25,000 and purchased the current telehandler for \$60,000. The total purchase was \$85,000. Arber advised he may be able to sell the current telehandler for a decent amount which he can use to rehabilitate the Blue Building.

Joshua Sebern, Guthrie County Engineer, joined the meeting to discuss staffing. Sebern recapped the previous discussion during the regular meeting on 31 October 2017. At that time, he asked for three (3) new employees. He is back to revisit the staffing issue because he has several good applicants. Originally, he requested two (2) patrol/grader operators because there will be several operators utilizing paid leave over a long term. In addition, Eric Whitver, with the Integrated Roadside Vegetative Management (IRVM) Department, will retire effective 17 November 2017. The Supervisors opted to approve just two (2) new employees with the caveat Sebern could propose a third (3<sup>rd</sup>) new hire, if there are good applicants. Sebern acknowledged the third (3<sup>rd</sup>) person will mean the Secondary Roads Department (SRD) will be plus two (2) on paper; however, the actual man power will be even on the ground. Sebern wants to fill the IRVM opening now, but he actually will not select a person to fill the position until this spring. In the meantime, the third (3<sup>rd</sup>) new position will be a laborer. Lloyd verified Tyler Dentlinger will operate a grader near Coon Rapids because he lives in the area. Sebern advised he is interviewing an applicant this afternoon as well as another applicant on Monday, 20 November 2017. One (1) of the applicants has construction experience as well as an accounting degree. The other applicant has a long history of municipal street experience plus he plowed snow. Dickson confirmed Sebern has not extended any offers. Sebern advised the job posting ends on 20 November 2017, but he started the interview process, so he can keep moving forward. The starting wage is twenty dollars (\$20) with a one dollar (\$1) reduction during the probationary period. Luann Waldo, Editor of The News Gazette, advised Greene County's starting wage is \$20.31. Rutledge verified there are people of various backgrounds applying for the jobs.

Sebern emphasized it is difficult to find an applicant with dirt experience, and it is hard to teach this skill because it is mostly sight and feel. Sebern pointed out Michal Kenyon has a Sprayer's license, so there are two (2) laborers with it. Sebern commented on how very surprised he is with the quality of applicants compared to the past. He will wait until the spring to fill the IRVM opening because he is working through some issues with the Union. Sebern will assign a laborer to assist Steve Stringham, IRVM Supervisor. Currently, Stringham is cutting brush pursuant to citizen complaints. Lloyd verified Dentlinger will begin training on Monday, 20 November 2017. Lloyd expressed concerns about the possibility of a short training period before the first snow. Sebern reviewed the job posting requirements. He must post the job internally for five (5) days, and then he needs to publically post it for ten (10) days to comply with the Veterans' Notice. Carney advised he supports Sebern's request to hire another employee. Grasty concurred Sebern must do what SRD needs to get by; however, he does not want a surplus of staff down the road. Sebern stated he cannot guarantee there will not be a surplus in the future, but he definitely can put the entire staff to work on various projects. Lloyd pointed out eventually there will not be any extras due to attrition. Sebern advised the new staff can drive trucks and haul dirt. Right now, he needs them to plow snow. Grasty acquiesced as long as Sebern believes there will be retirements in the next few years. Sebern briefly explained the process to train a grader operator. Lloyd pointed out it is better to plan ahead rather than react to reductions in staff. Rutledge asked if Sebern ever re-evaluated the labor force numbers after he took over SRD. Sebern advised other counties have excavators, graders and trucks in the satellite maintenance sheds. He confirmed SRD's man power is similar to other counties. Rutledge pointed out he also increased the base number of staff by two (2) when SRD took over IRVM. Rutledge confirmed Sebern actually based his man power figures on past practice since he never re-evaluated it. Sebern assured the Supervisors he will get value out of the new employees. Furthermore, he cannot gamble with winter operations. The Supervisors reached a consensus and directed Sebern to hire another laborer. Carney confirmed SRD's current budget will cover the cost.

Sebern presented the Guthrie County Secondary Roads Department New Employee Payroll Notice establishing the wage for Tyler Dentlinger. Sebern hired Dentlinger at the base rate for an Equipment Operator. Dentlinger will receive \$1.00 less until the conclusion of the six (6) month probation period. Motion by Rutledge second by Grasty to approve the New Employee Payroll Notice for Tyler Dentlinger authorizing a starting wage of \$19.00 per hour effective 20 November 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

At this time, Sebern provided an SRD update. Gus Construction Company is wrapping up the two (2) box culvert projects. SRD rocked the project on Maple Ave south of F63 this morning. Gus still needs to backfill Baker 182. Gus stated it will be done with all the dirt work by the end of next week. Afterwards, SRD will shape up and rock the area. Sebern plans to attend the Hungry Canyons meeting tomorrow. Guthrie County submitted three to four (3-4) projects along the same creek system. There is a low water crossing and weirs. Dickson verified Hungry Canyons still has funding available. Sebern advised the money comes from the State of Iowa, but originally, it was earmarked for federal projects. Carney inquired about SRD's plans along White Pole Road between the Adair/Casey School and Highway 25. He pointed out there is a great deal of brush and wild life in this stretch of road. Sebern explained the County's right-of-way abuts the railroad right-of-way, but SRD must keep all its equipment at least twenty-five feet (25') away from the rail line. Sebern said SRD plans to start at Stuart and move west. Sebern also advised there is a complaint about the site distance near Diamondhead and White Pole Road. Sebern notified the Supervisors about a citizen request to replace a bridge on a dirt road. Auditor advised Brian Richter is on the regular meeting Agenda for 28 November 2017 to request the Supervisors replace the closed bridge on 295<sup>th</sup> Street. Sebern advised SRD removed the bridge in 2009. Previously, it was a six (6) ton bridge for the last fourteen (14) years, so only limited vehicles could use it. Sebern advised it was not fit for a low water crossing, and the river is at severe angle to road, so SRD opted to close it. In fact, it was closed before Sebern became the Guthrie County Engineer. Sebern advised Richter made several request about upgrading or closing the road because teenagers tended to gather on the road. Sebern suggested Richter contact the Guthrie County Sheriff's Office to address this problem. Richter advised the Auditor he must drive around the section to access part of his property. Currently, SRD is working on designs and preparing patch plans. Sebern advised SRD began development of the Monteith project. Dickson verified SRD will bid it this spring. Sebern confirmed the projects are on schedule for letting in March 2018 through the Iowa Department of Transportation (IDOT). The west three (3) miles of asphalt require a total reconstruction, so SRD must jump through hoops since this does not meet current standards. SRD cannot patch and overlay this area, so it must dig down and reconstruct the base. Carney verified it will be a complete reconstruction. Lloyd pointed out there is not much shoulder along this stretch of road. Sebern advised SRD must get the design exceptions approved by IDOT. Grasty verified Sebern meant three (3) miles west from the cemetery. Sebern considered dividing the project into two (2)

parts and doing the concrete now; however, he thinks SRD needs to do the whole project at the same time. Sebern advised he is part of the committee reviewing the cold-in place paving issue. This is the method used on P18 (Bagley Blacktop). This process has a good track record all throughout the State but only in certain applications. There must be a very good base. When the IDOT puts down seven inches (7") of asphalt over concrete, it works fine. Paver Contractors argue they cannot pave over asphalt because it does not meet the density requirements. Sebern thinks the paving industry needs to sort out these issues. Waldo commented the road feels more stable now. Sebern thinks the road will be fine. Dickson inquired about the committee's membership. Sebern stated there are asphalt contractors, cold-in place contractors, IDOT, and the Asphalt Pavers Association, among others. There is even a Doctorate of Philosophy (PHD) candidate from Iowa State University who studied the problem. The cold-in place representatives think the process is used for incorrect applications. Sebern is frustrated with the entire network, so he will do his own engineering in the future. At this point, SRD will take soil samples from the west part of F51 (Monteith Road) and determine the moisture level. Dickson inquired about the surface coating IDOT applied to "Dead Man's Curve". Sebern explained it is a high friction coating, so tires grip and vehicles do not slide off the road or lose control as easily. Sebern advised he got a quote to slurry the ruts on White Pole Road from county line to county line. It will cost \$3,000 to level the ruts. Grasty inquired about the life expectancy. Sebern stated it depends on the traffic, but he expects it to last for years. He assured the Supervisors it will be functional. The slurry is comprised of fine chips and asphalt in a flowable mortar. The water evaporates and sets it. The slurry is an emulsion of oil and water. The road will be open to traffic shortly afterwards because it cures fast. The slurry also is partially self-leveling. Carney asked if the State addressed its share of Highway 25, but Sebern is unsure of this. Sebern is awaiting the final draft of the Personnel Policy from Smisek. He will forward it to the Personnel Policy Committee and request any final comments. Once the Committee approves it, Sebern will present it to the Supervisors. The poles are up and the shell installed on the new IRVM Building. Sebern will meet with Guthrie County REC as well as an electrical contractor. REC will bore the underground powerline. Sebern advised SRD has a very good relationship with REC.

Supervisors reviewed the main Payroll Report for 4 November 2017 – 17 November 2017.

There being no further business to come before the Board at this time, the Board adjourned at 10:50 a.m. until its regularly scheduled meeting on Tuesday, 21 November 2017. Motion by Rutledge second by Grasty. Motion carried on a vote: Ayes: 5 Nays: 0

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

21 November 2017

The Guthrie County Board of Supervisors met this 21<sup>st</sup> day of November, 2017, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Tom Rutledge. The Auditor was absent from the meeting.

The meeting came to order at 9:00 a.m.

Motion by Grasty second by Dickson to approve the Agenda for 21 November 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

The Supervisors reviewed the Guthrie County Fiscal Year 2016-2017 Annual Financial Report (AFR). Dickson and Rutledge inquired about the negative balances on the AFR. Rutledge asked to see the report from the previous year. After reviewing the Fiscal Year (FY) 2015-2016 Report, Rutledge advised the balances were incorrect on the AFR. Dickson and Grasty stated they will not approve the AFR and publish it with the negative balances. Motion by

Rutledge second by Grasty to table approval of the FY 2016-2017 Annual Financial Report until the Auditor reviews it. Motion carried on a vote: Ayes: 5 Nays: 0.

Danielle Fink, Deputy Auditor, joined the meeting to discuss the recounts requested in the Cities of Jamaica and Guthrie Center City Elections. Dickson inquired about the costs. Fink advised the races were very small, so there were only nominal costs associated with the recounts. Fink advised the Jamaica recount is scheduled for 9:00 a.m. on Wednesday, 22 November 2017, and the recount of the Guthrie Center four (4) year term City Council race is scheduled for 1:00 p.m. on Wednesday, 22 November 2017. The date and time for the recount of the Guthrie Center two (2) year term City Council race will be determined in the near future. Motion by Grasty second by Lloyd to authorize the Cities of Jamaica and Guthrie Center City Election recounts and direct the Guthrie County Auditor to conduct the recounts for the City of Jamaica on Wednesday, 22 November 2017 at 9:00 a.m.; the City of Guthrie Center four (4) year term City Council race on Wednesday, 22 November 2017 at 1:00 p.m.; and the City of Guthrie Center two (2) year term City Council race on a date and time to be determined in the near future. Motion carried on a vote: Ayes: 5 Nays: 0.

Carney proposed the Supervisors table approval of the Guthrie County General Obligation Bond (Wind Farm Tax Increment Financing) Principal and Interest Payment until he can verify the fund balance. Rutledge proposed calling Barry Monaghan. Dickson suggested the Supervisors approve just the interest payment or make a total payment of \$100,000. Motion by Rutledge second by Grasty to table approval of the Guthrie County General Obligation Bond (Wind Farm Tax Increment Financing) Principal and Interest Payment until Carney verifies the fund balance. Motion carried on a vote: Ayes: 5 Nays: 0.

Joshua Sebern, Guthrie County Engineer, joined the meeting and stated he will request a funds transfer to finish several projects. Sebern advised the Secondary Roads Department (SRD) applied for and received four (4) grants from the Hungry Canyons Alliance totaling \$264,000. The County's share of the weir project west of Guthrie Center only will be \$66,000 now. The project will commence with the survey of Lone Grove Creek to determine placement of the weirs to stabilize the creek bed. SRD also must replace one (1) bridge in the area.

Motion by Lloyd second by Grasty to open the Public Hearing for Fiscal Year (FY) 2017-2018 Guthrie County Budget Amendment at 10:00 a.m. Motion carried on a vote: Ayes: 5 Nays: 0. No members of the public attended the hearing. Supervisors reviewed the Amendment. The primary expenditures are the Guthrie County Recorder's new software project and the Guthrie County Attorney's additional employee. The Auditor also corrected several mistakes discovered after the Supervisors approved the FY 2018 Budget. For an explanation of the amendments pertaining to the Guthrie County Public Health, Environmental Health and Transfer Station budget amendments, please refer to the presentation by Jotham Arber, Guthrie County Public Health Director and interim Guthrie County Environmental Health Director as well as Guthrie County Transfer Station Executive Director, during the regular meeting on 7 November 2017. The amended Revenues are \$365,543 while the amended Expenses are \$385,375 for a negative difference of \$19,832. Motion by Grasty second by Rutledge to close the Public Hearing for Fiscal Year (FY) 2017-2018 Guthrie County Budget Amendment at 10:15 a.m. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Grasty second by Dickson to approve the Fiscal Year 2017-2018 Guthrie County Budget Amendment. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Grasty second by Lloyd to approve Resolution 18-11: Adoption of Fiscal Year 2017-2018 Guthrie County Budget Amendment. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Rutledge) Nays: 0.

Supervisors reviewed Resolution 18-12: Appropriations Resolution for Fiscal Year 2017-2018 Guthrie County Budget Amendment. The Resolution included an unnamed department with \$54,000 assigned to it. Motion by Rutledge second by Grasty to table Resolution 18-12: Appropriations Resolution for Fiscal Year 2017-2018 Guthrie County Budget Amendment until the Auditor reviews it. Motion carried on a vote: Ayes: 5 Nays: 0.

Deputy Auditor provided a copy of the Supervisors' letter dated 12 September 2017 guaranteeing the Region XII Council of Governments Housing Trust Fund Pledge of \$5,000 for the FY 2018 Housing Trust Fund Grant. Motion by

Grasty second by Rutledge to approve the Region XII FY 2018 Housing Trust Fund Grant payment in the amount of \$5,000. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Dickson second by Grasty to approve the Minutes from 14 November 2017 and 16 November 2017 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0. Dickson commented he wants to discuss the composition of future minutes at the regular meeting on 28 November 2017.

Motion by Lloyd second by Rutledge to approve the Claims from 4 November 2017 – 17 November 2017 in the amount of \$541,738.45. Motion carried on a vote: Ayes: 5 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 11:40 a.m. until its regularly scheduled meeting on Tuesday, 28 November 2017. Motion by Rutledge second by Lloyd. Motion carried on a vote: Ayes: 5 Nays: 0

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

28 November 2017

The Guthrie County Board of Supervisors met this 28<sup>th</sup> day of November, 2017, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Tom Rutledge.

The meeting came to order at 9:00 a.m.

Motion by Grasty second by Lloyd to approve the Agenda for 28 November 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Brian Richter did not appear at his scheduled time. Carney called Richter and reported Richter will not be attending the meeting due to another appointment. Richter will contact the Auditor if he decides to reschedule the meeting.

Joshua Sebern, Guthrie County Engineer, was present for the discussion with Richter. Sebern advised he will schedule the Personnel Policy presentation for the regular meeting on Tuesday, 5 December 2017. Ann Smisek with Ahlers & Cooney, P.C. will be present to answer any questions. Sebern stated he is not finished with the hiring process. He needs to wait for the posting to close on 1 December 2017. Sebern reported the wings are on the road graders, so the equipment is ready to plow snow. Sebern advised Thanksgiving denotes the time to transition the road graders to winter operations. It is a multi-day process, and the operators work in pairs to attach the wings. All the wings are stored at the Main Shop and get attached with the overhead crane. Sebern explained the process.

David Garland, Guthrie Center Communications, did not attend the meeting due to a scheduling conflict. Auditor will reschedule him for the regular meeting on Tuesday, 5 December 2017.

Sheriff Marty Arganbright joined the meeting to provide the Guthrie County Sheriff's Office update. There are seven (7) inmates in jail. Sheriff passed around the October jail Report. There has been a big change in the last ten (10) years. In the past, there were times when the jail was empty. Unfortunately, this is no longer the case due to drugs and mental health problems. There also is an increase in thefts and burglaries. Sheriff briefed the Supervisors regarding the arrest at the gas station in Casey, Iowa. The suspect was out of control and a Good Samaritan assisted Deputy Kent Gries to restrain him. There are six (6) pending charges. Rutledge asked about the body camera detaching itself from Deputy Gries' uniform. Sheriff explained it is not unusual for the camera to come unclipped during a struggle. It just

clips to the uniform. Sheriff also passed around the Activities and Hours Logs for the City of Guthrie Center. Carney inquired about the vehicles. Sheriff stated the deer are active, and there have been several near misses. The grill guards help minimize any damage. Chief Deputy Jeremy Bennett had to replace the windshield in his vehicle, but the new windshield started leaking, so the company installed another one. Sheriff advised his office is busy with inmates and keeping the peace. Carney inquired if the call volume increases before or after the holidays. Sheriff stated only bad weather slows down the calls. Grasty pointed out he observes the same names on the lists. There are multiple people in custody for probation violations. Sheriff talked about an inmate walking away from a rehabilitation center and turning himself into jail. The Guthrie County Hospital will begin preparing meals on 12 December 2017. Sheriff is unsure of the cost, but he hopes it will be lower. Rutledge pointed out the Sheriff has no choice. The inmates will receive one (1) sack lunch per day. Sheriff advised Country View Estates will continue to deliver the meals seven (7) days a week as well as do the laundry twice per week. The inmates change the linens (uniforms and sheets) twice per week. Grasty asked about serving civil papers. Sheriff advised the Deputies check the draw each shift and serve any papers in it. Each Deputy takes a turn serving papers. The Deputy also does routine patrol and responds to calls. Rutledge pointed out it may take several attempts to serve a person. Sheriff advised the person is charged for each attempt. Sheriff recounted the typical activities in a normal shift. He went through a Duty Report submitted for last night. Carney inquired about the bank robber. Sheriff advised the Defendant declined the plea offer, so Guthrie County returned him to Dallas County. Sheriff advised the drug epidemic is worse, and it is the reason behind the full jail. Sheriff briefly talked about River Ruckus. He stated the Guthrie Center Police Department never assisted with Ruckus. The Deputies only utilized the Officers for emergencies. The Deputies always handled events at the Guthrie County Fairgrounds. Sheriff wants Ruckus to reimburse the Sheriff's Office for costs since Ruckus pays the Iowa State Patrol (ISP). Sheriff no longer has the Reserves work during Ruckus since the Reserves also do not receive any compensation. Sheriff pointed out the Deputies still must maintain a presence in the area even though Ruckus does not pay for the service. According to Grant Sheeder, Ruckus does not need to compensate the Sheriff's Office because it is their job. Ruckus also pays a private security company. Sheriff no longer mandates the Deputies must work during Ruckus; however, there must be a Deputy available to assist with the jail and maintain a presence around Guthrie Center, Iowa. Sheriff pointed out people begin arriving early in the week and stay through the weekend. He acknowledged it is a smoother event with less incidents now. Sheeder tries to do a good job. The sheer number of people increases the call volume. Sheriff advised the Guthrie County Fair is pretty much under control. He does not post any Deputies at the Fair since it goes so well these days. He attributes it to an increased presence in the past. Dickson expressed concerns about the Fairgrounds being located within the Guthrie Center city limits, but the City does not take responsibility for it. Dickson also mentioned the Law Enforcement 28E Agreement enables the Sheriff to request compensations for special events. Sheriff pointed out the 28E is a great contract, and it provides two (2) extra Deputies. Furthermore, he budgets an additional \$7,000 under the contract for special events. He takes into account the fact Ruckus pays ISP and a private security company; however, he still charges Guthrie Center for some of the additional cost. Sheriff advised all but two (2) of the Cities in Guthrie County partially compensate the Sheriff's Office for its services. The 28E will expire in 2019, so Sheriff anticipates he will need to renegotiate in 2018. Auditor concurs with the Sheriff's opinion of the 28E. It is a wonderful agreement. In fact, it has the best terms she ever seen in this type of agreement. Furthermore, other Sheriffs' are surprised and impressed with the terms of the 28E. Sheriff stated he does not observe much activity at the old County home.

The Supervisors reviewed the Guthrie County Fiscal Year 2016-2017 Annual Financial Report (AFR). Auditor stated she did not enter the beginning fund balances, so the report showed negative ending balances when the Supervisors reviewed it last week. The AFR will be published in the official newspapers on Thursday, 30 November 2017.

Motion by Dickson second by Rutledge to approve the FY 2016-2017 Annual Financial Report. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor summarized the Annual Urban Renewal Report, Fiscal Year 2016-2017. At this time, she is unsure why the old Urban Renewals (UR) still appear on the report. She will research the process to remove these UR's. The Auditor passed around the report. The Tax Increment Finance (TIF) Special Revenue Fund Cash Balance as of 1 July 2016 was \$7,913. There were \$287,178 in revenues and \$41,550 in property tax replacement claims for a total revenue of \$328,728. The total non-rebate expenditures were \$331,281. Therefore, the TIF Special Revenue Fund Cash Balance as of 30 June 2017 is \$5,360. The outstanding TIF debt is \$7,232,964. The Year-End Outstanding TIF Obligations, Net of TIF Special Revenue Fund Balance is \$6,896,323. Motion by Grasty second by Rutledge to approve the Annual Urban Renewal Report, Fiscal Year 2016-2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor presented the letter from Chris Carlson, Credit Analyst at the Guthrie County State Bank, regarding the principal and interest payment due on 1 December 2017 for the Guthrie County Urban Renewal Bond as well as the November 2017 report provided by the Guthrie County Treasurer. Said bond secures the Wind Farm TIF Funds. The ending balance in the Wind Farm Urban Renewal Fund is \$241,685.43. Carney admitted he forgot to account for the Business Property Tax Replacement Claim last week because he did not realize the Treasurer already received it. Auditor advised the Supervisors will need to amend the Fiscal Year 2017-2018 Budget to make another large principal and interest payment on 1 June 2017. Motion by Carney second by Grasty to authorize the Auditor to make a principal payment in the amount of \$142,000 and an interest payment in the amount of \$98,779.32 to the Guthrie County State Bank for the Guthrie County Urban Renewal Bond on or before 1 December 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed Resolution 18-12: Appropriations Resolution for Fiscal Year 2017-2018 Guthrie County Budget Amendment. This Resolution hereby amends the Fiscal Year 2017-2018 Budget appropriations as set forth in the attached schedule. The Auditor provided a name for the new department which was missing last week (Environmental Health – Pass Through). Motion by Dickson second by Lloyd to approve Resolution 18-12: Appropriations Resolution for Fiscal Year 2017-2018 Guthrie County Budget Amendment. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Rutledge) Nays: 0.

Supervisors opened the Application submitted by Brandon Thompson for the Facilities Manager position. The Supervisors briefly discussed whether or not to interview Thompson. The Auditor briefed the Supervisors about open meetings rules. In particular, the Supervisors may go into closed session if the Supervisors anticipate discussing his job performance and Thompson requests it. She also advised Thompson wants to speak with the Supervisors before they extend an offer. The Supervisors directed the Auditor to schedule an interview with Thompson for the regular meeting on Tuesday, 5 December 2017. Auditor advised the next available pay period will start on 11 December 2017.

Dickson addressed his concerns about the Guthrie County Board of Supervisors' Minutes. He only wants action items published in the official Minutes. The published version should adhere to the minimum Iowa Code requirements. The Auditor can post the discussions on the Guthrie County website. In Dickson's opinion, it costs too much to publish the minutes in the current format. He pointed out the Iowa Code only requires the publication of action items. Auditor advised she is unsure of the legal impact if there are two (2) versions of the Minutes. She also pointed out the published version is the official account of the Minutes. Rutledge suggested the Auditor continue to prepare the Minutes as usual, and the Supervisors can decide what to include in the published version. Auditor reiterated she is unsure if the information in the discussion section is even applicable if it is not part of the official Minutes. Dickson will discuss the matter with the Guthrie County Attorney. Carney suggested the Auditor prepare a cost comparison.

Sebern presented the Guthrie County Secondary Roads Department New Employee Payroll Notice establishing the wage for Derek Betts. Betts is a new grader operator, and he will replace an existing grader operator taking paid leave. More likely than not, he will work in Bear Grove Township. Sebern hired Betts at the base rate for an Equipment Operator. Betts will receive \$1.00 less until the conclusion of the six (6) month probation period. Motion by Rutledge second by Lloyd to approve the New Employee Payroll Notice for Derek Betts authorizing a starting wage of \$19.00 per hour effective 27 November 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Rutledge second by Grasty to approve the Minutes from 21 November 2017 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed the Payroll Reports for 18 November 2017 – 1 December 2017.

There being no further business to come before the Board at this time, the Board adjourned at 11:00 a.m. until its regularly scheduled meeting on Thursday, 30 November 2017. Motion by Rutledge second by Lloyd. Motion carried on a vote: Ayes: 5 Nays: 0

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

30 November 2017

The Guthrie County Board of Supervisors met this 30<sup>th</sup> day of November, 2017, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty and Tom Rutledge. Jack Lloyd was absent from the meeting. The Auditor also was absent from the meeting due to attending a conference in Des Moines.

The meeting came to order at 9:00 a.m.

Motion by Grasty second by Rutledge to approve the Agenda for 30 November 2017. Motion carried on a vote: Ayes: 4 Nays: 0.

Jotham Arber, Guthrie County Transfer Station (TS) Executive Director, joined the meeting to discuss the Transfer Station (TS) action plan. Arber hoped this would be the last meeting, and he intended to present the five (5) year plan (Plan). Rueters JCB in Grand Junction, Iowa has not provided a quote yet. The request was forwarded to the government leasing program for verification before Rueters will prepare the leases. Arber opted to wait with the Plan until he executes the leases. TS mailed letters to all the haulers and received a couple of responses. Arber thinks 7:30 a.m. will be a good start time. This will coincide with the Carroll County Landfill which is open from 7:30 a.m. to 4:00 p.m. Arber is working with Joyce Miller, TS Administrator, to prepare schedules for the month. Currently, employees are accumulating a great deal of overtime, and Arber does not understand the reason for it. After doing some research, Arber concluded the employees have accrued the maximum amount of compensation time, so any time over forty (40) hours per week is overtime (time and a half rate). Grasty commented the part-time employee had approximately sixty-two (62) hours for the last pay period. Arber spoke with Miller about this. Apparently, the employee had thirty-four (34) hours for a week and approximately twenty-two (22) hours for the other week. Arber is trying to help Miller understand the employee cannot exceed the maximum number of hours each week. They will meet over the next couple of weeks to iron out these issues. Arber believes the scheduling of one (1) part-time and one (1) full-time employee will alleviate the overtime issues. In his opinion, the underlying problem can be resolved with a schedule. Arber wants to stagger start times, so one (1) employee starts at 7:00 a.m. and leaves at 3:00 p.m. while the other employee starts at 8:00 a.m. and leaves at 4:00 p.m. This way multiple employees will not be arriving early to prepare for the day. Grasty pointed out this will allow the employees to stagger lunch hours too. Arber also wants to do the same thing with the office. He spent time at the TS last Friday, 24 November 2017 and spoke with Rita King about working during the week. Arber plans to have King work Monday and Wednesday from 12:00 p.m. to 4:00 p.m., so Miller can take lunch and/or leave a little earlier these days. King also will work on Saturdays. The set schedules should eliminate the accusations about employees "stealing" shifts. Any hours above and beyond the schedule will be at the discretion of Arber. Rutledge verified Arber will approve the schedule. Arber hopes this will work well, but acknowledges it may take a little time. Arber advised the staff is making good progress; however, they must focus on retraining. In addition, the staff is wearing the safety gear. A contractor passed on this observation. Arber truly appreciates the staff's willingness to work with him. Carney inquired about reducing the accrued compensation time. Arber is seeking advice from Ahlers & Cooney, P.C. regarding this issue. In particular, he wants to know if he can require the staff to use compensation time before other paid leave until it is reduced to a manageable level. If so, he will institute this policy. Grasty recalls Ann Smisek, Ahlers & Cooney, P.C., advising this is an acceptable policy. Arber does not disagree, but he wants a written verification. Arber does not manage compensation

time at the Guthrie County Public Health (PH) Department, so he wants to verify the legalities of it. Arber clarified he does not want an employee to lose any vacation time. Arber advised the other option is to pay out some of the accrued compensation time to reduce it. He pointed out compensation time can be a blessing and a curse; especially, when an employee quits or retirees and receives a lump sum payment. In a perfect world, Arber would pay out all of it and then work the schedules to manage it more effectively. Arber works at the TS a couple of days per week as well as some Saturdays to learn the process. Arber discovered Stephen Patterson built the original computer system into the scale bid; however, it was omitted from the final bid according to the company. The computer system which can tally, track and log data costs \$7,000. It also can print receipts with the bills. The Supervisors briefly discussed why the computer was not part of the final bid and determined it probably helped reduce the overall cost. The punch system which stamps weights on the cards was part of the bid. Arber acknowledge the file contains two (2) different bids. In his opinion, the computer component is a necessary part of the scale, and he plans to incorporate it in the Fiscal Year 2018-2019 Budget. Jo Rasmussen, Guthrie County Public Health Finance Coordinator, is creating a new Excel spreadsheet system for the office. The staff will input the numbers each day, and the spreadsheet will auto-calculate the amounts. This will allow the staff to submit a daily report, and Arber can review it. He acknowledges the office is a hectic place and believes the spreadsheet and/or computer will address the daily rounding errors. Arber plans to implement this system in January 2018. He also advised PH is providing a new fax and scanner. Furthermore, the line is dug, and the cameras will be installed on 4 December 2017. Arber demonstrated the new time clock system he intends to implement for PH, TS and the Guthrie County Environmental Health (EH) Department. It has a finger print access as well as a personal identification number ("PIN"). This model allows Arber to track employees by groups to help monitor costs. The clock will be connected to the internet. It also has a live login program which allows Arber to monitor employees in real time through his computer. Carney verified employees will clock in and out for lunch. At Grasty's request, Arber confirmed the device cost \$150 plus a monthly fee of \$19.99 based on the number of employees (24). Arber advised employees also can login via cellphones and/or computers. The Supervisors approve of the fingerprint feature. The fingerprint will be assigned to a code. Arber plans to install the time clock in January 2018. The system only allows the employee to punch in and out during a certain window of time. It also flags the time card if an employee forgets to clock in or out. The Nurses even can make notes in the system via a cellphone or computer to track visits. The data can be exported into a spreadsheet, and eventually, Arber wants to directly import the information into the payroll system. He hopes it will make the inputting of payroll more efficient. Arber plans to implement the system for the TS and EH first, and then include PH in February or March 2018 after confirming it will mesh with the Electronic Health Records (EHR) system. Arber advised the remaining safety equipment should arrive on Friday, 1 December 2017. Carney inquired about the coats. Arber explained the high visibility coats are waterproof; however, an employee can wear a regular coat as long as the employee wears a high visibility vest over it. Grasty confirmed the time clock system will help track PH's costs. Arber believes he currently is tracking costs pretty well with the EHR. Unfortunately, EHR does not track the in and out times. Arber provided an example of how EHR tracks patient contacts and costs. Arber pointed out the Departments will maintain paper backups in case of emergencies. Arber is working to establish better communication with Miller. He acknowledges it will take time. In particular, Arber needs her to call him first. He reached out to most of the contractors and haulers about communicating with Arber to keep him in the loop. Carney inquired about the door repairs. Arber and Rutledge do not think a facilities manager could fix it because it is a specialized door; however, the manager could coordinate the repair. Rutledge advised Miller contacted him about renting a lift, and Rutledge declined her request since he owned the company now. Arber pointed out the TS needs a lift to facilitate certain repairs and maintenance projects. The current rental rate is \$100 per hour for a lift. Arber also stated the door company needed the TS to pressure wash the door before it could replace the bearings, but the TS does not have a pressure washer. Dickson inquired about training and classes for the staff. Arber advised he wants to send Miller and Richard Stone, Operator, to a spring training for transfer station operators in March 2018. Arber assumes it will be a refresher, but he hopes they will learn new things too. Arber pointed out EH needs twelve (12) hours of continuing education units (CEU's) to maintain their certifications. The remodeling project is complete, so EH is moving throughout this week and possibly next week. The staff is purging old correspondence. At this time, Arber plans to keep ten (10) years of financial records and five (5) years of correspondence. EH also will return the documents it stored for other agencies, like the sanitary districts and Panora On-site Wastewater Management. The old office furniture is free to a good home within the Courthouse or other County offices. EH only plans to move two (2) filing cabinets and some shelves. PH and EH do not need the equipment thanks to Broker's International. Arber plans to have the next regular meeting of the Guthrie County Board of Health in the new space. The next remodeling project will involve the entryway and bathrooms as well as the Adair/Guthrie County Emergency Management Agency (EMA) area. Carney inquired about an anticipated completion

date. Arber is unsure at this time. Arber questioned whether Genesis Development will relocate to an office in the Guthrie County Courthouse. Dickson stated he believes Genesis still intends to do it. The Supervisors briefly discussed the matter. Arber acknowledged Genesis does good work in the County, and they were nice neighbors; however, they do need a bigger space. Arber advised Robert Kempf, the Adair/Guthrie County Emergency Management Coordinator wants to remodel the entire space and make it a large open area, so he can set up an Emergency Operations Center (EOC). Arber and Kempf plan to write a grant for a generator and new radios, so the EOC can serve as a backup if there is an outage at the Guthrie County Sheriff's Office. Arber estimates it will cost \$50,000 to \$60,000 and be a three (3) to four (4) year phased plan. Carney inquired about the single stream recycling meeting in Carroll, Iowa last night. Arber was unable to attend it; however, Miller was there. Arber has not talked with her about it. Arber will meet with Mary Wittry with the Carroll County Landfill next week, so he will discuss it with her. Arber confirmed single stream recycling will utilize one (1) bin for transporting recyclables to the Carroll County Landfill. All the sorting will be done at the Landfill. Arber explained the TS currently has two (2) buildings – trash and recyclables. If the TS no longer has to sort recyclables, there will be more space in the building without the dividers. Arber talked with Joshua Sebern, Guthrie County Engineer, about plans for replacing the concrete. Arber explained the proposed process for repairing the floor. He advised there may be one (1) week when the TS closes to the public and takes trash from the haulers only. Sebern does not recommend using quick set concrete. In his opinion, it needs to be road grade concrete, so it will last. Arber wants to concrete the whole space eventually, so the water runoff does not cause problems. Arber acknowledges this will need to be done in phases over a ten (10) year plan. As for the Plan, Arber needs the information from Rueters as well as other contractors before he can complete it. He will present it after he collects all the data and figures. He wants to provide budget projections for the next fiscal year as well as a sustainment estimate for the current budget. Arber is preparing a cost benefit analysis regarding contracting to haul the garbage versus buying equipment to haul it. The current contract extends to 2019. Arber briefly talked about the time, labor and equipment needed to transition into the County hauling the trash to the Carroll County Landfill. The Supervisors encouraged Arber to do the analysis. Arber advised the contractor hauls an average of one and a half (1 ½) loads per day. The price is \$315 per load. The Supervisors briefly discussed the matter. Carney inquired about EH. Arber took over approximately six (6) months ago, and he thinks everything is going great. Arber talked about the new laser measure, and how it increases efficiency. The laser also allows the inspector to save the information and print it later. Arber advised he has his license to do Time of Transfer Inspections. Kent Irwin, the new part-time EH employee, is helping convert the reports to electronic format, so it is easier to search the documents. There are a large section of old homes which still have paper records. Lane Rumelhart, EH intern (part-time during summer), converted all the Lake Panorama records to electronic format when he did the inspections this summer. By organizing the process and computerizing the records, it substantially reduced the project time and made the whole process more efficient. Arber confirmed EH reduced the wait for a percolation test (PERC test) to four (4) weeks. Furthermore, EH has cleared the back log and reduced costs by enabling each employee to perform all the tests as well as inspections. Arber explained the new system for scheduling tests and inspections. Arber advised EH will make scheduling exceptions for emergencies. Carney inquired about Irwin. Arber explained he does the PH Emergency Preparedness and works part-time for EH and EMA. Dickson confirmed the Emergency Preparedness portion of Irwin's job, sixty-two percent (62%), is funded through a grant. Arber advised the remainder is funded through EH and a contract signed with EMA (\$7,500). This enables Irwin to stay busy during the winter by working on Emergency Preparedness duties, and he helps Kempf effectively serve two (2) Counties throughout the year. Arber confirmed the County just signed a five (5) year agreement for the grant. Arber explained the new Emergency Preparedness subservice area. The County already part of the City Readiness Initiative (CRI) with Dallas, Madison, Polk, and Warren Counties. It functioned to protect the cities too. The State suggested all six (6) Counties in the CRI plus Adair County, join together and create a coalition. This enabled the group to pool all the grant funds together to finance individual needs. The coalition received \$500,000 and splits it evenly among the members. The State added five (5) more Counties to the sub-service area (1A). This area gets \$1.1 million in grant funds. PH is the fiscal agent for the medical agencies in Guthrie County. Polk County is the overall fiscal agent for Area 1A. Guthrie County developed its own budget and included a request for money to fund salaries, so this enabled the County to partake in a larger share of the pooled funds – extra \$15,000. Most Counties only used the money to purchase equipment. Polk County gets a little extra based on certain factors too. PH works in conjunction with the other medical agencies, including the Guthrie County Hospital (GCH) and the Emergency Medical Services (EMS). It allows the agencies to avail themselves of more funding through the grants. Arber advised the coalition just submitted a grant for three (3) LUCAS chest compression devices. Arber stated the EMS agencies in Guthrie County voted to disband the Emergency Services Council and appoint PH as the representative. Arber meets with the various EMS crews to

determine needs and help provide the necessary funding. The big campaign is “Stop the Bleed” which will help purchase tourniquet kits for the first responders, Sheriff’s Deputies and County offices. The coalition received \$7,500 to purchase the kits and train the personnel. A staff member at GCH is working to become a trainer for both Adair and Guthrie Counties. Arber hopes to begin leasing the new telehandler and skid loader during the current fiscal year; however, the TS may have to wait about six (6) months if it is not an option until next fiscal year. Arber wants to focus on the capital improvement projects during the next fiscal year. He also wants to sell the old telehandler and use the money to rehabilitate the Blue Building. On paper, leasing seems to be the best option since the lease provides for a new model every five (5) years. This should avoid costly breakdowns and repairs. Arber will verify the lease includes a good service plan, and it providers for new equipment in the event of a breakdown.

Grant Sheeder, Guthrie County Fair Board Chairman, as well as Roger Richter, Guthrie County Fair Board Member, joined the meeting to discuss the Guthrie County Fair. He handed out the 2017 Guthrie County Fair summary. The purpose of the visit is to maintain the open transparency developed over the last couple of years. The year began with the Steak Dinner which raised approximately \$58,871. It is a little more than the previous year. The big addition was the demolition of three (3) buildings as well as the erection of a cattle barn and small animal building. The buildings are sixty feet by 104 feet (60'x104') with twelve feet (12') high ceilings. The buildings have open sides eight feet (8') up with siding four feet (4') below the roof. There is a new transformer to provide power to the LED lights, so the buildings are nice and bright when it is dark outside. Massive amounts of dirt were hauled from the hay field to get the grade above the floodplain. All the dirt work was done by volunteers. Waterlines needed to be installed in the correct places. Drainage also was an issue, so an eighteen inch (18") perforated tube was installed from the west side of the Lions Club booth. It captures all the water from the north and transport it to the river. There is a drain on the east side of the west road next to the cattle barn as well as in a low area farther down. The gutters for the new buildings also drain into the tube. The Zach Meacham Memorial gave \$28,000 towards the buildings. The Guthrie County Cattlemen’s Association also gave \$25,000. The 4-H Clubs raised \$12,000 from a garage sale in the old community building. This was a phenomenal effort, and many people stepped up to make it such a success. The remainder of the funds include money from the Fair Board as well as a loan in the amount of \$60,000. The total cost also included new rock in the camp grounds. Sheeder assumes these are all one (1) time expenses, and he does not foresee doing these projects again. The Cattlemen moved the gates from the old building. The Fair Board (Board) did spend \$6,000 to purchase a removable partition for the cattle barn which enables the new building to be split into four (4) rows. Rutledge confirmed the small animal exhibits as well as the number of cattle substantially increased over the last several years. Sheeder confirmed the number of exhibits increased from last year. He attributes this to the Iowa State University Extension Office’s great job with the 4-H Clubs. The 4-H leaders and Extension Office should take credit for the full buildings as well as the increased numbers this years. There was a record attendance at the Fair this year and appeared to be more people from outside the area too. The Board offered free carnival rides for the first time. They even received inquiries about the rides from the Omaha/Council Bluffs area. To help offset the cost of the rides, the Board increased the entry fee to \$8.00. It was a positive outcome, and the Board plans to do the same thing next year. As for River Ruckus, the Board made \$40,000 from the campgrounds after expenses. Sheeder stressed Ruckus makes no money from camping. It only oversees the campsite bookings and hires security. Grasty inquired about the amount of help the Guthrie County Sheriff’s Office provides during Ruckus. Sheeder advised the Sheriff’s Office needs to provide zero help because the Iowa State Troopers provide traffic control as well as security on the grounds during Friday and Saturday. Sheeder advised he contracts with the Iowa State Patrol as well as an on-site security company because he was told the Sheriff’s Office does not have enough manpower to help with Ruckus. Sheeder believes the Troopers transport individuals taken into custody to the Guthrie County Jail. Rutledge stated the Troopers try to avoid transporting people to jail. Sheeder agreed and said an individual really has to push the limits to be arrested during Ruckus. Sheeder concurs the Sheriff’s Office needs to protect the County during Ruckus. Grasty verified Ruckus is fine without assistance from the Sheriff’s Deputies or the Sheriff’s Reserves. Sheeder believes the security presence is key to maintaining control of the event. Dickson confirmed there are open stalls in the new cattle barn. Sheeder advised the Board also built new pens in the pen barn along with nine (9) pens along the outside. Next year, the Board plans to get all the pens under a roof. Sheeder confirmed numbers are increasing; especially, with the new class of cow/calf pairs without a halter. Sheeder and the Supervisors briefly discussed the process for registering cattle to show at the fair. The Board does not get concrete numbers until 15 August. Richter confirmed enrollment in 4-H has increased each year. Sheeder believes Guthrie County is the second fastest growing 4-H program in the State. The small animal entries are mainly poultry and rabbits with a few exotic animals. The Board opted to build a new small animal building because the old building was in horrible shape and a liability issue. There are more plans for the

future, but it will take time to accumulate more money. The Board also talked to the Guthrie Center Lions Club and the Guthrie Center Legion about building a new structure which will include a static building for the 4-H and Future Farmers of America (FFA) to exhibit non-animal projects. This will help tie all the attractions together. Carney commented he was glad to see people collecting an entry fee at the gates. Sheeder advised the Board uses this money to make improvements as well as add more displays and entertainment for the adults. Sheeder advised there are eighteen (18) people on the Board – one (1) representative from each Township and two (2) at-large members. Donna Benton is the Secretary and Bev Mills is the Treasurer. Sheeder listed all the Fair Board Members. Rutledge confirmed there are ten (10) associate members who can vote if a director is unavailable for a meeting. Sheeder acknowledged the Board asked a great deal of its members last year. The manpower for projects came from the Board or close friends of the members. Sheeder wants to hear about any complaints or concerns, so the Board can address it. Rutledge stated he as well as members of the community appreciate the Board constructing the new buildings and spending money on projects which directly benefit the 4-H Clubs as well as other kids participating in the Fair. Rutledge has nothing against the new Community Building and campground improvements because these ventures generate income throughout the year plus serve a purpose during the Fair. Sheeder advised the pig numbers increased a little, but more likely than not, the sheep will move into part of the hog barn. Furthermore, there has been more interest in the “jackpot shows” during the last two (2) years which, in turn, increases the gate revenues. Sheeder explained the process for these types of shows. Last year, these shows attracted an additional eighty (80) head of sheep and forty (40) head of hogs. Sheeder hopes these participants will encourage more people to come next year. The vendors also noticed an increase in revenues. Sheeder advised the Lions Club has some money to put towards a new building. Currently, the balance due on the Event Center is \$29,000, and it should be retired in six (6) months. The 2018 Steak Dinner will be 3 March 2018. Richter stated the judges were excellent this year and provided specific examples. They worked with the kids and helped them to relax and enjoy the experience. The judges also explained their jobs and provided tips as well as pointers to help the kids improve in the future. Carney inquired about other events at the Fair. Sheeder said there will be dueling pianos, a comedy night and other lower cost entertainment next year in the Events Center. Hopefully, it will help raise money to go towards more projects. Richter advised next weekend is the State and County Fair Convention in Des Moines, Iowa. The Board can book acts and get ideas at the Convention. It also provides networking as well as informational and educational opportunities. The Board wants people to utilize the campgrounds and buildings throughout the year because it helps generate income for the Board. Carney pointed out how many people camp during the Fair. Sheeder advised Jack Stringer offered money to build a playground at the campground in memory of his wife, Bev Stringer. The Board also hopes to build a sand volleyball court in conjunction with the playground. Sheeder did not have specific numbers on the grandstand events, but he estimated the Figure 8 drew over 1,200 people and the Rodeo brought in approximately 1,000 people. In addition, approximately 800 people attended the Sunday night entertainment. Overall, there was good attendance at the grandstand events, and it increased from last year. Rutledge advised the Auditor’s Office reviewed the expense packet. Sheeder stated the Board received a grant from the Guthrie County Foundation to purchase equipment for the groundskeepers as well as items for the Events Center. The Board wants to make the Events Center a little more handicap accessible. Sheeder stated the Board appreciates the support it receives from Guthrie County. He advised the Board wants to eliminate some debt before it enters into another large project, but it will continue to work on smaller projects.

There was no discussion on County Property Projects.

There being no further business to come before the Board at this time, the Board adjourned at 10:40 a.m. until its regularly scheduled meeting on Tuesday, 5 December 2017. Motion by Grasty second by Rutledge. Motion carried on a vote: Ayes: 4 Nays: 0

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

## Guthrie County Board of Supervisors

Regular Session

5 December 2017

The Guthrie County Board of Supervisors met this 5<sup>th</sup> day of December, 2017, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Everett Grasty, Jack Lloyd and Tom Rutledge. Mike Dickson was absent from the meeting.

The meeting came to order at 9:00 a.m.

Motion by Grasty second by Lloyd to approve the Agenda for 5 December 2017. Motion carried on a vote: Ayes: 4 Nays: 0.

Lisa Sherman, Stuart Public Library Director, as well as representatives from the other Libraries joined the meeting to deliver the 2017 Iowa Public Library General Information Surveys as well as a written report. Sherman read the written report. She thanked the Supervisors for allowing her to present the budget request for Fiscal Year (FY) 2018-2019. She summed up the importance of libraries as well as the services provided to the public. She provided statistics on the number of public computers, registered patrons and Wi-Fi hits. The libraries want the Supervisors to increase the County's contribution by \$8,000 for early literacy, online databases and technology upgrades. Sherman thanked the Supervisors for supporting and funding the libraries because it helps people stay in the local communities. She talked about helping people with online applications as well as the patrons using the computers for work purposes because not every resident has internet access. Grasty inquired about Cities' contributions. Everyone agreed there is good support from all the Cities. Supervisors briefly discussed the Surveys. Carney inquired about the computers. Sherman explained many people bring their own computers, so the Libraries are not replacing broken computers; however, the Menlo Public Library experienced a ransomware issue. All the representatives have observed cars sitting in the parking lots to use the Wi-Fi. Sherman pointed out some of the people may be County residents because the rural areas do not have good internet access too. Auditor advised the Supervisors budgeted \$115,618 for FY 2018. Carney inquired about evening hours. A representative advised an accredited library must have evening hours. The representatives listed the respective evening hours. Lloyd inquired if there is a decline in the number of patrons at the Bayard public library. The Bayard representative attributed it to the decline in population. The number of Registered Patrons are people with a library card. It does not include walk-in clients. The Mary J. Barnett Memorial Library benefits people camping in the area who need internet access. Sherman advised the Libraries have website databases which enable patrons to take mock tests to prepare for placement tests or similar licensing exams. An individual can access this database from home too. The huge influx of non-English speaking residents also use a similar database to learn communication skills. Rutledge asked about a wish list. A representative talked about the Guthrie County Library Association using the funds to purchase tumble books, a children's reading program. The Barnett Library as well as the Guthrie Center Elementary School already have it. The program is cheaper if the Association purchases it several years ahead of time. It will cost roughly \$600 - \$700 per Library. The Association plans to partner with the Schools. The Menlo Library also wants to purchase mobile hot spots which patrons can check out and use at home. The library in Grimes, Iowa has a similar program, and there is always a lengthy waiting list. Carney inquired about the cost of a hot spot. Each Universal Serial Bus (USB) will cost twenty dollars (\$20) to purchase as well as fifty to sixty dollars (\$50-\$60) per month for unlimited internet access. This package only is available to government agencies. The USB will last several years. The Supervisors have not set the FY 2019 budget and will take the Associations' request under consideration during the budgeting process. The Supervisors appreciated the comprehensive report and thanked the Association for it.

The Supervisors canvassed the Recounts for the City of Guthrie Center and City of Jamaica Elections. The recount for the City of Jamaica City Council race was held on 22 November 2017 along with the recount for the City of Guthrie Center Four (4) Year City Council race. The City of Guthrie Center Two (2) Year City Council race was on 1 December 2017. Danielle Fink, Deputy Auditor, conducted the canvass. Fink supervised the recount for all three (3) races. There were a couple of changes in the vote tally for the City of Guthrie Center races; however, there was no change in the end result. Chuck Cleveland and Carolyn Masters were elected to the four (4) year City Council terms in Guthrie Center while Gerald Thomas won the write-in race to fill the vacancy. He will serve a two (2) year term. Fink

reported the vote tally remained the same for the City of Jamaica recount, so there was no reason to canvass this election. H.D. Meinecke, Jr. was elected to the City Council.

Sheriff Marty Arganbright joined the meeting to provide the Guthrie County Sheriff's Office update. There are ten (10) inmates in jail with one (1) more being housed outside the County. Arganbright reported the State is contemplating a new regulation which will require a certified jailor on duty twenty-four (24) hours seven (7) days a week. This means the Dispatchers will no longer assist with the Jail. The mandate will require approximately four to five (4-5) new employees to cover all the shifts. Arganbright stated this change may force the regionalization of county jails. Carney asked about the liability for housing prisoners in another facility. Arganbright stated the Guthrie County Sheriff's Office must pay all medical expenses for any inmate it houses in another facility. Rutledge commented the Sheriff and his staff do a good job keeping the jail clean, usable and presentable; however, it is a sixty (60) year old facility. Therefore, the County needs to consider replacing it. Sheriff confirmed the State annually inspects the jail, and eventually, it will not pass inspection. He commented on the Adair County Jail. It is nice, but there is less volume. Sheriff advised the bank robber pled guilty. He also reported the Guthrie County Deputies assisted the Panora Police with a suspect after the individual kicked the window out of a Panora police cruiser during the weekend.

Joshua Sebern, Guthrie County Engineer, joined the meeting and presented a Tax Increment Financing (TIF) Advance Request. The request is for \$150,000. According to Sebern, there is \$55,000 remaining in the TIF fund. \$50,000 is earmarked to pay for the Baker 182 box culvert being replaced by Gus Construction Company. Sebern advised the project is complete and the road is open to all traffic. This request will cover several items. Sebern needs to finalize some design costs. This includes contracting with engineering firms for summer projects as well as publishing costs. The Secondary Roads Department (SRD) also needs to purchase right-of-way and pay final construction costs. Without this request, SRD has no ability to proceed with bridge deck repair plans. Sebern also needs approximately \$125,000 in operating cash for the winter. Sebern intends to take several projects to bid this spring, so the work can be done during the spring and summer. Right now, Sebern anticipates four (4) TIF projects next year which includes five (5) bridges. He also wants to fix County Road N54 (Adair Road) as well as other bridge decks. Grasty talked about the life expectancy of the repaired bridge decks in Jackson Township. Sebern confirmed the bridges must be inspected in five (5) years. The total draw on the Wind Farm General Obligation Bond will be \$7,670,000 after the request. According to Chris Carlson, Credit Analyst at the Guthrie County State Bank, the current balance is \$7,520,00. Grasty confirmed most of the engineering will be done by SRD in the future. Motion by Grasty second by Lloyd to approve a \$150,000 advancement from the Wind Farm Tax Increment Financing General Obligation Bond. Motion carried on a vote: Ayes: 4 Nays: 0.

Sebern provided a brief SRD update. Sebern is leaving for the annual engineer conference at noon. He is anxious to get the personnel policy of his plate. His next priority is the FY2019 SRD Budget. He also needs to work on the FY2019 TIF budget. He intends to research brush cutting vendors at the conference. Rutledge suggested SRD buy a tree mulcher/timber ax which attaches to the skid loader. Sebern likes the concept because a skid loader is a multi-purpose piece of equipment. According to Sebern, Guthrie County REC has a similar machine. It will allow the crew to drive over brush and small trees, so it will help clean as well as maintain the ditches. Supervisors briefly discussed the new equipment and the benefit of mulching brush in the ditches. Rutledge stated he believes it will not cause huge erosion issues.

Sebern provided the Supervisors with a copy of the proposed Guthrie County Personnel Policy as well as Power Point slides. Sebern advised Ann Smisek, Ahlers & Cooney, P.C., will join the meeting, shortly, to answer any questions. It was a long journey and took several meetings. The Personnel Policy Committee began with a draft policy based on the 2008 version. Previously, there were occasional attempts to update the 2008 version; however, it never produced a revised policy. In addition, only a few Departments approved the 2008 version even though most of the Departments generally followed it. Currently, there are five (5) different policies – Guthrie County Conservation Board, Courthouse, Public Health, Sheriff's Office and SRD. The multiple policies cause problems. In addition, it is inefficient to manage and can attribute to errors. Sebern commended the Chief Deputy Auditor on her proficiency and effective implementation of the current policies. Smisek joined the meeting. In addition to the administration challenges, all the policies create inconsistencies across the Departments which increases liability and is unfair to the employees. This puts pressure and stress on the Elected Officials and Department Heads (EO/DH). Plus, it limits the

available management tools. Sebern acknowledged outside factors forced the issue too. The State Auditor made a formal request for the County to review the personnel policies. In addition, changes to the collective bargaining rules also impacted it. Since the Union voted to remain certified, several items in the Collective Bargaining Agreement (CBA) are no longer mandatory. Smisek advised there are numerous illegal provisions which must be removed from the CBA. The County must decide if it only will remove the illegal issues or include the mandatory item and allow the Personnel Policy to govern all other aspects. Smisek stated many other governmental entities are removing the permissive items too. Smisek admits it is the County's choice; however, now is the time to do it. The goal is to facilitate consistency. She also confirmed multiple Counties are redoing personnel policies because of the collective bargaining changes. Sebern agreed to spearhead the project since he requested a new policy. He focused on the Supervisors' request to develop a uniform policy. Sebern believes the Committee largely achieved unity among all the Departments. There were six (6) meetings which lasted several hours each. Several members also spent time outside the meeting working on the Policy. Sebern acknowledged it was a learning experience for everyone. At this point, he presented the final draft. There was a reduction in the maximum accrual of compensation time, but an increase in the sick leave cap. Sebern believes the Committee created a standardized policy across all the Departments. It will facilitate implementation and be easier to maintain. It also reduces the County's liability and fosters equality among the employees. It should eliminate concerns about unequal treatment. Smisek briefly spoke about liability issues as well as the importance of consistency. She acknowledged the Supervisors have no control over Elected Officials, but she emphasized the importance of adopting a uniform policy. She confirmed the County, not the Elected Official, must defend any employment lawsuits. She spoke about a civil rights claim filed by an employee claiming an Elected Official denied the individual a promotion due to the person's race. Smisek stated it is easy to file a claim, but it is difficult to respond to these allegations. Furthermore, it is very difficult and expensive to defend these cases. In particular, the Iowa Division of Labor will review the hiring and promotions practices throughout all the Departments for the last five (5) years. The County must provide copious amounts of data and statistics. If the Departments engage in different practices, it exposes the County to liability. If an employee feels like he/she was treated unfairly, the person is more likely to file a claim, and the County must defend it. A sense of fairness plays into the liability risk. Sebern went through the Policy section by section. Section Two (2) Employment Policies addresses standard operations as well as the hiring process. Smisek updated the legal language and strengthened the harassment provisions. This section also talks about pre-employment physicals and background checks. Smisek pointed out she worked closely with the Guthrie County Attorney concerning the background check language. Finally, the section incorporates a six (6) month probationary period which is consistent with the CBA as well as direct deposit. Carney inquired about drug testing. Sebern advised truck drivers with a commercial driver's license (CDL) must do pre-employment drug testing. At this time, SRD is the only Department which does pre-employment drug testing. Smisek confirmed the County is not required to do it. She acknowledge the County Attorney expressed concerns about the testing creating a disability. Smisek provided options if a potential employee failed a drug test. Furthermore, she believes the liability is low if the County pulled a job offer. There are other factors to consider if the matter evolves into an Americans with Disabilities Act (ADA) claim. Sebern said the Committee will continue to address it. Sebern moved on to Section Three (3) Earnings and Hours of Work. He advised there was a wide range of differences regarding compensation time. The Committee reached a consensus concerning the maximum accrual of compensation time -160 hours. This is down from the highest cap of 240 hours. In addition, it is a range acceptable to the Conservation Department (CCD) and Sheriff's Office (GCSO). This section also contains a better definition of "time worked". Since SRD and GCSO counted all leave time but sick leave, the Committee opted to incorporate it. Therefore, paid leave will count as "time worked" to calculate overtime. This is a major change for SRD because the CBA guaranteed overtime when an employee started work at 5:00 a.m. Sebern wants to do away with the guaranteed overtime in lieu of paid leave counting towards overtime. Smisek pointed out SRD must follow the CBA. The new Policy also will establish a uniform work period and formalize the use of "flex time". Since the Departments utilized "flex time", in practice, the Committee added it to the Policy. Finally, Smisek added the necessary legal language. Carney asked if the Committee considered reducing the maximum accrual of compensation time even more, or if there was any discussion about limiting the amount an employee may carryover each year. Sebern advised it was very difficult to reach a consensus. Some Departments expressed concerns with implementing the buy down and felt it created budgeting problems. In addition, there was no agreement about the appropriate time of year to do it. Joe Hanner, Guthrie County Conservation Director, pointed out the Policy enables an EO/DH to require an employee to use their compensation time. Smisek pointed out this allows each Department to manage it in a manner most compatible with the Department's demands and structure. She also stated an employee must be allowed to use compensation time, if the person requests it. In addition, a Department can prevent overtime by "flexing time" in the

work week. This means the EO/DH can require an employee to take time off at the end of the week to prevent overtime. Lloyd expressed concerns about forcing people to do this; especially, if the person does not want to do it. Smisek acknowledged the fairness issue, and advised it should be evaluated on a department by department basis. Grasty suggested giving the employee options. Hanner stated CCD is unique, and he encourages his employees to take time off during the week, if possible. CCD will accrue compensation time simply due to the work load. Since CCD no longer includes Integrated Roadside Vegetative Management (IRVM), he is not sure about all this. Currently, he allows his employees to take time off during the fall and winter. Carney expressed concern about making lump sum payouts when an employee ceases employment. Sebern replied this is why the Committee reduced the maximum accrual from 240 hours to 160 hours. Compensation time was the main discussion point, and Sebern believes the Committee largely reached a consensus. Sebern moved on to Section Four (4) Time-Off Benefits. There are several additions and legal changes. An employee must provide two (2) weeks' notice to receive compensation for accrued vacation. The maximum accrual of sick leave increased from 720 hours to 960 hours. The Committee met in the middle to reach a consensus. The Policy also formalizes the leave donation process. Each employee can donate up to forty (40) hours of vacation, but the recipient cannot exceed the maximum earned amount. The Policy also contains a better definition of "temporary light duty" and "return to work". This applies to both work and non-work related injuries. Hopefully, this will encourage a more uniform application. Smisek reworked the Family Medical Leave Act (FMLA) provisions. The process is now centralized and will be administered through the Guthrie County Auditor's Office. Historically, it was not handled correctly. Smisek advised there are deadlines, paper work requirements and triggers which impact FMLA. Not to mention, it is difficult to understand the process. Basically, if an employee is off work for three (3) days or more, the EO/DH must notify the Auditor. In turn, the Auditor will generate the appropriate documents. Smisek emphasized the importance of adhering to the deadlines because if an employee sues the County, the Court could award attorney fees. Furthermore, FMLA, ADA and Workers Compensation may all factor into a situation, and this creates a dangerous legal entanglement. The EO/DH must notify the Auditor if an employee will be off work for any planned medical reason. It may be unclear if FMLA applies, so the Auditor must send out the appropriate documents before the EO/DH can make a determination. Smisek advised employees may not want to trigger FMLA, so the person can receive an additional twelve (12) weeks of unpaid leave. Pursuant to this scenario, the County must maintain the employee's insurance for the entire time. Auditor briefly explained the new FMLA process. She pointed out it is not the employee's choice whether or not to start the FMLA clock. She will start the clock even if an employee opts not to participate in the FMLA process. The EO/DH will determine if the employee qualifies for FMLA. This way the Auditor will not know the medical condition unless there is a reason. Smisek confirmed she made all the applicable legal changes. This includes the new FMLA for Military Families provisions. Sebern moved on to Section Five (5) Insurance Benefits. There were no changes in this section expect the inclusion of a note concerning the life insurance benefit provided by the County. Sebern moved on to Section Six (6) Work Rules. Smisek not only made all the applicable legal changes, but she incorporated best practices which create tools for EO/DH. She also clarified definitions as well as the conflict of interest provisions. This section contains an Information Technology and social media piece too. It allows employees to use social media tools within the scope of their job duties. There are no changes in Section Seven (7) Complaint Resolution Procedures. Smisek clarified the language in Appendix A. Sebern stated the Committee spent considerable time discussing specific issues. Overall, it was great to work with the EO/DH. He admitted there were complications and challenges along the way. In his opinion, the Policy is a huge step towards uniformity as well as increased professionalism. Grasty stated he attempted to attend all the Committee meetings. He admitted he does not like everything in the Policy, but he can live with it. In his opinion, the best thing is the Committee worked together and strived to reach a consensus. He thanked everyone for taking the time to participate in the process. Sebern advised the EO/DH want to continue the meetings at regular intervals. In addition, everyone knows Smisek is available to help with an issue. Sebern acknowledged the Departments need to work through job descriptions. Sebern stated the Policy is a living document. Everyone will learn as Departments implement the Policy. Smisek pointed out the Committee also talked about other areas it can tackle, like performance evaluations, discipline, and job descriptions. Smisek can provide handouts to assist with these areas. She also mentioned there was a great deal of discussion concerning the nepotism provision. In the County Attorney's opinion, the County does not need to include it because the Iowa Code addresses it. Smisek thinks it is important to include because of the potential issues surrounding EO/DH employing relatives; especially, in a small county. It protects the County. Smisek pointed out the last sentence provides flexibility if the relative is the most qualified person for the job. The general rule is avoid any conflict of interest. Smisek provided a specific example. She also talked about the Operating While Intoxicated (OWI) provision and her discussion with the County Attorney. In Smisek's opinion, it can impact an employee's job duties, so it is nice to have policy with guidance and flexibility. It

also provides consistency. Sebern advised the Policy is a working document which will grow over time. Smisek thinks the Supervisors approached it the right way by including the EO/DH in the process. The timeline for implementation will be dictated by Department budgets; especially, since there are costs associated with the implementation. Sebern wants the Supervisors to approve the Policy as soon as possible. Smisek recommended the EO/DH review the Policy every two to five (2-5) years. She differentiated this process as a major overhaul of the policy. Smisek stated she can do legal compliance and best practice reviews in the future. Obviously, the EO/DH can make adjustments if there are gaps. Smisek stated most of the changes were legal compliance issues. Grasty supports regular EO/DH meetings because it may prompt changes. In addition, EO/DH can review the Policy on a routine basis and make comments or request changes. Carney inquired about the Supervisor adopting the Policy if other EO/DH opt not to do it. Sebern pointed out the Conservation Board and PH probably will make language changes before adopting it, but the core policy will remain the same. Hanner stated he needs to look at the compensation time policy more closely, but most of the policy will remain the same. Sebern emphasized the goal is to keep the core policy the same. Rutledge asked about any liability issues if an EO does not adopt the Policy. Smisek advised the County must defend any lawsuits; however, Grasty pointed out the Supervisors can push the cost to the EO's budget. Nikki Carrick, Guthrie County Assessor, inquired about what happens if an employee wants a copy of the Policy, but the EO/DH did not adopt it. Smisek recommended the Auditor provide the employee a copy of the Policy and try to implement it until the EO/DH objects to it. Rutledge asked about liability issues if EO/DH does not adopt a policy. Smisek advised the Auditor ultimately must adhere to the EO's demands. All the Supervisors can do is address the situation through the EO's budget. Smisek thinks the Committee struck a good balance by adding areas of discretion and switching shall to may in certain areas. This allows the Department to tailor the Policy to fit specific needs because it has flexibility built into it. Auditor pointed out the discrimination and harassment sections will apply whether or not an EO/DH adopts the policy. Carney verified the policy is similar to other counties. Smisek is very comfortable with it and thinks the Committee made several improvements. She acknowledged the Policy looks similar to other counties. She also stated the implementation date is at the discretion of each EO/DH. She advised the Policy must be distributed to all current and new employees. Hanner confirmed the Policy will remain in effect until amended by the appropriate authority. Sebern wants to implement the Policy by 1 January 2018, so he can begin Union negotiations. He also has several questions about implementing it. Rutledge requested time to read the Policy, so he wants to consider approving it at a later date. The Supervisors briefly discussed Rutledge's request. The consensus was to include it on the 12 December 2018 Agenda. Sebern stated his entire approach was to put everything on the table. He tried extra hard to keep everything above board and on the level. Smisek stated she went through the entire Policy with the County Attorney and explained if the revisions was for legal compliance or best practice. Carney inquired about the new Coordinator of Disability Services for Guthrie County. Smisek confirmed she is paid by Dallas County, so she must adhere to Dallas County's Personnel Policy. Rutledge does not anticipate any changes. Hanner advised he will send a copy to the Conservation Board Members today, so they can review it at the next regular meeting. Hanner also inquired about deleting Part-Time from section 4.1 Pay for Holidays Not Worked. Smisek will check her notes. There was a brief discussion about prorating part-time benefits. Pursuant to this discussion, the consensus was to grant Hanner's request. The County will continue to prorate sick leave and vacation for part-time employees.

Grasty left the meeting at 11:05 a.m.

David Garland, IT Technician with Guthrie Center Communications (GCC), joined the meeting. Garland presented the November 2017 Information Technology (IT) Report. There were not major incidents. At the end of the month, they spent additional time fixing the existing backup system. They replaced some hardware and did hardware as well as software upgrades. This resolved the issue. There will be additional charges because this extended beyond the normal on-site time. There was less anti-virus activities this month. The hardware for the ten gigabyte (10G) upgrade will arrive soon. Some of the installation must be done after hours, but other portions can be done during normal business hours. He will work on it throughout the month. Once again, there will be an additional charge for the afterhours work. The main server upgrade will impact all the Departments; however, the Geographic Information System (GIS) server upgrade only will impact the Assessor. Garland will work with Departments impacted by each server and try to avoid as much overtime, as possible. Garland acknowledged there was greater web activity than last month. He thinks it may be due to searches for hunting licenses and/or election results. Rutledge verified GCC is working on budget projections. Garland advised he and Curt Thornberry, Technology Development Director, began meeting with EO/DH. He also announced all the PaperVision servers must be upgraded, like the Guthrie County Recorder's Office, to maintain compatibility. In addition, he is unsure if all the applicable Departments will purchase

a license for Tyler Technologies Eagle Recorder System. Auditor stated she anticipates purchasing a license. Garland confirmed the new 10G upgrade makes the existing system faster and provides more storage for virtual systems.

The Supervisors reviewed the Iowa Insurance Division Settlement with Mutual Med Insurance Services, LLC and Todd Vershaw. This is a companion case to the Two Rivers Insurance/Iowa Governmental Health Care Plan (IGHCP) Settlement. The Assistant Guthrie County Attorney (ACA), Tim Benton, reviewed and approved the Agreement. The Supervisors read the letter from Iowa Governmental Health Care Plan (IGHCP) regarding the settlement. According to the Iowa Insurance Division letter, Mutual Med and Vershaw reached a \$165,000 settlement with the Iowa Insurance Division. Guthrie County's share is \$5,000. The documentation indicates Mutual Med received the same percentage of compensation from every member and this set percentage was disclosed on Wellmark documents. Therefore, each participant will receive the same settlement. In order to collect this money, the County must sign a release indemnifying and holding Mutual Med harmless from any claims. Furthermore, the County will not be able to bring its own action against Mutual Med. The executed and signed documents must be returned to the Iowa Insurance Division by 29 December 2017. There was never an actual lawsuit or charges filed against Mutual Med or Vershaw. The settlement is the result of an investigation conducted by the Iowa Insurance Division. Motion by Rutledge second by Lloyd to approve and sign the Iowa Insurance Division Settlement with Mutual Med Insurance Services, LLC and Todd Vershaw. Motion carried on a vote: Ayes: 3 Nays: 0

The Supervisors reviewed the Update to the Guthrie County Major Medical Plan. The Update summarizes the material modification to the Guthrie County Major Medical Plan. In particular, it addresses the amendment regarding Spouse and Dependent Coverage Continuation Upon Death of Employee. As of 1 June 2017, the section titled Dependent Coverage has been revised to expand the "Eligible Dependents" category. Motion by Lloyd second by Rutledge to approve and sign the Update to the Guthrie County Major Medical Plan. Motion carried on a vote: Ayes: 3 Nays: 0

The Supervisors reviewed the Employers Mutual Casualty Company Governmental Subdivision Prior Acts Questionnaire completed by Becky Benton, State Street Insurance. The Questionnaire is part of the Employers Mutual packet Benton must submit for the quote. The subject of the Questionnaire was prior acts, policy limits and effective dates. Motion by Rutledge second by Lloyd to approve and sign the Employers Mutual Casualty Company Governmental Subdivision Prior Acts Questionnaire. Motion carried on a vote: Ayes: 3 Nays: 0

Auditor provided a copy of the previous Notice to Bidders for the County Farm Lease. Supervisors briefly discussed publication dates. Carney pointed out the old Notice has too many acres, so the Supervisors discussed the correct number. The consensus was to adjust the acres to 216 more or less and remove any reference to the cattle shed. The Supervisors opted to publish the Notice on 21 December 2017 and 4 January 2018. The bids will be due on 15 January 2018 at 4:30 p.m. The Supervisors will open the bids during the regular meeting on 16 January 2018 at 9:00 a.m. The Supervisors directed the Auditor to prepare a rough draft with the tentative dates and times for the next regular meeting on Thursday.

Brandon Thompson rejoined the meeting to interview for the Guthrie County Facilities Manager position. He opted not to go into closed session. Carney inquired if there were any duties outside his skill set, and Thompson stated the position is right for him. He has been involved with numerous construction projects and operated his own business. He also knows many of the local subcontractors. He is confident he can handle the position. Thompson pointed out he can do most types of interior work; especially anything mechanical or electrical. Obviously, the size of the project may dictate the need to hire subcontractors. Thompson wants to keep costs down by taking advantage of wholesale prices. He acknowledged there are several projects waiting at the Guthrie County Transfer Station (TS). He also advised he will need help with some of these projects; however, he can coordinate the subcontractors. Rutledge confirmed Thompson is comfortable handling project bidding and scheduling. Thompson emphasized he needs to know about all aspects of a project before anyone starts working on it. Thompson reminded the Supervisors he already does most of the maintenance work at the Courthouse, so this position will just add more buildings. Thompson pointed out he already is doing a great deal of work above and beyond his original job duties. He is really happy the Supervisors opted to create the Facilities Manager position. Thompson pointed out he uses his own tools and equipment as well as his company van, as necessary, so the Supervisors need to consider this when determining a wage. He is more than willing to use his own specialty tools too. Thompson advised he pays for all his professional licenses as well as all the continuing education units (CEU's) required to maintain the licenses. In particular,

Thompson holds a Master A Electrician License as well as an Electrical Contractor license. These licenses have a two (2) year cycle, and cost approximately \$3,500, in total, for both licenses. Thompson also holds a Plumbing and Mechanical Systems License. This license has a three (3) year cycle and costs approximately \$2,100. He spends time taking classes to learn the latest methods and equipment. Thompson advised he maintains his Boiler Operator License, but the County pays the license fee and CEU's. Carney inquired about the proposed wage. Auditor advised the pay range in the job posting was twenty to twenty-four dollars (\$20-\$24) per hour. Thompson does not think the pay is practical for a person with the requested qualifications. Thompson advised Jotham Arber, Transfer Station Executive Director, did some research which showed the average salary range for such a position was \$55,000 to \$70,000 depending on the number and type of buildings. Rutledge acknowledged the Facilities Manager will operate a department, build a budget, and maintain multiple certifications. He also recognized Thompson's years of experience. In his opinion, when everything merges together, the hourly rate should be closer to twenty-five to thirty dollars (\$25 to \$30) per hour. Thompson agreed to prepare a cost comparison of contractor hourly rates. He estimates the range is fifty to eighty-five dollars (\$50 to \$85) per hour. Rutledge believed the Supervisors focused more on custodial, lawn care, and snow removal duties which are more appropriate for the twenty to twenty-four dollars (\$20-\$24) per hour rate. Thompson pointed out there will be overlap. Rutledge thinks the responsibility dictates more pay, and he does not want to overlook the core as well as the focus of the job. Thompson acknowledged there is a great deal of management responsibilities. He pointed out being a general contractor takes time and can be a headache. Thompson thinks it will be easier to differentiate Facilities Manager duties from Custodian duties over time. The Departments will need to work together for a while until he can establish the new one. Thompson is very interested in the position, but he needs a comparable salary. Carney and Thompson pointed out he can hit the ground running because he knows the people, buildings and suppliers. Auditor pointed out the payroll systems divides a salary into an hourly rate for purposes of calculating overtime. Thompson stated he wants the right to collect overtime because there are instances when it will be necessary to work long hours supervising contractors. Thompson also pointed out he may need additional time to deal with the growing pains at TS. Carney expressed concerns about a backup when Thompson is utilizing paid leave. Thompson pointed out he will need to schedule his time off around contractors. The Custodian can handle issues too. The Supervisors discussed possible wages. Thompson suggested twenty-five dollars (\$25) for the current FY, and then an increase to twenty-six dollars (\$26) for the next FY. He does not want \$70,000 a year, but he needs more than the original proposed wage to develop a new department and care for all the buildings. Rutledge pointed out the duties and responsibilities will evolve over time. Thompson will continue to work with the Supervisors concerning the Courthouse as well as Arber regarding the PH building and TS. Carney eventually wants the Facilities Manager to work on other County buildings. Thompson pointed out this will prompt the need for an additional employee. In Thompson's opinion, TS is the perfect example of why the Supervisors need to create this position, and it is a good place to focus his initial efforts. Thompson wants the County to try and adhere to all the applicable codes. Lloyd does not think Thompson will ever get paid what he is worth because he is worth more than \$100,000. Thompson advised he does not utilize the County's health insurance, so the Supervisors could add the savings into his wage. Rutledge believes the higher wage better represents the position. Thompson advised he is willing to work with the Supervisors and fill-in as needed in the Custodial Department. Auditor pointed out it may benefit the Supervisors to meet Thompson half way because he is a known quantity. It may be very expensive to bring in someone from the public. Carney admitted the Supervisors need to start Thompson at the appropriate wage because a two percent (2%) raise does not add up very quick. Thompson thinks this position should be equivalent to an SRD Supervisor. Thompson reminded the Supervisors he is a qualified applicant with a wide range of skills. Rutledge does not think the Supervisors may get someone from the public for less than thirty dollars (\$30) per hour, so he has no objection to Thompson's proposed rate of twenty-six dollars (\$26) per hour. Thompson agrees it is a good place to start, and he can work from there. Auditor advised the new pay period will start 11 December 2017. Thompson pointed out he will need to build most of the Department from scratch. He also wants a tool line item to purchase tools specifically for County projects. Caney inquired about Thompson moving away from the Custodial Department. Thompson advised Ron Allen, Custodian, has one (1) application. Carney stated Darci Alt, Chief Executive Officer, Heart of Iowa Region will attend the next regular meeting on Thursday to discuss Genesis Development Group providing custodial services at the Guthrie County Courthouse. Supervisors as well as Thompson expressed concerns about how much time Allen and Thompson will spend managing and training people. Thompson stated the Custodians will be present for this discussion. Rutledge also expressed concerns about Health Insurance Portability and Accountability Act (HIPAA) documents as well as other confidential information. Thompson questioned safety issues with equipment and chemicals. He also pointed out someone needs to be available to clean restrooms, if necessary, during the day. Carney stated he does not want to leave Allen in a lurch. Thompson envisions hiring a person to help with both

Departments. Rutledge thinks the glitch is most qualified people will want full-time employment. Therefore, the Supervisors need to authorize another full-time person for the Custodial Department. Lloyd confirmed Allen has no intentions of retiring in the immediate future. Thompson pointed out the duties will overlap for now and may continue to do so for some time. Rutledge thinks the Custodians need to advertise for another employee as soon as possible. Supervisors directed Auditor to reschedule Thompson's interview, as a possible closed session, during the next regular meeting on Thursday.

Auditor advised the Pottawattamie County Auditor's Office is selling the two (2) year old laptops it used for e-poll books. The cost is thirty-five dollars \$35 per computer. The Election Division opted to replace the computers because there are only two (2) USB ports. It is possible to expand these ports with a splitter; however, Pottawattamie County has too many precincts to effectively manage this type of modification. Pottawattamie County will provide the necessary accessories as well as a Microsoft Windows 10 operating system recovery disk. Garland reviewed the specifications and spoke with the Pottawattamie County representative about the computers. Garland has no objection to the purchase. The computers are compatible with the Auditor's preferred e-poll book software, Precinct Atlas, as Pottawattamie had it installed on the computers. The Auditor believes it is an excellent opportunity to convert the poll books to an electronic format. In addition, it is an economical method to introduce this technology and ultimately determine the best system for Guthrie County. Motion by Lloyd second by Rutledge to purchase fifteen (15) or more used laptops from the Pottawattamie County Auditor's Office for thirty-five dollars \$35 per computer. Motion carried on a vote: Ayes: 3 Nays: 0.

Motion by Lloyd second by Rutledge to approve the Minutes from 28 November 2017 and 30 November 2017 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 3 Nays: 0.

The Deputy Auditor needs more time to prepare the Claims for 18 November 2017 – 1 December 2017. The Auditor will add this item to the Agenda for the next regular meeting on Thursday.

There being no further business to come before the Board at this time, the Board adjourned at 12:37 p.m. until its regularly scheduled meeting on Thursday, 7 December 2017. Motion by Rutledge second by Lloyd. Motion carried on a vote: Ayes: 3 Nays: 0

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

7 December 2017

The Guthrie County Board of Supervisors met this 7<sup>th</sup> day of December, 2017, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty and Jack Lloyd. Tom Rutledge arrived late to the meeting.

The meeting came to order at 9:00 a.m.

Motion by Grasty second by Lloyd to approve the Agenda for 7 December 2017. Motion carried on a vote: Ayes: 4 Nays: 0.

Darci Alt, Chief Executive Officer, Heart of Iowa Region, joined the meeting to provide an update and discuss Genesis Development Group providing custodial services at the Guthrie County Courthouse. She passed out a document entitled Heart of Iowa Community Services (HICS). It outlines various services available as an alternative to incarceration. She announced the Region is trying to start a jail diversion program. It will be spearheaded by Breanna Gonzalez, the new Coordinator of Disability Services for Guthrie County. The document lists the mental health

services provided to citizens residing in the Guthrie County Jail. The goal is to reduce recidivism by working with individuals frequently involved in the criminal justice system. These individuals often have mental health and/or substance abuse issues. An inmate can be evaluated to determine if treatment will help break the cycle. The Region also wants to maintain open lines of communication with the Guthrie County Sheriff's Office (GCSO). Alt pointed out she is available twenty-four (24) hours a day, seven (7) days a week, to the law enforcement agencies in Dallas County. Gonzalez will work with the GCSO. If she is unavailable, GCSO should contact Alt. Deputies can refer an individual who needs assistance working through issues; even if the individual does not go to jail. Sheriff Marty Arganbright was present for the discussion and said the new relationship with Gonzalez is working out good. Alt explained an inmate can complete an evaluation and meet with Gonzalez one (1) to two (2) times per week. Alt believes it is good to have someone actually in the County who can make a difference. She also stated she has become aware of more issues now that Gonzalez provides services for Guthrie County. Alt announced the Region will pay for inmate medications from its budget. In addition, the Region will finance the treatment of mental health issues and the medical costs associated with it. Gonzalez will coordinate the payments. She also will attend Guthrie County District Court Service Days to touch base with people and arrange services for those individuals still residing in the community. The Region wants to create a Specialty Court which encompasses the entire person. It is a problem solving strategy designed to address the root causes of criminal activity by coordinating efforts within the various aspects of the court system. The Court will work with an individual to get the right type of treatment. In particular, the Court will coordinate with the probation officer as well as the mental health provider. It also will continue to work with the individual after being released from jail and returning to the community. The Court even can coordinate services for individuals with charges in multiple Counties. At this point, the Region needs more time to collect data on this program. Alt discussed the article in the Iowa County Magazine concerning regional triage centers. It is the result of a workgroup established pursuant to the House File which dictated all the changes for the Mental Health Regions. Representatives from various agencies throughout the Counties, such as Sheriff's Offices, Mobile Crisis and Hospitals, attended the meeting. The purpose was to identify the most difficult people to help, and how to get services to these individuals. The State of Iowa recommended four (4) access centers. The article actually talks about six to eight (6-8) triage centers. Alt believes the State and the Workgroup need to reach a common ground. The Region met with the Hope Wellness Center and determined the Center has all the services necessary to qualify as a regional triage center. Currently, an individual in crisis must go to the Emergency Room, so medical personnel can medically clear the person. This process is daunting and takes way too long. Alt provided a specific example. If the person is in acute crisis, the person may be committed to a facility. If the individual is not in acute crisis, meaning the person can make decisions and/or is not a dangerous to self and/or others, the individual will receive out-patient services. The access center will allow an individual to walk directly into a center and seek immediate assistance. The center will use the Telepsych Service, so the individual can speak with a physician and receive immediate treatment. In addition, the individual can stay at the center. Law enforcement also can transport an individual to the center as long as the person is not combative and/or intoxicated because the center will provide security. Once law enforcement delivers the individual, the center will handle the situation, so law enforcement does not have to stay and supervise the person. Sheriff expressed concerns about attempting to transport an uncooperative individual to the Hospital for evaluation without an Order from the Guthrie County Magistrate or District Court Judge. He pointed out, a person voluntarily transported to the Hospital can leave if the individual does not want to stay there. Sheriff advised his office is working with Gonzalez. He provided an example of a specific incident. Alt stated she is unsure how to fix the commitment issues in the County. Once the access center is available any person can walk in and receive help, but until then, a person must get medical clearance from the Hospital. Alt also clarified a person is not part of the committal process until the individual is hospitalized for more than five (5) days. She concurred law enforcement cannot forcibly transport an individual without a Court Order. Gonzalez may help persuade an individual to seek treatment voluntary. Sheriff reiterated there is no way to force someone to remain at the hospital if the individual does not want to be there; even if, it is an emergency. Alt advised she will look into the use of Mobile Crisis in these situations. She also will check on the availability during non-business hours. At this time, Alt transitioned her presentation to Genesis Development Group. She advised the cleaning service works well. Dallas County prepared a request for proposal (RFP) and took bids for the job. Genesis bid to clean one (1) building, but Alt was unsure which building. Dickson mentioned Country View Estates and advised he is unsure if they can provide a cleaning crew. He wants to offer the opportunity to Genesis and Country View. The job will entail cleaning only. It will not include snow removal. Carney pointed out this arrangement may not work, if the Facilities Manager wants to utilize the person too. Alt suggested the Supervisors make some inquiries to find the right person for the job. She suggested the Supervisors check with Country View. She assumed the Custodian may need to supervisor the worker. Dickson stated he has no

objection to a cleaning crew doing the basic custodial services, so the Custodian and Facility Manager can focus on other projects. Ron Allen and Brandon Thompson, Guthrie County Custodians, were present for the discussion. Allen expressed concerns about availability, training, and ability to use chemicals. Dickson wants the Custodians to see if they can utilize Genesis and/or Country View instead of hiring a part-time person. In his opinion, the County needs to lead by example and help employee the people participating in the Genesis and Country View programs. Alt pointed out Genesis has support staff which accompanies the individual to coach the person through the various jobs. She recommended the Supervisors and/or Custodians establish a list of job duties as well as expectations and provide it to Genesis. This will enable Genesis to find the right person. Alt emphasized the County must utilize the normal hiring process and interview all potential candidates. Grasty confirmed the Supervisors must decide if the Custodians can hire the individual or contract with the agency. Dickson thinks it may be a good fit for certain people, and he wants to look into it. Grasty and Dickson concur the County should contract for basic custodial services, so Allen can assist the Facilities Manager. Dickson recommended the County hire two (2) people to do the basic cleaning. Carney expressed concerns about the individual not having a routine. Alt advised Amerigroup Health's withdrawal as a Managed Care Organization (MCO) will not impact the Region greatly. At this time, the Region is trying to assist people with the transition. Alt anticipates it eventually will impact the Region's budget. In fact, the Region is on notice concerning a potential funding crisis triggered by the change in MCO. Alt projects the Iowa Department of Human Services (IDHS) will find another MCO, but until then, United Healthcare will be the sole MCO. Any excess services will return to Iowa Medicare (Title XIX).

Rutledge joined the meeting at 9:37 a.m.

Auditor presented email correspondence from Denise Ballard, Consultant, Iowa Governmental Health Care Plan (IGHCP). The email discussed the reinstatement of the Health Insurer Fee (HIF) on 1 January 2018. It provided a brief history of the fee as well as methods of calculation. It is an annual fee assessed to Health Insurers beginning 1 January 2014. The purpose is to help fund the Federal and State Marketplace/Exchanges. The Federal Government temporarily suspended the HIF for one (1) year beginning 1 January 2017. At this time, the HIF was three percent (3%) of the premium. The Federal Government announced in November 2017 it will reinstate the HIF at approximately three point four percent (3.4%) of the premium. IGHCP had extensive discussions with Wellmark concerning how Wellmark will collect the HIF. The parties opted to take the group monthly premium and multiple by the increased percent then divide by the number of contracts participating in the group health plan. The County's premiums will increase by \$32.37 regardless of whether it is a single or family policy. According to Wellmark, each group can allocate the HIF between the rates as the group sees fit to do it. The email included an attachment summarizing the information in the email. The Auditor also shared a second email from Ballard setting forth two (2) options for the County to pay the HIF starting 1 January 2018. IGHCP can withdraw the payment from the Partially Self-Funded (PSF) Account, or the County can pay it on a monthly basis when it remits payment to Employee Benefit Systems (EBS). Auditor passed around both emails and attachments. The Supervisors briefly discussed adding the increase into the total premium and then apportioning it between the employee and employer. Auditor confirmed the Wellmark premiums decreased in January 2017. She also advised the Supervisors will need to amend the Fiscal Year (FY) 2017-2018 Budget to account for the HIF. The Supervisors concurred there is no option but to pay it. Auditor advised she will participate in a question and answer session with Ballard via phone at 2:00 p.m. today. According to Ballard's sheet, the total plan increase over six (6) months will be \$17,868.24. The Supervisors estimated the \$32.77 increase in premium multiplied by ninety-two (92) participants will cost the employee and employer \$35,736.48 for calendar year 2018. Rutledge verified the payment options. Carney questioned whether the County can legally add the \$32.77 into the premium since the County already set the rate for FY 2018. Dickson believes the County can change the premium once each year, but he is unsure if it is a calendar or fiscal year. Supervisors directed the Auditor to research this issue. Supervisors concurred the last change came half way through the FY, so the County absorbed the increase for six (6) months. Supervisors directed the Auditor to schedule an update for the next regular meeting on Tuesday, 12 December 2017. Auditor suggested the settlement funds in Fund 8500 – Health Insurance. Dickson acknowledge this is an idea. Auditor pointed out there may be even more money from other settlements. Auditor advised she needs to discuss the use of settlement proceeds with the State Auditor again, but she does not foresee any reason why the money cannot be used to cover the HIF.

Auditor passed around the proposed Notice to Bidders for the County Farm lease. She reduced the acres to 216 and removed any reference to the cattle barn. The current acres do not include the farmstead or the cattle barn. Bids will

be due by 4:30 p.m. on 15 January 2018 and opened at 9:00 a.m. on 16 January 2018 during the regular meeting. The Supervisors briefly discussed which papers the Auditor should publish the Notice. Dickson wanted the official papers only, but Grasty wanted it published in all five (5) local papers. Rutledge suggested the Auditor inquire about a discounted rate if the County publishes the Notice in both the Guthrie Center Times and the Guthrie County Vedette. The Auditor will ask the Guthrie County Attorney to prepare a lease agreement. Motion by Grasty second by Dickson to publish the Notice to Bidders for the County Farm lease as presented to the Supervisors in a two (2) column by three inch (3") size in The News Gazette, the Guthrie County Vedette, the Guthrie Center Times, the Stuart Herald and the Adair News on 21 December 2017 and 4 January 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

Dickson briefed the Supervisors about the Guthrie County Board of Health (BoH) Meeting on 6 December 2017. Guthrie Center Communications is installing the computers today. The Guthrie County Environmental Health (EH) Department is more or less moved in to its new location in the Guthrie County Public Health (PH) Building. Dickson briefly discussed relocating the Board of Supervisors' Meeting Room across the hall. Thompson pointed out the Custodians need to strip the floors and change the light fixtures in the old EH room. Carney inquired about whether it was a good idea to do this work if the new occupant might want to change the layout. Thompson advised the main conduit running through the wall as well as the heater may prevent installation of another door or window in the EH room. In addition, the World War I and World War II Memorials may be recessed and poured into the wall. Grasty suggested moving the Public Meeting Room into the old EH space. Dickson inquired about the Custodians truck. Thompson advised the engine is installed, and it is parked outside Wetzel Repair, but Wetzel has not contacted him. The truck's status was discussed during the meeting last night. PH budgeted \$1,200 for snow removal but has not contracted with a provider to plow the parking lot. BoH is willing to put the funds towards a blade for the Custodian's truck as long as the Custodians handle all the snow removal at PH. Thompson advised he priced a Hiniker blade at Carroll Hydraulics, and a Meyer blade at Brown Equipment in Cumming, Iowa. The costs was not as high as he anticipated it. A rough estimate is \$5,500. Carney questioned if this year is the right time to purchase a blade. Rutledge expressed concerns about waiting to purchase a blade until after it snows and the demand increases the price. Supervisors concurred the Custodians need to be ready for this winter. Rutledge wants to make sure the company will service the blade. Thompson advised the Meyer blade is beefier and cheaper. Thompson will contact Wetzel and gather information for the next regular meeting on Tuesday, 12 December 2017. The blade will be a seven and half to eight feet (7 ½' to 8') straight blade. Thompson stated a "V" blade will cost at least \$8,500. He acknowledged a "V" blade can scoop and carry more snow; however, he is unsure if it is necessary in a smaller lot.

Auditor briefed Supervisors about dispute with Center For Medicare & Medicaid Services (CMS) concerning failure to pay claim. The original dispute goes back to a 2011 claim. CMS billed the wrong insurance provider. In particular, the claim was sent to Auxiant instead of Wellmark. The Auditor received notice of an intent to collect a debt in May 2017, and she began addressing the issue at this time. She turned the matter over to EBS. At the beginning of September 2017, Auditor received a letter from CMS dated 28 August 2017 closing the case; however, she also received a Notice from the United States Treasury Department about an outstanding debt it intended to collect by withholding federal funding. EBS claimed it could not assist with this problem, so the Auditor contacted CMS. Since the letters crossed in the mail, CMS confirmed the County did not owe any debt; however, CMS also advised it takes up to thirty (30) days for the cancellation notice to reach the Treasury Department. On 4 December 2017, she received another letter from CMS along with a check for \$646.57 stating the check represented the excess payment. Auditor referred the matter to EBS again. EBS advised it never paid CMS, so the money did not come from the claims account. Therefore, the Supervisors can put the money in the PSF account, but there is no requirement to do it. Auditor advised she will deposit the check into Fund 8500 and talk to the State Auditor about it. Dickson suggested the Auditor talk to Jotham Arber, Guthrie County Public Health Director, about the matter because the federal government withheld some of PH's federal funds. Auditor expressed her frustrations with IGHCP/EBS. Auditor will speak with Arber about PH's issue.

Auditor discussed the closure of three (3) outstanding urban renewal areas: Stuart Ag Park 1999 Urban Renewal, Bayard FC 1999 Urban Renewal, and Tall Corn Ethanol 2001 Urban Renewal. According to the Annual Urban Renewal Report, Fiscal Year 2015-2016, there is no outstanding debt and/or Tax Increment Financing (TIF) associated with these urban renewal areas. According to Robert Josten, tax increment revenues may be collected for no more than twenty (20) years in areas established on a designation of economic development after 1 January 1995. Therefore these areas automatically will close after twenty (20) years. Grasty verified these areas continue to exist after the

original TIF's and questioned whether another entity may want to establish a new TIF. Auditor clarified only the Supervisors may create a new TIF since the Supervisors exercise the general tax increment powers. Auditor advised she spoke with Carrie Johnson at the Iowa Department of Management about the options to close the three (3) urban renewal areas. Johnson stated the Supervisors can opt to close the urban renewal areas early. Otherwise, the urban renewals automatically will cease to exist twenty (20) years after creation, and she will remove the areas from the Annual Urban Renewal Report. Supervisors briefly discussed the matter. The consensus is to let the urban renewal areas expire in the next couple of years. Auditor will provide Supervisors with a copy of Josten's document titled "What Is Tax Increment Financing?"

Motion by Grasty second by Rutledge to approve the Claims from 18 November 2017 – 1 December 2017 in the amount of \$394,930.04. Motion carried on a vote: Ayes: 5 Nays: 0.

Brandon Thompson rejoined the meeting to interview for the Guthrie County Facilities Manager position. He opted not to go into closed session. Rutledge advised he researched the wages and believes the original wage proposed by the Supervisors was not commensurate with the duties and responsibilities associated with the position. Thompson advised he pays for all his professional licenses as well as all the continuing education units (CEU's) required to maintain the licenses. In particular, Thompson holds a Master A Electrician License as well as an Electrical Contractor license. These licenses have a two (2) year cycle and cost approximately \$3,500, in total, for both licenses. Thompson also holds a Plumbing and Mechanical Systems License. This license has a three (3) year cycle and costs approximately \$2,100. Thompson's liability insurance costs approximately eighty to ninety (\$80-\$90) dollars per month. This is higher than average because he is accredited to work with liquid propane (LP) and natural gas (NG). He must maintain a policy with a \$2 million per aggregate limit. In order to maintain his licenses, Thompson must provide proof of insurance to the State licensing boards. Thompson also pointed out he uses his own tools and equipment as well as his company van, as necessary. Thompson's goal is to ensure projects are done correctly and save the County money in the process. He is more than willing to use his own specialty tools, but he also wants a tool line item to purchase tools specifically for County projects. Thompson advised he maintains his Boiler Operator License, but the County pays the license fee and CEU's. He also has an Underground Storage Tank License, so he can do monthly safety checks on the underground storage tank at the Guthrie County Courthouse and send the appropriate documentation to the State of Iowa. Thompson pointed out the County must have a licensed boiler operator and underground storage tank operator on-site to comply with State and Federal regulations. Grasty acknowledged Thompson wears many different hats. Dickson inquired about the County paying for the licenses and CEU's. Thompson stated he will pay for these expenses and have the County reimburse a portion of the costs through his salary. This way he can still use his professional licenses to do private work through his business. Auditor advised the original pay range in the job posting was twenty to twenty-four dollars (\$20-\$24) per hour. Thompson advised Arber's research showed the average salary range for such a position was \$55,000 to \$70,000 depending on the number and type of buildings. Thompson suggested a minimum starting wage of twenty-six dollars (\$26) per hour or \$55,000. In Thompson's opinion, it is hard to justify a lower wage. There are a great deal of duties and responsibilities, so the pay should reflect the responsibility as well as the position. Thompson pointed out he can hit the ground running because he knows the people, buildings and suppliers. Carney advised he is very comfortable with Thompson's quality of work. Dickson stated he appreciated the license information. Thompson also pointed out the difference between a Custodian and a Facilities Manager. Rutledge admitted the Supervisors may have slanted the original pay range to more of a custodial position and thinks twenty-six dollars (\$26) per hour is reasonable. Thompson concurred the Departments will overlap and work together. Rutledge advised he thinks the Supervisors will need to pay Thompson at least twenty-six dollars (\$26) per hour if they want to take advantage of Thompson's education and qualifications. Thompson acknowledged he will help with some custodial duties, but Rutledge stated the Custodian needs to hire another person for a lower rate to do the custodial work. Grasty concurred twenty-six dollars (\$26) per hour is not excessive for this job. Thompson did a cost analysis and reported it will cost an average of fifty to sixty dollars (\$50-\$60) per hour to hire a contractor. Grasty asked if Thompson preferred an hourly rate or salary. Auditor pointed out the payroll systems divides a salary into an hourly rate for purposes of calculating overtime. Thompson stated he wants the right to collect overtime because there are instances when it will be necessary to work long hours supervising contractors. Auditor advised she has no concerns about Thompson taking advantage of overtime. Dickson stated the project at PH justified the Facilities Manager position at Thompson's proposed rate. In addition, it enables the Supervisors to transfer an employee who already knows the buildings and has all the necessary licenses. Dickson stated he is willing to pay more to keep Thompson, so he has no problem with twenty-seven to twenty-eight dollars

(\$27-\$28) per hour. Thompson inquired about the benefits package. In particular, he pointed out he does not utilize the County's health insurance. Grasty acknowledged the position evolved from the original concept, so the wage must increase too. Grasty believes Thompson will do a good job at a good rate. Thompson reiterated his goal is to do the most he can with the resources available to him. Carney pointed out Thompson's knowledge of the buildings is critical because he knows the limitations. Thompson mentioned he wants direct involvement in projects like the low voltage communication wiring to ensure proper installation and minimize any problems. Dickson referenced the problems installing the window in the Main Office at the Guthrie County Transfer Station (TS). Carney suggested starting Thompson at a slightly lower rate and then increasing it at the beginning of FY2019. Grasty wants Thompson to document his activities, so the Supervisors can track the savings and consider a wage increase after six (6) months. Thompson advised Arber has multiple projects for the Facilities Manager. Carney suggested the Supervisors set the wage at twenty-seven dollars and fifty cents (\$27.50) per hour plus the standard annual increases. Rutledge pointed out the Supervisors need to follow their own demands, so in fairness to the Elected Officials and Department Heads, the Supervisors need to implement a six (6) month probationary period with a lesser wage. Auditor confirmed the Guthrie County Secondary Roads Department utilizes a six (6) month probation and raises the wage one dollar (\$1) upon successful completion of it. Rutledge suggested a starting wage of twenty-six dollars and fifty cents (\$26.50) per hour with a one dollar (\$1) increase upon successful completion of the six (6) month probationary period. Rutledge also concurred with Thompson's request to pay his own license fees and CEU's, so he can do private work too. Rutledge emphasized the Facilities Manager Job Description must require the employee to maintain all of Thompson's licenses and certifications. Auditor advised she will need to verify the status of Thompson's licenses annually to ensure there are no liability issues. Auditor advised Iowa Communities Assurance Pool (ICAP) will cover all of Thompson's work for the County as long as he is an employee and he does not exceed the scope of his job duties. Auditor confirmed Thompson's accrued paid time off and earned compensation time will transfer to the new position. Supervisors briefly discussed transferring money out of the individual Department budgets and into the new Facilities Manager budget for FY2019. Auditor pointed out this gives the Facilities Manager control over the work to be done at the Courthouse, PH Building and TS. In addition, all changes and repairs must be approved by the Facilities Manager too. Dickson pointed out the Supervisors govern the buildings, so they will require the Facilities Manager to preapprove any projects. Thompson will work on a policy. Dickson also wants Thompson and the Auditor to rework some of the current budget prior to the next budget amendment. Auditor briefly set forth her plan to revamp the General Services Budget and create a Custodial Budget as well as the Facilities Manager Budget for FY2019. Auditor intends to move expenses like paper and postage to the General Services Budget. The Auditor and Thompson also led a brief discussion regarding excess office supplies. Carney advised these matters will be discussed more in depth during the budget meetings. Carney also inquired about any gap in the Custodial Department. Thompson advised he talked to Allen. They propose hiring one (1) person they can train and share between the Departments. Since it is difficult to find qualified and reliable applicants interested in a part-time position, Thompson suggests they advertise for a full-time position. Grasty inquired about the cleaning crew. Thompson expressed concerns about supervision issues as well as exposure to sensitive materials. He also wondered about the ability to use certain chemicals. Thompson stated he is leery about supervision and security. Dickson suggested working with a job placement program and hiring one to two (1-2) part-time people rather than a crew. Thompson will talk to Gary Randall at Country View Estates. He also thinks the Supervisors need to speak with the Elected Officials and Department Heads about an outside cleaning crew. Dickson emphasized Genesis' clients do not have many opportunities in the County because businesses will not hire these individuals, so he thinks the County should lead the way. Dickson believes the clients are more than capable of doing minimum wage type work. Rutledge suggested the Supervisors allocate the part-time position to this program. This way Allen and Thompson do not have to rely on the clients, but they have the option to participate in and mentor the program. Rutledge advised Allen and Thompson need to figure out the job duties, expectations and limitations first. Thompson advised Allen spoke to one (1) applicant interested in the part-time position. Grasty suggested a retired person, but Thompson stated most retirees are not interested in the job. Rutledge suggested Allen and Thompson begin advertising for a part-time custodian. Auditor pointed out the Supervisors need to add a part-time position into the FY2019 budget to support Genesis' program. Rutledge concurred the County needs to support Genesis and hopefully encourage other businesses to do the same. Carney inquired about disabled veterans. Rutledge suggested there may be part-time duties at the TS. Grasty suggested mowing the lawn. Carney verified PH contracts its cleaning services. Thompson read the part-time custodial posting on the County's website. Rutledge wants Thompson to use this template for the advertisement but scratch temporary and add other duties, as necessary. Thompson will prepare the advertisement and the Auditor will send it to the five (5) local papers. Motion by Grasty second by Lloyd to create the Guthrie County Facilities Manager position as set forth in the job description.

Motion carried on a vote: Ayes: 5 Nays: 0. Motion by Dickson second by Rutledge to transfer Brandon Thompson to the new Guthrie County Facilities Manager position with a starting wage of \$26.50 subject to a one dollar (\$1) increase after successful completion of a six (6) month probation and full benefits available to all Guthrie County employees effective 11 December 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Grasty inquired if the Supervisors knew about the Sheriff's advertisement for a part-time Civil Clerk in The News Gazette. Grasty expressed concerns about the Sheriff not notifying the Supervisors. The Supervisors briefly discussed funding the position.

Dickson advised Arber confirmed it is legal to require the TS employees to utilize accrued compensation time before vacation. Arber will institute this new policy at the TS. Dickson wants a similar policy in the new Guthrie County Personnel Policy. In addition, he wants a limit on the amount of compensation time an employee can carryover from year to year. Auditor advised the Personnel Policy Committee opted not to include such a policy for consensus reasons.

There being no further business to come before the Board at this time, the Board adjourned at 11:49 a.m. until its regularly scheduled meeting on Tuesday, 12 December 2017. Motion by Grasty second by Rutledge. Motion carried on a vote: Ayes: 5 Nays: 0

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

12 December 2017

The Guthrie County Board of Supervisors met this 12<sup>th</sup> day of December, 2017, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Tom Rutledge.

The meeting came to order at 9:00 a.m.

Motion by Rutledge second by Lloyd to amend the Agenda for 12 December 2017 to include Joe Hanner, Guthrie County Conservation Director, Discuss/Formal Action RE: Conservation Department. Motion carried on a vote: Ayes: 5 Nays: 0. Motion by Rutledge second by Dickson to approve the Amended Agenda for 12 December 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Joe Hanner, Guthrie County Conservation Director, joined the meeting and presented the Guthrie County Conservation Board (GCCB) Minutes from the meeting on 13 November 2017. The water line project at Nations Bridge Park is complete. Hopefully, the line is deep enough it will not freeze this winter without ground cover. The Conservation Department will seed the area next spring and add dirt to any spots which settle during the winter. Hanner is optimistic because the contractor tamped the dirt and bored most of the water line. Hanner briefly explained the situation with the parking lot pole which is out of the cradle at Sutcliffe Woodland. It was not heavy, so it popped right back in place. Hanner had no comments or requests aside from the GCCB Minutes.

Supervisors considered reinstatement of the Health Insurer Fee (HIF) to the Wellmark premium. Auditor advised Denise Ballard, Consultant, Iowa Governmental Health Care Plan (IGHCP), offered to participate in a phone conference. Supervisors opted not to call her. Auditor briefed Supervisors on the question and answer phone conference with Ballard, on 7 December 2017. The session contained the same information included in Ballard's previous email. Auditor called Ballard after the session to specifically address the Supervisors' questions. Ballard

stated Wellmark will increase the single and family premium by \$32.37 per month to cover the HIF. The fee will be included on the monthly EBS billing statement beginning 1 January 2018. The projected increase in the premium over six (6) months is \$17,868.24. After 1 July 2018, the HIF will blend into the premium. The County can equally apportion the HIF between the single and family premiums. Ballard expressed concerns about the Supervisors adding the entire HIF back into the premium on 1 January 2018. She explained the County already collected three percent (3%) (\$13,550.60) of the HIF from the employees when it did not reduce the premium between 1 January 2017 and 30 June 2017. When the federal government suspended the HIF, EBS decreased the premium. Since the Supervisors left the premium the same and did not pass the reduction onto the employees, the extra money went into the Partial Self-Fund (PSF) account. It remained there in case the government reinstated the HIF. Therefore, Ballard thinks the new premium increase only should cover the point four percent (.4%) (\$4,317.64) increase imposed with the reinstatement of a higher HIF. Furthermore, the Supervisors should utilize the funds set aside in the PSF. Dickson suggested using the funds from the two (2) Iowa Insurance Division settlements to pay for the increased premium during the next six (6) months. Auditor confirmed Ballard agreed this is a viable option. Ballard also stated there is no provision in the insurer contract which prohibits a mid-year premium adjustment. She suggested the Supervisors check the Collective Bargaining Agreement (CBA). Dickson inquired about the balance in the PSF account as well as the monthly Employee Benefit Systems (EBS) report. Auditor passed around the EBS Receipt and Disbursement Report for July through October 2017. Currently, the total account balance is \$57,094.12. Auditor confirmed the settlement funds are not in the PSF. Auditor advised she deposited the settlement check in Fund 8500 – Health Insurance. The current balance in Fund 8500 is \$129,564.29. She also stated she sent an email to the State Auditor seeking guidance regarding transferring the money from Fund 8500 to the General Basic Fund. Supervisors briefly discussed possible options. Auditor advised the Supervisors will need to amend the Fiscal Year (FY) 2017-2018 Budget to spend the money in Fund 8500. Auditor stated the Supervisors must designate how the County will pay the fee and sign the Affordable Care Act (ACA) document provided by Ballard via email. Supervisors briefly discussed the status of PSF and opted not to use the funds in it. The Auditor recommended the County remit the HIF to EBS as billed on a monthly basis until the Supervisors amend the budget. Motion by Dickson second by Grasty to remit the HIF to EBS as billed on a monthly basis and utilize the money in Fund 8500 – Health Insurance to pay for the entire three point four percent (3.4%) increase in the health insurance premiums from 1 January 2017 through 30 June 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

Mary Benton, Guthrie County Attorney, joined the meeting to discuss office space. She wants to move into the old Guthrie County Environmental Health (EH) suite. Her current suite is very cramped upstairs. The number of cases is rising and with it the number of file cabinets. She likes her current suite, and she likes being upstairs because there are less distractions. Dickson inquired about the impact of her entire office being in the same room. He also suggested Benton consider using Robert Kempf's, Adair/Guthrie County Emergency Management Agency Coordinator, office after he moves to the Guthrie County Public Health Building. Benton wants to put filing cabinets in Kempf's office, if she does not move into the old EH suite. She proposed using the Guthrie County Veterans Affairs Office as a conference room. Auditor stated her office has no objection to storing the election equipment in Benton's current office. Benton stated both doors in the suite lock, so it is a secure location. Rutledge inquired if the EH suite has more square footage than Benton's current office. Benton thinks it looks bigger after she visually inspected it. Benton talked about ways to reduce paper files. She wants to send discovery electronically. She also discussed the ever increasing caseload. In 2016, she filed 219 Trial Informations; however, this year she already filed 272 as of November 2017. In 2015, she filed 201 Trial Informations and 174 in 2014. Obviously, the increased caseload directly impacts the volume of records which in turn dictates the number of filing cabinets. Benton admitted she does not have to keep files indefinitely. She also pointed out it takes time to scan documents which takes time away from her staffs' other duties. According to Benton, the Dallas County Attorney's Office scans the entire case file, so their office is completely paperless. Benton advised she bought a bunch of "Forever" stamps before postage increased earlier this year. At this time, her staff used all the extra postage because they mailed so many discovery packets. Benton admits she needs to figure out a digital means to transmit these packets. Benton also stated her current office is hot. Ron Allen, Guthrie County Custodian, turned off the wall unit, but it is still too hot. There is a drastic difference between the outer and inner office. Benton acknowledged she is unsure about the temperature in the EH suite. Benton wants the EH suite, if there is not a better or higher use for it. Supervisors stated they have made no decision at this point. They admitted they are not interested in using it as a meeting room because the space is not suitable for it. Rutledge pointed out Darcia Robson, Guthrie County Veteran's Affairs Administrator and General Relief Coordinator, needs more space for her office. The Supervisors agreed her office must remain on the main floor,

so the Veterans do not have to go upstairs for services. Supervisors also stated they want to move back into their former room. They sacrificed the room to accommodate the Information Technology (IT) server room. Supervisors agreed to take Benton's request under advisement. Guthrie County Sheriff Marty Arganbright also was present for the discussion. He wants one (1) of EH's old desks because he is hiring a part-time clerk to assist Leora Laughery, Guthrie County Sheriff Department Civil Clerk. Sheriff also advised he is interested in the EH suite if Benton decides she does not want it. Brandon Thompson, Guthrie County Facilities Manager, was present for the discussion too. Supervisors directed him to measure the EH suite. Benton admitted she is up in the air about the space. Carney pointed out there may be more distractions. Benton advised she wants the Supervisors to offer her the space, and then she will decide whether she wants it. Grasty thinks Thompson needs to get the room dimensions and compare it to Benton's existing suite. Rutledge assumes Benton is interested in the EH suite if it is bigger. Benton confirmed she wants more space. Carney proposed Kempf's office as an option for the Guthrie County Sheriff's Office (GCSO). Dickson suggested moving Breanna Gonzalez, the new Coordinator of Disability Services for Guthrie County, upstairs to Kempf's office. Then, the GCSO can have her office in the basement. Rutledge and Carney expressed concerns the EH suite is not bigger than Benton's office, and it is too closed off. Lloyd pointed out there is a great deal of wasted space in the EH suite. Hence, the reason it will not work as a public meeting space. Rutledge called the Sheriff back into the meeting and suggested Gonzalez's office. Sheriff stated he wants his staff to remain downstairs, if possible. Supervisors briefly discussed the fact Kempf's office is actually two (2) separate spaces. Dickson also mentioned the Iowa Department of Human Services (IDHS) suite. Auditor advised IDHS mentioned it may consolidate more offices and move additional people into this space. Carney will talk to Gonzalez about relocating her office upstairs. Auditor advised she will need time to move the election stuff out of the Supervisor's former meeting room. In addition, she may need to store a couple of filing cabinets in the room. Thompson will report to the Supervisors during the next regular meeting on Thursday. The Assistant Guthrie County Attorney dropped off documents with caseload statistics.

Supervisors inquired about the status of the EH suite. Thompson advised it needs more work. Allen and Thompson clean the suite as time permits and continue to move stuff out of it. Once it is empty, they will refinish the floors, and Thompson will install new energy efficient light fixtures. Thompson estimates it will be ready by the middle of January 2018. Thompson stated they also need the EH suite to store the tables from the Public Meeting Room while they refinish that floor. Rutledge inquire about the cure time for the wax. Thompson advised they will know more after starting it; however, it will take time to strip the old wax. In addition, he assumes it will require several coats of new wax.

Thompson provided an update on the Custodian/Facilities Manager Truck. Thompson talked to Dean Wetzel, Wetzel Repair. The rebuilt engine is in the truck, but there is an issue with the intake manifold module. The baffles are stuck shut. Wetzel thinks this may be why the original engine expired when Kempf had the truck. Ford Motor Company is the only company which manufactures the module, and it is on backorder currently. Wetzel thinks he will have it next week. At this point, the bill is approximately \$7,700. Wetzel installed the stainless steel headers and replaced the bad sensors. Since Wetzel is waiting on an extra part, there is no other option, at this point, but to finish repairing the truck. Supervisors concur it will be a good truck; especially, for the overall cost. Thompson advised the Hiniker blade at Carroll Hydraulics, and the Meyer blade at Brown Equipment in Cumming, Iowa are within \$500. The companies have the blades in stock and only need to order the mounts. Thompson advised the Supervisors should select a supplier, so the company can order the mounts. Dickson confirmed Guthrie County Public Health Department has \$1,200 in the Fiscal Year (FY) 2017-2018 Budget for snow removal. The Guthrie County Board of Health is willing to transfer this money to the Custodian if he will plow the parking lot. Thompson also confirmed there are funds in the general maintenance line items of the FY2018 Budget. Joshua Sebern, Guthrie County Engineer, joined the discussion and confirmed the Guthrie County Secondary Roads Department (SRD) billed the Custodian for clearing the Guthrie County Courthouse parking lot with the loader. Thompson verified the Custodian paid for it from a maintenance line item. Sebern prefers not to use the loader to clear the Courthouse parking lot unless it is a large snow accumulation. The Supervisors briefly discussed purchasing a blade and reached a consensus to do it. It will be a seven and half feet ( $7 \frac{1}{2}'$ ) heavy duty, straight blade because it will fit into the parking lot. Thompson verified the Custodians purchased the lawn mower from Brown Equipment, and he prefers to purchase the blade from Brown too. The Meyer blade is cheaper, beefier and has more of an arc to it. The blade will save time as well as wear and tear on the lawn mower. Motion by Rutledge second by Lloyd to authorize Brandon Thompson, Guthrie County Facilities Manager, to purchase a seven and half feet ( $7 \frac{1}{2}'$ ) Meyer straight blade from Brown Equipment. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors considered the 2018 Guthrie County Personnel Policy. Carney confirmed Ann Smisek from Ahlers & Cooney, P.C., removed any reference to Part-Time employee in the Pay for Holidays Worked section. Sebern and Joe Hanner, Guthrie County Conservation Director, were present for the discussion. Sebern will verify Smisek made the change. Dickson stated he has several questions. In his opinion, the compensation time cap of 160 hours is a little high, but he is willing to acquiesce to it. He does want the Supervisors to consider reducing the allotted carryover. Sebern stated the Personnel Policy Committee spent considerable time discussing the issue. The consensus was to set the maximum accrual at 160 hours because it was the amount acceptable to GCSO and Guthrie County Conservation Department (GCCD) based on past practice. The Supervisors briefly discussed a maximum carryover limit. Sebern pointed out seasonal conflicts made it difficult to reach a consensus, so the Committee opted to allow each Department to manage it. Hanner advised he requires the CCD staff to use the accrued compensation time as do other Departments. Grasty agreed each Department should manage it. Lloyd pointed out it may be a problem for some employees to use the accrued time depending on the time of year. Each Departments has a busy season which makes it difficult for people to use accrued time off. Sebern advised he learned an Elected Official or Department Head (EO/DH) can require an employee to use the accrued time. Dickson inquired if the Policy should state an employee must use accrued compensation time before vacation. Grasty thinks the EO/DH should manage it and direct employees to utilize the accrued time. Carney expressed concerns about whether or not this lowered or increased the County's compensation time liability. In his opinion, it just spread it out over more employees. Dickson wants to cap the amount of accrued compensation time an employee can carryover from year to year. Dickson inquired about compensation time and vacation counting towards "time worked". Sebern explained the Committee addressed this issue in the overtime section. All time but sick counts as "time worked" for purposes of calculating overtime. Dickson does not agree with it. Sebern advised this was the Committee's consensus. Sebern hopes it will simplify the Union language for SRD. In particular, if an employee works outside the normal eight (8) hour shift, the employee is guaranteed overtime unless the employee uses a sick day during the week. GCSO already follows this policy.

Dickson inquired about the bereavement leave. He thinks five (5) days is excessive for grandparents. Sebern stated the Committee did not change this section which came from the 2008 Courthouse Policy. In addition, SRD has a similar policy. Dickson confirmed the Affordable Care Act (ACA) requires the County to provide health insurance for all employees working thirty (30) hours or more per week. He also verified the County cannot prorate it. In Dickson's opinion, some of the Departments abuse it. Grasty suggested the Supervisors address it with budget directives.

Carney confirmed an employee must work an entire month before qualifying for health insurance. Dickson verified Smisek provided the social media as well as other legal language, such as Family Medical Leave Act (FMLA).

Rutledge thinks the Committee did a good job reaching a general consensus. Although, he does not agree with all aspects of the Policy. Grasty confirmed the Committee had numerous discussions. In Sebern's opinion, the Policy is the Committee's best attempt to achieve a uniform policy. Rutledge described the Policy as a happy medium. Sebern explained the Committee compared and contrasted existing policies to create the proposed policy. It is a living document which can evolve and change to address issues. Sebern acknowledged not everything may fit perfectly, so it will require changes. It is a large step forward. Carney hopes the Policy does not change too much. Hanner advised the EO/DH may need to re-evaluate it in the future. Carney admits the Supervisors must meet the EO/DH in the middle. Sebern emphasized the Committee weighed the costs and liabilities. In particular, the Committee reduced the maximum compensation time from 240 hours to 160 hours for most Departments; however, it is an increase for SRD. Lloyd inquired if the Union must abide by the Policy. Sebern explained the CBA governs unless it stands silent on a topic, and then the Policy controls it. Sebern intends to meet with individual employees as well as the Union. He assumes the Policy will factor into the Union negotiations. Lloyd stated he thinks some aspects of the Policy will benefit the Union. Sebern confirmed most of the Policy mirrors the CBA. One difference is Holiday pay calculated as time and a half now instead of double time. In exchange, SRD employees can accrue more compensation time and may earn an additional week of vacation. Furthermore, "time worked" includes all paid time but sick leave. Carney asked Hanner about the impact on GCCD. Hanner admitted it will be different and a change, but time will tell in the end. It will increase the vacation for tenured employees. Hanner stated he cannot answer the questions until he applies the Policy and gets some time under his belt. He anticipates it will be a new experience, and he will need to watch the budget a little more closely. In addition, he pointed out it is a challenge for smaller Departments to utilize accrued compensation time. It creates concerns if a person calls-in sick when another employee already has the day off. At GCCD, this means there only may be one (1) employee that day. Carney pointed out the Policy mirrors many other counties. Grasty reminded the Supervisors about the Committee doing a tremendous amount of work on the Policy. He stated he can live with the Policy and respects the Committee's decisions. Sebern inquired about an effective date.

The Committee did not reach a consensus on this topic. Smisek stated an EO/DH can implement it upon ratification of the Policy. Auditor pointed out the EO/DH must train employees before implementing it. Rutledge pointed out it will not become effective until each EO/DH approves it. Sebern really wants the Supervisors to approve it as soon as possible because he needs the new policy in place before SRD begins Union negotiations. Auditor confirmed the Supervisors adopt the Policy on behalf of SRD, the Custodian, Facility Manager, and Guthrie County Transfer Station. Sebern wants to present the new policy to SRD and then move into negotiations. Mike Galloway from Ahlers & Cooney, P.C., thinks SRD can have a one (1) page CBA. Supervisors assume an EO/DH will not adopt the new policy if it is not done by 1 July 2018. Auditor stated Smisek advised if an EO/DH does not adopt the new policy or provide another policy, the Auditor should implement the new Policy and wait to see if there are any objections. There is no way to force an EO to adopt the Policy. Sebern advised SRD already is working towards implementation of the Policy. Carney inquired about any leverage to encourage an EO/DH to adopt the Policy. Auditor reiterated the Supervisors may request it, but they cannot force it. The Auditor will need to address the situation on a case by case basis. Some aspects of the Policy will be enforced regardless of whether an EO/DH adopts it, such as FMLA and work place violence provisions. Items such as compensation time, wages and benefits are optional. Dickson stated he thought the Supervisors planned to discuss proposed changes with the Committee; especially, since they did not participate in the meetings. He is willing to give on a few items, but he wants other changes. Grasty expressed concerns if changing provisions will cause the whole process to fall apart. Dickson does not think the Supervisors had enough say in the process. Sebern believes all the EO/DH but one or two (1 or 2) will adopt the Policy. Sebern thinks the basic core policy is similar, so it will simplify the payroll process. Rutledge acknowledged Dickson's concerns; however, he thinks the Committee covered all the scenarios. In his opinion, the Committee tried to be conscientious of costs. Grasty and Rutledge concur the Policy is as close to a mutual agreement as possible. They respect the work done by the Committee. Sebern pointed out the County can address minor modifications in future amendments. The uniformity will be lost if the Supervisors make major changes. Dickson stated the Supervisors can force uniformity through their power over budgets. Carney acknowledged Dickson wants to make the Policy exactly how the Supervisors want it; however, each EO or independent board can choose to modify it. Motion by Grasty second by Rutledge to adopt the new Guthrie County Personnel Policy effective 2018. Motion carried on a vote: Ayes: 3 (Carney, Grasty, and Rutledge) Nays: 2 (Dickson and Lloyd). Sebern will notify Smisek and inquire about the process to implement the Policy. Sebern thanked the Supervisors for considering the Policy and having an open discussion about it.

Auditor presented the Notices to Taxing District concerning Care Initiatives and Capstone Group, Inc. The Guthrie County Assessor must send out a notice when a petition is received which possibly can change a valuation by \$100,000 or more. Care Initiatives opted to file its case with the Iowa Property Assessment Appeal Board (PAAB). The property previously was classified Residential and the Assessor changed it to Multi-Residential. This may not cause a value change because it is just a class change. Capstone Group, Inc. opted to skip the PAAB and appealed to the Guthrie County District Court. The Assessor petitioned to change the property from Exempt to taxable, and the Guthrie County Board of Review granted it. The taxable value is \$2.5 million. Auditor advised the Supervisors are not required to take any action.

Supervisors briefly discussed county property projects. Supervisors rehashed the discussion about moving the County Attorney into the EH suite. Facilities Manager will get the dimensions and provide same to the County Attorney. Carney wants the Supervisors to think about the EH suite. Grasty expressed concerns about the new occupant wanting to remodel the suite. Rutledge suggested the area remain as is and the new occupant adapt to the space. Grasty inquired about when the Supervisors plan to visit the County Farm. The Supervisors did not reach a consensus or formulate a plan.

Auditor requested more time to prepare the Minutes from 5 December 2017 and 7 December 2017. Motion by Rutledge second by Grasty to table approval of the Minutes from 5 December 2017 and 7 December 2017 until the next regular meeting on Thursday, 14 December 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed all the Payroll Reports for 2 December 2017 – 15 December 2017.

There being no further business to come before the Board at this time, the Board adjourned at 11:19 a.m. until its regularly scheduled meeting on Thursday, 14 December 2017. Motion by Rutledge second by Lloyd. Motion carried on a vote: Ayes: 5 Nays: 0

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

14 December 2017

The Guthrie County Board of Supervisors met this 14<sup>th</sup> day of December, 2017, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty and Jack Lloyd. Tom Rutledge was absent from the meeting.

The meeting came to order at 9:00 a.m.

Motion by Grasty second by Lloyd to approve the Agenda for 14 December 2017. Motion carried on a vote: Ayes: 4 Nays: 0.

Marci Schreck, Guthrie County Treasurer, joined the meeting to notify the Supervisors of her plan to hire a new employee. Linda Kreimeyer, Deputy Treasurer, will retire on 31 March 2018. She will take paid leave as early as 9 February 2018 and no longer be working in the office. Treasurer plans to advertise the position during the first two (2) weeks of January 2018, so there is plenty of time to accept applications, interview and allow the new employee to provide notice to a current employer. All in all, it is a long process. Treasurer wants to hire the new employee around the beginning of March 2018, so she will not be shorthanded during the collection of second half (2<sup>nd</sup> ½) property taxes. In particular, the collection process provides good repetition for a new employee. Treasurer pointed out she will have three (3) months of Kreimeyer's salary remaining to pay the new employee. She plans to set the new employees salary at sixty percent (60%) of her salary, so the range will be \$30,000 to \$35,000. There will be enough of Kreimeyer's salary remaining to pay both the new employee and Kreimeyer. Grasty verified the Treasurer intends to pay two (2) employees from 1 March 2018 to 31 March 2018, so the new employee can help during tax time. Treasurer reiterated it is nice for new employees to start in March because there is a great deal of repetition in the Tax Department. She confirmed two (2) of the Deputies' salaries are eighty-five percent (85%) of the Treasurer's salary. She also advised she eventually wants to move Michelle Rumelhart to eighty-five percent (85%). Unfortunately, she was unable to increase Rumelhart's salary as much as she wanted last year. Treasurer proposed increasing Rumelhart's salary to seventy-five percent (75%) of the Treasurer's salary for Fiscal Year 2018-2019. Carney verified the Treasurer's overall labor costs will be less for the next Fiscal Year. He also confirmed Treasurer needs to replace Kreimeyer with another full-time employee. She replied it is difficult to keep a part-time employee under the thirty (30) hour cap and still cover vacations as well as other duties. Carney briefly talked about "mothers' hours". Treasurer pointed out she needs more people for the end of day processes. Treasurer assured the Supervisors she has plenty of work and responsibilities to keep a new full-time employee busy all day. She does not have any prospects yet. Supervisors thanked the Treasurer for communicating her plans to them.

Brandon Thompson, Guthrie County Facilities Manager, joined the meeting to discuss County property projects. Thompson measured the former Guthrie County Environmental Health (EH) suite. The Guthrie County Attorney will gain 150 square feet if she relocates her office. The additional space is approximately ten feet by fifteen square feet (10'x15'). Carney verified the dimensions include the entire footprint. Thompson advised it does not include the hallway because technically it is not usable space for accessibility reasons. He acknowledged an occupant could keep file cabinets along the hallway. According to Thompson, the County Attorney's Office currently has 622 square feet while the EH suite is 756 square feet. Thompson has not discussed the dimensions with the County Attorney yet. Dickson inquired if the interior wall is load bearing. He wants to know if there is a possibility of modifying it.

Dickson requested a cost estimate to modify the wall. Thompson advised the walls on the floors above and below line up with this wall. Dickson wanted to know if it is possible to claim any more usable space. Thompson suggested a structural engineer should evaluate the wall. Grasty pointed out there is no way to shorten a load bearing wall. Thompson advised there is a precast beam in the same location. Lloyd pointed out it may depend on the walls weight rating. Thompson is confident the wall supports the wall upstairs too. Dickson acknowledged it may not be cost effective to modify the wall. Thompson will talk with the County Attorney about new office arrangements, plans and ideas. Thompson suggested the Supervisors wait and hire a structural engineer after Thompson determines if there is a use for the existing footprint. Grasty does not want to spend extra money on remodeling the space. The Supervisors briefly discussed the new occupant utilizing the room in its present configuration.

The Supervisors joined the Elected Officials and Department Heads for a meeting in the Public Meeting Room.

Dickson briefed everyone on the reinstatement of the Health Insurer Fee (HIF) to the Wellmark insurance premium. Ultimately, the employees will see no increase in their premium. He explained several years ago the Federal Government imposed the HIF as a tax pursuant to the Affordable Care Act (ACA). Then, it was suspended six (6) months into last Fiscal Year (FY). It is being reinstated on 1 January 2018. Even though Wellmark reduced the premium, the County continued to collect the same premium amount and held the balance in the Partial Self-Funded (PSF) Account. The Supervisors opted to do this rather than change the premium. The current insurance premium will not change because the Supervisors opted to pay the reinstated HIF from the Iowa Insurance Division settlement. The HIF will blend into the premium starting 1 July 2018, so it will be accounted for in the FY2018-2019 Budget. The Supervisors will not charge the employees for the HIF already collected from the employees. The Supervisors have no control over the suspension or reinstate of the HIF. In addition, Iowa Governmental Health Care Plan (IGHCP) has not received any renewal numbers from Wellmark yet. Therefore, IGHCP will not provide any numbers to the County. Auditor recommended planning on the premium to increase by at least three point four percent (3.4%) to account for the HIF. Auditor hopes she will have a rough range by the end of the month.

Brandon Thompson announced he is the new Guthrie County Facilities Manager. He will manage the Guthrie County Courthouse, Public Health (PH) Building and Transfer Station. His goal is to increase efficiency and get better equipment. He will meet with Elected Officials/Department Heads (EO/DH) to coordinate projects. He will minimize the need for outside labor to help reduce costs. In addition, he will work with suppliers to secure the best price for materials. Thompson will track the spending for mechanical equipment, repairs, and improvements. Finally, he will help the Supervisors plan for the future. The position is an expansion of his custodial job. It will allow him to utilize his professional licenses and training. Thompson pointed out the facilities need some extra care; especially, the Transfer Station. He wants to work with the EO/DH to solve problems. Thompson wants to discuss ideas and changes. He also will ensure there is enough resources in the budget to fund a project. Jotham Arber, Guthrie County Public Health Director, stated Thompson helped decrease the energy costs at the PH building by forty-six percent (46%) simply by installing energy efficient lights. Thompson is working on replacing motors and lights with higher efficiency versions. He also applies for efficiency rebates. Carney advised the PH remodel is complete, so the Guthrie County Environmental Health Department moved into its new location. Kempf also will move in the near future. Thompson did most of the remodeling and saved PH several \$1,000's. This savings prompted the Supervisors to create the position. Grasty acknowledged there will be some unforeseen costs at the TS. Carney advised Thompson will make repairs and help refinish floors as Departments move to new locations. Thompson's new role allows Ron Allen, Custodian, to focus on other daily activities. Carney eventually wants the Facilities Manager's duties to expand to other areas of the County; however, he has enough on his plate now. Supervisors want EO/DH to utilize Thompson. He knows the building infrastructure plus he has the old blue prints. Thompson should review any project before a contractor drills into a wall. Since Thompson knows the building, he is aware of obstructions in the wall which may cause problems.

Auditor explained the Fiscal Year 2018-2019 Budget process. She handed out a sample worksheet. Auditor created a new system which utilizes Excel spreadsheets. Each EO/DH will receive an electronic copy of their budget worksheets to complete and email back to the Auditor. This will allow the Auditor to directly import the data back into the Tyler Technology system. Since the Supervisors have not set the salary and/or wage increases plus IGHCP has not provided the new insurance rates, these cells will be locked in the worksheets. If an EO/DH needs to adjust these numbers, he/she should contact the Auditor. There is a cell on the first page which can be used to estimate

increased salaries. Each EO/DH should enter expenses and revenues in the appropriate cells. The worksheet will auto-calculate totals as well as all the withholding line items. Auditor plans to email the files this afternoon. Grasty proposed giving each Department a lump sum increase which the EO/DH could apply to the budget. Auditor commented this is an acceptable method; however, the EO/DH still needs to provide the Auditor with the specific amount attributed to each line item. Joshua Sebern, Guthrie County Engineer, and Arber both commented on how much they like the electronic format. Auditor directed the EO/DH to notify her if she needs to make adjustments and/or changes to a worksheet. Since it is the first attempt, there may be errors and other issues. Auditor stated she will help anyone requesting assistance with the new process. She also mentioned the excess office supplies in her storage area. She encouraged Departments to check with her office before purchasing certain supplies. Auditor advised she will split the Department 51: General Services into three (3) departments. The Custodian and Facilities Manager will each get a separate budget, and Department 51 will include those expenses attributable to the Courthouse and/or County as a whole. Auditor briefly discussed combining the postage line items into Department 51 and applying these funds to the postage meter in the Treasurer's Office. She pointed out bulk rate mail is cheaper than regular mail. Treasurer stated she is willing to manage the postage meter. Any Department interested in using the postage meter should contact the Auditor. Budgets are due on 15 January 2018, if possible. Upon receiving a proposed budget, Auditor will schedule a time for the EO/DH to meet with the Supervisors during the regular meetings on Thursday to present it.

Carney talked about the new Guthrie County Personnel Policy. The Supervisors adopted it pursuant to a three to two (3-2) vote during the regular meeting on Tuesday, 12 December 2017. Auditor explained each EO must decide if he/she want to adopt the Policy and when to implement it. She offered to do a group training with employees from multiple Departments. She encourage EO/DH to contact her office and coordinate any leave adjustments. Arber inquired about the Supervisors' plan to reduce the compensation time of employees who exceed the cap. He advised his Department will need to amend the budgets if the Supervisors want all employees below the maximum accrued time by the end of the FY. Dickson wants all Departments to buy back the excess time. Supervisors briefly discussed situation. The consensus was each Department should figure out a way to reduce accrued leave to a reasonable leave, and then manage it properly to keep it below the cap. Sebern advised he will not allow any of the Guthrie County Secondary Roads Department (SRD) employees to accumulate any additional time if the employee already accrued the maximum amount of sick leave. He also advise the Personnel Policy Committee reached no particular conclusion about reducing the amount of excess leave which exceeds maximum levels. Arber pointed out it will trigger a financial hit regardless of how a Department decides to handle it. In Arber's opinion, a Department can give the employee a lump sum payment or allow the employee six (6) months to use most of it. Carney stated he prefers an employee use accrued compensation time, if it is feasible for the Department. Supervisors acknowledged some Departments will have to pay out a portion of the accrued leave. Since the Supervisors have no preference, each Department can decided the best method to handle it. Nikki Carrick, Guthrie County Assessor, inquire about reinstituting the old work week. Auditor advised it depends on when, and if, each Department adopts the Policy. If there is no objection, Auditor can institute it for first pay period in January 2018. Auditor advised she cannot mandate a start date until all the Departments adopt the Policy.

Supervisors returned to their room.

Jotham Arber requested approval for a charity leave transfer. He a passed out a letter from Sarah Hart, Clinical Nurse Supervisor. She is leaving PH, and her last day is 15 December 2017. Hart wants to transition out of patient care. According to the letter, Hart wants to transfer her sick leave to another employee with limited sick as well as vacation leave. Hart mentioned the precedent set by the Guthrie County Sheriff's Office (GCSO). Jo Rasmussen, Guthrie County Public Health Finance Coordinator, stated Harts accrued 225 hours of sick leave. Arber advised other employees intend to donate vacation to the employee, so he/she will have six (6) weeks of paid leave. Dickson confirmed Hart will not be compensated for the accrued sick leave. Rasmussen pointed out the recipient will utilize the leave at a lower hourly rate. Lloyd confirmed the intention was to transfer Hart's leave as sick leave. Auditor advised the new policy only allows an employee to donate and/or transfer vacation. The new Policy will govern these situations once all the Departments adopt it. Arber discussed the matter with Hart, and she provide a copy of the Board of Supervisors' Minutes approving the transfer for a Sheriff's Deputy. Auditor confirmed it was a past practice carried out by the GCSO. Supervisors authorized a departing Deputy to transfer his sick leave to an injured co-worker provided it did not exceed the recipients' maximum allowable amount of sick leave. Lloyd advised SRD discussed a

similar proposal several years ago. Ultimately, SRD was not allowed to implement it. The policy was deemed too problematic for an employee injured on the job when the timesheets reflects the employee technically is home sick to account for the time donated to a co-worker. Lloyd has no objection to Hart's request. Carney confirmed Hart wants to transfer all her accrued sick leave. Arber verified PH employees may accrue up to 720 hours of sick leave until the Guthrie County Board of Health adopts the new policy. Afterwards, the limit will increase to 960 hours. The recipient has not accrued much sick leave yet. Auditor pointed out the new Policy will wipe the slate clean, and employees only will be able to transfer forty (40) hours of vacation. Motion by Dickson second by Lloyd to authorize Sarah Hart to transfer her accrued sick leave, not to exceed the recipient's maximum carry over amount. Motion carried on a vote: Ayes: 4 Nays: 0.

Motion by Lloyd second by Grasty to approve the Minutes from 5 December 2017 and 7 December 2017 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 4 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 11:00 a.m. until its regularly scheduled meeting on Tuesday, 19 December 2017. Motion by Dickson second by Grasty. Motion carried on a vote: Ayes: 4 Nays: 0

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

19 December 2017

The Guthrie County Board of Supervisors met this 19<sup>th</sup> day of December, 2017, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Tom Rutledge.

The meeting came to order at 9:00 a.m.

Motion by Rutledge second by Grasty to amend the Agenda for 19 December 2017 to move County Property Projects to after Canvass Rural Improvement Zone Elections Held on 12 December 2017. Motion carried on a vote: Ayes: 5 Nays: 0. Motion by Grasty second by Rutledge to approve the Amended Agenda for 19 December 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Becky Benton, State Street Insurance, joined the meeting to discuss renewal of the Iowa Communities Assurance Pool (ICAP) insurance plan. Benton handed out quotes for ICAP as well as Employers' Mutual Insurance (EM). In addition, she provided a comparison page along with other supporting documents. She recapped the financial information. Benton provided background information on both entities. She also explained the differences between an insurance pool (ICAP) and a single policy (EM). Benton advised Northwest Valuations already came to the County and completed the evaluation. Benton used the revised building values for both quotes, so it was a direct comparison. Benton briefly discussed Northwest Valuation's process. The total valuation increased by \$3,693,624. Furthermore, the County may lower the coverage for the open front shed with electricity at the Secondary Roads Department (SRD) from \$484,000 down to \$292,500. ICAP cannot automatically lower the coverage unless the insured requests it. Overall, the building values increased from \$6 million to \$10 million. The replacement cost will increase by two (2) percent each year. Benton pointed out a couple of differences for the automobile coverage. ICAP has a \$200 comprehensive deductible and a \$600 collision deductible while EM has a \$250 comprehensive deductible and a \$500 collision deductible. If the County opts to leave ICAP, the County will have no liability coverage for any claim filed after the policy terminates; even if, the incident occurred during the policy effective dates. ICAP treats each occurrence as a separate claim. Therefore, the County would be directly liable until the effective date of the new EM policy. ICAP will cease all payment of claims when the County leaves the pool. In addition, EM will not provide a

quote if there are any potential pending claims. Thus, the County is liable for any open claims. Dickson stated there needs to be more savings before the County should consider changing insurance providers, if the County must assume liability for all claims arising during the transition. ICAP's limits of coverage will remain the same. The limit of coverage for each liability category as well as wrongful acts is \$2 million. In addition, there is \$8 million of excess liability coverage which serves as an umbrella. Therefore, there is a \$10 million overall limit. The coverage limit for physical damage to vehicles is \$3,359,501 and property is \$20,153,73. The total contribution for ICAP is \$163,000.67. EM does not breakdown the coverage and contribution like ICAP, so the total account premium estimate is \$162,612.00. Benton provided a side by side comparison. She pointed out ICAP does not charge to add vehicles as well as property valued at less than \$50,000; however, EM charges for all additions to the policy. ICAP also provides a member credit for continued membership. The estimated credit will be \$26,007.63. This credit will lower the contribution to \$136,993.04. To date, the County has received approximately \$315,000 in member credits from ICAP. EM does not have a similar credit. The overall cost difference is \$25,618.96. Benton pointed out ICAP is not regulated by the State of Iowa, so it can assist the County in different ways than a private company. In addition, ICAP does not have to maximize profit. ICAP has a \$2,500 deductible for property damage and no aggregate coverage limit. The limit is \$10 million per occurrence. Supervisors briefly discussed coverage limits and concluded the quoted limits are sufficient. Motion by Grasty second by Rutledge to remain with Iowa Communities Assurance Pool (ICAP). Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors briefly discussed lowering the coverage for the open front shed from \$484,000 down to \$292,500. Benton pointed out the contents will impact the valuation. She also advised the Guthrie County Transfer Station's valuation increased from \$244,000 to \$672,000. ICAP automatically increases values subsequent to an inspection because an item must be insured for, at least, the actual value. Any reduction in value must be approved by the insured. County must pay the initial bill. Once ICAP lowers the value, it will issue a member credit and send a check. ICAP will mail the new documentation after the County pays the initial bill. The new coverage will take effect 1 January 2018. Motion by Dickson second by Lloyd to lower the value of the open front shed with electricity at the Secondary Roads Department from \$484,000 to the insurable value of \$292,500 as determined by Northwest Valuation. Motion carried on a vote: Ayes: 5 Nays: 0.

Benton will add the SRD Cold Storage/Integrated Roadside Vegetative Management (IRVM) Building once the contractor releases the building. ICAP will continue to perform periodic inspections of the County properties. ICAP also has inspectors that help with risk management. Carney signed the ICAP Commitment to Continue Membership, the Member Proxy, and the Anniversary Information Acknowledgement. Auditor and Benton briefly discussed the Member Invoice as well as the payment process. Benton will extend the premium due date until 20 January 2018, so the County has time to issue the payment. Benton also will compile all the premium information for the Fiscal Year (FY) 2018-2019 Budget. Iowa Municipal Works Compensation Association (IMWCA) will conduct its spot checks and walk through inspections on 17 January 2018.

Julie Tallman, Deputy Guthrie County Recorder, joined the meeting to request approval of the Tyler Technologies Subscription License and Services Agreement for the Eagle Recorder System. Tallman presented an email from the Assistant Guthrie County Attorney stating he reviewed the contract, and the Supervisors may approve and sign the proposed Agreement. Tallman also presented the eighty seven (87) page Agreement. The total cost for the Eagle Recorder System Software and the transition from PaperVision is \$51,179. Tallman also mentioned The Imagetek Statement of Work, but the Supervisors cannot sign it until the next regular meeting because it is not on the Agenda. The Eagle System will terminate the County's relationship with Imagetek, so the County must pay \$10,000 to get the images. Tallman is unsure if the County will own the images. The County must sign the Tyler Agreement by 1 January 2018. Tyler will begin work once the County signs the Agreement. The transition will take seven to nine (7-9) months for the entire implementation process. The payment schedule is broken down into eight (8) payments. Each payment is due upon completion of a stage. The Auditor confirmed the FY 2017-2018 Budget Amendment included the necessary funding for this project. Auditor also pointed out the payments may carry over to the FY 2018-2019 Budget based on the proposed schedule. David Garland, IT Technician with Guthrie Center Communications (GCC), previously advised the Supervisors there is no choice but to undergo the transition because the old software will not operate on the new computer systems. The Supervisors want more time to look through the Agreement. Rutledge pointed out the Imagetek payment is for more than just buying the images. In addition to exporting the images, Imagetek will create a second copy. Therefore, Imagetek is doing some additional work. Motion by Dickson second

by Grasty to table the Approval and Signing of Tyler Technologies Subscription License and Services Agreement for Eagle Recorder System until the next regular meeting on Thursday, 21 December 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Joshua Sebern, Guthrie County Engineer, joined the meeting to present the PCC Patching Plan FM-C039(91) – 55-39. This plan will use Farm to Market funds. SRD will patch F32 (Wichita Road), F63 (310<sup>th</sup> Street), and F59 (Redfield Road) north of the Diamondhead entrance from the Dexfield Road. F32 currently is in the worst shape. Rutledge pointed out this changed over the last five to seven (5-7) years. The Monteith Road previously was the worst pavement, but now F32 has surpassed it. According to Sebern, all indications point to a new windfarm in Audubon County with the substation, transmission lines, and a few turbines in Guthrie County. A couple of landowners objected to the transmission lines crossing their lands, so the company is considering alternate routes. SRD will work with the company, as necessary. Supervisors expressed concerns about construction traffic on F32 (Wichita Road). Sebern advised the transmission lines and turbine trucks have the weight dispersed over several axles, so these vehicles are not the issue. The concrete trucks cause the most damage. The patch plan will allow SRD to forego major repairs on F32. Currently, there is no funding to properly address the issues with F32. All the Federal Aid is allocated to other projects, and there is not enough Farm to Market funds. After the patch work is complete, SRD can apply an asphalt overlay. SRD will need to redo it within three to five (3-5) years. N70 (Bayard Road) has been bad for quite a while, but it seems to be holding up at this time. SRD has concentrated on sealing the cracks which helps it. Carney verified SRD will document the road conditions. In particular, SRD will do an assessment before and after the wind farm project to determine any damage to the roads. The total estimate for the patching project is \$451,000. This project will put the Farm to Market funding in the red by one (1) year of funding which is approximately \$1 million. SRD can operate for three to five (3-5) years like this. Sebern wants to stop using Farm to Market as a funding source, so he can maintain some capacity in the fund for F32. Federal funding is not an option for F32. SRD can go into the black for up to three (3) yrs or \$3 million. There are a couple of bridge projects funded by an eighty percent (80%) Federal and twenty percent (20%) Farm to Market match. Motion by Lloyd second by Carney to approve PCC Patching Plan FM-C039(91) – 55-39. Motion carried on a vote: Ayes: 5 Nays: 0

Sebern provided a brief SRD update. Steve Stringham, Guthrie County Weed Commisioner, is working on the 2017 Weed Commissioner Report. Sebern will present the 2017 TIF Project Overview at the next regular meeting. Sebern reported he is working on SRD's FY2018-2019 Budget. Dickson wants SRD to stop maintaining 340<sup>th</sup> Street at the City of Stuart's boundary. In his opinion, the City's new STOP sign will cause more deterioration which makes the road more difficult and expensive to maintain. Sebern confirmed SRD maintains roads within other Cities. Sebern will check to see if there are any maintenance agreements related to this area and report back to the Supervisors at the next regular meeting.

Supervisors reviewed the Report of Veteran Affairs Commission for Quarter Ending December 2017. Motion by Rutledge second by Lloyd to accept Report of Veteran Affairs Commission for Quarter Ending December 2017. Motion carried on a vote: Ayes: 5 Nays: 0

The Auditor presented the Guthrie County Sheriff's Office Part-Time Civil Clerk Salary for certification by the Supervisors. The Auditor also provided the Supervisors with a copy of the Sheriff's revised FY2017-2018 Budget. Grasty requested the Sheriff report to the meeting, but he was out on a call. The Auditor passed around the letter from the Sheriff stating he hired Mary Sheeder to fill the position, and she started on 11 December 2017. Furthermore, the wage rate will be \$15 per hour. The Auditor pointed out the Supervisors need to certify the wage before the next payroll, or the Supervisors must approve her payroll before the Auditor's Office can issue the check. Rutledge asked which line item the Sheriff designated for Sheeder's payroll. Auditor advised the Sheriff provided no direct guidance and suggested the Deputy Auditor talk to Leora Laughery, Guthrie County Sheriff Department Civil Clerk. Auditor advised she must create a new line item, but it will have no budgeted amount. Rutledge requested Laughery report to the meeting, but she declined the request. The Supervisors questioned how the Sheriff plans to pay for this position. Dickson and Grasty stated they will not approve a budget amendment to fund this position, if the Sheriff knew it would exceed the current budget. Grasty pointed out Elected Officials and Department Heads need to manage their budget, and the Supervisors only should allow an amendment, if there is a justifiable reason. Rutledge stated the information provided does not provide a clear indication of the total cost for this position. At this point, the Supervisors are unsure about where the Sheriff intends to get the funds to cover this position. Motion by Rutledge second by Grasty to table

the Certification of the Guthrie County Sheriff's Office Part-Time Civil Clerk Salary until the next regular meeting on Thursday, 21 December 2017 at 9:00 a.m. Motion carried on a vote: Ayes: 5 Nays: 0.

The Auditor will submit the 14 December 2017 minutes at the next regular meeting. Motion by Lloyd second by Dickson to approve the Minutes from 12 December subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Lloyd second by Rutledge to approve the Claims from 2 December 2017 – 15 December 2017 in the amount of \$304,965.91 Motion carried on a vote: Ayes: 5 Nays: 0.

The Supervisors canvassed the Rural Improvement Zone Elections Held on 12 December 2017. Danielle Fink, Deputy Auditor, conducted the canvass. The Supervisors signed the election sheets for the Diamondhead and Lake Panorama Rural Improvement Zone Elections.

Jotham Arber, Transfer Station Executive Director, and Brandon Thompson, Guthrie County Facilities Manager, joined the meeting to discuss the Transfer Station (TS). Arber called all the haulers since he received a minimal response to his letter. He wants everyone to be on the same page. He also wants the haulers as well as the public to call him, if there is a problem or any questions. Arber will work with people to figure out a solution. He also briefed the Supervisors on his conversation with Eric Morris, owner Jensen Sanitation. Arber is considering raising the rates, but he needs to research the issue. Arber continues to establish a chain of command as well as transition the financial duties to the Finance Coordinator at Guthrie County Public Health. Arber and Thompson spent five (5) hours cleaning, reorganizing and doing repairs on Saturday. Arber discussed what can and cannot be stored in the recycling area. He intends to train Steve Rummans to handle the chemicals, so Rummans can remove these items immediately after the customer scales the load. Thompson is working on upgrading the safety features and replacing broken items. He also installed new LED lights. Arber advised the provider installed the new security cameras, and he purchased televisions to watch the cameras. He will post signs notifying the public about the closed circuit cameras in use throughout the property. The cameras will help curtail the disposal of items which customers hide within loads to avoid additional fees and/or charges. TS employees can purchase items, but they must pay the same rate as the public and remove the items from the property by the end of the day. Arber will periodically inspect the TS. Cindy Turkle, with Turkle Clark Environmental Consulting is doing the annual report. The wells look great. The Guthrie County Landfill received the thirty (30) year closure notice in 1994 or 1998, so Arber wants to pursue closure. The Iowa Department of Natural Resources (IDNR) wants the Landfill to wait for the entire thirty (30) years. Turkle will provide training after 1 January 2018. Arber will take the Transfer Station Operator class. Supervisors and Arber briefly discussed rehabilitating the Blue Building. Arber intends to use the building as a shop as well as the place to de-manufacturer appliances. This will increase the available space in the garbage area and address other concerns. Thompson wants the equipment parked in the new shop or a garage, so it is protected from the weather. Rutledge inquired about the cost associated with de-manufacturing. Arber will do a cost analysis and report back to the Supervisors. Grasty inquired if there is room in the Recycling Building to accommodate single stream recycling. Arber will continue to research this issue.

Thompson provided a status update for the old Environmental Health room as well as office relocation plans. The Public Meeting Room floor is refinished, but Thompson still needs to install the new lights. The Guthrie County Attorney decided not to relocate her office because there is not enough additional, usable space to warrant the move. She only will gain only 150 square feet. Thompson is working on pricing a structural engineer to determine if it is possible to renovate the space. Thompson measured the walls on both floors, and everything lines up all the way down to the interior foundation. Thompson recommends leaving the room in its present configuration. Grasty questioned whether it will cost more to make the space usable than it will be worth in the end. The Supervisors still want prices for a structural engineer. Rutledge stated the Sheriff really wants the additional space, but he is unsure how the Sheriff plans to utilize it. The Supervisors prefer the entire Sheriff's Office remain on the same floor. Auditor pointed out she needs a different space, if the Supervisors want their old room. Dickson also reminded the Supervisors about Genesis Development possible needing an office. He will talk to Genesis. The Auditor stated she is willing to share the room provided there is a secure area to store the election equipment and enough room for all her cabinets. Darcia Robson, Guthrie County Veteran's Affairs Administrator and General Relief Coordinator, wants the closet in the Supervisors' current room, so the Supervisors need to figure out a place to store the contents. Carney stated Breanna Gonzalez, the

new Coordinator of Disability Services for Guthrie County, is willing to move to Robert Kempf's, the Adair/Guthrie County Emergency Management Coordinator, current office. Dickson stated he does not want to rush anything since there is no big hurry to relocate any offices. Thompson will address Robson's concerns about the internet connection in the Supervisors' current room.

Carney briefed the Supervisors about the most recent Heart of Iowa Region Board Meeting on 18 December 2017.

There being no further business to come before the Board at this time, the Board adjourned at 12:00 p.m. until its regularly scheduled meeting on Thursday, 21 December 2017. Motion by Rutledge second by Grasty. Motion carried on a vote: Ayes: 5 Nays: 0

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

21 December 2017

The Guthrie County Board of Supervisors met this 21<sup>st</sup> day of December, 2017, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Tom Rutledge.

The meeting came to order at 9:00 a.m.

Motion by Grasty second by Lloyd to approve the Agenda for 21 December 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Marty Arganbright, Guthrie County Sheriff, joined the meeting along with Leora Laughery, Guthrie County Sheriff Department Civil Clerk to discuss the part-time Civil Clerk's salary. Sheriff advised he hired Mary Sheeder as a part-time Civil Clerk to assist Laughery. She started work on 11 December 2017 and will work for an average of no more than thirty (30) hours per week. Sheriff and Laughery talked about the current back log of work. He also discussed the implications of Laughery's desk being unattended when she is out of the office. In particular, people set time sensitive items on her desk but do not notify someone, and this leads to missed deadlines. In addition, no one is available to issue weapons permits if Laughery is gone and Chuck Cleveland, Guthrie County Sheriff's Office Dispatcher, is attending to his other duties. Grasty confirmed it is difficult for Cleveland to help Laughery due to training constraints as well as his other duties. Sheriff and Laughery listed all her duties and responsibilities.

Laughery provided multiple examples of various daily activities. Sheriff invited Supervisors to stop by the office and observe Laughery's hectic day. Laughery has begun training Sheeder, but she is unsure how long it will take to complete the entire process. Sheriff advised he needs more space for the Civil Clerks, so he wants the old Environmental Health room. Carney spoke with Breanna Gonzalez, the new Coordinator of Disability Services for Guthrie County about moving into Robert Kempf's, Adair/Guthrie County Emergency Management Coordinator, office, and she is willing to do it. Carney suggested the Sheriff utilize Gonzalez's office, so his entire staff will remain on the same floor. The Supervisors and Sheriff briefly discussed the Sheriff's current budget. The Sheriff stated there are enough funds in the current budget to cover a part-time wage with no benefits. Furthermore, Sheeder will work fewer hours after the Clerks eliminate the back log. In the future, Supervisors want Sheriff to notify them of his plans before he hires a new employee. Sheriff pointed out he is the only Elected Official that provides a monthly update. Supervisors want to maintain an open line of communication with the Sheriff, and they appreciate the monthly updates. Sheriff pointed out he runs the Guthrie County Sheriff's Office to the best of his abilities. Supervisors concur Sheriff can do what he wants as long as he manages his current budget and ensures there is enough funds available to cover all the expenses. Motion by Rutledge second by Lloyd to certify Mary Sheeder's starting wage of \$15.00 per

hour for an average of no more than thirty (30) hours per week effective 11 December 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Julie Tallman, Deputy Guthrie County Recorder, joined the meeting to present the Tyler Technologies Subscription License and Services Agreement for Eagle Recorder System. Dickson confirmed Tristen Richard, Guthrie County Recorder, is comfortable with the total amount of implementation and training hours provided in the Agreement. He encouraged the Recorder's Office to make sure they receive all the necessary training. The total cost is \$41,179. The price includes professional services (\$33,000), collection hardware (\$1,650), and the subscription fees (\$6,529). The total does not include the estimated travel expenses (\$7,500). Tallman advised Recorder's primary concern is the cost to convert from Imagetek Papervision to Eagle. Imagetek has to convert and transfer the data because it stores the images as well as provides the database which retrieves the documents. Motion by Dickson second by Grasty to approve and sign the Tyler Technologies Subscription License and Services Agreement for Eagle Recorder System in the amount of \$41,179 plus travel expenses. Motion carried on a vote: Ayes: 5 Nays: 0.

Tallman also submitted the Imagetek Papervision Enterprise to Tyler Conversion Agreement. Supervisors confirm Auditor accounted for this expense in the Fiscal Year 2017-2018 Budget Amendment. The total cost is \$10,000. Supervisors shared Recorder's concerns about the cost; however, they acknowledge there is no other option. Motion by Rutledge second by Lloyd to approve and sign the Imagetek Papervision Enterprise to Tyler Conversion Agreement in the amount of \$10,000. Motion carried on a vote: Ayes: 5 Nays: 0.

Joshua Sebern, Guthrie County Engineer, and Steve Stringham, Guthrie County Weed Commissioner, joined the meeting. Stringham presented the 2017 Weed Commissioner's Report. He briefly discussed the primary noxious weeds in the County such as thistles, wild parsnips and chicory. Stringham advised the Integrated Roadside Vegetative Management (IRVM) Department only purchased a limited amount of chemicals because they utilized the existing chemicals carried over from the Guthrie County Conservation Department. Stringham provided a brief synopsis of the chemicals used as well as the approximate quantities. Stringham stated he personally served six (6) Noxious Weed Notices this year. Since he took over as Weed Commissioner, he spent twenty percent (20%) of his time on Weed Commissioner duties, sixty percent (60%) of his time on IRVM duties and twenty percent (20%) of his time on other County duties. Stringham advised the Iowa Department of Natural Resources (IDNR) is monitoring the spread of a very invasive weed, palmer amaranth. It is causing serious problems in other parts of the State. Currently, there are no signs of it in the County. Supervisors and Stringham briefly discussed various noxious weeds prevalent in the County as well as the best method to manage the weeds. Motion by Grasty second by Rutledge to approve 2017 Weed Commissioner's Report. Motion carried on a vote: Ayes: 5 Nays: 0.

Stringham provided a brief update on the new Secondary Roads Department (SRD) Cold Storage/Integrated Roadside Vegetative Management (IRVM) Building. The contractor plans to finish the cement as well as the interior during January 2018. The electrical is complete, but there are no doors at this time. Stringham advised he plans to request bids from chemical supplies, so he can purchase chemicals soon. He pointed out IRVM will use all the current inventory of chemicals first. Stringham briefed the Supervisors on routine operations as well as the procedures for a controlled burn. He assured the Supervisors he continues to monitor problem areas as well as repeat offenders.

Sebern talked about blading 340th Street into the City of Stuart. He confirmed there is no maintenance agreement. Dickson expressed concerns about the Guthrie County Secondary Roads Department (SRD) continuing to maintain the gravel road after the City installed a STOP sign on 340th Street within the city limits. It is a fairly steep incline. Sebern acknowledged it is a difficult area to maintain; however, the grader operator frequently blades it. Sebern advised it is very inconvenient to just stop blading at the city limits. In Dickson's opinion, the STOP sign increases the amount of wear and tear on the road. If the City insists on keeping the STOP sign, it can maintain the road. Supervisors briefly discussed situation and whether or not to continue maintaining the road. Sebern advised SRD probably will continue to plow it. Motion by Dickson second by Grasty authorizing Guthrie County Secondary Roads Department to cease maintenance of 340<sup>th</sup> Street within the city limits of the City of Stuart. Motion carried on a vote: Ayes: 5 Nays: 0.

Sebern explained why SRD may continue to incur design costs. Since there is a large enough workload, SRD can proceed in a couple different ways. Sebern briefed the Supervisors on the various pending design projects. In addition

to these projects, there also are Tax Increment Financing (TIF) projects, in process, at the same time. Sebern wants to finish the current TIF projects first. Then, he needs to decide whether to do projects in-house, or retain the services of another design firm. Each project will cost approximately \$30,000 for outside design services. Grasty expressed concerns about paying a design firm, since SRD hired a new designer this past year. Sebern cautioned the TIF expenditures will decline, if his staff must focus their efforts on other projects; however, he has no objection to it. The daily demands of a construction schedule also make it difficult to focus on project design. Sebern admits he does not want to continually incur additional design costs. He pointed out SRD cannot do bridge deck design because his staff does not have the right tools, expertise and plans to do it. Sebern has no objection to SRD doing more design work as long as the Supervisors accept the corresponding impact it will have on TIF projects. He is leaning towards keeping the large design project in-house and farming out the smaller ones. Sebern also advised there are several large culverts which SRD needs to address. Each culvert needs engineering specifications in order to extend it. Sebern acknowledges SRD has progressed by leaps and bounds with respect to bridges. The unofficial bridge report recommended addressing six (6) bridges and changing the posting on four (4) bridges. Carney suggested Sebern focus on Federal Aid Bridge Projects to extend the duration of the TIF funds. Sebern pointed out the TIF funds can serve as back up funding to make unexpected bridge repairs. There is \$3 to \$3.5 million left in the TIF General Obligation Bond. There is no deadline by which the County must utilize all the TIF funds. Sebern briefly discussed the new wind turbine project in Audubon County as well as a small portion of Guthrie County. Sebern wants to slow down the project rate, so SRD can focus better on each project. If the TIF projects diminish, SRD can manage construction projects like the Monteith Road (F51). Supervisors briefly discussed the matter. They reached a consensus and directed Sebern to do most of the project designs in-house to save money. He can seek outside assistance if SRD gets in a bind. In addition, Sebern may start a new bridge project, if there is an issue.

Sebern briefly spoke about office management. He does not anticipate any changes; however, Glenda Edwards, Guthrie County Secondary Roads Department Office Manager, is the only person trained to operate the software and Iowa Department of Transportation (IDOT) Reporting system. In addition, there are other unique aspects of her job. Sebern wants to train a backup, so there is redundancy. He suggested hiring a person to split time between SRD and another job function, such as Human Resources (HR). Auditor pointed out Edwards already is the Risk Manager and handles the Workers Compensation. The Supervisors briefly discussed the pro's and con's of the proposal. Dickson suggested hiring a part-time person to help Edwards. Grasty expressed concerns about filling the HR position again after Edwards retires from the County. Auditor pointed out this will allow the County time to decide if the HR position should be full-time or part-time. Sebern added it also insures there will be someone to train Edward's replacement, if necessary. Sebern advised the training process will take one to two (1-2) years because there are multiple reporting requirements and cycles. Sebern wants to balance the need for redundancy with the cost, so he will continue to think about it. Carney inquired about the bridge recording project. Sebern confirmed an engineering student undertook the project on a part-time basis. He got some of the bridges recorded; however, he did not have enough time to finish it.

The Supervisors and Sebern moved into the Public Meeting Room for a power point presentation entitled Overview 2017 TIF Projects. Sebern handed out a financial summary of the Bridge and Culvert Division. The As-Built Project total for Bridges is \$2,833,529, and it includes thirteen (13) bridge projects. The project cost for County Road N54 was \$4,460479. The total contract and engineering costs for the projects under contract or in final design is \$1,769250. These projects will go to bid in February/March 2018 with construction during the summer of 2018. The total actual TIF expenditures plus contracted/final design amounts is \$9,063,258. Therefore, the approximate balance or unobligated portion of the TIF General Obligation Bond is \$2,936,742. There are no specific plans for anticipated TIF projects. Sebern predicted there may be some bridge deck plans as well as a package of bridges in the future. He will prepare a map detailing the completed bridges and culverts as well as projected projects. Sebern provided pictures, specifications and pertinent details of the following projects: Beaver 33 – Bridge replaced with double box culvert sixteen feet by ten feet (16'x10'); Union 302 – Bridge replaced with seventy feet (70') steel beam concrete deck because it was too deep for a box culvert, and the bridge was a more cost effective option; Baker 182 – Bridge replaced with rock bed and a double box culvert; Seely 285D – Small undersized culvert, in the wrong location, replaced with a double box culvert, and bridge replaced with a small round culvert. The new drainage route runs parallel to the road, and then to the original drainage channel. Carney inquired about the life span of a culvert. Sebern estimates 100 years or more. Sebern stated he needs to weigh the options for each potential project, in the future, and

evaluate the need versus the cost. He also plans to map any maintenance agreements. Sebern confirmed the Iowa Department of Transportation already began pre-treating roads.

Auditor presented the Letter for 700 MHz Application. According to Kempf's email, the State of Iowa is holding the communications load analysis until all the jurisdictions with the Adair/Guthrie County Emergency Management Agency (EMA) submit the letters and the Notice of Interest. The letter authorizes the EMA to apply for as well as manage the Talk Groups and Radio ID Number for access to the State of Iowa's 700 MHz Land Mobile Radio System. Rutledge advised the State is mandating a new isolated frequency owned and controlled by it. Before implementation, the State is performing a needs analysis to determine how many radios will utilize the frequency. The EMA already completed its portion of the project and just needs to submit the information. There is no cost for the assessment. Motion by Rutledge second by Lloyd to approve and sign the Letter for 700 MHz Application. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor submitted the Region XII Council of Governments' Budget Requests for Fiscal Year 2019. The membership fees will be \$9,420.44. The requested funding for Western Iowa Transit (WIT) is \$5,477. WIT also requests funds to assist with the capital match to help meet Federal requirements for vehicle replacement and the estimated amount is \$1,020. The annual grant match for the Local Housing Trust Fund is \$5,000. Finally, the Supervisors previously agreed to provide a \$21,000 match for a new revolving loan fund. In total, the Fiscal Year 2019 funding to Region XII will be \$41,917.44. The Supervisors do not need to take any formal action. They can address each request through their budget.

There was no discussion about County Property Projects.

Motion by Lloyd second by Rutledge to approve the Minutes from 14 December 2017 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

The Supervisors will not hold the regularly scheduled meeting on Tuesday, 26 December 2017 because it is a paid holiday.

There being no further business to come before the Board at this time, the Board adjourned at 11:57 a.m. until its regularly scheduled meeting on Thursday, 28 December 2017. Motion by Rutledge second by Dickson. Motion carried on a vote: Ayes: 5 Nays: 0

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

28 December 2017

The Guthrie County Board of Supervisors met this 28<sup>th</sup> day of December, 2017, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Tom Rutledge and Jack Lloyd. Auditor was absent from the meeting.

The meeting came to order at 9:01 a.m.

Motion by Grasty second by Lloyd to approve the Agenda for 28 December 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

The Supervisors moved to the Public Meeting Room for the presentation by the Guthrie County Compensation Board. Lisa Calvert, Secretary, spoke on behalf of the Compensation Board along with the Chairman, Lyle Laughery. The

Compensation Board met on 21 December 2017 at 3:00 p.m. Laughery explained the Board considered surrounding Counties as well as like size Counties in the State. He stated the taxes are set well, and the County does a good job of maintaining the tax rate. The Compensation Board recommends a five percent (5%) increase for all Elected Officials' salaries to remain close to the State average. The Board feels the County may lose qualified employees as well as applicants for future openings without a sizeable increase in wages. Laughery stressed the 'morale' factor to keep employees. Calvert mentioned the County is roughly eight percent (8%) behind other Counties. The Board recommended a five percent (5%) increase because the Supervisors usually approve a lower raise. Laughery agreed he was more conservative in the past, but he feels the Supervisors will have a problem on their hands, down the road, if they do not allow greater increases. Calvert brought up the public perception of the Supervisors not meeting twice a week, all year, but still approving an increase. She pointed out the public only sees they are not at the Guthrie County Courthouse. Grasty defended the Supervisors by pointing out their jobs include much more than Board Meetings. The Supervisors attend to many concerns and serve on other boards outside of the regular meetings. Lloyd added he learned the Supervisors do much more than what is seen by the public. Laughery agreed with them. Carney asked where the County fell compared to the eight (8) to ten (10) other Counties of equal size. Guthrie County is the second lowest paid county of all the comparison Counties. Dickson mentioned he would like to see comparisons based on department size and staff as well as workloads rather than just population. The Supervisors stated they will take the recommendation under advisement and discuss it at a later time.

Grant Sheeder, President, Guthrie County Fair Board, joined the meeting to discuss the County's contribution to the Guthrie County Fairgrounds as well as the Fair and 4H Budget for Fiscal Year 2018-2019. Sheeder asked why the Fair Boards' reimbursement were roughly \$5,000 less than last year. Rutledge and the Deputy Auditor concluded there was a miscommunication. The Auditor's Office will review the packet again and determine if there are other items which qualify for reimbursement under the Iowa Code. Sheeder and the Supervisors briefly discussed next year's budget. Sheeder would like more money budgeted for Capital Projects, if possible. Supervisors stated they will take Sheeder's request into consideration and decide if the County can contribute any additional funds.

The Supervisors discussed pending 2018 Appointments. The main discussion pertained to appointing a new Guthrie County Medical Examiner. Dr. Steve Bascom and Dr. David Ahrens do not want to be reappointed anymore. The Supervisors discussed options to replace them since they have not found any Guthrie County physicians willing to accept the appointment. Mary Benton, Guthrie County Attorney, joined the discussion. She reviewed the Iowa Code as well as the rules for appointing a doctor from outside the County. The Iowa Code allows such an appointment. The Supervisors will do more research on the subject.

Benton discussed the Lease for the County Farm. She wants to know how many acres to include in it. Carney stated he will find out the total number of acres to include in the Lease and notify Benton.

Motion by Lloyd second by Rutledge to table the Minutes from 19 December 2017 and 21 December 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 10:29 a.m. until its regularly scheduled meeting on Tuesday, 2 January 2018. Motion by Rutledge second by Dickson. Motion carried on a vote: Ayes: 5 Nays: 0

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

## Guthrie County Board of Supervisors

Regular Session

2 January 2018

The Guthrie County Board of Supervisors met this 2<sup>nd</sup> day of January, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Tom Rutledge and Jack Lloyd. Auditor was absent from the meeting.

The meeting came to order at 9:00 a.m.

Motion by Grasty second by Lloyd to approve the Agenda for 2 January 2018.

Motion by Rutledge second by Carney to appoint Grasty as Chair of the Board of Supervisors for 2018. Motion carried on a vote: Ayes: 5 Nays: 0

Motion by Carney second by Dickson to appoint Rutledge as Vice Chair of the Board of Supervisors for 2018. Motion carried on a vote: Ayes: 5 Nays: 0

Becky Benton, State Street Insurance, called and stated she is unable to attend the meeting. Benton advised the actual Iowa Communities Assurance Pool (ICAP) Annual Premium will be \$162,668.50. This is slightly lower than the \$163,000 she previously quoted to the Supervisors. Benton also stated the County has a \$26,007.87 credit voucher. Therefore, the current ICAP payment will be \$136,660.87. The Deputy Auditor advised this payment will be part of the claims submitted to the Supervisors during this meeting.

Motion by Carney second by Lloyd to approve the following paid holidays for 2018:

Memorial Day: Monday, 28 May 2018

Independence Day: Wednesday, 4 July 2018

Labor Day: Monday, 3 September 2018

Veterans Day: Monday, 12 November 2018

Thanksgiving Day and the Day After: Thursday, 22 November 2018 and Friday, 23 November 2018

Christmas Eve and Christmas: Monday, 24 December 2018 and Tuesday, 25 December 2018

New Year's Day: Tuesday, 1 January 2019

Motion carried on a vote: Ayes: 5 Nays: 0

The Supervisors considered Resolution 18-13: Resolution Appointing Members of the 2018 Compensation Commission. Said Resolution annually appoints not less than twenty-eight (28) residents of the County and places their names on a list of eligible individuals to serve as members of a compensation commission in Eminent Domain proceedings in accordance with the provision set out in Iowa Code Section 6B.4. Motion by Rutledge second by Dickson to approve Resolution 18-13: Resolution Appointing Members of the 2018 Compensation Commission. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Rutledge) Nays: 0

Motion by Carney second by Rutledge to appoint Lloyd, Grasty, and Auditor to Region XII Council of Governments. Motion carried on a vote: Ayes: 5 Nays: 0

The Supervisors briefly discussed the official newspapers for Guthrie County. Herald Publishing reported 399 county residents subscribe to the Guthrie Center Times and 462 residents subscribe to the Guthrie County Vedette. Central Iowa Publishing, Inc. reported 708 county residents subscribe to The News Gazette. Motion by Lloyd second by Carney to designate the Guthrie County Vedette and The News Gazette as the official newspapers for Guthrie County per Iowa Code Section 349. Motion carried on a vote: Ayes: 5 Nays: 0

Motion by Lloyd second by Rutledge to reappoint Steve Stringham with the Guthrie County Secondary Roads Department as the Guthrie County Weed Commissioner. Motion carried on a vote: Ayes: 5 Nays: 0

Motion by Dickson second by Carney to reappoint Darcia Robson as the General Relief Director and the Veteran Affairs Administrator for Guthrie County. Motion carried on a vote: Ayes: 5 Nays: 0. Robson requested the Supervisors acknowledge the Guthrie County Veteran Affairs Board Members in the minutes of the annual appointments. The Members are Barry Chalfant, Steven James and Karen Rosenbeck.

Motion by Dickson second by Lloyd to reappoint Rutledge as the representative and Grasty as the alternate representative to the New Opportunities Alcohol & Drug Treatment Unit. Motion carried on a vote: Ayes: 5 Nays: 0

Motion by Carney second by Rutledge to reappoint Dickson to the 5<sup>th</sup> Judicial District Department of Correctional Services. Motion carried on a vote: Ayes: 5 Nays: 0

Motion by Lloyd second by Rutledge to appoint Dickson, Lloyd, and Rutledge to the Guthrie County Planning Board and to serve on the Guthrie County Public Safety Commission. Motion carried on a vote: Ayes: 5 Nays: 0

Motion by Carney second by Dickson to reappoint Grasty as the representative and appoint Rutledge as the alternate representative to the Midwest Partnership Board. Motion carried on a vote: Ayes: 5 Nays: 0

Motion by Lloyd second by Grasty to reappoint the Midwest Partnership Director, Sarah Gomez, to the Enterprise Zone Board. Motion carried on a vote: Ayes: 5 Nays: 0

Motion by Grasty second by Lloyd to reappoint Kristine Jorgensen to the Western Iowa Tourism Region. Motion carried on a vote: Ayes: 5 Nays: 0

Motion by Dickson second by Carney to reappoint Rutledge to the EMS Bioterrorism Board. Motion carried on a vote: Ayes: 5 Nays: 0

Motion by Rutledge second by Carney to reappoint Robert Kempf, Guthrie County Emergency Management Coordinator and Marty Arganbright, Guthrie County Sheriff, to the South Central Regional E911 Board. Motion carried on a vote: Ayes: 5 Nays: 0

Motion by Lloyd second by Dickson to reappoint Grasty to the Decategorization Governance Board. Motion carried on a vote: Ayes: 5 Nays: 0

Motion by Rutledge second by Carney to reappoint Bill McDermott and Dickson to the Guthrie County Board of Health for a term of three (3) years ending 31 December 2020. Motion carried on a vote: Ayes: 5 Nays: 0

Motion by Lloyd second by Carney to reappoint Mary Benton, Guthrie County Attorney, to the Guthrie County Involuntary Hospitalization Board. Motion carried on a vote: Ayes: 5 Nays: 0

Motion by Carney second by Lloyd to reappoint Dennis Hoover to the Guthrie County Zoning Commission. Motion carried on a vote: Ayes: 5 Nays: 0

Motion by Rutledge second by Carney to reappoint Tom Smith to the Guthrie County Zoning Board of Adjustment for a term of five (5) years ending 31 December 2022. Motion carried on a vote: Ayes: 5 Nays: 0

Motion by Lloyd second by Rutledge to reappoint Region XII Council of Governments as the Guthrie County Zoning Administrator. Motion carried on a vote: Ayes: 5 Nays: 0

Motion by Carney second by Grasty to reappoint Scott Benton to the Guthrie County Conservation Board for a term of five (5) years ending 31 December 2022. Motion carried on a vote: Ayes: 5 Nays: 0

Motion by Rutledge second by Dickson to reappoint Jim Beck to the Guthrie County Civil Service Commission for a term of six (6) years ending 31 December 2023. Motion carried on a vote: Ayes: 5 Nays: 0

Motion by Dickson second by Carney to reappoint the Board of Supervisors over the land at the Guthrie County Farm, Courthouse grounds, Sanitary Landfill/Transfer Station, Secondary Roads Department buildings and Public Health buildings for 2018. Motion carried on a vote: Ayes: 5 Nays: 0

Motion by Rutledge second by Lloyd to authorize the Chair of the Guthrie County Board of Supervisors and the Guthrie County Auditor to execute leases and deeds on behalf of Guthrie County for 2018. Motion carried on a vote: Ayes: 5 Nays: 0

Motion by Dickson second by Carney to approve the utilities as certified by the Iowa Department of Revenue and authorize the Guthrie County Auditor to disperse them to the appropriate taxing districts. Motion carried on a vote: Ayes: 5 Nays: 0

Motion by Carney second by Lloyd to authorize the Guthrie County Auditor to purchase supplies for the Guthrie County Courthouse. Motion carried on a vote: Ayes: 5 Nays: 0

Motion by Rutledge second by Carney to appoint the Chair of the Guthrie County Board of Supervisors as the Board's representative on the Risk Management Committee. Motion carried on a vote: Ayes: 5 Nays: 0

Motion by Lloyd second by Dickson to reappoint Carney to the Hungry Canyons Alliance. Motion carried on a vote: Ayes: 5 Nays: 0

Motion by Rutledge second by Dickson to reappoint Carney to the Heart of Iowa Region Board. Motion carried on a vote: Ayes: 5 Nays: 0

Motion by Carney second by Rutledge to reappoint Dickson as an alternate to the Heart of Iowa Region Board. Motion carried on a vote: Ayes: 5 Nays: 0

The Supervisors considered Resolution 18-14: Resolution Authorizing the Guthrie County Auditor to Pay Fixed Charges and Other Claims per Iowa Code Section 331.506 Without Prior Approval by the Guthrie County Board of Supervisors. Said Resolution authorizes the Guthrie County Auditor to issue checks to make payments for fixed charges, claims for employee prescription and health insurance as well as claims with a due date before an upcoming Accounts Payable date without prior approval of the Supervisors during 2018. Furthermore, the Resolution mandates the Guthrie County Auditor shall comport with all provisions of Iowa Code Section 331.506 when making such payments. Finally, the Resolution authorizes said process to commence upon approval of this Resolution. Motion by Dickson second by Lloyd to approve Resolution 18-14: Resolution Authorizing the Guthrie County Auditor to Pay Fixed Charges and Other Claims per Iowa Code Section 331.506 Without Prior Approval by the Guthrie County Board of Supervisors. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Rutledge) Nays: 0

Motion by Rutledge second by Carney to authorize Chair of the Guthrie County Board of Supervisors to approve emergency expenses. Motion carried on a vote: Ayes: 5 Nays: 0

Motion by Lloyd second by Carney to approve the mileage reimbursement rate for Guthrie County employees at 46.5 cents per mile which is eighty-five percent (85%) of the 2018 Internal Revenue Service mileage rate. Motion carried on a vote: Ayes: 5 Nays: 0

The Supervisors reviewed and discussed the Farm Lease for the County Farm. The discussion focused on the options available to the Supervisors in the standard Lease Agreement. These items include the storing of farm chemicals, the burying of animals and disposal of solid waste. Dickson stated he does not see an issue if the Supervisors allow the renter to bury an animal which passed away on the pasture. The Supervisors also decided the renter could store chemicals used on the farm, but the renter cannot store chemicals used on other agricultural lands. The Supervisors agreed the renter cannot dispose of oil, tires, batteries, paint or other solid waste on the property.

David Ahrens advised the Supervisors, in writing, of his intention to resign from the Regional Airport Authority Board at the end of his current term, 30 June 2018. The Supervisors discussed the vacancy. Lloyd stated he has a candidate

interested in the position. Rutledge will pass the name onto the current Board Members, so they can contact him to discuss the duties and responsibilities. Motion by Rutledge second by Carny to table the appointment to the Regional Airport Authority Board. Motion carried on a vote: Ayes: 5 Nays: 0

Motion by Rutledge second by Carney to reappoint Joshua Sebern, Guthrie County Engineer to the Intermodal Surface Transportation Efficiency Act (ISTEA) Board. Motion carried on a vote: Ayes: 5 Nays: 0

The Supervisors briefly discussed the possibility of replacing Drs. Bascom and Ahrens as Medical Examiners. Motion by Carney second by Rutledge to reappoint Dr. Steve Bascom and Dr. David Ahrens as the Guthrie County Medical Examiners for sixty (60) days while the Supervisors continue to work on finding a replacement. Motion carried on a vote: Ayes: 5 Nays: 0

The Supervisors discussed the regularly scheduled meetings. The Supervisors talked to other County Supervisors, and the consensus is most Counties just meet once per week. Several County Supervisors commented they hold additional work sessions, as necessary, to deal with issues like the budget. Lloyd added everyone stated they just meet once a week at the New Supervisor Training last year. Motion by Rutledge second by Dickson to set the Guthrie County Board of Supervisor's regularly scheduled meetings at 9:00 A.M. on Tuesday and Thursday from 2 January 2018 to 31 March 2018 and on Tuesday from 1 April 2018 to 31 December 2018 in the Supervisors' Meeting Room at the Guthrie County Courthouse with any changes posted on the Agenda. Motion carried on a vote: Ayes: 3 (Dickson, Lloyd, and Rutledge) Nays: 2 (Carney, Grasty)

Jotham Arber, Guthrie County Transfer Station (TS) Executive Director, joined the meeting to discuss the telehandler situation. The current telehandler continues to cause issues on a regular basis. Arber handed out a packet with information on telehandlers. Arber thinks the Manitou MT732 from Star Equipment is the best option. Arber's suggestion is to purchase the Manitou MT732 but keep the current telehandler for ninety (90) days since the Manitou has a ninety (90) day money back guarantee. After the ninety (90) days pass, Arber recommends trading the current telehandler and applying the funds towards a lease on a tele skid loader. The current value of the telehandler should cover about two (2) years of the lease for the tele skid loader. Arber recommends purchasing the telehandler rather than leasing it because the hour usage limits and penalties make the lease cost prohibitive. Dickson asked about the availability of a service technician. Arber advised Star Equipment has technicians available to work on the Manitou. In addition, eighty-five percent (85%) of the Manitou's parts are available in Des Moines, Iowa, which is better than other options. Arber wants to wait until after he receives the final quote from Caterpillar (CAT), later this week, before he makes a final recommendation. Once Arber has the quote from CAT, he will propose a budget amendment to purchase the new telehandler during the current fiscal year. The Transfer Station should save money in the long run by eliminating the cost to maintain the current telehandler. The Supervisors along with Arber and Brandon Thompson, Guthrie County Facilities Manager, discussed the purchase of a new bucket for the telehandler. Everyone concurred it will be better to get a new bucket with the new telehandler. First, there may be an issue of contaminated grapple hydraulics on the existing bucket. Second, it will lower the trade-in value of the current telehandler.

Mary Benton, Guthrie County Attorney, joined the meeting. She stated the County Farm Lease is available in the Auditor's Office. She also advised she did a little research on the Guthrie County Medical Examiner position. According to the Iowa Office of the State Medical Examiner, several Counties have the same issue as Guthrie County. These Counties have a Medical Examiner and also an Investigator that actually goes out to the scene. Dr. Ahrens is talking to a doctor at the Guthrie County Hospital. There is one possible issue. Since the doctor actually is an employee of the Hospital, must the Hospital consent to the doctor's appointment as Guthrie County Medical Examiner? Furthermore, what is his availability given his commitments to the Emergency Room (ER) and clinics? The Medical Examiner plus an Investigator may be a better combination which could work based on the availability of the Investigator(s). Currently, there may be a Physician's Assistant (PA) interested in being an Investigator. In addition, the County may have more than one (1) Investigator to ensure availability, but all the Investigators will work for the Guthrie County Medical Examiner. The Guthrie County Medical Examiner must submit proposed Investigators to Dr. Dennis Klein, Iowa State Medical Examiner, for his approval.

Auditor's Office presented the Guthrie County Secondary Roads Department New Employee Payroll Notice establishing the wage for Ryan Cline. Sebern hired Cline at the base rate for a laborer. Cline will receive \$1.00 less

until the conclusion of the six (6) month probation period. Motion by Rutledge second by Carney to approve the New Employee Payroll Notice for Ryan Cline authorizing a starting wage of \$17.05 per hour effective 27 December 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Rutledge second by Lloyd to table the Minutes from 19 December 2017, 21 December 2017 and 28 December 2017. Motion carried on a vote: Ayes: 5 Nays: 0

Motion by Carney second by Lloyd to approve the Claims from 16 December 2017 – 29 December 2017 in the amount of \$131,108.97. Motion carried on a vote: Ayes: 5 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 12:03 p.m. until its regularly scheduled meeting on Thursday, 4 January 2018. Motion by Rutledge second by Lloyd. Motion carried on a vote: Ayes: 5 Nays: 0

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Everett L. Grasty, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

4 January 2018

The Guthrie County Board of Supervisors met this 4<sup>th</sup> day of January, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Tom Rutledge. The Auditor was absent from the meeting.

The meeting came to order at 9:00 a.m.

Motion by Carney second by Lloyd to approve the Agenda for 4 January 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

David Garland and Curt Thornberry, Technology Development Director, Guthrie Center Communications (GCC), joined the meeting. Garland presented the December 2017 Information Technology (IT) Report. Garland stated they are working on updating the Guthrie County Treasurer's Office. There was a lower number of visits to the County website in December, but there was still a significant amount of traffic to the website. The main focus is switching to the ten gigabyte (10G) network. Thornberry suggested the Supervisors as well as Guthrie County Public Health redo their respective contracts and combine same into one (1) contract. He also mentioned the need to update equipment and software as Microsoft will not support Windows 7 much longer. The Supervisors will take this into consideration. Thornberry is going to pull some figures and will report back to the Supervisors by the end of January.

Joshua Sebern, Guthrie County Engineer, joined the meeting to discuss upcoming bridge projects. Sebern presented the plan for Bridge Replacement project BROS-C039(90)-8J-39. The project will cost approximately \$425,000 with eighty (80) percent Federal Aid Bridge funds and the remaining twenty (20) percent local funds. It will be 100 feet long. Motion by Lloyd second by Rutledge to approve Bridge Replacement project BROS-C039(90)-8J-39. Motion carried on a vote: Ayes: 5 Nays: 0.

Sebern presented the plan for Bridge Replacement project L-SC116T-73-79. The project will cost approximately \$408,000 and will be ninety feet (90') long. Sebern stated this project will be funded entirely by Tax Increment Financing (TIF). Motion by Grasty second by Lloyd to approve Bridge Replacement project L-SC116T-73-79. Motion carried on a vote: Ayes: 5 Nays: 0.

Sebern stated he is not ready to present Bridge Replacement Project L-GR112T73-39 because he still is working through a few issues. Motion by Carney second by Lloyd to table Bridge Replacement project L-GR112T73-39. Motion carried on a vote: Ayes: 5 Nays: 0.

Sebern presented the Hungry Canyons Alliance Agreement. This includes multiple projects phased in over the course of two to three (2 – 3) years. The County will be refunded roughly \$300,000 for these projects. The Stream Profile Survey will be fully funded under the Agreement, and twenty percent (20%) will come from just the projects. Motion by Lloyd second by Carney to approve the Hungry Canyons Alliance Agreement. Motion carried on a vote: Ayes: 5 Nays: 0. Motion by Dickson second by Rutledge to approve the Stream Profile Survey. Motion carried on a vote: Ayes: 5 Nays: 0.

Finally, Sebern provide a Secondary Roads Department (SRD) Update. Sebern reported SRD has been cutting and burning a great deal of brush all over the County. Most recently, SRD has been doing a lot of snow removal.

Sebern presented Resolution 18-15: Resolution Giving the County Engineer the Right of Final Acceptance. Said Resolution designates, authorizes, and empowers Sebern to execute the certification of completion of work and final acceptance thereof, on behalf of the Supervisors, in accordance with plans and specifications therefore, in connection with all farm to market construction projects. Motion by Carney second by Rutledge to approve Resolution 18-15: Resolution Giving the County Engineer the Right of Final Acceptance. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Rutledge) Nays: 0.

Jotham Arber, Guthrie County Transfer Station (TS) Executive Director, joined the meeting to give an update on the Transfer Station. Arber will provide an update on the telehandler at a later date because he still is waiting on numbers. Arber discussed adding the option of Debit/Credit Card transactions. He found a system which charges \$0.98 per ton of garbage. The customer will be assessed the charge upon using their Debit/Credit Card as a convenience fee. Beginning Monday, 8 January 2018, the TS gates will close at 3:00 p.m. to allow staffs time to clean up and leave by 4:00 p.m. There will be exceptions to this regular closing time following natural disasters, emergencies and Holidays. Employees will be required to use accrued compensation time by 30 June 2018. Any remaining compensation time will be paid to the employee. Arber will create employee schedules, if necessary, so there is no compensation time carried over to the next fiscal year. Arber also plans to establish a new maintenance protocol. If maintenance issues come up, Brandon Thompson, Guthrie County Facilities Manager, shall be contacted first, so he can assess the issue and determine the proper course of action. Arber will provide monthly updates concerning tonnage reports and financial overviews to the Supervisors.

Supervisors reviewed and approved the following out of cycle claims. Iowa Communities Assurance Pool (ICAP) - \$136,660.87 (Insurance Premium); Kendall and Teresa Kipp - \$625.00 (Reimbursement for Over Payment).

The minutes from 19 December 2017 and 21 December 2017 were unavailable for the meeting. Supervisors asked why the minutes were not present and expressed reluctance to table the minutes. Motion by Carney second by Lloyd to table the Minutes from 19 December 2017 and 21 December 2017. Motion carried on a vote: Ayes: 5 Nays: 0. The Deputy Auditor provided the hand written minutes from 28 December 2017 upon request of the Supervisors. Motion by Dickson second by Lloyd to approve the Minutes from 28 December 2017 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 11:15 a.m. until its regularly scheduled meeting on Tuesday, 9 January 2018. Motion by Rutledge second by Lloyd. Motion carried on a vote: Ayes: 5 Nays: 0

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Everett L. Grasty, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

## Guthrie County Board of Supervisors

Regular Session

9 January 2018

The Guthrie County Board of Supervisors met this 9<sup>th</sup> day of January, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty and Tom Rutledge. Jack Lloyd was absent from the meeting.

The meeting came to order at 9:00 a.m.

Motion by Rutledge second by Carney to amend the Agenda for 9 January 2018 to include Appoint Chair and Alternate to Adair/Guthrie County Emergency Management Commission. Motion carried on a vote: Ayes: 4 Nays: 0. Motion by Rutledge second by Carney to approve the Amended Agenda for 9 January 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Joe Hanner, Guthrie County Conservation Director, joined the meeting and presented the Guthrie County Conservation Board (GCCB) Minutes from the meeting on 11 December 2017. Doug Frels and Bill Bump were reappointed to three (3) year terms on the Prairie Woodland Conservation Foundation. Nancy Smith was reappointed to a three (3) year term on the Guthrie County Historical Village Foundation. The GCCB corrected a previous issue with the appointments. Carney inquired if GCCB plans to purchase a truck and mower during this current FY. Hanner advised GCCB budgeted for these items during the last FY but opted to purchase a skid loader. Ethan Vander Pol, Natural Resources Manager, presented the GCCB with estimates to replace these items. The Board directed Hanner to budget for replacements during FY 2018-2019. Hanner advised GCCB opted to purchase a grapple bucket for the skid loader. The Supervisors briefly discussed this decision. Hanner briefed the Supervisors on the very lengthy discussion concerning the new Personnel Policy. GCCB ultimately approved the Policy as written by a vote of three to two (3-2). Grasty verified there were a few minor changes. Hanner confirmed he substituted GCCB throughout the policy and made other minor changes. He advised GCCB kept ninety-five percent (95%) of the core policies. Dickson advised the Guthrie County Board of Health is working on changes to the proposed Personnel Policy too. In particular, the Board of Health wants to reduce the limit on accrued compensation time. Carney inquired about the status of the new Policy. Auditor advised she is working with Ann Smisek from Ahlers & Cooney, P.C. to ascertain the process for Elected Officials to approve the Policy. The Auditor has not received any new information concerning which Departments plan to adopt the Policy.

Auditor presented Resolution 18-16: Construction Evaluation Resolution (Master Matrix for Large Animal Confinement Operations). Said Resolution enables the Guthrie County Board of Supervisors to use the master matrix to evaluate applications for construction permits for large animal confinement operations pursuant to Iowa Code Section 459.304(3). Motion by Carney second by Rutledge to approve Resolution 18-16: Construction Evaluation Resolution (Master Matrix for Large Animal Confinement Operations). Motion carried on a roll call vote: Ayes: 4 (Carney, Dickson, Grasty, and Rutledge) Nays: 0.

Auditor submitted the form prepared by Robert Kempf, Adair/Guthrie County Emergency Management Coordinator, to appoint representatives to the Adair/Guthrie County Emergency Management Commission. The form appoints the Guthrie County Board of Supervisors' Chair as the representative to the Commission pursuant to Iowa Code Chapter 29C. It also designates a primary alternate and secondary alternate. The Supervisors briefly discussed the matter and opted to reappoint the same primary alternate as last year and not appoint a secondary alternate. Motion by Rutledge second by Carney to appoint Grasty as the representative and Rutledge as the primary alternate to the Adair/Guthrie County Emergency Management Commission. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors discussed ongoing county property projects. Carney will contact Steve Bireline, Westline Fencing & Materials LLC, to get an opinion regarding fence repairs and/or replacement at the Guthrie County Farm as well as the Transfer Station. Rutledge suggested Carney coordinate with Brandon Thompson, Guthrie County Facilities Manager, so Thompson can prepare the bid specifications and administer the bid process. Auditor advised she spoke with Dennis Flanery, Peoples Trust and Savings Bank, about splitting the former Guthrie County Home property. During the conversation, they briefly discussed the thirty feet (30') wide strip along the south property line. Supervisors

conferred about the matter and concluded the County retained title to this strip. It will serve as the new driveway to access the farm ground. Auditor advised she authorized the split, based on past practices, even though it will create a parcel with less than two (2) acres. Supervisors briefly discussed the installation of the new farm drive. Rutledge will talk to Joshua Sebern, Guthrie County Engineer, about removing the junk and building a drive. Carney talked to Breanna Gonzalez, Coordinator of Disability Services for Guthrie County, and confirmed she wants the entire EMA office after Kempf relocates to the Guthrie County Public Health Building. In the interim, she is willing to share her office with staff from the Guthrie County Sheriff's Office, if necessary.

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Change Notice authorizing a longevity pay increase for Colton Heckman. Motion by Rutledge second by Carney to approve the Payroll Change Notice for Colton Heckman authorizing a longevity raise increasing his salary from \$20.54 per hour to \$20.58 per hour effective 9 February 2018. Motion carried on a vote: Ayes: 3 (Carney, Grasty, and Rutledge) Nays: 1 (Dickson).

Motion by Dickson second by Carney to approve the Minutes from 28 December 2017, 2 January 2018 and 4 January 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 4 Nays: 0.

There will be a meeting of the Iowa Court Information System Court Security Task Force on 16 January 2018 at 3:00 p.m.. It is a standing committee which meets twice per year. The meeting will be chaired by the Honorable Brad McCall. The previous chair, the Honorable Paul R. Huscher, retired last year. The Task Force will discuss the state of the Guthrie County Courthouse security measures as well as plans and protocols.

Grasty briefed the Supervisors on the FY 2018-2019 budget discussion during the CCB meeting. The Supervisors briefly discussed options to address overtime and compensation time concerns. In particular, the Supervisors discussed the scheduling of compensation time and ways to avoid accruing it; especially, when staff work on the weekends. The Supervisors questioned if it is more economical to hire a part-time person to work during the weekends. In the alternative, the staff scheduled to work the weekend could take time off during the week.

Supervisors are looking into the Guthrie County Regional Airport Authority Agreement as well as a replacement for Dr. David Ahrens. He advised the Supervisors, in writing, of his intention to resign from the Regional Airport Authority Board at the end of his current term, 30 June 2018.

There being no further business to come before the Board at this time, the Board adjourned at 11:07 a.m. until its regularly scheduled meeting on Thursday, 11 January 2018. Motion by Rutledge second by Dickson. Motion carried on a vote: Ayes: 4 Nays: 0

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Everett L. Grasty, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

11 January 2018

The Guthrie County Board of Supervisors met this 11<sup>th</sup> day of January, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, and Tom Rutledge. Everett Grasty and Jack Lloyd were absent from the meeting.

The meeting came to order at 9:04 a.m.

Motion by Dickson second by Carney to approve the Agenda for 11 January 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Jotham Arber, Guthrie County Public Health Director, Environmental Health Director and Transfer Station Executive Director as well as Tim Benton, Assistant Guthrie County Attorney, joined the meeting to present the 28E Agreements Between Guthrie County and Adair, Audubon as well as Cass Counties for environmental health services. Arber advised the Guthrie County Environmental Health Department will provide services to these Counties. The 28E Agreements set forth the terms and conditions. Arber provided a brief overview of the services. Arber prepared a cost report and readjusted the hourly rate pursuant to the report. The subject County will reimburse Guthrie County for hourly costs and expenses at the rate of 110% plus mileage. In addition, the subject County will pay an annual base fee of \$5,000, even if, Guthrie County does not provide any services during a quarter. The subject Counties requested a separate itemized billing for mileage.

The base fee will be set aside in a restricted line item for the replacement of vehicles. Dickson pointed out Guthrie County is providing a benefit to other Counties without Environmental Health Departments. Arber prefers the new rate structure. He strives to treat all the Counties the same. Benton advised he reviewed all the Agreements and tweaked some of the language to clarify them. According to Benton, the Agreements have not been updated since 1999. Arber advised the payment of services will cover permit system maintenance as well as equipment. He also pointed out there is no expiration clause in the Agreement. It may be terminated by either party pursuant to the terms. This includes written notice at least six (6) months prior to the current budgetary year. Arber will review the Agreements annually. Benton intends to review the Agreements a little more closely in the future. Arber will provide a new cost analysis report every year. Arber also pointed out he signs yearly contracts with the Iowa Department of Natural Resources for grants. Motion by Dickson second by Carney to approve Resolution 18-17: Resolution Authorizing the 28E Agreement Between Guthrie County and Adair County for Environmental Health Services. Motion carried on a roll call vote: Ayes: 3 (Carney, Dickson and Rutledge) Nays: 0. Motion by Carney second by Dickson to approve Resolution 18-18: Resolution Authorizing the 28E Agreement Between Guthrie County and Audubon County for Environmental Health Services. Motion carried on a roll call vote: Ayes: 3 (Carney, Dickson and Rutledge) Nays: 0. Motion by Carney second by Dickson to approve Resolution 18-19: Resolution Authorizing the 28E Agreement Between Guthrie County and Cass County for Environmental Health Services. Motion carried on a roll call vote: Ayes: 3 (Carney, Dickson and Rutledge) Nays: 0.

Benton mentioned an email he received from the Iowa State Association of Counties (ISAC) forwarding the supplemental Courthouse Security Order issued by Chief Justice Caddy of the Iowa Supreme Court. The Order clarifies the extent to which a county can regulate weapons in the non-court areas of a courthouse. Benton wants to discuss it with the Supervisors at some point in the future. In addition, he has more information on the opioid litigation.

Arber presented the Guthrie County Public Health Payroll Change Notice authorizing a pay increase pursuant to a change in position for Paula Sheeder. She will be the new Deputy Director and supervise the home health services. It is a shift in position and will not impact the budget. Arber advised he continues to increase efficiency, so he shifts the extra money to salaries. Sheeder will replace Sarah Hart, Clinical Nurse Supervisor. Hart is leaving Public Health for an office job with additional pay. Carney confirmed Public Health is not losing nurses due to low wages. Arber advised he uses a pay scale to set the wages, so it is competitive with rates in Des Moines, Iowa. Motion by Dickson second by Carney to approve the Payroll Change Notice for Paula Sheeder authorizing a raise increasing her rate from \$25.67 per hour to \$27.67 per hour effective 23 December 2017. Motion carried on a vote: Ayes: 3 (Carney, Dickson, and Rutledge) Nays: 0.

In addition, Arber presented the Guthrie County Public Health Payroll Change Notice authorizing a pay increase for Courtney Turnis pursuant to the successful completion of her probationary period. In addition, she will assume additional responsibilities pursuant to Hart's departure. Turnis will see nursing clients even though she is a licensed practical nurse (LPN). Motion by Carney second by Dickson to approve the Payroll Change Notice for Courtney Turnis authorizing a raise increasing her rate from \$17.65 per hour to \$18.65 per hour effective 23 December 2017. Motion carried on a vote: Ayes: 3 (Carney, Dickson, and Rutledge) Nays: 0.

Arber briefly addressed Health Insurance Portability and Accountability Act (HIPAA) compliance. In accordance with the new policy, Elected Official and Department Heads must make sure any volunteer or business with potential access to HIPAA information signs a Business Associate Agreement. It is a non-disclosure agreement which the party must

sign; even if, they do not access HIPAA information. The Agreement notifies the Associate of the requirement to keep all HIPAA information confidential. It also states the individual is subject to a fine for disclosing HIPAA related information. The Agreement negates the County's liability. Arber instructed Curtis McClellan to sign the Agreement since he assists the Auditor from time to time. The Supervisors do not need to take action on the Agreement. Arber advised employees sign a Non-Disclosure Agreement. Carney confirmed Arber conducts HIPAA training for all new employees. Arber stated he tracks it once per year and requests Elected Officials as well as Department Heads notify him of any new employees. The annual training will be a webinar. Arber also advised the County finished paying for Compliance Guard.

Arber presented the Guthrie County Transfer Station (TS) Five (5) Year Plan. The TS will close at noon on Friday, 12 January 2018, for repairs. Brandon Thompson, Guthrie County Facilities Manager, needs to shut down the scale to rewire the office. In addition, he will refinish the floors and replace furnishings. A company from Baxter, Iowa removed the appliances. It took four (4) truckloads. The company will take the appliances for free, if there are eight (8) or more items. The non-Freon appliances went into the scrap. At this time, the TS is not demanufacturing appliances. Arber needs to prepare a set of standard operating procedures, and Thompson needs to upgrade the Blue Building before the TS may continue the process. Arber is unsure if the TS will continue the entire process in the future. Arber presented a PowerPoint presentation about the Plan. He introduced the Mission Statement, Vision Statement and Core Values. He played a video clip of the current telehandler moving trash. Year 1 will encompass the next six (6) months. The goal is to do a better job of accounting for money, billing and budget. Arber explained the new processes and goals. There will be better tracking of budget expenses as well as implementation of computer software to track billing. This will create checks and balances. Eventually, the billing will shift to the Financial Coordinator at Public Health. Arber will evaluate and implement safety procedures. He explained the new high visibility requirements. In addition, Thompson posted safety signs. The TS will track visitors on the property. Arber also plans to create a recycling purchase area, and he arranged for a pop machine which will be leased to the County. There are plans to upgrade and repair the buildings. In particular, Arber plans to repair the overhead doors in the Blue Building, foam the walls and install a heater. This is the most efficient solution for this building and will cost approximately \$15,000 to rehabilitate it. He also plans to repair the push walls as well as the other walls, in the Trash Building, with old bridge planks. Arber is working on replacing the telehandler as well as other broken equipment. Arber proposed moving the maintenance expenses to Thompson's budget. Auditor will create a Rural Services section to facilitate it. Thompson can act on routine expenses without Arber's prior approval. Arber plans to implement new software to track in-going and out-going waste as well as recycling to ensure efficiency and maximize revenue. In addition, he wants to update and implement standard operating procedures. Arber announced his plan to purchase a Manitou telehandler which is a demo model. It will cost approximately \$80,000. Thompson needs to order the grapple for it. Arber stated the TS spends approximately \$2,000 each month to repair the current loader. Arber also announced his plans to purchase or lease a teleskid loader. He briefly discussed his plans. Arber and Thompson looked at several options. He still is considering the JCB teleskid. He plans to trade the current JCB telehandler in exchange for a lump sum payment or a reduction in the lease costs for the teleskid. There is a JCB dealer in Alton, Iowa. Year 2 will include the repair and/or replacement of the concrete floor in the Trash Building. In addition, Thompson will rehabilitate other buildings and replace the lighting. Arber will implement efficiency reviews and safety training. Arber also will prepare a cost analysis concerning the contract to haul solid waste and recycling. He will use the report to determine if it might be more economical to handle the hauling in-house. The current hauling contract with Kooster will expire in 2019. Arber assumes the Carroll County Landfill will transition to single-stream recycling, so he will formulate plans to implement the new system. It is expensive, so Arber is unsure how soon Carroll County will transition to the new process. Year 3 includes implementation of the strategic plan, review of current plans, training, continued updates plus maintenance, evaluation of the environmental consulting contract and review of the applicable licenses.

Arber presented the proposed Fiscal Year 2018-2019 Budget for the TS. He stated the TS exceeded the projected salaries during the last several years. Historically, the TS pulled funds from other line items and used it for the salaries. Arber wants to base the salaries on a pay scale which considers the number of years work compared to median pay. He provided a copy of the pay scale he intends to utilize when he sets the salaries. Arber wants to base the salaries on the new pay scale rather than applying the Supervisors' salary increase. This allows him to justify job descriptions by tying the descriptions to the pay scale. Arber also plans to manage the budget and work schedules to control overtime. In addition, he wants to realign expenditures, so the Budget reflects the actual anticipated expenses.

Overall, these changes will increase the Budget slightly. The total budget request is \$554,279.84 which is more than last year (\$540,414). Arber did a cost analysis of administrative time to determine the total administrative costs for the TS. He did not apply these costs to any salaries because he wants to move all the administrative salaries to the Public Health (PH) Budget. In the alternative, he plans to assess an administrative fee which the TS will pay to PH. In addition, Arber wants to move \$30,300 to the Facilities Management Budget to pay for items used and approved by the Facilities Manager. Therefore, these expenses are not reflected in the requested total. The projected revenue is based on the actual revenue received in the amount of \$568,706. The tipping fees are calculated at sixty dollars (\$60) per ton. Arber also plans to charge for tires on a per pound basis just like the surrounding Counties. In his opinion, the convenience fee is arbitrary and does not align with the per pound fees paid by the TS to dispose of the tires. Arber pointed out he added a line item for computers and Information Technology (IT) services. Arber will not implement the fee for administrative services until 1 July 2018 because the current budget will not support it. Finally, Arber stated he needs to do a cost analysis on the contract carrier cost.

Arber provided a TS update. Arber is working on a computerized billing system. According to Jo Rasmussen, Guthrie County Public Health Finance Coordinator, the haulers are excited about the prospect of email statements. The security camera feeds are on the television in the office and posted on Facebook. Arber requested authorization to purchase the new Manitou telehandler. In order to fund this purchase, the Supervisors will need to amend the TS Budget, at some point, to cover other expenses. The purchase will include a new grapple bucket. There will be no shipping charges because the machine is located in Des Moines, Iowa. The Manitou is a demonstrator model and will cost \$76,200 without the bucket or \$81,496 with the bucket. The JCB would be \$103,000 with a bucket. The Supervisors briefly discussed the purchase and opted to approve it. Motion by Dickson second by Carney to purchase the Manitou telehandler with the grapple bucket from Star Equipment, LTD. for \$81,496. Motion carried on a vote: Ayes: 3 Nays: 0.

Marci Schreck, Guthrie County Treasurer, joined the meeting and presented her proposed Fiscal Year 2018-2019 Budget. She stated there are no big changes. She handed out a copy of her Budget in which she highlighted the line items with adjustments. Since Linda Kreimeyer is retiring, Treasurer will hire a new employee to fill the clerk position. She anticipates hiring the new clerk at sixty percent (60%) of the Treasurer's salary. She will raise the salary to sixty-two percent (62%) after the new employee successfully completes the six (6) month probationary period. Treasurer increased the postage line item; however, she will shift it to Department 51 – General Services if the Elected Officials and Department Heads decide to consolidate the postage line item and use her postage machine. The majority of the postage increase is due to the new tax statements requirements. In particular, each owner may opt to receive a statement. In turn, her office also must send out multiple delinquency notices too. Treasurer stated she did not budget for new computers at the Auditor's direction. If the Supervisors decide not to consolidate the IT budget, she will need to add this expense into her budget. Rutledge confirmed Guthrie Center Communication (GCC) is preparing an estimate to purchase new computers at a bulk rate. Treasurer advised she must replace all the computers in her office over the next few years since Microsoft will not support Windows 7 after 2020. GCC estimated it will cost \$800 per computer. Treasurer addressed the primary expenses in certain line items. She also talked about retaining a line item for other office equipment, so she can maintain and/or replace other equipment. The overall Budget decreased \$10,000 compared to last year. Treasurer budgeted for a family insurance policy in case the new employee opts for insurance. She also increased Michelle Rumelhart's salary to seventy five percent (75 %) of the Treasurer's salary. Plus, she decreased the mileage and training line items for the upcoming year. Treasurer reiterated she must begin replacing the computers in her office during the next fiscal year. Treasurer advised interest on investments increased for the coming year. Auditor stated she will do the calculation for Current Net Property Taxes and delete the line item from the Treasurer's Budget Worksheet. Treasurer explained why the advances on property taxes increased by \$85,000 for this coming September; even though the Auditor will not calculate these taxes until July 2018. In particular, the new tax bill only allows a taxpayer to claim a limited amount of property taxes if the taxpayer itemizes deductions. Therefore, people are trying to claim as much as possible this year.

The Supervisors reviewed the Employee Benefit Services (EBS) Receipt and Disbursement Report for November 2017. The Supervisors directed the Auditor to email each Supervisor a copy and print a copy for Lloyd rather than adding the report to the Agenda.

The Supervisors discussed County Property Projects. In particular, the Supervisors discussed the thirty feet strip along the south property line of the old County Home. According to the Plat of Survey, the County only retained an easement for access to the County Farm. The Supervisors want to look into this before they improve the access drive. Auditor advised the Assessor's records indicate the strip is not owned by the County. The Supervisors discussed their original intent. Auditor gathered copies of documents pertaining to the sale (Resolutions 17-06 and 17-07, Plat of Survey and Deed). Rutledge went upstairs to speak with the Guthrie County Attorney. At this point, Mary Benton, Guthrie County Attorney (CA) joined the meeting. She does not understand why the Supervisors think the County retained ownership of the access strip. If the Supervisors wanted to keep it, they should have told the surveyor and shifted the boundary line. CA advised the easement is permanent, and therefore, the County can rock it. She also pointed out the County needed to retain an easement, so the tenant can access the County Farm through the shared driveway. Dickson verified the County can rock the drive all the way back to the land owned by the County. CA stated she understood the Supervisors intended to sell all the land within the boundaries of Parcel "C". Rutledge verified the access is a permanent easement. Rutledge thought the Supervisors discussed whether or not to retain ownership of the strip. Carney recalled a conversation about ensuring the occupants of the house do not block the access drive and prevent the tenant from getting equipment to the farm ground. CA pointed out the Supervisors must have directed the Surveyor to include an easement. CA reviewed the Resolutions to determine if there was any mention of an easement. CA maintains the Supervisors instructed her to convey all of Parcel "C". Rutledge pointed out the priority is to ensure the tenant has access to the County Farm. Carney advised the current tenant still goes through the buildings because there is no drive, and there are obstructions along the south fence. CA offered to speak with Brenda Rose, the new owner. The Supervisors briefly discussed the matter and decided they need to speak with Rose about building an access drive. CA pointed out the easement is referenced in Resolution 17-06. Dickson inquired if there are any restrictions on the easement. CA assumed the Supervisors thought through and discussed these issues ahead of time. Rutledge asked what the County can do to improve and/or maintain the easement. He also pointed out Grasty previously stated there is junk on it. CA assumes Rose will not oppose the County putting rock on the easement. The Auditor advised Dennis Flannery requested the right to create a one and a half (1 ½) acre parcel for the house. The CA will call Rose.

Motion by Carney second by Dickson to approve the Minutes from 19 December 2017 and 21 December 2017 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 3 Nays: 0.

Supervisors reviewed the Payroll Reports for 30 December 2017 – 12 January 2018.

There being no further business to come before the Board at this time, the Board adjourned at 12:08 p.m. until its regularly scheduled meeting on Thursday, 28 December 2017. Motion by Dickson second by Carney. Motion carried on a vote: Ayes: 3 Nays: 0

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Everett L. Grasty, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

16 January 2018

The Guthrie County Board of Supervisors met this 16<sup>th</sup> day of January, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Tom Rutledge.

The meeting came to order at 9:00 a.m.

Motion by Carney second by Lloyd to approve the Agenda for 16 January 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

The Supervisors opened the bids for the County Farm Lease. There were six (6) bids submitted for consideration. The bids were as follows: 1) Gary Wilson bid \$145 per acre for 219 acres or a total of \$31,320 for 216 acres; 2) John Knobbe bid \$140 per acre for 216 acres or a total of \$30,240; 3) Wayne Royer and Alex Husk bid \$180 per acre for the row crop acres and \$60 per acre for the pasture or a total of \$28,680; 4) Thomas Land and Livestock Corp, Mike Thomas, President, bid \$272.50 per acre for 216 acres or a total of \$58,860; 5) Kendall Kipp bid \$216.44 per acre for 216 acres or a total of \$46,751.04; and 6) Kevin Schreck bid \$187 per acre or a total of \$40,392. Supervisors accepted the bids. Gary Wilson was present for the bid opening and made several comments regarding the Supervisors' pending decision. Dickson wants to speak with Thomas to verify he is aware of the tenant's obligations and is willing to take care of the land. Motion by Dickson second by Carney to table awarding the County Farm Lease until the next regular meeting on Thursday, 18 January 2018. Motion carried on a vote: Ayes: 5 Nays: 0

Sarah Gomez, Midwest Partnership Economic Development Corporation (MWP) Director, joined the meeting to submit the Fiscal Year (FY) 2018-2019 Budget request. MWP is asking for the same amount as last year or \$35,127 payable in two (2) installments of \$17,563.50. Grasty verified this request includes funding for Western Iowa Advantage. Gomez will double check on it. She also will send a formal budget request to the Auditor. Supervisors took the request under advisement.

Gomez also provided a MWP update. John Rutledge, MWP President, and Andrew Randol also were present for the update. Gomez advised business retention is the top priority. MWP visited thirty-seven (37) business, of which ten (10) were in Guthrie County, as part of the Synchronist Program. Forty-eight percent (48%) are classified as growing and forty-seven percent (47%) as maturing. MWP strives to ensure companies remain competitive with new products as well as stable. Gomez reported fourteen (14) companies are expanding and twenty-three (23) are introducing new products. In addition, twenty-three (23) more business anticipate new products. Sixty-four percent (64%) of business cite the lack of workforce as a barrier to growth. The Employer Education Summit will be held at the Lake Panorama Convention Center on 10 October 2018. Randol discussed the need for more vocational or technical training. He pointed out telephone service providers formerly were a closed audience for Information Technology (IT) graduates; however, with the data explosion, most companies need IT staff. The small local companies must compete against the big city employers. His company needs IT graduates with hands-on experience, but it is harder and harder to attract qualified people. Dickson is glad MWP is working with the schools. In his opinion, high school students should receive more vocational based training in school. Lloyd inquired about the wages. John Rutledge admitted it depends on several factors. The minimum wage is not an issue because competition drives up the wages. Therefore, companies need to remain competitive. Carney inquired about bringing young adults back to Guthrie County. John Rutledge pointed out young adults make decisions based on their desired lifestyle. "Millennials" look at recreational opportunities in addition to available jobs. The focus has shifted from good jobs and schools. "Millennials" expect more. Grasty acknowledge money is not enough for them. "Millennials" need a lifestyle too. Supervisors briefly discussed drawing people to the local communities. Gomez advised MWP communicates with the economic development representatives from the colleges and invites them to meetings. Gomez also advised there are twenty-five (25) leads. Fifteen (15) are sites, and ten (10) involve buildings. Seven (7) are active leads. Eight (8) were eliminated for various reasons. Nine (9) are listed as "unknown" status. There was one (1) success in Guthrie County. Gomez briefly spoke about the new Small Business Blitz Program. MWP visited every small business with a tax identification number. They provided a packet with a survey which helps MWP understand the small business economy. Entre-Bash will be 27 March 2018. There will be resources to assist with marketing, advertising and being a competitive business. MWP continues to work with family owned as well as other small business to create a transition plan. MWP also will connect business with the Small Business Development Centers in Iowa. MWP plans to assist with housing projects, community attraction pieces as well as work with the schools. The annual MWP dinner will be 25 January 2018 at the Lake Panorama Convention Center. Carney inquired about what the County can do to help MWP. John Rutledge thinks everything is going fine. The County is spending the right amount of money, if it is fine with the model.

The Supervisors reviewed the Guthrie County Treasurer's Semi-Annual Report for the Period of July 1, 2017 – December 31, 2017. Motion by Rutledge second by Carney to accept the Guthrie County Treasurer's Semi-Annual Report for the Period of July 1, 2017 – December 31, 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor presented the 2017 Tax Increment Financing Indebtedness Certification for Guthrie County again. She presented it on 28 November 2017 along with the Annual Urban Renewal Report, Fiscal Year 2016-2017; however, she forgot to include it on the Agenda. Therefore, the Supervisors never officially approved it. The County certified \$400,000 of urban renewal area indebtedness not previously certified for calendar year 2017 in the Wind Farm Tax Increment Finance (TIF) Urban Renewal Area. Motion by Carney second by Lloyd to approve and sign the 2017 Tax Increment Financing Indebtedness Certification for Guthrie County dated 28 November 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

The Supervisors reviewed Occupational Safety and Health Administration's (OSHA) Form 300A Summary of Work-Related Injuries and Illnesses for the Guthrie County Courthouse. This year the Form only covers the Guthrie County Courthouse. The Guthrie County Secondary Roads Department as well as the Guthrie County Conservation Department completed separate forms. Motion by Rutledge second by Lloyd to approve and sign Occupational Safety and Health Administration's (OSHA) Form 300A Summary of Work-Related Injuries and Illnesses for the Guthrie County Courthouse. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors discussed ongoing county property projects. In particular, the Supervisors briefly discussed whether or not to accept the highest bid for the County Farm Lease. Grasty emphasized a tenant cannot tear up the pasture and row crop it. The Supervisors questioned if the bidders will be able to afford the rent and still show a profit.

Carney advised he spoke with John Littler about the Guthrie County Medical Examiner position. Littler will discuss the particulars with a colleague who is the Boone County Medical Examiner. Littler currently works for an emergency medical service in Des Moines, Iowa. Carney advised Dr. Steve Bascom may be willing to be a backup. Littler wants to investigate and look into building a collision to fulfill the duties and obligations. Carney pointed out a Physician's Assistant or certified Paramedic can be an Investigator.

Supervisors briefly discussed the Guthrie County Airport Authority appointment. They are researching the previous agreement. Supervisors want to verify who is responsible for maintaining the agreement as well as the renewal process. Auditor advised her office has copies of the agreements, but she confirmed it's not her responsibility to monitor all the agreements and ensure each agreement is renewed in a timely fashion.

Motion by Rutledge second by Dickson to approve the Claims from 30 December 2017 – 12 January 2018 in the amount of \$176,230.84. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Rutledge second by Lloyd to table the Minutes from 9 January 2018 and 11 January 2018. Motion carried on a vote: Ayes: 5 Nays: 0

Grasty talked to Joe Hanner, Guthrie County Conservation Director, about scheduling compensation time when an employee works on the weekends. Hanner maintains it is difficult to find a person willing to work, part-time, on the weekends. Hanner expressed several concerns about hiring additional part-time help. Grasty emphasized the Supervisors do not want to pay excessive compensation time. Hanner stated he is willing to schedule days off during the week in lieu of compensation time on the weekends. Grasty advised Hanner wants to budget 100 hours of overtime in case his staff reaches the accrued compensation time cap, and he needs to pay overtime. Grasty prefers to amend the budget to include overtime, if necessary, rather than budget for it. Grasty advised Hanner to think about their conversation.

Rutledge confirmed the thirty feet (30') wide strip along the south property line of the old County Home property is an easement. The Supervisors never directed the Guthrie County Attorney to ensure the County retained title to it. The County Attorney is drafting an Easement Agreement. The current owner, Brenda Rose, wants a couple loads of rock to create a parking area. Supervisors briefly discussed removing the junk on the easement.

There being no further business to come before the Board at this time, the Board adjourned at 11:18 a.m. until its regularly scheduled meeting on Thursday, 18 January 2018. Motion by Rutledge second by Lloyd. Motion carried on a vote: Ayes: 5 Nays: 0

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Everett L. Grasty, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

18 January 2018

The Guthrie County Board of Supervisors met this 18<sup>th</sup> day of January, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Everett Grasty, Jack Lloyd and Tom Rutledge. Mike Dickson was absent from the meeting.

The meeting came to order at 9:00 a.m.

Motion by Lloyd second by Rutledge to approve the Agenda for 18 January 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Mary Benton, Guthrie County Attorney (CA), joined the meeting to discuss the Easement for the County Farm. She provided a copy of the Easement. She discussed the highlighted terms on page two (2). Benton researched the issue and found a note regarding the Supervisors' request to prepare an easement agreement. She talked to the surveyor as well as Dennis Flanery, Peoples Trust and Savings Bank. She verified there is no problem with using the Guthrie County Secondary Roads Department equipment to move the old building and junk. Rutledge confirmed the Supervisors anticipated cleaning up these items. He will talk to Joshua Sebern, Guthrie County Engineer, about it. The County will maintain the Easement with rock to eliminate ruts or erosion. In addition, the County will rock an area on the west side of the house sufficient for parking two (2) vehicles. This will ensure the occupants do not need to park on the Easement. Rutledge stated he likes the language about the parking area. Grasty agrees with the proposal. Benton pointed out the County is no longer responsible for the fence on the south side of the Easement. Rutledge pointed out an easement is common and the agreement solidifies the terms. Benton advised the new owner, Brenda Rose, already signed it. Carney was unhappy the County will provide the rock since Rose only gave one dollar (\$1) for the property. Benton pointed out the County only has to rock the parking area once. Besides, the County must maintain the Easement to access the County Farm. If the Supervisors approve and sign the Easement, Benton will record it today. Motion by Lloyd second by Rutledge to approve and sign the Easement Agreement for access to the County Farm property. Motion carried on a vote: Ayes: 4 Nays: 0.

Benton presented her proposed Fiscal Year 2018-2019 Budget. She stated the District Court budget will remain the same. Benton stated she left the expense line items in her budget the same, if not lowered it. She advised the Information Technology (IT) providers suggested she replace two (2) of computers next year. It will cost \$1,300 to \$1,500 per computer. In addition, she needs to upgrade her server for the new Pro-Law software. This will cost approximately \$500 to \$1,000. Benton also intended to increase this line item to cover the Pro-Law Case Manager dues of \$5,920. She only has two (2) licenses, but Pro Law wants her to have four (4) licenses or one (1) for each computer. She paid these dues from her FY 2016-2017 Budget. Since Pro-Law sends out the statement in June, Benton feels entitled to choose which budget. Rutledge verified she does not need other software subscriptions. Benton stated she needs to increase the data management line item, so she can replace the computers. Rutledge explained the Supervisors are contemplating moving this expenditure to Department 51: General Services. Rutledge acknowledged \$7,000 probably is appropriate with Pro-Law and other miscellaneous expenses. Benton stated the copier currently is out of service. Benton is contemplating leasing a copier from Access Systems. Benton mentioned the postage meter. She explained her office uses a great deal of postage to send discovery. She is looking into new ways to disseminate discovery electronically. The safest way is to create a compact disc (CD). Benton reported the

criminal case numbers continue to increase each year. She filed 293 cases by 12 December 2017. Over the last three (3) years, she filed 219 in 2016, 201 in 2015, and 174 in 2014. Grasty stated he appreciated the statistics. Benton stated she will look into using bulk postage. Auditor pointed out Benton still needs to maintain a postage line item, even if she uses the bulk postage machine, so she can pay for unexpected postage items. Auditor plans to send out an email to determine which Departments want to use the postage machine, and then she will create a budget line item to include in Department 51. Rutledge encouraged Benton not to change the postage line item. Rutledge suggested she may want to increase the postage line item. Carney pointed out Benton's proposed budget mostly remained the same, and the primary expense is labor. Benton wants to increase Johanne Godwin's salary by \$750. It is a one point nine percent (1.9%) increase. Godwin is a wonderful staff member. Benton advised she did not omit the wages for part-time help; just in case she may need someone in the future. The previous person worked two (2) half days. He still is willing to work this schedule. Grasty confirmed the need for additional help will depend on the case load. Benton pointed out the Marion County Attorney is looking for a temporary attorney to help with discovery for a special case. Benton advised she rarely allows her staff to accrue overtime unless it is absolutely necessary. Rutledge stated he prefers part-time wages as opposed to overtime. Carney confirmed Benton released the part-time employee when she hired the new full-time employee. Rutledge verified Benton did not leave anything out of her budget. Supervisors stated they will take her request under advisement. Benton will report back to the Supervisors about her copier.

Carney spoke to Dickson about Dickson's conversation with Mike Thomas, President of Thomas Land and Livestock Corp regarding the County Farm Lease. Thomas knows the pasture must remain as pasture. He also is aware of the lease terms requesting crop and fertilizer reports as well as the need to fertilize the land. Thomas confirmed he currently produces the same reports for other landlords. Thomas knows the terms in the lease agreement and had a copy of all the documents. Supervisors confirmed Thomas may bale the pasture. Rutledge acknowledged the Supervisors need to look at the land. He thinks the Supervisors should go out to the County Farm with the Facilities Manager. Then, the Facilities Manager can work with a contractor to address the issues. Carney suggested speaking with a fertilizer company about changing the requirement for the next lease. He wants to ensure the minimum requirements replenish what is taken off the land. Rutledge will notify Thomas, so he can stop by the Auditor's Office to sign the Lease. Both Carney and Rutledge talked to Kipp, and he assumed the County will take the high bid. Thomas will talk to Rose about renting miscellaneous other pieces of land. Motion by Carney second by Lloyd to accept Mike Thomas' bid, submitted on behalf of Thomas Land and Livestock Corp, in the amount of \$272.50 per acre for 216 acres, totaling \$58,860 per year, for a term of three (3) years from 1 March 2018 to 28 February 2021. Motion carried on a vote: Ayes: 4 Nays: 0.

The Supervisors reviewed the Second Quarter of Fiscal Year 2017-2018 Budget Report. Rutledge inquired about monthly budget reports for the Elected Officials and Department Heads. The Auditor stated the Deputy Auditor provides Detail vs. Budget reports each month. This report has a running balance which indicates the current balance at the end of each month. Auditor will double check on the second payment for the Guthrie County Airport Authority. The new part-time clerk line item is in the Guthrie County Sheriff's Office FY 2018 Budget. Auditor also suggested using the money in the Partial Self- Funded Account to pay the Health Insurer Fee and then replacing it with the insurance settlement proceeds during the spring budget amendment. Supervisors directed Auditor to include it on the Agenda for the regular meeting on Thursday, 25 January 2018. Rutledge inquired about changing the description for line item 0001-27-0010-000-638114 to OTHER – Farm Maintenance. The Auditor will check into making this change. Auditor explained a line item does not print if there is nothing budgeted, and there has been no expense entered against it.

Supervisor discussed pending county property projects. In particular, the need to establish an access drive as soon as practical for the County Farm. Grasty will talk to Sebern. Supervisors briefly discussed building the drive. They want the Guthrie County Secondary Roads Department (SRD) to move the junk. Supervisors acknowledge they will have to pay for the rock, but they want SRD to provide the labor. Carney will talk to Marty Arganbright about the shared fence. Supervisors also briefly discussed the demanufacturing of appliances at the Guthrie County Transfer Station. Arber will do a cost analysis in order to determine the practicality of it. Supervisors question whether to continue doing it.

Motion by Rutledge second by Carney to approve the Minutes from 9 January 2018 and 11 January 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors briefly discussed consolidating the postage expenses in Department 51: General Services, so the Departments can use the Guthrie County Treasurer's postage meter. Auditor pointed out the bulk rate is cheaper. Rutledge wants to ensure the Departments adjust their contribution each year, as necessary. In addition, the Elected Officials and Departments Heads must get the correct information to the Auditor, so she can compile it during the budgeting process. Grasty pointed out each Elected Official and Department Head needs to track as well as manage the postage. Rutledge confirmed there are fees and supplies associated with the postage meter. The Supervisors agree it makes sense to only have one (1) machine. Marci Schreck, County Treasurer, graciously agreed to manage the postage meter.

Auditor passed around the Guthrie County Taxable Valuations by Levy Authority By County for FY 2018-2019 Tax Levies.

There being no further business to come before the Board at this time, the Board adjourned at 11:05 a.m. until its regularly scheduled meeting on Tuesday, 23 January 2018. Motion by Rutledge second by Lloyd. Motion carried on a vote: Ayes: 4 Nays: 0

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Everett L. Grasty, Chair  
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

23 January 2018

The Guthrie County Board of Supervisors met this 23<sup>rd</sup> day of January, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Tom Rutledge. The Auditor was absent from the meeting due to a family matter.

The meeting came to order at 9:00 a.m.

Motion by Carney second by Lloyd to approve the Agenda for 23 January 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

Dale Behrends, Guthrie County State Bank, appearing on behalf of the R A Carper Trust and Tim Benton, Assistant Guthrie County Attorney, joined the meeting to discuss access to the R A Carper Trust's land. Behrends explained there is a lane from the County Farm Property to the Carper Trust's land. He stated it has been there for several years. Behrends believes the former County View Estates used the lane to access the pasture where Country View kept cattle. In addition, Country View used the pond on the Carper Trust's land. Rutledge recommended researching the legal status of the lane. Dickson will visually inspect the lane. Benton will look into the matter and report to the Supervisors before 1 March 2018.

Auditor provided the 2<sup>nd</sup> Quarter Expense Report from the New Opportunities, Inc. – Prevention Program – Iowa Department of Public Health/Iowa Grants.gov Expenditure Report by Month July 2017 – June 2018. Christy Jenkins, Prevention Director, New Opportunities, Inc. prepared said report. The total expenses for this period are \$2,342.98. The State will reimburse Guthrie County for \$585.75 (twenty-five percent (25%)), and the County will match the remaining \$1,757.23 (seventy-five percent (75%)). Motion by Rutledge second by Carney to approve the 2<sup>nd</sup> Quarter Expense Report from the New Opportunities, Inc. – Prevention Program – Iowa Department of Public Health/Iowa Grants.gov Expenditure Report by Month July 2017 – June 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed the Semi-Annual Report for SFY 2018 County Substance Abuse Prevention Grant. Said report sets forth the Service Area, Project Workplan Goals, Objectives and Activities. Motion by Rutledge second by Lloyd to approve the Semi-Annual Report for SFY 2018 County Substance Abuse Prevention Grant. Motion carried on a vote: Ayes: 5 Nays: 0.

The Auditor's Office presented Resolution 18-20: Resolution Rescinding Resolution 18-19 And Authorizing The Revised 28E Agreement Between Guthrie County And Cass County For Environmental Health Services. Said Resolution rescinds Resolution 18-19: Resolution Authorizing the 28E Agreement Between Guthrie County and Cass County for Environmental Health Services. Furthermore, it authorizes Guthrie and Cass County to enter into a revised 28E Agreement, Joint Exercise of Powers Between the Iowa Counties of Guthrie and Cass for the purpose of providing environmental health services to Cass County. Finally, it authorizes said Agreement to commence pursuant to the terms of the 28E Agreement. Motion by Dickson second by Carney to approve Resolution 18-20: Resolution Rescinding Resolution 18-19 and Authorizing The Revised 28E Agreement Between Guthrie County And Cass County For Environmental Health Services. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Rutledge) Nays: 0.

Motion by Dickson second by Rutledge to reappoint Carney to the Loess Hills Development and Conservation Authority (LHDCA) Board of Directors for a period of one (1) year. The LHDCA oversees the Hungry Canyons Alliances and the Loess Hills Alliance. The role of the LHDCA Board of Directors is to administer the accounts of both Alliances as well as provide general direction and guidance in the activities of the Alliances. Motion carried on a vote: Ayes: 5 Nays: 0

Carney discussed the fences at the Guthrie County Landfill and County Farm. Carney stated the Supervisors need to redo the Landfill fences. He discussed the option of replacing half the posts to make the fence better and save costs. Carney also stated the Supervisors need to clean up part of the fences on the County Farm. In addition, there is a fence in question and the Supervisors must determine whether the County or the R A Carper Trust is responsible for it.

Motion by Carney second by Rutledge to approve the Minutes from 16 January 2018 and 18 January 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 11:28 a.m. until its regularly scheduled meeting on Thursday, 25 January 2018. Motion by Rutledge second by Dickson. Motion carried on a vote: Ayes: 5 Nays: 0

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Everett L. Grasty, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

25 January 2018

The Guthrie County Board of Supervisors met this 25<sup>th</sup> day of January, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, and Jack Lloyd. Tom Rutledge was absent from the meeting.

The meeting came to order at 9:03 a.m.

Motion by Carney second by Lloyd to approve the Agenda for 25 January 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Tristen Richard, Guthrie County Recorder, joined the meeting and presented her proposed Fiscal Year 2018-2019 Budget. Richard explained why she requested an additional fulltime employee. In preparation for the transition to the new Tyler Technologies Eagle Recorder System, she completed a twenty-five (25) page questionnaire which left her with the impression the project will involve a great deal of work. In addition, her office has a back log and they must continue to upload documents to the web. Finally, it is difficult to accomplish tasks when there is only one (1) person in the office. Richard thinks an additional fulltime employee will help the office run smoother. Richard reported boat licenses must be renewed every three (3) years, and the next renewal period is during Fiscal Year 2018-2019 (FY). This will generate an additional \$1,700 in revenue. Dickson inquired about the increase of the postage line item. Richards stated her office must mail renewal notices for the boat licenses. She also advised her office stocked up on prepaid envelopes last year, so she has not made any claims for postage during the current FY. The Auditor confirmed several Departments utilize pre-stamped envelopes. She did express interest in the postage meter. Richard advised the remainder of her budget is the same as last year. In anticipation of the additional fulltime employee, she budgeted for three (3) family health insurance plans. Currently, the budget accounts for two (2) family plans. Carney inquired about the declining income. Richard reported the income is down since the office no longer issues passports. Richard reported income remains pretty consistent each year. All-Terrain Vehicles (ATV's) and snowmobile licenses must be renewed each year. Richard pointed out she lowered the photocopy and fax fee income because it was down slightly at the midyear point. Grasty inquired about why she wanted to replace the part-time employee with a fulltime employee. Richard reiterated it is difficult to run the office when only one (1) person is there. Furthermore, there is no way to predict the workload and some of the documents are time sensitive. Grasty assumed the part-time person handled this. Richard explained it is hard to predict when the office will be busy, so it is a challenge to determine the most beneficial schedule for a part-time person. Richard stated the part-time employee has a set schedule. Grasty thinks a set schedule defeats the purpose if the part-time person is supposed to covers for a fulltime employee. Julie Tallman, Deputy Guthrie County Recorder, expressed concerns about completing the Eagle training and still being able to help people. Carney estimated a fulltime person will cost approximately \$34,000. Tallman pointed out the Tyler Technologies' questionnaire included a section about scheduling periods of time over the next six to eight (6-8) months for the transition to the Eagle Recorder System. Dickson inquired about other efficiencies which Eagle will provide to the County. Dickson also asked about electronically recorded documents. Tallman advised she checks for electronic submissions multiple times per day because Iowa Land Records expects the Recorders to promptly process these documents. Tallman explained these transactions are processed in the same manner as counter submissions. In fact, she thinks the electronic submissions are more of a challenge. If there are any errors or the submitter paid the wrong fee, they must correspond back and forth to resolve the issue. It may take three to four (3-4) days to sort out a problem. If an individual records a document in person, they can resolve most issues while the person is at the window. Dickson suggested hiring a new employee to handle the Human Resources (HR) responsibilities and also serve as a floater to work in other Departments. Richard stated she is unsure if this is a good option of her office. There are numerous recording requirements, so each situation may differ slightly and her staff must know how to handle it. Therefore, it is hard to train a new employee for every situation. It is much easier to teach the person over a period of time as people record documents. The Supervisor suggested she keep the part-time employee, and they will consider adding a floater. This way she can see how it works and re-evaluate after a year. Richard emphasized she is unsure what to expect from the Eagle transition. Richard continues to communicate with the Cass County Recorder's Office as they approach the end of the transition process. Cass County told Richard the process is a great deal of work. Dickson also proposed two (2) part-time employees instead of one (1) fulltime employee to save money on health insurance. Richard stated she did not have many applicants when she filled the part-time position. The Supervisors agreed to consider the position.

Joshua Sebern, Guthrie County Engineer, joined the meeting and presented the Standard Title VI/Non-Discrimination Assurances Review. Sebern recommends approval of the document. Sebern stated six (6) years ago the Iowa Department of Transportation (IDOT) required each County to appoint a Title VI Coordinator. At the time, the Supervisors designated Sebern. The IDOT did a review last week and recommended he update the document. In particular, the document has appendixes now. Sebern advised the Secondary Roads Department (SRD) already follows all the applicable rules in order to comply with the federal funding requirements. In order to complete the document, Sebern needs to list the Americans with Disabilities Act (ADA) coordinator. The Auditor assumes it is her, but she will check with Brandon Thompson, Guthrie County Facilities Manager. Sebern also stated the County needs an ADA Transition Plan. Sebern also passed around the Title VI Non-Discrimination Agreement with Iowa DOT. Dickson confirmed Sebern must keep a log of any complaints about the roads. Sebern stated the United States

Department of Transpiration (DOT) audited the Iowa Department of Transportation (IDOT). The DOT cited the IDOT for not overseeing the local agencies. Therefore, the IDOT hired more staff evaluate the local agencies. Motion by Dickson second by Lloyd to approve the Standard Title VI/Non-Discrimination Assurances Review. Motion carried on a vote: Ayes: 4 Nays: 0. Motion by Carney second by Lloyd to approve the Title VI Non-Discrimination Agreement with Iowa DOT. Motion carried on a vote: Ayes: 4 Nays: 0

Sebern presented the proposed Fiscal Year 2018-2019 Budget. He provided a Secondary Roads Department (SRD) and Integrated Roadside Vegetative Management (IRVM) Draft Budget document. There are four (4) major budget objectives. As part of the first objective, SRD will focus on three (3) main groups of construction projects: 1) Cass 234 Federal-Aid Bridge, 2) Hungry Canyons projects, and 3) box culvert jobs. SRD cannot do all the Hungry Canyons projects during the same fiscal year, so he will prepare two (2) projects for FY2019. Furthermore, it will cost approximately \$100,000 - \$150,000 to replace a failed box culvert. For the second objective, Sebern plans to shift funds to accommodate the work on White Pole Road. It will cost approximately \$175,000 - \$200,000 to slurry the wheel ruts. Sebern plans to do the section from the Dallas County line to Highway 25. As the third objective, Sebern wants to integrate the IRVM budget into the SRD budget for administrative efficiency. Sebern pointed out he can use reserve funds to address issues if he merges the budgets. Supervisors insist on a separate accounting of the IRVM expenditures; especially if Sebern combines the budgets. Auditor is seeking guidance from the State Auditor since the IRVM budget currently is part of the Rural Services Fund. Sebern and Supervisors briefly discussed the current IRVM projects and expenditures. The last major objective is to slow the reduction rate of the reserve fund. Sebern projects there will be \$1.5 million in the reserves if SRD completely expends the current budget. He does not want to go much lower than this. At this point, Sebern shifted his focus to the expenditures. Sebern plans to increase the Construction Category by \$50,000 as well as the Administration Category by \$25,000. The Engineering Category will remain steady. The Bridges and Culverts Category will decrease by \$110,000 to accommodate the White Pole project. In addition, Sebern shifted some of these funds to the Construction Category. The Roads Category will increase \$250,000. This includes the White Pole project as well as continued gravel and rock operations similar to last season. There will be a minor reduction in the Snow and Ice Controls plus the Traffic Controls Categories. The Road Clearing Category will increase \$140,000. This will include the IRVM budget if Sebern consolidates the two (2) budgets. The New Equipment Category is down \$225,000. The Equipment Operations Category will decrease \$17,000. The Tools, Materials and Supplies Category hold steady. Finally, the Real Estate and Buildings Category will decrease \$35,000. Sebern left enough funds for the overhead doors in the new Cold Storage/IRVM building. The total expenses will be \$6,329,039. At this point, Sebern transitioned to revenues. He wants the Supervisors to approve both the General Basic and Rural Service transfers for FY 2019. Sebern pointed out he included the IRVM revenue in the Rural Services funds. Sebern anticipates a minor increase in Road Use Tax revenue. The Federal Bridge Replacement revenue will remain steady and the TIME-21 revenue will continue to increase steadily. The total revenue will be \$6,223,198. This will leave a difference of \$105,841. Sebern plans to recover it from the reserve fund. Sebern explained the charts included in the document. Supervisors briefly discussed leaving the Bridge and Culvert category at the current level, so SRD can do another bridge project. The Supervisors directed Sebern not to reduce this category, so SRD continues to move forward on these projects. Supervisors also briefly discussed leaving the Real Estate and Buildings category at the current level, so SRD can repair buildings. The Supervisors directed Sebern not to reduce this category. Sebern and Supervisors briefly discussed the gravel roads and the process to replenish as well as maintain these roads. Supervisors want SRD to do another contract gravel haul, if the funds are available in the future. Sebern advised he is saving the Farm to Market funds for the Monteith and F32 projects.

Sebern provided an SRD update. He will await further direction from Thompson before he proceeds with the County Farm access drive. Sebern passed out the Union proposal. They only have two (2) requests. The Union wants to align the current contract with the new Guthrie County Personnel Policy approved by the Supervisors. The Union also requests a two (2) year contract with a two point five percent (2.5%) wage increase each year. Mike Galloway, Ahlers & Cooney, P.C., plans to meet with the Supervisors during the regular meeting on 8 February 2018 to discuss the proposal. Sebern stated there were a couple of complaints regarding snow removal. He looked into and dealt with all the complaints. He also looked at the bump on F63. He will reevaluate the bump after it thaws and determine if there is a need to address it. Carney inquired about the bridge east of Casey. Sebern stated the inspectors did not downgrade it, but it will move to the top of the list along with the bridge on F63. He might designate one (1) of these bridges as a Federal Aid Bridge and do all the design as well as engineering in-house. Sebern will evaluate the data to determine which bridge is the priority. Sebern pointed out the bridge on F63 is precast and the older panels are in better shape

than the newer ones. The issue is the holes in the panels not caused by the grout coming out of the seams. SRD got a quote from Murphy Heavy Contracting to repair the bridge on the Greene County line. Greene County will share in the cost. Sebern reported the Frantum Bridge is complete. Since the project took so long, Murphy will haul in rip-rap. Also, Murphy is fixing a box culvert just south of the Bridge. Carney inquired about bridge inspections. Sebern stated there are twenty (20) bridges on the list. The County Line Bridge and Grant 112 dropped to a ten (10) ton rating. The bridge by Casey dropped to six (6) tons. The Supervisors briefly discussed the status of bridges in the County. The bridge in Orange Township dropped to twelve (12) tons because of a bad stringer. Sebern stated there currently are no emergencies. The bridge at McCord Pond is down, so Sebern plans to replace it with a box culvert. The ten (10) ton bridge on Kopeck Avenue will be replaced with a box culvert too. Sebern advised his office needs to start working on Monteith Road. Dickson inquired about paying out excess compensation time even though employees took vacation days. Sebern stated he plans to focus on managing compensation time for the office staff. He trained the Union employees on the new Personnel Policy, but he needs to look into it again. Sebern acknowledged he needs to work on drawing the compensation time down during the summer. Grasty emphasized Sebern needs to manage it. Sebern explained the main issue. Engineers never forced SRD to use compensation time in the past. Dickson wants SRD to use excess compensation time instead of vacation. Sebern stated he will start managing it, and he acknowledged he just needs time to address it. Carney inquired about a STOP sign incident. Sebern advised he was addressing the incident; even though, he had not talked to the complainant. In short, a complainant thought STOP signs were missing; however, according to records, there never were any STOP signs in these locations. Sebern will incorporate the need for these signs into a study regarding White Pole Road. Sebern dealt with the letter to the paper. He contacted the concerned citizen and addressed the issue. The citizen understands everything now. SRD is completing two (2) traffic studies. The first study concerns Lake Panorama and the other involves Fig Avenue. Unfortunately, one (1) of the counters failed in the Panorama study, so SRD got no counts from it. In addition, another device only counted for two (2) days. All in all, the limited data showed a great deal of traffic in the Lake Panorama area. Sebern wants to conduct another study next summer to verify it. He will monitor different areas in order to obtain good information. Sebern is uncomfortable with making any decisions based on the current report. Sebern wants to continue to study how traffic flows in and out of the Lake. When he is content with the information, he will make a recommendation and involve the Lake Panorama Association in the decision. He will consider STOP signs as well as speed limits and site distances when he makes the recommendations. Dickson wants Sebern to attend the Board Meetings once a week, so Sebern can address any requests as well as questions. Sebern continues to think about how he interacts with the Supervisors. He may consider submitting written reports in addition to personally appearing at the meetings.

Josh Remer, Verizon Wireless Government Account Manager, joined the meeting to discuss options for a Unified Phone System.

The Auditor briefed the Supervisors on the status of the budget process. If all the budget presentations are finished next week, she intends to transfer the data to the Iowa Department of Management forms and present the compiled budget during the week of 5 February 2018. Supervisors directed the Auditor to provide each Supervisor a paper copy of their FY2019 Budget Worksheets as well as the Worksheets not administered by other Departments. Auditor stated she will update these worksheets with the requests submitted by external agencies. The Supervisors plan to discuss these worksheets during the next regular meeting on Tuesday, 30 January 2018.

Auditor requested the Supervisors reconsider the designated form of payment for the Health Insurer Fee. The Fee is approximately \$2,977 per month. During the regular meeting on 12 December 2017, the Supervisors opted to utilize the Iowa Insurance Division settlement proceeds to pay for the Fee. Prior to this decision, the Auditor deposited the settlement checks in Fund 8500 –Health Insurance. She explained there is no way to take the money out of Fund 8500 because the Supervisors did not budget for it, and there is no appropriation. Originally, the Auditor recommended paying the Fee monthly; however, she is having difficulty finding line items to use for the unplanned expense. Some of the miscellaneous line items she thought might be available have been used for other purposes. Dickson cautioned against reducing the balance of the Partial-Self Fund Account (PSF) because it will impact the health insurance premium negotiations. Auditor proposed depositing the Iowa Insurance Division settlement proceeds in the PSF when the Supervisors approve the next budget amendment. Dickson requested a separate reporting of the funds applied to the Fee when the County negotiates the premium renewal with Iowa Governmental Health Care Plan (IGHCP). He wants to account for the PSF reduction in the quote since the County will replenish it. Motion by Dickson second by

Lloyd to allow Employee Benefit Systems to withdraw the Health Insurer Fee from the Partial-Self Fund Account and replenish the PSF with the money in Fund 8500 – Health Insurance to pay for the entire three point four percent (3.4%) increase in the health insurance premiums from 1 January 2017 through 30 June 2018. Motion carried on a vote:  
Ayes: 4 Nays: 0

Dickson stated he talked to Sarah at Genesis Development Group about job placement. He will get a job description from the Custodian for Genesis.

There being no further business to come before the Board at this time, the Board adjourned at 12:34 p.m. until its regularly scheduled meeting on Tuesday, 30 January 2018. Motion by Dickson second by Lloyd. Motion carried on a vote: Ayes: 4 Nays: 0

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Everett L. Grasty, Chair  
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

30 January 2018

The Guthrie County Board of Supervisors met this 30<sup>th</sup> day of January, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Tom Rutledge.

The meeting came to order at 9:00 a.m.

Motion by Carney second by Lloyd to approve the Agenda for 30 January 2018. Motion carried on a vote: Ayes: 5  
Nays: 0.

David Garland and Curt Thornberry, Technology Development Director, Guthrie Center Communications (GCC), joined the meeting. Garland presented the January 2018 Information Technology (IT) Report. He continues to work on the installation of the ten gigabyte (10G) servers. At this point, he installed half the servers. Garland continues to use as much on-site time as possible to upgrade the servers. The remainder of the installation must be completed outside normal business hours. The goal is to stay ahead of the usage. Garland continues to monitor the Geographic Information System (GIS) server because it will need more space in the not so distant future. There was an uptick in anti-virus events. Garland asked Auditor to remind Elected Officials and Department Heads to include GCC in the planning process if they work with outside vendors.

Darcia Robson, Guthrie County Veteran's Affairs Administrator and General Relief Coordinator joined the meeting to present the Veteran's Affairs Fiscal Year 2018-2019 Budget. Barry Chalfant, Veteran's Commission Secretary also attended the presentation. Auditor confirmed this is the first budget since the Commission increased Robson to thirty-five (35) hours per week, so the Federal Insurance Contributions Act tax (FICA) and the Iowa Public Employees Retirement (IPERs) amount is higher than the current Fiscal Year (FY). Auditor also pointed out she added the Commission's FICA to the FICA line item.

Robson presented the General Relief Fiscal Year 2018-2019 Budget. Auditor advised the payroll system attributes a portion of the health insurance premium to each budget which contributes to Robson's salary. Dickson inquired about the contributions to funeral services. Robson advised the County pays up to \$2,000 per burial. She budgets for four (4) burials each year. Over the years, Robson has reduced various line items by several thousand dollars. The Family Home Life – Misc Expense line item is a protective fund which the County must include in the budget; just in case a family needs it. Previously, Robson reduced it from \$5,000 to \$3,000. Carney commented on the Rent Payments – Misc Expense line item in the amount of \$8,600. He pointed out Robson barely used a quarter of it over the last three

(3) Fiscal Years (FY). Lloyd inquired about the qualifications for an indigent burial. Robson advised she has a list of guidelines. In particular, the individual must have limited resources; however, the individual may have living relatives and still qualify for an indigent burial.

Jerri Christman, Guthrie County Public Health Administrative Assistant, joined the meeting and presented a letter from Jotham Arber, Guthrie County Public Health Director, Environmental Health Director and Transfer Station Executive Director. Arber requested the Supervisors update the Transfer Station Employee Handbook to match the policies adopted by the Guthrie County Board of Health (BoH). In the letter, Arber highlighted changes to the handbook. In particular, the BoH limited the amount of compensation time an employee may carry over each year to forty (40) hours. The BoH also removed vacation from the definition of "time worked". Finally, the policy permits disciplinary action if an employee accrues unauthorized overtime. The Supervisors must adopt the Handbook for the Transfer Station. Motion by Dickson second by Carney to adopt the Transfer Station Employee Handbook with the requested changes. Motion carried on a vote: Ayes: 5 Nays: 0.

Joshua Sebern, Guthrie County Engineer, joined the meeting to present the Plan for Bridge Replacement Project L-GR112T-73-39. The project will replace the Grant 112 Bridge (northwest of the City of Adair on Dogwood) with a box culvert. It will be a single box culvert (eight feet by ten feet (8'x10')) with standard Iowa Department of Transportation (IDOT) box ends. Sebern recommends a box culvert because of longevity, and it eliminates a bridge. In addition, a box culvert does not require guard rails. The cost estimate for the project is \$134,000. Sebern stated this project will be funded entirely by Tax Increment Financing (TIF). The project will be contracted and can go to bid after the Secondary Roads Department (SRD) finishes the right-of-way process. The land around this bridge is row crop farm ground. Motion by Rutledge second by Lloyd to approve Bridge Replacement project L-GR112T-73-39. Motion carried on a vote: Ayes: 4 (Dickson, Grasty, Lloyd, Rutledge) Nays: 0 Abstained: 1 (Carney). Carney abstained from the vote because the project touches his property.

Sebern presented Resolution 18-21: Update to Bridge Postings. Said resolution establishes the vehicle and load limits as well as the signs to be erected advising of the permissible maximum weights for all listed bridges in Guthrie County. SRD inspected all the bridges and determined the designated restrictions based on present structural conditions. Motion by Lloyd second by Carney to approve Resolution 18-21: Update to Bridge Postings. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Rutledge) Nays: 0.

Sebern provided the SRD update. The new Caterpillar (CAT) excavator with rubber tires arrived last week. Carney mentioned Adair County has a John Deere tractor with an extendable shredder. Sebern confirmed it only can be used in limited areas. In addition, it is difficult to control the spray from the shredder. Sebern advised SRD also has a shredder, but it makes a mess and throws big wood chunks. Todd Plowman will operate the new excavator and received training yesterday. SRD will contract with Murphy Heavy Contracting to repair the Greene County Line Bridge. Murphy quoted a good price, so it will be cheaper to repair the bridge than replace it with a box culvert. SRD will take the lead on the project, but Greene County will pay for half of it. The Dodge 324 Bridge (100<sup>th</sup> Street) needs repairs. It is a concrete precast structure. The plan is to pull the top off the bridge, put new timber substructure underneath it, and then put the top back. Ultimately, it will be widened to a twenty-four feet (24') bridge. Currently, the water goes over the road when it rains because there is a large structure upstream with multiple tile outlets. The project cost estimate is \$75,000. SRD plans to utilize the used bridge stringers and timber from the supply yard. Murphy can do the project now. Mike Galloway, Ahlers & Cooney, P.C., will be at the regular meeting on 8 February 2018 to discuss the Union proposal. Sebern reported he continues to work on the traffic report for Lake Panorama and Whiterock Conservancy. This is new territory for him, so there is a learning curve. Dickson inquired about the purpose of the study. Sebern advised Lake Panorama wants the roads paved because of the high traffic volume. SRD is examining the whole area, including the traffic patterns and counts. Sebern is interpreting the data and will decide the appropriate course of action. In addition, the regrade almost has exceeded its life expectancy, so Sebern needs to figure out a way to address it. He will discuss the options and costs with the Lake. Sebern wants to base his decision on hard numbers, so he can implement industry standards. Whiterock is experiencing an increase in traffic due to the expansion. This creates problems with speed and site distances. Whiterock wants STOP signs. Sebern is looking at the whole area including trail heads and parking lots. He will decide if STOP signs are the appropriate course of action. Dickson advised Adair County changed the flow of traffic on Victory Trail, so it is a through way. Dickson

inquired about the STOP signs. Currently, there are STOP signs for the north and east roads crossing at the “T” intersection. Adair County removed the STOP on the south road. Sebern will look into the matter.

Brandon Thompson, Guthrie County Facilities Manager, joined the meeting to discuss the old Environmental Health Office. The Supervisors reached a consensus and directed Thompson not to strip or refinish the floor since it will be a storage area.

The Supervisors reviewed and discussed the proposed Fiscal Year 2018-2019 Budget for their Department as well as those Departments not controlled by another Elected Official or Department Head. Carney pointed out the Iowa Department of Human Services (IDHS) pays ten dollars (\$10) per square foot to rent its office space from the County. The Guthrie County Coordinator of Disability Services’ office currently is 200 square feet. The Heart of Iowa Region will reimburse the County for rent. Carney will inquire about collecting rent for the current FY. The line item for Board Proceedings – Misc Expense is the line item for publishing the Minutes. All other publications, including the Vendor Reports, are part of the Official Publications and Legal Notices – Misc Expense line item. Auditor will run a report on publication costs and report back at the next regular meeting. Supervisors discussed hiring an employee to do Human Resources (HR). Auditor is willing to supervise the person. Supervisors want the salary included in their budget. They discussed hiring a person to do HR part-time and then serve as a floater for the other Departments. Auditor will research how to pay the floater position. Grasty questioned what a floater could do in each Department. In addition, he is unsure if someone will be interested in bouncing around among Departments. Rutledge pointed out the Supervisors need to design the job requirements for a floater. Dickson wants to budget for the person now; even if it takes a while to create the position. The Supervisors directed Auditor to add this position into their budget. It will include a \$50,000 salary and a family policy for insurance. Auditor passed around the email from Becky Benton, State Street Insurance, regarding the increased premium for the Iowa Municipal Works Compensation Association (IMWCA) insurance. Benton recommends the Supervisors budget \$178,774. Auditor will verify the remaining Risk Management budget items and report back to the Supervisors. Auditor passed around the property tax estimates for the County Farm. The Supervisors discussed repairs and expenses at the County Farm. Auditor advised the Library amounts reflect the requested \$8,000 increase and are apportioned among the Libraries based on the current contributions. Grasty stated he liked the Libraries’ presentation. The \$8,000 increase is a 6.9% increase. Supervisors directed the Auditor to add the Libraries to the Agenda for next regular meeting on Tuesday, 6 February 2018. Rutledge will talk to a representative of the Guthrie County Airport Authority about attending the next regular meeting to discuss the proposed Airport budget. Rutledge advised the Airport Authority received a federal grant with a ninety percent/ten percent (90%/10%) match to rebuild the runway. In addition, the Airport Authority is putting together a fifteen (15) year master plan for the Airport. Auditor verified the Fund: 0022 - Flood & Erosion, Dept: 73 - Flood & Erosion used to cover the Crooked Creek drainage projects. Rutledge will contact Grant Sheeder, President, Guthrie County Fair Board, regarding the Dept: 77 - Fair & 4-H and Dept: 78 - Fairgrounds FY2019 Budgets. As for Fund: 0150 - Wind Farm Urban Renewal, Dept: 85 – TIFF, the estimated Windfarm TIF tax revenue is \$630,000. Auditor is waiting for an interest estimate from Guthrie County State Bank. The figures for Fund: 0010 - MH-DD Services Fund, Dept: 60 - Mental Health Administration FY2019 Budget were provided by the Heart of Iowa Region. The new tax levy will be ten dollars (\$10.00) per capita, so Guthrie County can draw down the reserve.

Lloyd left the meeting at 11:20 a.m.

The Supervisors discussed the Guthrie County Attorney’s letter concerning the path at the County Farm.

The Auditor presented her proposed Fiscal Year 2018-2019 Budget. The amount budgeted for election equipment (\$113,592) is based on the highest quote provided and is for eleven (11) sets of equipment. The Auditor increased her Deputies’ payroll by three (3) percent. The budget does not include any computers, but all three (3) computers need to be replaced before 2020. The estimated elections expenses are the same as two (2) years ago. There are no other increases to the Auditor’s budget.

Rutledge left the meeting at 12:07 a.m.

Lloyd rejoined the meeting at 12:11 a.m.

The Auditor will submit the 25 January 2018 minutes at the next regular meeting. Motion by Carney second by Dickson to approve the Minutes from 23 January 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 4 Nays: 0.

Motion by Lloyd second by Carney to approve the Claims from 13 January 2018 – 26 January 2018 in the amount of \$119,687.60. Motion carried on a vote: Ayes: 4 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 12:16 p.m. until its regularly scheduled meeting on Thursday, 1 February 2018. Motion by Dickson second by Carney. Motion carried on a vote: Ayes: 4 Nays: 0

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Everett L. Grasty, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

1 February 2018

The Guthrie County Board of Supervisors met this 1<sup>st</sup> day of February, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Tom Rutledge.

The meeting came to order at 9:00 a.m.

Motion by Carney second by Lloyd to approve the Agenda for 1 February 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

Jotham Arber, Guthrie County Public Health Director and Environmental Health Director, as well as Jo Rasmussen, Guthrie County Public Health Finance Coordinator, joined the meeting to present the Public Health Fiscal Year 2018-2019 Budget. Arber passed out a Three (3) Year Plan along with documents setting forth the combined Public Health (PH) and Environmental Health (EH) Fiscal Year 2018-2019 Budget. He also included a Home Health Cost Report. Finally, he provided a revised copy of the Guthrie County Transfer Station (TS) Fiscal Year 2018-2019 Budget. Arber began his presentation with the Three (3) Year Plan. He reviewed the Mission, Vision, and Core Values. During Year 1, Arber plans to do the following: 1) Build staff capacity to accommodate additional services for Adair and Cass Counties; 2) Build the homemaker and respite programs by thirty-five percent (35%); 3) Update and upgrade technology to make reporting as well as tracking more efficient in every Department; 4) Convert all current as well as old documents to digital versions; 5) Expand the grant funded EH testing programs by thirty-five percent (35%); 6) Grow Community Health Programs by twenty-five percent (25%); 7) Begin the second (2<sup>nd</sup>) phase of accreditation for Home Health; and 8) Facilitate full scale Emergency Preparedness exercise. In Year 2, Arber plans to do the following: 1) Continue to grow PH programs by fifteen percent (15%); 2) Replace the first Home Health vehicle in the five (5) year cycle; 3) Grow community health initiatives for expanded Emergency Medical Services (EMS) and Community Health needs assessment goals; 3) Begin the third (3<sup>rd</sup>) phase of accreditation for Home Health; 4) Facilitate county wide Emergency Preparedness exercises; and 5) Repair the roof on the PH Building. By Year 3, Arber plans to do the following: 1) Continue to grow PH programs by fifteen percent (15%); 2) Replace the second Home Health vehicle in the five (5) year cycle; 3) Begin coordination of Community Health Needs Assessment (CNHA)/Health Improvement Planning (HP) process with the Guthrie County Hospital; 4) Become an Accreditation Commission for Health Care (AHCH) accredited Home Health; 4) Facilitate county wide Emergency Preparedness exercises; and 5) Replace the front section of concrete at the Public Health Building. Grasty inquired if expanding the programs means hiring more staff. Arber reassured the Supervisors there will be revenues to cover the expansion. It also will include agreements with other Counties. In addition, it will allow PH to utilize all of the Maternal and Child Health Grant.

At this point, Arber focused on the Public Health Fiscal Year 2018-2019 Budget. The budget is higher than anticipated because he combined the PH and EH budgets together to create a consolidated budget. He calculated a three percent (3%) raise as well as an eight percent (8%) increase for health insurance. He also added a part-time clerical position to help with PH, EH, as well as TS. Rutledge inquired about the administrative costs for TS. He thought PH/EH was going to absorb it. Dickson advised PH/EH only planned to absorb it for the current Fiscal Year (FY). Grasty inquired about Arber working more than forty (40) hours per week. Arber estimated he works fifty-five (55) to sixty (60) hours per week. Arber advised his salary is split into two (2) parts. He will receive \$81,369.60 from PH/EH and \$15,000 from TS for a total of \$96,369.60. In his opinion, it would cost the County approximately \$130,000 to hire an administrator for each Department. Therefore, the County is saving money with one (1) administrator. Grasty pointed out the goal was to save money by consolidating the jobs. Dickson maintained the County is saving money because the combined salaries of Arber and Stephen Patterson totaled \$120,000. Arber pointed out he administers three (3) Departments now. Rutledge inquired about the increased wages for the administrative staff. He would prefer to pay overtime in lieu of increasing the wages. Arber thinks it provides better cost savings to increase the wages. Furthermore, Arber does not believe the County can hire an individual to perform the administrative duties at TS for only \$27,500. Arber also pointed out he distributed Patterson's salary among the PH administrative staff and the new Environmental Specialist as well as himself. The new Environmental Specialist is funded partially by the Emergency Preparedness Grant too. Supervisors discussed Arber's proposed salary. Arber pointed out Patterson never allocated a portion of his salary to TS. In addition, Arber stated he thinks he should be compensated for the work. The total expenses for the PH/EH budget is \$1,410,000.10, and the total revenue is \$1,218,450. Grasty questioned combining the PH and EH budgets since the Supervisors did not allow the Guthrie County Engineer to include Integrated Roadside Vegetative Management (IRVM) with the Secondary Roads Department (SRD) FY2019 Budget. Carney inquired about Arber delegating duties to others. Arber said he only can delegate certain duties and ultimately he is responsible for all three (3) Departments. He must track the policy compliance, handle the employee issues, make sure things are done correctly and attend meetings. Arber believes the salary reflects the time he spends doing his job, and it is a reasonable request for proper administration as well as the workload. Dickson advocated for the salary. He believes it is reasonable because it will cost approximately \$130,000 to manage the Departments separately. Not to mention, the Departments were not managed as well in the past. Carney insisted the salary is too large. Arber pointed out he actually does field work for EH as well as TS. The new Environmental Specialist simply fills in the gaps. Arber also pointed out EH covers four (4) Counties (Adair, Audubon, Cass and Guthrie). In addition, Arber obtained several licenses, so he can assist with EH duties. Rutledge acknowledged Arber has a great deal of responsibility. Rutledge thinks the Supervisors need a better understanding of Arber's duties and responsibilities as well as the salary. In addition, Rutledge is unsure about increasing the administrative wages simply because people have more duties. Rutledge confirmed Arber delegated responsibility for the buildings and vehicles to the Guthrie County Facilities Manager. Arber acknowledged the salary is a proposal. Arber maintained he is not trying to "rip-off" the County. He worked hard to determine a fair amount for the administrative responsibilities. Dickson pointed out Arber needs multiple licenses and certifications to run all three (3) Departments, and it justifies the salary. Carney also thinks Arber is doing a good job. Arber pointed out he revised the Standard Operating Procedures (SOP's) for EH and TS. Arber offered to provide a list of his duties and responsibilities along with a cost analysis to justify the salary. Rasmussen confirmed Arber works a great deal on the weekends. In addition, she thinks he is a great leader. She also stated Arber plans to give his percentage raise to the Home Health Aides. Dickson confirmed the Guthrie County Board of Health (BoH) agreed to abide by the "percentage raise" approved by the Supervisors. Rasmussen confirmed Arber works between fifty to sixty (50-60) hours per week. Arber verified he does not intend to manage anymore Departments. Grasty acknowledged Arber may deserve a higher salary because he has more responsibilities. Dickson pointed out Arber streamlined the Departments. He provides cost reports, introduced efficiencies, and knows how to manage a budget. Dickson emphasized the tax asking is less for the PH/EH FY2019 Budget. Arber concurred and pointed out PH's tax asking was \$155,000 last FY. Furthermore, EH's tax asking was \$65,000. Arber was unsure about TS. Arber offered to compile cost comparison for similar administrators in Counties of comparable size. Dickson advised the current FY tax asking for both PH as well as the EH budget, prepared by Patterson, is \$298,000. Arber pointed out potential cost savings at TS. He plans to re-evaluate the transport costs and thinks he can reduce these by half. He also plans to re-evaluate the consultant. She currently charges \$13,000 to \$17,000. Arber confirmed the Facilities Manger takes care of the equipment, but Arber still makes the final decisions. Arber pointed out he also administers the Health Insurance Portability and Accountability Act (HIPAA) requirements and provides all the training, so the County no longer has to contract for

these services. Grasty questioned what happens if Arber leaves the County. Arber advised there is money built into TS to start a search for his replacement. In addition, the PH and EH salary will allow the County to procure a good replacement. Arber stated he added the clerical part-time position to administer the Cass County Home Health program as well as passports. Dickson pointed out the part-time positions are utilized on an as needed basis. Carney confirmed there are fifteen (15) staff members. Rutledge asked if there are any other large increases in the budget. Arber confirmed there are no major purchases. He added a little for computers. The biggest expense is \$27,000 for the electronic health records. Arber advised he probably can decrease the mileage because PH reimburses for less mileage since he purchased the vehicles. Arber plans to set aside money in a restricted fund to replace the vehicles. There are seven (7) vehicles in the rotation. Carney advised he needs more information to justify the salary, and Arber agreed to provide it. He also will provide a visit and census report. Carney insisted the Supervisors should allow the Engineer to incorporate the IRVM budget into the SRD budget if Arber combines the PH and EH budgets. Rutledge and Carney want all the budgets to remain separate; especially, for the next couple of years. Dickson thought the Supervisors allowed the Engineer to combine the budgets as long as he provided separate reports. Arber does not think BoH can dictate the form of the budgets. The Supervisors briefly discussed the matter. Arber agreed to split the budgets and provide a cost analysis for his salary.

Sheriff Marty Arganbright, Guthrie County Sheriff, and Leora Laughery, Guthrie County Sheriff Department Civil Clerk, joined the meeting to present the Guthrie County Sheriff's Office Fiscal Year 2018-2019 Budget. Sheriff advised the jail is full. There are two (2) inmates sleeping on the floor, temporarily, because the jail is over its capacity. The jail can house no more than six (6) males and four (4) females. Grasty inquired about the average number of inmates per day. Sheriff estimated seven (7). Grasty advised he got a copy of the jail meal report. Based on his calculations, it will cost approximately \$58,000 to feed an average of seven (7) prisoners. Sheriff advised Country View Estates charges eighteen dollars (\$18) per day to deliver the meals. It also charges two dollars and fifty cents (\$2.50) per inmate per day to do the laundry. The increasing number of inmates is a compounding problem. Guthrie County Magistrate advised the Iowa Judicial Branch may remove court services from the Counties with the thirty (30) lowest ranking caseloads. The Guthrie County currently is ranked 29. This means the Sheriff's Office may have to transport inmates to another county for court appearances. Sheriff passed around correspondence from the State of Iowa Jail Inspector stating all jails may be required to staff a jailor twenty-four (24) hours a day, seven (7) days a week. Sheriff will be forced to hire four (4) fulltime people and one (1) part-time person. The Inspector wants Sheriff to develop a transition plan. Currently, there is one (1) jailor. The remaining jail duties are handled by the Deputies, Dispatchers and Laughery. Carney confirmed the County needs to consider expanding the jail. Sheriff advised the budget will remain the same as last FY except for a couple items. There no longer is a Judge Advocate General (JAAG) Unit. Furthermore, he slightly increased the Postage & Mailing & Faxing-Misc Expense and Teletype-Misc Expense line items. Sheriff pointed out he did not change the Food & Provisions-Misc Expense line item. Grasty directed Sheriff to research the cost of meals because Grasty believes Sheriff needs to increase the line item by \$10,000. Sheriff confirmed he included one (1) vehicle in the budget. It will be a truck or Sport Utility Vehicle (SUV). Rutledge inquired about overtime for the Dispatchers. Sheriff did not budget for overtime because the Dispatchers are not accruing a great deal of it. Currently, there are only two (2) part-time Dispatchers. Sheriff advised it helped to add another fulltime Dispatcher last year. He confirmed all the Dispatchers but one (1) work eighty (80) hours during a pay period. The remaining Dispatcher, who works strictly overnights, works seventy-two (72) hours. Sheriff advised the 28E Agreement with the City of Guthrie Center for Contract Law Enforcement will expire on 30 June 2019. It was a four (4) year agreement. Sheriff passed around a copy of the Agreement. He pointed out the Agreement included a provision for overtime. The total projected expenses for the Sheriff's FY2019 Budget are \$1,414,356. The total projected revenues for the Sheriff's FY2019 Budget is \$258,441. Supervisors will take the Budget under advisement and notify the Sheriff if there are any changes. Sheriff advised his Department runs smoothly.

Joe Hanner, Guthrie County Conservation Director, along with Scott Benton, Chair of the Guthrie County Conservation Board, Jeff Bump, Vice-Chair, and George Hemmen, Board Member joined the meeting to present the Conservation Board Fiscal Year 2018-2019 Budget. The Guthrie County Conservation Board (GCCB) approved the budget during the last regular meeting on 12 February 2018. Hanner highlighted the changes. Due to the new Personnel Policy, Hanner opted to budget 100 hours of overtime per employee for the park workers and himself. GCCB discussed this item at length and decided to approve it. Hanner hopes to keep his staff below the accrued compensation time cap of 160 hours. It will not be an issue during a normal year; however, if there are extenuating

circumstances, the increased work load may necessitate the overtime. In addition, the conservation program dynamic changed when SRD took over IRVM. Therefore, it was a unique budget process to determine the new normal. Hanner anticipates there will be less unknowns next fiscal year. Hanner advised he slightly increased the Administrative Assistant's wage. Hanner also increased the Ag & Horticultural Equip-General Conservation Use line item. GCCB discussed the replacement of a vehicle and wants to establish a two to three (2-3) year replacement program. Hanner estimated it will cost an additional \$16,000 to replace the 2011 truck. He also wants to trade-in one (1) of the lawn mowers and replace it with a zero turn radius mower for Nations Bridge. He estimates this will cost \$10,500. Hanner advised camping numbers have increased, and he is optimistic it will continue for the foreseeable future. Grasty inquired if the electrical usage at Nations Bridge increased because there are more camping options. Benton pointed out the newer campers and recreational vehicles demand more electricity. Two (2) water lines broke at Lenon Mill Park, but Hanner thinks he has the necessary equipment to access and install the new water lines. Hanner lowered the Miscellaneous-Raccoon River Valley Trail line item to \$11,000 because he previously budgeted for patching the cracks. He took a hard look at the Camping Fees revenue line item and compared it to the previous summer before he decided to increase it. Hanner believes the Trail User Fees revenue line item peaked since the completion of the loop. Most of the Raccoon River Valley Trail revenue is generated during the spring when people purchase annual passes. The total projected expenses for the Conservation Board's FY2019 Budget are \$354,272. The total projected revenues for the Conservation Board's FY2019 Budget are \$67,466.

Hanner presented the Historical Village Fiscal Year 2018-2019 Budget. The roof on the Monteith Store has approximately six (6) holes, so water runs into the building. In addition, there is damage to the sheet rock and insulation. He will meet with the insurance adjuster. Hanner continues to manage the buildings, utilities and areas to the best of his abilities. It is difficult to budget eighteen (18) months in advance for these items. He also increased the Buildings-Turn of the Century Museum line item to \$5,000. The Conservation Department is working in partnership with the Historical Village Foundation to refurbish the train car and the Merchant Store. In addition, several of the buildings need exterior work too. The total projected expenses for the Historical Village FY2019 Budget are \$63,148. The total projected Historical Village FY2019 Budget revenues are \$1,900.

Hanner submitted the Resource Enhancement Fiscal Year 2018-2019 Budget as well as the Conservation Reserve Fiscal Year 2018-2019 Budget. Hanner advised Fund: 0023 - Resource Enhancement & Proct. (REAP), Dept: 49 - Resource Enhancement Board is a State of Iowa appropriated conservation program. He does not budget any revenues for it. The expense line item is a conservative projection. Hanner advised he used money from Fund: 0027 - County Conservation Reserve Fund, Dept: 50 - Conservation Reserve Fund to pay for the Nations Bridge water line project. He decreased the expense request to \$8,440 for the next FY. Once again, he did not budget any revenue for it. Hanner wants to continue transferring money into the Conservation Reserve Fund, so he can increase it for infrastructure expenses.

Grasty posed a question to the Supervisors regarding budgeting for compensation time or overtime. He pointed out Hanner could accrue 240 hours of compensation time in the past. Historically, Hanner tried to stay below the cap at 120 to 160 hours. He took time off during the slow season. In normal conditions, Hanner plans to keep his staff well under the new accrued compensation time cap of 160 hours. He is prepared for extraordinary circumstances. The goal is it to plan for and manage exceptions. The Board Members confirmed GCCB extensively discussed the issue. Rutledge thinks GCCB properly computed the numbers. Bump wants to go through one (1) year to see how the new Personnel Policy impacts the budget. Benton wants to replace the seasonal part-time employees as well as the compensation time with an additional fulltime employee. Grasty emphasized the importance of managing compensation time. Hanner thinks it is manageable unless there is a major event. Hanner will plan and figure out other avenues. He advised the part-time employees work more during the week to cover for the fulltime employees. Unless there is an emergency, the park workers take a day off during the week when they are scheduled to work on the weekend. The seasonal employees are a big help. Carney does not think a Department Head should earn compensation time. Hanner advised this is common in a rural County. The Conservation Director fulfills multiple roles including park ranger. Hanner is a certified law enforcement officer, a trained wildlife person and he works with the Historical Village. He wears many hats and does many things. He suggested GCCB can hire additional staff, such as a park ranger or resource manager, so he does not have to do it. In rural Counties, the Director gets compensation time for all the roles and responsibilities. Usually, the Director uses the compensation time during the slow season. Hanner is trying to maximize the work to benefit the public and not hire additional fulltime employees. In addition,

this is more efficient. Bump pointed out this practice has been in place forever, and it works in Guthrie County. Besides, the GCCB probably cannot change it without risking a revolt. Bump also confirmed Hanner does not abuse it. Hanner thinks compensation time is a benefit to the County because he does not have to hire more people, and if it is managed, the County does not have to pay overtime. Dickson pointed out overtime means the employee is at work, but compensation time means the employee is being paid to be some other place. Dickson inquired about the Natural Resource Manager (Ethan VanderPol) living in the house. Hanner advised it is part of the benefits package, and VanderPol does not financially contribute to the expenses. Benton estimated this benefit is worth \$500 per month. In Bump's opinion, it is a big benefit to have VanderPol living at the park. Benton pointed out it is more profitable to have VanderPol close to address any issues. Rutledge acknowledged it is a good benefit to have VanderPol onsite. Lloyd thinks VanderPol earns the benefit because it takes a supportive spouse and family to deal with the constant interruptions. Carney questioned whether another fulltime employee is the answer because it may cost \$50,000. Grasty believes Hanner's salary is not out of line. Bump assumes GCCB will need to increase the salary to attract a person with similar experience to replace Hanner. Benton prefers to increase the wages for current employees rather than a new employee because it alleviates the transition period. GCCB will abide by the Supervisors' salary decision.

The Supervisors briefly discussed several FY2019 Budget matters. Carney reviewed the email from Chris Carlson, Credit Analyst at the Guthrie County State Bank, concerning the Wind Farm Tax Increment Financing (TIF) interest payment. Based on the current principal balance, the interest will be \$200,109 for next FY. Carney recommends the Supervisors budget \$400,000 to pay towards the principal and \$230,000 for the interest payment in Fund: 0150 - Wind Farm Urban Renewal, Dept: 85 – TIFF FY2019 Budget. Auditor advised the estimated TIF revenue is \$630,107. Carney believes the Engineer wants to advance an additional \$2.1 million based on the upcoming projects. Dickson talked to Iowa Governmental Health Care Plan (IGHCP) yesterday. IGHCP expects the renewal information from Wellmark today. IGHCP anticipates it will provide the renewal rates to the County as soon as possible, but hopefully, by next week. IGHCP definitely will address it at the Annual Meeting on 16 February 2018. Auditor passed around the email from Becky Benton, State Street Insurance, stating the Supervisors need to increase the Real Property Insurance-Misc Expense line item in Dept: 10 - Risk Management Services to \$26,000, but the Tort Liability-Misc Expense line item can remain the same as last FY. Auditor confirmed there is no reason to change the Fidelity & Security Bond Premium-Public Officers and Fidelity & Security Bond Premium-Misc Expense line items. Auditor plans to prepare the Elected Officials Salary Resolution for the regular meeting on 13 February 2018. She confirmed the Supervisors must approve the Public Hearing Notice for the FY2019 Budget during the regular meeting on 15 February 2018, if they want to publish it on 22 February 2018 and hold the Public Hearing during the regular meeting on 6 March 2017. Supervisors briefly discussed the Guthrie County Recorder's request for a fulltime employee in lieu of the current part-time employee. The Supervisors think an additional part-time employee may be a better option. They acknowledged the new software transition will increase the workload.

Supervisor did not discuss any pending county property projects.

Motion by Lloyd second by Carney to approve the Minutes from 25 January 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 11:56 a.m. until its regularly scheduled meeting on Tuesday, 6 February 2018. Motion by Carney second by Lloyd. Motion carried on a vote: Ayes: 5 Nays: 0

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Everett L. Grasty, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

## Guthrie County Board of Supervisors

Regular Session

6 February 2018

The Guthrie County Board of Supervisors met this 6<sup>th</sup> day of February, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Tom Rutledge.

The meeting came to order at 9:00 a.m.

Motion by Rutledge second by Lloyd to approve the Agenda for 6 February 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

Sarah Gomez, Midwest Partnership Economic Development Corporation (MWP) Director and Sherri Vaughn, Iowa Workforce Development (IWD) joined the meeting to discuss the Home Based Iowa initiative. The Home Base Iowa designation recognizes the County desire to encourage businesses to hire Veterans. The first step is the Supervisors adopting a resolution supporting the Home Base Iowa initiative. There are five (5) steps in the process. MWP will create an incentives package which may attract Veterans to the County. The County already met the threshold for the number of businesses which must sign onto the website. Vaughn explained the County must purchase Home Based Iowa Community signs to mount just below the County Identifier signs posted on the major highways. The signs cost approximately forty-five dollars (\$45) per sign. Vaughn estimates the County will need roughly five to six (5-6) signs. Currently, there are forty-six to fifty (46-50) Counties participating in the initiative. Iowa is the number one (1) State with this type of program.

Auditor passed around Resolution 18-22: A Resolution Supporting The Home Base Iowa Initiative. Said Resolution proclaims the Supervisors' support of the Home Base Iowa initiative and encourages Guthrie County residents to take whatever actions are necessary for the County to become and continue to be a Home Base Iowa County. Furthermore, it encourages Guthrie County businesses to take whatever actions are necessary to become and continue to be Home Base Iowa Businesses. In addition, it authorizes County Officials to take such further action as may be necessary to carry out the intent and purpose of this resolution. Finally, it repeals all conflicting resolutions, orders, or parts thereof, in conflict herewith and declares this Resolution shall be in force as well as effect immediately upon its adoption. Motion by Lloyd second by Rutledge to approve Resolution 18-22: A Resolution Supporting The Home Base Iowa Initiative. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Rutledge) Nays: 0

Supervisors reviewed the Dept: 55 - Libraries Fiscal Year 2018-2019 Budget. The Libraries requested an additional \$8,000 during their annual presentation at the regular meeting on 5 December 2017. Auditor apportioned the amount based on past contributions. This is roughly a six point nine percent (6.9%) increase. The allocation is set forth in the terms of the Contract for Library Services for Guthrie County. Grasty thought Lisa Sherman, Stuart Public Library Director, gave a nice report. He has a better understanding of the Cities' contributions. Grasty thinks the Supervisors should increase this Budget, but he is unsure about the requested amount. Rutledge concurred with Grasty's assessment of the presentation. He recognized the Libraries need to expand their technology, but the County also has other demands. In Rutledge's opinion, the request is too high. He thinks the Supervisors should approve a smaller increase. Dickson suggested \$4,000. Motion by Dickson second by Carney to increase the Dept: 55 - Libraries Fiscal Year 2018-2019 Budget by \$4,000 to a total of \$119,618 apportioned among the Libraries pursuant to the terms of the Contract for Library Services for Guthrie County. Motion carried on a vote: Ayes: 5 Nays: 0.

The Supervisors discussed the 2018/2019 Iowa Governmental Health Care Plan (IGHCP) Renewal. Auditor handed out the Renewal Recommendation provided by Denise Ballard, Consultant, IGHCP. Option 1 is almost a fourteen percent (14%) renewal increase for the current plan. Option 2 is approximately a four percent (4%) renewal increase, but it means changing to the Blue Choice and Blue RX Value Plus plans. Ballard recommends Option 2. If the IGHCP Board opts to switch plans, the County may have no choice. The Supervisors called Ballard, and she joined the meeting by conference call. She confirmed the IGHCP Board will vote on the Option. IGHCP will provide additional detailed information during the annual meeting next week. She confirmed her recommendation will be Option 2. It will be a majority vote. Ballard confirmed Blue Choice is a network just like Alliant Select (the current

plan). The only differences are how Employee Benefit Systems (EBS) will handle claims if an insured visits a healthcare provider outside the State of Iowa as well as the reimbursement level for the healthcare provider. Grasty pointed out it all boils down to whether or not doctors will accept less money for their services, and if so, how many will do it. Ballard assured the Supervisors IGHCP can reconfigure the Blue Choice plan in several different ways. In addition, she is not proposing to limit care; especially to healthcare facilities like Mayo Clinic. Ballard can adjust the County's plan, so the deductible and out-of-pocket costs remain the same regardless of the healthcare provider. There should be no additional liability to the employee or employer. In addition, the employee should have the same access to services. The Blue Choice plan generates savings because it pays the provider less; however, this means the provider may not be willing to participate in the plan. In Iowa, Alliant Select covers ninety-eight percent (98%) of the healthcare providers. Blue Choice will cover ninety-six percent (96%) of the providers in Iowa. The vast majority of outliers are chiropractors. It should not be a problem to go outside the State for care because several of the IGHCP member Counties are along the borders. Therefore, Blue Choice must provide in network coverage for out-of-state providers. If an employee selects a provider which does not accept Blue Choice, the employee still has access to the provider; however, the claim may be subject to a deductible and co-insurance. Most employees impacted by the change go out of State for a wellness visit. If the employee goes out of State for diagnostic reasons, the employee may be subject to a deductible and co-insurance too. IGHCP did not set parameters requiring employees to visit providers within the State. Ballard will recommend the group keep the benefit level the same. This way the new coverage will remain similar and not be at odds with a Collective Bargaining Agreement. Ballard assured the Supervisors the changes do not impact the masses. Carney verified how many claims will remain unpaid at the current rate. Ballard stated the new policy will pay all the claims. The only difference is whether there is a co-payment or deductible. Wellmark will pay under both scenarios. Ballard also confirmed there will be no change in emergency room coverage regardless of the employee's location. Grasty inquired about any changes in Tier Three (3) prescriptions. Ballard advised ninety-five percent (95%) of users and ninety-nine percent (99%) of prescriptions are not impacted for the entire Trust. IGHCP examined prescriptions filled over a twenty-four (24) month period. They determined which prescriptions are not covered by the new formulary. All of these prescriptions have compatible drugs available with the new prescription plan. Wellmark will reach out to the employee and discuss the alternatives before the plan takes effect 1 July 2018. The employee's doctor may submit for any exception at the discretion of Wellmark. Ballard also advised the Federal Government anticipates suspending the Health Insurer Fee (HIF) again effective 1 January 2019. The renewal premiums contain a three point four percent (3.4%) increase for the HIF. The County possibly may achieve a zero percent increase if it does not take advantage of the mid-year change. The HIF will go into the Partial Self Fund (PSF) account, so the County can reduce the PSF even further the first few months. Ballard advised there only was a six percent (6%) disruption in claims during the last twelve (12) months. Therefore, six percent (6%) of the claims processed were not in the new Blue Choice plan. Ballard stated seven (7) members of the IGHCP Advisory Committee intend to vote for Option 2. She also talked with an additional five (5) IGHCP Group members which support Option 2. Guthrie County is the only member on the fence so far. The Group consists of thirty (30) members. Dickson recommends the Supervisors budget a six to eight percent (6-8%) increase for health insurance. In his opinion, this is a fairly accurate estimate if IGHCP remains with Option 1 and the Supervisors lower the PSF. Rutledge assumes the IGHCP group will select Option 2. Supervisors confirmed lower claim amounts result in a larger PSF. The Supervisors reached a consensus to budget for an eight percent (8%) increase in the health insurance premiums. Auditor confirmed the Assessor already budgeted for a ten percent (10%) increase. Dickson assumes the Supervisors will know the final increase prior to the Public Hearing. Supervisors directed Auditor to add eight percent (8%) to the amount budgeted for health insurance in the current Fiscal Year (FY). Carney suggested increasing the employee's share of the health insurance premium.

Auditor presented the Guthrie County Farm Lease signed by Mike Thomas, President, Thomas Land and Livestock Corp. The Lease is for a term of three (3) years commencing on 1 March 2018 and ending on 28 February 2021. Thomas shall pay total annual cash rent of \$58,860 payable in installments of \$29,430 on 1 March and 1 November. Thomas requested no changes to the Lease prepared by the Guthrie County Attorney. Motion by Carney second by Lloyd to approve and sign the Guthrie County Farm Lease with Thomas Land and Livestock Corp. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed the Calendar Year 2017 Guthrie County Zoning Permits Report. The report includes all the permits issued for 2017. The Guthrie County Zoning Administrator issued thirty-five (35) permits. The total permit fees collected are \$3,482.50. The estimated valuation is \$4,911,500.

Supervisors discussed County property projects. Rutledge advised Brenda Rose called again to make sure she is present when the Secondary Roads Department (SRD) removes the junk from the County Farm access drive easement. She also inquired about a path to access the pond. Rutledge directed her to request a slot on the Agenda. Carney and Dickson examined the fences. Carney spoke with Marty Arganbright about the shared fences. Carney did not check if there are any recorded Fence Agreements. Carney thinks Arganbright will help with the fences. There are several trees which need to be removed from the fences. Carney suggested removing the alley fences on the east side of the road. Joshua Sebern, Guthrie County Engineer, stated SRD is willing to install the access drive and remove the junk from the area. He will coordinate with all the necessary parties. Carney and Dickson also inspected the Guthrie County Transfer Station/Landfill fences. Dickson thinks the electrical fence is fine. Rutledge thinks the cattle get out near the facility. Dickson thinks electrifying the top and bottom wires will solve the problem. The fence along the north end of the bottom needs to be replaced as well as trees removed from it. Carney estimates it will cost \$1,500 to fix the fence. Auditor will add this expense to Fund: 0011 - Rural Services, Dept: 53 - Facilities Management. Thomas can remove the fence between some of the row crop sections at the County Farm provided he removes all the debris. He also can remove the southern part of the fence along the north alley as well as most of the alley fences. Dickson suggested the Supervisors hire a contractor to remove the trees from all the fences. The fence along the west between the County Farm and the R A Carper Land is in terrible condition, so the Supervisors need to fix their share of it. The remaining fence appears to be in decent condition. Carney estimates it will cost \$5,000 to fix the fences. Supervisors need to research the waterways and determine if these areas are part of the Natural Resource Conservation Service (NRCS) plan. The waterways were tiled but never backfilled along with several wash outs. Dickson suggested the Supervisors fix the fences on the west side of the road this FY and address the east side during FY2019. Carney and Dickson also suggest draining the little pond and tiling the area, so Thomas can plant crops in the southeast corner of the row crop land. Carney suggested the Supervisors not work on these fences until the Supervisors decide what to do with the pond.

Ron Allen, Guthrie County Custodian and Brandon Thompson, Guthrie County Facilities Manager joined the meeting to discuss the Dept: 54 – Custodian Fiscal Year 2018-2019 Budget. This is a new Department. Allen included a line item for Wage Of Temp/Part Time Employees-Extra Help and budgeted \$1,000 in it. He also included a possible pay out for some of his accrued compensation time in the Salaries Of Reg. Employees-Department Head Salaries line item. He has no plans to retire; however, he has accrued a great deal of compensation time and probably should slowly reduce the balance. Allen increased the Sanitation & Disposal Services-Misc Expense line item to \$2000. Allen and Thompson agreed to budget for a fulltime employee in Dept: 53 - Facilities Management. This person will work with both Allen and Thompson. Dickson advised he wants a job description for Genesis Development. Dickson explained a job coach with Genesis will supervise the client and go through the Material Safety Data (MSD) sheets with the client. Genesis clients can work early in the morning, if necessary. Rutledge wants Allen and Thompson to prepare a job description, so the Supervisors can determine if it is a workable option. Dickson wants information to pass along to Genesis to see if there are clients able to do some aspects of the Custodian's job. Rutledge confirmed the Supervisors need a job description regardless of how Allen and Thompson fill the position. Dickson questioned the additional \$10,000 to pay out accrued compensation time. Dickson prefers to amend the budget should the situation dictate the need for it. After all, the County could use the remaining salary to pay for the accrued time. Grasty concurs and prefers to amend the budget rather than include it. Carney and Rutledge do not want to inflate the budget just in case the County might need to pay out the accrued time. The Supervisors reached a consensus and directed Allen to remove the \$10,000 from his salary line item. Allen advised he needs a different computer.

Thompson advised Dept: 53 - Facilities Management also is a new Department. He does not have any information from the Guthrie County Public Health (PH), Environmental Health (EH) or Transfer Station (TS) FY2019 Budgets at this time. He added a Salaries Of Reg. Employees-Deputies Salaries line item to fund a new fulltime employee to assist Allen and him. Thompson also budgeted for a family health insurance policy. Thompson increased the Electrical Supplies & Parts-Misc Expense line item by \$5,000 to cover the new LED lights as well as energy efficient motors. He also increased the Parts-Misc Expense line item by \$5,000 to fund more basic repairs. Auditor suggested he include an Official Publ & Legal Notices-Misc Expense line item to pay for bid notices. He also duplicated some of the Dept: 54 line items such as Educational & Training Services-Misc Expense and Telephone & Telegraph Service-Misc Expense. Thompson plans to get a separate email address, and he needs a different computer too. At this point, Thompson plans to continue sharing a phone with Allen. He increased the Natural Gas, LP Gas, Fuel Oil-

Misc Expense and Electric Power-Misc Expense line items to account for rate increases. He also augmented the Fixed Plant Equipment-Misc Expense line item by \$50,000 to account for upgrading the elevator, so it complies with all the code requirements by 2020. Thompson increased the Operating & Construction Equip-Misc Expense line item, so he can rent equipment to make building repairs. He also increased the Buildings-Misc Expense line item by \$15,000 to pay for the repairs and replace the current climate controls. Thompson wants to create a capital improvement or restricted fund line item, so he can set aside money for unexpected repairs. Grasty questioned if Thompson eventually plans to cap this line item. Thompson stated he will consider capping the line item once it reaches a healthy balance. Dickson inquired about the parking lot. Thompson advised it will cost approximately \$175,000 to replace the concrete in the entire parking lot from the street to the north end of the Guthrie County Courthouse. Allen suggested the Supervisors combine the parking lot with the floor in the Garbage Building at TS to create one (1) large project. Hopefully, this will reduce the cost of the concrete. Rutledge verified Thompson can hire a capable fulltime person at the rate of fifteen dollars and fifty cents (\$15.50) per hour. Dickson suggested Allen and Thompson get cellphones in lieu of a land line. Allen wants to keep a landline. Thompson advised he needs a printer. In addition, Allen and Thompson need at least one (1) up-to-date computer to access emails and view diagrams. Rutledge recommend Thompson check with Curt Thornberry about a computer. Grasty wants to replace half the parking lot. Thompson suggested the Supervisors replace the south half first, so the contractor sets the correct grade for drainage purposes. Rutledge inquired if it is possible to do part of the parking lot this FY. Allen and Thompson do not think there will be enough money in the current budget. Dickson and Rutledge verified Thompson will budget for the concrete floor at TS. Dickson concurs it might be beneficial to wait and bundle the parking lot with a larger project such as the TS floor. The Supervisors briefly discussed the matter. Thompson pointed out it will minimize drainage issues if the contractor does the entire parking lot at the same time.

Curt Thornberry, Technology Development Director, Guthrie Center Communications (GCC), David Garland, IT Technician GCC, and Andrew Randol, General Manager GCC, joined the meeting. Thornberry presented a handout providing a three (3) year estimate from a centralized Information Technology (IT) perspective. Pursuant to the Supervisors request, Thornberry and Garland met with all the Departments to develop a list of IT needs for the next three (3) years. GCC divided the estimate into four (4) different segments: 1) IT Services; 2) Infrastructure Upgrades and Maintenance; 3) Software Licensing; and 4) Digital Properties. IT Services are the contract services provided by GCC. Thornberry included Cybersecurity Training in the new budget because of the increased as well as on-going phishing campaigns. He also advised TS may need more internet connectivity since cameras were installed throughout the facility. Rutledge thinks \$60,000 is a good deal for managed services. He does not think a single, in-house IT Technician could cover the County's needs. Thornberry stated GCC tries to be responsive and meet the County's demands. GCC installed the County's two (2) primary servers in 2014, so the Supervisors need to consider upgrading the servers in the near future. This will be a significant cost. Thornberry attempted to assemble a bulk purchase; however, he suggests requesting bids to drive down the price. He offered to draft a specific set of bid specifications. Carney inquired about government pricing. Thornberry explained government pricing has a higher threshold, and at this time, the County does not meet it. GCC can submit a closed bid and manage the remaining bids. This opens the County to more options and will increase cost competitiveness. Thornberry stated the Windows 7 end of life is 20 January 2020. The County must replace forty (40) workstation by then. Thornberry addressed the hosted phone system used by the County. Currently, there is a separate access for each Department. Grasty asked about implementing a centralized system and maybe reusing the PH hardware for potential savings. Thornberry stated hardware costs vary depending on the type of phone. Thornberry addressed requests to improve the County's website. He estimates it will cost \$20,000 to upgrade the website. Thornberry advised there are three (3) Departments which need to upgrade their server software. GCC is willing to budget the projects over the next few years. There are savings associated with the purchase of multiple licenses, and most companies provide vendor support for server upgrades. The Digital Properties costs, including Domain and Email Management, may be spread out over several years. The migration does not have to be done all at once. IT Services are fixed costs set by the annual contract. Thornberry believes it is easier to renew this type of contract. Rutledge inquired if there are cost savings associated with a multi-year contract. Grasty stated he would like to see such a contract. GCC wants to keep the contract, but it has no preference on the structure. Since cybersecurity threats continue to grow, Thornberry recommends more training. Thornberry wants to look into upgrading the website and possibly gather quotes. He needs more input and suggests reactivating the IT Committee. Rutledge asked about implementing and storing tape backups. Thornberry pointed out the County must have a written Health Insurance Portability and Accountability Act (HIPAA) Compliance Policy. Thornberry stated it will cost about \$10,000 to add a tape backup. Rutledge thinks the IT budget is reasonable.

The Auditor stated she will incorporate it into Dept: 51 - General Services. Grasty suggested adding a tape backup to the first year of the IT budget. Carney inquired about any unforeseen additions to the budget. Randol pointed out technology is always changing, so things may arise which GCC did not anticipate and/or incorporate into the budget. GCC outlined what is reasonable for today as well as the immediate future. They made an educated guess about future needs. As technology evolves, GCC will make other recommendations. GCC did not include specific cost for the County's current software licenses, such as Incode 10 and the Eagle Recorder System. Sebern asked about centralizing basic IT services. He is looking into tablets for the grader sheds. Sebern prefers having GCC manage all of SRD's computers except the Computer Aided Design (CAD) machines. Thornberry supports a centralized IT budget, but each Department should maintain a line item for specific equipment like printers and copiers. It is best for the Departments to handle these items. Carney inquired about a centralized contract for copiers. Thornberry thinks it is best to contract with a company which provides a service agreement. He also advised he did not account for printer maintenance agreements in the budget. Rutledge thinks this is a start in the right direction. Thornberry pointed out he did not include any additional cameras in the budget. Departments thinking about network based cameras which work within a network environment may be included in the next FY. The consensus among the Supervisors is to budget \$145,000 for IT support with \$45,000 earmarked for workstation upgrades over the next two (2) years.

Auditor presented the Dept: 51 – General Services Fiscal Year 2018-2019 Budget. Auditor removed all expenses and revenues associated with the Custodian and/or the Facilities Manager. She moved these expenses and revenues to the applicable budgets. Auditor advised she emailed all the Elected Officials and Department Heads (EO/DH) within the Courthouse about using the postage meter. She only received a response from two (2) EO's. She is the only EO/DH willing to utilize the postage meter. Supervisors briefly discussed the matter. The Supervisors opted to move all routine postage to Dept: 51 and directed Auditor to notify the applicable EO/DH's. This means all Courthouse Departments shall use existing supplies of stamps and then begin using the postage meter. It is the Supervisors' opinion this is the most fiscally responsible course of action. Supervisors directed Auditor to apportion the IT budget, submitted by Thornberry, among the appropriate line items. Auditor will ensure Allen and Thompson include the expenses from the Other-Misc Expense line items in their respective FY2019 Budgets. Auditor will finalize all the numbers and resubmit this Budget at the next regular meeting on Thursday, 8 February 2018.

The Auditor will submit the 1 February 2018 minutes at the next regular meeting. Motion by Carney second by Lloyd to approve the Minutes from 30 January 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

The Supervisors began the Fiscal Year 2018-2019 Budget Work Session. They went through each Department's proposed budget. Auditor will compile a salary report and submit same during the next regular meeting. Sebern rejoined the meeting and updated the Supervisors on the revisions to the SRD FY2019 Budget. Auditor reminded the Supervisors about setting the Elected Officials salaries during the regular meeting on 13 February 2018. Auditor also inquired if the Supervisors plan to attribute a portion of Thompson's salary to the TS FY2019 Budget. Supervisors briefly discussed removing either the overtime or part-time expenses from the Guthrie County Conservation Board FY2019 Budget. Dickson reiterated he is not in favor of compensation time. Rutledge wants more time to research the issue. Supervisors directed Auditor to prepare the budget worksheets for PH, EH as well as TS and provide same for Jotham Arber's presentation during the next regular meeting. Supervisors cleared the following proposed FY2019 Budgets: 1) Dept: 20 - County Engineer with the IT reduction; 2) Dept: 53 with inclusion of PH, EH and TS expenses; 3) Dept: 54 with \$10,000 reduction; 4) Dept: 01 - Board of Supervisors after Auditor readjusts the publications costs and adds \$6,000 to Office & Data Processing Equip-Misc Expense; 5) Dept: 10 - Risk Management Services after Auditor increases the Real Property Insurance-Misc Expense to \$26,000; 6) Dept: 55 – Libraries after Auditor apportions the \$4,000 increase among the Libraries; 7) Dept: 62 - Airport will remain the same pending a future regular meeting; 8) Dept: 77 - Fair & 4-H and Dept: 78 - Fairgrounds will remain the same pending the next regular meeting; 9) Dept: 27 - County Farm will be increased to \$30,000; 10) Dept: 02 – Auditor, Dept: 03 – Treasurer, Dept: 04 - County Attorney, Dept: 19 - General Relief, Dept: 21 - Veterans Affairs, Dept: 25 - Social Services, Depts: 31-50, and Dept: 60 - Mental Health Administration will remain as submitted; 11) Dept: 05 - Sheriff will remain as submitted, so Sheriff will need to move money around, so he can fund the part-time Civil Clerk's wages; 12) Dept: 07 - Recorder with the following adjustments: a) Remove proposed fulltime employee wage and health insurance; b) Increases part-time wage to \$14.50; c) Adjust Tyler Technologies software expense after Auditor receives cost estimate from Tyler; and d) Transfer \$3,500 to Dept: 51 for computers; 13) Dept: 73 - Flood & Erosion with a \$5,000

reduction; 14) Dept: 85 – Windfarm TIFF per email from Chris Carlson at Guthrie County State Bank; and 15) Dept: 79 - Transfer Station with all the necessities wages and salaries included in it.

There being no further business to come before the Board at this time, the Board adjourned at 3:32 p.m. until its regularly scheduled meeting on Thursday, 8 February 2018. Motion by Rutledge second by Dickson. Motion carried on a vote: Ayes: 5 Nays: 0

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Everett L. Grasty, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

8 February 2018

The Guthrie County Board of Supervisors met this 8<sup>th</sup> day of February, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Tom Rutledge.

The meeting came to order at 9:00 a.m.

Motion by Dickson second by Lloyd to approve the Agenda for 8 February 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

Grant Sheeder, President, Guthrie County Fair Board, Kendall Kipp, Vice President, Guthrie County Fair Board and Ron Benton, Fair Board Member, joined the meeting to discuss the Fair & 4-H as well as the Fairgrounds Fiscal Year 2018-2019 Budgets. Sheeder confirmed the Supervisors budgeted \$10,101 in Dept: 77 - Fair & 4-H and \$22,801 in Dept: 78 – Fairgrounds for the current Fiscal Year (FY). This was a reallocation of the funds budgeted in FY2017. The Fair Board is making many improvements at the Guthrie County Fairgrounds. There are more permanent structures, so the Fair Board wants the Supervisors to allocate more funding to Dept: 78. In particular, Sheeder requested the Supervisors reduce Dept: 77 to \$8,000 and increase Dept: 78 to \$24,902. Sheeder pointed out there continues to be more payments for the new buildings. In addition, the Fair Board wants to erect a new Lion's Club/American Legion static building near the Sheep Barn. Sheeder requested an increase over three (3) years to help offset the growing building expenditures. Sheeder also pointed out the Fair Board invested in fixed assets to eliminate the need to rent necessities, such as a sound system. This means some of the expenses have transitioned from a Dept: 77 reimbursement to a Dept: 78 claim. Rutledge confirmed \$8,000 is a comfortable level for Dept: 77. Sheeder verified the Fair Board wants to put the funds in Dept: 78 towards fixed assets. In his opinion, this is a better application than renting equipment. Sheeder stated the Fair Boards goal is to do it correctly, so they only do it once. Sheeder requested the Supervisors increase Dept: 78 an additional \$5,000 for the next three (3) years. The Fair Board will use the \$30,000 annual contribution to continue making improvements throughout this time. Benton stated the Fair Board charges \$300 for the old Community Building and \$400 for the Events Center. Carney inquired about other events at the Fairgrounds. Sheeder advised the camping fees go towards upgrades to the bathrooms and electrical systems. The fee is fifteen dollars (\$15) per night. Rutledge verified there is a profile sheet if someone wants to rent the entire Fairgrounds. 4H groups do not pay to use the Fairgrounds. Grasty inquired if the Fair Board plans to hold other fundraising events. Sheeder reminded everyone the Fair Board's annual fundraiser is 3 March 2018. Unfortunately, all the Fair Board Directors and Members are very busy, so it is difficult to coordinate other fundraising events. Sheeder believes it is very rewarding to see the Community step up and support the Fairgrounds. Volunteers donate tractors, equipment and other resources. Dickson proposed budgeting \$10,000 for Dept: 77 and \$25,000 for Dept: 78. Sheeder questioned whether there are enough qualifying expenses to utilize \$10,000. Dickson was opposed to budgeting more than \$25,000 in Dept: 78. Sheeder reiterated the Fair Board only wants \$8,000 for Dept: 77 since the Fair expenses fluctuate each year. The Fair Board needs more funding for the Fairgrounds. Grasty pointed out the Supervisors only increased Dept: 55 – Libraries by \$4,000 to invest in the Communities; even though the Guthrie County Libraries requested \$8,000. Sheeder justified the requested decrease by pointing out the Fair Board does not

utilize the entire amount each year. In addition, Benton stated the Fair Board could use the money to take care of the Fairgrounds. Kipp reminded the Supervisors everyone in the County can use the Fairgrounds; even if they choose not to do it. Grasty complimented Sheeder and thanked him for providing a good explanation of what the Fair Boards needs and why. Sheeder pointed out there are several old buildings which have seen multiple floods and a great deal of activity. The Fair Board wants to deal with the floodplain issues. Grasty verified the Fair Board has put a great deal of effort into the Fairgrounds. Lloyarbd pointed out the Lions Club/Legion building needs work. He acknowledged all the problems which arise if the Fair Board does not maintain the structures as well as the grounds. Carney confirmed the Guthrie Center Lions Club and the Guthrie Center Legion Post will contribute money to the construction of a new building. Carney proposed the Supervisors budget \$9,000 for Dept: 77 and \$27,000 for Dept: 78. Grasty did not agree with the proposal because he wants to ensure there is enough funding to cover the 4H expenses. Sheeder objected to the prospect of having to try and find expenses to justify the entire reimbursement. At this point, the Fair Board wants the Supervisors to budget a combined total of \$38,000. Carney is proposing \$36,000. Dickson is proposing \$35,101. The current FY combined total is \$32,902. Rutledge is comfortable with the Fair Board's request. Rutledge pointed out Sheeder should still meet with the Supervisors and renew the request next year. Motion by Rutledge second by Carney to budget \$8,000 in Dept: 77 - Fair & 4-H and \$30,000 in Dept: 78 – Fairgrounds. Motion carried on a vote: Ayes: 4 (Carney, Grasty, Lloyd and Rutledge). Nays: 1 (Dickson).

Jotham Arber, Guthrie County Public Health Director, Environmental Health Director and Transfer Station Executive Director, along with Jo Rasmussen, Guthrie County Public Health Finance Coordinator, joined the meeting to present the unconsolidated versions of the Public Health Fiscal Year 2018-2019 Budget and Environmental Health Fiscal Year 2018-2019 Budget as well as the revised Transfer Station Fiscal Year 2018-2019 Budget. All three (3) budgets are broken into stand-alone budgets. Arber also handed out a packet of information to justify his salary. It included a breakdown of the hours worked at an hourly rate versus a salary as well as the average pay for administrators in the State of Iowa with similar duties. In addition, there was a list of non-delegated duties and a timesheet with a breakdown of activities during the work period. The Public Health (PH)/Environmental Health (EH) salary comparison focused on like size Counties without Transfer Stations (TS). Arber advised the trend is privately owned TS. He also pointed out PH typically does not run TS. Arber commented about the difficulties assuming responsibility for TS, but acknowledged it is working well now. He reminded the Supervisors he allocated an additional \$27,500 for administrative costs in TS Budget to cover a portion of his salary as well as the PH administrative staff. Arber provided a list of job duties at TS. He needs to spend about five to eight (5-8) hours per week at TS to ensure it runs properly. In addition, he needs the technical experience of the Guthrie County Facilities Manager to avoid issues. Arber reminded the Supervisors he manages all the Health Insurance Portability and Accountability Act (HIPAA) requirements too. Arber advocated there are multiple costs associated with the split of his salary. Grasty pointed out it probably will cost the County more money if Arber leaves; especially if the County needs to hire two (2) people to replace Arber because one (1) person is unwilling to work the same hours. Rutledge appreciated the job description and acknowledged Arber wears multiple hats. The documentation shows what Arber does throughout a work period. He admitted it appears Arber spends fifty to sixty (50-60) hours per week fulfilling his duties. Rutledge believes it will show if Arber slacks and does not do his job. Then, the Supervisors will get feedback. Since the Supervisors approved the plan, they must allow Arber to do what he needs to do, so it all works. Rutledge thinks Arber created a factual salary and did not inflate it. Grasty is content with the justification. Arber stated he is willing to relinquish responsibility for TS as well as a portion of his salary, if the Supervisors are not satisfied with his work throughout the next year. Arber believes \$15,000 is a fair amount for TS. Grasty thinks TS is way more efficient and streamlined now. In addition, TS will generate more revenue with proper management. Arber believes the documentation and job description justifies his salary. Arber reminded the Supervisors he did not charge for any administrative costs during the current FY because the TS Budget could not accommodate it. He used the last six (6) months to analyze TS and determine the best method to administrate it. Rutledge pointed out the Supervisors could not do it, so they turned it over to Arber. Both Grasty and Rutledge believe it will run much smoother and more efficiently as long as Arber does his job. Rutledge also acknowledged there will be a cost savings. In fact, the County will not incur two (2) additional benefits packages. Dickson pointed out Arber routinely prepares cost reports for PH and EH. This demonstrates Arber is looking for ways to save the County money. Dickson was unhappy with the previous management system. Carney inquired about the line items transferred to Dept: 53 - Facilities Management. Arber advised he transferred \$10,400 from the PH Budget; however, there was nothing to allocate from the EH Budget since EH was located in the Guthrie County Courthouse. Arber also allocated \$30,300 from the TS Budget. Dickson inquired about including a portion of the Facilities Manager's salary in the TS Budget since this budget is part of Fund:

0011 - Rural Services. Rutledge confirmed Patterson did not include a part of his salary in the TS Budget. All the line items transferred to Dept: 53 are maintenance and vehicle related line items. Grasty concurs with the idea since TS is a big focal point for the Facilities Manager. Arber has no objection to it. Carney wants to take this portion of the Facilities Manager salary from Arber's salary because he thinks Arber's salary is too high. Carney pointed out Arber received an additional \$25,000 to administer EH. Rutledge admits it is confusing to sort through Arber's salary and difficult to understand it. Grasty acknowledged it is a big salary for a small County. Most people will not understand Arber is worth it. In addition, it is hard to see the value if you cannot comprehend all the duties and responsibilities as well as the hours. Arber pointed out he has responsibilities in three (3) other Counties (Adair, Audubon and Cass) plus Guthrie County. In addition, Arber administers the Hopes Program for Audubon County as well as the Home Health in Cass County. Rutledge pointed out the Supervisors authorized Arber to take over TS, and they probably could not hire an employee to manage it for \$27,500. In addition, Arber is running it differently. The Facilities Manager and Arber are spending time at TS managing the buildings, grounds and equipment. Rutledge believes this is time well spent and necessary to maintain TS. Arber talked about the time he spends at TS. Rutledge thinks the separate budgets provide a better understanding of the costs associated with each Department. Grasty thinks the figures and discussion made an impact on the Supervisors. Since Arber is managing TS differently, it takes more time. Therefore, it will take Arber fifty (50) or more hours to do his job. Rutledge still does not like increasing the part-time administrative salaries. He does not think the clerical wages should increase just because the staff is doing more of the same work. They are not learning new skills or increasing their skill level. Rutledge assumes Arber studied the matter and made the correct administrative choices. Rutledge admits the part-time wage increase is less than one dollar (\$1.00) per hour, so it is not a huge amount. Arber is willing to re-evaluate the part-time clerk's wage. Rutledge understands the reason why Arber increased Rasmussen's salary. Auditor confirmed the PH, EH, and TS spreadsheets should match Arber's handouts. Rasmussen advised the United States' State Department increased passport charges from twenty-five dollars (\$25) to thirty (\$30). Arber stated he revised the PH Budget to reflect the actual numbers. Rutledge confirmed Arber ultimately is responsible for passports. Rasmussen stated she is the lead Passport Agent.

Mike Galloway, Ahlers & Cooney, P.C. as well as Joshua Sebern, Guthrie County Engineer, joined the meeting to discuss the Collective Bargaining Agreement between Guthrie County Secondary Roads Department and Teamsters Local Union No 238. Motion by Rutledge second by Lloyd to go into Closed Session for a strategy meeting of a public employer per Iowa Code Section 20.17(3). Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Rutledge) Nays: 0. The Board of Supervisors went into closed session at 10:10 a.m. All members of the public left the room except for the Supervisors, Auditor, Engineer, and Mr. Galloway. The Board of Supervisors came out of closed session at 10:46 a.m.

Lloyd left the meeting at 11:00 a.m. to attend the Region XII Council of Governments' Meeting in Carroll, Iowa.

Supervisor did not discuss any pending county property projects.

Motion by Rutledge second by Carney to approve the Minutes from 1 February 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors discussed the Dept: 62 – Airport Fiscal Year 2018-2019 Budget. Grasty talked to Marshall Burgess, Chairman, Regional Airport Authority Board. He advised Burgess the Supervisors may need to set the budget before Burgess can meet with them. Burgess stated the Authority Board just switched to a new engineering firm, so they are waiting on some information. Dickson wants to reduce the County's contribution to \$15,000, if the Authority Board does not meet with the Supervisors. Grasty disagrees and wants the County to contribute \$20,000 again. He pointed out the Authority Board is incurring additional expenses due to the runway renovation. Rutledge wants an Authority Board Member to attend the Supervisors next regular meeting on Tuesday, 13 February 2018, and if no one appears, he will consider reducing the County's contribution. Motion by Rutledge second by Carney to table the Dept: 62 – Airport Fiscal Year 2018-2019 Budget until the next regular meeting on Tuesday, 13 February 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

The Supervisors began the Fiscal Year 2018-2019 Budget Work Session. Dickson refused to discuss salaries until the item is on the Agenda. According to the United States Internal Revenue Service (IRS) W-2 summary for 2017, the County's total gross wages were \$3,928,356.61. Therefore, a one percent (1%) wage increase will be at least \$40,000.

Dickson inquired about the drastic increase in the Iowa Municipal Works Compensation Association (IMWCA) premiums. Sebern verified Secondary Roads Department (SRD) has two (2) pending IMWCA claims. Dickson wants Glenda Edwards, Guthrie County Risk Manager, to provide a quarterly IMWCA update. At this time, the Supervisors began discussing Arber's salary. Grasty questioned Arber's plan to forego a percentage increase and utilize the savings to increase the Home Health Aids' hourly rate. If Arber wants to give the Home Health Aids a merit increase, he should include it in the PH FY2019 Budget. Carney reiterated his concerns about the PH, EH and TS FY2019 Budgets. Rutledge does not object to increasing wages for the TS staff. Auditor pointed out the line items transferred to Dept: 53, totaling \$30,300, are not included in the TS Total Operating Expenses (\$555,680.64). Rutledge pointed out TS has a new administrator, so the Budget is completely different now. The proposed budget reflects the actual cost to operate it. Not to mention, the Supervisors told Arber to move these expenses to Dept: 53. Dickson still believes it is cheaper than the past. Grasty inquired about other Departments contributing to the Facilities Manager's salary. Dickson thinks the Supervisors need to increase the TS FY2019 Budget to account for part of the salary. Rutledge reminded the Supervisors the new management system requires additional staff. Plus, Patterson never charged a portion of his salary to TS. Dickson suggested the Supervisors leave the remainder of the Facilities Manager's salary in Dept: 53. The Facilities Manager can track his time as well as expenses with each project, and the Supervisors can re-evaluate next FY. Carney questioned why the Wage of Temp/Part Time Employees-Extra Help line item in the TS FY2019 Budget increased by \$4,000. Auditor reminded the Supervisors the FY2018 Budget was prepared by Patterson. Arber re-estimated the actual part-time wages and concluded the actual amount is \$41,933. Dickson and Rutledge think thirteen dollars and fifty cents (\$13.50) per hour is not an unreasonable wage for TS. Carney expressed concerns about Arber making so many changes too fast. Rutledge thinks the Supervisors are between a rock and a hard spot. Carney thinks the County will be forced to treat other employees the same way in the future; especially, since Arber's salary increased approximately \$40,000 in sixteen (16) months. He also expressed concerns about Arber taking most of Patterson's salary and not sharing it with his staff. Dickson views it just like writing three (3) paychecks to three (3) employees. He does not think the County can ask an employee to assume more duties and responsibilities without increasing the salary. Carney never assumed Arber would receive a \$25,000 raise for EH, and then an additional \$15,000 increase for TS. He does not deny Arber made TS more efficient and streamlined it. Grasty commented it might have benefitted the Supervisors to find another good manager, but hindsight is twenty/twenty (20/20). Rutledge pointed out it cost the County one (1) less benefits package. Rutledge does not think Arber inflated the administrative costs. He puts in extra time and has a great deal of responsibilities. Not to mention, the Supervisors will receive complaints if Arber does not do his job. Dickson pointed out EH is more efficient now and almost eliminated the backlog. The work is being done correctly, and all the records are stored electronically. Rutledge pointed out Arber provided comparisons to other Counties. Dickson reminded the Supervisors about Arber needing multiple certifications for EH because it is a specialized field. Carney stated he will not support the PH, EH and TS FY2019 Budgets unless the Supervisors decrease the Budget by \$10,000. Supervisors briefly discussed the matter. Auditor advised she understands the Supervisors only can reduce a Department's overall budget; however, she needs the Elected Official/Department Head (EO/DH) to cut specific line items immediately. Supervisors briefly discussed the merit raises for the Home Health Aids. Grasty and Rutledge think Arber should not get a percentage raise. Furthermore, the Home Health Aids should get the same percentage raise as the other County employees. Dickson pointed out PH competes with the hospitals and private companies for employees. Rutledge questioned what will happen if the Supervisors cut Arber's raise, and he refuses to administer TS. Auditor pointed out the County Employees are expecting a five percent (5%) raise in lieu of Arber's new salary. She reminded the Supervisors each employee goes above and beyond when the situation demands it. Several EO/DH put in extra hours to meet deadlines. Furthermore, all the EO/DH's have very diverse duties and responsibilities just within their respective Departments. Sebern talked about his job. He pointed out he never requested a salary increase to assume responsibility for Integrated Roadside Vegetative Management (IRVM) or Tax Increment Financing (TIF) projects. Auditor reminded the Supervisors all the EO's are limited to the Guthrie County Compensation Board's recommendation. Dickson stated he wants different information to justify the Compensation Board's decision. In particular, he wants separate recommendations for each EO rather than a single percentage increase. Grasty also pointed out an EO's Deputy does not have to earn eighty-five percent (85%) of an EO's salary. Dickson acknowledged the Supervisors did not ask the Guthrie County Conservation Board to reduce Joe Hanner's salary when the Supervisors transferred IRVM to SRD. Carney thinks the Supervisors should wait a year before they increase Arber's salary. Dickson believes Arber will not manage TS, if the Supervisors deny the \$15,000 increase to his salary. Dickson does not think \$15,000 is out of line. Grasty and Rutledge concur with Dickson. They want to keep the salary at \$96,396.60 for the three (3) Departments but do not want to authorize a percentage increase. Carney insisted

the Supervisors cut \$10,000 from PH and/or EH's total operating expenses for FY2019. Arber ultimately can decide which line items must be reduced to lower the combined operating expenses by \$10,000. Motion by Rutledge second by Carney to reduce the total operating expenses for the Public Health and Environmental Health Fiscal Year 2018-2019 Budgets by \$10,000. Motion carried on a vote: Ayes: 3 (Carney, Grasty and Rutledge) Nays: 1 (Dickson). Motion by Dickson second by Rutledge to assess twenty-five percent (25%) of the Guthrie County Facilities Manager's salary to Fund: 0011 - Rural Services, Dept: 79 - Transfer Station. Motion carried on a vote: Ayes: 4 Nays: 0.

Sebern briefed the Supervisors on the plan to fix the push wall in the Garbage Building at TS. SRD will supply new bridge planks for it.

Carney spoke with Darci Alt, Chief Executive Officer, Heart of Iowa Region about renting office space for Breanna Gonzalez, the Coordinator of Disability Services for Guthrie County. Alt agreed to pay one dollar (\$1.00) per square foot for the 200 square feet office. The State of Iowa pays Guthrie County the same rate to rent office space for the Iowa Department of Human Services (IDHS). The Auditor will invoice the Region \$200 per month. The County will receive \$2,400 annually. Alt directed Carney to submit invoices back to 1 July 2017.

Carney talked to Dr. John Littler about the status of his search for a new Guthrie County Medical Examiner. According to Dr. Littler, Dr. Josh Strehle is pursuing candidates for the Medical Investigator position.

There being no further business to come before the Board at this time, the Board adjourned at 2:06 p.m. until its regularly scheduled meeting on Tuesday, 13 February 2018. Motion by Rutledge second by Carney. Motion carried on a vote: Ayes: 4 Nays: 0

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Everett L. Grasty, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

13 February 2018

The Guthrie County Board of Supervisors met this 13<sup>th</sup> day of February, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Tom Rutledge. Auditor appeared by phone.

The meeting came to order at 9:00 a.m.

Motion by Rutledge second by Lloyd to approve the Agenda for 13 February 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

Joe Hanner, Guthrie County Conservation Director, joined the meeting and presented the Guthrie County Conservation Board (GCCB) Minutes from the meeting on 8 January 2018. Hanner advised Ethan VanderPol, Natural Resources Manager, applied for a family health insurance policy, and the premium payments will begin 1 March 2018. This was a recent decision, so Hanner did not budget for it. He advised the Supervisors may need to amend the Conservation Board Fiscal Year (FY) 2017-2018 Budget to account for the payments.

Jotham Arber, Guthrie County Public Health Director, Environmental Health Director and Transfer Station (TS) Executive Director, joined the meeting and provided a Transfer Station update. He submitted the tonnage reports. Arber projects the TS will take in 6,000 to 7,000 tons per month. He also estimates there will be 1,000 tons per year which will not generate revenue for the County. The push wall in the Garbage Building is being rebuilt using old grader blades as well as new bridge planks provided by the Secondary Roads Department (SRD).

Arber intended to present the Diamondhead Lake Sanitary District 28E Agreement. He will submit it to the Supervisors after the Guthrie County Attorney approves it.

Arber requested the Supervisors consider changing the insurance eligibility requirements. He wants the Supervisors to allow part-time employees to buy into the County's health insurance policy by paying the entire cost of the premium. In his opinion, there will be no additional cost to the County. Dickson inquired about deducting the premium from the employee's payroll. Auditor advised the Chief Deputy Auditor can work with Tyler Technologies to create a new payroll deduction code. Dickson thinks this is not a bad idea provided there is no cost to the County. Grasty inquired if there are any drawbacks. At this time, Auditor is unaware of any downfalls. She pointed out the Supervisors will need to increase the Partial Self Fund (PSF) account. This can be accomplished through the premium. Rutledge thinks the only risk may be the addition of more individuals to the PSF, but he agrees it is a good idea. Arber believes it may increase the pool of applicants for part-time positions in the County. Rutledge recommends the Supervisors discuss the matter with Iowa Governmental Health Care Plan (IGHCP). Auditor will notify Denise Ballard, Consultant, IGHCP, so she is prepared to discuss the matter when she meets with the Supervisors to present the annual IGHCP plan renewal.

Marshall Burgess, Chairman, Regional Airport Authority Board, along with Dr. David Ahrens, Treasurer, Regional Airport Authority Board, and William Darrow, Regional Airport Authority Board Member, joined the meeting to discuss the Airport Fiscal Year 2018-2019 Budget. The Board Members advised the Airport Authority's budget did not change much, so the Board requests the Supervisors sustain the proposed contribution of \$20,000. This is the same amount budgeted for the current FY. The Board Members stated the runway needs to be torn out and rebuilt in the future. The Airport Authority reached out to McClure Engineering to do the project analysis. Lloyd asked about doing an asphalt overlay on the runway. The Board Members stated this is only a temporary solution to the problem. The Airport Authority will contact the Supervisors once it formulates a plan and determines how much additional funding it may need to complete the project. Motion by Rutledge second by Lloyd to maintain the Dept: 62 - Airport Fiscal Year 2018-2019 Budget at \$20,000. Motion carried on a vote: Ayes: 5 Nays: 0.

The Supervisors began the Fiscal Year 2018-2019 Budget Work Session. Deputy Auditor passed out the Iowa Department of Management (IDOM) Fiscal Year 2018-2019 Guthrie County Proposed Budget as well as the FY2019 Consolidated Expense and Revenue Budget Worksheets. Supervisors reviewed these documents. The Revenue consolidation does not include the current property tax information since the Supervisors have not set the tax levies. The Auditor provided a Certification of Taxes with the current FY tax levies as well as a Certification with the projected levies which cover all the expenses. Auditor advised these document are just an estimate until the Supervisors set the percentage of salary increase. Carney inquired about the Dept: 27 - County Farm budget amount. Auditor verified it should be \$30,000 and not \$53,000. She will correct it.

The Supervisors discussed the Annual Salary increase for the Elected Officials. Ron Allen, Guthrie County Custodian, Joshua Sebern, Guthrie County Engineer, Tristen Richard, Guthrie County Recorder, Marty Arganbright, Guthrie County Sheriff, and Marci Schreck, Guthrie County Treasurer where all present for the discussion. Carney recommended a five percent (5%) increase in the wages, but he wants to pass an additional three percent (3%) of the health insurance costs onto the employees. Carney's proposal will raise the employee's contribution to eighteen percent (18%) for a Single policy and twenty-three percent (23%) for a Family policy. Dickson explained the IGHCP Group has thirty (30) members, and the Group will vote on the IGHCP health insurance plan later this week. Therefore, the Supervisors will not know the actual renewal figures until the Group selects a plan. Rutledge added the PSF account is healthy, so the renewal increase may be slightly lower than projected by IGHCP. Carney reiterated his recommendation for a five percent (5%) increase in wages and a three percent (3%) increase in the employee's contribution to the health insurance premium. Carney insisted this is a County wide proposal. It will impact the wages of all County employees; even the SRD Union for one (1) year. Motion by Carney second by Lloyd to approve a five percent (5%) wage increase for all County employees, including the Secondary Roads Department Union Members, for Fiscal Year 2018-2019 and to increase the employee's contribution to both the Single as well as Family health insurance premium by three percent (3%). Motion carried on a vote: Ayes: 4 (Carney, Grasty, Lloyd and Rutledge) Nays: 1 (Dickson).

Auditor reiterated the revisions to the IDOM document. She will adjust the health insurance premiums and incorporate the salary increase. She also will calculate the property tax revenues and make the necessary corrections. Auditor verified the Supervisors plan to schedule the Public Hearing for the regular meeting on Tuesday, 6 March 2018 at 10:00 a.m. and want the Notice of Public Hearing published on Thursday, 22 February 2018. Auditor will prepare the Elected Officials' salary resolution as well as the final version of the IDOM document, so the Supervisors can approve same during the next regular meeting.

Supervisors did not discuss any pending county property projects.

Supervisors reviewed the Payroll Reports for 27 January 2018 – 9 February 2018.

Motion by Rutledge second by Carney to approve the Claims from 27 January 2018 – 9 February 2018 in the amount of \$465,674.93. Motion carried on a vote: Ayes: 5 Nays: 0.

Grasty left the meeting at 12:18 p.m.

Motion by Carney second by Dickson to approve the Minutes from 8 February 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 4 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 12:58 p.m. until its regularly scheduled meeting on Thursday, 15 February 2018. Motion by Carney second by Lloyd. Motion carried on a vote: Ayes: 4 Nays: 0

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Everett L. Grasty, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

15 February 2018

The Guthrie County Board of Supervisors met this 15<sup>th</sup> day of February, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Tom Rutledge. Auditor appeared by phone.

The meeting came to order at 9:01 a.m.

Motion by Rutledge second by Carney to approve the Agenda for 15 February 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

The Supervisors began the Fiscal Year (FY) 2018-2019 Budget Work Session. Deputy Auditor passed out the revised Iowa Department of Management (IDOM) Fiscal Year 2018-2019 Guthrie County Proposed Budget as well as the revised FY2019 Consolidated Expense and Revenue Budget Worksheets. Supervisors reviewed these documents. Auditor pointed out the levy rates remained the same as the Fiscal Year 2017-2018 Guthrie County Budget. In addition, all the documents reflect the five percent (5%) county wide raise as well as the three percent (3%) increase in the employee's contribution to the health insurance premium. The Auditor advised Marty Arganbright, Guthrie County Sheriff, opted to decrease the Motor Vehicle-Misc Expense line item to fund the Wage Of Temp/Part Time Employees-Extra Help line item in order to pay the Part-Time Civil Clerk. Furthermore, Sheriff authorized the five percent (5%) wage increase for all his employees except the Part-Time Deputies and Matrons. Rutledge verified the Sheriff does not intend to purchase a new vehicle during FY2019. Auditor pointed out she returned the Rural Service tax levy to the same rate as the current FY. Furthermore, she corrected the errors caused by the Incode 10 report and calculated the property tax revenues using the proposed levy rates. The combination of all these actions increased the

total revenues enough to offset the total expenses without increasing the tax levies. Auditor confirmed she made all the necessary revisions, and she cross checked the IDOM document with additional reports to ensure its accuracy. The Supervisors made no changes to the Guthrie County Fiscal Year 2018-2019 Proposed Budget as presented by Auditor. The Notice Of Public Hearing -- Budget Estimate for Proposed Fiscal Year 2018-2019 Guthrie County Budget will be published exactly as presented to the Supervisors.

The Supervisors considered Resolution 18-23: Annual Salary Approved for Elected Officials. Said Resolution approves the five percent (5%) salary adjustment for the elected officials for the fiscal year beginning 1 July 2018 as follows: 1) Auditor - \$53,716; 2) County Attorney - \$84,291; 3) Recorder - \$53,112; 4) Sheriff - \$70,472; 5) Supervisors - \$27,494; and 6) Treasurer - \$53,109. Motion by Carney second by Lloyd to approve Resolution 18-23: Annual Salary Approved for Elected Officials which authorizes a five percent (5%) salary increase for all Elected Officials. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Rutledge) Nays: 0.

Auditor recommended the Supervisors revisit their discussion concerning the employee contribution to the health insurance premium since it was not on the Agenda for the regular meeting on Tuesday, 6 February 2018. No members of the public and/or Guthrie County Employees appeared for this discussion. Carney renewed his request to pass an additional three percent (3%) of the health insurance costs onto the employees. Motion by Carney second by Rutledge to increase the employee's contribution to both the Single and Family health insurance premium by three percent (3%). Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor verified the Supervisors intend to publish the Notice Of Public Hearing -- Budget Estimate for Proposed Fiscal Year 2018-2019 Guthrie County Budget on Thursday, 22 February 2018. She confirmed the publication date is between the ten (10) and twenty (20) day statutory publication period, if the Supervisors want to schedule the Public Hearing for the Guthrie County Fiscal Year 2018-2019 Proposed Budget during the regular meeting on Tuesday, 6 March 2018, at 10:00 a.m. Motion by Rutledge second by Carney to set the Guthrie County Fiscal Year 2018-2019 Budget Public Hearing during the regular meeting on Tuesday, 6 March 2018 at 10:00 a.m. in the Public Meeting Room at the Guthrie County Courthouse. Motion carried on a vote: Ayes: 5 Nays: 0. Motion by Lloyd second by Carney to approve the Notice Of Public Hearing -- Budget Estimate for Proposed Fiscal Year 2018-2019 Guthrie County Budget and publish it in the official newspapers on Thursday, 22 February 2018. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Rutledge) Nays: 0.

Supervisors did not discuss any pending county property projects.

Grasty left the meeting at 11:12 a.m.

Motion by Carney second by Rutledge to approve the Minutes from 6 February 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 4 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 11:44 a.m. until its regularly scheduled meeting on Tuesday, 20 February 2018. Motion by Carney second by Rutledge. Motion carried on a vote: Ayes: 4 Nays: 0

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Everett L. Grasty, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

20 February 2018

The Guthrie County Board of Supervisors met this 20<sup>th</sup> day of February, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike

Dickson, Everett Grasty, Jack Lloyd and Tom Rutledge. Auditor was absent from the meeting due to being out of town.

The meeting came to order at 9:00 a.m.

Motion by Carney second by Lloyd to approve the Agenda for 20 February 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

Marci Schreck, Guthrie County Treasurer, joined the meeting to request the assignment of the Tax Sale Certificates for Parcel Number 0001413500, Parcel Number 0001413600 and Parcel Number 0001413700 held by the County. The current property owners are Steven and MaryAnn Sinkler. The parcels are located at Diamondhead Lake. Mark Van Houten wants the County to sign over the Tax Sale Certificate in exchange for payment of the balance due. Schreck advised the balance due is \$1,371.00. The County's share is \$459 (0001413500), \$456 (0001413600) and \$456 (0001413700). Historically, the Supervisors assign a Tax Sale Certificate in exchange for payment of the balance due. Motion by Dickson second by Rutledge to assign Guthrie County's Tax Sale Certificates for Parcel Number 0001413500, Parcel Number 0001413600 and Parcel Number 0001413700 to Mark Van Houten for the balance due, \$1,371.00. Motion carried on a vote: Ayes: 5 Nays: 0.

Evan Subbert, Engineering Technician, Guthrie County Secondary Roads Department (SRD), joined the meeting to present the Right-of-Way (R-O-W) Purchase Agreements to procure land for Bridge Replacement Project BROS-C039(90)--8J-392018/2019 from Dennis D. and Kelly L. Mleynek. In particular, the Guthrie County Road Department agrees to purchase thirteen point ninety-four (13.94) rods of barbed wire fence in Parcel Number 0000230900, Southwest Quarter Southwest Quarter (SW $\frac{1}{4}$  SW $\frac{1}{4}$ ) Section 27, Township 80 North, Range 30 West (Sec 27, T80N, R30W), Guthrie Center, Iowa, for \$1,814.16. In addition, the Guthrie County Road Department agrees to purchase twenty-seven point fifty-seven (27.57) rods of barbed wire fence and 0.10 acre of permanent easement in Parcel Number 0000243100 Northwest Quarter Northwest Quarter (NW $\frac{1}{4}$  NW $\frac{1}{4}$ ) Section 34, Township 80 North, Range 30 West (Sec 34, T80N, R30W), Guthrie Center, Iowa, for \$3,276.26. The project will be paid for with eighty percent (80%) Federal Aid Bridge funds and the remaining twenty percent (20%) local funds. Motion by Rutledge second by Grasty to approve the Right-of-Way (R-O-W) Purchase Agreements to procure land for Bridge Replacement Project BROS-C039(90)--8J-392018/2019 from Dennis D. and Kelly L. Mleynek for \$1,814.16 (Parcel No. 0000230900) and \$3,276.26 (Parcel No. 000243100). Motion carried on a vote: Ayes: 5 Nays: 0.

Grasty presented the Guthrie County Board of Supervisors' letter of support for the Adair/Guthrie County Emergency Management Agency's application to the Guthrie County Community Foundation. The Adair/Guthrie County Emergency Management Agency (AGCEMA) is applying for funds to assist with the purchase of a hose tester for use by the local fire departments. The grant will cover half the cost of a hose tester. Motion by Rutledge second by Carney to approve and sign the Guthrie County Board of Supervisors' letter of support for the Adair/Guthrie County Emergency Management Agency's application to the Guthrie County Community Foundation. Motion carried on a vote: Ayes: 5 Nays: 0.

Dickson briefed the Supervisors on the Iowa Governmental Health Care Plan (IGHCP) Annual Meeting on Friday, 16 February 2018. The IGHCP Group voted to switch to the Blue Choice and Blue RX Value Plus plans from the current Alliance Select plan. The County has 165% loss ratio. This means Wellmark paid sixty-five percent (65%) more in claims than what it collected in premiums. The Group loss ratio is 100.35% as a whole. This includes the other Counties and Cities in the IGHCP Group. IGHCP quoted other insurance plans, but the providers were unable to compete with Wellmark. In fact, Aetna even refused to offer a quote because Wellmark gave IGHCP such a great deal.

Supervisor did not discuss any pending county property projects.

Supervisors reviewed the Assessor Payroll Report for 4 February 2018 – 17 February 2018 and the Secondary Roads Department Payroll Report for 28 January 2018 – 10 February 2018.

Motion by Rutledge second by Lloyd to approve the Minutes from 13 February 2018 and 15 February 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 10:49 a.m. until its regularly scheduled meeting on Thursday, 22 February 2018. Motion by Lloyd second by Rutledge. Motion carried on a vote: Ayes: 5 Nays: 0

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Everett L. Grasty, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

22 February 2018

The Guthrie County Board of Supervisors met this 22<sup>nd</sup> day of February, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty and Jack Lloyd. Rutledge was absent from meeting. Auditor was absent from the meeting due to being out of town.

The meeting came to order at 9:00 a.m.

Motion by Carney second by Lloyd to approve the Agenda for 22 February 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Tim Benton, Assistant Guthrie County Attorney, joined the meeting to discuss the Iowa State Association of Counties (ISAC) opioid litigation. ISAC passed a resolution requesting Counties join the litigation against the opioid manufacturers. There are no upfront costs to participate in the litigation. Currently, forty-six (46) Counties are part of the lawsuit. Damages will cover any loss the County experiences due to the opioid abuse epidemic. Benton does not want to minimize the issue of opioid abuse; however, Guthrie County experiences more methamphetamine abuse than other controlled substances. If the County opts to join the lawsuit, it has to show any losses attributed to opioid abuse. The Supervisors must decide if they want the County to participate in the litigation. Dickson inquired if any of the methamphetamine cases begin with opioid abuse. Benton is unsure what, if anything, the County can show to recover damages. Marty Arganbright, Guthrie County Sheriff, joined the meeting. Carney asked if he observed any opioid abuse. Sheriff confirmed law enforcement mainly sees methamphetamine abuse, but there is opioid abuse in the County. Supervisors took the matter under advisement and will make a decision at a later date.

Sheriff along with Guthrie County Chief Deputy Jeremy Bennett, Deputy Jesse Swensen and Deputy Mike Herbert joined the meeting. Sheriff addressed the metal detector. He stated there is no way to man it five (5) days per week. Herbert must attend to the jail and transport inmates. Furthermore, the Sheriff and Chief Deputy must respond to calls around the County. Sheriff wants to utilize the old Environmental Health (EH) Office for the Civil Clerk as well as additional office space for the Deputies. In his opinion, it will enhance security to have part of the Sheriff's Office on the main level next to the entrance of the Guthrie County Courthouse. Furthermore, the Dispatch Center should be in a secure area, but the current set up does not permit this. Sheriff also discussed adding to the Sheriff's Office for more space. His main concern is the jail. Supervisors took the matter under advisement and will review the plans for the old EH Office again. They will notify the Sheriff of their decision.

The Supervisors reviewed the Liquor License Application (BC0029170) submitted by Coulter Panorama Marine, Panora, Iowa. The application is for a Class "C" Beer Permit during a twelve (12) month period effective 1 May 2018. It includes Sunday Sales Privileges. Motion by Grasty second by Lloyd to approve the Liquor License Application (BC0029170) submitted by Coulter Panorama Marine, Panora, Iowa. Motion carried on a vote: Ayes: 4 Nays: 0.

Dr. Josh Strehle, Guthrie County Hospital Clinics, and Mary Benton, Guthrie County Attorney, joined the meeting to discuss the Guthrie County Medical Examiner appointment. Dr. Strehle is not interested in being the Guthrie County Medical Examiner if he must be on call twenty-four (24) hours a day, seven (7) days a week. This is not always an option for him. He will need at least two (2) Medical Examiner Investigators working under him. Dr. Strehle has a list of five (5) potential people interested in being Investigators. The list includes paramedics, emergency medical technicians (EMT's) and a nurse. He will narrow down the candidates, so two (2) Investigators do the bulk of the calls when he is unavailable to do it. Dr. Strehle advised there is a three to four (3-4) day training in St. Louis, Missouri which is required for County Medical Examiners. He wants the County to pay for the class and reimburse the attendees for their travel expenses. Dr. Strehle does not have to complete the class prior to his appointment; however, he does need to complete it within two (2) years. Carney stated the Supervisors prefer Dr. Strehle attend it first and then send the Investigators at a later date. Dr. Strehle is not requesting the Supervisors appointment him today. He simply is expressing his interest and explaining how he wants to handle the position.

Supervisor did not discuss any pending county property projects.

There being no further business to come before the Board at this time, the Board adjourned at 11:41 a.m. until its regularly scheduled meeting on Tuesday, 27 February 2018. Motion by Dickson second by Carney. Motion carried on a vote: Ayes: 4 Nays: 0

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Everett L. Grasty, Chair  
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

27 February 2018

The Guthrie County Board of Supervisors met this 27<sup>th</sup> day of February, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Tom Rutledge.

The meeting came to order at 9:00 a.m.

Motion by Carney second by Rutledge to approve the Agenda for 27 February 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

David Garland, IT Technician with Guthrie Center Communications (GCC), joined the meeting. Garland presented the February 2018 Information Technology (IT) Report. GCC continues to make progress with the ten gigabyte (10GB) upgrade and is getting closer to completing it.

Carney called Darci Alt, Chief Executive Officer, Heart of Iowa Region about appearing at the meeting. Alt returned his call and stated she was sick today, so she will not be at meeting.

Ron Allen, Guthrie County Custodian and Brandon Thompson, Guthrie County Facilities Manager joined the meeting. Per the Supervisors' request, they prepared a job description for a full-time employee to support both Departments. They pointed out specific advantages which include cross-training and filling-in, as needed, for both Departments. The job description includes general janitorial duties as well as lawn care and mowing. There also are broad duties such as helping Thompson with routine projects like replacing bearings in the air handler motor. The cross training will allow the individual to step up and take over the Custodial Department when Allen retires from the County. Thompson has multiple other ongoing projects such as the push walls and garbage area at the Guthrie County Transfer Station (TS). In addition, he has contacted Carroll Control Systems in Carroll, Iowa, about the temperature controls in the Guthrie County Courthouse. Allen and Thompson need help in both Departments, so other matters do not drag

them away from their primary duties. Neither Department foresees any slowdown in the foreseeable future. Thompson suggested a starting wage of \$15.50 per hour. The desired applicant should be an individual with general custodial experience who can work with hand tools. The individual must have a valid Driver's License to run errands and get supplies. The applicant also must be able to work flexible hours, so the person can assist with after-hours repairs. Thompson asked about the deadline for the applications. Dickson wants him to run the advertisement for two (2) weeks. Rutledge suggested closing applications on Friday, 23 March 2018. The Supervisors directed the Auditor to publish in the two (2) official newspapers plus the Stuart Herald for two (2) weeks. In addition, she will post it on the Guthrie County Website. The Supervisors also opted to publish for one (1) week in the Adair News and the Coon Rapids Enterprise. Luann Waldo, Editor of The News Gazette, offered to compile the advertisement, so the Auditor can send the same proof to all of the newspapers.

The Supervisors discussed pending county property projects. Thompson reported the push wall is almost done at the TS. He needs to install a few extra boards and do some work on the exterior. The Supervisors briefly discussed moving the part of the Guthrie County Sheriff's Office into the old Guthrie County Environment Health area at the Courthouse.

The Auditor presented the quotes to purchase new election equipment. The Adkins Election Service quote is \$74,788 plus \$4,530 for Annual License Fees and \$3,595 for the Annual Warranty. The Election Source/Matt Parrott quote is \$75,195.00 plus \$9,358.00 for "Ongoing Annual Fees". After consulting with her staff as well as the other people who attended the demonstrations, the Auditor recommends the new election equipment from Adkins Election Service. She briefed the Supervisors on the pros and cons of each provider. In particular, the Adkin's voter accessibility machine is more versatile and user friendly. Adkins also provides a five percent (5%) discount if the County pays the balance due shortly after 1 July 2018. Furthermore, Adkins has financing options. Motion by Rutledge second by Carney to approve the purchase of new election equipment from Adkins Election Service. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Carney second by Dickson to approve the Minutes from 20 February 2018 and 22 February 2018 as presented by the Auditor. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisor reviewed Claims for 10 February 2017 – 23 February 2018. Dickson questioned the Guthrie County Secondary Roads Department (SRD) claim for lodging at Prairie Meadows. The Statement included two (2) nights for three (3) individuals. Auditor stated there is no official policy. If the Supervisors decide to set a policy, she advised it should be added to the Guthrie County Personnel Policy. Grasty and Carney think the County should set a minimum mileage in this policy. Rutledge pointed out the attendee must provide proof of attendance too. Carney stated Audubon County requires prior approval for such an expenditure. Dickson reminded the Supervisors about the discussion concerning an SRD employees staying overnight in Ames, Iowa. Dickson thinks the policy should calculate the mileage from the employee's place of work. Grasty will talk to the Guthrie County Engineer. Motion by Carney second by Rutledge to approve the Claims from 10 February 2018 – 23 February 2018 in the amount of \$176,611.53. Motion carried on a vote: Ayes: 3 Nays: 2 (Carney, Dickson)

Supervisors reviewed the Payroll Reports for 10 February 2018 – 23 February 2018.

There being no further business to come before the Board at this time, the Board adjourned at 11:36 p.m. until its regularly scheduled meeting on Thursday, 1 March 2018. Motion by Dickson second by Carney. Motion carried on a vote: Ayes: 5 Nays: 0

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Everett L. Grasty, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

## Guthrie County Board of Supervisors

Regular Session

1 March 2018

The Guthrie County Board of Supervisors met this 1<sup>st</sup> day of March, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Tom Rutledge.

The meeting came to order at 9:00 a.m.

Motion by Rutledge second by Lloyd to approve the Agenda for 1 March 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

The Supervisors discussed the Iowa State Association of Counties (ISAC) opioid litigation. Carney advised he spoke with Breanna Gonzalez, the Guthrie County Coordinator of Disability Services about opioid abuse in Guthrie County. She thinks some drug users may start by abusing opioids, but most people move up to stronger substances. Rutledge questioned if New Opportunities, Inc. has the statistics for the rehabilitation costs specifically attributed to opioid abuse treatment. Dickson questioned the Supervisors' need to take formal action at this time. Auditor advised Tim Benton, Assistant Guthrie County Attorney (ACA), stated the Supervisors must notify ISAC, in writing, of its decision. Dickson pointed out the County must prove specific damages. The Supervisors concur the County cannot prove monetary damages. They assume most of the expense centers on rehabilitation. Since the County supports New Opportunities with an annual contribution for assistance programs and rehabilitation services, the County does not pay for treatment on a case by case basis. This makes it very difficult to track costs. Rutledge asked if the County will incur any costs if it signs onto the litigation. Mary Benton, Guthrie County Attorney, joined the meeting and ACA Benton appeared by phone. Rutledge requested a quick review of the pros and cons. ACA Benton expressed concerns about the County being able to participate in a settlement or post-trial recovery. He is unsure to what extent the County can prove loses or expenses. ACA Benton advised he has not spoken directly with the lawyers handling the litigation. He also assumes the financial recovery, if any, will be earmarked for opioid abuse treatment and recovery as well as preventative education. If the County participates in the litigation, the County must compile data and statistics which show the County's financial damages. In his opinion, the County's expenses are limited to non-existent. Furthermore, it is hard for the County to track these expenditures. Rutledge pointed out this will incur administrative costs. ACA Benton stated the basis of the litigation is opioid manufactures as well as distributors were aware of the addiction risks and ignored these risks when they marketed to physicians along with consumers. He thinks it is a stretch for the County to participate in this litigation. Carney inquired if there is a deadline to join the litigation. County Attorney Benton confirmed the County can always join at a later date. Auditor advised only forty-six (46) Counties currently opted to participate in the litigation. Motion by Dickson second by Carney to not join the (ISAC) opioid litigation at this time and notify ISAC, in writing, of the decision. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisor briefly discussed the pending county property projects. In particular, Grasty advised he spoke with Marty Arganbright, Guthrie County Sheriff, about the old Environmental Health Office in the Guthrie County Courthouse. Sheriff no longer has any interest in the space. Grasty also clarified Sheriff must work with the Guthrie County Facilities Manager concerning any building maintenance, repair or renovation projects. Auditor suggested the Supervisors move forward with the storage plan and revisit the matter in a year. Dickson questioned whether the floor should be completely refinished while it is empty; especially, if the space possibly may be an office in the future. Supervisors decided to direct the Guthrie County Facilities Manager to refinish the floor in preparation for an office. Rutledge inquired about using part of the space for a breakroom. Auditor has no objection to this plan. At this point, Auditor plans to store the new election equipment in the current Guthrie County Veterans Affairs Administrator's Office to secure it. She only needs to secure the entire space for a couple of days each election cycle. Dickson suggested the Supervisors designate the current Breakroom as a Lactation Room.

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Change Notice authorizing a longevity pay increase for Don Slaybaugh. Supervisors confirmed he is a truck driver. Motion by Lloyd second by Rutledge to approve the Payroll Change Notice for Don Slaybaugh authorizing a longevity raise increasing his salary from \$20.36

per hour to \$20.40 per hour effective 20 March 2018. Motion carried on a vote: Ayes: 4 (Carney, Grasty, Lloyd and Rutledge) Nays: 1 (Dickson).

Auditor inquired if the Supervisors have any questions before the Public Hearing on the Proposed Fiscal Year 2018-2019 Budget. Dickson pointed out the Guthrie County Assessor dropped the health insurance premium increase to four percent (4%) prior to approval of the Assessor's Fiscal Year 2018-2019 Budget. Auditor advised the Supervisors do not have to adopt the Proposed Fiscal Year 2018-2019 Budget or the Fiscal Year 2018-2019 Appropriations immediately after the Public Hearing. Carney does not foresee a need to adjust the Budget since the Supervisors did not increase the tax levies. The excess will go into the Reserve Funds. Auditor verified the Guthrie County Secondary Roads Department, Transfer Station and Auditor technically can spend any surplus in their budgets created by the lower health insurance premiums. Supervisors discussed the matter and decided not to lower any of the budgeted line items prior to the Public Hearing. Auditor confirmed she included an eight percent (8%) increase in the health insurance premiums. Auditor probably will lower her General Supplemental Fund appropriation request since the new election equipment will cost less than the original estimate. Before she commits to a specific amount, Auditor needs to clarify the final costs of the E-Poll Book software, Precinct Atlas, as well as the cost to replace the precinct election bags. Supervisors discussed the matter and opted to make any adjustments through the Appropriations. Auditor will prepare the Resolutions to adopt the Guthrie County Fiscal Year 2018-2019 Budget and set the Fiscal Year 2018-2019 Appropriations for the next regular meeting on Tuesday, 6 March 2018. Supervisors briefly discussed inclusion of part-time employees in the health insurance plan. Auditor expressed concern about a part-time employee's wage not being enough to cover the premium. She is not in favor of collecting payments directly from employees, and she is unsure if an employee can pay Employee Benefit Systems (EBS) directly. Dickson advised the four point three percent (4.3%) projected renewal increase includes the three point four percent (3.4%) Health Insurer Fee (HIF). On 1 January 2019, the Federal Government will suspended it again, and Wellmark is unsure how it will handle this. He pointed out the HIF should not be included in the premium, so it does not factor into future renewal increases. Otherwise, it will compound the original fee.

There being no further business to come before the Board at this time, the Board adjourned at 10:25 a.m. until its regularly scheduled meeting on Tuesday, 6 March 2018. Motion by Rutledge second by Lloyd. Motion carried on a vote: Ayes: 5 Nays: 0

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Everett L. Grasty, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

6 March 2018

The Guthrie County Board of Supervisors met this 6<sup>th</sup> day of March, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Tom Rutledge.

The meeting came to order at 9:00 a.m.

Motion by Rutledge second by Carney to approve the Agenda for 6 March 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

Robert Kempf, the Adair/Guthrie County Emergency Management Coordinator, joined the meeting to discuss the State of Iowa (Senate File 500) Geographic Information System (GIS) Grant. This Grant is only eligible to 911 Boards. South Central Iowa Regional E911 Administration (SCI) will apply for all seven (7) Counties. The funds will be used to maintain the Geographic Information System (GIS) maps and get the information to the State. The grant will be listed as used under SCI E911 not the counties. Rutledge pointed out the Schneider form letter was misleading.

Dickson verified SCI E911 will apply on behalf of all seven (7) counties at \$15,000 per county. The money will be used to maintain the GIS software and server. SCI E911 will get \$15,000 for each county for a total of \$105,000. Kempf talked about building layers for the GIS maps. Kempf wants to build layers for GIS but cannot afford to have it done at \$62 per hour. Kempf has been doing the leg work to gather GIS points for the layers. Rutledge inquired about a cost estimate for building the layers. Ryan Smith, Business Development Manager, Schneider, is going to put together ideas for a cost sharing contract. In addition, He will put together an estimate of what the county would get for set number of hours or the cost for putting a set number of points on a layer. Kempf said a GIS locator costs about \$15 each. If they had a locator; Kempf, the Environmental Health (EH) Employees, and Secondary Roads Department (SRD) Employees could gather points of interest while out performing normal duties and collect information needed for the layers as we go. Then the County could talk to Schneider about layers when we get the information together. Rutledge inquired about the summer intern gathering points. Smith would like to give a presentation about the layers to the Supervisors. Kempf will get options from Smith and send out email to Elected Official and Department Heads about scheduling a GIS presentation.

The Auditor will submit the 27 February 2018 minutes at the next regular meeting. Motion by Dickson second by Rutledge to approve the Minutes from 1 March 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0

The Auditor presented the Supervisors with the packet of information to be presented at Public Hearing. Part of the packet is the Tax Authority History for Guthrie County chart. It shows the portion of the county property taxes accredited to each Tax Authority in Guthrie County for FY-2017. She stated the budget information is the same as what was proposed in the public notice. The appropriations are for the full amount therefore the numbers all match what was in the public notice. Department 69 is excluded from the total at the top portion because the Emergency Management Budget is approved by Adair/Guthrie County Emergency Management Agency (EMA). It is listed at the bottom of the report because Guthrie County is the fiscal agent therefore it needs to be part of the appropriation so the Auditor has authority to distribute funds. The Auditor has not heard from Denise Ballard, Consultant, Iowa Governmental Health Care Plan (IGHCP) in order to schedule a meeting regarding the health insurance premium yet. She will call her today about getting on the agenda. Currently the increase for health insurance is budgeted at eight percent (8%). She also pointed out the Health Insurance Fee (HIF) is accounted for separately. The Auditor will call Employee Benefit Systems (EBS) about the differences in receipts and disbursements for reinsured funding. She assumes beings they are sitting on employee money the Partially Self-Funded (PSF) Account funds are held in a savings account and there is interest to be accounted for. Once the county has a final insurance premium amount the Budget and Appropriations will need to be refigured. If appropriations are reduced by more than ten percent (10%) then the budget must be republished and another public hearing held. Carney stated he will talk about the Mental Health portion of the budget during the hearing.

At this time, the Supervisors moved to the Public Meeting Room to hold the Public Hearing for Fiscal Year 2018-2019 Guthrie County Budget. Motion by Carney second by Lloyd to open the Public Hearing for Fiscal Year 2018-2019 Guthrie County Budget at 10:00 a.m. Motion carried on a vote: Ayes: 5 Nays: 0. The Auditor explained the Tax Authority History for Guthrie County chart included in packet. It shows the portion of the county property taxes accredited to each Tax Authority in Guthrie County for FY-2017. Rutledge discussed the Emergency Management Agency (EMA) split with Adair County. Dickson talked about health insurance changes and that the budgeted amount includes an eight percent (8%) increase. He also stated that the County's PSF Account is healthy. The Supervisors will meet with Denise Ballard, IGHCP to discuss renewal rate. The current estimate is for a 4.33 percent increase. There is currently a 3.4% Health Insurance Fee (HIF) which will be suspended again on 1 January 2019. Carney explained the Mental Health portion of the budget which is administered by the Heart of Iowa Region. Due to changes in the rules at the State level the Region needs to spend down their reserves over the next three (3) years. There are three (3) counties in the Heart of Iowa Region. Audubon County dropped their levy zero for this year. Guthrie County cut levy in half this year from twenty (20) to ten (10) and will increase it by five (5) each year for the next three (3) years. Dallas County set their levy at 25.84. These changes will sustain the Region until 2025. Mary Benton, Guthrie County Attorney, questioned what the reserves were earmarked for. The money was set aside and tied to Woodward Resource Center for allowable facilities and program expenses. Dickson explained the budget is set by the Region and the County has one (1) vote on the Region Board. The State of Iowa made the Counties regionalize for Mental Health care. Joshua Sebern, Guthrie County Engineer, stated the County lost crush rock source at Monteith so SRD is hauling

more limestone. He also talked about the Hungry Canyons grant. He stated the Secondary Roads Department is continuing to work on box culvert and bridge repairs. SRD currently has eight (8) to ten (10) bridges actively in design. Sebern addressed the wheel rutting on White Pole Road. SRD is planning to repave the Monteith Road in FY2020. They will do some repairs in anticipation of pavement. Joe Hanner, Guthrie County Conservation Director, explained Resource Enhancement and Protection (REAP) funds. He budgets for what previously taken in. John Rutledge complimented the County on centralization of IT. Since there were no further questions or discussion concerning the Fiscal Year 2018-2019 Guthrie County Budget, motion by Dickson second by Carney to close the Public Hearing for Fiscal Year 2018-2019 Guthrie County Budget at 11:00 a.m. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Carney second by Lloyd to accept the Fiscal Year 2018-2019 Guthrie County Budget. Motion carried on a vote: Ayes: 5 Nays: 0.

The Supervisors reviewed Resolution 18-24: Approve Resolution for the Adoption and Certification of Taxes for the Fiscal Year Beginning July 1, 2018 and Ending June 30, 2019 per Iowa Code 331.434(5). Motion by Carney second by Rutledge to approve Resolution 18-24: Approve Resolution for the Adoption and Certification of Taxes for the Fiscal Year Beginning July 1, 2018 and Ending June 30, 2019 per Iowa Code 331.434(5). Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Rutledge) Nays: 0.

The Supervisors also reviewed Resolution 18-25: Approve Appropriations Resolution for Fiscal Year 2018-2019. Motion by Rutledge second by Carney to table Resolution 18-25: Approve Appropriations Resolution for Fiscal Year 2017-2018 until the County receives the health insurance premium amount. Motion carried on a vote: Ayes: 5 Nays: 0.

The Supervisors discussed pending county projects. Dr. Strehle called about the Guthrie County Medical Examiner Appointment. He has a meeting set up in April to discuss the position with Dr. Bascom and Dr. Ahrends. Currently he is looking to take over the Medical Examiner Appointment on 1 May 2018. The Supervisors asked to put the extension of the Medical Examiner Appointment until 1 May 2018 on the agenda for Thursday, 8 March 2018. The Auditor brought up the Supervisors still need to find someone to be the Penn Township Clerk. Also they need to look for a replacement for the Stuart Township Clerk. The Supervisors briefly discussed increasing Township pay. Chris Whitaker, Region XII, evaluated the jail. Rutledge advised the Sheriff and Facilities Manager have talked and will work together as they move forward. The Supervisors briefly discussed email about the North Raccoon River Watershed. Rutledge was told the NRCS will also be participating. Grasty will look into attending the meetings.

Supervisors reviewed the Payroll Reports for 24 February 2018 – 9 March 2018.

Rutledge talked briefly about New Opportunities. The Annual Financial Statement was audited and everything was okay. A private CPA performed the audit. There were no red flags and nothing stood out. New Opportunities just re-did their policies. Nothing changed in the by-laws. Rutledge explained the structure of New Opportunities. He stated there is an even base per population for assistance throughout the counties. They have grant money for opioid training to recognize and chart impact. The Carroll County Sheriff Office will be first trained then they will go out into other counties to make the training available. Dickson stated a New Opportunities representative attends the Board of Health meetings. Rutledge pointed out Guthrie County Public Health is a service provider for New Opportunities.

There being no further business to come before the Board at this time, the Board adjourned at 12:00 p.m. until its regularly scheduled meeting on Thursday, 8 Marc 2018. Motion by Rutledge second by Lloyd. Motion carried on a vote: Ayes: 5 Nays: 0

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Everett L. Grasty, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

8 March 2018

The Guthrie County Board of Supervisors met this 8<sup>th</sup> day of March, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty and Jack Lloyd. Tom Rutledge and the Auditor were absent from the meeting.

The meeting came to order at 9:00 a.m.

Motion by Carney second by Lloyd to approve the Agenda for 8 March 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Dickson would like to discuss extending Dr. Bascom's Medical Examiner Appointment with him before voting on the motion. The extension would go until 1 May 2018. Motion by Dickson second by Carney to table Extending Temporary Appointment of Guthrie County Medical Examiner until the next regular meeting on Tuesday, 13 March 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

The Deputy Auditor passed around an email from Employee Benefit Systems stating that the Partial Self- Funded Account is an interest bearing account which accounts for why the balance was different from what the County was tracking.

Supervisor discussed pending county property projects. In particular, Carney and Dale Behrends, Guthrie County State Bank representing the R A Carper Trust, looked at the fence between the County Farm property and the R A Carper Trust property. Many of the posts need to be replaced. The County will look to bid this out to one of the local fencing companies. Behrends stated he would use the same company to repair the R A Carper Trust portion of the fence. This will be discussed with Brandon Thompson, Guthrie County Facilities Manager at the next regular meeting on Tuesday, 13 March 2018.

Motion by Dickson second by Lloyd to approve the Minutes from 27 February 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 4 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 10:05 a.m. until its regularly scheduled meeting on Tuesday, 13 March 2018. Motion by Lloyd second by Dickson. Motion carried on a vote: Ayes: 4 Nays: 0

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Everett L. Grasty, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

13 March 2018

The Guthrie County Board of Supervisors met this 13<sup>th</sup> day of March, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Tom Rutledge. The Auditor was absent from the meeting.

The meeting came to order at 9:00 a.m.

Motion by Carney second by Lloyd to approve the Agenda for 13 March 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

Joe Hanner, Guthrie County Conservation Director, joined the meeting and presented the Guthrie County Conservation Board (GCCB) Minutes from the meeting on 12 February 2018. The Department of Natural Resources Biological Collections Loan Agreement Taxidermy Mounts from the Conservation Education Center will go to the Guthrie County Historical Village in the Natural History Display. The City of Panora applied for a Grant to repair the Dam at the Lenon Mill. Hanner asked if the Conservation Department was included in the computer upgrade plan for the County. The Supervisors advised him that the County is looking to buy computers in bulk for the next Fiscal Year and that he could be included in the purchase.

Joshua Sebern, Guthrie County Engineer, joined the meeting to provide a Secondary Roads Department (SRD) update. SRD has some equipment going to the 7 April 2018 Laughery Machinery Auction. The equipment includes a mower, truck, sprayer and dump truck. Sebern is planning on meeting with Diamondhead Lake about the pond outlet on Saturday. SRD will be conducting Traffic Studies for the White Rock Conservatory and Lake Panorama Association. Sebern is currently working on Right-of-Ways (R-O-W) for upcoming Tax Increment Financing Funds (TIFF) projects. SRD crews are working on patching projects and a box culvert near Menlo. Sebern stated SRD is applying for a Grant to buy a new hydro sprayer. Sebern reported that SRD has gone through a lot of salt and sand this winter season. SRD will be transferring John Lyall, a Laborer with SRD, to IRVM. Lyall has a Chemical Applicators License which will naturally transfer to IRVM. Finally, Sebern reported SRD will start grading the gravel roads soon.

Brandon Thompson, Guthrie County Facilities Manager joined the meeting to discuss the fence on the West side of the County Farm Property. The Supervisors would like to have a one (1) wood post, two (2) steel post, six (6) barbed wire fence built. Rutledge suggested one of the Supervisors take Thompson out to the County Farm to show him where the fence needs to be replaced. In addition, they can show him what trees need to be removed and what dozer work they would like to have done. Carney stated he would take Thompson out to the Farm and show him what they would like to have done. Thompson will then put the project out to bid to the local fencing companies. The Supervisors want the fencing companies to bid the tree removal with the fence repair as one (1) bid. They do not have a problem if the fencing company contracts the tree removal with someone else but the Supervisors only want one bid for the project. Carney will confirm with Dale Behrends, Guthrie County State Bank representing the R A Carper Trust, that the trees can be piled and burnt at a later date. There may be two (2) or three (3) piles of trees. The bid will be for the entire fence row with the R A Carper Trust paying for their portion of the fence. The Supervisors would like to have the project completed by 1 May 2018.

Dickson talked with Dr. Bascom and he is okay with Extending his Temporary Appointment as Guthrie County Medical Examiner until Dr. Strehle can take over. Motion by Dickson second by Carney to Extend Dr. Bascom's Temporary Appointment as Guthrie County Medical Examiner Appointment until Dr. Strehle can take over. Motion carried on a vote: Ayes: 5 Nays: 0

Supervisor did not discuss any pending county projects.

The Supervisors discussed the 28E Agreement for Iowa Precinct Atlas Consortium. They would like the Guthrie County Attorney's Office to review the agreement before they approve it. The Supervisors asked the Deputy Auditor to email a copy of the agreement to each of them. Motion by Dickson second by Rutledge to table the approval of 28E Agreement for Iowa Precinct Atlas Consortium until the Guthrie County Attorney's Office has a chance to review the agreement. Motion carried on a vote: Ayes: 5 Nays: 0

The Auditor will submit the 6 March 2018 minutes at the next regular meeting. Motion by Lloyd second by Rutledge to approve the Minutes from 8 March 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0

The Deputy Auditor advised she was unable to complete the Claims from 24 February 2018 – 9 March 2018 but that they would be ready before their next meeting. Motion by Rutledge second by Carney to table the Claims from 24 February 2018 – 9 March 2018 until 15 March 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 10:45 a.m. until its regularly scheduled meeting on Thursday, 15 March 2018. Motion by Rutledge second by Carney. Motion carried on a vote: Ayes: 5 Nays: 0

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Everett L. Grasty, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

15 March 2018

The Guthrie County Board of Supervisors met this 15<sup>th</sup> day of March, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Jack Lloyd and Tom Rutledge. Everett Grasty and the Auditor were absent from the meeting.

The meeting came to order at 9:00 a.m.

Motion by Carney second by Lloyd to approve the Agenda for 15 March 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Denise Ballard, Consultant, Iowa Governmental Health Care Plan (IGHCP) joined the meeting to discuss County Health Insurance Premiums. Ballard discussed why the renewal amount was higher for this year. The increase is due to higher claims from last year. If the members of the trust had stayed with the Alliance Select policy as the plan there would have been a 16.8 percent increase in premium costs. Instead the group members chose to go with a cheaper plan and by using some of the reserves in the Partial-Self Fund (PSF) account the total increase in insurance premiums will be 1.5 percent. Ballard stated the deductibles and the maximum out of pocket expense for employees will remain the same. The main difference is the old plan included ninety eight percent (98%) of Iowa Healthcare Providers whereas the new plan includes only ninety six percent (96%) of Iowa Healthcare Providers as in network providers. Ballard will be in contact with the County to set up informational meetings with the employees as we get closer to the open enrollment period. Dickson asked if the renewal rate would be available any earlier next year. Ballard stated the earliest Wellmark releases the renewal rates is the 10<sup>th</sup> of January. Motion by Dickson second by Carney to renew the County Health Insurance Policy at the 1.5 percent increase in premiums. Motion carried on a vote: Ayes: 4 Nays: 0

The Supervisors discussed pending county projects. Brandon Thompson, Guthrie County Facilities Manager was at the meeting to discuss accepting bids for the fence on the West side of the County Farm Property. Thompson stated there is roughly 1,650 feet of fence that needs to be replaced. As per a verbal agreement between Carney and Dale Behrends, Guthrie County State Bank representing the R A Carper Trust, the County agrees to pay for approximately 990 feet of the fence with R A Carper Trust paying for the remaining distance. Thompson is recommending a written contract between the two (2) parties be drawn up by the Guthrie County Attorney's Office. The desired completion date for the project is 1 May 2018.

Dickson left the meeting at 10:50 a.m.

The County Attorneys were out of the office this week and were not able to review the 28E Agreement for Iowa Precinct Atlas Consortium. Motion by Carney second by Lloyd to table the approval of 28E Agreement for Iowa Precinct Atlas Consortium until Guthrie County Attorney's Office has a chance to review the agreement. Motion carried on a vote: Ayes: 3 Nays: 0

Motion by Carney second by Rutledge to approve the Minutes from 6 March 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 3 Nays: 0

Motion by Carney second by Lloyd to approve the Claims from 24 February 2018 – 9 March 2018 in the amount of \$128,709.09. Motion carried on a vote: Ayes: 3 Nays: 0

There being no further business to come before the Board at this time, the Board adjourned at 11:30 p.m. until its regularly scheduled meeting on Tuesday, 20 March 2018. Motion by Carney second by Lloyd. Motion carried on a vote: Ayes: 3 Nays: 0

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Everett L. Grasty, Chair  
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

20 March 2018

The Guthrie County Board of Supervisors met this 20<sup>th</sup> day of March, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Tom Rutledge. The Auditor was absent from the meeting.

The meeting came to order at 9:00 a.m.

Motion by Carney second by Lloyd to approve the Agenda for 20 March 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

Joshua Sebern, Guthrie County Engineer, joined the meeting to discuss revisions to Guthrie County 2018 Five Year Road Program. Sebern added Four (4) projects to the plan including three (3) bridge replacements one (1) each in Baker, Grant and Cass Townships and a pipe culvert replacement in Bear Grove Township. All the added projects are Tax Increment Financing Funds (TIFF) projects. In addition, two (2) projects that were already in the works have been modified. The pricing for the pavement patching project was increased and the bridge replacement project on N46 has been postponed until FY 2019. Sebern stated the patch work bidding for Dodge Township started today. The Supervisors reviewed Resolution 18-26: Revision to Guthrie County 2018 Five Year Road Program. Motion by Carney second by Lloyd to approve Resolution 18-26: Revision to Guthrie County 2018 Five Year Road Program. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Rutledge) Nays: 0.

Sebern presented Resolution 18-27: Authorizing all current STOP and YIELD signs to the Supervisors. Sebern would like to start making this a blanket authorization on a yearly basis, instead of doing a resolution for single STOP or YIELD signs that need approval. Due to the fact there was a power outage while Sebern was compiling the list of STOP and YIELD signs some signs were left off the list. Motion by Rutledge second by Carney to table Resolution 18-27: Authorizing all current STOP and YIELD signs until Sebern had a chance to complete the list. Motion carried on a vote: Ayes: 5 Nays: 0.

Sebern provided the Secondary Roads Department (SRD) update. Sebern has been out inspecting bridges because the new Five Year Road Plan is due in April. Sebern stated that Integrated Roadside Vegetative Management (IRVM) is looking into purchasing a forestry head for the mower to make tree removal from the ditches quicker and easier. Sebern's meeting with Diamondhead Lake regarding the purchase of Right-Of-Way for the pond outlet project ended with Diamondhead Lake asking for an easement instead of a purchase as this would be easier for them. Dickson asked about price estimates for GPS locators for the road graders and trucks. Sebern stated from what he has heard they are costly to purchase and maintain. Grasty said the Supervisors would still like Sebern to get some estimates. Sebern said he would look into it and get some estimates.

The Supervisors briefly discussed the fence replacement project for the fence between the County Farm and the R A Carper Trust property. Carney will go to the Farm Service Agency office and look at the County's Conservation Plan regarding waterways.

Motion by Dickson second by Rutledge to approve the Minutes from 13 March 2018 and 15 March 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0

There being no further business to come before the Board at this time, the Board adjourned at 10:20 a.m. until its regularly scheduled meeting on Thursday, 22 March 2018. Motion by Rutledge second by Dickson. Motion carried on a vote: Ayes: 5 Nays: 0

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Everett L. Grasty, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

22 March 2018

The Guthrie County Board of Supervisors met this 22<sup>nd</sup> day of March, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Tom Rutledge. The Auditor was absent from the meeting.

The meeting came to order at 9:00 a.m.

Motion by Carney second by Lloyd to approve the Agenda for 22 March 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

Joshua Sebern, Guthrie County Engineer, joined the meeting. Steve Stringham, Guthrie County Weed Commissioner, presented Resolution 18-28: Notice to all Property Owners - Noxious Weeds. Motion by Dickson second by Rutledge to approve Resolution 18-28: Notice to all Property Owners - Noxious Weeds. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Rutledge) Nays: 0.

Sebern presented Resolution 18-27: Authorizing all current STOP and YIELD signs. He added new STOP signs. The new signs were requested for while the Secondary Roads Department (SRD) was reviewing the need for additional STOP signs. Motion by Rutledge second by Lloyd to approve Resolution 18-27: Authorizing all current STOP and YIELD signs. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Rutledge) Nays: 0.

Sebern presented the Right-of-Way (R-O-W) Purchase Agreements to procure land for Bridge Replacement Project L-GR112T-73-39 from Clifford Carney for \$911.00 and Charles Carney for \$990.00. This bridge will be replaced with a box culvert. Motion by Rutledge second by Lloyd to approve the Right-of-Way (R-O-W) Purchase Agreements to procure land for Bridge Replacement Project L-GR112T-73-3 from Clifford Carney for \$911.00 and Charles Carney for \$990.00. Motion carried on a vote: Ayes: 4 Nays: 0 Abstained: 1 (Carney). Carney abstained from the vote.

Sebern provided the Secondary Roads Department (SRD) update. Sebern will be attending the National Association of County Engineers Conference in the Wisconsin Dells on 22 to 26 April. The bid for road patching was awarded to Midwest Contractors Inc. out of Cedar Falls. Their bid was about \$100,000 below Sebern's estimate.

Supervisors reviewed the Payroll Reports for 10 March 2018 – 23 March 2018.

There being no further business to come before the Board at this time, the Board adjourned at 10:53 a.m. until its regularly scheduled meeting on Tuesday, 27 March 2018. Motion by Rutledge second by Carney. Motion carried on a vote: Ayes: 3 Nays: 0

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Everett L. Grasty, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

27 March 2018

The Guthrie County Board of Supervisors met this 27<sup>th</sup> day of March, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Jack Lloyd and Tom Rutledge. Everett Grasty and the Auditor were absent from the meeting.

The meeting came to order at 9:00 a.m.

Motion by Carney second by Dickson to approve the Agenda for 27 March 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

David Garland, Guthrie Center Communications, was unable to attend the meeting.

Darci Alt, Chief Executive Officer, Heart of Iowa Region, was unable to attend the meeting.

Supervisor did not discuss any pending county projects.

Motion by Carney second by Dickson to approve the Minutes from 20 March 2018 and 22 March 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 4 Nays: 0.

Motion by Carney second by Lloyd to approve the Claims from 10 March 2018 – 23 March 2018 in the amount of \$185,466.78. Motion carried on a vote: Ayes: 4 Nays: 0.

Sherri Vaughn, Iowa Workforce Development (IWD), joined the meeting to discuss ordering Home Based Iowa signs. Vaughn handed out a map of places the Iowa Department of Transportation (DOT) can post the signs. The map also included additional locations where the Guthrie County Secondary Roads Department (SRD) could post signs purchased by the County. Motion by Lloyd second by Dickson to approve the purchase of thirteen (13) Home Based Iowa signs. Motion carried on a vote: Ayes: 4 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 10:30 a.m. until its regularly scheduled meeting on Thursday, 29 March 2018. Motion by Carney second by Lloyd. Motion carried on a vote: Ayes: 4 Nays: 0.

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Everett L. Grasty, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

## Guthrie County Board of Supervisors

Regular Session

29 March 2018

The Guthrie County Board of Supervisors met this 29<sup>th</sup> day of March, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Jack Lloyd and Tom Rutledge. Everett Grasty and the Auditor were absent from the meeting.

The meeting came to order at 9:08 a.m.

Motion by Lloyd second by Carney to approve the Agenda for 29 March 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Joshua Sebern, Guthrie County Engineer, joined the meeting to present the plan for Bridge Replacement Project L-VI237T—73-39. The project will replace four (4) bridges with box culverts. The cost estimate is \$500,000. The project will be funded entirely by Tax Increment Financing (TIF). The start date is 5 July 2018 and will take seventy (70) working days to complete it. The work will be performed by a contractor. The project will go to bid on 1 May 2018. Motion by Carney second by Lloyd to approve Bridge Replacement project L-VI237T—73-39. Motion carried on a vote: Ayes: 4 Nays: 0.

Sebern confirmed the plan for Bridge Replacement Project L-GR112T—73-39. The project will replace the Grant 112 Bridge (northwest of the City of Adair on Dogwood) with a box culvert. It will be a single box culvert (eight feet by ten feet (8'x10')) with standard Iowa Department of Transportation (IDOT) box ends. The Supervisors previously approved this project. The cost estimate is \$135,000. The project will be funded entirely by Tax Increment Financing (TIF). The start date is 1 August 2018 and will take forty (40) working days to complete it. The work will be performed by a contractor. The project will go to bid on 1 May 2018.

Sebern submitted the plan for Culvert Replacement Project LFM-BG199AT—7X-39. Sebern is investigating a pre-cast option as opposed to a cast in place process. The estimated cost for cast in place is \$415,000 while the precast estimate is \$425,000. The project will be funded entirely by Tax Increment Financing (TIF). Sebern will request alternate bids. The paving will not be replaced initially but will be finished next year. The start date is 3 September 2018 and will take forty five (45) working days to complete it. The work will be performed by a contractor. The project will go to bid on 1 May 2018. Motion by Carney second by Lloyd to approve Culvert Replacement Project LFM-BG199AT—7X-39. Motion carried on a vote: Ayes: 4 Nays: 0.

Sebern presented the Lake Panorama Traffic Studies. The IDOT study showed ninety (90) vehicles per day use the County's secondary roads to access Lake Panorama. The Secondary Roads Department's (SRD) study reported 400 vehicles per day. Sebern is unsure when the IDOT conducted its traffic study. SRD carried out its study towards the end of summer. Sebern wants to investigate the matter further before he makes any recommendations. In addition, he wants to purchase counters to use for these studies. SRD currently borrows the counters. Sebern did not provide any additional updates.

The Supervisors opened bids for the fence project concerning the Guthrie County Farm and the R A Carper Trust property. The County received four (4) bids. Willms Fencing bid \$5,963.95 for the County's portion of the project. Wingert Fencing bid \$6,326.00 without sales tax; however, it was unclear if the bid was for just the County's share or the whole project. Arganbright Fencing bid \$3,107.61. Sunds Custom Fencing bid \$4,697.73. The Supervisors want to table awarding the contract until Brandon Thompson, Guthrie County Facilities Manager, can review the bids. Thompson should make sure the bidders included all the bid specifications in their bid. The Supervisors also directed Thompson to contact Wingert Fencing and verify which portion of the project is included in their bid. Motion by Lloyd second by Dickson to table awarding the County Farm fencing project until Thompson reviews the bids. Motion carried on a vote: Ayes: 4 Nays: 0.

The Supervisors reviewed the Liquor License Application (LC0033854) submitted by The Port, Panora, Iowa. The application is for a Class "C" Liquor License during a twelve (12) month period effective 17 May 2018. It includes

Outdoor Service, Sunday Sales, and Catering Privileges. Motion by Lloyd second by Rutledge to approve the Liquor License Application (LC0033854) submitted by The Port, Panora, Iowa. Motion carried on a vote: Ayes: 4 Nays: 0.

There was no discussion about any county projects.

There being no further business to come before the Board at this time, the Board adjourned at 10:23 a.m. until its regularly scheduled meeting on Tuesday, 3 April 2018. Motion by Dickson second by Lloyd. Motion carried on a vote: Ayes: 4 Nays: 0

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Everett L. Grasty, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

3 April 2018

The Guthrie County Board of Supervisors met this 3<sup>rd</sup> day of April, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, and Jack Lloyd. Tom Rutledge was absent from the meeting.

The meeting came to order at 9:00 a.m.

Motion by Carney second by Lloyd to approve the Agenda for 3 April 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

David Garland, IT Technician, Guthrie Center Communications (GCC), joined the meeting. Garland presented the March 2018 Information Technology (IT) Report. Garland stated he provided the Guthrie County Treasurer a quote to upgrade the hardware for the imaging software. Imagetek can no longer update the existing software since the operating system and database are too old. Garland does not foresee any unexpected costs associated with migrating the Treasurer's imaging software.

Brandon Thompson, Guthrie County Facilities Manager, and Jotham Arber, Guthrie County Transfer Station (TS) Executive Director, joined the meeting to discuss mowing at the TS. Thompson stated the going rate to contract with a provider to mow the entire facility is sixty dollars per hour (\$60/hr). The lowest estimate is \$300 per visit to mow and trim the facility. The highest estimate is \$325. The average mowing season requires twenty to twenty-five (20-25) visits. Therefore, it will cost \$6,000 to \$8,000 per year. The number of visits is subject to the contractor's schedule. Thompson also researched the cost of a new mower. Thompson recommended a diesel mower. He compared a Grasshopper 400D/72 mower from Panora Auto Parts priced at \$15,752 to a Bad Boy mower from Veterans Power Sports and Equipment in De Soto, Iowa, costing \$16,099. He submitted a side by side comparison of the two (2) mowers. Dickson inquired about mowing less area. Thompson cautioned the tall grass may harbor rodents. Arber advised Cindy Turkle with Turkle Clark Environmental Consulting stated the Iowa Department of Natural Resources (IDNR) requires an erosion control buffer fifty feet (50') from the perimeter of the buildings and wells. This area must be seeded down and mowed annually per the regulations. Thompson estimated the life expectancy for the new mowers is ten (10) years with proper maintenance and routine service. He projected it will cost approximately \$2,900 for the County to mow the entire facility. This includes \$150 for fuel plus \$150 for routine expenses and repairs. Thompson recommends the County continue to mow the Transfer Station. He pointed out a new mower will reduce the overall time to do it. Supervisors inspected a Grasshopper mower from Panora Auto Parts. Thompson tested the mower at the TS and recommends it. The mower comes with a three (3) year warranty. Thompson advised Panora Auto Parts will supply parts and repair the mower. In fact, they will provide a temporary replacement mower, if necessary. Arber inquired about selling the old mower at Laughery's Auction. Supervisors briefly discussed the

request and directed Arber to do it. Supervisors instructed Auditor to add the purchase of a new mower to the Agenda for the next regular meeting on Tuesday, 10 April 2018.

Thompson provided a Facilities Management update. Thompson received fifteen (15) applications for the new position. He will do interviews throughout the next week. Thompson announced the Adair/Guthrie County Emergency Management Agency (EMA) remodeling project has begun at the Guthrie County Public Health Building. In addition, he plans to start preparing the Guthrie County Courthouse air conditioning units for summer operations. Thompson advised there is a new safety gate at the TS loading area. In addition, the TS staff will finish the push wall in the Garbage Building. The grader blades should protect the wall from gauges. Thompson advised there is a leak in a small area of the Courthouse roof. He will have a roofing company assess it and provide a repair estimate. He also wants the company to evaluate the remaining roof. Thompson advised a portion of the roof is at least twenty (20) years old. The newest section still has a two (2) year warranty. Thompson advised the Supervisors need to consider replacing the oldest sections of the roof. He can break the project into three (3) sections.

The Supervisors reviewed the email as well as the attached information on the County Substance Abuse Programs Fiscal Year 2019 Guthrie County Substance Abuse Prevention Grant. Said Grant enables the County to contract with New Opportunities, Inc. to utilize the grant funds provided by the Iowa Department of Public Health in the amount of \$1,788 to provide comprehensive substance abuse prevention services. The County's three to one match is \$5,364, so the total budget will be \$7,152. This funding will be used as needed for programming expenses, including salaries plus benefits as well as travel, communication costs and supplies. The goal is to reduce underage alcohol use. Motion by Dickson second by Carney to approve the County Substance Abuse Programs Fiscal Year 2019 Guthrie County Substance Abuse Prevention Grant. Motion carried on a vote: Ayes: 4 Nays: 0. Motion by Lloyd second by Carney to assign the Guthrie County Auditor, Marci L. McClellan, as the Guthrie County Board of Supervisors' Authorized Signatory for the County Substance Abuse Programs Fiscal Year 2019 Guthrie County Substance Abuse Prevention Grant. Motion carried on a vote: Ayes: 4 Nays: 0.

Marci Schreck, Guthrie County Treasurer, joined the meeting to request the abatement of delinquent property taxes owed by the City of Guthrie Center for Parcel 0001204400 located at 905 Grand Street. The Guthrie County District Court awarded the property to the City pursuant to a legal action. The City took title on 21 February 2018. Treasurer sent a letter to the City concerning the delinquent property taxes. She received a written response from the Guthrie Center City Attorney, David Bruner, advising the City will not pay the delinquent property taxes pursuant to Iowa Code Section 445.63. This section states if the City fails to immediately pay the taxes due, the Board of Supervisors shall abate all of the taxes. Treasurer discussed the matter with the Guthrie County Attorney, Mary Benton, and she concurs with the City Attorney. Treasurer advised the County already refunded the tax sale investor. The total due is \$847 (Taxes \$736 and Interest \$111). The Auditor will need to mark the property as exempt in Tax Year 2017-2018. Motion by Carney second by Lloyd to abate all the property taxes due and owing, in the amount of \$847, for Parcel 0001204400 located at 905 Grand Street, Guthrie Center, Iowa, pursuant to Iowa Code Section 445.63. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors discussed revising the rates for the Fiscal Year 2018-2019 health insurance premiums. Motion by Dickson second by Carney to rescind the Board of Supervisors motion during the regular meeting on 15 March 2018 to renew the County Health Insurance Policy at the one point five percent (1.5%) increase in premiums. Motion carried on a vote: Ayes: 4 Nays: 0. Motion by Dickson second by Lloyd to renew the Iowa Governmental Health Care Plan Fiscal Year 2018-2019 Health Insurance Policy with a zero percent increase in the premiums and authorize the Chair to sign all the necessary documents. Motion carried on a vote: Ayes: 4 Nays: 0.

There was no discussion about any county projects.

Guthrie County Attorney, Mary Benton, cancelled the discussion with Roger Ludwig concerning the conveyance of abandoned streets and alleys in Monteith. She will prepare a resolution and submit it to the Supervisors at a later date.

Auditor presented the contract with Adkins Election Service for Unisyn Election Equipment. The Vote Tabulation System Contract provides the Guthrie County Auditor's Office shall pay the maximum amount of \$74,788 for the vote tabulation systems equipment, hardware, software, training and technical support services set forth in the attached

"Exhibit A". The initial payment of \$24,929.34 shall be made in July 2018. If the County pays the balance due within one (1) year of signing the contract, there will be a five percent (5%) discount and the total due will be \$71,048.60. The County will receive a trade value of \$17,557 for the existing county owned ballot tabulation equipment complete with all peripheral items. The Annual License Fees are \$4,530. The Annual Warranty is \$3,595. Auditor recommends the Annual Warranty because Adkins will provide replacement equipment, if necessary. Motion by Carney second by Lloyd to approve and sign the Voter Tabulation System Contract between Guthrie Center, Iowa and Henry M. Adkins & Son, Inc. subject to the terms and conditions set forth in the Contract. Motion carried on a vote: Ayes: 4 Nays: 0.

The Supervisors reviewed the Third Quarter of Fiscal Year 2017-2018 Budget Report. Auditor answered questions concerning specific line items. Auditor advised she will send out an email on Wednesday, 4 April 2018, requesting submissions for the next budget amendment by Friday, 13 April 2018. Grasty wants the Elected Officials/Department Heads to submit an explanation and a timeline with the request. Supervisors discussed the status of the Transfer Station's budget as well as the need for a budget amendment. Auditor advised the Supervisors can re-appropriate some funds to resolve certain issues prior to adopting the budget amendment in May 2018.

Supervisors reviewed the Assessor Payroll Report for 24 March 2018 – 6 April 2018 and the Secondary Roads Department Payroll Report for 11 March 2018 – 24 March 2018.

Motion by Carney second by Lloyd to approve the Minutes from 27 March 2018 and 29 March 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 4 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 11:41 a.m. until its regularly scheduled meeting on Tuesday, 10 April 2018. Motion by Lloyd second by Carney. Motion carried on a vote: Ayes: 4 Nays: 0

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Everett L. Grasty, Chair  
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

10 April` 2018

The Guthrie County Board of Supervisors met this 10<sup>th</sup> day of April, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Tom Rutledge.

The meeting came to order at 9:00 a.m.

Motion by Rutledge second by Lloyd to approve the Agenda for 10 April 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

Joe Hanner, Guthrie County Conservation Director, joined the meeting and presented the Guthrie County Conservation Board (GCCB) Minutes from the meeting on 9 April 2018. Hanner updated the Supervisors on the Monteith General Store roof. He also advised Whiterock Conservancy mentioned connecting County Road E63 to the Raccoon River Valley Trail. This road goes into the City of Coon Rapids and connects with Highway 4. The Supervisors briefly discussed the matter. Hanner recommended the Supervisors talk to Whiterock Conservancy about its intentions for this project. Hanner advised Ethan Vander Pol, Natural Resources Manager, submitted his resignation. He took a position with the Jasper County Conservation Department. Hanner will begin the process to hire a new employee today. Vander Pol was a good employee, and Hanner hates to lose him during the busy season. Hanner will reinstate the seasonal part-time employee next Monday. He also estimates an increase in the accrued compensation time to

cover the weekends. Plus, Hanner plans to hire an additional seasonal part-time employee to work three to four (3-4) months. Hanner presented the second proposed Budget Amend for Dept. 22 - Conservation Board and Dept. 47 - Historical Village. He requested an additional \$5,787 in Dept. 22 to cover the increase in Vander Pol's health insurance premium since he transitioned from a single to family policy. He also proposed a \$7,600 revision in the revenue and expenditures in Dept. 47 to reflect the insurance payment as well as cost to repair the damaged roof on the Monteith General Store.

Jotham Arber, Guthrie County Transfer Station Executive Director joined the meeting to present the Transfer Station (TS) update. He handed out a spreadsheet with the actual expenses and revenues reported by month. He also provided the current 2017-2018 Transfer Station Funding Break Down as well as the Quarterly Transfer Station/Citizen Convenience Center Tonnage Report for October 1, 2017 – December 31, 2017 and the Agreement For Use of The Guthrie County Solid Waste Disposal Facility. Arber advised Dept. 79 - Transfer Station will require a Budget Amendment to account for the purchase of the new telehandler and lawn mower. Over all, the targeted monthly percentage of spending is eight point three percent (8.3%) or \$46,000 per month to ensure Dept. 79 does not exceed the total budget. TS received \$19,750 for the old telehandler at Laughery's spring auction. In addition, TS got \$2,900 for the old mower as well as \$500 for two (2) broken mowers. Plus, the metal pile generated \$25,000 in revenue. Arber advised he is looking into employing clients from Genesis Development to sort recyclables at TS a couple hours per week. He also stated the TS is open on Saturday mornings now.

Darci Alt, Chief Executive Officer, Heart of Iowa Region joined the meeting to present the Heart of Iowa Region update. She handed out a copy of Iowa Legislative House File 2456. Alt clarified the meaning of certain sections. She pointed out the six (6) core service domains and the services moved into these domains: 1) Treatment designed to ameliorate a person's condition; 2) Basic crisis response provisions; 3) Support for community living; 4) Support for employment or similar activities; 5) Recovery services; and 6) Service coordination. As of 1 July 2018, Breanna Gonzalez, Coordinator of Disability Services for Guthrie County will no longer spend time in Audubon County. The Region will hire a new employee for Audubon County. Gonzalez generates enough referrals through her work at the Guthrie County Jail, Schools and Hospital to justify the change.

Brandon Thompson, Guthrie County Facilities Manager joined the meeting to discuss the purchase of a new lawn mower for the Transfer Station. He recommended the Grasshopper 400D/72 mower from Panora Auto Parts because it is a heavier machine. It is priced at \$15,752. The Supervisors briefly discussed the appropriate time to purchase it. Motion by Dickson second by Carney authorizing Guthrie County Facilities Manager to purchase the Grasshopper 400D/72 mower from Panora Auto Parts for \$15,752 with Dept. 79 - Transfer Station funds after the Supervisors adopt the second budget amendment for Fiscal Year 2017-2018. Motion carried on a vote: Ayes: 5 Nays: 0

Supervisors and Thompson briefly discussed the bids to replace the fence between the Guthrie County Farm and the R. A. Carper Trust property. Carney spoke with Bryce Arganbright about his bid. He confirmed it will include the three (3) sets of posts and anchors in the valley. Carney told Arganbright the Supervisors will pay the additional cost to install a fence in the short stretch by the pond. Arganbright plans to finish by 1 May 2018. Motion by Carney second by Lloyd to award the contract to install the County's portion of the fence between the Guthrie County Farm and the R. A. Carper Trust property to Arganbright Fencing & Materials LLC for \$3,107.61. Motion carried on a vote: Ayes: 5 Nays: 0

Thompson provided a brief Facilities Management update. He continues to work on the Adair/Guthrie County Emergency Management Agency (EMA) remodeling project at the Guthrie County Public Health Building. At this moment, a contractor is inspecting the leak in the west seam of the Courthouse roof. Thompson is finishing interviews for the new full-time employee.

Sheriff Marty Arganbright, Guthrie County Sheriff, along with Chief Deputy Jeremy Bennett, Deputy Mike Herbert and Sheriff Ken Pingrey, Carroll County Sheriff, joined the meeting to provide a Guthrie County Jail update. Thompson confirmed he examined the Jail. Sheriff Arganbright advised Carroll County is in the process of preparing to build a new jail. He briefed the Supervisors on the need for a new Guthrie County Jail and the problems with the existing facility. The number of inmates has increased from 177 inmates in 2011 to 344 inmates in 2017. Sheriff Arganbright advised his office is not aggressive with warrants because there is no room to house those arrested on

outstanding warrants unless it is a serious charge. He recommends the Supervisors build a new jail. Sheriff Pingrey talked about the process undertaken by Carroll County. They established a Jail Committee which includes the Carroll County Supervisors, maintenance personnel, Auditor and Clerk of Court. The Committee holds bi-weekly meetings which last for approximately one (1) hour. The State of Iowa Jail Inspector met with the Supervisors as well as the Committee to discuss the liabilities inherent with the current jail. He also talked about the jail standards and regulations set forth in the Iowa Code. Sheriff Pingrey advised the Committee gathered information and toured existing facilities. Ultimately, the Committee decided to build a new jail. The Committee sent out request for proposals (RFP) to companies which prepare needs assessments. Carroll County selected Shive Hattery Architecture & Engineering. Based on population, trends and over all needs, Shive determined Carroll County needed a thirty-two bed facility. According to Sheriff Pingrey, Guthrie County may need a larger facility because the County has a higher crime index and experiences more severe crimes. Carroll County also worked with financial representatives to determine the best method to fund the project. There are multiple options. Sheriff Pingrey advised it cost about \$32,000 to complete the RFP. At this time, the Committee is narrowing down the building sites as well as the appearance and functionality of the new jail. Sheriff Pingrey estimates Carroll County may hold a special election for the jail bond referendum in August 2018; however, if the Committee is not ready, it will wait until Spring 2019. Sheriff Pingrey confirmed the assessment should include the cost to maintain the existing Guthrie County Jail as well as the cost to build, staff and run a new jail for the next thirty (30) years. Carney inquired about a regional jail. Sheriff Pingrey advised the Committee sent letters to surrounding Counties. Multiple Sheriffs expressed concerns about each County being responsible for a jail, and the potential implications of not directly controlling a regional facility. Sheriff Pingrey stated the new facility will include administrative space too. He discussed the need to separate and classify inmates to avoid altercations as well as other problems. He even talked about the need to increase the number of full-time employees to staff the facility correctly. Ultimately, the staffing will be based on the design and number of beds. Sheriff Pingrey advised the State is contemplating a regulation mandating a male and female jailor must be on duty at all times. Furthermore, dispatchers may no longer be able to assist with jail duties. Sheriff Pingrey strongly encouraged the Guthrie County Supervisors to tour multiple types and sizes of facilities. Auditor advised she has previous experience with this process. Sheriff Pingrey recommended the Supervisors consider incorporating a new dispatch center in the Guthrie County facility too. Sheriff Arganbright wants the Supervisors to authorize the formation of a Guthrie County Jail committee. He wants the Guthrie County Supervisors, Auditor, Facilities Manager and others to comprise it. Sheriff Arganbright wants to build the facility as close to the Guthrie County Courthouse as possible. Sheriff Pingrey advised Carroll County has been working on the process for over one and a half (1 ½) years. The State estimates the entire process will take five (5) years. Chief Deputy Bennett briefly discussed some of his concerns about the liability issues as well as no classification system. Sheriff Pingrey pointed out it will cost more to build a new facility with each passing year. The current estimated construction cost for the Carroll County Jail Facility is \$7.3 million to \$8.1 million. Both Sheriffs assured the Supervisors the State Jail Inspector will work with the County as long as there is a plan and the County actively strives to implement it. Sheriff Pingrey stated the assessment will consider possible uses for the old jail. Sheriff Arganbright and Chief Deputy Bennett do not think it is practical to remodel the current jail. Grasty suggested Sheriff Arganbright meet with the Supervisors at a later date to form a committee.

Marci Schreck, Guthrie County Treasurer, joined the meeting to request the abatement of delinquent property taxes owed by the City of Guthrie Center for Parcel 0001218000 located at 206 S 8th Street. Treasurer sent a letter to the City concerning the delinquent property taxes. She received a written response from the City Attorney, David Bruner, advising the City will not pay the delinquent taxes pursuant to Iowa Code Section 445.63. This section states if the City fails to immediately pay the taxes due, the Board of Supervisors shall abate all of the taxes. This Section applies regardless of how the City takes title to the property. Supervisors briefly expressed their disagreement and frustration with this process. Treasurer has no indication of what the City plans to do with the property other than tear down the house. City maintains it cost more to acquire the property and get it back on the tax rolls than the County loses through the tax abatement. The total due is \$593 (Taxes \$560 and Interest \$33) for Tax Year 2016. Motion by Carney second by Rutledge to abate all the taxes due and owing, in the amount of \$593, for Parcel 0001218000 located at 206 S 8th Street, Guthrie Center, Iowa, pursuant to Iowa Code Section 445.63. Motion carried on a vote: Ayes: 5 Nays: 0.

Treasurer also requested the abatement of delinquent property taxes owed by the City of Bayard for Parcel 0001079000 located at 303 1<sup>st</sup> Avenue. The Guthrie County District Court awarded the property to the City pursuant

to a legal action. Treasurer sent a letter to the City concerning the delinquent property taxes. She received a written response from the City Attorney, David Bruner, advising the City will not pay the delinquent taxes pursuant to Iowa Code Section 445.63. Luann Waldo, Editor of The News Gazette, thinks the City may have a party interested in the building. Treasurer advised the City paid all the taxes due for Tax Year 2016. The total due is \$2,133 (Taxes \$1,359 and Interest \$774) for Tax Years 2011 through 2015. Motion by Lloyd second by Rutledge to abate all the taxes due and owing, in the amount of \$2,133, for Parcel 0001079000 located at 303 1st Avenue, Bayard, Iowa, pursuant to Iowa Code Section 445.63. Motion carried on a vote: Ayes: 5 Nays: 0.

Mary Benton, Guthrie County Attorney, and Joshua Sebern, Guthrie County Engineer, joined the meeting to present Resolution 18-28: Resolution of Intent to Convey Certain Vacated Streets and Alleys in Monteith and Set Public Hearing on Conveyance. Said Resolution proposes the real estate consisting of vacated streets and alleys in the town of Monteith as described in the Resolution and published in the official newspapers on Thursday, 19 April 2018, shall be conveyed to the adjoining landowners, Roger L. Ludwig and Michael Didericksen. Furthermore, a Public Hearing on these proposed conveyances shall be held during the regular meeting on Tuesday, 1 May 2018, at 10:30 a.m. in the Office of the Board of Supervisors in the Guthrie County Courthouse. Finally, the Auditor is directed to arrange for appropriate notice of said Public Hearing. County Attorney advised, Sebern vacated several previously platted, but never constructed alleyways and streets within Monteith, in 2016, at the request of Ludwig. At the time, no conveyance was accomplished in the vacation instrument. Iowa Code Section 354.23 states vacated property may be conveyed by deed or through the vacation instrument. County Attorney provided a map. It is her opinion, the landowner outside of Monteith has no interest in the property because he never received a benefit or experienced a detriment. The original town of Monteith was acquired from Harmon T. Reed and research shows Ludwig as well as Didericksen are the successors in interest to the property. Motion by Dickson second by Carney to set the Public Hearing on the proposed conveyances set forth in Resolution 18-28: Resolution of Intent to Convey Certain Vacated Streets and Alleys in Monteith and Set Public Hearing on Conveyance during the regular meeting on Tuesday, 1 May 2018 at 10:30 a.m. in the Office of the Board of Supervisors in the Guthrie County Courthouse. Motion carried on a vote: Ayes: 5 Nays: 0. Motion by Lloyd second by Carney to approve Resolution 18-28: Resolution of Intent to Convey Certain Vacated Streets and Alleys in Monteith and Set Public Hearing on Conveyance. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Rutledge) Nays: 0.

Sebern presented the Fiscal Year 2019 - Five Year Plan. The biggest change is the Federal Aid "SWAP". Sebern advised the Federal government is allowing the State of Iowa to swap Federal funds dollar for dollar with State funds. This will shorten project timelines by six (6) months because Secondary Roads Department (SRD) no longer has to follow the Federal timetable. In addition, the Iowa Department of Transportation (IDOT) provides less oversight, and there are no more Davis Bacon wages. Finally, bridges funded through SWAP no longer require a twenty percent (20%) local match. Motion by Lloyd second by Carney to approve the Fiscal Year 2019 - Five Year Plan. Motion carried on a vote: Ayes: 5 Nays: 0

Sebern submitted the Fiscal Year 2019 – Iowa Department of Transportation Budget. It is a dollar for dollar match to the Guthrie County Fiscal Year 2018-2019 Fund: 0020 - Secondary Road Budget. Sebern advised his Department will utilize a portion of the reserves. He also pointed out the increased Fuel Tax provided additional funds. Motion by Carney second by Dickson to approve the Fiscal Year 2019 – Iowa Department of Transportation Budget. Motion carried on a vote: Ayes: 5 Nays: 0

Sebern offered the contract for PCC Patching Project FM-C039(91)—55-39. IDOT let this Farm to Market patch project. The estimated cost was \$450,000. The low bid was \$350,000. Sebern recommends the Supervisors award the contract to Midwest Contractors of Cedar Falls, Iowa. He will mail the contract to them. The late start date is 13 August 2018 and the duration of the contract is forty-five (45) working days. The contractor will patch around Redfield, 190<sup>th</sup> Street, and County Road F63 near Diamondhead Lake. Motion by Dickson second by Lloyd to award the contract for PCC Patching Project FM-C039(91)—55-39 to Midwest Contractors. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Change Notice for Mike Kenyon (End of Probationary Period). Sebern advised Kenyon successfully completed the probationary period. Supervisors confirmed he is a Laborer. Motion by Rutledge second by Lloyd to approve the Payroll Change Notice for Mike

Kenyon (End of Probationary Period) authorizing a pay increase from \$17.05 per hour to \$18.05 per hour effective 1 May 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Change Notice authorizing a pay increase due to position change from SRD Laborer to Integrated Roadside Vegetative Management (IRVM) for John Lyall. Sebern advised Lyall will receive an extra \$100 per month because he is responsible for spraying now. The increase changes his hourly rate. Motion by Carney second by Lloyd to approve the Payroll Change Notice for John Lyall authorizing a pay increase from \$18.05 per hour to \$18.63 per hour due to his change from SRD Laborer to IRVM effective 25 March 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

Sebern provided the Secondary Roads Department (SRD) update. The Mayor of the City of Jamaica contacted Sebern about a citizen placing barriers along the Farm to Market route. She asked for his help to remove the concrete barriers. The Iowa Code authorizes the Supervisors to request the removal of any object in the right-of-way. There is a history of multiple on-going legal issues between the citizen and the City. In Sebern's opinion, the barriers are not hurting anything. Sebern will discuss the matter with the County Attorney.

The Supervisors considered the Application for Fireworks Permit submitted by Lake Panorama Association. J&M Displays will set off the fireworks along the south shore of Lake Panorama, Panora, Iowa on 3 August 2018. The alternative rain date is 4 August 2018. Motion by Rutledge second by Grasty to approve and sign the Fireworks Permit submitted by Lake Panorama Association. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor presented the Avesis Renewal Agreement for Vision Care Benefits. The renewal rates will increase to \$11.62/\$22.10/\$24.12/\$31.17. The renewal period is 1 July 2018 to 30 June 2020. Motion by Rutledge second by Carney to approve the Avesis Renewal Agreement for Vision Care Benefits dated 1 February 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor submitted the Delta Dental Renewal Agreement for Dental Benefits. The renewal rates will not increase from the current rates. The renewal period is 1 July 2018 to 30 June 2019. Motion by Carney second by Lloyd to approve the Delta Dental Renewal Agreement for Dental Benefits. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors discussed health insurance for part-time employees. Carney believes it will be an accounting nightmare. Auditor advised she spoke with Ann Smisek from Ahlers & Cooney, P.C. about the proposal. Smisek did not recommend pursuing it. She advised the County should be prepared to pay at least one or two (1 or 2) months of premiums before the County can cancel an employee's health insurance for failure to pay the premium. In addition, the County must adhere to all notice requirements in the case of a cancellation. Smisek advised other employers ended up in litigation due to similar practices. Auditor pointed out the Supervisors will need to amend the Fiscal Year 2018-2019 Budget to account for the additional premium payments. Motion by Carney second by Lloyd not to offer health insurance to part-time employees. Motion carried on a vote: Ayes: 4 (Carney, Grasty, Lloyd and Rutledge) Nays: 1 (Dickson).

Supervisors reviewed the First Quarter 2018 Guthrie County Zoning Permits Report.

Carney received an email update from Dr. Josh Strehle. The Iowa State Medical Examiner will conduct training at the Guthrie County Hospital on 20 April 2018. Dr. Strehle will ask the Supervisors to appoint him as Guthrie County Medical Examiner after he completes the training. Hopefully, the appointment will take effect the first week of May 2018. Dr. Strehle has six (6) individuals selected as Medical Investigators. One person already has the necessary training. Dr. Strehle will get all the Medical Investigators approved by the State Medical Examiner. He plans to charge \$350 per case (\$250 for Investigator and \$100 for Examiner). Supervisors did not discuss other pending county projects.

Auditor presented the 28E Agreement for Iowa Precinct Atlas Consortium. She advised Tim Benton, Assistant Guthrie County Attorney, reviewed and approved it. The Agreement establishes the Iowa Precinct Atlas Consortium (IPAC). It sets forth the purpose, terms, members, governance, and scope/amendment of IPAC and the 28E Agreement. In particular, it enables Guthrie County to purchase a copyright license for distribution and use within

Iowa in order to facilitate the County's use of the Precinct Atlas computer software programs as well as related software and hardware components. The Member Fees shall be set by the IPAC Board by the end of each calendar year for the upcoming fiscal year. The term of the Agreement shall be perpetual, unless terminated by the process set forth in the Agreement. Motion by Rutledge second by Lloyd to approve the 28E Agreement for Iowa Precinct Atlas Consortium. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Rutledge) Nays: 0.

Supervisors reviewed the Courthouse Payroll Report for 24 March 2018 – 6 April 2018.

Motion by Carney second by Rutledge to approve the Solutions' quote in the amount of \$1,249.95 to replace the UPS Battery Backup Unit. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Rutledge second by Carney to approve the Claims from 24 March 2018 – 6 April 2018 in the amount of \$203,180.02. Motion carried on a vote: Ayes: 5 Nays: 0.

Grasty left the meeting at 12:40 p.m.

Motion by Carney second by Lloyd to approve the Minutes from 3 April 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 4 Nays: 0

There being no further business to come before the Board at this time, the Board adjourned at 1:01 p.m. until its regularly scheduled meeting on Tuesday, 17 April 2018. Motion by Carney second by Dickson. Motion carried on a vote: Ayes: 4 Nays: 0

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Everett L. Grasty, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

17 April 2018

The Guthrie County Board of Supervisors met this 17<sup>th</sup> day of April, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Tom Rutledge.

The meeting came to order at 9:00 a.m.

Motion by Rutledge second by Lloyd to approve the Agenda for 17 April 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor presented the proposal for the Second Budget Amendment of the Guthrie County Fiscal Year 2017-2018 (FY) Budget. Auditor provided the Notice of Public Hearing – Amendment of Current County Budget for Meeting Date 8 May 2018 along with the Second Amended Appropriations for Fiscal Year 2017-2018. In addition, she provided a Budget Report detailing Expenses by Department as well as a Budget Report detailing Expenses by Function Area both dated 16 April 2018. The proposed amendments are as follows: 1) Dept: 19 - General Relief increase the health insurance contribution by \$760 to adjust for the Coordinator's transition from Dept: 29 – Sanitarian; 2) Dept: 22 - Conservation Board increase the health insurance contribution by \$5,787 to cover an employee's switch to family insurance; 3) Dept: 40 - Bonds & Interest increase the Fiscal Agent Fees by \$100 to address the Flat Fee Redemption Invoice. Since this series of general obligation bonds is a collection of term bonds, the bonds are subject to mandatory redemption by lot on 1 June of the specified years; 4) Dept: 47 - Guthrie Co Historical Village increase the Buildings-Misc Expense line item to pay for the repairs to the damaged roof on the Monteith General Store; 5) Dept: 51 - General Services increase the salary and associated line items by \$17,241.00 to account for wage adjustments as well

as the new full-time employee's payroll plus benefits; 6) Dept: 60 - Mental Health Administration increase the total budget by \$50,170 to address the Heart of Iowa Region's budget amendment as well as an omission in the original budget; 7) Dept: 79 - Transfer Station increase the total budget by \$108,696 to cover the purchase of new equipment and software as well as paying out accrued compensation time; and 8) Dept: 85 – TIFF (Wind Farm) increase the total budget by \$112,000 to maximize the 1 June 2018 principal and interest payment. Auditor reminded the Supervisors about the first amendment to Dept: 60, so the County could make the Fourth Quarter payment from FY2017. Joshua Sebern, Guthrie County Engineer, joined the meeting to present the Secondary Roads Department (SRD) FY2018 Budget Amendment Request. The largest increase is Roads-Local Construction because SRD incurred unforeseen costs for two (2) Federal Aid Bridges and one (1) culvert replacement project. Sebern originally budgeted for the culvert replacement in Wood & Lumber Products – Misc Expense, so he needs to move the funds to the appropriate line item. Sebern proposed increasing the Shop Equipment - Misc Expense line item to enable the purchase of additional vehicles. Finally, he wants to adjust salary line items due to additional employees as well as an accounting error. The SRD amended revenues (\$675,000) will exceed the amended expenses (\$543,712). Motion by Carney second by Rutledge to schedule the Public Hearing for the Second Fiscal Year 2017-2018 Guthrie County Budget Amendment on 8 May 2018 at 10:00 a.m. in the Public Meeting Room at the Guthrie County Courthouse. Motion carried on a vote: Ayes: 5 Nays: 0. Motion by Dickson second by Carney to approve the revised Notice of Public Hearing – Amendment of Current County Budget for Meeting Date 8 May 2018 and authorize publication in the official newspapers on Thursday, 26 April 2018. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Rutledge) Nays: 0. Auditor will send the Notice to the official newspapers for publication on 26 April 2018.

Rutledge and Auditor left the meeting at 9:38 a.m. to participate in the Guthrie County Emergency Management Agency (EMA) Point of Dispensing (POD) Functional Exercise.

Sebern submitted the Whiterock Conservancy Traffic Study compiled by SRD. The purpose of the study was to investigate current traffic volumes, roadway signage, road alignments, and existing sight distances along Fig Avenue between Highway 141 and 150<sup>th</sup> Street. The Conservancy expressed concerns about traffic speeds near and through the area. The study incorporated data collected via Iowa Department of Transportation (IDOT) traffic counts as well as visitor registrations provided by the Conservancy. SRD analyzed the data and determined the IDOT Traffic Count Maps are very accurate. The bridge crossing is the main point of concern due to the trees. There is a limited view of the path which crosses the bridge. Sebern will meet with the Conservancy to discuss appropriate courses of action.

There was no discussion about any county projects.

Deputy Auditor provided the Guthrie County Auditor's Report of Fees Collected for Third Quarter Ending 30 September 2018. Total fees collected are \$2,321.73. Auditor will correct report to reflect First Quarter, not Third Quarter. Motion by Lloyd second by Carney to approve Guthrie County Auditor's Report of Fees Collected for First Quarter Ending 30 September 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Deputy Auditor presented the Guthrie County Auditor's Report of Fees Collected for Fourth Quarter Ending 31 December 2018. Total fees collected are \$61,401.23. Auditor will correct report to reflect Second Quarter, not Fourth Quarter. Motion by Carney second by Lloyd to approve Guthrie County Auditor's Report of Fees Collected for Second Quarter Ending 31 December 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Deputy Auditor submitted the Guthrie County Auditor's Report of Fees Collected for First Quarter Ending 31 March 2018. Total fees collected are \$8,573.23. Auditor will correct report to reflect Third Quarter, not First Quarter. Motion by Dickson second by Carney to approve Guthrie County Auditor's Report of Fees Collected for Third Quarter Ending 31 March 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors reviewed the Assessor Payroll Report for 1 April 2018 – 14 April 2018 and the Secondary Roads Department Payroll Report for 25 March 2018 – 7 April 2018.

Motion by Carney second by Lloyd to approve the Minutes from 10 April 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 4 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 11:47 a.m. until its regularly scheduled meeting on Tuesday, 24 April 2018. Motion by Carney second by Lloyd. Motion carried on a vote: Ayes: 4 Nays: 0

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Everett L. Grasty, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

24 April 2018

The Guthrie County Board of Supervisors met this 24<sup>th</sup> day of April, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Everett Grasty, Jack Lloyd and Tom Rutledge. Mike Dickson was absent from the meeting.

The meeting came to order at 9:00 a.m.

Motion by Carney second by Lloyd to approve the Agenda for 24 April 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

David Garland, IT Technician, Guthrie Center Communications (GCC), joined the meeting. Garland presented the April 2018 Information Technology (IT) Report.

The Auditor provided a revised Notice of Public Hearing – Amendment of Current County Budget for Meeting Date 8 May 2018 along with a revised Second Amended Appropriations for Fiscal Year 2017-2018. She added \$5,000 to Dept: 01 - Board of Supervisors for publication costs. In addition, she verified the Dept: 60 - Mental Health Administration increase of \$50,170 is correct. It addresses the Heart of Iowa Region's budget amendment as well as an omission in the Region's original budget. Finally, Auditor crosschecked the balance in 0150 – Wind Farm Urban Renewal account and increased the total for Dept: 85 –TIFF (Wind Farm) by \$20,494 to utilize additional funds in the account. Carney advised the interest on the Wind Farm Tax Increment Financing (TIF) will increase next year. Per the agreement, it increases 1 June every three (3) years. Auditor will talk to Tyler Technologies about how it credits the replacement taxes to the TIF tax districts.

Erick Van Cura, Gas and Water Superintendent for the City of Guthrie Center, joined the meeting. Per federal pipeline regulations, he must brief the Supervisors each year. The City provides service to the Guthrie County Courthouse, Secondary Roads Department (SRD), Public Health Department and the Communications Tower. There have been no natural gas incidents within the city limits of Guthrie Center. Van Cura stated the main lines are three feet (3') deep, and the service lines are eighteen to twenty-four inches (18"-24") deep. The main lines are two to four inch (2-4") round pipe, and the service lines are one inch (1") pipe. The City currently has seventeen and a half (17.5) miles of steel service line and four and a half (4.5) miles of plastic service line. The steel pipe is coated as well as wrapped, and it has anodes which keep a milli-amp of current running through the lines to avoid corrosion. All the gas lines are inspected annually. Van Cura wants any citizen to contact his department, if the individual happens to see a pipeline and cannot identify it. His crew will determine the type of line as well as its purpose. Carney verified residents do not have a choice when purchasing natural gas. Van Cura stated all residents within the district must be serviced by Guthrie Center Municipal Utilities. He emphasized the City has excellent customer relations with BP and does not experience any supply issues.

Sheriff Marty Arganbright, Guthrie County Sheriff, along with Chief Deputy Jeremy Bennett, and Deputy Mike Herbert joined the meeting to discuss the formation of a Guthrie County Jail Committee. Sheriff talked to Chris Whitaker, Region XII, about assisting with this process. Whitaker can draft a plan at no cost to the County and help

find a location for the new facility. Currently, Whitaker is helping with the jail project in Carroll County. Supervisors and Sheriff briefly discussed which Supervisors plan to sit on the Committee. Sheriff suggested the Committee include the City Administrators from the Cities of Guthrie Center and Panora. Carney inquired about the maximum number of people on the Committee. Rutledge thinks a couple of Supervisors should attend each meeting, but they should rotate this role. This allows all of the Supervisors to participate in the process. Each Supervisor expressed interest in the Committee. Grasty questioned whether rotating attendance will create continuity issues. Sheriff passed around a sample needs assessment from the Carroll County Jail. Rutledge suggested the Committee include a dozen or so citizens from the County. Everyone agreed the Sheriff should attend all the meetings. According to Chief Deputy, he and Herbert will be standing members on the Committee too. The purpose of the Committee is to begin working towards a final solution to the Guthrie County Jail issue. Sheriff pointed out his staff continues to do the best job possible under the current circumstances. He advised the assessment will address the cost to remodel the current facility as well as building a new jail. The Committee needs to consider the future needs too. Based on an estimate from the Carroll County Sheriff, it will cost approximately \$32,000 to hire an engineering firm to assist with the process. The firm will help steer the Committee in the right direction and provide a base. In addition, the firm will assist the Committee with determining the County's needs. Grasty pointed out this is a business decision in the end. Rutledge commented about the cost being consistent with money spent for other County infrastructure such as bridges. He just wants to make sure the Committee hires the right professional and technical support for the project. Auditor confirmed Sheriff as well as Supervisors want Auditor and Guthrie County Facilities Manager on the Committee. Sheriff stated he will not turn down any interested party. He welcomes any private citizen interested in joining the Committee. Rutledge directed Auditor to research the budget options. Carney wants private citizens on the Committee and not just public officials. Sheriff inquired about people whom the Supervisors may have in mind for the Committee. Sheriff emphasized the County needs to start the process sooner rather than later. Carney verified Sheriff does not plan to pay any per diem to the Committee Members. Rutledge confirmed the goal is to set up the Committee in the next two to four (2-4) weeks. Chief Deputy advised the State Jail Inspector will conduct his next inspection in June, and they want to show the County is working on a plan for the future. Carney suggested the Sheriff may need to house inmates in other County Jails in the interim. Sheriff advised other Counties may not be willing to take the inmates all the time. If an inmate acts up at another location, then the Sheriff's Office usually brings the inmate back to the Jail. Sheriff explained the back area currently houses only females. If there is a female inmate, there must be a matron on duty at all times. If there are no female inmates, the back serves as a means to separate inmates having issues. Supervisors briefly discussed the Committee's composition. Auditor advised past committees, she participated in, were approximately ten (10) people. Grasty wants the Committee to include people from all parts of the County. Rutledge suggested members of the public in lieu of City Administrators. Lloyd recommended a representative from each Supervisor District. Carney would like a farmer on the Committee. Sheriff pointed out the members need to show an interest and be willing to put in the time. Carney suggested moving forward in July. Grasty emphasized the Committee needs to gather facts. The Supervisors as well as the Auditor, members of the press and citizens attending the meeting toured the Guthrie County Jail. Sheriff thanked the Supervisors for their time. Supervisors discussed their observations of the Jail. Lloyd expressed concerns about remodeling the current Jail. Auditor advised the Fiscal Year 2018-2019 does not include funding for this project, so the money will come from the reserves.

Charlsie Dougherty joined the meeting to discuss the Guthrie County Comprehensive Plan. She advised the Casey Public Library as well as the City of Casey are preparing to revise the City's Comprehensive Plan. When she originally inquired about it, the person, with whom she spoke, was not even aware of it. She pointed out legally the County needs to have a Plan. Eventually, she contacted Chris Whitaker, and after some time, he found it. Dougherty read the current Plan and likes it. She expressed concerns about the County not utilizing the Plan or reviewing it; especially, since no one seemed to know where to find it. Grasty thinks the County needs to review the Plan and update it. He pointed out the County currently is in the process of updating the Guthrie County Zoning Map. The County can look into updating the Plan once Region XII completes the Map. Auditor advised the Guthrie County Zoning Commission must start the process to update the Plan. Dougherty suggested waiting until after the next census. Carney was unsure about waiting for the census data because it takes two (2) years after a census to get the data. The Casey Library and City plan to utilize some of the goals in the current Plan. Grasty stated the former Guthrie County Assessor, Forrest "Rusty" Pearson, was going to update the plan at one time.

Evan Subbert, Engineering Technician, Guthrie County Secondary Roads Department (SRD), joined the meeting and presented the performance bond as well as the contract for PCC Patching Project # FM-C039(91)—55-39. Supervisors

awarded the contract to Midwest Contractors of Cedar Falls, Iowa, during the regular meeting on 10 April 2018. This is a Farm to Market patch project, and the total cost is \$349,112.04. The late start date is 13 August 2018 and the duration of the contract is forty-five (45) working days. The contractor will patch around Redfield, 190<sup>th</sup> Street, and County Road F63 near Diamondhead Lake. Motion by Lloyd second by Carney to approve the performance bond and contract with Midwest Contractors for PCC Patching Project # FM-C039(91)—55-39 with a total cost of \$349,112.04. Motion carried on a vote: Ayes: 4 Nays: 0.

Grasty inquired about the design work for the slough along York Avenue just south of 280<sup>th</sup> Street. Subbert stated the survey is complete. SRD just needs to work with the neighbors to procure the right-of-way and determine the curvature of the road. SRD also is working on the Lake Diamondhead pond outlet design. Subbert advised the bid lettings for the Adair Road culvert, the Grant 112 Bridge, and the drainage north of Bays Branch is 1 May 2018. SRD will begin fixing the culverts under the Monteith Road this week, so the Road will be ready for resurfacing next year. The concrete culverts are in good shape, but the ends have separated from the main body. SRD will reattach the ends and then redo the dirt work.

Auditor provided the 3<sup>rd</sup> Quarter Expense Report from the New Opportunities, Inc. – Prevention Program – Iowa Department of Public Health/Iowa Grants.gov Expenditure Report by Month July 2017 – June 2018. Christy Jenkins, Prevention Director, New Opportunities, Inc. prepared said report. The total expenses for this period are \$4,021. The State will reimburse Guthrie County for \$1,005.25 (twenty-five percent (25%)), and the County will match the remaining \$3,015.75 (seventy-five percent (75%)). Motion by Carney second by Lloyd to approve the 3<sup>rd</sup> Quarter Expense Report from the New Opportunities, Inc. – Prevention Program – Iowa Department of Public Health/Iowa Grants.gov Expenditure Report by Month July 2017 – June 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Auditor presented the Veteran Affairs Commission Quarterly Report ending March 2018. Motion by Lloyd second by Rutledge to accept the Veteran Affairs Commission Quarterly Report ending March 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Auditor presented the Contract For Library Service For Guthrie County for Fiscal Year 2018-2019. Auditor pointed out the County enters into one (1) contract with the Guthrie County Libraries Association. The contract appropriates \$119,618 to the libraries in Fiscal Year 2018-2019. Auditor will shift the payment schedule to the beginning of each quarter because the contract stipulates the Libraries must spend the funds during the Fiscal Year. Carney verified the funding formula. The Auditor stated she adjusted the population for the City of Casey per the 2010 Census and Iowa League of Cities data. Motion by Carney second by Rutledge to approve the Contract For Library Service For Guthrie County for Fiscal Year 2018-2019. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors reviewed the completed Guthrie County Cost Allocation Plan for Fiscal Year 2016-2017 prepared by Cost Advisory Services, Inc. The total reimbursement for the indirect costs Guthrie County incurs for the social services administration of the local Department of Human Services (DHS) office will be approximately \$31,222. Supervisors also reviewed the Certificate of Cost Allocation Plan. Said document certifies to the best of the County's knowledge the cost allocation plan is correct and prepared in accordance with the federal cost principles contained in 2 Code of Federal Regulations (CFR) Part 200. Motion by Rutledge second by Carney to sign the Certificate of Cost Allocation Plan for Fiscal Year 2016-2017. Motion carried on a vote: Ayes: 4 Nays: 0.

The Supervisors discussed other County Projects. Travis Redfern, tenant of the Landfill Pasture, called about the fence. Carney advised Dickson wants to do a simple fix to repair the fence. Carney recommends hiring a contractor to install a permanent fence. The current fence is high tensile wire, so there are no barbs to catch the garbage. According to Redfern, the cattle walk through the high tensile wire because it is not electrified correctly. Steve Bireline, Westline Fencing & Materials LLC, looked at the fence, but he did not provide an estimate to fix or replace it. Carney thinks the new fence should be barbed wire since the Guthrie County Landfill is closed. He estimates it will cost about \$3,000 to fix the fence correctly. Carney will talk to Arber about the location of the fence. He suggested the contractor build the new fence on one side or the other of the existing fence and then remove the old fence. This will enable Redfern to continue using the pasture. Redfern wants to keep renting the pasture. Rutledge believes the fence needs to be fixed right. In addition, he thinks the Supervisors need to speak with Arber about adjusting the fence location, so the Transfer Station (TS) has to mow less area. The Supervisors discussed funding for the project.

Auditor verified she deposits the rent into Fund: 0001 - General Basic; however, the TS is funded out of Fund: 0011 - Rural Services. Rutledge advised SRD can begin working on the drive at the County Farm by tearing out trees and getting rid of the junk.

Auditor presented Resolution 18-30: Resolution Authorizing The 28E Agreement Between Guthrie County, Iowa And The Iowa Precinct Atlas Consortium. Said Resolution authorizes Guthrie County and the Iowa Precinct Atlas Consortium to enter into a 28E Agreement for the purpose of providing an organizational structure to purchase a copyright license for distribution and use within Iowa in order to facilitate the County's use of the computer software programs known collectively as Precinct Atlas as well as related software and hardware components. Furthermore, the Resolution authorizes the Chair to sign said 28E Agreement. Finally, the Resolution authorizes said 28E Agreement to commence pursuant to the Supervisors' approval of the 28E Agreement for Iowa Precinct Atlas Consortium during the regular meeting on Tuesday, 10 April 2018 and the filing of the 28E Agreement with the Iowa Secretary of State as required by Iowa Code Section 28E.8. Motion by Rutledge second by Carney to approve Resolution 18-30: Resolution Authorizing The 28E Agreement Between Guthrie County, Iowa And The Iowa Precinct Atlas Consortium. Motion carried on a roll call vote: Ayes: 4 (Carney, Grasty, Lloyd and Rutledge) Nays: 0 Absent: 1 (Dickson).

Supervisors reviewed the Guthrie County Public Health Payroll Change Notice for Leslie Ferguson (New Employee). Ferguson is a new Staff Nurse. She will be working fulltime. Motion by Rutledge second by Carney to approve the Payroll Change Notice for Leslie Ferguson (New Employee) authorizing pay of \$26.50 per hour effective 16 April 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Motion by Carney second by Rutledge to approve the Minutes from 17 April 2018 as presented. Motion carried on a vote: Ayes: 4 Nays: 0.

Motion by Lloyd second by Carney to approve the Claims from 7 April 2018 – 20 April 2018 in the amount of \$238,371.62. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors reviewed the Courthouse Payroll Report for 7 April 2018 – 20 April 2018.

There being no further business to come before the Board at this time, the Board adjourned at 11:17 a.m. until its regularly scheduled meeting on Tuesday, 1 May 2018. Motion by Rutledge second by Carney. Motion carried on a vote: Ayes: 4 Nays: 0.

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Everett L. Grasty, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

1 May 2018

The Guthrie County Board of Supervisors met this 1<sup>st</sup> day of May, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, and Jack Lloyd. Tom Rutledge was absent from the meeting.

The meeting came to order at 9:00 a.m.

Motion by Carney second by Lloyd to approve the Agenda for 1 May 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Auditor presented the Employee Benefit Systems (EBS) Partial Self Fund (PSF) Setup Forms. Said forms include the Group Renewal Information, Partial Self-Funded Plan Renewal, Consolidated Billing Renewal and Cobra Premiums.

The packet also contains the Final 7/1/2018 Renewal Recommendation for the Iowa Governmental Health Care Plan (IGHCP) Partially Self-Funded Health Insurance Plan, the Delta Dental of Iowa Financial Exhibit, and the Avesis Group Vision Care Plan Agreement previously approved and signed by the Supervisors during the regular meetings on 3 April 2018 and 10 April 2018. The final two (2) documents provide the Medical Benefit Overview as well as the Schedule 'A'/Verification of Purchase. Said Schedule sets forth the Administrative Fees and the Pass-Through Fees. By signing the Schedule 'A', all parties to the Agreement verify the group renewal information, rates, factors as well as fees have been reviewed and approved by the County. Furthermore, EBS shall be compensated accordingly for the plan year beginning 1 July 2018 and ending 30 June 2019. Motion by Lloyd second by Dickson to approve the Employee Benefit Systems (EBS) Partial Self Fund (PSF) Setup Forms and authorize the Chair to sign Schedule 'A'/Verification of Purchase. Motion carried on a vote: Ayes: 4 Nays: 0.

Auditor submitted the Employee Benefit Systems (EBS) Third Party Administration Service Agreement. It is between the Guthrie County IGHCP Group Health Plan and Two Rivers Insurance Company, Inc. d/b/a Employee Benefit Systems (EBS). The Agreement is effective 1 July 2018. It sets forth the terms as well as conditions whereby the County retains EBS to provide certain administrative services on its behalf, and EBS agrees to provide these services. Said Agreement also contains several Addendums which set out the Fee Schedule, Pass Through Costs, Business Associate Agreement and Responsibility Agreement. Motion by Dickson second by Carney to approve and authorize the Chair to sign the Employee Benefit Systems (EBS) Third Party Administration Service Agreement. Motion carried on a vote: Ayes: 4 Nays: 0.

The Supervisors discussed other County Projects. Carney advised he received a phone call from Mike Thomas, tenant of the Guthrie County Farm. Thomas stated Arganbright Fencing & Materials LLC piled trees from the fence row in the bean field. Carney reviewed the request for proposal to replace the fence between the County Farm and the R. A. Carper Trust property. It specifically states all trees shall be grouped neatly and piled on the Carper Trust pasture. Carney will contact the contractor.

Joshua Sebern, Guthrie County Engineer, joined the meeting to present the Collective Bargaining Agreement Between Guthrie County Secondary Roads Department and Teamsters Local Union No. 238. Sebern advised the Union voted to approve the Supervisors' offer and signed the Collective Bargaining Agreement (CBA). It is a one (1) year agreement. The Union also adopted the Guthrie County Personnel Policy in its entirety. Finally, the Union accepted the five percent (5%) salary increase as well as the three percent (3%) shift in the health insurance premium from the County to the employee. Sebern confirmed there is no longer a designated survey crew. He also verified a laborer hired after 1 July 2003 receives a lower starting wage. Dickson verified the only mandatory item in the CBA is the base wage. Sebern advised health insurance is an illegal topic, so it is not in the CBA. Sebern will meet with each employee regarding the individual's transition of benefits. He plans to work with any employee with excess accrued benefits. Sebern will require employees to use accrued compensation time. Motion by Carney second by Lloyd to approve and authorize the Chair to sign the Collective Bargaining Agreement Between Guthrie County Secondary Roads Department and Teamsters Local Union No. 238. Motion carried on a vote: Ayes: 4 Nays: 0.

Sebern and Armond Harris toured the Iowa Department of Transportation (IDOT) fleet in Ames, Iowa. They selected six (6) pickup trucks and one (1) Chevrolet Tahoe. The IDOT Enforcement Division retired the 2013 Tahoe with 100,000 miles. The only drawback is the vehicle previously served as a Canine Unit. Sebern thinks the Tahoe will be a good vehicle to transport survey and construction inspection equipment. IDOT wants \$11,000 for the Tahoe and the National Automobile Dealers Association (NADA) retail price is \$17,000. Sebern stated they also looked at another specialty vehicle, 2013 F350 6.7L diesel truck. It has 170,000 miles, and IDOT used it to go from rest area to rest area. Sebern thinks the Secondary Roads Department (SRD) as well as Integrated Roadside Vegetative Management (IRVM) can use it to pull the hydro seeder and other heavy equipment. IDOT wants \$16,500 and the NADA retail price is \$20,000. Sebern advised the hydro seeder is too heavy for SRD's three quarter ( $\frac{3}{4}$ ) ton truck. The five (5) remaining vehicles are half ( $\frac{1}{2}$ ) ton trucks. There are two (2) Chevrolet Silverado 1500 and three (3) Ford F150. The oldest truck is 2010 and the newest is 2013. The average total price is \$25,300 for all five trucks. The mileage ranges from 160,000 to 180,000 miles. All the trucks have clean bodies and no problems. IDOT wants \$52,800 for all the vehicles. Sebern will replace the 1987 Chevrolet truck, the 1980's welding truck, two (2) 2001 Chevrolet trucks, a 2002 Ford truck, a 2003 Chevrolet truck, and the 1996 Dodge truck. Sebern confirmed the last truck SRD sold

brought more than expected at Laughery's Auction. Supervisors and Sebern briefly discussed the matter. Supervisors reached a consensus for Sebern to proceed with the purchase of these vehicles from IDOT.

Sebern discussed the 2018 National Association of County Engineers (NACE) Conference. Sebern attended every session including a workshop on pavement preservation. Monday and Wednesday was comprised of class sessions. Tuesday was an interactive day. Sebern liked the attitude of the presentations. It projected a positive approach even though funding issues may limit options. The goal is to maximize the efficiency of tax dollars. There also were session on working with the public and elected officials. Sebern learned it is SRD's job to maximize the tax funds and help the elected officials answer to the public. Sebern also gained a new perspective. The road network is the most valuable asset in most counties. Grasty pointed out this is why the Supervisors continue to spend money on it. Sebern liked the pavement preservation session because it focused on successful processes. Sebern also enjoyed talking to people from all over the country. Sebern advised the new buzz word is scrub seal, but IDOT has not researched it. He discovered most agencies cannot afford to seal all the cracks in their road network. The most popular solution is to shoot a heavy coat of oil and spread it with brooms into cracks. Then, it is covered with a chip seal. When done properly, Sebern advised it is very effective. It is not done within Iowa but is utilized within the region. It will work on old pavement which is cracked and brittle, but it cannot be soft underneath the surface. Sebern thinks it may be an option for some asphalt roads in the County. Supervisors briefly discussed the technique and how it compares to similar process used in the area. Grasty wants a cost comparison per mile. Sebern also interacted with the National Centers of Research. The Centers provide unique research. Sebern learned about staff management as well as technical subjects. An Illinois engineer talked about the cold in place method used on P18 (Bagley Blacktop). He emphasized project selection. The perception is this method is a magic cure for all problems. Sebern learned it will gain strength as it compresses over time. Sebern thinks it will be a decent product in the end. Sebern also learned about sealing bridge decks. He will investigate a chemical for this purpose. Presenters discussed the life span and cost benefit analysis of steel versus concrete bridges. There are no longevity differences. It just depends which material is cheaper as well as the number of spans and length of each span. SRD does a similar cost analysis on all projects. Sebern stated he sits on the Legislative Committee. They work very closely with the National Association of Counties (NACo). He provided an example of how the Committee successfully impacted legislation. Sebern also talked about utility installations. Other regions see a large influx of fiber and electrical plus wind farms. Sebern spoke with a South Dakota engineer about a shortage of rock in the region.

Sebern provided the SRD update. SRD is the CSP & Pipe Arch Project Of The Year 2018 Winner. It is a national award for corrugated steel pipe. The supplier provided an experimental metal culvert with plastic coating on the bottom half to conserve the galvanized pipe. The supplier charged the same price as a traditional metal pipe, and estimates it will last 100 years. The coating, inside the pipe, keeps chemicals and water from eroding the pipe. SRD installed the experimental pipe without any special equipment; however, the installation process is a little more delicate. Sebern advised there are still timber boxes in service around the County. Timber is too expensive now, but it might become more competitive with rising steel prices. Sebern pointed out timber allows SRD to build its own boxes. Grasty verified SRD is cutting cedar trees along Monteith Road. Sebern advised the Grout Scout also is working there. SRD is coordinating work with the Grout Scout as it continues to fix culverts as well as erosion control. It is proving to be cost effective. Dickson inquired about the State of Iowa allowing cattle guards and the need for a policy. Sebern will research it. Sebern plans to meet with residents of Monteith regarding drainage issues. Sebern advised the Adair grader shed needs a new garage door. He plans to hire Irlmeier Construction to replace the frame and door. There will be a bid letting on 15 May 2018 for the Cass 234 Bridge. Murphy Heavy Contracting is finishing the McCord Pond Bridge. Sebern continues to approve numerous utility permits. There will be more fiber upgrades near the City of Adair. Sebern has no problems with the current contractor installing fiber by the Cities of Menlo and Casey. Supervisors briefly discussed areas of concern. Sebern advised the drive is complete at the Guthrie County Farm. SRD also burned the pile of trash. Sebern advised Schildberg Construction Company has a good supply of rock. He pointed out SRD stock piles rock in the spring, so there is enough rock in case there are bad storms. Sebern also talked to Hallett Materials about getting a commitment on the quarry near Monteith. Hallett will not even consider a sub-lease. In addition, the Jamaica quarry only makes sand now, but it may produce gravel this fall. Grasty inquired about equipment to sweep rock back onto the shoulder. Sebern is waiting for a quote on a snow blade which curves underneath and glides over the shoulder. Sebern filled out the Hungry Canyons survey. Carney assumes Hungry Canyons wants the County to contribute more money since it received less funds from the State of

Iowa. In Sebern's opinion, the Hungry Canyons projects are still a bargain and some of the easiest money accessed by SRD.

Evan Subbert, Engineering Technician joined the meeting. Sebern opened the bids for the Project L-VI237T- -73-39. The project will replace four (4) bridges with three (3) box culverts (a double barrel meeting a single barrel). There were three (3) bids. The first bid is from Graves Construction Company in the amount of \$609,553.45 and included an appropriate bid bond. The second bid is from Gus Construction Company in the amount of \$608,222 and included an appropriate bid bond. The third bid is from Progressive Structures in the amount of \$704,318.75 and included an appropriate bid bond. The estimated project cost is \$503,000. It will be funded entirely by Tax Increment Financing (TIF). Sebern requested the Supervisors table awarding the contract, so he can make sure the bids meet the specifications and the numbers are correct. The Supervisors agreed to award or reject the contract next week.

Sebern opened the bids for the Project L-GR112T - -73-39. The project will replace the Grant 112 Bridge. There were three (3) bids. The first bid is from Graves Construction Company in the amount of \$183,477.50 and included an appropriate bid bond. The second bid is from Gus Construction Company in the amount of \$139,391.30 and included an appropriate bid bond. The third bid is from Progressive Structures in the amount of \$172,565 and included an appropriate bid bond. The estimated project cost is \$127,896. It will be funded entirely by Tax Increment Financing (TIF). Sebern requested the Supervisors table awarding the contract, so he can make sure the bids meet the specifications and the numbers are correct. The Supervisors agreed to award or reject the contract next week.

Sebern opened the bids for the Project LFM-BG199AT - -7X-39. This is a culvert replacement project. There were two (2) bids. Sebern requested alternate bids for a precast option and a cast in place process. The first bid is from Gus Construction Company for a cast in place process in the amount of \$430,482.10 and included an appropriate bid bond. Gus did not bid a precast option. The second bid is from Progressive Structures for the precast option in the amount of \$471,280 and included an appropriate bid bond. Progressive did not bid the cast in place process. The estimated project cost for cast in place process is \$415,931 and precast option is \$425,545. It will be funded entirely by Tax Increment Financing (TIF). Sebern requested the Supervisors table awarding the contract, so he can make sure the bids meet the specifications and the numbers are correct. The Supervisors agreed to award or reject the contract next week.

Dickson inquired about why the bids exceeded the estimates. Sebern advised SRD received the estimate before the steel embargo. The Gus Representative confirmed steel price went up ten cents (\$0.10) per pound since March. Sebern will go through each bid line by line and compare it to the estimates. Supervisors briefly discussed the bids.

Mary Benton, Guthrie County Attorney, along with Roger Ludwig and his attorney, Eric Reinhart, joined the meeting. Motion by Carney second by Lloyd to open the Public Hearing concerning the Conveyance of Vacated Alleys and Streets in Monteith at 10:33 a.m. Motion carried on a vote: Ayes: 4 Nays: 0. Said Public Hearing is being held pursuant to Resolution 18-28: Resolution of Intent to Convey Certain Vacated Streets and Alleys in Monteith and Set Public Hearing on Conveyance. County Attorney passed around a map depicting the conveyances. She pointed out the County only executes a Quit Claim Deed whereby the grantor conveys whatever interest it has to the grantees. In fact, the grantor may not have any interest in the subject real estate. County Attorney explained the vacated alleys and streets were contained within the original plat of Monteith; however, the County only vacated these specific areas and not the entire plat. In fact, the County only vacated the alleys and streets set forth in Resolutions 18-28 and 18-31. County Attorney advised her research showed the property always was part of the Original Plat of Monteith and never part of the other adjoining land owner's chain of title. Therefore, it is her legal opinion the vacated property should go to the adjoining property owners within the Plat. County Attorney confirmed the alleys are sixteen feet (16') wide and the streets are sixty feet (60'). Reinhart gave a brief recitation of the factual history including the platting process. He concurred Bryan Mowrer's land never was affected by the platting process. Therefore, the boundary alley goes to the adjacent land owners because their lands were both benefited and burdened by the platting process. Ludwig confirmed he obtained a land survey for the area. Reinhart advised the dimensions are 572 feet by 1,326 feet. County Attorney explained Resolution 18-31 quit claims the north alley to Ludwig and splits the southern alley between the adjacent land owners. Resolution 18-31 only conveys the alleys and streets previously vacated at the Engineer's request in 2016. Ludwig confirmed the County vacated the street, so he could install a septic system. County Attorney admitted the other adjoining land owners could object to the conveyance. She pointed out there are similar situations in other

places around the County. Sebern hopes the issue will not arise in other platted areas. County Attorney confirmed adverse possession cannot lie against a government entity. She also advised, in the future, the transfer may be included in the vacation instrument. There were no further questions or discussion. Motion by Carney second by Lloyd to close the Public Hearing concerning the Conveyance of Vacated Alleys and Streets in Monteith at 10:43 a.m. Motion carried on a vote: Ayes: 4 Nays: 0.

The Supervisors reviewed Resolution 18-31: Resolution Approving Conveyance of Vacated Alleys and Streets in Monteith. Said Resolution conveys the real estate consisting of vacated streets and alleys in the town of Monteith, as described in the Resolution, to the adjoining landowners, Roger L. Ludwig and Michael Didericksen. Furthermore, said Resolution is being adopted pursuant to the aforementioned Public Hearing as well as the public notice set forth in Resolution 18-28: Resolution of Intent to Convey Certain Vacated Streets and Alleys in Monteith and Set Public Hearing on Conveyance which was published in the official newspapers on Thursday, 19 April 2018. Finally, said Resolution authorizes and directs the Chair of the Board as well as the Auditor to execute the appropriate deeds conveying title. Motion by Dickson second by Carney to approve Resolution 18-31: Resolution Approving Conveyance of Vacated Alleys and Streets in Monteith. Motion carried on a roll call vote: Ayes: 4 (Carney, Dickson, Grasty, and Lloyd) Nays: 0 Absent: 1 (Rutledge).

Per County Attorney, the Supervisors do not need to pass separate motions to approve and sign the Quit Claim Deeds. Resolution 18-31 already authorizes these actions.

Motion by Dickson second by Lloyd to approve the Minutes from 24 April 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors briefly discussed whether or not to rotate on the Guthrie County Jail Committee. Dickson thinks the Supervisors should rotate for the jail visits. Grasty believes it ultimately is a business decision, so the Committee needs cost comparisons. Dickson wants to know the cost to transport and house inmates outside of the County. He also does not think the City Administrators should be on the Committee. Carney still is interested in the concept of a regional jail. Lloyd pointed out the ultimate expense is the cost to run a new jail.

There being no further business to come before the Board at this time, the Board adjourned at 11:49 a.m. until its regularly scheduled meeting on Tuesday, 8 May 2018. Motion by Carney second by Lloyd. Motion carried on a vote: Ayes: 4 Nays: 0

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Everett L. Grasty, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

8 May 2018

The Guthrie County Board of Supervisors met this 8<sup>th</sup> day of May, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Everett Grasty, Jack Lloyd and Tom Rutledge. Mike Dickson was absent from the meeting.

The meeting came to order at 9:00 a.m.

Motion by Rutledge second by Carney to approve the Agenda for 8 May 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

The Supervisors reviewed Resolution 18-25: Appropriations Resolution for Fiscal Year 2018-2019. Auditor advised the appropriations reflect the zero percent (0%) increase in the insurance premium and the three percent (3%) shift in

the insurance premium liability from the employer to the employee. Auditor also did not adjust Dept: 02 – Auditor even though the new election equipment cost less. She does not want to force an early budget amendment if the general election expenses exceed her estimates. Auditor explained the Fiscal Year (FY) 2018-2019 Appropriations Schedule will no longer match the Iowa Department of Management (IDOM) Fiscal Year 2018-2019 Guthrie County Adopted Budget since the Supervisors opted to lower the appropriations. She pointed out it may be unnecessary to amend the FY2019 Budget if the Supervisors simply can appropriate more funds to a department. Motion by Carney second by Rutledge to approve Resolution 18-25: Appropriations Resolution for Fiscal Year 2018-2019. Motion carried on a roll call vote: Ayes: 4 (Carney, Grasty, Lloyd and Rutledge) Nays: 0.

Marty Arganbright, Guthrie County Sheriff, joined the meeting. The Auditor presented Resolution 18-32: Appointment of Guthrie County Sheriff Deputy Matthew D. Harmann (Part-Time). Said Resolution approves the appointment made by Marty Arganbright, Guthrie County Sheriff. Said appointment being Matthew D. Harmann as (Part-Time) Deputy Sheriff. Furthermore, it approves Deputy Harmann's base wage rate of \$20.00 per hour. Finally, the appointment becomes effective 26 March 2018 and will expire when Deputy Harmann ceases to perform his duties. Motion by Rutledge second by Carney to approve Resolution 18-32: Appointment of Guthrie County Sheriff Deputy Matthew D. Harmann (Part-Time). Motion carried on a roll call vote: Ayes: 4 (Carney, Grasty, Lloyd and Rutledge) Nays: 0.

Sheriff mentioned the Des Moines Register article about Guthrie County. He received numerous comments from the public. The reporter contacted the Sheriff's Office due to the County's high crime index. Supervisors and Sheriff discussed the article. Sheriff attributes the high crime index and elevated number of inmates to the County's proximity to Des Moines, Iowa as well as the multitude of rental properties. He pointed out several retirement apartments have transitioned to housing for low income residents. In addition, there are more people, with serious criminal records, moving into the County from other states. Sheriff did not single out any particular community or person; however, he confirmed the Deputies do spend time in Casey. The reporter rode with Deputy Kent Gries, and he pointed out the location of several law enforcement incidents in Casey as well as other areas. Supervisors agreed drug intervention needs to be a priority of the Sheriff's Office. Lloyd pointed out this a justification for a larger jail. Carney acknowledged the high crime index impacts the County's growth and development. Sheriff really wants to move forward with the Guthrie County Jail Committee. He emphasized the Sheriff's Office strives to make the County a better place and works very hard to do its job. He also wants residents to know what is going on around the County.

The Supervisors briefly discussed other County Projects. In particular, Carney advised he will check with Dr. Josh Strehle about his progress on becoming the Guthrie County Medical Examiner.

Jotham Arber, Guthrie County Transfer Station Executive Director, joined the meeting to present the Transfer Station (TS) update. He presented and explained the Solid Waste, Tonnage and Recycling reports. The reports contain a four (4) month overview broken down by month. The Solid Waste reports details the fees paid to the Carroll County Landfill at the rate of twenty-four dollars (\$24) per ton. The year to date cost is \$48,359.79. As of this morning, TS already sent 150 tons to the Landfill during May. Arber advised May and June are the busiest months. He reminded Supervisors the recycling tonnage is reported separately from the solid waste. In addition, none of the reports include data on metal or yard waste. Arber pointed out TS does not charge for the disposal of metal because it actually generates revenue. TS collected approximately \$25,000 by recycling metal this year. As for the yard waste, TS burns it. Over the summer, Arber plans to post notices in all the Cities to educate citizens about recycling practices. This includes fastening a laminated banner by the recycling bins and having an intern go door to door passing out a handout. Arber is working with the Carroll County Landfill to obtain approximately \$25,000 in grant funds to buy recycling bins. He hopes to purchase another set of bins, so there is less rotation. Rutledge inquired about patching the bins. The bins can be welded; however, a plastic liner is the best option. Arber plans to purchase more bins in the fall, if he secures the grant. Carney asked about single stream recycling. Since it is more expensive and there is no longer a market for impure recycling, the region will not switch to single stream recycling. Arber and Supervisors briefly discussed the tons of cardboard. Arber pointed out TS charges customers if they do not separate cardboard from other solid waste. TS actually collects cardboard for free because it sells the cardboard to the Landfill in exchange for a discount on the tonnage fee. TS included a reminder about cardboard with the invoices. Arber said there is a need to educate people about the proper way to recycle cardboard. It must be clean and dry. There cannot be any food debris, staining or chemical residue. In addition, the cardboard must remain dry at all time. Arber plans to

place informational ads in the newspapers and on the radio. Arber provided a summary of the budget. There are \$32,000 in pending claims. TS will submit these claims after Supervisors adopt the budget amendment. Arber briefed Supervisors on the annual meeting with the Cities. Panora was the only city represented at the meeting. Arber will revamp the current 28E Agreement with the Cities. He will compile a draft and have the Guthrie County Attorney review it. Arber wants to renegotiate the terms. Historically, the per capita rate for Cities has been \$17.00 since inception of the Agreement. The Cities want a new per capita rate applied evenly to all County residents. Arber provided the Cities with a breakdown of the County's contribution. Most Cities did not realize the County paid any additional expenses out of Fund: 0011 - Rural Services. Furthermore, the County funded fifty percent (50%) of the costs to start TS. The Cities only contributed twenty-five percent (25%) and the remaining twenty-five percent (25%) came from Tipping Fees. Arber also wants to update the language to reflect present practices and include a five (5) year renewal clause. Carney inquired about imposing a straight user fee and only charging those residents who use it. Arber advised this would increase the Tipping Fee to seventy-eight dollars (\$78) per ton. The Supervisors and Arber briefly discussed the option. Carney requested a cost comparison. Arber will research ways to lower the per capita rate and tipping fees through cost savings. The ultimate goal is a self-sustaining operation. Arber plans to meet with each City during the negotiation process. Rutledge confirmed Arber is formulating plans to properly manage and maintain the equipment as well as the facilities. Carney encouraged Arber to set money aside to purchase equipment and repair structures in the future. Arber stated he needs more time to ascertain the routine expenses. Arber along with the Guthrie County Facilities Manager examined the fences. After gathering some measurements, Arber submitted a request to the Iowa Department of Natural Resources (IDNR) seeking permission to move the interior fence. Arber thinks IDNR is concerned mostly about the perimeter fence around the Guthrie County Landfill. The staff will repair the perimeter fence, so cattle cannot traverse the Landfill area. Once Arber receives a response from IDNR, the Facilities Manager will prepare a request for proposal to replace the interior fence.

Brandon Thompson, Guthrie County Facilities Manager joined the meeting to introduce the new full-time employee, Wayne Robert Tallman, Jr. He will start on 14 May 2018. Tallman passed all the necessary pre-employment requirements. Thompson selected Tallman because he possessed numerous qualifications as well as other valuable work experience. In particular, Tallman has boiler experience and worked as a general contractor. Tallman provided a brief recitation of his background and previous work history. He has a wide breadth of knowledge. Thompson advised Tallman will need to attend a class in July to obtain his boiler certification again. The starting wage will be \$15.50 per hour. There will be a six (6) month probationary period during which Tallman will undergo a great deal of training. Thompson is happy to have Tallman.

Supervisors reviewed the Guthrie County Facilities Management Payroll Change Notice for Wayne Robert Tallman, Jr. (New Employee). Motion by Rutledge second by Carney to approve the Payroll Change Notice for Wayne Robert Tallman, Jr. (New Employee) authorizing pay of \$15.50 per hour effective 14 May 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Thompson also provided the Facilities Management update. He briefed Supervisors on various ongoing projects.

Motion by Carney second by Lloyd to open the Public Hearing for the Second Fiscal Year (FY) 2017-2018 Guthrie County Budget Amendment at 10:04 a.m. Motion carried on a vote: Ayes: 4 Nays: 0. No members of the public attended the hearing. Supervisors reviewed the Amendment. There are no changes from the Notice of Public Hearing – Amendment of Current County Budget for Meeting Date 8 May 2018 published in the official newspapers on Thursday, 26 April 2018. Motion by Grasty second by Rutledge to close the Public Hearing for Fiscal Year (FY) 2017-2018 Guthrie County Budget Amendment at 10:14 a.m. Motion carried on a vote: Ayes: 4 Nays: 0.

Motion by Carney second by Rutledge to accept the Fiscal Year 2017-2018 Guthrie County Budget Amendment. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors reviewed Resolution 18-33: Adoption of Second Fiscal Year 2017-2018 Guthrie County Budget Amendment. Motion by Rutledge second by Lloyd to approve Resolution 18-33: Adoption of Second Fiscal Year 2017-2018 Guthrie County Budget Amendment. Motion carried on a roll call vote: Ayes: 4 (Carney, Grasty, Lloyd and Rutledge) Nays: 0.

Supervisors considered Resolution 18-34: Appropriations Resolution for Second Fiscal Year 2017-2018 Guthrie County Budget Amendment. Motion by Rutledge second by Lloyd to approve Resolution 18-34: Appropriations Resolution for Second Fiscal Year 2017-2018 Guthrie County Budget Amendment. Motion carried on a roll call vote: Ayes: 4 (Carney, Grasty, Lloyd and Rutledge) Nays: 0.

Thompson rejoined the meeting along with Cory Schafer of Schafer Roofing to discuss the Guthrie County Courthouse roof. Schafer inspected and assessed the entire roof. He handed out packets containing the following items: 1) Picture of roof; 2) Area Diagram; 3) Certificate of Liability Insurance; 4) Product Information; and 5) Written Recommendation. Schafer provided a brief history of the company's previous projects. For assessment purposes, he divided the roof into sections and marked each section on the picture. Schafer calculated a yearly cost for each section by weighing the cost for all the necessary repairs against the value of the serviceable life. Then, he determined the amortization value of a new roof. In certain instances, it will be better to replace the section than repair it because of the lower cost per year. Schafer presented an immediate action plan. Section A – Strip in edge metal where needed, strip in all four drains, and patch any holes in field membrane and along the roof to wall detail along Section B. The estimated cost is \$7,280. Section B – Install fully adhered TPO membrane with curb accessories. The estimated cost is \$3,700. Section C – Remove existing roof down to original roof deck. Reinstall fully-adhered TPO system over R25 high density ISO foam. The estimated cost is \$850. Section D – Remove existing roof down to original roof deck. Reinstall fully-adhered TPO system over R25 high density ISO foam. Build pitched deck with permanent EcoStar slate shingles below windows west of second story landing. The estimated cost is \$4,800. Section E – Strip in edge metal where needed, strip in drains, and patch any holes in field membrane and along the roof to curb detail along the hatch perimeter. The estimated cost is \$6,140. Sections F and G – No action required at this time. Schafer will include these roof section in the annual inspection calendar which is included with the complete roofing job. The total cost of the immediate maintenance is \$22,770. Schafer projects this plan may extend the life of the roof another five (5) years. Thompson will formulate a plan to monitor the roof. Supervisors and Thompson discussed the proposal. Thompson verified there is money available in the Dept: 51 - General Services FY2018 budget to cover the cost associated with the immediate action plan. Supervisors concurred it is best to address any issues now, so it does not lead to bigger problems in the future. Thompson cautioned Schafer may uncover more issues as they work, and he wants Schafer to address these issues, if necessary. Therefore, Supervisors may need to reevaluate the plan and change the course of action. Supervisors and Thompson briefly discussed other pending projects such as the parking lot and sidewalk repairs. Schafer estimated the proposed work will take approximately one and a half to two (1 ½ - 2) weeks. The billable rate is fifty-five dollars (\$55) per shop hour. Schafer Roofing can complete the project by the end of June 2018. Thompson recommends the Supervisors approve the immediate action plan presented by Schafer. Motion by Carney second by Lloyd to approve the immediate action plan presented by Cory Schafer and hire Schafer Roofing to complete the proposed work for a total estimated cost of \$22,700. Motion carried on a vote: Ayes: 4 Nays: 0.

Joshua Sebern, Guthrie County Engineer, joined the meeting to discuss the contracts for Projects L-VI237T- -73-39, L-GR112T- -73-39, and LFM-BG199AT- -7X-39. He performed a detailed review of all the bids. The dirt work is the biggest cost factor because the grading prices are almost double the anticipated cost. Several of the projects are long, and the contractor must contend with water issues. Therefore, Sebern assumes the contractor charged for the risks. Sebern pointed out it is difficult to estimate these types of costs. Guthrie County Secondary Roads Department (SRD) applies average cost factors used by the Iowa Department of Transportation (IDOT). Sebern pointed out steel prices increased since SRD prepared the estimates. The cost of structural concrete also increased since last year. Supervisors have the option to reject the bids for the current design and open the timeline. Sebern does not think this will gain anything. Another option is to reject the bids and re-design the project using metal culverts. This approaches means comparing the cost to the life span. Sebern recommends Supervisors accept the bids and award the contracts. In his opinion, the bids were competitive and generated good, close numbers. Supervisors briefly discussed the matter.

Sebern presented the contract for Project L-VI237T- -73-39. He opened the bids for the project during the regular meeting on 1 May 2018. Gus Construction Company submitted the lowest bid in the amount of \$608,222. Sebern reviewed the bid proposal and advised everything is in order with it. Supervisors concurred this is the right fix for this project. This plan will remove four (4) bridges and replace same with 100 year structures plus address the drainage issues. Sebern recommended the Supervisors award the contract to Gus Construction. He will mail the contract to them. Motion by Carney second by Lloyd to award the contract for Project L-VI237T- -73-39 to Gus Construction Company. Motion carried on a vote: Ayes: 4 Nays: 0.

Sebern submitted the contract for Project L-GR112T- -73-39. He opened the bids for the project during the regular meeting on 1 May 2018. Gus Construction Company submitted the lowest bid in the amount of \$139,000. Sebern reviewed the bid proposal and advised everything is in order with it. Sebern recommended the Supervisors award the contract to Gus Construction. He will mail the contract to them. Motion by Lloyd second by Rutledge to award the contract for Project L- GR112T- -73-39 to Gus Construction Company. Motion carried on a vote: Ayes: 3 Nays: 0 Abstain: 1 (Carney).

Sebern offered the contract for Project LFM-BG199AT- -7X-39. He opened the bids for the project during the regular meeting on 1 May 2018. Sebern requested alternate bids for a precast option and a cast in place process. Gus Construction Company submitted the lowest bid for a cast in place process in the amount of \$430,482.10. Sebern reviewed the bid proposal and advised everything is in order with it. Sebern advised the cast in place process creates a better product. In his opinion, the time savings is not worth the cost difference. Sebern recommended the Supervisors award the contract to Gus Construction. He will mail the contract to them. Motion by Carney second by Lloyd to award the contract for Project LFM-BG199AT- -7X-39 to Gus Construction Company. Motion carried on a vote: Ayes: 4 Nays: 0.

Sebern provided an SRD update. He accepted delivery on the trucks purchased from IDOT. SRD will begin using the vehicles once he secures the titles and insurance. Sebern opted to keep the Tahoe and drive it. He will pass his truck to another employee. Since he budgeted for a new vehicle, he wants to see if the Tahoe is a good choice. SRD also may assign the Tahoe to the brush crew or use it to transport equipment. Sebern's truck is five (5) years old and has 55,000 miles on it. Sebern advised he needs to amend the IDOT budget, so it follows the County's budget. Sebern announced Guthrie County will host the Second Quarter Hungry Canyons meeting. The group wants to tour both completed and awarded projects within the County. Supervisors and Sebern briefly discussed where to have the meeting. Hungry Canyons will coordinate it. Sebern updated Supervisors on status of on-going projects. SRD is digging ditch, fixing culverts along the Monteith Road, and repairing culverts. Sebern pointed out SRD is extending a box culvert, south of Bayard, with steel extensions to stop the edge of the road from sloughing off. Grasty discussed specific repair issues. Sebern advised the bridge by McCord Pond is open. In addition, IDOT is holding the bid letting for BROS-C039(90)--8J-392018/2019 on 15 May 2018. Rutledge briefly discussed an offer from Hallett Materials. Sebern has not received a response from other providers.

Motion by Rutledge second by Carney to approve the Minutes from 1 May 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 4 Nays: 0.

Motion by Rutledge second by Carney to approve the Claims from 21 April 2018 – 4 May 2018 in the amount of \$265,410.14. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors reviewed the Payroll Reports for 21 April 2018 – 4 May 2018.

There being no further business to come before the Board at this time, the Board adjourned at 12:01 p.m. until its regularly scheduled meeting on Tuesday, 15 May 2018. Motion by Rutledge second by Lloyd. Motion carried on a vote: Ayes: 4 Nays: 0

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Everett L. Grasty, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

## Guthrie County Board of Supervisors

Regular Session

15 May 2018

The Guthrie County Board of Supervisors met this 15<sup>th</sup> day of May, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty and Jack Lloyd. Tom Rutledge was absent from the meeting.

The meeting came to order at 9:00 a.m.

Motion by Carney second by Lloyd to approve the Agenda for 15 May 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Joe Hanner, Guthrie County Conservation Director, joined the meeting and presented the Guthrie County Conservation Board (GCCB) Minutes from the meeting on 9 April 2018. Hanner advised the contractor installed a metal roof on the Monteith General Store. In addition, the staff patched a hole in the Depot roof with wood shales. Carney inquired about the seasonal employees. Hanner stated he hired a five (5) month seasonal employee to work at Nations Bridge as well as a three (3) month seasonal employee to work in other areas. Hanner advised Bob and Jo's RV Center is hosting a special event and purchased a camping certificate to give away as a raffle prize. Hanner received eleven (11) applications for the Natural Resource Manager position. He offered the position to Tylor Nelson from the Ankeny, Iowa area. Nelson will start on 21 May or 22 May 2018. He must successfully complete a six (6) month probationary period. Hanner reported the Market to Market Relay was last weekend, and it went well. The next special event will be the BACooN Trail Ride on 16 June 2018. The current focus is preparations for Memorial Day weekend.

Josh Terrell, Regional Sales Manager for Aflac, Amy Renze, District Sales Coordinator for Aflac, Shelby Baumeister, Benefits Professional for Aflac, and Werdna Rumelhart, Rumelhart Financial Services, joined the meeting to talk about Aflac. They discussed the supplemental benefits offered by Aflac plus services they can provide to the public sector.

Auditor presented the letter from Chris Carlson, Credit Analyst at the Guthrie County State Bank, regarding the principal and interest payment due on 1 June 2018 for the Guthrie County Urban Renewal Bond. Said bond secures the Wind Farm Tax Increment Financing (TIF). The ending balance in Fund: 0150 - Wind Farm Urban Renewal Fund is \$237,230.66. Motion by Carney second by Lloyd to authorize the Auditor to make a principal payment in the amount of \$137,000 and an interest payment in the amount of \$99,713.05 to the Guthrie County State Bank for the Guthrie County Urban Renewal Bond on or before 1 June 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors reviewed the ACH Origination Agreement with Guthrie County State Bank. This Agreement enables Guthrie County to implement ACH origination for vendor payments. This is a version of the ACH Origination Agreement the Assistant Guthrie County Attorney, Tim Benton, reviewed and approved so the County could utilize direct deposit. The Auditor stated the accounts payable process will remain the same; however, this will enable her office to pay certain vendors electronically instead of issuing paper checks. Dickson verified the Auditor's Office has implemented all the necessary electronic safety measures. Motion by Dickson second by Lloyd to approve and authorize the Chair to sign the ACH Origination Agreement with Guthrie County State Bank dated 15 May 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

The Auditor reported Dr. Josh Strehle came to her office and printed booklets for each of the Guthrie County Medical Investigators. She stated he did not specify an official start date. Carney stated he will talk to Dr. Strehle about his progress. He confirmed Dr. Strehle has been in contact with Dr. Steve Bascom about the transition. In addition, all the Investigators completed the applicable training.

The Supervisors briefly discussed hiring a Human Resources (HR) person. Dickson wants to make sure the Elected Officials and Department Heads are involved in the process. Grasty stated he wants to become more knowledgeable about the role of an HR person before the Supervisors begin the search.

Joshua Sebern, Guthrie County Engineer, joined the meeting to provide the Secondary Roads Department (SRD) update. SRD is pursuing an illegal drive installed by a landowner along P18 (Bagley Road ) north of Highway 141. The drive was installed without a permit. SRD will send a permit to the landowner, and if he does not respond by a specified date, SRD will remove the drive. SRD only will take such action if there is no other alternative. Sebern advised Eric Whitver will return to SRD as a seasonal employee starting tomorrow. He will work for Integrated Roadside Vegetative Management (IRVM) and help with spraying ditches. Sebern updated the Supervisors on his research regarding cattle guards. The State of Iowa did pass a law; however, it only applies to a specific situation. It must be a dead-end road with common flood plain issues. In addition, the landowner must own both sides of the road in order to install a cattle guard. Supervisors briefly discussed the matter and decided not to worry about it, unless someone approaches SRD about installing a cattle guard. Sebern continues to research the Global Positioning System (GPS) tracking for SRD vehicles. He got a quote from Verizon Wireless. In addition, he also is investigating the Caterpillar (CAT) coordinate system. Sebern's goal is to track service and maintenance requirements. Supervisors discussed their goals for the GPS tracking. Dickson wants to track and monitor the work done by equipment operators. Grasty pointed out the need for accountability. Supervisors believe it will help address public concerns about what the equipment operators do and help ensure it is done properly. Sebern is trying to gauge the need for GPS tracking. Grasty also thinks GPS can be a tool to help improve efficiency and road maintenance. Dickson asked if it is possible to mark holes and other problems along the roads with such a system. Sebern stated it will require a mobile device to access the information. Besides, SRD can use the Bureau Service Map for marking such issues. Sebern admitted he wants to find a better way to communicate with the operators. He will continue working with Verizon as well as Panora Teleco on a solution to the communication dilemma. Grasty inquired about replacing the brush mower. Sebern advised the old mower was hauled off, and the new mower will be delivered after 1 July 2018. Sebern spoke with the Dallas County Human Resources Director, and she is putting together a general job description for him. He also is gathering general job descriptions from other sources. Sebern reported the Iowa Department of Transportation (IDOT) is bidding the Cass 234 Bridge replacement project. This is the last federal aid bridge project on the schedule. Supervisors inquired about road patching projects. Carney verified Sebern has not received the bridge contracts awarded during the regular meeting on 8 May 2018. Sebern advised SRD continues to issue new utility permits. In particular, the Glidden Rural Electric Co-op is installing new power lines in the northern part of the County. Grout Scout continues to work on patching the Monteith Road, and SRD will carry on with its work too. Sebern explained the plan to replace the Monteith Road. In particular, SRD will ground up the west three (3) miles of asphalt and take it down to dirt before installing new asphalt. SRD will use a heavy base mix with more rock and bigger crush. SRD will do an overlay of the concrete portion to the east. Sebern stated SRD plans to address more culverts, pipes and dips throughout the County. Dickson stated the grader operators are doing a good job on the gravel roads. He also commented Sebern is doing a good job with the maintenance program and fleet management. Dickson admitted there is still room for improvement, but he sees an overall, marked improvement from the past. Supervisors concurred with Dickson's comments. Grasty pointed out it has been expensive to get to this point, but SRD definitely is making progress.

Motion by Carney second by Lloyd to approve the Minutes from 8 May 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 4 Nays: 0

There being no further business to come before the Board at this time, the Board adjourned at 11:04 a.m. until its regularly scheduled meeting on Tuesday, 22 May 2018. Motion by Carney second by Lloyd. Motion carried on a vote: Ayes: 4 Nays: 0

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Everett L. Grasty, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

## Guthrie County Board of Supervisors

Regular Session

22 May 2018

The Guthrie County Board of Supervisors met this 22<sup>nd</sup> day of May, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Tom Rutledge.

The meeting came to order at 9:03 a.m.

Motion by Carney second by Lloyd to approve the Agenda for 22 May 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

Joshua Sebern, Guthrie County Engineer, joined the meeting. He presented the contract for Project L-VI237T- -73-39 signed by Gus Construction Company. Motion by Carney second by Lloyd to approve the contract for Project L-VI237T- -73-39 with Gus Construction Company in the amount of \$608,222. Motion carried on a vote: Ayes: 5 Nays: 0.

Sebern submitted the contract for Project L-GR112T- -73-39 signed by Gus Construction Company. Motion by Lloyd second by Rutledge to approve the contract for Project L-GR112T- -73-39 with Gus Construction Company in the amount of \$139,000. Motion carried on a vote: Ayes: 4 Nays: 0 Abstain: 1 (Carney). Carney abstained from the vote because the project touches his property.

Sebern offered the contract for Project LFM-BG199AT- -7X-39 signed by Gus Construction Company. Motion by Carney second by Rutledge to approve the contract for Project LFM-BG199AT- -7X-39 with Gus Construction Company in the amount of \$430,482.10. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed the Guthrie County Secondary Roads Department (SRD) Payroll Change Notice for Tyler Hanson (New Seasonal Employee). Hanson will be a seasonal employee for SRD. Motion by Dickson second by Carney to approve the Payroll Change Notice for Tyler Hanson (New Seasonal Employee) authorizing pay of \$11.00 per hour effective 21 May 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed the Guthrie County Secondary Roads Department (SRD) Payroll Change Notice for Eric Whitver (Seasonal Employee). Sebern advised Eric Whitver will return to SRD as a seasonal employee starting tomorrow. He will work for Integrated Roadside Vegetative Management (IRVM) and help spray ditches. Motion by Carney second by Lloyd to approve the Payroll Change Notice for Eric Whitver (Seasonal Employee) authorizing pay of \$15.00 per hour effective 16 May 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

Sebern provided an SRD update. SRD continues to work on Monteith Road cleaning ditches and repairing culverts. Verizon Wireless has the most economical Global Positioning System (GPS) system, and it will cost \$6,000 per year. It is just a monitoring system. There are additional costs to implement the system. In particular, SRD must purchase units for each vehicle and pay to replace any malfunctioning units. The entire system will cost a fair amount of money, and Sebern does not see the gain or advantage. Sebern agrees technology is a good thing, if using it results in a gain. This system will not resolve the communication deficiencies between SRD and the grader operators. Sebern acknowledged the operators are good about notifying SRD of any issues. In Sebern's opinion, SRD is not a large enough organization for an operator to go rogue and not maintain his grader. Lloyd thinks the money is better spent on maintaining the roads. Grasty verified the cost will be \$6,000 for Verizon's service per year. Sebern reported the employees have strong negative opinions regarding the GPS. Sebern agrees with the employees. He does not see a benefit other than "Big Brother" watching over employees, and he does not like it. Dickson pointed out other County employees work under daily, direct supervision. Sebern pointed out the operators are constantly monitored by public. He also thinks what SRD is doing works just fine. Grasty questioned whether it is truly working fine. If so, why does Grasty get questions from the public about graders driving down the road with the blade up? Grasty agreed to call Sebern when he receives these complaints. Sebern pointed out GPS will not solve this problem. In Carney's opinion, the day will come when all the County's equipment will have GPS locators. Since companies have not mastered the

technology, Carney does think there is a reason to install it now. He prefers to see other Counties be the guinea pigs. Dickson wants to know which other counties use it. Lloyd advised Crawford County was working on it, but the process stalled out and they did not implement it. Crawford County thought it was quite expensive. Sebern acknowledges he wants to improve and increase efficiencies. Grasty thinks Sebern has enough to focus on at this time, so he can revisit the idea at a later date. In the meantime, other Counties may learn how to do it more effectively.

Shelby Baumeister, Benefits Professional for Aflac, and Werdna Rumelhart, Rumelhart Financial Services, joined the meeting to talk about the Aflac open enrollment process. Rutledge inquired if Elected Officials and/or Department Heads expressed an opinions about the process. Auditor advised she began the discussion with the Supervisors. Baumeister, Rumelhart and the Supervisors conversed open enrollment as well as the current Aflac services. Auditor pointed out the Aflac premiums currently are withheld from the employee's pay check. The Supervisors' consensus is employees can meet with Aflac representatives, but it must be on the employee's personal time. Baumeister will provide signup sheets for the Auditor to forward to the Elected Officials and Department Heads, so employees can schedule a meeting time.

Supervisors reviewed the Partial Self-Fund (PSF) Summary of Benefits and Coverage Form. Said document shows how the employee and the plan will share the cost for covered health services. It also explains what the plan covers and what the employee pays for these covered services. Auditor explained the insurance documents were not distributed in one (1) packet this year, so the Supervisors must approve all the documents separately, unlike previous years. Auditor also advised the Guthrie County Attorney's Office reviewed all these documents last year. Upon the Supervisors' approval of the Summary of Benefits and Coverage Form, Auditor will disseminate it to the employees along with a copy of the Employee Benefit Systems (EBS) Privacy Policy and the Employee Retirement Income Security Act of 1974 (ERISA) Disclaimer Form. Motion by Dickson second by Rutledge to approve the Partial Self-Fund (PSF) Summary of Benefits and Coverage Form. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors discussed implementation of a Capital Asset Procurement Policy. Other Counties have a such a policy. In particular, it stipulates if a Department wants to purchase a capital asset and the expense exceeds a specified threshold, the Department must notify the Board of Supervisors. Auditor advised the policy should apply to all the Departments. Dickson suggested setting the threshold at \$5,000. Carney inquired if said amount is reasonable for SRD. Auditor suggested Supervisors set a higher threshold for SRD. Auditor will draft a Capital Asset Procurement Policy with a \$5,000 threshold for all Departments except SRD. She will discuss the matter with the Engineer and determine an appropriate amount for SRD.

Auditor passed around Dr. David Ahrens' resignation from the Guthrie County Regional Airport Authority Board again. The resignation takes effect at the end of his current term, 30 June 2018. Supervisors also received a letter from Marshall Burgess, the Airport Authority Board President, about appointing an individual who resides at Lake Panorama. Per the original Airport Authority Agreement, the Board is comprised of five (5) members. There are two appointees from the County as well as one (1) appointee from the Cities of Guthrie Center, Panora and Yale. In the past, Rutledge spoke with a member of the Airport Authority about the original agreement. Rutledge recommended the Airport Authority review the Agreement because it contains confusing legal language. He stressed the Airport Authority needed to make a concerted effort to figure out the matter. Since Burgess sent the letter, Supervisors assume the Airport Authority concluded the Supervisors have the right to appoint a replacement for Dr. Ahrens. Rutledge suggested Supervisors appoint someone next week. Lloyd advised he still has a candidate interested in the position. Grasty will call Burgess and notify him the Supervisors may appoint Lloyd's candidate.

Brandon Thompson, Guthrie County Facilities Manager, joined the meeting to discuss the County Farm fence project. Rutledge stated he received a call from the person renting the R A Carper Trust land because there is no fence between the properties. Rutledge drove to the area and counted nine (9) piles of trees on the Carper Trust land along with three (3) small clusters of trees still standing close to the old fence. In addition, Rutledge observed the north waterway covered with dirt and did not see any new fence. Thompson called Bryce Arganbright with Arganbright Fencing & Materials LLC to get an update. Arganbright stated it has been pretty muddy, and the path he used to access the area was torn up by the County Farm tenant. Apparently, Arganbright used the old path through the County Farm to access the work site. Thompson directed him to approach the area through the Carper Trust property. Thompson also invited Arganbright to this regular meeting. Carney pointed out Arganbright was supposed to complete the project by 1 May

2018, so he did not meet the goal. Thompson heard Arganbright had to get another person to remove the trees, so Arganbright may have underestimated the work. Carney understood Arganbright prepared the bid based on images from Goggle Earth and never actually walked the site. Rutledge showed Supervisors pictures of the area. Rutledge pointed out the north tile outlet is covered with mud and the other outlet almost is plugged with debris. At this point, Rutledge is unsure about how to proceed with the matter. Dickson thinks Arganbright had plenty of time to finish the job. In Dickson's opinion, Supervisors have two (2) options. They can refer the matter to the Guthrie County Attorney or get a new contractor. Auditor suggested Supervisors talk with the County Attorney; even if they decide to hire a new contractor. Thompson wants to meet with Arganbright. Rutledge advised the Carper Trust tenant erected a temporary electric fence, so he can use the pasture. Supervisors called Bryce Arganbright and had a brief phone conference. Carney requested an update on the project. Arganbright stated it took longer than anticipated to remove the trees. In addition, the weather caused very wet conditions. Finally, he was unable to access the site through the usual route after the County Farm tenant tilled the field. Carney questioned why Arganbright is three (3) weeks behind schedule. He also questioned why Arganbright did not approach the site through the Carper Trust property. Rutledge explained this route. Arganbright admitted he was unaware of this alternate route. Dickson emphasized the trees need to be in nicer piles. Furthermore, he does not believe it has been too muddy to continue working on the project. Supervisors reiterated the project was supposed to be finished before 1 May 2018 and asked when Arganbright plans to complete it. Arganbright stated he will finish as soon as he can reach the site. Dickson asked why Arganbright did not contact the Supervisors or Thompson when he could not access the site. Rutledge requested a timeframe. Arganbright stated it was raining right now; however, he will return to the site as soon as possible. Carney demanded an update one (1) week from today. Supervisors concluded the phone conference. Dickson wants the County Attorney consulted on this matter. Rutledge pointed out Arganbright should have notified the County when he missed the deadline and provided a status update. During a break in the meeting, Carney talked to the Assistant County Attorney, Tim Benton. In his opinion, Arganbright breached the contract; however, Supervisors gave him an opportunity to cure the breach. Therefore, Supervisors must wait until after the extension to take any action.

Thompson provided a brief Facilities Management update. Currently, he is working on the Adair/Guthrie County Emergency Management Agency's (EMA) office at the Guthrie County Public Health Building. He reported the new employee started work and is a fast learner. At this point, Thompson is keeping him busy with mowing at the Guthrie County Courthouse and Transfer Station. The new mower at the Transfer Station works well and gets the job done faster. Thompson has not had any contact with Cory Schafer of Schafer Roofing. He will confirm Schafer plans to start working on the Courthouse roof on or about 1 June 2018.

Supervisors reviewed the Guthrie County Sheriff's Office Payroll Change Notice for Brian Lombard (New Employee). Lombard will be a part-time Dispatcher/Jailer for the Guthrie County Sheriff's Office. Motion by Lloyd second by Carney to approve the Payroll Change Notice for Brian Lombard (New Employee) authorizing pay of \$12.00 per hour effective 13 April 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed the Guthrie County Public Health Payroll Change Notice for Rachel Rumelhart (New Employee). Rumelhart will be working as an Intern for Public Health. Motion by Dickson second by Rutledge to approve the Payroll Change Notice for Rachel Rumelhart (New Employee) authorizing pay of \$11.50 per hour for twenty-four (24) hours per week effective 7 May 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed the Guthrie County Conservation Board Payroll Change Notice for Tylor Nelson (New Employee). Nelson will be the Full-time Natural Resources Manager. Motion by Grasty second by Lloyd to approve the Payroll Change Notice for Tylor Nelson (New Employee) authorizing pay of \$40,000 per year effective 21 May 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Lloyd second by Carney to approve the Minutes from 15 May 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Lloyd second by Rutledge to approve the Claims from 5 May 2018 – 18 May 2018 in the amount of \$541,929.24. Motion carried on a vote: Ayes: 5 Nays: 0.

Sebern returned to the meeting. He presented the Iowa Department of Transportation (IDOT) Budget Amendment for Fiscal Year (FY) 2017-2018. Since the Supervisors amended the Guthrie County Fiscal Year 2017-2018 Budget, he needs to amend the corresponding IDOT Budget. It mimics the County budget within \$6,000. Sebern moved some of the funds, so the budgets mirror each other. Motion by Rutledge second by Lloyd to approve the Iowa Department of Transportation (IDOT) Budget Amendment for Fiscal Year 2017-2018. Motion carried on a vote: Ayes: 5 Nays: 0.

Grasty confirmed Sebern is driving the Tahoe purchased from IDOT. Sebern confirmed the change. He stated the Tahoe is more maneuverable than his previous pickup.

Dr. Josh Strehle, Guthrie County Hospital Clinics, joined the meeting to discuss the Guthrie County Medical Examiner appointment. Strehle presented a letter to the Supervisors requesting the Supervisors appointment him as the Guthrie County Medical Examiner commencing 1 June 2018. In the letter, Strehle also requested the appointment of six (6) individuals as Medical Examiner Investigators. Strehle provided an email from John Kraemer, State of Iowa Medical Examiner, acknowledging Strehle as well as the six (6) individuals passed all the necessary requirements to be a Medical Examiner or Investigator. Kraemer also granted preliminary approval for these people to operate in the respective capacities once the Guthrie County Board of Supervisors appoints them. Grasty thanked Dr. Strehle for taking on the responsibility of being the Guthrie County Medical Examiner. Dr. Strehle provided resumes and copies of credentials for the six (6) Medical Examiner Investigator candidates. Dr. Strehle stated each investigation will cost \$350. Dr. Strehle will receive \$100, and the Investigator will receive \$250. If Dr. Strehle handles the entire case, he will receive the whole \$350. Each individual will provide a separate claim to the Auditor's Office. Motion by Carney second by Lloyd to appoint Dr. Josh Strehle as the Guthrie County Medical Examiner effective 1 June 2018. Motion carried on a vote: Ayes: 5 Nays: 0. Motion by Rutledge second by Carney to appoint Anthony Barber, Paramedic; Kenneth Buelt, Paramedic; Molli Loyd, Paramedic; Krysty Melton, Emergency Medical Technician (EMT); Alex Olson, EMT; and Danielle Twigg, Registered Nurse (RN) as Guthrie County Medical Examiner Investigators effective 1 June 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed the Payroll Reports for 5 May 2018 – 18 May 2018.

There being no further business to come before the Board at this time, the Board adjourned at 12:24 p.m. until its regularly scheduled meeting on Tuesday, 29 May 2018. Motion by Dickson second by Rutledge. Motion carried on a vote: Ayes: 4 Nays: 0

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Everett L. Grasty, Chair  
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

29 May 2018

The Guthrie County Board of Supervisors met this 29<sup>th</sup> day of May, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Everett Grasty, and Jack Lloyd. Mike Dickson and Tom Rutledge were absent from the meeting.

The meeting came to order at 9:00 a.m.

Motion by Carney second by Lloyd to approve the Agenda for 29 May 2018. Motion carried on a vote: Ayes: 3 Nays: 0.

David Garland, IT Technician, Guthrie Center Communications (GCC), joined the meeting. Garland presented the May 2018 Information Technology (IT) Report. A couple of the servers have limited space. Garland orchestrated more space with the new hardware for the ten gigabyte (10GB) upgrade. The priority for June is the new hardware

installation. Some of the hardware needs to be in place and spun up for the new Eagle Recorder software migration. Previously, he did not spend billable time on the project. He just worked on it during his weekly on-site time. Now, he needs to spend some billable time, built into the cost, to complete the project. Garland advised he and Auditor met with representative from the State of Iowa Office of the Chief Information Officer regarding free IT resources offered to all Counties. The State does not require a contract or other legal commitment to take advantage of the resources. In addition, the State will continue to provide these resources for free as long as there are grants to fund it. If the grants disappear, the County can stop utilizing the resources. This will provide an additional layer of security. Garland plans to install FireEye on all computers. It will look for malware/ransomware and notify the State if it detects any problems. In turn, the State will notify the County to address the problem. TripWire is an appliance which integrates into the network. It helps monitor software and manage patches. The final resource is an Intrusion Detection System (IDS). Garland advised there is an upward trend towards the use of mobile devices in lieu of desktop machines. The County needs to modernize the website, so it is more mobile friendly. Auditor pointed out the website needs a major upgrade, so it is a more useful tool. Garland advised the County can upgrade the website at any time. IT can build a new site, verify it works properly, and then activate it. The new website will focus on content management, so each Department can upload information. Carney inquired about the timeframe and the cost for a new website. Garland will confirm the price presented in the budget proposal and report back to Supervisors.

Jotham Arber, Guthrie County Public Health Director and Robert Kempf, the Adair/Guthrie County Emergency Management Coordinator, joined the meeting to present the Emergency Preparedness update. Arber presented a handout summarizing the Full-Scale Point of Dispensing (POD) Exercise held on 16 May 2018. He provided an overview of the exercise. There were thirty-two (32) agencies and 152 players involved in the exercise. It met the following objectives: 1) Public Health able to vaccinate 467 patients in one (1) hour and thirty-five (35) minutes; 2) Trauma readiness tested for the Guthrie County Hospital; 3) Center For Medicare & Medicaid Services (CMS) Emergency plans created/tested for all agencies; and 4) Fulfillment of Guthrie County Emergency Management Agency's (EMA) full-scale exercise requirements. The handout contained photos of the exercise. All agencies and people received CMS credit. It also met the Hospitals training requirement. There were three (3) evaluators from Northwest Missouri State University. They provided positive feedback and will release a report. Since each agency must participate in a full-scale exercise, it was cheaper to do one (1) exercise which included all the agencies. It also allowed EMA and Public Health to work with all the various agencies within the County. Arber as well as his staff dedicated over 1,700 hours to the preparation and execution of the exercise. Carney inquired about the conclusions drawn from the exercise. Arber thinks there needs to be more depth in the Incident Command Structure (ICS). Additional training and cross-training will enable ICS to follow the protocol better. Case in point, a POD ICS member had to leave and it caused problems. Also, the Public Information Officers practiced drafting press releases and learned the benefit of pre-scripted information releases. Rutledge even conducted a press conference at the end of the exercise.

Carney inquire about the Guthrie County Landfill fence. Travis Redfern, tenant of the Landfill Pasture, called because his cattle were out again. Arber confirmed he submitted the fence plan to the Iowa Department of Natural Resources (IDNR); however, he has not received a response. Arber plans to install the fence at least fifty feet (50') from the Landfill. It will be east of the Guthrie County Transfer Station buildings. Once Arber receives approval, the Guthrie County Facilities Manager can stake out the proposed fence line and draft a Request For Proposal (RFP). Carney verified the fence will proceed east and west towards the other fence. Arber agreed this will reduce the mowing and increase the pasture. Arber submitted two (2) drawings to IDNR. Each version proposes a slightly different rounded curve. Arber hopes IDNR will allow the County to move the fence as far as possible. It may create an extra acre. Arber will notify the Supervisors as soon as he receives a response from IDNR.

Chris Whitaker, Guthrie County Zoning Administrator, joined the meeting to discuss the non-conforming use of Parcel Number 0000661201 in the Town of Herndon. Whitaker submitted a packet containing an Iowa Department of Transportation (IDOT) Application for Authorized Vehicle Recycler License, Beacon report including pictures as well as maps, a copy of Chapter 8.095 Nonconforming Uses and Structures from the Guthrie County Zoning Ordinance, and a Guthrie County Future Land Use Map. Whitaker received a request from Last Outpost LLC, operated by Marty Derry, for a letter of zoning compliance. Derry needs the letter to satisfy the requirements for an IDOT license. Derry purchased the property on or about 4 April 2018. He listed the address as 1122 Herndon Road, Bagley, Iowa. According to the Guthrie County Comprehensive Plan, the entire area of Herndon is zoned Agricultural. Derry

maintains the previous land use, vehicle recycling and sales, dates back forever. In addition, the previous owner operated a junkyard on the property. Per the Zoning Ordinance, vehicle sales is not a permitted use in the Agricultural zone. If the previous owner discontinued the use for more than one (1) year, it becomes a non-conforming use and cannot be continued in the future. Derry maintains the previous owner did not cease to operate a junkyard. Lloyd thinks the business has been closed for several years. Grasty talked about discussions to clean up the property at one time. Supervisors discussed the site's status. Whitaker pointed out vehicle recyclers and junkyards must comply with Iowa Code Section 306C. Whitaker reviewed all the documentation with Supervisors. He simply wants clarification and guidance from the Supervisors regarding whether the previous land owner ceased operations for more than one (1) year. If so, he will declare Derry's plan a non-conforming use which does not comply with the Zoning Ordinance. Whitaker advised he had a couple of discussions with Derry about the situation. Lloyd pointed out the previous owner shut down the commercial business and cleaned up the site approximately five (5) years ago. Grasty and Carney think it was less than five (5) years. They briefly discussed an incident involving letters sent to the previous owners about debris from the junkyard causing flat tires. Auditor advised Supervisors did not address the issue since she took office in 2017. Whitaker explained Derry has other options if he wants to engage in a non-conforming use. Derry can submit a request to the Guthrie County Zoning Commission to re-zone the area to Industrial. If the Commission and Board of Supervisors approve the request, Derry must apply for a Conditional Use Permit from the Guthrie County Zoning Board of Adjustment. He also must install the necessary fences. Whitaker advised the burden of proof is on Derry. He can appeal Whitaker's decision to the Board of Adjustment and then the Guthrie County District Court. Whitaker thinks Derry knew the property did not comply with the Zoning Ordinance. Sheriff Marty Arganbright joined the meeting. He believes the junkyard was closed for a couple of years, and the previous owners abandoned it. Whitaker acknowledged he never observed much activity when he did trail counts in the area. Whitaker wants to have a Commission meeting the week of 11 June 2018 to approve the Guthrie County Zoning Map and begin updating the Zoning Ordinance. Carney inquired about the difference between a Commercial and Industrial zone. Whitaker advised the biggest difference is the type of uses. Any use with a heavy impact on the surrounding area is classified as Industrial. Commercial includes more sales and service uses. Whitaker pointed out a mixed-use property usually is classified by the principal use.

Carney inquired about new Zoning Permits. Whitaker advised he received some permits. Grasty inquired about a permit at Lake Panorama. Whitaker will prepare another Zoning Permit Report.

Sheriff Marty Arganbright, Guthrie County Sheriff, along with Chief Deputy Jeremy Bennett, Deputy Mike Herbert, and Brandon Thompson, Guthrie County Facilities Manager, joined the meeting to discuss the Guthrie County Jail and the formation of the Guthrie County Jail Committee. Sheriff Arganbright and Thompson meet with Michael Lewis, Institutional Team Leader, Shive Hattery Architecture & Engineering. He is the Engineer/Architect for the new Carroll County Jail. Lewis will present at the next regular meeting on 5 June 2018. He has a great deal of experience with jails and other institutional facilities. Sheriff Arganbright has a list of names for the Jail Committee. Multiple people want to be on it. Grasty asked the Sheriff to reduce the list of committee members. Sheriff advised he held a female inmate in the visitation room over the weekend. The area is not secure, but she was released after appearing before the Guthrie County Magistrate. Currently, the Sheriff's Office has two (2) inmates in Adair County and one (1) in Dallas County. Sheriff passed around the Jail Roster for May 2018. Grasty made a comment about the same people being in custody. The State of Iowa Jail Inspector will be inspecting the Jail on 13 June 2018. Sheriff and Thompson met with Lewis and talked about locations for the new Jail. Sheriff wants it attached to the Guthrie County Courthouse. Lewis thinks this is an option. Thompson advised Lewis also will look at other possibilities and options. Sheriff and Thompson talked about ideas to locate the new Jail in the northeast corner of the Courthouse property. Herbert pointed out there are plenty of other potential inmates the Sheriff's Office could take into custody, if there was more room in the Jail. At this time, Adair County has the opposite problem. They have plenty of room. Carney pointed out appointing the Jail Committee will not solve the immediate problem. Currently, Herbert spends a great deal of time transporting inmates from other facilities for their appearances. Grasty acknowledged it is expensive to transport the inmates and noted it takes away from Courthouse security. Sheriff advised there was a trial last week, but they did not use the metal detector because Herbert was doing a transport. The trial took two (2) days, and Sheriff commented Herbert probably should have been at the Courthouse for the trial given the particular Defendant. Carney asked if Lewis will talk about what needs to be done or suggest a starting point. Grasty thinks Lewis will discuss the overall process. Carney believes it is a good idea for the Jail Committee to attend the meeting next week to hear Lewis' presentation. Sheriff and Supervisors discussed potential members for the Jail Committee. Sheriff confirmed

only two (2) Supervisors can attend a meeting unless it is posted on the Agenda. Lloyd inquired about the number of members on the Committee. Sheriff stated twelve (12) people expressed interest at this point. Carney stated he does not want only government officials on the Jail Committee. Joe Hanner, Guthrie County Conservation Director, expressed interest in the Jail Committee. Auditor inquired if Hanner will attend on his personal time or as a County Official. The distinction goes to his eligibility for compensated overtime. Lloyd wants at least two (2) members of the public from each District. Grasty agrees the Jail Committee should be balanced and represent all the areas. Lloyd agreed to find two (2) citizens from his District. Carney has one (1) person interested from his District. Grasty expressed a concern about the Committee being able to reach a consensus and avoid unnecessary disruptions, if it is too big. No one has approached Grasty about the Jail Committee; however, he has not asked anyone either. Sheriff said he has not extended a formal public request for members. Everyone concurred the Sheriff, Auditor, Supervisors, and Facilities Manager will be on the Jail Committee. Beverly Wild also expressed interest in it. Lloyd had a School Board Member approach him about the Jail Committee. Grasty pointed out including the public in the Jail Committee may be a way to educate citizens on the current status of the Jail as well as the need for a new Jail. According to Sheriff, several Mayors and City Administrators want to be on the committee too. Sheriff asked Supervisors to send him names of people interested in participating on the Jail Committee. Grasty stated he received both positive and negative feedback about building a new Jail. Sheriff suggested having the public visit the Jail to observe all the Jail Inspector's concerns. Lloyd wants to make sure the plan allows the Courthouse to expand in the future too.

Sheriff also provided an update. Grasty received comments about those Cities which do not contribute funding to the Guthrie County Sheriff's Office. Currently, the Cities of Jamaica and Yale are the only Cities not paying something. Sheriff continues to discuss the matter with these Cities. He pointed out the other Cities budget for it. Grasty inquired about burglaries around the County. Sheriff advise most targets are unattended buildings with contents. Business are less prone to these incidents. Sheriff attributes this to the presence of Deputies around the County twenty-four (24) hours seven (7) days a week. In addition, citizens report strange people and activities when they see things.

Supervisors discussed the appointment of a representative to the Guthrie County Regional Airport Authority Board. Grasty talked to Marshall Burgess, the Airport Authority Board President. They discussed the old agreement. Grasty pointed out it is based on the Iowa Code. Burgess wants to speak with the Authority's attorney about the agreement. Grasty suggested Supervisors postpone the appointment until the Authority can determine its needs and direction. Burgess commented the person recommended by the Authority is willing to be the Treasurer. Grasty wants the Authority to figure out a plan and meet with Supervisors to discuss it. Carney does not want to table the motion; especially since Dr. David Ahrens' submitted his resignation on 16 October 2017. Grasty pointed out Burgess indicated it is not critical to fill the position right now. Motion by Lloyd second by Grasty to table the appointment of a representative to the Guthrie County Regional Airport Authority Board. Motion carried on a vote: Ayes: 2 (Grasty and Lloyd) Nays: 1 (Carney). Supervisors briefly discussed whether or not the motion passed since the affirmative vote was less than a full majority of the Supervisors. Consensus was motioned passed by simple majority of the quorum.

Auditor addressed the Capital Asset Procurement Policy. She advised the Board of Supervisors in other Counties typically set this policy via motion during the first meeting in January. The motion specifies a Department must notify the Board of Supervisors if it wants to purchase a capital asset and the expense exceeds a specified threshold. Auditor wants to postpone further discussion about the Policy until the regular meeting on 12 June 2018 because all the Supervisors are not present for the meeting. In additions, she did not have an opportunity to discuss the matter with the Guthrie County Engineer.

Supervisors briefly discussed pending county property projects with Thompson. In particular, Thompson provided an update on the County Farm fence project. Thompson inspected the site. Contractor drove the fence posts and strung one (1) row of wire. He also installed the anchor posts. Contractor has not removed the piles of trees. Thompson called the Contractor and confirmed the work will be complete by the end of next week. Thompson emphasized he told the Contractor about the alternate path at least a couple of times. Carney inquired if the Contractor will notify Thompson when he completes the project. Thompson will call him next week and visually inspect the finished project. Carney will provide the R A Carper Trust Manager with an update.

Supervisors reviewed the Guthrie County Public Health Payroll Change Notice for Alexi Buckner (End of Probationary Period). Buckner is a full-time nurse, and she successfully completed the six (6) month probationary period. Motion by Carney second by Lloyd to approve the Payroll Change Notice for Alexi Buckner (End of Probationary Period) authorizing a pay increase from \$21.00 per hour to \$21.50 per hour effective 14 May 2018. Motion carried on a vote: Ayes: 3 Nays: 0.

Motion by Lloyd second by Carney to approve the Minutes from 22 May 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 3 Nays: 0

There being no further business to come before the Board at this time, the Board adjourned at 11:28 a.m. until its regularly scheduled meeting on Tuesday, 5 June 2018. Motion by Carney second by Lloyd. Motion carried on a vote: Ayes: 3 Nays: 0

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Everett L. Grasty, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

5 June 2018

The Guthrie County Board of Supervisors met this 5<sup>th</sup> day of June, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, and Jack Lloyd. Tom Rutledge was absent from the meeting.

The meeting came to order at 9:00 a.m.

Motion by Carney second by Lloyd to approve the Agenda for 5 June 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Joshua Sebern, Guthrie County Engineer, joined the meeting. He presented the Performance, Payment, and Maintenance Bonds for Project LFM-BG199AT- -7X-39. Sebern explained the contract normally includes this document; however, in this instance the signature line incorrectly listed the County Attorney. Therefore, he did not submit this particular document with the rest of the contract during the regular meeting on 22 May 2018. Sebern spoke with the Contractor and verified the Chair can sign it. He struck the County Attorney's signature and replaced it with the Chair's signature. Motion Carney second by Lloyd to approve and sign the Performance, Payment, and Maintenance Bonds for Project LFM-BG199AT- -7X-39. Motion carried on a vote: Ayes: 4 Nays: 0.

Sebern presented the Performance, Payment, and Maintenance Bonds for Project L-VI237T- -73-39. Sebern explained this document has the same issue addressed in Project LFM-BG199AT- -7X-39. Motion Lloyd second by Carney to approve and sign the Performance, Payment, and Maintenance Bonds for Project L-VI237T- -73-39. Motion carried on a vote: Ayes: 4 Nays: 0.

Sebern provided a Guthrie County Secondary Roads Department (SRD) update. Sebern addressed the issues raised by Mike Raibikis during the regular meeting on 29 May 2018. He confirmed SRD repaired the slough on Walnut Road a couple of years ago, but the area settled after SRD added the rock. This caused a dip. Grasty stated he looked at the area this morning and confirmed there is a dip. Grasty verified it does not cause a problem for large equipment to drive over it. Sebern stated SRD is concentrating on other needs right now, but they will address this issue in the future.

Supervisors reviewed the Fiscal Year (FY) 2017-2018 Budget Report through the end of May. All Service Areas have at least sixteen percent (16%) of the budget remaining except for Dept: 60 - Mental Health. Since the County issued

the final quarterly payment to the Heart of Iowa Region, it exhausted the budget for Dept: 60. Auditor confirmed Recorder made a few small payments to Tyler Technologies for the Eagle Recorder System conversion. She reminded Supervisors there are enough funds in the current budget to pay for the entire project. Since the project will carry over to the next fiscal year, Tyler provided a cost projection. Auditor included the projection in the Fiscal Year 2018-2019 Budget. Carney inquired about the status of Dept: 30 - Environmental Health (Pass Through). Auditor advised she still needs a breakdown of the line items from Jo Rasmussen, Guthrie County Public Health Finance Coordinator, before she can finish entering the first Budget Amendment. Dickson questioned whether the Guthrie County Transfer Station will have enough funding for the remainder of FY2018. Auditor assumes Jotham Arber, Guthrie County Transfer Station Executive Director, and Rasmussen are monitoring the Dept: 79 - Transfer Station Budget. Carney verified the Wind Farm General Obligation Bond payment cleared, so Sebern can request advancements again. Auditor stated Guthrie County State Bank posted it on 1 June 2018.

Supervisors briefly discussed pending county projects. Carney requested a copy of the Arganbright Fencing bid, so he can verify the costs for the County Farm fence project. Carney along with Dale Behrends, R A Carper Trust manager, and Brandon Thompson, Guthrie County Facilities Manager, plan to inspect Arganbright's work this afternoon.

Motion by Carney second by Lloyd to approve the Minutes from 29 May 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 4 Nays: 0

Michael Lewis, Institutional Team Leader, and Hasib Momand, Shive Hattery Architecture & Engineering, along with Sheriff Marty Arganbright, Chief Deputy Jeremy Bennett, and Leora Laughery, Guthrie County Sheriff Department Civil Clerk, joined the meeting. Lewis handed out a packet entitled Guthrie County, IA LEC/Jail Needs Assessment. The focus of his presentation was the process to evaluate the Jail as well as the jail needs in Guthrie County. Lewis advised he toured the current Guthrie County Jail. The possible solutions include building a new facility, renovating/making changes to the existing structure, or taking no action. The process not only will consider the jail but also the needs of the entire Guthrie County Sheriff's Office. The main goal is to determine the most functional and operationally effective solution. If the best course of action is building a new facility, the assessment will address what to do with the old space. Shive has done twenty (20) jail projects in Iowa. At the Sheriff's request, Lewis started the evaluation. He discussed two (2) comparable projects to help clarify the situation. Lewis advised the assessment will include cost projections for all the solutions, including if the County decides to forego any action. In addition, the assessment will compare the operational costs for the various solutions. The cost information to operate the current jail will provide the basis for these comparisons. Shive will evaluate the expense history from the last five (5) years. Lewis explained Jackson County's breakeven point came at ten (10) years. Therefore, the most cost-effective approach was building a new facility. Shive uses an evidence-based practice approach. They examine the good, better, and best practices throughout the industry. Lewis also will meet with the Sheriff and discuss needs such as staffing. He advised the biggest challenge with new construction solutions is the building site. Shive will base its decision on market influences and serviceability of the systems. Pre-fabricated cell modules may be an option compared to traditional masonry walls. Grasty inquired about the advantages and disadvantages of the modules. Lewis stated an advantage is quality control because all the modules are built the same. The consistency adds to the longevity. Since there are no manufacturers in Iowa, some people consider the pre-fabricated cells a disadvantage because it pushes work outside the State. Obviously, traditional construction methods depend on the availability of resources as well as the time frame to build the structure. Grasty asked about the cost effectiveness of these options. Lewis stated the analysis depends on the availability of a labor force. At this point, Lewis assumes the best course of action will be traditional construction, but he is not going to discount the other option until he completes the assessment. Lewis explained the traditional project delivery process in Iowa. The normal course is to design the facility, pass a bond referendum, and then build the structure. Typically, a county hires an architectural/engineering firm to guide it through the entire process. As an alternate approach, a county may hire a construction manager or similar agency. The manager oversees the entire project, similar to a general contractor, but the county employs subcontractors to complete various aspects of the project. This approach means a county contracts with multiple subcontractors rather than one (1) general contractor. It may lead to eighteen (18) or more individual contracts coordinated by the construction manager. At this point, it is premature for the Supervisors to decide on a project delivery style. Supervisors need to focus on the planning phase and maximize its value in the decision-making process. It is more expensive to make changes as the County progresses further in the design process. Lewis explained the first phase is broken into three (3) steps. The first step is the needs assessment. This step is fifty percent

(50%) of the first phase. The second step is the detailed planning for the different options and layouts. It is twenty-five percent (25%) of the first phase. The third step, or final twenty-five percent (25%), is assisting the County with the bond referendum. The total cost for the first phase is \$28,000 plus expenses. The first step costs \$14,000, and the last two (2) steps cost \$7,000 each. The County can stop at any point in the process. Lewis advised the life cycle cost for the general obligation bond is twenty five percent (25%) of the total cost. He reported the most significant cost factor is staffing the new facility. In most cases, this comprises up to sixty percent (60%) of the cost. Therefore, Shive also focuses on the number of staff needed to operate the facility and not just the capital cost of building it. Shive will do a cost analysis for each scenario as well as project the monetary implications if the County opts to take no action. Lewis advised it will take two (2) to three (3) months to complete the needs assessment (Step 1). The analysis of options takes about two (2) months plus another month for calculating the cost estimates (Step 2). Lewis estimates the County could hold a special election for the bond referendum at some point next year. Lewis reported Shive has an eighty-three percent (83%) success rate at passing the bond referendum with the first vote. He emphasized the need to communicate information to the public. The key to success is through imparting data and statistics to the public. A jail committee needs to spend a great deal of time communicating with the County's citizens. Shive will tailor a specific solution to meet the County's needs. Lewis warned Supervisors not to compress the public information window. He acknowledged there currently are four (4) firms in the area which design jail facilities. The County must be comfortable with the provider it selects for the needs assessments. Scott Calmer inquired about increasing project costs, if the County takes longer to implement the process. Lewis stated Shive's locks in its cost for the project; however, construction costs traditionally increase at a rate of two point five to three percent (2.5% - 3%) each year. Lewis advised Warren County plans to build a structure which fulfills only ninety percent (90%) of its projected need and then build an addition in twenty (20) years. Sheriff Arganbright acknowledged this process is not going to be easy, but he is glad to see the Supervisors addressing the issue. Since the State of Iowa Jail Inspector can see the County is starting the process, hopefully, he will continue to work with the Sheriff's Office. At Dickson's request, Lewis clarified the process. Lewis pointed out the financial analysis of the various options is the first step. He also noted there is at least one disadvantage to renovating the existing facility. The County must plan to house the inmates at another jail during the renovation. Lewis noted there are not enough classification areas in the current Jail to separate inmates. Therefore, Shive must focus on the jail standards to meet the classification requirements. Lewis advised the County will receive a written proposal with four (4) solutions. The options will include adding on to the existing facility, building a new structure at a separate location, renovating the existing facility, and taking no action. Lewis explained Shive will present the proposal in the form of a contract. This enables the project to move forward once the County accepts the proposal. Grasty acknowledged the County must address the situation because there are too many issues. Furthermore, construction costs will continue to increase, so the cost analysis will help with the big picture.

Supervisors reviewed the Secondary Roads Department Payroll Report for 6 May 2018 – 19 May 2018 as well as the Courthouse and Assessor Payroll Reports for 13 May 2018 – 26 May 2018.

There being no further business to come before the Board at this time, the Board adjourned at 11:00 a.m. until its regularly scheduled meeting on Tuesday, 12 June 2018. Motion by Carney second by Lloyd. Motion carried on a vote: Ayes: 4 Nays: 0

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Everett L. Grasty, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

12 June 2018

The Guthrie County Board of Supervisors met this 12<sup>th</sup> day of June, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty and Tom Rutledge. Jack Lloyd was absent from the meeting.

The meeting came to order at 9:00 a.m.

Motion by Carney second by Rutledge to approve the Agenda for 12 June 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Joe Hanner, Guthrie County Conservation Director, joined the meeting and presented the Guthrie County Conservation Board (GCCB) Minutes from the meeting on 14 May 2018. Carney inquired about the new Natural Resource Manager. Hanner stated Tylor Nelson started 21 May 2018. All in all, he is doing well; especially, considering he started during one of the busiest weekends. Historically, Memorial Day weekend is the best weekend of the year. Nelson moved into the residence at Nations Bridge Park. Carney asked about the new mower for Nations. GCCB approved the purchase during the regular meeting on 11 June 2018. Hanner plans to trade the 2004 mower and keep the 2008 John Deere 4x4 mower to use on the steeper slopes or when it is wet. The new mower will be a Toro zero turn radius mower with a sixty-inch (60") deck. Hanner anticipates it will shorten the mowing time. The staff will continue to use the John Deere as an additional mower. Carney verified Hanner plans to replace the windows at Nelson's residence. Hanner confirmed the plan is to chip away at it. They should start Thursday or Friday. Hanner advised all three (3) remaining bridge approaches for the Raccoon River Valley Trail (RRVT) will not be completed this Fiscal Year (FY). He plans to cement the worst approach located on the Greene County line this FY. The two (2) approaches southeast of Panora will be fixed during this summer or fall. He will notify riders before he starts these projects. GCCB brought in record camping revenues over the Memorial Day Weekend. Hanner collected approximately \$6,050 in fees from Nations and Lenon Mill Park. Hanner advised GCCB needs to replumb the shower building at Nations because there are issues with the water temperature as well as the hot water heater.

Jotham Arber, Guthrie County Environmental Health (EH) Director and Transfer Station (TS) Executive Director, joined the meeting. Auditor passed out the Fiscal Year (FY) 2017-2018 Budget Report through the end of May for Dept: 30 - Environmental Health (Pass Through). It included the first Budget Amendment. Arber handed out a breakdown of the current budget for Dept: 29 – Sanitarian. The Department collected over one hundred percent (100%) of the projected revenues. The result of combining Dept: 29 with Dept: 23 – Nurse was a big savings. In particular, Arber's salary is less than the previous Director, Stephen Patterson. Furthermore, the two (2) Departments share expenses and most of these shared expenses were moved into Dept: 23. This prevents duplication of systems and expenses. Arber advised he wants to replace the oldest EH truck, the 2011 Chevrolet 1500 Silverado. This will enable him to establish a five (5) year replacement cycle starting with Mike Stringham's truck in 2022. Arber advised he anticipates receiving \$10,000 to \$15,000 trade-in value for these trucks. He worked with Bob Brown Chevrolet and Karl Chevrolet of Stuart to prepare a fleet plan. He quoted a three quarter (3/4) ton truck and plans to install a utility bed which he priced locally. He also wants to mount an electric auger to help Justin Downing drill holes for the percolation tests (perc tests). Arber plans to split the purchase of the truck, utility bed and auger over a couple of years. He provided Supervisors with a quote for the utility bed (Herron Body & Repair - \$6,676) as well as two (2) different quotes for a 2500HD truck (Karl - \$29,500, Brown - \$32,760). Arber wants to shift the maintenance/service program to Karl's because it is more convenient than taking the vehicles to Bob Brown. Carney inquired about service fees for the other Counties (Adair, Audubon and Cass). Arber stated the set rate for a perc test is \$250. Guthrie County EH collects these fees and sends the money to the respective County. In turn, Guthrie County EH charges the other Counties \$32.50 per hour and \$.50 per mile for services. Since the Board of Health for each County sets the service rates, Guthrie County recoups its costs by charging for its time and mileage. The profit margin is ten percent (10%). Arber provides each County's Board of Health with a cost report annually. Carney verified EH's actual costs provide the basis for the rate charged to the other Counties. Arber advised the rate will increase if EH gets an electric auger. Rutledge confirmed the Brandon Thompson, Guthrie County Facilities Manager, will review the final bids. Arber stated the Guthrie County Board of Health already reviewed it. Brown quoted \$8,000 to trade-in the 2011 Silverado 1500 truck and Karl's quoted \$7,900. Arber advised TS needs to replace its small truck. He suggested keeping the 2011 Silverado and giving it to the Guthrie County Custodian and/or Facilities Manager. It has 101,000 miles. TS can have the Custodian's old Ford Ranger. Arber advised TS only uses the small truck a couple of times each week for recycling or errands. They just need a truck which runs and hauls things. Arber assumes the Custodian/Facilities Manager will appreciate the larger truck bed. Arber emphasized the 2011 truck has been maintained and, he has all the maintenance records. Arber advised there are funds in the EH FY2018 Budget to purchase the 2500HD truck without a trade-in vehicle. Carney confirmed Arber got State bids. Arber reiterated he is

not requesting any money. Dickson stated he is in favor of keeping the 2011 truck. Rutledge concurred Downing needs the 2500HD truck; especially, for the quoted price.

Arber provided the Guthrie County Transfer Station update. He provided a picture of the hole in the floor of the Garbage Building. Arber advised the floor is only four inches (4") thick and has no rebar in it. The floor does not withstand the weight of current vehicles. Facilities Manager will get quotes to repair the floor. Arber wants to begin replacing three (3) sections of the floor during the next FY. He wants to spend money repairing the floor rather than rehabilitating the Blue Building. Carney inquired about keeping TS open while a contractor replaces the floor. Arber explained TS can do live loading in the open area by the metal pile. The staff immediately will load any garbage unloaded by haulers and take it to the Carroll County Landfill. According to the Iowa Department of Natural Resources (IDNR), TS has twenty-four (24) hours to move the garbage. Arber ascertained a contractor can replace a section in four (4) days. Arber advised IDNR approved the County's plan to replace the TS fence. IDNR mandated the old perimeter fence on the Landfill must remain as is, and the area only can be mowed once per year. County can move the fence west of the perimeter fence, as needed, to cut down on the mowing. Facilities Manager will get quotes to move the fence. Auditor advised Facilities Manager to speak with the Guthrie County Engineer about the research he did on the floor in the Garbage Building. Arber confirmed the FY2018 TS Budget will be fine. Eight percent (8%) will carry TS through the remaining FY. The revenues are good too. There is fourteen percent (14%) remaining at the end of May. Arber assumes the revenue will be on target with the projections. Grasty inquired about the 28E Agreement re-negotiations with the Cities. At this time, the Cities of Panora and Adair are the only Cities participating in the process. Arber continues to talk with the City of Guthrie Center. He also requested multiple 28E examples from other Counties such as Marion and Shelby. Once he creates a 28E template, Arber will have the Guthrie County Attorney's Office review it. The Assistant County Attorney wants to craft the language. Arber's goal is to schedule a meeting with the Cities in August. Arber wants to charge a per capita fee across the board because it should keep the hauling costs lower. An increase in the Tipping Fees causes the Haulers to raise their rates. In addition, a per capita fee allows the Cities to collect the funds through property taxes and not the water bills.

Becky Benton, State Street Insurance, joined the meeting to present the Iowa Communities Assurance Pool (ICAP) and Iowa Municipal Works Compensation Association (IMWCA) update. Benton advised ICAP did a loss control review. ICAP found one (1) housekeeping issue at TS. Benton advised the Guthrie County Risk Management Committee discussed the loss control review at its meeting. They also decided to apply for the 2018 ICAP grant. Facilities Manager wants to use the money for emergency lighting and fall protection at TS. Any remaining funds will go to the Guthrie County Secondary Roads Department to pay for a security camera. Carney verified the IMWCA renewal date is 1 July 2018. Benton does not anticipate the premiums will be as low as 2016; however, it will be better than the last two (2) years. Carney inquired about how often Supervisors should get a quote for the liability and property insurance. Benton advised the standard is every three (3) years. She does not foresee any immediate changes. In addition, there have been no dramatic changes with ICAP for several years. Furthermore, Benton adds any improvements and updates each year. Finally, there are extras thrown in to keep the costs low. Supervisors briefly discussed whether to get a quote this year. The consensus was not to do it. Benton reminded Supervisors the IMWCA rates are set by the State of Iowa. She also pointed out IMWCA gives an upfront credit. Auditor advised the County owes a \$44,000 down payment by 1 July 2018. Benton stated the insurance claims are good so far this year. There have been no property loss or liability claims. There were only minor vehicle and workers compensation claims.

Sheriff Marty Arganbright, Guthrie County Sheriff, Chief Deputy Jeremy Bennett, Deputy Mike Herbert, Leora Laughery, Guthrie County Sheriff Department Civil Clerk, and Brandon Thompson, Guthrie County Facilities Manager, joined the meeting to discuss the Guthrie County Jail project. Sheriff passed out the Shive Hattery Architecture & Engineering Professional Services Agreement. It is a proposal for professional services. The Scope of Services is broken into four (4) phases. Phase 1 is Assessment and Planning and the fixed fee is \$14,000. Phase 2 is Plan Layout and Massing Diagrams with a fixed fee of \$7,000. Phase 3 is Public Awareness Campaign and the fixed fee is \$7,000. Phase 4 is Architecture/Engineering Services for resulting Work. There is no fixed fee for this phase. If Shive is retained to provide full design services for the resulting project, up to \$14,000 of the compensation will be incorporated into the full-service fee as credit to the full-service agreement. The total cost for Phase 1 through Phase 3 is \$28,000 plus expenses. Auditor pointed out the Reimbursable Expense Fee Schedule on the last page of the Agreement. Rutledge asked if Shive was the only company the Sheriff contacted for a proposal. Sheriff stated Dallas County opted to use Design Alliance, Inc. Sheriff stated he is willing to get other proposals. Grasty thinks the public

expects Supervisors and Sheriff to shop around a little. Sheriff offered to contact Design Alliance. Dickson thinks Supervisors need to meet with other companies. Rutledge and Carney concurred with Dickson. They want to check with at least one (1) more company. Sheriff will talk to Sheriff Chad Leonard, Dallas County Sheriff, about the Dallas County Jail project. Dickson asked about the Adair County Jail. At this time, there is a little room in the Guthrie County Jail, but there are still some inmates housed in other Counties. Sheriff is confident the Jail will be too full as soon as he brings back those inmates. The State of Iowa Jail Inspector will do his inspection tomorrow. Herbert is preparing the standard items for the Inspector's review. Herbert reviewed all the areas he expects will be part of the inspection such as fire alarms, emergency lighting, etc. Herbert also confirmed all the certifications are current along with the documentation of the evacuation drills. Herbert advised the Inspector will check how often the inmates are allowed in the yard area. The Inspector also will verify the medications and dispensing practices as well as the protocol for hourly cell checks. Finally, Herbert will need to provide documentation regarding the pest control. Laughery pointed out the Inspector will review the meal certifications and inspect the kitchen which prepares the meals. Carney verified the inspections will take most of the day. Sheriff advised he will brief the Inspector about the Guthrie County Jail project. Sheriff pointed out he wants to keep the new Jail facility attached to the Guthrie County Courthouse. Grasty advised the Courthouse employees want the Jail attached to the Courthouse to maintain security. Sheriff advised Herbert is doing multiple transports each week. Sheriff will contact Design Alliance. Sheriff emphasized Shive will help with a public awareness campaign for a bond referendum. Carney inquired about speaking with Sheriff Leonard. Grasty wants Sheriff Leonard to speak with Supervisors. Sheriff pointed out Dallas County had at least three (3) special elections. He emphasized Shive has more than an eighty percent (80%) success rate at the first special election. Dickson pointed out the Dallas County Jail project included administrative facilities. Supervisors like the fact that Shive is an all-inclusive provider. Chief Deputy pointed out an in-state provider is more likely to use local contractors to build the facility. In addition, there will be less travel expenses. Dickson expressed concerns about the total cost plus expenses.

Sheriff provided a brief update. The BACooN Trail Ride is Saturday, 16 June 2018. Rutledge inquired if the Sheriff's Department will need additional help. Sheriff pointed out he will be on duty along with Chief Deputy. The sponsor pays the Guthrie County Reserve Deputies to assist with the event. Sheriff anticipates there will be 3,500 riders. The total route will be seventy-eight (78) miles. Sheriff acknowledged it is difficult to respond to emergencies on RRVT; however, Deputies can use the Utility Terrain Vehicle (UTV) this year. Sheriff pointed out there are vendors along the route. Sheriff advised it has been busy already this summer.

Thompson discussed the County Farm fence project. Bryce Arganbright, Arganbright Fencing & Materials LLC, notified Thompson he cleaned up and piled the trees in an organized fashion. Arganbright reported he mounted panels on separate metal posts, installed in the draw, so the cattle could not walk under the fence. Arganbright also stated he cleaned up some of the debris with a skid loader; however, there are still a few roots left in the fence line. Arganbright has done all the work he can based on the bid and reported he completed the project. Thompson inspected the fence and believes it will hold the cattle. He stated it is a six (6) barb wire fence, and the bottom wire is between eight to ten inches (8-10") off the ground. Carney discussed his observations from the inspection. He reported the tile lines have been cleaned out and water was flowing through the tiles. Thompson and Carney recommended Supervisors pay Arganbright. Thompson will notify Dale Behrends, Guthrie County State Bank, the manager of the R A Carper Trust and get an invoice from Arganbright.

Supervisors reviewed the Guthrie County Facilities Management Department Payroll Change Notice for Brandon Thompson (End of Probationary Period). Thompson successfully completed the probationary period. Motion by Rutledge second by Carney to approve the Payroll Change Notice for Brandon Thompson (End of Probationary Period) authorizing a pay increase from \$26.50 per hour to \$27.50 per hour effective 11 June 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Thompson provided a Facilities Management update. Schafer Roofing is working on repairs to the Guthrie County Courthouse roof. Schafer installed a new roof in the siren area. They had to cut new pieces into the membrane. Thompson estimates Schafer is sixty percent (60%) complete. Schafer is waiting until the end to finish the west part of the roof. Thompson finished the dry wall at the new Adair/Guthrie County Emergency Management Agency (EMA) office at the Guthrie County Public Health building. He hopes to paint it at the end of the week depending on humidity. He will install the floor after he paints the walls. Thompson hopes the EMA office can move by the end of

July. Thompson installed panic buttons downstairs in the Mental Health and Probation Offices. He will readdress the issue when Mental Health moves upstairs. Thompson reported the elevator had to be reset again. O'Keefe Elevator Company, Inc has looked at it. The control system is old and obsolete. It will need to be upgraded by 2020 in order to comply with regulations. Supervisors briefly discussed the control system. Dickson asked if a new control panel will work with the old system. Grasty verified the elevator has gotten stuck six (6) or more times this year, so they need to address the issue. Thompson reported the replacement cost of the control system was over \$50,000 two to three (2-3) years ago.

The Supervisors reviewed the Panora Communications Cooperative Service Contract. This Service Contract includes the terms and conditions under which Panora Communications Cooperative will provide certain information and technology services as well as advice and support to Guthrie County, Iowa. It defines the services which will be performed and/or provided as well as the County's responsibilities under the Contract. The initial term corresponds with FY2018 and will renew automatically for an additional one (1) year period on the same terms and conditions, except for contract rates, unless either party gives notice of its intent not to renew the Contract. The Auditor passed around an email from Tim Benton, Assistant Guthrie County Attorney, stating he reviewed the document and advised it is essentially the same as the previous document. He authorized Supervisors to enter into the Contract. Motion by Rutledge second by Grasty to approve Panora Communications Cooperative Service Contract for a Total Contract Rate of \$60,780. Motion carried on a vote: Ayes: 4 Nays: 0.

The Supervisors canvassed the Primary Elections held on 5 June 2018. Grasty and Carney did not participate in the canvass as they were on the ballots. JD Kuster and Rick Kness were present for the canvass. Danielle Fink, Deputy Auditor, conducted the canvass. Fink explained the reason she had to report the numerous write-in votes. Grasty commented he received several positive comments about the new election machines. Fink reported receiving mixed comments on the new machines. Some people grew impatient because they had to wait and use the Freedom Vote Tablets. Fink reported overall the elections went well. She also explained the reason for the shortage of ballots in some precincts. In short, she only looked back two (2) years instead of four (4) years to determine the number of ballots. Thus, she checked the year with the wrong Supervisor Districts races on the ballots. Fink reported the voter turnout was seventeen percent (17%) of the total registered voters in the County. Fink received mixed feedback from the poll workers about the new machines.

There was no other discussion about any county projects.

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Change Notice for John Lyall (Pay Reduction). Lyall's pay is being decreased because he can no longer spray chemicals. Motion by Rutledge second by Carney to approve the Payroll Change Notice for John Lyall (Pay Reduction) authorizing a pay decrease from \$18.63 per hour to \$18.05 per hour effective 27 June 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Change Notice for Ryan Cline (End of Probationary Period). Cline successfully completed the probationary period. Motion by Rutledge second by Dickson to approve the Payroll Change Notice for Ryan Cline (End of Probationary Period) authorizing a pay increase from \$19.00 per hour to \$20.00 per hour effective 27 June 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Motion by Carney second by Rutledge to approve the Minutes from 5 June 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 4 Nays: 0

Motion by Rutledge second by Carney to approve the Claims from 19 May 2018 – 8 June 2018 in the amount of \$280,076.42. Motion carried on a vote: Ayes: 4 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 12:04 p.m. until its regularly scheduled meeting on Tuesday, 19 June 2018. Motion by Rutledge second by Carney. Motion carried on a vote: Ayes: 4 Nays: 0

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Everett L. Grasty, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

19 June 2018

The Guthrie County Board of Supervisors met this 19<sup>th</sup> day of June, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Tom Rutledge.

The meeting came to order at 9:00 a.m.

Motion by Rutledge second by Lloyd to approve the Agenda for 19 June 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

Sarah Gomez, Midwest Partnership Economic Development Corporation (MWP) Director, joined the meeting to provide the MWP update. Gomez handed out a flier for the Guthrie County Home Base Iowa Recognition Event being held on 6 July 2018. The time changed to 11:00 a.m. Governor Reynolds officially will designate Guthrie County as a Home Base Iowa County. The ceremony will be on the Guthrie County Courthouse lawn. Gomez handed out information about the Teaching for the Workforce Conference held in the MWP region. Twenty-six (26) teachers from all over the State of Iowa participated in it. Attendees received two (2) Continuing Education Units (CEU's) if they attended all four (4) days. Gomez announced the Waspys Truck Stop complex in Audubon plans to open on 1 August 2018. MWP helped with recruitment and the job fair. MWP also continues to help small businesses with business planning and applying to the revolving loan fund. Dollar General purchased the Community Center lots in Adair. MWP works with Dollar General in other communities too. They have specific metrics which must be meet before building a store. Los Altos wants to expand its location in Stuart to incorporate a drive thru and meeting room. They plan to make the current building into a tortilla factory. Gomez provided the Western Iowa Advantage report. She announced MWP plans to attend the food trade show in July. In addition, the Employer Educator Summit will be held on 4 October 2018 at Lake Panorama National Resort and Conference Center. Unfortunately, the upcoming Future Ready Iowa Summit, an initiative of Governor Reynolds, will overlap with the Employer Educator Summit and draw many of the same attendees. MWP met with a Minnesota company which does integrated staffing. The company finds workforce applicants in Puerto Rico. The local communities must help provide integration opportunities such as schools, daycare, housing, etc. The jobs must provide a good wage too. MWP will talk to businesses about this program. Gomez announced there will be more housing lots near the Wambold Addition because the Stuart Enterprise For Economic Development acquired land from All Saints Catholic Church Of Guthrie County. MWP is working on destination events to attract people to the downtown areas in the Cities of Stuart and Audubon. These events create momentum for more activities in the communities.

Jon Rosengren, Engineer, Bolton & Menk, Inc., joined the meeting to discuss drainage services. Bolton & Menk perform drainage work in north central Iowa. Rosengren passed around examples of sample projects handled by the company. He explained drainage must be classified to spread out the cost. Bolton & Menk has developed a process which uses digital data available from the State of Iowa and Natural Resource Conservation Service (NRCS) to classify drainage. Auditor will provide Rosengren with the contact information for Drainage District 9. Supervisors will keep Bolton & Menk in mind for future drainage projects. Rosengren pointed out reclassification is an option during projects, so there is a more equal and fair distribution of the cost among the land owners as well as tax payers.

Lloyd advised there is not a great deal of tile within Guthrie County. Most of the drainage is above ground. Rosengren stated Bolton & Menk specialize in drainage laws pertinent to the State of Iowa.

Jotham Arber, Guthrie County Public Health Director, joined the meeting. Arber passed around the Guthrie County Health Fair flyer. This is a county wide health fair which will be held on 21 July 2018 from 4:00 p.m. to 7:00 p.m. at the AC/GC Football Stadium. Participants in the Health Fair include Guthrie County Public Health (PH), the Guthrie County Hospital, nursing homes, private providers and the Schools. There are thirteen (13) sponsors for the event. It will include booths to promote health related items, games for the children and a free meal for all attendees. In addition, Public Health will provide free immunizations. Arber wants the Supervisors to sit in the dunk tank. The money raised will be split fifty/fifty (50/50) with the Guthrie County Veterans Affairs Department and the Guthrie County Baby's Nest program. The Public Health Intern is spearheading this project. Currently, she is looking for people to help man the booths. She will send an email to all the Guthrie County Elected Officials and Department Heads. The local churches will donate the food for the free meals. In addition, the Banks in Guthrie County donated money for car seats. Public Health will perform car seat checks.

Arber stated Brandon Thompson, Guthrie County Facilities Manager, will present the concrete bids to repair the floor in the Garbage Building at the Guthrie County Transfer Station (TS). It will cost approximately \$13,000 to patch a forty-one foot by forty-one-foot (41'x41') section of eight inch (8") thick concrete with rebar. Arber and Thompson found the original building plans, and the Iowa Department of Natural Resources (IDNR) specifications called for an eight-inch (8") floor. Arber announced the retaining wall around the scale is finished, and it has been seeded on both sides. TS installed the first set of signs directing traffic. The "STOP Here Sign" for entering traffic needs to be relocated because of the tile lines. They will install another post and move the signs. Grasty inquired about the process for disposing of tires. Arber stated there is an additional fee if a patron brings more than ten (10) tires per visit. Arber reminded Supervisors a patron must report to the station before weighing, if the load includes items other than regular garbage. Arber plans to add more signs, so the process is more self-explanatory as well as a buzzer, so drivers know when to leave the scale.

Dickson asked Arber to talk about PH revenues. Arber stated revenues will be lower this Fiscal Year (FY) because there are a couple of revenue shortfalls. In particular, the State of Iowa is slow administering grant reimbursements. PH will receive approximately \$100,000 in revenue over the next two (2) months. At this time, PH only received payments through March. In addition, the Managed Care Organizations (MCO's) are no longer authorizing the same number of services. Therefore, revenue will be lower than Arber anticipated during the budgeting process. The providers only reimburse for one (1) visit; however, PH still must do the same amount of paperwork for just one (1) visit. Arber pointed out the number of visiting hours decreased, and PH only saw 109 patients. In short, the revenues were only \$550,000 because PH administered fewer services. Historically, revenues are \$750,000. Another problem is the Chronic Point Codes changed from January to February. Arber has implemented some changes to curtail expenses. This will enable expenses to remain in line with revenues. PH will continue to look at revenues and explore ways to cut costs. Arber also will look for other source of revenue in the future. Arber verified additional revenue will continue to trickle in after 1 July 2018. PH will work to cut costs and match revenues, so the Department stays within the taxes levied for it. Arber also stated payments from Medicare are moving slowly. The Supervisors briefly discussed the problems with MCOs. Dickson pointed out the State of Iowa cut its budget, so the Iowa Department of Public Health only has one (1) person administering grant reimbursements. He stated the MCOs either pay less or approve fewer visits too. Arber explained PH uses Healthcare First to do the billing, and it runs claims through multiple times. Arber stated a professional biller is an advantage in the appeals process, but it ties up the revenue for a while during the appeal.

Marshall Burgess, President, Guthrie County Regional Airport Authority Board, along with Airport Authority Board Members Dr. David Ahrens, Allen Darrow and Chris Brault joined the meeting to discuss the Guthrie County Regional Airport Authority Agreement. Jay Pudenz, Aviation Project Manager, McClure Engineering Co., also was present for the discussion. Burgess passed around a copy of the Agreement Creating The Guthrie County Regional Airport Authority. He advised it is hard to find people willing to serve on the Authority Board; especially, people with an interest in aviation. The Authority wants the Supervisors to appoint Lance Levis to replace Dr. Ahrens, who is vacating the Treasurer position, because Levis is willing to fill it. The Authority wants the Supervisors opinion about the appointment. Brault pointed out the Authority Board also is losing Bill Labath because he is moving from the City

of Yale. In short, the Authority Board will have only three (3) members. Per the Agreement, the County shall appoint two (2) representatives. Burgess confirmed he was appointed by the City of Panora. The Authority Board is working with its legal counsel to change the representation, so it will be at large. There may be legal issues, though. Auditor confirmed the Cities of Guthrie Center and Panora have signed a new agreement with the Authority, but the County never signed it. In Brault's opinion, the Authority still operates under the original 1989 Agreement subject to the amendment. This Agreement provides for seven (7) board members. Auditor verified she never found any entries in the Guthrie County Board of Supervisors' Minutes approving a subsequent agreement. The 2004/2005 Agreement adopted by Guthrie Center sets new levy rates for the Airport; however, there is no record stating the County or Yale adopted it. The Authority wants to fill its Board, so it can operate legally. The Authority needs the assistance of the County as well as the three (3) Cities to replace the runway. The estimated cost is \$3,000,000. Ninety percent (90%) of the project will be financed by federal funds. Currently, the Authority does not have the necessary funds to pay all the bills, and it has no legal authority to enact its own tax levy. Only the County and Cities can levy taxes for it. The Authority wants all the entities to approve and sign the 2004/2005 agreement which expires in 2020. They need everyone on the same page. The FY2005-2020 levy is \$0.065 per \$1,000 of assessed value for the County and \$0.135 for the Cities. The Authority set the County levy at half ( $\frac{1}{2}$ ) of the Cities because it paid off the bonds. Carney inquired if the County has the authority to appoint representatives to the Authority Board. The Authority thinks the County still has the right, if the Authority is operating under the 1989 Agreement. The Authority's legal counsel, Dave Bruner, thinks he has a copy of the most recent agreement adopted and signed by the County. Auditor reiterated she reviewed the Board Minutes and could not find any mention of a newer agreement. Burgess wants the Guthrie County Attorney to look into the matter. Dr. Ahrens explained his interpretation of the appointment process. In particular, the Authority makes a recommendation to the Supervisors and the Supervisors adopt the recommendation. The Authority wants the Supervisors to appoint Levis, if there is a legal way to do it, because he was a member of the Audubon County Airport Authority Board for several years. Therefore, he has experience. Supervisors discussed the County's representatives. Supervisors believe the County already appointed two (2) people because the Supervisors appointed William A. Darrow during the regular meeting on 21 June 2016. Although he has a Guthrie Center address, he does not live within the City. Rather, he lives by the airport. Brault questioned if a city must appoint an actual resident. Can a city appoint a rural resident? Per the Iowa Code, each entity must have a representative on the Authority Board. Brault pointed out the Authority needs to confer with legal counsel, Eric Reinhart, because the Authority must comply with state laws. In Brault's opinion, the County is still part of the Authority because it did not follow the withdrawal process. He believes the Authority must operate under the agreement codified in November 1989. This agreement specified a seven (7) member committee which selects five (5) board members. Carney confirmed the current Authority Board has one (1) representative from Guthrie Center, Panora, and Yale as well as two (2) members from the County. He also confirmed the Authority just operates the Guthrie County Regional Airport. The Authority stressed it wants the County to appoint an individual with an aviation mind set. Currently, all the Authority Board Members are pilots and have an interest in the airport. Dr. Ahrens confirmed he represents Guthrie Center now; however, originally, he represented the County. Burgess is unsure if the appointment process was administered correctly over the past several years. The Authority also needs to find a representative for Yale. According to the Agreement, the entities have forty-five (45) days to appoint a replacement. It does not specify any recourse, if an entity fails to appoint a replacement within the time frame. Brault questioned if the Authority can legally operate without a quorum. Carney asked if the entities can appoint representatives at large. He thinks the Authority's legal counsel needs to clarify this point. According to Levis, the Iowa Code does not specify the representative must be a resident of the entity, but there is a provision which states an Authority Board Member must be replaced, if the person moves outside the entity. Brault advised Reinhart is looking into this. Lloyd pointed out it is getting harder to find people willing to be on any type of board. Dickson stated the Supervisors will refer this matter to the County Attorney. Carney asked if the Airport Authority Treasurer must be an Authority Board Member. Rutledge suggested the Supervisors appoint a person during this meeting and then continue with the legal research. Burgess wants the Supervisors to wait since the County already has two (2) representatives on the Authority Board. He pointed out the Authority needs to sort out its funding because Pudenz is preparing a runway project budget. Pudenz advised the Federal Aviation Administration (FAA) approved reconstruction of the runway. McClure is starting the design process. The survey and geotechnical boring is complete. The Authority plans to submit a design only grant to the FAA. Pudenz advised the current runway was built in 1990. It has seen a great deal of wear and cracking over the years. The Iowa Department Of Transportation (IDOT) did a memo regarding the pavement conditioning index. It compared rehabilitating the runway to reconstructing it. The recommendation was to reconstruct the runway. Pursuant to a conference call with the FAA, the Authority opted to reconstruct the runway. McClure is ready to begin designing

the project. The plan necessitates demolition down to bare earth. The current surface may be recycled and used as fill under the new pavement. McClure did a site visit and will prepare a report about the existing condition of the runway. The lighting has reached its end of life too. It also was installed in 1990. The navigation aid instruments were replaced in the last few years. The Authority hopes the FAA will concur with the need to replace the lights. Pudenz plans to submit thirty percent (30%) of the documents in August 2018 and the remaining seventy percent (70%) next spring. The project should go to bid in March or April 2019. The Authority will submit the design only grant application to the FAA in July 2018. The project cost will depend on the type of reconstruction and whether the Authority is allowed to replace the lights. The Authority currently uses a high estimate of \$3,000,000. They hope to receive approval from the FAA in late August 2018. The Authority may push the project to the spring of 2020. The FAA allows entities to break up long processes, so the entity can be reimbursed throughout the project. Pudenz advised the construction costs will be reimbursed in the same manner. The runway is sixty feet (60') wide and 3,500 feet long. The reconstruction will correct the current issue with faulty aggregate and drainage. This way the new runway should last longer. Brault pointed out the IDOT pavement analysis was performed on core samples for the ramp which is worse than the runway. The Authority is not reconstructing the ramp because the runway is more critical. In addition, the FAA will not help finance the ramp. It will be the next logical project. Grasty asked if the Authority anticipates more people using the Airport. Burgess thinks the demand will increase as the Des Moines metropolitan area continues to move west. He confirmed there is no decline in the use of airplanes. Burgess advised Dallas County is unable to move forward with its airport project because the farmers will not cooperate with it. Other airports in the area include the Cities of Atlantic, Audubon, Greenfield and Perry. These Airports are experiencing a great deal of use for agricultural purposes. Currently, the main justification for a small airport is agricultural spraying. There are multiple companies using these airports for spraying and seeding cover crops. Brault talked about extending the runway, but the Authority mothballed this project because the Airport needs a working runway first. Ultimately, the Authority wants to increase the runway from 3,500 feet to 4,000 feet. The best option is an expansion to 5,000 feet for insurance reasons. The Authority must justify the reason for the extension in order to get funding assistance from the FAA. In the meantime, the Authority must log all operations for the FAA. There are safety considerations with the shorter run way which might help provide justification for the expansion. The Authority can expand up to 4,000 feet with the existing land; however, they need to acquire more land for a longer runway. Carney inquired about the issue with the wells. Burgess advised the Authority is working on it. There is a tentative possibility the Lake Panorama Association will abandon one (1) or both of the wells in the next eighteen (18) months. Grasty asked if the Authority anticipates more revenues in the future. Burgess advised the Authority received income from renting the farm ground as well as the hangers. The Authority adjusted the hanger rental rates, but they must stay within the range of surrounding airports. The Authority also sells fuel for one dollar (\$1.00) above cost. Since the Authority does not sell as much fuel as larger airports, the fuel remains in storage longer. The Airport has a 1,200-gallon tank, and the price depends on when the Authority bought the load of fuel. There is a price break at 10,000 gallons, but the Authority cannot justify storing so much fuel. Grasty will discuss the Agreement with the County Attorney.

Jerry Purdy, Project Principal, Design Alliance, Inc., joined the meeting to present a proposal for the architectural services for the Guthrie County Law Enforcement Center. Sheriff Marty Arganbright, Guthrie County Sheriff, Chief Deputy Jeremy Bennett, Deputy Jesse Swensen and Dana Tews also were present for the presentation. Purdy was joined by Jennifer Guerndt, Vice-President of Sales and Marketing, along with Holly Birkey, Business Development Manager, the Samuels Group Inc. He passed out a bound proposal. Purdy talked about his firm and their interest in working on this project. He also discussed the consulting staff. He pointed out Samuels was involved in the Dallas County Jail project. Samuels handled the marketing side of the project. Purdy provide background information on himself and the company. In the past, Design has worked on schools, city halls, police stations and fire stations. The company is located in the City of Waukee. If selected, Design will use the same team which worked on the Dallas County Jail project. Purdy's staff does the architectural design and utilizes consultants for mechanical, electrical, plumbing, food service and laundry. Design uses outside sources for their expertise. Purdy talked about current and relevant projects. He specifically discussed the Dallas County jail specifications and the \$22,000,000 budget. Purdy explained the "Jail Pod" design which will meet Dallas County's needs for twenty (20) years. It also allows the County to add pods as the needs grow and change. He pointed out Guthrie County must consider the need for support spaces within the Jail. If the County opts to build vertically, it may triple the staffing due to the new jail standards. These standards mandate the Sheriff must be able to see all the cells directly or via camera. Purdy stepped through the Dallas County Jail design which allows one (1) person to manage 132 beds. Purdy announced the first step is

Programming/Gather Information. This is the needs assessment. Design will interview participants and prepare specification documents. They will present different options along with the best solution. Design also will provide cost estimates for new construction or an expansion. Purdy stated Design will assist with public presentations and provide construction documents. Cost control is a priority for Design. Purdy pointed out the reference letters in the bound proposal. He explained Design utilizes a two (2) tiered approach. Tier One (1) is the needs assessment. The goal is to formulate a plan based on the client's needs along with a cost estimate. The estimate will include the cost for construction as well as the entire project. This includes testing, inspections and other related fees. Design's proposed fee for an \$8,000,000 project is \$20,000 to \$30,000 for the study. This includes the program creation, schematic designs, and cost estimates. The County can withdraw from the process after the study. Design's charge for architectural services is a percentage of the construction contract. Purdy reiterated the first step is to determine the wants and needs. Grasty verified the total cost of the study is \$20,000, and there are no additional expenses. Dickson recapped the four studies which Shive Hattery Architecture & Engineering will provide the County. Purdy confirmed Design will offer the same analyses for \$20,000 with no additional expenses. He explained Tier One is a loss leader. Design's ultimate goal is for the County to employ it for the next phase. The architectural world is very competitive, and Design is extremely interested in this job. Purdy deferred to Guerndt to discuss transport costs. Samuels assisted with Dallas County's last bond referendum. It works in partnership with Design. Samuels provided estimating services to set the bond amount. Samuels helps bid jail projects all the time. It runs numbers to assure accuracy. The analysis of the costs for taking no action was a key piece of information in the last Dallas County bond referendum. Samuels also did community outreach. It pulled together all the factual information in a variety of formats. It went to community outreach meetings with the Dallas County Sheriff, Board of Supervisors, and Design. Samuels ensured Dallas County had answers for the community. The key is communicating factual information. Samuels emphasized Dallas County did its due diligence and was doing what is in the best interest of the tax payers. Samuels will enter into a separate professional service agreement with the County based on the number of meetings. It is the construction manager for the Dallas County Law Enforcement Center now. Samuels emphasized the key is correct, accurate and well-presented information. The Supervisors are the first sounding board for the public. Samuels will arm the Supervisors with tools, so they have answers for the public. Lloyd inquired about the Dallas County bond referendums. Purdy explained the first bond referendum proposed moving all the government offices to a new location. The second bond referendum set forth a new jail facility along with a new building for those administrative services which needed more space. The third and final bond referendum was just the jail, by itself. The costs changed each time due to inflation and program designs. Each change of use inside the building required different spaces. All in all, the community did not want the government to leave the downtown area. Sheriff inquired about the annual cost, if the voters passed a \$7,600,000 to \$8,000,000 bond referendum. Samuels estimated it will cost one dollar (\$1.00) per month for a residence valued at \$100,000. It also depends on the duration of the bond. It can be a ten (10), fifteen (15) or twenty (20) year bond. Carney confirmed Design has worked on smaller jails. Purdy advised the Adair County Jail was designed by Johnson Design group. He agreed to provide a list of smaller jail projects. Carney inquired about what sets Design apart from Shive. Purdy stated Design "are who they are". They take a straight forward approach to these projects. They tell it like it is and do not sugar coat things. Purdy assured the Supervisors Design will not work towards an unrealistic objective. Service is their forte. Design produces good construction documents which a contractor can use to build the jail. They like doing small community projects. Samuels specialize in correctional facilities too. Guerndt acknowledged Design works with other firms. Samuels pointed out the working relationship with an architect is key. It is a must to hold costs firm. Samuels emphasized its great experience with Design. The Dallas County bid came in on target. Design did not have to do "value engineering" in order to adhere to the budget. They designed the facility to target costs. Grasty questioned how often Design is on or below budget. Purdy advised Design hits the target ninety percent (90%) of the time hit. If the bid is higher than the estimate, Design will redesign the facility at no cost to the County. The goal is to hit the cost as close as possible. Design will include "add alternates" to get the most bang for the buck. This allows Design to add pieces if the bids are lower than the estimate. Purdy pointed out the bond referendum language requires a county to spend all the funds on the project or use it to pay down the bond. Purdy did not have an exact time frame for the needs assessment. He estimates six to eight (6-8) weeks. He can adjust it to fit requests and will work with the Sheriff's timeline. Carney asked if Design will forecast the cost to operate the new jail. Sheriff will need to provide the specific requirements to operate the new jail. Purdy advised Design has the State of Iowa Jail Inspector participate in the design meetings. Samuels can do an operational analysis. They also provide an additional level of examination. Dickson verified the County may need to contract with Samuels to get everything the Supervisors want from a study. Purdy advised Design can do cost estimates, but Samuels will provide real numbers and help set the bond amount. They charge a nominal fee for the work. Samuels

also is a resource at community meetings, and they specifically speak to the project costs. Grasty confirmed the Supervisors have a copy of the latest Jail Inspection Report. Sheriff briefed the Inspector about the County looking into a new jail. The Report contained the usual comments regarding classification and separation. It is difficult, if not impossible, to accomplish in the current Jail. Sheriff must move inmates to other Counties, if he needs to separate them. There were additional comments about the staff doing an excellent job given the out of date facility. Sheriff pointed out there is no means to safely handle an agitated prisoner. There only is one (1) security door too. A major step to addressing current deficiencies is tackling safety and security concerns. Carney inquired about reimbursables. Purdy stated it is part of the six point eight percent (6.8%) charge for services. He estimated it will cost roughly \$7,600,000 to \$8,000,000 for a twenty (20) bed facility.

Joshua Sebern, Guthrie County Engineer, joined the meeting to present his updated Employment Agreement. He only changed the dates and salary. The renewal period is a term of three (3) years. Carney verified Sebern started on 1 Jul 2009. Grasty confirmed Sebern receives CEU's for attending the conferences. Motion by Lloyd second by Rutledge to approve and sign Joshua Sebern's updated Employment Agreement for a term of three (3) years ending 30 June 2020. Motion carried on a vote: Ayes: 5 Nays: 0.

Sebern discussed a right-of-way (r-o-w) issue in the City of Jamaica. The controversy is over a wall made of portable concrete barriers which extends three feet (3') into to the r-o-w. Sebern met with the owner, H.D. Meinecke, Jr., and measured the distance. Meinecke volunteered to move the barriers. Sebern did not give him a deadline. At this time, the barriers still remain in the same place. Sebern will continue to monitor the situation and will contact Meinecke, if he does not remove the barriers within a reasonable time. Sebern will give him a couple of weeks. Ultimately, the Supervisors have the authority to remove obstructions in the r-o-w. Grasty wants Sebern to be firm with Meinecke; especially, if he drags his feet about moving the barriers. Sebern will set a deadline, if there is no action or evidence of a plan to move the barriers. Lloyd thinks Meinecke placed a trailer along the Raccoon River Valley Trail.

Sebern offered the contract for Bridge Replacement Project BROS-C039(90) - - 8J-39. IDOT handled the bids for this project. Murphy Heavy Contracting submitted the low bid of \$461,000. The estimated project cost was \$454,000. Sebern stated many contractors already were booked, so the bids were astronomically high. He altered the late start date to 1 April 2019 which opened the timeline and generated more competitive bids. This project is a Federal Aid project, so the funding will be eighty percent (80%) Federal Bridge Replacement funds and twenty percent (20%) local match. Sebern recommended the Supervisors award the contract to Murphy Heavy Contracting. He will mail the contract to them. Motion by Carney second by Lloyd to award the contract for Bridge Replacement Project BROS-C039(90) - - 8J-39 to Murphy Heavy Contracting for \$461,000. Motion carried on a vote: Ayes: 5 Nays: 0.

Sebern provided a Guthrie County Secondary Roads Department (SRD) update. Sebern is getting quotes for a semi-tractor and belly dump trailer. He will purchase it during FY2019. The truck budgeted for FY2018 is a plow truck. The new grader will arrive at the end of July. It will replace the last old-style grader. All the graders will be operated by joy stick now. He will trade in the old grader. The new grader will go to Bear Grove Township. Sebern received an updated quote for the doors on the Cold Storage Shed. Midwest Overhead Garage quoted \$26,850 for five (5) heavy, good doors. He will purchase the doors in FY2019. Lloyd verified the openings where framed and trimmed with concrete sills. SRD simply needs to install the doors. Sebern stated the contractor installed the electrical components in the Shed. He also reported the air conditioning unit was installed in the supervisor's room and the chemical storage room. Dickson questioned the plan for the box culvert west of Menlo. Sebern is looking into it. Dickson wants SRD to hurry up with this project. Sebern stated a big tube is an option. Randy Clipperton, Road Maintenance Supervisor, thinks SRD can repair it, and it will hold for now. Grasty expressed concerns about the heavy truck traffic traversing it. Sebern stated SRD needs to buy a year or two (2), so they can design the project. Carney inquired about adding onto the box culvert. Sebern advised it is easier to slip a tube inside it. Dickson received a complaint about thistles in road ditch where SRD took out trees on Wax Trail. He questioned why Integrated Roadside Vegetative Management (IRVM) did not spray the area. Sebern confirmed IRVM will spray along Wax Trail this year. Dickson commented IRVM only sprays three (3) feet into the ditch and does not spray up the bank. Sebern stated IRVM has to operate according to the law, even though they know the problem areas. As far as Sebern knows, IRVM only is spraying thistles now. They will spray along the highways first and then move to the gravel roads. He pointed out the trees sprayed this spring are dead.

The Supervisors considered the Application for Fireworks Permit submitted by Joe Chaloupka. He will set off the fireworks at 1414 Highway 4, Yale, Iowa on 7 July 2018 after dark. The alternative rain date is 8 July 2018. Motion by Lloyd second by Grasty to approve and sign the Fireworks Permit submitted by Joe Chaloupka. Motion carried on a vote: Ayes: 5 Nays: 0

Brandon Thompson, Guthrie County Facilities Manager, joined the meeting to discuss the TS floor project. Thompson got quotes from Jorgensen Brothers Concrete Construction and Caliber Concrete LLC. Thompson found the original set of floor plans for the Garbage Building. It specified an eight inch (8") thick floor. There is a forty foot by forty foot (40'x40') section of broken concrete. Thompson recommends pouring eight inches (8") of concrete with rebar to withstand the truck traffic. The contractors will use half inch ( $\frac{1}{2}$ ") rebar on one foot (1') centers and pin the new section to the old slabs. The Supervisors want the bids to reflect the same specifications, so they are comparing apples to apples. Thompson will report back. Grasty wants a trowel finish specified in the bids too. Carney verified the current floor is all four inches (4") thick with no rebar. Thompson reported he is ready to paint and install the LED lights at the Adair/Guthrie County Emergency Management Agency's office. He also worked on a leaking faucet in a jail cell.

Grasty left the meeting at 12:54 p.m.

Motion by Dickson second by Lloyd to approve the Minutes from 12 June 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0

Supervisors reviewed the Secondary Roads Department Payroll Report for 20 May 2018 – 2 June 2018 as well as the Courthouse and Assessor Payroll Reports for 27 May 2018 – 9 June 2018.

Supervisors reviewed the Iowa Municipal Workers' Compensation Association 2018-2019 Workers' Compensation Coverage Documents Packet.

There being no further business to come before the Board at this time, the Board adjourned at 1:14 p.m. until its regularly scheduled meeting on Tuesday, 26 June 2018. Motion by Carney second by Dickson. Motion carried on a vote: Ayes: 5 Nays: 0

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Everett L. Grasty, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

26 June 2018

The Guthrie County Board of Supervisors met this 26<sup>th</sup> day of June, 2018, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Mike Dickson, Everett Grasty, Jack Lloyd and Tom Rutledge. Clifford Carney was absent from the meeting.

The meeting came to order at 9:00 a.m.

Motion by Lloyd second by Dickson to approve the Agenda for 26 June 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

David Garland, IT Technician, Guthrie Center Communications (GCC), joined the meeting. Garland presented the June 2018 Information Technology (IT) Report. Garland stated June was a very busy month. He reported Windows 10 update issues impacted Guthrie County Public Health (PH). The next step is to update the anti-virus control center and associated software. Garland announced GCC made strides toward completing the ten gigabyte (10GB) upgrade.

GCC is working to resolve technical issues between the upgrade and the Tyler Technologies Eagle Recorder System. Garland advised he started spinning up the 10GB servers.

Trudi Tam and Duane Lyons, Jackson Township Trustees, joined the meeting to discuss raising Township Trustee wages. The current wage is twenty dollars (\$20) per meeting. The Trustees conduct two (2) meetings per year. They also manage the cemetery and deal with fence disputes. Tam and Lyons explained Jackson Township received land to expand the Morrisburg Cemetery this past year. The Trustees put a great deal of work into this project. Larry Davis, Jackson Township's remaining Trustee, did the ground work to update the abstract. The Trustees also did the landscaping and got bids to remove the old fences. They spent approximately sixty (60) hours on this project. Tam actually manages the cemetery. Tam and Lyons inquired about why the Trustees do not receive the same raise as other County employees since Trustees are elected officials. They emphasized they only speak on behalf of Jackson Township. Dickson acknowledged several Trustees have expressed an interest in higher wages. Grasty concurs the Supervisors need to approve a higher wage for the Trustees. Dickson questioned what the Iowa Code says about the matter. According to Lyons, Iowa Code Section 359.46 states the Board of Supervisors establish the pay rates for Trustees. Tam asked if the Trustees are represented on the Guthrie County Compensation Board. Auditor clarified only County elected officials have a representative on the Compensation Board. The Trustees are not County elected officials since the citizens of a Township elect the corresponding Trustees. Auditor also verified Supervisors budgeted the same amount in the Township line item for the last two (2) years. Rutledge pointed out fence disputes as well as other similar work goes above and beyond the two (2) meeting per year. Lyons thinks a higher rate may motivate more people to serve as Trustees. Grasty acknowledged it is a great deal of work, and it is becoming harder to find people willing to do it. Tam believes Trustees can help circumvent certain issues because Trustees know their neighbors and can help deescalate situations. Dickson inquired if the wages may be paid from Township taxes. Lyons advised the Township use taxes to care for the cemetery and provide fire response. The Trustee wages are paid from the County's Budget. He pointed out there are extra costs associated with the cemetery expansion. In particular, the Trustees got bids for the fences; however, it needs to be redone because the wire is not correct. They also need to rock the road into the cemetery at some point. In addition, the mowing rates will increase due to the increased area. Finally, the Trustees need to hire a contractor to lay out the plots, and the minimum bid is \$3,000. Dickson asked for a recommendation from Tam and Lyons. Rutledge thinks setting an hourly rate is a good idea. Lyons suggested forty dollars (\$40) per meeting, and an hourly rate of twenty dollars (\$20) for other work. Tam advised the Trustees have approximately six (6) phone conferences per year. Grasty acknowledged a Trustee's responsibilities take a great deal of time away from a Trustee's personal life. He thinks Supervisors need to discuss the matter. Rutledge wants to research it and consult the Iowa Code. Auditor questioned the effective date of the new rate. Grasty explained Supervisors are past the budget process, so it is too late to change the FY2019 Budgets. Dickson wants to look into options available for FY2019. Since there are sixteen (16) Townships, it could have a large impact. Dickson acknowledged the cemeteries are a great deal of work for most Trustees. Supervisors reached a consensus to research the issue. Rutledge stated the ultimate decision must apply to all Township Trustees. Rutledge inquired if the "Rural Fire Association" has representation from each Township. Tam and Lyons advised Jackson contributes to the Fire Departments in the Cities of Menlo, Panora, Redfield and Stuart. Jackson spent approximately \$11,083 for fire services last year. Grasty advised Supervisors will look into the matter. JD Kuster, Baker Township Clerk, joined the meeting. Supervisors briefly discussed cemetery fees and hourly rates with him. Supervisors questioned if there are ways to recoup cemetery fees through the funeral homes. Kuster pointed Townships charge the parties for the fees and costs associated with fence disputes.

Marty Derry joined the meeting to discuss the non-Conforming Use of Parcel Number 0000661201 in the Town of Herndon. At the request of Chris Whitaker, Guthrie County Zoning Administrator, Auditor passed around an email and letter prepared by him. Rutledge stated Derry contacted him about this matter. As of last Friday, 22 June 2018, Derry only received limited communications from Whitaker since April 2018. Rutledge advised Derry to request a slot on the Agenda. Derry stated Whitaker previously agreed to review the zoning issues. Derry advised he left messages weekly for a month, but he received no response from Whitaker. At Rutledge's recommendation, Derry also contacted the Guthrie County Courthouse. Grasty confirmed he called Derry and subsequently called Whitaker. Derry finally received a call from Whitaker advising he will discuss the issue with Supervisors. Derry never received another response. Derry called Whitaker several more times. Whitaker met with the Supervisors during the regular meeting on 29 May 2018. Derry never received a response after this meeting. Dickson confirmed Derry wants to operate a business at the location. Derry admitted he approached the previous owner about re-opening the business, so he could

expand his business. Derry meet with the Region XII Council of Governments about refinancing loans. He wants to promote and keep business in Guthrie County. Derry finally gave up because Region XII was too busy to follow through with his requests. He spent a bunch of money to clean up the property. Derry stated he had all the documentation for the Iowa Department of Transportation (IDOT) Dealer's License, since February 2018, except the Zoning Letter. He does not want to rezone the property. He just wants to reopen an existing business. According to Whitaker, the business was closed for too long, so he cannot continue the non-conforming use. Derry admits the business was closed when Rolfes Real Estate LLC bought it; however, Rolfes were allowed to reopen it. Rutledge inquired about the License. Derry stated the property must be zoned Commercial in order to comply with the License. The property is classified as Commercial for assessment and taxing purposes. Auditor explained the assessment class and zoning are completely different. Beacon, the Guthrie County Parcel and GIS Database only shows the assessment class. Per the website, the class is not to be used for zoning purposes. Derry stated he needs a Zoning Letter from the Guthrie County Zoning Administrator. He confirmed the name of his business is the Last Outpost LLC. Auditor advised the first step is Whitaker deciding if the use is an existing non-conforming use. Derry may appeal Whitaker's decision to the Guthrie County Zoning Board of Adjustment. Auditor confirmed Whitaker showed Supervisors the Guthrie County Comprehensive Plan Map. Derry acknowledged IDOT admits zoning is the County's discretion. Derry questioned if he can conduct business without rezoning the area. Auditor explained the process to rezone the area. Dickson confirmed Herndon currently is zoned Agricultural. Derry passed around a copy of the letter from IDOT. He thinks his property along Highway 4 is grandfathered as a non-conforming use. Derry stated he bought the Herndon parcel for a salvage business, so he can use the Highway 4 location to resell vehicles. Derry advised he cannot sit around and wait for a decision from Whitaker. He thought the goal was to promote business. In 2016, Derry fought with Region XII over funding. Derry admitted the business in Herndon has been closed for three (3) years. He emphasized he thought he bought two (2) commercial properties. Rutledge confirmed Rolfes operated the business as a salvage yard. Grasty commented he does not think Whitaker wants to rezone the area. According to Whitaker's letter, the County must rezone the area in order for Derry to operate a salvage business. Derry does not understand why. Grasty explained a non-conforming use ceases after one (1) year if the business closes, and the County can no longer grandfather it. Derry must request the change. Derry confirmed he took possession of the property in April 2018. Lloyd asked when Rolfes actually closed the business. Derry stated late 2014 or early 2015. According to Derry, it closed before Rolfes took over the property. Rutledge thinks Derry has a valid point since the property always was used for salvage. Derry reiterated he just wants the Zoning Letter for the License, so he can move forward with his business. Derry confirmed he has not received any letter from Whitaker. Auditor made a copy of Whitaker's letter and handed it to Derry. He acknowledged receipt of it. According to Whitaker, there are no restrictions on Derry's property along Highway 4. Dickson pointed out Whitaker's letter specifically tells Derry exactly what he needs to do about the Herndon parcel. Derry mentioned the fencing requirement and asked if it can be any type of barrier which obstructs the view. Derry is tired of drawing out the process. Rutledge inquired about other problems with Whitaker. Grasty will call Whitaker and tell him to make this a priority. Dickson reiterated Derry must make a formal written request to rezone the property. Derry confirmed the property must be zoned Industrial, and Supervisors ultimately must approve it. The Auditor explained the process to obtain a Conditional Use Permit. Derry asked if Whitaker can issue a zoning letter for his property along Highway 4, so he can get the License. Grasty thinks Whitaker stated the Highway 4 property may be a legal non-conforming use during the meeting on 29 May 2018. Derry admitted Herndon is a gray area. Rutledge confirmed Derry needs a zoning letter for the Highway 4 property; however, Whitaker's letter only addresses the Herndon parcel. Derry assumed Supervisors prefer the salvage business in Herndon and not along Highway 4. Derry emphasized he needs the License because he cannot keep going backwards. He needs to move forward. Derry pointed out the License only requires confirmation of a Commercial zone. The IDOT Recycling License requires confirmation of an Industrial zone along with approval from the Guthrie County Board of Supervisors. Grasty will call Whitaker and direct him to straighten out this matter. Rutledge wants Whitaker to deal with both requests. Derry stated Whitaker has never seen the IDOT letter. Grasty was unaware Whitaker never followed up with Derry. Grasty wants communication to be a priority, so he will call Whitaker today. Rutledge wants Derry kept in the loop. Derry inquired how soon he will receive a zoning letter regarding the Highway 4 property. Rutledge told Derry to check back in a couple of days.

Brandon Thompson, Guthrie County Facilities Manager, along with Jotham Arber, Guthrie County Transfer Station (TS) Executive Director, joined the meeting to award the concrete bid for the floor in the Garbage Building. Jorgensen Brothers Concrete Construction clarified their bid, so it now shows all the specifications. Jorgensen can start on 13 July 2018. Thompson passed around the updated specifications. He stated the cure will penetrate into the concrete

surface. It is the same mixture and process used in highway projects. Thompson does not think there is enough difference in the concrete mixtures to warrant the additional cost for the special mix discussed last week. Rutledge confirmed the two (2) bid specifications are the same, and Jorgensen's bid is approximately \$1,700 cheaper. Thompson pointed out the only problem maybe the need to replace additional small floor sections, if it gets busted during the replacement process. Thompson recommended the Jorgensen bid because it is the lowest. Rutledge wants Jorgensen and the County to enter into a contract which contains the bid specifications, so both parties agree on the terms. Thompson will call Jorgensen and obtain a contract. He also will get an updated copy of Jorgensen's liability insurance. Motion by Dickson second by Rutledge to award the concrete bid for the floor in the Garbage Building at the Guthrie County Transfer Station to Jorgensen Brothers Concrete Construction for a cost of \$13,225. Motion carried on a vote: Ayes: 4 Nays: 0.

Thompson provided a Facilities Management update. Thompson and Arber are working with the Iowa Department of Natural Resources (IDNR) to secure a permit for live loading while Jorgensen's complete the project. Thompson thinks TS can live load the garbage on Thursday, Friday, and Saturday. He plans to do it in the same area as the appliances. A truck will go to the Carroll County Landfill as soon as it is full. Thompson confirmed there are no large trash days during this time frame. The recycling will be unloaded into another building. Arber plans to notify the haulers about this project. They will secure the permit from IDNR. Thompson advised he repaired some fixtures in bathrooms at the Guthrie County Jail. The Facilities Management and Custodial Departments continue to plug away on other projects.

Sheriff Marty Arganbright, Guthrie County Sheriff, along with Chief Deputy Jeremy Bennett, joined the meeting to discuss the Guthrie County Jail project. Sheriff passed around the Guthrie Center Activity Logs and Patrol Hours for March, April and May 2018. The Jail currently is full and there are four (4) inmates housed in Adair County. Sheriff passed around the Jail Roster for approximately the last month. Grasty asked if Sheriff contacted Shive Hattery Architecture & Engineering about the cost share percentage, if Shive does the entire project. Sheriff stated Shive will charge six to seven percent (6-7%). Sheriff also talked to Sheriff Ken Pingrey, Carroll County Sheriff, and Pingrey stated he would not select any other company for the project. Sheriff spoke with Shive about the scope of services. Shive broke the services into four (4) phases. Sheriff listed the cost for each phase. He confirmed the County has no obligation to use Shive to construct the new facility, even if Shive does just Phase 1 of the project. Sheriff wants to use the remaining funds in the Dept: 05 - Sheriff FY2018 Budget to conduct the needs assessment. Sheriff recommends using Shive because of their experience. He confirmed Shive's design estimate was \$20,000. Grasty stated the only issue with Shive is the plus expenses because it includes a long list of items. Sheriff stated Shive advised these only apply if Shive is working in another state. It does not affect local projects, as much, because there are no lodging expenses. Dickson thinks both companies have hidden fees. He does not understand why either company cannot give a solid ballpark cost for analysis; especially, if they have worked on other similar sized jails. Sheriff insisted Supervisors can hold Shive to the quote for \$28,000. Rutledge pointed out Shive does all the work in house. He did not think Design Alliance, Inc. provided a straight answer on this point. Grasty expressed concern about over all accountability for the project. Sheriff emphasized Shive handles the project from beginning to end. Bennett recommended Shive because the company built other jails in the State of Iowa. He pointed out Design did not mention any jail projects within the State. Sheriff really wants to move forward with Phase 1 of the project. Rutledge confirmed Shive provided a proposal for the initial four (4) phases. He asked if the Guthrie County Attorney's Office reviewed the proposal. Rutledge thinks the County must do a needs assessment, and Shive is the best company to do it. He also wants the County Attorney or Assistant County Attorney to review the proposal before Supervisors move forward with the needs assessment. Dickson confirmed the County is not obligated to use Shive throughout the whole process. Chief Deputy confirmed the County can stop at any time. Sheriff advised he is turning back \$50,000 in the FY2018 Budget because he is not purchasing a new car. Sheriff will take the proposal to the County Attorney's Office. Rutledge is the most comfortable with Shive. Grasty thinks Shive is the most comprehensive company. Dickson inquired about the public bid threshold. Per Iowa Code Section 26.3, the bid threshold is \$100,000. Rutledge questioned which Department should pay for the expenses. Auditor advised her plan is to run all the expenses through Dept: 05, but she will check with the State Auditor. Dickson stated he is willing to amend the FY2019 Budget to add funding for the project. Sheriff advised the Carroll County bond referendum will be voted on at the General Election in November 2018. He stated Pingrey plans to build the new jail next to the Carroll County Courthouse.

Sheriff provided a brief update. He expressed concerns about Derry's plan in Herndon. He assumes numerous people will complain about it. Sheriff passed around the Special Traffic Enforcement Program (STEP) wave results. Chief Deputy runs this program, and it generated several good arrests, including arrests for Possession of Controlled Substances and Operating While Intoxicated. Chief Deputy briefly explained the program and discussed STEP citations as well as arrests. Sheriff advised he purchased a trade-in vehicle from Deery Brothers. The cost was \$20,000 plus a trade-in vehicle. The newer vehicle will have a 100,000-mile power train warranty. It has all the necessary equipment except for a cage and radio. The state bid price for a new vehicle will be \$35,000 plus the cost of equipment. The total cost for a new vehicle will be approximately \$55,000. Deputy Herbert's vehicle needs approximately \$4,000 in repairs; however, Sheriff will be lucky to get \$2,500, if he trades it next year.

Darcia Robson, Guthrie County Veteran Affairs Administrator, joined the meeting to present her letter requesting the reappointment of Karen Rosenbeck to the Guthrie County Veteran's Commission Board for a term of three (3) years. Rosenbeck's term ends on 30 June 2018. Rosenbeck is willing to serve another three (3) year term. The Commission recommends reappointing Rosenbeck. Motion by Lloyd second by Rutledge to appoint Karen Rosenbeck to the Guthrie County Veteran's Commission Board for a term of three (3) years ending 30 June 2021. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors considered the Application for Fireworks Permit submitted by Merri Lee Grow. Weston Grow will set off the fireworks at 1924 Highway 44, Guthrie Center, Iowa all day on 4 July 2018. The alternative rain date is 5 July 2018. Motion by Rutledge second by Lloyd to approve and sign the Fireworks Permit submitted by Merri Lee Grow. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors reviewed the Application for Fireworks Permit submitted by Jason and Sheri Clark. He will set off the fireworks at 300 SE 12<sup>th</sup> Street, Panora, Iowa on 4 July 2018 at dusk. The alternative rain date is 7 July 2018. Motion by Grasty second by Rutledge to approve and sign the Fireworks Permit submitted by Jason and Sheri Clark. Motion carried on a vote: Ayes: 4 Nays: 0.

Paul Davis requested information about a Fireworks Permit, but he did not submit the Application before the meeting.

There was no discussion about other county projects.

Supervisors reviewed the Guthrie County Financial Statements and Audit Report for Fiscal Year 2016-2017 along with the Representation Letter. Auditor emailed the Report and associated documents to Supervisors prior to the meeting. Supervisors did not have any corrections. Auditor advised the State Auditor has Supervisors response concerning TS. She resent it to the State Auditor after the State emailed the draft Report. Motion by Rutledge second by Lloyd to approve and sign the Guthrie County Financial Statements and Audit Report for Fiscal Year 2016-2017 as well as the Representation Letter. Motion carried on a vote: Ayes: 4 Nays: 0

Supervisors considered the Guthrie County Secondary Roads Department Payroll Change Notice for Justin Kress (Position Change to Equipment Operator). Kress moved from a Dump Truck to a Semi. Motion by Lloyd second by Rutledge to approve the Payroll Change Notice for Justin Kress (Position Change to Equipment Operator) authorizing a pay increase from \$19.74 per hour to \$21.12 per hour effective 1 July 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Motion by Rutledge second by Dickson to approve the Minutes from 19 June 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 4 Nays: 0

Motion by Dickson second by Rutledge to approve the Claims from 9 June 2018 – 22 June 2018 in the amount of \$526,315.80. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Report for 3 June 2018 – 16 June 2018 as well as the Courthouse and Assessor Payroll Reports for 9 June 2018 – 22 June 2018.

There being no further business to come before the Board at this time, the Board adjourned at 12:07 p.m. until its regularly scheduled meeting on Tuesday, 3 July 2018. Motion by Rutledge second by Lloyd. Motion carried on a vote: Ayes: 4 Nays: 0

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Everett L. Grasty, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor