

2019-2020  
Guthrie County Board of Supervisors Meeting Minutes  
Meeting Place: Guthrie County Courthouse  
Guthrie County Board of Supervisors  
  
Guthrie County Board of Supervisors

Regular Session

2 July 2019

The Guthrie County Board of Supervisors met this 2<sup>nd</sup> day of July, 2019, 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 Jerome “J.D.” Kuster. Clifford Carney was absent from the meeting.

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

Motion by Grasty second by Kuster to approve the Agenda for 2 July 2019. Motion carried on a vote: Ayes: 4  
Nays: 0.

Brenna Bird, Guthrie County Attorney, joined the meeting and presented Resolution 20-01: Timothy Benton Retirement Resolution. Said Resolution acknowledges Mr. Timothy Benton as a hard-working and dedicated public servant of Guthrie County and further congratulates him on his retirement. In particular, Mr. Timothy Benton has served Guthrie County from September 4, 2012 until his retirement, as Assistant County Attorney. Timothy Benton has worked to ensure the public safety of our community and to pursue justice. Timothy Benton has dedicated his public service career to serving Iowans starting with thirty-five (35) years in the Iowa Attorney General’s Office and then seven (7) years with Guthrie County. Timothy Benton has been an invaluable asset to Guthrie County, Iowa, through his willingness to share his wisdom and years of experience with any Department requesting his opinion and/or assistance. County Attorney wanted to express her gratitude to Benton. She reminded Supervisors that Benton not only retired from County but also the Iowa Attorney General’s Office. County Attorney appreciated his support and willingness to remain with the County Attorney’s Office for six (6) months to help with the transition. County Attorney mentioned the retirement party held for Benton last week. The consensus was Benton did a great deal of good for County. Grasty stated Benton was a valuable employee. Motion by Kuster second by Grasty to adopt Resolution 20-01: Timothy Benton Retirement Resolution. Motion carried on a roll call vote: Ayes: 4 (Dickson, Grasty, Lloyd and Kuster) Nays: 0 Absent: 1 (Carney).

Auditor resubmitted Guthrie County Attorney Office Payroll Change Notice for John Twillmann (New Employee). County Attorney and Auditor assured Supervisors the new salary is accounted for in the Fiscal Year 2019-2020 (FY2020) County Attorney Budget. County Attorney advised she reorganized the office procedures and will no longer utilize any part-time employees to assist with the preparation of cases and/or dissemination of reports. Furthermore, the documents are filed electronically now. Based on the Chief Deputy Auditor’s calculations, Benton’s final check will be \$12,797.34. This includes \$1,313.60 for his final payroll check. Auditor advised Twillmann’s new salary of \$75,000 will be eighty-six point thirty-eight percent (86.38%) of the County Attorney salary approved by Supervisors in Resolution 19-21: Annual Salary Approved for Elected Officials. County Attorney assured Supervisors the eighty-five percent (85%) limitation set forth in Iowa Code Section 331.904 only applies to a fulltime County Attorney, and she is designated a part-time County Attorney. She emphasized the Iowa Code clearly states fulltime County Attorney. Furthermore, the Iowa Attorney General’s Office agrees with her. In fact, there are a few other Counties in which the part-time County Attorney makes less than the fulltime Assistant County Attorney. Motion by Kuster second by Grasty to approve and sign the Guthrie County Attorney’s Office Payroll Change Notice for John Twillmann (New Employee) authorizing a new salary of \$75,000 per year effective 1 July 2019. Motion carried on a vote: Ayes: 4 Nays: 0.

County Attorney provided a brief Guthrie County Attorney’s Office update. She introduced the new Assistant Guthrie County Attorney, John Twillmann. He started on 1 July 2019 and spent most of the day in Guthrie County District Court. Twillmann gave a brief introduction. He left a corporate counsel position at Rueter’s Equipment. Twillmann lives in West Des Moines, Iowa and graduated from The University of Iowa College of Law. He interned at the

United States Attorney's Office as well as the State of Iowa Appellate Defender's Office. He also clerked for the 6th Judicial District. Twillmann is excited to join the Guthrie County Attorney's Office. County Attorney confirmed Twillmann is a fulltime employee. She is confident he will do a good job. Auditor will prepare the resolution to appoint Twillmann as the Assistant County Attorney for the next regular meeting on Tuesday, 9 July 2019. County Attorney informed Supervisors she continues to upgrade software because some of the old software is not interfacing well with the new computers. Guthrie Center Communications (GCC) also rebuilt a server and upgraded it to a better version. County Attorney informed Supervisors that she is purchasing a new laptop computer and cellular phone for Twillmann.

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. Andrew Randoll, Chief Executive Office, Panora Communications Cooperative, was present for the discussion. He assured Supervisors the Contract is verbatim the Contract reviewed by Benton and adopted by Supervisors during the previous fiscal year. The Total Contract Rate of \$60,780 will remain the same too. Furthermore, it is incorporated in the FY2020 Information Technology Budget which Curt Thornberry, Technology Development Director, discussed during the regular meeting on Tuesday, 25 June 2019. Schedule 1 Covered Services includes a breakdown of the on-site and off-site support. Randoll stressed this is an important contract, and the Cooperative will do everything it can to assist County. He wants to continue to be a partner and not just a vendor. Supervisors did not have any questions for Randoll. Motion by Grasty second by Dickson to approve and authorize Chair to sign the Panora Communications Cooperative Service Contract with a Total Contract Rate of \$60,780. Motion carried on a vote: Ayes: 4 Nays: 0.

Auditor presented the County Substance Abuse Prevention Services Agreement With New Opportunities Inc. It enables the parties to utilize the County Substance Abuse Prevention Services grant funds in the amount of \$1,788 awarded by the Iowa Department of Public Health (IDPH). There is a three to one (3:1) county match of \$5,364 for a total budget of \$7,152. The parties desire to provide comprehensive substance abuse prevention services including but not limited to those outlined in the "Description of Work" in the grant proposal for FY2020. The Agreement sets forth the Supervisors responsibilities as well as those of New Opportunities. Services will be provided to persons residing within County. The Agreement also sets forth the qualifications of New Opportunities, the Plan as well as the Budget. Auditor advised IDPH already approved it. Motion by Kuster second by Lloyd to approve and authorize Chair to sign the County Substance Abuse Prevention Services Agreement With New Opportunities Inc. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors considered the Guthrie County, Iowa Application for the Display of Fireworks submitted by Jason Clark. The operator will be Jason R. Clark. The address of the display is 300 SE 12<sup>th</sup> Street, Panora, Iowa, and the actual location on the property is the backyard. The date and hours of the display are 6 July thru 13 July 2019 from dusk to 11:30 p.m. Auditor verified the address is outside the city limits. Motion by Grasty second by Lloyd to approve Guthrie County, Iowa Application for the Display of Fireworks submitted by Jason Clark. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors reviewed the Liquor License Application (LC0045619) submitted by Iowa Beer Bus/Sassy Slushy for the premises located at 2512 White Pole Road, Casey, Iowa. The application is for a Class "C" Liquor License for a term of five (5) days effective 19 July 2019 thru 24 July 2019. It includes Outdoor Service. Auditor advised it is for RAGBRAI. Motion by Lloyd second by Kuster to approve the Liquor License Application (LC0045619) submitted by Iowa Beer Bus/Sassy Slushy Casey, Iowa. Motion carried on a vote: Ayes: 4 Nays: 0.

Auditor submitted the Iowa Retail Permit Application for Cigarette/Tobacco/Nicotine/Vapor Submitted by Lake Panorama National Resort. The Permit authorizes over-the-counter sales of cigarettes and cigars. The Permit is effective from 1 July 2019 and automatically expires on 30 June 2020 unless suspended or revoked by the State of Iowa. Motion by Grasty second by Dickson to approve the Iowa Retail Permit Application for Cigarette

/Tobacco/Nicotine/Vapor Submitted by Lake Panorama National Resort for the period 1 July 2019 through 30 June 2020. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors briefly discussed the progress with the Monteith Road Project. The contractor is fixing spots where the trucks got too close to the edge and cracked the asphalt. Auditor confirmed the new Guthrie County website is active. There were no further discussions regarding any pending county projects.

Auditor presented Resolution 20-02: Guthrie County Salaries and Wages Effective 1 July 2019. Said Resolution certifies the annual base salary of the deputies for each elected official as well as the deputy sheriffs and the assistant county attorney, as set forth in the attached table, to the Auditor. Furthermore, the Resolution certifies the compensation for the additional employees and clerks appointed by the principal county officers as set forth in the attached table. Finally, it directs these salaries and wages shall take effect 1 July 2019. In particular, Iowa Code Section 331.904 states the Board of Supervisors shall certify the annual base salary of the deputies for each elected official as well as the deputy sheriffs and the assistant county attorney to the Auditor. "Base salary" means the basic compensation excluding overtime pay, longevity pay, shift differential pay, or other supplemental pay and fringe benefits. The annual base salaries do not exceed the limitations specified in Iowa Code Section 331.904. The Board also shall set the compensation for the additional employees and clerks appointed by the principal county officers pursuant to Iowa Code Section 331.904(4). Motion by Grasty second by Lloyd to approve Resolution 20-02: Guthrie County Salaries and Wages Effective 1 July 2019. Motion carried on a roll call vote: Ayes: 4 (Dickson, Grasty, Lloyd and Kuster) Nays: 0 Absent: 1 (Carney).

Auditor submitted Resolution 20-03: Resolution Authorizing the Guthrie County Auditor To Issue Payroll Checks Per Iowa Code Section 331.506 Without Prior Board Approval By The Guthrie County Board Of Supervisors. Said Resolution authorizes the Guthrie County 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 2019-2020. Furthermore, the Resolution mandates the Guthrie County Auditor shall comply with all provisions of Iowa Code Section 331.506 and this Resolution when making such payments. Finally, it authorizes said process to commence upon approval of the Resolution. In particular, Iowa Code Section 331.506(3) states the board, by resolution, may authorize the auditor to issue checks to make the following payments without prior approval of the board: a. For fixed charges including, but not limited to, freight, express, postage, water, light, telephone service or contractual services, after a bill is filed with the auditor; b. For salaries and payrolls if the compensation has been fixed or approved by the board. The salary or payroll shall be certified by the officer or supervisor under whose direction or supervision the compensation is earned. The Guthrie County Board of Supervisors fixed as well as approved the salaries and payrolls for each office/department in Guthrie County by adopting Resolution 20-02: Guthrie County Salaries and Wages Effective 1 July 2019 during its regular meeting on 2 July 2019. The Elected Official or Department Head for each office/department certifies the compensation earned by each employee under his or her direction and supervision by signing each employee's "Time Sheet". An officer certifying an erroneous claim against the county is liable on the officer's official bond for a loss to the county resulting from the error pursuant to Iowa Code Section 331.506(5). Motion by Kuster second by Dickson to adopt Resolution 20-03: Resolution Authorizing the Guthrie County Auditor To Issue Payroll Checks Per Iowa Code Section 331.506 Without Prior Board Approval By The Guthrie County Board Of Supervisors. Motion carried on a roll call vote: Ayes: 4 (Dickson, Grasty, Lloyd and Kuster) Nays: 0 Absent: 1 (Carney).

Auditor offered Resolution 20-04: Resolution Authorizing The Periodic Transfer Of Funds From The Guthrie County General Supplemental Fund To The Adair/Guthrie County Emergency Management Commission Fund. Said Resolution authorizes the Guthrie County Auditor to make quarterly transfers of \$19,025.75 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 2019, December 2019, March 2020 and June 2020. The total transfers shall not exceed \$76,103. 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, it authorizes said transfers to begin upon approval of this Resolution. In particular, the Guthrie County Board of Supervisors (Supervisors) budgeted \$76,103.00 in the General Supplemental Fund of the Fiscal Year 2019-2020 (FY2020) Guthrie County Budget to fund its share of the Adair/Guthrie County Emergency Management

Commission (EMC) FY2020 Budget. The Guthrie County Auditor (Auditor) is the fiscal agent for the EMC. Iowa Code Section 331.432 mandates the Supervisors must authorize all inter fund transfers by resolution. The Auditor needs to periodically transfer funds from the General Supplemental Fund (Protection/Security Services-Misc Expense: 0002-01-1210-000-486990) to the EMC Fund (Emer Mngmt Services Agency Funding: 4000-4-69-1210-251100) during FY2020. During the regular meeting on 20 June 2017, the Supervisors directed the Auditor to make these transfers once each quarter. The Auditor shall divide the transfer into four (4) equal sums of \$19,025.75. Motion by Kuster second by Grasty to adopt Resolution 20-04: Resolution Authorizing The Periodic Transfer Of Funds From The Guthrie County General Supplemental Fund To The Adair/Guthrie County Emergency Management Commission Fund. Motion carried on a roll call vote: Ayes: 4 (Dickson, Grasty, Lloyd and Kuster) Nays: 0 Absent: 1 (Carney).

Auditor tendered Resolution 20-05: Resolution Authorizing The Periodic Transfer Of Funds From The Guthrie County General Basic Fund And The Guthrie County Rural Services Fund To The Guthrie County Secondary Roads Fund. Said Resolution authorizes the Guthrie County Auditor to make semi-annual transfers of \$31,613 from the Guthrie County General Basic Fund (To Secondary Road Fund-Misc Expense: 0001-99-0300-000-812990) to the Secondary Roads Fund (General Basic Fund: 0020-0-20-7000-900000) in October 2019 and April 2020. The total transfers shall not exceed \$63,226. Furthermore, the Resolution authorizes the Auditor to make semi-annual transfers of \$962,521 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 2019 and April 2020. The total transfers shall not exceed \$1,925,042. In addition, said Resolution directs the Auditor to notify the Guthrie County Treasurer, Marci Schreck, as well as Guthrie County Engineer, Joshua Sebern, upon completion of said transfers. Finally, it authorizes said transfers to commence upon approval of this Resolution. In particular, the Guthrie County Board of Supervisors (Supervisors) budgeted \$63,226 in the General Basic Fund of the Fiscal Year 2019-2020 (FY2020) Guthrie County Budget to transfer property tax revenue pursuant to Iowa Code Section 331.429(1)(a) into the Secondary Roads Fund of the FY2020 Budget. The Guthrie County Board of Supervisors (Supervisors) budgeted \$1,925,042 in the Rural Services Fund of the FY2020 Guthrie County Budget to transfer property tax revenue pursuant to Iowa Code Section 331.429(1)(b) into the Secondary Roads Fund of the FY2020 Budget. Iowa Code Section 331.432 mandates the Supervisors must authorize all inter fund transfers by resolution. The Auditor needs to periodically transfer funds from the General Basic Fund (To Secondary Road Fund-Misc Expense: 0001-99-0300-000-812990) to the Secondary Roads Fund (General Basic Fund: 0020-0-20-7000-900000) during FY2020. The Auditor needs to periodically transfer funds from the 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) during FY2020. The Auditor shall divide the transfer from the General Basic Fund into two (2) equal sums of \$31,613. The Auditor shall divide the transfer from the Rural Services Fund into two (2) equal sums of \$962,521. Motion by Grasty second by Dickson to approve Resolution 20-05: Resolution Authorizing The Periodic Transfer Of Funds From The Guthrie County General Basic Fund And The Guthrie County Rural Services Fund To The Guthrie County Secondary Roads Fund. Motion carried on a roll call vote: Ayes: 4 (Dickson, Grasty, Lloyd and Kuster) Nays: 0 Absent: 1 (Carney).

The full text of all Resolutions adopted by the Guthrie County Board of Supervisors after 1 July 2018 are available on the Guthrie County website at <http://guthriecounty.org/government/boards-commissions/board-of-supervisors/agendas-minutes/>.

Motion by Dickson second by Kuster to approve the Minutes from 18 June 2019 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 4 Nays: 0.

Motion by Dickson second by Kuster to table the Minutes from 25 June 2019 until the regular meeting on Tuesday, 9 July 2019. Motion carried on a vote: Ayes: 4 Nays: 0.

Motion by Grasty second by Lloyd to approve the Claims from 26 June 2019 – 2 July 2019 in the amount of \$248,257.19. Motion carried on a vote: Ayes: 4 Nays: 0.

Auditor and Supervisors engaged in a salary/wage discussion with Pam Lane, Guthrie County Human Resources Director.

Kuster briefed Supervisors on the New Opportunities Inc. Board Meeting which he attended on Thursday, 27 June 2019. He directed Supervisors to notify New Opportunities of any low-income resident in need of winterization assistance.

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 July 2019. Motion by Dickson second by Grasty. Motion carried on a vote: Ayes: 4 Nays: 0.

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Jack E. Lloyd, 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 July 2019

The Guthrie County Board of Supervisors met this 9<sup>th</sup> day of July, 2019, 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 Jerome “J.D.” Kuster. Mike Dickson 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 9 July 2019. 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 10 June 2019.

Jotham Arber, Guthrie County Public Health and Environmental Health Director, joined the meeting to provide a Public Health Department (PH) update. Arber handed out the 2018-2019 Statistics report. He announced PH had numerous good accomplishments this year. In particular, PH maintained a ninety-five percent (95%) immunization rate and saw the health ranking rise from sixty-first (61<sup>st</sup>) to forty-fifth (45<sup>th</sup>) out of ninety-nine (99) Counties in the State of Iowa. This means County jumped into the top half of the rankings. Furthermore, PH conducted 1,978 nurse visits along with 3,835 Health Aide visits. There were 2,583 Homemaker visits as well as 548 therapy visits. Over all, PH provided services to 261 families within County. PH also issued 1,424 immunizations and tracked forty-three (43) communicable diseases. PH administered eighty-five (85) Family Support visits to families with children five (5) years of age preparing for preschool or kindergarten. There were 633 HOPES visits too. PH also referred families to other providers for additional resources. PH even handed out 13,350 donated diapers. Finally, PH conducted 600 hours of Emergency Preparedness training, including three (3) Table Top exercises, one (1) Functional exercise and two (2) Full Scale exercises with moving parts as well as equipment. Arber reminded Supervisors that PH will conduct a health fair in conjunction with Panorama Days. PH even received enough donations to purchase a brain bounce house which people can walk through. They also will serve donated ice cream during the event. Additionally, area health care providers will set up booths at the Health Fair. Arber notified Supervisors that he has made several attempts to contact Darci Alt, Chief Executive Officer, Heart of Iowa Region; however, he has not received any response. The theme is mental health and wellness for children as well as adults.

Arber also presented the Environmental Health Department update.

Arber reported both the trucks are working fine at the Transfer Station. The driver currently is hauling three (3) loads per day. Arber notified Supervisors that Jim Hawk Truck Trailers Inc needs to fix the trailer which is out of service. According to Brandon Thompson, Guthrie County Facilities Manager, Jim Hawk plans to fix it today. Kuster verified the trailer is under warranty.

Pam Lane, Guthrie County Human Resources Director, joined the meeting to submit the Update to the Guthrie County Major Medical Plan. This is a Summary of Material Modification that reflects an amendment made to the Guthrie County Major Medical Plan. The amendment takes effect 1 July 2019. In particular, the Out-of-Pocket Calendar Year Maximums increased to \$1,875 per person and \$3,750 per family. Surgical removal of impacted teeth also will be covered eighty/twenty (80/20) subject to the deductible and coinsurance. The Update will be a new attachment to the back of the Major Medical Plan. It specifies revisions to the Plan Features. Lane will provide a Summary of Benefits and Coverage to all employees, so they are aware of the changes. Upon request, she will make a copy of the Employee Benefit Systems (EBS) Notice of Privacy Practices and User Disclaimer available to any employee. Motion by Grasty second by Carney to approve and authorize the Chair to sign the Update to the Guthrie County Major Medical Plan. Motion carried on a vote: Ayes: 4 Nays: 0.

Lane provided a Human Resources Department update. The County will be holding a Department Head meeting tomorrow morning. Grasty and Kuster are planning to attend it. Furthermore, Department Heads will be receiving new website training on Wednesday. Curt Thornberry, Technology Development Director, Guthrie Center Communications (GCC), will provide the training. He will demonstrate how to adjust the Department's portion of the website. Lane is assisting with interviews for open positions. The Guthrie County Recorder, Tristen Richard, conducted interviews for the part-time Clerk position; however, she has not selected a person to fill the position yet. The Secondary Roads Department conducted interviews for the Labor and Grader Operator positions. Joshua Sebern, Guthrie County Engineer, will make offers this week. Lane will be conducting Health Insurance Portability and Accountability Act (HIPAA) training on 11 July 2019 at the Guthrie County Public Health building. All the Departments will be trained except for the Guthrie County Sheriff's Department. The Information Technology (IT) Committee will meet on 24 July 2019, and the Guthrie County Personnel Policy Committee will meet on 31 July 2019. Lane currently is compiling salary information as well as a long-range plan. She will have a document ready in the next few weeks which Supervisors as well as Elected Officials/Department Heads may use as a point of reference.

Sheriff Marty Arganbright, Guthrie County Sheriff, Michael S. Lewis, Institutional Team Leader, Shive Hattery Architecture & Engineering, and Sid Samuels, President, The Samuels Group Inc. joined the meeting to present a Phase Two (2) Guthrie County Jail Project update. Chief Deputy Jeremy Bennett, Deputy Michael Herbert, and Brandon Thompson, Guthrie County Facilities Manager, also were present for the discussion. Lewis explained he updated the cost information and revisited the costs for the full site including the repaving of the Guthrie County Courthouse parking lot. Shive completed these calculations and forwarded the final numbers to Samuels Group. Samuels advised his company was ready to reconcile the figures and received the updated estimate last week. He handed out the Guthrie County Law Enforcement Center Addition Referendum Estimate. Lewis stated the plan is to hold another meeting with the Sheriff and his staff as well as Thompson in a month or so. Samuels explained the column labeled Estimated Cost of Addition lists the cost previously presented to Supervisors. Samuels Group prepared the figures in the column labeled Site Costs based on the new drawings. The Combined Site and Building total of \$8,278,150 includes the original building costs plus the new site costs. The documents prepared by Lewis and Samuels include the initial floor plan and master site plan along with the prices. Supervisors should use these numbers to determine the impact on property taxes. The next step is to determine the implications on the tax base with bond counsel and Auditor. Samuels assured Supervisors there is a four percent (4%) inflation rate built into the total cost. Lewis concurred the total cost does not reflect today's prices because it has been inflated to account for future construction costs. In Samuels' opinion, construction will be a year out considering the design time and bidding process. Grasty confirmed Supervisors need to provide all the necessary information to Auditor by September 2019, if the bond referendum will be held in conjunction with the City/School Election in November. Samuels insisted Supervisors need to know what the project will mean to the taxpayer before they make a decision. They identified the needs and cost. Now, Supervisors need to figure out the impact on taxpayers. If Supervisors seriously want to consider a bond referendum, Samuels will help Supervisors develop a strategy for education. The key is consistent communication. Voters must understand what they are voting on, and this includes Supervisors decision to go to bond referendum as well as the impact on property taxes. Before Supervisors make the final decision, they need to collect the final data and decide the best method to finance the project. In short, Supervisors need to figure out how to move forward. The key is communication. Samuels emphasized every taxpayer should hear the exact same message. The ultimate goal is to educate the taxpayers, so they understand what must be done and how Supervisors intend to do it. Grasty commented the taxpayer will want to know how much it will cost. Lewis referenced the life cycle costs. This equals the number of staff plus the cost of the project. He recommended Supervisors work with bond counsel to figure

out some of these costs. Lewis will put together the graphics. This includes renderings and the site plan. Lewis reminded Supervisors about the ten percent (10%) contingency. He acknowledged the discussion regarding the slightly bigger offices and assured Supervisors it falls within the contingency. The details can be worked through during the next generation of the design. Lewis explained the next generation is a schematic design which will cost twenty percent (20%) of the total fee. In short, it will cost approximately \$100,000 to develop the full detail of the design. Lewis can take this next step now; however, Counties typically go to referendum first to see if the voters support the project. Lewis explained the contingency supports the changes, so the County can make adjustment after the vote. The question becomes how far Supervisors want to go with the project before the vote. Carney asked Thompson if he is comfortable with the site design. In Thompson's opinion, it is a good preliminary design. He is confident the contingency will cover any necessary changes. Samuels advised his company can develop a plan to educate the public. Samuels reiterated the need to flesh out the financial information first. Beverly Wild was present for the discussion. She commented it will not take long for bond counsel to provide the necessary information. Furthermore, it will be helpfully if bond counsel already is familiar with County. She explained the purpose of bond counsel is to ensure the County meets all the specifications. County must follow specific steps and make sure the documents are drafted in accordance with the laws as well as Internal Revenue Service (IRS) regulations. Samuels commented Supervisors must make a decision regarding how to proceed with the assistance of bond counsel.

Kuster left the meeting at 10:36 a.m.

Sheriff provided a brief Guthrie County Sheriff's Department update. The State of Iowa Jail Inspector just completed his annual inspection of the Guthrie County Jail. Furthermore, the jail was full again last night. In fact, some of inmates were sleeping on the floor. The Jail has been very busy, so Supervisors need to keep moving forward with the Jail Project. The Jail Inspector was pleased the fact that County is moving forward with the Project. Deputy Herbert advised the Jail Inspector cited the Jail for the same deficiencies, including lighting, space, safety and using the Dispatchers as jailors. Lloyd agreed there is a problem, and Carney acknowledged there is a need for a new jail.

Supervisors reviewed Resolution 20-06: Resolution Appointing Assistant Guthrie County Attorney. Said Resolution hereby approves the appointment made by Brenna Bird, Guthrie County Attorney. Said appointment being John Twillmann as the Assistant Guthrie County Attorney. Finally, said appointment becomes effective upon passage of this Resolution and will expire on 31 December 2022. In particular, Iowa Code Section 331.758(2) states the Guthrie County Attorney may appoint assistants subject to the requirements of Iowa Code Sections 331.757 as well as 331.903. Iowa Code Section 331.903(1) enables the Guthrie County Attorney to appoint one or more assistants, with approval of the Board of Supervisors, for whose acts the principal officer is responsible. Motion by Grasty second by Lloyd to approve Resolution 20-06: Resolution Appointing Assistant Guthrie County Attorney. Motion carried on a roll call vote: Ayes: 3 (Carney, Grasty and Lloyd) Nays: 0 Absent: 2 (Dickson and Kuster).

The full text of all Resolutions adopted by the Guthrie County Board of Supervisors after 1 July 2018 are available on the Guthrie County website at <http://guthriecounty.org/government/boards-commissions/board-of-supervisors/agendas-minutes/>.

Supervisors considered the Guthrie County, Iowa Application for the Display of Fireworks submitted by Casey Service Club. The operator will be Scott Harkins. The date and hours of the display are 12 July 2019 from 10:15 p.m. to 10:30 p.m. Auditor verified the address is outside the city limits. Motion by Carney second by Grasty to approve the Guthrie County, Iowa Application for the Display of Fireworks submitted by Casey Service Club. Motion carried on a vote: Ayes: 3 Nays: 0.

Supervisors reviewed the Guthrie County Zoning Permits Report through 30 June 2019. There were no questions or comments.

Supervisors did not discuss any pending county projects.

The Supervisors reviewed the Fourth Quarter of Fiscal Year 2018-2019 Budget Report. Auditor announced none of the Departments exceed the FY2019 Amended Budget by Department, Service Area or Amended Appropriations. The

Heart of Iowa Region did exceed its Service Area due to the payroll for Brett Michael, Mental Health Court Advocate. Auditor also provided Supervisors with the Fiscal Year 2019-2020 Budget Report.

Motion by Carney second by Grasty to approve the Minutes from 25 June 2019 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 3 Nays: 0.

Motion by Carney second by Grasty to table the Minutes from 2 July 2019 until the regular meeting on Tuesday, 16 July 2019. 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 12:14 p.m. until its regularly scheduled meeting on Tuesday, 16 July 2019. Motion by Carney second by Grasty. Motion carried on a vote: Ayes: 3 Nays: 0.

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Jack E. Lloyd, 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 July 2019

The Guthrie County Board of Supervisors met this 16<sup>th</sup> day of July, 2019, 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 Jerome "J.D." Kuster.

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

Motion by Grasty second by Kuster to approve the Agenda for 16 July 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Jotham Arber, Guthrie County Transfer Station Executive Director, and Brandon Thompson, Guthrie County Facilities Manager, joined the meeting to deliver the Guthrie County Transfer Station (TS) update. Arber passed out the Alternative Cost Report Guthrie County Transfer Station. The total agency costs (\$688,999.63) divided by the total hours open (2,200) equals \$313.18 per hour. The calculation demonstrates the amount of revenue TS must generate to justify being open. Arber advised the total direct operation cost is \$656,190.12. The estimated revenue is approximately \$623,000. The total cost borne by County is \$35,000 which equals the revenue less the expense. Arber briefed Supervisors about charge accounts at TS. Arber wants to create a charge account application since there was no formal process in the past. He also wants to run a credit check. Additionally, he wants to limit the maximum balance. The current terms require the account holder to pay within ninety (90) days. Arber wants to reduce the term to sixty (60) days before the account holder is restricted to cash only.

Sheriff Marty Arganbright, Guthrie County Sheriff, and Deputy Michael Herbert joined the meeting to discuss security in the Guthrie County Courthouse. Chief Deputy Jeremy Bennett also was present for the discussion. Auditor passed around the claim for the metal detector. It was purchased August 2016 at a cost of \$3,371. Lloyd inquired about who is manning the metal detector. Lloyd stated he wants it used again.

Sheriff provided a brief Guthrie County Sheriff's Department update. The Jail is full. In fact, there were more suspects arrested pursuant to a search warrant. Grasty confirmed Sheriff's Department still has a drawer full of arrest warrants.

Supervisors did not discuss any pending county projects.



Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Report for 16 June 2019 – 29 June 2019, the Guthrie County Sheriff Deputies Payroll Report for 24 June 2019 – 7 July 2019 as well as the County and Assessor Payroll Reports for 22 June 2019 – 5 July 2019.

There being no further business to come before the Board at this time, the Board temporarily adjourned at 10:30 a.m. until 12:45 p.m. at which time they will resume the regularly scheduled meeting on Tuesday, 16 July 2019. Motion by Kuster second by Grasty. Motion carried on a vote: Ayes: 5 Nays: 0.

The meeting reconvened at 12:45 p.m.

Motion by Grasty second by Carney to approve the Minutes from 2 July 2019 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Grasty second by Carney to approve the Minutes from 9 July 2019 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor reported Thompson requested she issue a check to Wetzel Repair in the amount of \$12,773.02 on 10 July 2019 to reimburse Wetzel Repair for parts purchased on behalf of Guthrie County Transfer Station. Motion by Carney second by Grasty to approve the Claims from 3 July 2019 – 16 July 2019 in the amount of \$809,214.18 as well as the claim for Wetzel Repair in the amount of \$12,773.02 issued by the Auditor on 10 July 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Barry Monaghan, Chief Business Development Officer, and Chris Carlson, Credit Analyst, Guthrie County State Bank joined the meeting to present a proposal for the public financing of the Guthrie County Law Enforcement Center Addition Project. Mike Underwood, President and Chief Executive Officer (CEO), Guthrie County State Bank also was present for the discussion. Monaghan made the presentation. Supervisors briefly discussed the proposal. Supervisors reached a consensus they like the fact that the proposal works with local banks.

Scott Stevenson, Managing Director, D A Davidson Companies, joined the meeting to submit a proposal for the public financing of the Guthrie County Law Enforcement Center Addition Project. Nate Summers also was present for the discussion.

Chip Schultz, Managing Director, Northland Public Finance, joined the meeting to offer a proposal for the public financing of the Guthrie County Law Enforcement Center Addition Project. Michael Hart also was present for the discussion.

Supervisors discussed the three (3) entities willing to provide the public financing for the Guthrie County Law Enforcement Center Addition Project. Dickson pointed out the interest rate quoted by the Bank is an additional two point twenty-five to two point four percent (2.25-2.4%) higher than the finance companies. In Dickson's opinion, the decision is between Davidson and Northland. Kuster concurred the taxpayers cannot afford to keep the financing local. Grasty mentioned the finance companies are able to lock the interest rate unlike the Bank. In his opinion, it makes a difference. Auditor stated she has no preference. Supervisors agreed that Northland presented well. Supervisors also are content the local banks will be given the opportunity to purchase the general obligation bonds first; even though, Supervisors wanted to keep the financing within the County. Auditor affirmed Northland will give the local banks the first opportunity to purchase the bonds. In Grasty's opinion, it is in the best interest of taxpayers if Supervisors select Davidson or Northland. Kuster thinks Supervisors should engage Northland. Grasty prefers Davidson because they offered a better rate and will offer the bonds to the local banks first. Furthermore, Davidson may have a better market. Carney was impressed by the Iowa Corn Suitability Rating (CSR) Chart prepared by Northland. In Grasty's opinion, both companies will compile such a chart. Dickson stated the bottom line is the interest rate. The real rate quoted by Northland is two point fifty-nine percent (2.59%). The rates between Davidson and Northland are comparable. Grasty agreed Northland gave a nice presentation. Kuster recommended Northland because he liked the presentation. Dickson likes the fact Northland can provide four (4) people to work the project. This way at least one (1) representative should attend each meeting. Furthermore, the smaller company is more personable. Grasty pointed out Davidson is willing to make less money, if it sells the bonds to local banks.

Supervisors agreed both Davidson and Northland did a good job. Grasty likes Davidson's flat hierarchy which enables Stevenson to make decisions. Supervisors agree both Davidson and Northland are equal. Northland is in numerous Counties though. Sheriff recommends Northland. Grasty acknowledged Northland ranks higher in Iowa. Carney pointed out Northland will spread the bonds around. Supervisors think it is a toss-up. Motion by Dickson second by Lloyd to engage Northland Public Finance to provide the public financing for the Guthrie County Law Enforcement Center Addition Project. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors considered bond counsel for the Guthrie County Law Enforcement Center Addition Project. Auditor advised the choices are Ahlers & Cooney, P.C. or Dorsey & Whitney LLP. Dickson stated he does not like Robert Josten with Dorsey & Whitney LLP due to issues with the Wind Farm Tax Increment Financing (TIF). In Grasty's opinion, Josten is on point, and those issues were not his fault. Auditor stated she spoke with Josten, and he is willing to serve as bond counsel. She explained Josten will help draft the resolution and ballot language for the bond referendum. Josten confirmed it is possible for Supervisors to include the bond referendum with the City/School Election in November. Finally, Josten stated he does not need to meet with Supervisors at this time. Motion by Carney second by Kuster to engage Robert Josten, Dorsey & Whitney LLP, as bond counsel for the public financing of the Guthrie County Law Enforcement Center Addition Project. Motion carried on a vote: Ayes: 4 (Carney, Grasty, Lloyd and Kuster) Nays: 1 (Dickson).

Auditor will notify Northland and Josten. Furthermore, she will contact Samuels Group as well as Northland and Josten to inquire about the next steps. Auditor will report back to Supervisors during the next regular meeting on Tuesday, 23 July 2019. Sheriff thanked Supervisors as well as Auditor for staying late and keeping the project moving forward.

There being no further business to come before the Board at this time, the Board adjourned at 4:24 p.m. until its regularly scheduled meeting on Tuesday, 23 July 2019. Motion by Dickson second by Carney. Motion carried on a vote: Ayes: 5 Nays: 0.

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Jack E. Lloyd, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

23 July 2019

The Guthrie County Board of Supervisors met this 23<sup>rd</sup> day of July, 2019, 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 Jerome "J.D." Kuster.

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

Motion by Grasty second by Kuster to approve the Agenda for 23 July 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Marci Schreck, Guthrie County Treasurer, joined the meeting to present Resolution 20-07: Resolution To Approve Financial Institutions As Depositories Of Public Funds And To Specify The Maximum Amount That May Be Kept In Each Depository As Per IA Code 12C. The Guthrie County Board of Supervisors is required by Iowa Code Section 12C to approve financial institutions as depositories of public funds. Iowa Code Section 12C also requires the Guthrie County Board of Supervisors to specify the maximum amount that may be kept in each depository. Said Resolution approves the following list of financial institutions be used as depositories for Guthrie County. Furthermore, the Resolution authorizes the Guthrie County Treasurer to deposit county funds in the following institutions in amounts not to exceed the specified maximums. Guthrie County State Bank (Guthrie & Panora): \$20,000,000; Farmers State

Bank (Yale): \$5,000,000; First State Bank (Stuart): \$5,000,000; Rolling Hills Bank & Trust (Casey): \$5,000,000; Iowa Savings Bank (Bayard & Coon Rapids): \$5,000,000; Exchange State Bank (Adair): \$5,000,000; Panora State Bank: \$5,000,000; Peoples Trust & Savings Bank (Guthrie Center): \$5,000,000; and Iowa Public Agency Investment Trust: \$5,000,000. The State Auditor requested County adopt this Resolution annually. Treasurer did not change the Resolution, so the amounts are the same as last year. Motion by Carney second by Grasty to adopt Resolution 20-07: Resolution To Approve Financial Institutions As Depositories Of Public Funds And To Specify The Maximum Amount That May Be Kept In Each Depository As Per IA Code 12C. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Kuster) Nays: 0.

The full text of all Resolutions adopted by the Guthrie County Board of Supervisors after 1 July 2018 are available on the Guthrie County website at <http://guthriecounty.org/government/boards-commissions/board-of-supervisors/agendas-minutes/>.

Treasurer submitted the Annual Report of Marci Schreck, Guthrie County Treasurer, for the Period of July 1, 2018 – June 30, 2019. She is ready to publish said report. Motion by Grasty second by Carney to approve the Annual Report of Marci Schreck, Guthrie County Treasurer, for the Period of July 1, 2018 – June 30, 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Treasurer requested the assignment of the Tax Sale Certificate for Parcel Number 0001425100 held by the County. Teresa Belieu currently owns Parcel 0001425100. The parcel is Lot 126 at Diamondhead Lake. Jason Duroe wants the County to sign over the Tax Sale Certificate in exchange for payment of the balance due, \$1,344. Motion by Dickson second by Grasty to assign Guthrie County's Tax Sale Certificate for Parcel Number 0001425100 to Jason Duroe for the balance due, \$1,344. Motion carried on a vote: Ayes: 5 Nays: 0.

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 Lloyd second by Carney 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 2019 through 30 September 2020. Motion carried on a vote: Ayes: 5 Nays: 0.

Grasty advised the Iowa Prison Industries/Iowa Association of Councils of Governments Prisoner-Built Housing Program has the space to build the houses; however, it is not ready to begin building yet. The Program still needs to train the prisoners to build the houses.

Auditor submitted the letter regarding the Engagement of Northland Securities as Underwriter. John Twillmann, Assistant Guthrie County Attorney, was present for the discussion. Federal security regulations require County to affirmatively engage Northland in order for it to provide advice on the issuance of municipal securities acting in the capacity of underwriter. County seeks to engage Northland to serve as underwriter for the issuance of General Obligation Law Enforcement Center Bonds, Series 2020. The engagement is nonbinding, and County is under no obligation to undertake the Issue. Northland shall be paid an underwriter's discount not to exceed nine dollars ninety-five cents (\$9.95) per \$1,000. The compensation due shall be deducted from the proceeds at closing. The Letter sets forth the fees paid by Northland and County. If County does not undertake the Issue, Northland agrees to pay its own expenses and receive no fee for any services rendered to County. The Letter also serves as County's acknowledgement of receipt of related disclosures. Twillmann stated he reviewed the Letter. It is a standard form letter to engage an underwriter. The rate and payment terms are a business decision, so Twillmann has no opinion regarding these items. The Letter is in good form and Supervisors may sign it, if Northland is the company Supervisors want to engage as underwriter. Motion by Carney second by Dickson to approve and authorize Chair to sign the Engagement of Northland Securities as Underwriter Letter dated 16 July 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor opened a discussion about contracting with D A Davidson Companies to fulfill the general obligation bond reporting requirements. The annual fee to address the current reporting requirement is \$500. Auditor will arrange a phone call or meeting with the South Central Iowa Regional 911 Administrator.

Brandon Thompson, Guthrie County Facilities Manager, updated Supervisors concerning pending county projects and repairs.

Joshua Sebern, Guthrie County Engineer, joined the meeting to present the Guthrie County Secondary Roads Department Payroll Change Notice for Garrett Chase (New Employee). Chase ultimately will replace Kevin Kirtley; however, Chase will be the grader operator in the Panorama territory. Kelly Kirtley replaced his brother as the grader operator in the Yale territory. Chase will start work next week. Motion by Lloyd second by Kuster to approve and authorize the Chair to sign Guthrie County Secondary Roads Department Payroll Change Notice for Garrett Chase (New Employee) authorizing a wage of twenty-one dollars and sixty-three cents (\$21.63) per hour effective 29 July 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Sebern offered the Guthrie County Secondary Roads Department Payroll Change Notice for Tracy Foster (New Employee). Foster will replace Joel Herron who resigned from SRD. Foster will be a laborer; however, he also will be a truck driver. Motion by Grasty second by Carney to approve and authorize the Chair to sign Guthrie County Secondary Roads Department Payroll Change Notice for Tracy Foster (New Employee) authorizing a wage of nineteen dollars and fifty-three cents (\$19.53) per hour effective 22 July 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Engineer provided an impromptu update. Norris Asphalt Paving completed the Monteith Road Project. They just need to remove the Road Closed signs. Lines need to be painted too.

Supervisors opted to table the Minutes from 16 July 2019. Motion by Dickson second by Carney to table the Minutes from 16 July 2019 until the regular meeting on Tuesday, 30 July 2019. 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 11:09 a.m. until its regularly scheduled meeting on Tuesday, 30 July 2019. Motion by Dickson second by Carney. Motion carried on a vote: Ayes: 5 Nays: 0.

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Jack E. Lloyd, 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 July 2019

The Guthrie County Board of Supervisors met this 30th day of July, 2019, 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 Jerome "J.D." Kuster.

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

Motion by Grasty second by Kuster to approve the Agenda for 30 July 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

David Garland, IT Technician, Guthrie Center Communications (GCC), joined the meeting and presented the July 2019 Information Technology (IT) Report. The antivirus software incident statistics are dead-on this year compared to last year. The software caught eight (8) items in July 2019 versus seven (7) items in 2018. Looking back, there were wide swings in the past. The last several months roughly equal 2018. Garland advised IT blocked a domain sending out malicious content in July. IT also is performing an audit to ensure all the computers have the same version of the antivirus software. Since IT upgraded some of the personal computers (PC's), there are different computers with different versions of the software in the network. Garland wants to ensure all the computers capable of utilizing the same version have it. The current version should update itself every four to six (4-6) hours. Garland explained the

antivirus database defines what constitutes malicious content. Therefore, it must be kept up to date. Garland commented the current antivirus software is ranked in the top three (3), and usually is ranked number one (1). Garland stated most computers run version ten (10).

Pam Lane, Guthrie County Human Resources Director, joined the meeting to discuss the Nationwide Investment Lineup Changes. Lane advised Nationwide is updating its investment options. She passed around an informational document. Lane explained Nationwide constantly monitors its investments. It opted to deactivate two (2) plans because the plans no longer meet the investment criteria. In turn, Nationwide added two (2) plans which provide a better investment rate. Lane stated County can opt out.

Lane presented the Guthrie County Recorder's Office Payroll Change Notice for Ronda Weber (New Employee). Recorder hired Weber as the new part-time employee. Lane participated in the hiring process, and it worked well. Auditor confirmed there is no longer a set part-time wage rate. Motion by Grasty second by Carney to approve and authorize the Chair to sign the Guthrie County Recorder's Office Payroll Change Notice for Ronda Weber (New Employee) authorizing a new wage of fourteen dollars (\$14.00) per hour effective 5 August 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Lane provided a Human Resources Department update. She completed the onboarding process for the new employees at the Guthrie County Secondary Roads Department (SRD). All in all, the onboarding process is going well. She schedules time to complete the process during an employee's first day. The employee fills out all the necessary documents, and Lane reviews the Guthrie County Personnel Policy as well as the employee benefits. Lane also provides the employee with the necessary information to complete the National Incident Management System (NIMS) training. Both the Guthrie County Public Health Department as well as SRD give an employee one (1) day to complete the training.

Joshua Sebern, Guthrie County Engineer, joined the meeting to provide the SRD update. He met with officials from the City of Coon Rapids last week regarding available right-of-way in Herndon. Coon Rapids is trying to connect to the Raccoon River Valley Trail (RRVT) through the use of available right-of-way. The City is within 100 feet of achieving its goal; however, a private landowner holds title to a portion of the old railway. Coon Rapids is trying to gain access through Herndon. Sebern reported he is speaking with Flint Hills Resources about the railroad crossings. The Iowa Department of Transportation (IDOT) approached Sebern regarding the installation of signals and crossbucks at these crossings. Apparently, IDOT has funding available for the project. IDOT thinks these locations are a great candidate for safety enhancements due to the most recent accidents. Recently, there have been two to three (2-3) accidents involving semitrucks and trains. Sebern signed off to apply for the grant. It is a ten percent (10%) local match with ninety percent (90%) State or Federal funds. Sebern spoke with Flint Hills about conducting a study as well as the possibility of installing crossbucks with lights. Flint Hills stated it just heard about the grant. Sebern opted to apply for the grant and see if the County receives it. He will work with the parties later. There are two (2) railroad crossings near Flint Hills; however, Flint Hills does not want lights and crossbucks installed at both crossings. Sebern reported construction is underway on the bridge southeast of the City of Panora on Viceroy Trail. It is a pony truss bridge close to RRVT. Contractor will replace it with a new bridge. The project will be funded with the Wind Farm Tax Increment Financing (TIF). Sebern will have a hard schedule by the end of the day for the patch on County Road N54 (Adair Road). He reported SRD is busy cleaning ditches and hauling dirt. He also announced SRD is staffed fully. Sebern notified Supervisors he will ask Federal Emergency Management Agency (FEMA) for \$600,000 to offset flood damages. SRD measured the rock placed on initial wash outs and quantified it to substantiate this request.

Auditor provided the 4th Quarter Expense Report from the New Opportunities, Inc. – Prevention Program – Iowa Department of Public Health/Iowa Grants.gov Expenditure Report by Month July 2018 – June 2019. Christy Jenkins, Prevention Director, New Opportunities, Inc. prepared said report. The total expenses for this period are \$2,349.06. The State will reimburse Guthrie County for \$587.27 (twenty-five percent (25%)), and the County will match the remaining \$1,761.79 (seventy-five percent (75%)). Auditor will submit the report on the Iowa Grants.gov website upon approval of Supervisors. Motion by Kuster second by Carney to approve the 4th Quarter Expense Report from the New Opportunities, Inc. – Prevention Program – Iowa Department of Public Health/Iowa Grants.gov Expenditure Report by Month July 2018 – June 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed the Year End Report for State Fiscal Year 2018-2019 County Substance Abuse Prevention Grant. Said report sets forth the Service Area, Project Workplan Goals, Objectives and Activities. Christy Jenkins, Prevention Director, New Opportunities, Inc. prepared this final status report. Auditor will submit the report on the Iowa Grants.gov website upon approval of Supervisors. Motion by Grasty second by Kuster to approve the Year End Report for State Fiscal Year 2018-2019 County Substance Abuse Prevention Grant. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor presented the 2019 Homestead Tax Credit Applications spreadsheets. In accordance with Iowa Code Section 425.3, the Guthrie County Assessor submitted same to the Auditor along with a written recommendation to allow/approve all the applications. Motion by Carney second by Grasty to approve all the 2019 Homestead Tax Credit Applications set forth in the spreadsheet. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor offered the 2019 Military Exemption Applications spreadsheets. In accordance with Iowa Code Section 425.3, the Guthrie County Assessor submitted same to the Auditor along with a written recommendation to allow/approve all the applications. Motion by Kuster second by Grasty to approve all the 2019 Military Exemption Applications set forth in the spreadsheet. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor submitted the 2019 Disabled Veteran Homestead Tax Credit Applications along with the associated spreadsheet. In accordance with Iowa Code Section 425.3, the Guthrie County Assessor submitted same to the Auditor along with a written recommendation to allow/approve all the applications. Motion by Kuster second by Lloyd to approve and authorize the Chair to sign all the 2019 Disabled Veteran Homestead Tax Credit Applications set forth in the spreadsheet. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor provided the 2019 Business Property Tax Credit Applications along with the associated spreadsheet. In accordance with Iowa Code Section 425.3, the Guthrie County Assessor submitted same to the Auditor along with a written recommendation to allow/approve all the applications. Motion by Carney second by Dickson to approve and authorize the Chair to sign all the 2019 Business Property Tax Credit Applications set forth in the spreadsheet. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors did not discuss any pending county projects.

Dennis McClain, the new AC/GC School District Superintendent, attended the meeting. He introduced himself to Supervisors. There was a brief discussion regarding the first day of school as well as upcoming activities.

Motion by Grasty second by Dickson to approve the Minutes from 16 July 2019 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Carney second by Lloyd to table the Minutes from 23 July 2019 until the regular meeting on Tuesday, 6 August 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor reported County needs to issue Iowa Public Employees Retirement (IPERs) wage adjustments. During the IPER's audit, the Chief Deputy Auditor was informed that certain elected officials, such as Township Clerks, must be given the opportunity to decline IPERs. Furthermore, IPERs was not being withheld from a couple of employees eligible for the benefit. These past practices were carried forward from previous Auditors. Interest will continue to accrue until County issues the wage adjustments. Motion by Carney second by Lloyd to approve the Claims from 17 July 2019 – 30 July 2019 in the amount of \$231,425.38 as well as the Iowa Public Employees Retirement (IPERs) wage adjustments. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Report for 30 June 2019 – 13 July 2019, the Guthrie County Sheriff Deputies Payroll Report for 8 July 2019 – 21 July 2019 as well as the County and Assessor Payroll Reports for 6 July 2019 – 19 July 2019.

Auditor announced she rolled the Guthrie County Property Taxes for Tax Year 2017-2018 to the Guthrie County Treasurer on Monday, 29 July 2019. She showed Supervisors the summary of the property taxes to be collected in

Fiscal Year 2019-2020. Auditor explained the calculations behind each figure. She informed Supervisors the property taxes are available to the public through the County Geographic Information System (GIS) known as Beacon.

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, 6 August 2019. Motion by Carney second by Lloyd. Motion carried on a vote: Ayes: 5 Nays: 0.

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Jack E. Lloyd, 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 August 2019

The Guthrie County Board of Supervisors met this 6<sup>th</sup> day of August, 2019, 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 Jerome “J.D.” Kuster.

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

Motion by Grasty second by Kuster to approve the Agenda for 6 August 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Brenna Bird, Guthrie County Attorney, joined the meeting to discuss an All-Terrain Vehicle (ATV) and Off-Road Utility Vehicle (UTV) ordinance. John Twillmann, Assistant Guthrie County Attorney, and Sheriff Marty Arganbright, Guthrie County Sheriff, were present for the discussion. County Attorney offered to provide a working draft after the Iowa State Association of Counties (ISAC) Annual Conference later this month. She advised any ordinance must work within the laws of the State of Iowa as well as the powers of County. She pointed out hours of operation may be an issue. Some ordinances restrict operation from sunrise to sunset or an hour before sunrise and an hour after sunset. County Attorney also talked about the numerous definitions for a vehicle. In particular, there may be a difference between an ATV and a “highway” vehicle. Similarly, UTV’s, such as side by sides, may be defined as off-road vehicles only. There also are differences in the way the Iowa Department of Transportation (IDOT) regulates and handles these vehicles. Furthermore, the ordinance must define a roadway as well as the term reckless. County Attorney inquired if Supervisors want to require owners to purchase an identification sticker from the Guthrie County Recorder. The sticker may cost approximately twenty-five dollars (\$25). County Attorney mentioned an ordinance may impose operating restrictions too. She asked about requiring headlights and taillights as well as regulating operation in stream beds. County Attorney insisted an ordinance contain language about operating these vehicles in the road right-of-way and not on private property without permission of the owner. She referenced Iowa Department of Natural Resources (IDNR) regulations too. County Attorney explained a violation of the ordinance will be charged as a simple misdemeanor. The minimum fine will be sixty-five dollars (\$65) and the maximum fine will be \$625. A judge also could impose no more than thirty (30) days in the Guthrie County Jail. Kuster inquired if the offense will be included on a violator’s driving record. County Attorney replied she is unsure about it; however, it will appear on an individual’s criminal history. Carney questioned how these vehicles differ from motorcycles other than many do not have blinkers. County Attorney replied the reasoning rests with IDOT. Lloyd inquired about the speed restrictions. Sheriff replied there are speed limits for ATV and UTV’s. Some can exceed the speed limits while others are not capable of it. County Attorney explained the enforcement is based solely on an ordinance. She talked about the process for creating an ordinance. In particular, County Attorney will draft an ordinance which will be available to public for review and comments. Then, the ordinance will proceed through the adoption process. At this point, she simply is providing information, so Supervisors may think about it. County Attorney requested Supervisors provide any materials from ISAC. She reiterated the next step is to draft an ordinance for discussion and get input on it.

County Attorney provided a brief Guthrie County Attorney's Office update. Assistant County Attorney completed his first month of employment. County Attorney reported July has been a record setting month. It is the result of law enforcement's work on all fronts. The primary focus is illegal drugs, such as marijuana and methamphetamine. County Attorney's Office opened 127 new cases in July which is the combined total for the months of April, May and June. She observes an ebb and flow of cases over time. The message is County will not tolerate drugs.

County Attorney notified Supervisors that County received a written notice of intent to file litigation against County. It is a basic notification letter stating A. Zane Blessum plans to file a lawsuit against County on behalf of Connie Emgarten in regards to a dog bite incident. Pam Lane, Guthrie County Human Resources Director, reported the matter to Iowa Communities Assurance Pool (ICAP), and ICAP assigned counsel to County. At this time, there has been no formal filing with the Guthrie County District Court. County Attorney recommended Supervisors move into closed session. Motion by Grasty second by Dickson to go into Closed Session to discuss strategy with counsel in matters where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation per Iowa Code Section 21.5(1)(c). Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Kuster) Nays: 0. The Board of Supervisors went into closed session at 9:27 a.m. All members of the public left the room except for the Supervisors, Auditor, County Attorney, Assistant County Attorney and Lane. The Board of Supervisors came out of closed session at 9:37 a.m.

Twilman presented Supervisors with a copy of the Notice of Litigation Hold and Record Retention Letter along with a copy of the original correspondence from Blessum. Said Retention letter is a privileged and confidential communication.

Supervisors reviewed the Guthrie County Zoning Permits Reports through 31 July 2019. Kuster confirmed the Permits are public record. There were no other questions.

Supervisors did not discuss any pending county projects.

Lloyd and Kuster will attend the regular, monthly Elected Official/Department Head Meeting in the Public Meeting Room at the Guthrie County Courthouse.

Motion by Carney second by Dickson to approve the Minutes from 23 July 2019 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Carney second by Grasty to approve the Minutes from 30 July 2019 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 11:39 a.m. until its regularly scheduled meeting on Tuesday, 13 August 2019. Motion by Kuster second by Dickson. Motion carried on a vote: Ayes: 5 Nays: 0.

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Jack E. Lloyd, 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 August 2019

The Guthrie County Board of Supervisors met this 13<sup>th</sup> day of August, 2019, 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 Jerome "J.D." Kuster.



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

Motion by Grasty second by Carney to approve the Agenda for 13 August 2019. 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 July 2019. Dickson inquired about the dump station at Nations Bridge Park. Hanner replied several large rocks fell into the pipe and obstructed it at the elbow. Hanner assumes children dropped rocks into the pipe. Hanner briefed Supervisors about the crack patching on the Raccoon River Valley Trail (RRVT).

Hanner also presented the Guthrie County Conservation Board Annual Report for 1 July 2018 to 30 June 2019. He highlighted the financials. In particular, the GCCB had \$22,014 remaining in its Fiscal Year 2018-2019 (FY2019) Budget while the Historical Village had \$741. The combined total was \$22,755. In addition, GCCB brought in \$4,069 above the projected revenue. The plan is to spend \$10,000 for crack patching as well as \$3,000 for LED lights in the shop and office. GCCB discussed the FY2019 financials last night and approved transferring \$22,755 to Fund: 0027 - County Conservation Reserve Fund subject to the approval of Supervisors. This recommendation is based on the remaining budgets and did not address the increase in revenues. GCCB anticipated expending \$13,000 of these funds and possibly more; however, they were conservative with the spending to make sure there was money to account for the flood repairs. GCCB plans to rent a machine again and do more work on the RRVT. They want to utilize Fund: 0027 to pay for it. Auditor pointed out the numbers provided by GCCB include the Fund: 0001 - General Basic and Fund: 0002 - General Supplemental balances for both Departments. The values just for Fund: 0001 are GCCB \$14,663.94 and Historical Village \$770.59. She reminded Supervisors there was an unused Family Insurance policy leftover in the Fund: 0002 balance. Supervisor opted not to make a decision regarding the transfer right now. They will add it to the Agenda in the future and notify Hanner. Motion by Dickson second by Grasty to approve the Guthrie County Conservation Board Annual Report. Motion carried on a vote: Ayes: 5 Nays: 0.

Sarah Gomez, Midwest Partnership Economic Development Corporation, Executive Director, joined the meeting. She provided a packet of information to the Supervisors. MWP just includes two (2) Counties now - Adair and Guthrie, so it is working on a strategic planning process. The reduction from four (4) Counties to two (2) presented the opportunity to join the Greater Des Moines Partnership. It makes more sense and offers a better opportunity to align with Greater Des Moines for regional marketing. MWP pays \$8,473 per year for the Western Iowa Advantage membership as opposed to \$6,250 annually to join the Greater Des Moines Partnership.

Gomez introduced Mike Swesey, Senior Vice President of Economic Development, and Marlena Banderski, Research Manager for Economic Development, both with the Greater Des Moines Partnership. Dennis Flanery, Guthrie Center Development, also was present for the discussion. Swesey provided a packet with a PowerPoint presentation to explain the Greater Des Moines Partnership. The group has grown to eight (8) Counties by adding Jasper, Madison, Marion, Marshall, and Poweshiek Counties. There currently are 340 private investors. Ninety percent (90%) of the money comes from the private sector while the member Counties invest ten percent (10%). There is a buy-in associated with participation. Greater Des Moines performs public relations campaigns to push development in the area. The group attends trade shows and provides research assistance. Membership provides access to a group of economic development practitioners in the region to discuss current topics and proposed strategies. Greater Des Moines also hosts national site selector events annually. Carney commented about the growth on the westside of Des Moines and how it is moving this way. Dickson stated joining the group will get the County's name out there. In Grasty's opinion, Greater Des Moines works hard to recruit economic development. Motion by Dickson second by Carney to authorize Midwest Partnership Economic Development Corporation to divert the Western Iowa Advantage annual fee to the Greater Des Moines Partnership. Motion carried on a vote: Ayes: 5 Nays: 0.

Darcia Robson, Guthrie County Veterans Affairs Administrator, joined the meeting and presented the Veteran Affairs Commission Quarterly Report ending June 2019. Supervisors had no questions about the Report. Dickson verified all is going well for Robson. Motion by Lloyd second by Kuster to accept the Veteran Affairs Commission Quarterly Report ending June 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Jotham Arber, Guthrie County Public Health and Environmental Health Director, joined the meeting to provide a Public Health Department (PH) update. Rachel Rummelhart, who has been working as an intern at PH, will complete her internship this Wednesday. Rummelhart was present and discussed the 2<sup>nd</sup> Annual Health Fair. It was conducted in conjunction with Panorama Days. There was a total of eight (8) booths. Two (2) booths focused on mental health. Public Health and Environmental Health each had a booth too. New Opportunities also had a booth. There were two (2) dentists along with Hospice that setup booths. PH handed out water and ice cream at the event. Money was raised to pay for the food. Sponsors donated items, and PH also received cash donations. Both Hometown Foods and Orschelns donated to the event. PH gave out prizes provided by County businesses. Nineteen (19) sponsors donated money, prizes or food. Arber praised Rummelhart for an excellent job. The plan is to do the next Health Fair in the City of Stuart. Arber announced he is writing a cross jurisdiction sharing grant for \$10,000. It will explore the sharing of services across Counties. He needs a letter of support from Supervisors by Friday. It is not a reimbursement grant. PH will receive a check for \$5,000 in the beginning and another check for \$5,000 at the end. Dickson asked about advertising the open positions at PH. Arber replied he will advertise online and in the newspapers. Motion by Lloyd second by Dickson to approve and sign the letter of support drafted by Jotham Arber. Motion carried on a vote: Ayes: 5 Nays: 0.

Arber also presented an Environmental Health Department update. There are fifteen (15) Percolation tests (PERC tests) remaining for this season. EH currently averages approximately three (3) tests each week. The wait time is about average for this time of year.

Joshua Sebern, Guthrie County Engineer, joined the meeting and presented the Guthrie County Secondary Roads Department Payroll Change Notice for Todd Plowman (Position Change). Sebern advised Plowman was uncomfortable in the Maintenance Manager position and declined it. He will shift back to an equipment operator and function as a floater. Grasty inquired if Sebern intends to fill the position. Sebern replied he was not expecting Plowman to withdraw from the position, so he has no plan. Sebern requested time to think about it. He assured Supervisors there is no rush to fill the open position because Plowman will fill in when Randy Clipperton, Guthrie County Secondary Roads Department Supervisor, is unavailable. Motion by Grasty second by Dickson to approve and sign the Guthrie County Secondary Roads Department Payroll Change Notice for Todd Plowman (Position Change) authorizing a pay decrease from twenty-three dollars and forty-five cents (\$23.45) per hour to twenty-one dollars and ninety-five cents (\$21.95) per hour effective 17 August 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Sebern also provided an SRD Update.

Supervisors reviewed the Liquor License Application (LC0044667) submitted by Adair Casey Tour Abroad Group, Adair, Iowa. The application is for a Class "C" Liquor License (Commercial) during a twelve (12) month period effective 15 August 2019. It includes Sunday Sales Privileges. Motion by Kuster second by Grasty to approve the Liquor License Application (LC0044667) submitted by Adair Casey Tour Abroad Group, Adair, Iowa. Motion carried on a vote: Ayes: 5 Nays: 0.

Dickson briefed Supervisor regarding the conference call with Northland Public Finance. He stated Northland and Samuels will prepare numbers. They are shooting to have them done for next week according to Samuels. The plan is to present the numbers at a Board of Supervisors Meeting. Sheriff talked about concerns with Guthrie Center's pool house and the impact on the vote. Auditor also mentioned a vote concerning the Bagley water situation as a possible conflict.

There was no further discussion about any pending county projects.

Auditor presented the Guthrie County Sheriff's Department Payroll Change Notice for Shane Martinson (Reserve Deputy). Sheriff Marty Arganbright, Guthrie County Sheriff, was present for the discussion. Martinson's will assist Sheriff Deputies, as needed, and work during special events. Grasty verified Reserve Deputies only receive one dollar per year (\$1.00/year). Sheriff replied Grasty is correct unless the Deputy functions in the role of a Part-Time Sheriff Deputy. Motion by Grasty second by Carney to approve and sign the Guthrie County Sheriff's Department Payroll Change Notice for Shane Martinson (Reserve Deputy) authorizing a new wage of twenty dollars (\$20.00) per hour. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors opted to table the Minutes from 6 August 2019. Motion by Dickson second by Grasty to table the Minutes from 6 August 2019 until the regular meeting on Tuesday, 20 August 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Dickson second by Carney to approve the Claims for 31 July 2019 – 13 August 2019 in the amount of \$214,518.62. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Report for 14 July 2019 – 27 July 2019, the Guthrie County Sheriff Deputies Payroll Report for 22 July 2019 – 4 August 2019 as well as the County and Assessor Payroll Reports for 20 July 2019 – 2 August 2019.

Nikki Carrick, Guthrie County Assessor, briefed the Supervisors regarding phone calls about tax statements.

There being no further business to come before the Board at this time, the Board adjourned at 12:36 p.m. until its regularly scheduled meeting on Tuesday, 20 August 2019. Motion by Grasty second by Lloyd. Motion carried on a vote: Ayes: 5 Nays: 0.

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Jack E. Lloyd, 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 August 2019

The Guthrie County Board of Supervisors met this 20<sup>th</sup> day of August, 2019, 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 Jerome “J.D.” Kuster.

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

Motion by Grasty second by Carney to approve the Agenda for 20 August 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Jotham Arber, Guthrie County Transfer Station Executive Director, joined the meeting to deliver the Guthrie County Transfer Station (TS) update. Arber presented a cost comparison for the trucking since there is a full month of data. When TS contracted services last year, Koster Grain, Inc hauled forty (40) loads at a cost of \$315 per load for a total of \$12,600. This year TS hauled forty-seven (47) loads weighing 780 tons at an average cost of \$147.20 for a total of \$6,918.40. Arber announced TS was awarded a \$5,000 grant for recycling trailers. The County’s share of the cost is \$1,200 which he included in the Fiscal Year 2019-2020 (FY2020) Budget. Arber will order the trailers.

Marci Schreck, Guthrie County Treasurer, joined the meeting to discuss the assignment of County Held Tax Sale Certificate for Parcel Number 0001155600 in the City of Guthrie Center. She passed around a picture of the parcel in question. Levi Derry owns the house adjacent to it. The parcel previously was attached to the house on 2<sup>nd</sup> Street. It went to tax sale years ago. TF 14 purchased it and took the deed in 2009. Once TF 14 realized the situation, they did not want it. The County has held the certificate since 2014. Currently, the back taxes are \$123. Treasurer advised County cannot guarantee there is a marketable title. County just is assigning the certificate. Supervisors discussed the site and concurred the assignment will remove the County from any claims. Motion by Kuster second by Carney to assign Guthrie County’s Tax Sale Certificates for Parcel Number 0001155600 to Levi Derry for the balance due, \$123.00. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors did not discuss any pending county projects.

Auditor presented the Tyler Technologies Amendment to Subscription Agreement (Contract 2013-0295). This is an amendment for the financial portion of the program. The Assistant County Attorney, John Twillmann, approved the contract subject to the price. He pointed out the Agreement automatically renews annually unless the County gives notice. Auditor negotiated a price lock which limits an increase in the price to no more than 5% over the next two (2) to five (5) years. Motion by Kuster second by Grasty to approve and sign the Tyler Technologies Amendment to Subscription Agreement (Contract 2013-0295). Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Dickson second by Carney to approve the Minutes from 6 August 2019 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors opted to table the Minutes from 13 August 2019. Motion by Grasty second by Lloyd to table the Minutes from 13 August 2019 until the regular meeting on Tuesday, 27 August July 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Sheriff Marty Arganbright, Guthrie County Sheriff, Michael S. Lewis, Institutional Team Leader, Shive Hattery Architecture & Engineering, Sid Samuels, President, The Samuels Group Inc., Chip Schultz, Managing Director, Public Finance, and Michael Hart, both with Northland Public Finance, joined the meeting to discuss the Guthrie County Law Enforcement Center Addition. Jeff Heil, Northland Public Finance, appeared by phone. Schultz presented the breakdown scenario and explained the impact of the Fifteen (15) Year and Twenty (20) Year scenarios. The interest cost for the 15 Year Bond will be lower; however, the 20 Year Bond will have less of an impact on the levy rate. Assuming the current interest rates plus a .5% cushion, a 15 Year Bond will cost \$.57 per \$1,000 borrowed as compared to the 20 Year Bond which will cost \$.69 per \$1,000. If interest rates stay the same, the cost will decrease by half a cent. Northland includes the cushion in the interest rate to account for any movement in the market. Schultz stated Northland will update the numbers when the State releases the new rollbacks. Auditor clarified Northland also is using the valuations for Tax Year 2018. She anticipates the Assessor most likely will roll the new valuations in September. Schultz agreed to breakdown the annual tax impact to a monthly basis. Hart clarified the tax value is based on the current fiscal year. Northland also agreed to work through the average agricultural values for the County. They will use a per acre and Corn Suitability Rating (CSR) approach. In Lloyd's opinion, the most important point to stress is the cost if the County does not build the new jail. Samuels stated the County needs to gather all the information together and have it available for the public. Grasty expressed the why is the most important selling point. The public needs to know why there is a need rather than focusing on the cost. Carney thought Supervisors already asked for the figures regarding the cost of not building a new jail. Lewis stated Shive did the assessment and will reprise numbers for County. The numbers included both the manpower and dollar cost. Heil left the conference call. Auditor stated March is the next option for a bond referendum, if the County does not proceed in November. On the other hand, if the County does hold the referendum in November and it is unsuccessful, there cannot be another vote until September. Lloyd expressed concerns about competing with the City of Guthrie Center's public measure for the pool house. Samuels stated Supervisors need to decide if they want to do the referendum. Then, they can decide when will be the best time to hold it. The Samuels and Shive contracts are complete. Both companies delivered the information, so Supervisors can make a decision. Therefore, Supervisors must decide if they want to continue with the process and move forward. In Dickson's opinion, to move forward, Supervisors need a breakdown of the costs associated with transporting inmate as part of the "do nothing" scenario. In March, the estimated cost of the "do nothing" scenario was \$1,900,000 to renovate the existing facility plus \$70 per day to transport inmates during the renovation. Lewis stated Shive compiled the numbers and can produce the supporting details. Samuels explained its estimates for the construction work are independent of these numbers. Supervisors concur they need to compare the cost to "do nothing" with the cost to build a new jail. Dickson wants to review the details of the cost to "do nothing" to back up the summary. Lewis stated Shive can provide the details. Samuels understands the reason why Supervisors want to evaluate the details. Auditor confirmed Supervisors must make a decision before 19 September 2019 in order for the referendum to be on the November ballot. Once again, Supervisors must decide if they feel comfortable with moving forward. Dickson is not comfortable because he wants to evaluate the details supporting the summary. Lewis reiterated the summary is based on details for the actual costs. He is willing to go through the information and bring back the details. Then, he can have a more accurate conversation with Supervisors. Carney agrees with Dickson about wanting to see the details. What will it cost to transport? Which is the cheapest option? These are questions people already are asking Supervisors. Carney wants a total cost for the "do nothing" scenario. Lewis reminded Supervisors that Shive did a life cycle cost analysis scenario, and he can provide the additional details. Carney asked if it will

provide data for average prisoners, overtime, and how costs will play out in the future. Grasty assumes the average number of prisoners will continue increasing over time. Lewis confirmed the life cycle costs include staff and number of inmates. He also pointed out Shive added costs for the total cite. The original numbers were specific to the new jail and did not include any additional cite costs. Lewis will extract costs just to operate the jail. Dickson pointed out Sheriff will need to hire another Deputy to do the transports. Furthermore, Sheriff probably will need to hire more staff to operate the new jail. Lewis reiterated the number of staff is included in the life cycle costs. Dickson is confused because he thought Supervisors were told Sheriff did not need to hire more staff. Sheriff interjected by current standards he needs to hire more staff now. Lewis advised Sheriff will need three (3) additional staff members to operate the new jail. Dickson commented if Sheriff needs more staff now, it will cancel out. Sheriff stated an additional issue is he may have no place to transport inmates because other Counties are asking him to retrieve Guthrie County inmates now. Grasty pointed out it will cost more to transport inmates, if they need to be housed further away. Dickson understands the need for a new jail; however, it will be a hard sell if the numbers do not support Supervisors' decision. Samuels suggested Supervisors wait and see the summary details. The information needs to be in front of them, so they can talk through it. Supervisors want the cost comparison in order to make an informed decision. Lewis will assemble and provide the information at Supervisors' request. Shive already has the information, so Lewis will send it. Then, he will meet with Supervisors to discuss it. All the participants are willing to meet at 10:00 a.m. during the next regular meeting on Tuesday, 27 August 2019. In Samuels' opinion, it comes down to timing for the referendum. If November is not really an option, then Supervisors need to move forward but not address the Communication Plan today. Samuels Group needs five (5) weeks to assemble the information. Grasty commented the time constraints are getting tight, and he really is concerned about voting in November. Supervisors need good information and to be comfortable with the information provided to the public. Sheriff reminded Supervisors that the referendum already moved from August to November because of time constraints. Will March be too soon? Grasty expressed concerns about it being too soon if the vote is in November and it does not pass. Grasty stated if County gets the information out to the public, it will improve the chances of passing the referendum. Carney added Supervisors have been moving forward and working on the new jail. They just are trying to gather the best information to sell it once. There is not a great deal of funds available to do multiple referendums. If the referendum passes in November the construction bid should be six (6) months later. Supervisors inquired about the best time to bid based on the market. Schultz replied Northland will do the bonding right after the construction bid, so the County has good numbers. Samuels stated Supervisors definitely need to consider the timing. An early Spring or Fall bid is best. County does not want to bid in the June to August timeframe due to the market. Samuels reiterated it will take five (5) weeks to put together the information, so the County has a uniform voice. It can be done for November, but it will be a real push. Samuels advised Supervisors need to consider the environment as well as look at the pro's and con's for most people. A reasonable budget for the education campaign is \$25,000 to \$30,000. Carney asked if a standalone election is better. Lewis replied a standalone question has better success since it only competes against itself. It definitely is less complicated to do a standalone election. Sheriff inquired about the increase in cost, if County shifts to March. Samuels replied the cost should be \$8,300,000 plus 4% for inflation. Grasty questioned six (6) months making that much of a difference. Samuels reiterated the construction season matters. Additionally, labor costs always increase. There is worry about when County bids the project. If Supervisors wait six (6) months, it will push the project into a new construction season. Schultz pointed out there is no way to bid the project for 2019. Lewis added the costs were based on bidding in Spring 2020. Samuels stated the difference is considering the year the new jail will be constructed coupled with the wage costs depending on the construction season. Dickson suggested construction costs may drop. Samuels pointed out in 2008 the cost of materials and markup changed, but labor costs remained the same. He does not want to hedge his bets on the economy because County will pay more for labor regardless. Samuels just wants Supervisors to make the right decision. Lloyd inquired about bidding. Samuels reiterated the best time to bid is Spring or Fall. County definitely does not want to bid in the Summer. Lloyd commented if Supervisors approve a March vote, County can bid the project in Fall 2020. Lewis concurred it will take six (6) months to get ready for the bid. If Supervisors approve a November vote, it will lead to a May 2020 bid. Supervisors briefly discussed the bond. Auditor recommended a 20 Year Bond, so Supervisors do not back the County into a corner. Grasty pointed out voters usually prefer a shorter amount of time. Auditor explained the bond referendum will specify a total amount of the bond as well as the terms. The annual debt levy rate will be calculated off the payment amount and valuations. Language can be added allowing for the bonds to be paid early. Motion by Kuster second by Carney to table the remaining discussion on the Guthrie County Law Enforcement Center Addition until 10:00 a.m. at the next regular meeting on Tuesday, 27 August July 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

There was not a separate Guthrie County Law Enforcement Center Addition update.

Sheriff did not provide a Guthrie County Sheriff's Department update.

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Report for 28 July 2019 – 10 August 2019, the Guthrie County Sheriff Deputies Payroll Report for 5 August 2019 – 18 August 2019 as well as the County and Assessor Payroll Reports for 3 August 2019 – 16 August 2019.

Pam Lane, Guthrie County Human Resources Director, briefed the Supervisors on her discussion with the County Attorney regarding the Personnel Policy Meeting. She is working on revision to the Guthrie County Personnel Policy. Supervisors took no action on the Policy at this time.

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, 20 August 2019. Motion by Kuster second by Carney. Motion carried on a vote: Ayes: 5 Nays: 0.

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Jack E. Lloyd, 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 August 2019

The Guthrie County Board of Supervisors met this 27th day of August, 2019, 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 Jerome "J.D." Kuster.

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

Motion by Grasty second by Lloyd to approve the Agenda for 27 August 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

David Garland, IT Technician, Guthrie Center Communications (GCC), joined the meeting and presented the August 2019 Information Technology (IT) Report. GCC updated the wireless router in the Courtroom and noted the need for radios in the Law Library. GCC also installed a vulnerability scanner as a project with the State of Iowa to watch for any harmful activity.

Joshua Sebern, Guthrie County Engineer, joined the meeting to present the Guthrie County Secondary Roads Department Payroll Change Notice for Mike Kenyon (Position Change). Motion by Carney second by Kuster to approve and authorize the Chair to sign Guthrie County Secondary Roads Department Payroll Change Notice for Mike Kenyon (Position Change) authorizing a wage of \$21.23 per hour effective 21 August 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Sebern provided a Secondary Roads Department (SRD) update. He advised excessive rain has caused a great deal of hilly areas to wash out. SRD is hauling gravel from the Jamaica Pit to fill the washouts and graders are working to address these areas. The contractor has been working to crack seal Highway 141 between the Cities of Bayard and Coon Rapids. SRD had to do an emergency repair on County Road N54 (Adair Road) due to a soft spot.

Deputy Auditor presented the Office of Auditor of State of Iowa Engagement Letter for Fiscal Year 2018-2019 Audit. This letter confirms the services which the State Auditor's Office will provide to Guthrie County for Fiscal Year 2018-

2019. Motion by Grasty second by Kuster to approve and sign the Office of Auditor of State of Iowa Engagement Letter for Fiscal Year 2018-2019 Audit. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors examined the Fiscal Year (FY) 2019-2020 County Substance Abuse Prevention Services Contract. This Contract authorizes the Iowa Department of Public Health (IDPH) to provide funds to Guthrie County for county operated substance abuse programs. The County contracts with New Opportunities, Inc. to administer the programs. Motion by Grasty second by Kuster to approve and authorize the Auditor to electronically sign the Fiscal Year 2019-2020 County Substance Abuse Prevention Services Contract. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors did not discuss any pending county projects.

Due to the number of people present for the Guthrie County Law Enforcement Center Addition discussion, the Supervisors moved the meeting to the Courtroom. Sheriff Marty Arganbright, Guthrie County Sheriff, Michael S. Lewis, Institutional Team Leader, Shive Hattery Architecture & Engineering, and Chip Schultz, Managing Director, Public Finance, Northland Public Finance, joined the meeting to discuss the Guthrie County Law Enforcement Center Addition. Lewis began the presentation with details of the new jail project. He also presented a comparison between the option to build a new jail and the “do nothing” option. Lewis explained there always is a swing point of when a project costs more and when it begins to provide a cost savings. Based on Shive’s research on this project, by the year 2028, the County will hit the point at which it starts seeing a cost savings. Therefore, within ten (10) years of building a new jail, the County will go from the point of when it is costing more to the point it is starting to save money due to building a new jail. The new facility will have twenty-eight (28) beds with the option to add an additional sixteen to twenty (16-20) beds at a later date. The building will be a total of 14,800 square feet. Once Supervisors grant the approval to move forward, Lewis will do a custom rendering of the project to use during the promotion campaign. Carney asked if the Sheriff has sat down with Lewis and agreed to the proposed floor plan. Lewis and Sheriff agreed they have sat together on at least two (2) occasions to discuss the specifics for the project. At these meetings, Sheriff expressed his concerns as well as requests brought to him by the Deputies. They both stated the final floor plan will be worked out once they get to the point of focusing on the specific details. Lewis offered an option for a detailed design. The participants agreed the design must be finalized before the vote. Carney stated he wished Sheriff would have come Supervisors and discussed the details. Sheriff replied since they have not talked about specific final details, there really is no new update for Supervisors besides what Lewis already has presented to Supervisors. Dickson added Supervisors have never heard a plan on how Sheriff will manage the new jail. What is the plan to handle the separation of males and females? Lewis replied the cells are set up and designed for either male or female inmates. He understands a few spare beds will be needed, so it is all part of the numbers as well as the calculations he presented to Supervisors. Lewis assured Supervisors the design aligns with the State of Iowa Jail Standards for square footage of cells and exercise space for inmates. Carney asked how often these standards change. The State of Iowa Jail Inspector, who has previously inspected the Guthrie County Jail, was present for the discussion. He replied, based on his review of the plans, all the details which should be in the plans are present at this point in the process. He does not want to see predesignated cells for males or females. As long as there are proper dividers, so no sight or sound can pass between opposite sex inmates, the County will be fine. Motion by Grasty second by Carney to move forward with the Guthrie County Law Enforcement Center Addition project. Motion carried on a vote: Ayes: 5 Nays: 0.

At this point, there was some discussion on what motion needs to be made and how to word the motion. Dickson asked for an opinion from the County Auditor. The Deputy Auditor interjected with an email between Auditor and Robert Josten, Dorsey & Whitney LLP, Bond Counsel for the County, to help clear up the confusion regarding the motion. Supervisors also consulted with Schultz. He recommended the motion include the date of the Election, so as Auditor and Josten prepare the resolution they have a date to insert in it. Deputy Auditor agreed with the suggestion and concurred with the recommendation. Motion by Grasty to call the bond referendum for a vote in November. Kuster pointed out most of the people attending this meeting are from the Cities of Guthrie Center and Panora. He would like to know what other residents think about the project. Pat Parker, Mayor of Panora, asked when Supervisors authorized Shive to draft the plans, and why it has taken this long to get to this point. Dickson replied he has not been educating people because Supervisors have not had the necessary details to educate the public. Grasty and Kuster added Supervisors were told by the experts not to go out in the public and discuss the project until they had more information to educate people. Carney stated the cost of failure if the referendum vote does not pass is more than the cost of waiting for the information. Gary Freeland, who has helped with transports, stated the Sheriff’s Office does the

best it can given the situation. He also commented if Supervisors wait until March to vote, then it pushes back the timeline to build the new jail. This results in another year of working in unsafe conditions. John Rutledge stated citizens are willing to support the new jail and information needs to get out to the public. Brian Johnson encouraged Supervisors to second Grasty's motion for a November vote. The motion died due to a lack of a second. Motion by Dickson second by Lloyd to call the Bond Referendum Special Election for 3 March 2020. Motion carried on a vote: Ayes: 4 Nays: 1 (Grasty).

Supervisors opted to table the Minutes from 13 August 2019 and 20 August 2019. Motion by Dickson second by Kuster to table the Minutes from 13 August 2019 and 20 August 2019 until the regular meeting on Tuesday, 3 September 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Grasty second by Dickson to table the Samuels Group Inc. Pre-Referendum Marketing Services discussion. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Carney second by Lloyd to approve the Claims for 14 August 2019 – 27 August 2019 in the amount of \$236,497.68. 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 12:21 p.m. until its regularly scheduled meeting on Tuesday, 3 September 2019. Motion by Kuster second by Carney. Motion carried on a vote: Ayes: 5 Nays: 0.

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Jack E. Lloyd, 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 September 2019

The Guthrie County Board of Supervisors met this 3rd day of September, 2019, 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 Jerome "J.D." Kuster.

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

Motion by Grasty second by Carney to approve the Agenda for 3 September 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Brenna Bird, Guthrie County Attorney, joined the meeting to provide a Guthrie County Attorney's Office update. Bird reported in August she saw twice as many cases as an average month. Many of the cases involved controlled substances, thefts and damage to other peoples' property. In Bird's opinion, drug cases will start to decrease due to the accountability aspect. She reported her office is transitioning to paperless filing which seems to be going well.

Marci Schreck, Guthrie County Treasurer, joined the meeting to request the assignment of the Tax Sale Certificates for Parcel Number 0001428100, Parcel Number 0001428200 and Parcel Number 0001428300 held by the County. Thomas & Edna Kroesing of Paris, Michigan currently own Parcel 0001428100. TF 5 currently owns Parcel 0001428200. Mjad Investments LLC of Chicago, Illinois currently owns Parcel 0001428300. The parcels are located at Diamondhead Lake. Shane Smith wants the County to sign over the Tax Sale Certificates in exchange for payment of the balance due, \$5,488.00. Historically, the Supervisors assign a Tax Sale Certificate in exchange for payment of the balance due. These are empty lots. Carney verified the balance due will satisfy the total outstanding taxes to date. He also confirmed the County has held the Certificates long enough to transfer same into Smith's name if he follows all the proper steps. Treasurer explained Smith can serve the Ninety (90) Day Notice and then receive a Tax Sale Deed



for the parcels upon expiration of the time period. Supervisors briefly discussed the Tax Sale process. Motion by Dickson second by Carney to assign Guthrie County's Tax Sale Certificates for Parcel Number 0001428100, Parcel Number 0001428200 and Parcel Number 0001428300 to Shane Smith for the balance due, \$5,488.00. Motion carried on a vote: Ayes: 5 Nays: 0.

Schreck also requested the abatement of delinquent property taxes owed by the City of Guthrie Center for Parcel 0001172200 located at 103 Grand Street and Parcel 0001145700 located at 1307 North 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. Treasurer has no indication of what the City plans to do with the property. City maintains it costs more to acquire the properties and get them back on the tax rolls than the County loses through the tax abatement. The taxes due on Parcel 0001172200 located at 103 Grand Street which the City took Deed to in September of 2018 is \$212 and on Parcel 0001145700 located at 1307 North Street which the City took Deed to in January of 2017 is \$220 both for Tax Year 2018. Motion by Lloyd second by Carney to abate all the taxes due and owing, in the amount of \$220, for Parcel 0001145700 located at 1307 North Street, Guthrie Center, Iowa, pursuant to Iowa Code Section 445.63. Motion carried on a vote: Ayes: 5 Nays: 0. Motion by Carney second by Dickson to abate all the taxes due and owing, in the amount of \$212, for Parcel 0001172200 located at 103 Grand Street, Guthrie Center, Iowa, pursuant to Iowa Code Section 445.63. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors discussed the Referendum Communication Plan proposed by The Samuels Group, Inc. Dickson asked how the contract will be paid and stated this needs to be discussed before Supervisors take any action. Kuster added Supervisors need to decide how much they are willing to pay for the services. Sheriff Arganbright had to leave the meeting because of a vehicle accident. In Dickson's opinion, the discussion should stop because the Sheriff should be present for it. Supervisors agreed the money most likely should come from the Sheriff's budget; however, they want to discuss where he is at with his budget before making a decision. Supervisors also want clarification on the inflation. They requested Sid Samuels, President, The Samuels Group Inc., attend a regular meeting to discuss and clarify it. Supervisors will draft questions they would like to ask Samuels.

Supervisors did not discuss any pending county projects.

Motion by Carney second by Grasty to approve the Minutes from 13 August 2019 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors opted to table the Minutes from 20 August 2019 and 27 August 2019. Motion by Carney second by Grasty to table the Minutes from 20 August 2019 and 27 August 2019 until the regular meeting on Tuesday, 10 September 2019. 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 11:31 a.m. until its regularly scheduled meeting on Tuesday, 10 September 2019. Motion by Lloyd second by Kuster. Motion carried on a vote: Ayes: 5 Nays: 0.

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Jack E. Lloyd, 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 September 2019

The Guthrie County Board of Supervisors met this 10<sup>th</sup> day of September, 2019, 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 Jerome "J.D." Kuster.

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

Motion by Grasty second by Kuster to approve the Agenda for 10 September 2019. 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 August 2019. The contractor has finished the last phase of the electrical upgrades at Nations Bridge Park. GCCB wants to install new water lines at Lenon Mill Park, so Hanner probably will look into this project for next spring.

Joshua Sebern, Guthrie County Engineer, joined the meeting and presented a letter from the Guthrie County Attorney, Brenna Bird, regarding the Lake Diamondhead easement issue. The outlet for the pond drains onto a piece of property owned by the Lake. They are willing to do an easement, but the Lake wants to do an exchange for a County held tax sale lot. The Lake provided Sebern with a list of lots. Dickson asked about the cost of the easement. Sebern replied the area in question is scrub ground, so the cost will be minimal. Bird and Sebern think keeping the swap of property out of the easement agreement is the best course of action. Supervisors agreed to just proceed with an easement.

Sebern also provided an Guthrie County Secondary Roads (SRD) update. County Road N54 (Adair Road) and 150th Street are open. The Jamaica Pit is almost out of gravel. There still is 40,000 tons at the Monteith Pit. Sebern stated SRD should have over 100,000 tons of rock going into next season.

Auditor submitted the State of Iowa 509A Certificate of Compliance (Insurance). Supervisors reviewed the accompanying report prepared by Iowa Governmental Health Care Plan (IGHCP). County is required to file this Certificate annually. The plan meets the requirements of Iowa Code Section 509A.14 and 509A.15 as well as other applicable provisions of the Iowa Administrative Code. 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 are paid out of the Partial Self-Fund Account. Motion by Dickson second by Grasty to approve and authorize the Chair 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: 5 Nays: 0.

Supervisors did not discuss any pending county projects.

Sheriff Marty Arganbright, Guthrie County Sheriff, joined the meeting to discuss the Samuels Group Inc. pre-referendum marketing services. Sid Samuels, President, was not able to attend this meeting due to a prior commitment. Sheriff explained the timeline will be changed based on a March vote. Carney asked: 1) Which figure, the \$8,400,000 or \$8,500,000, is the correct cost for the project? 2) Which number applies to the five percent (5%) inflation rate? and 3) If this number includes all the furnishings for the building? Sheriff replied the inflation rate applies to the total, and it will be a turn key facility. Dickson asked if moving the current office equipment is factored into the timeline for the opening. Sheriff replied it must be ready in one (1) day, so the new building can open the next day. In his opinion, they can move all the equipment in a day. Sheriff's Office will roll the emergency calls to Adair or Dallas Counties while they move the equipment. Carney asked about plans for the existing jail. Sheriff and Deputy Michael Herbert replied since County will be unable to use the old cells to house inmates and there is an additional cost to remove the cells to create additional office space, the plan is to use the current jail facility as evidence storage. Some of the current office space may be utilized for the administrative staff. Sheriff stated the plumbing will be capped off in the current jail prior to using it for storage. Supervisors and Sheriff agreed they need to adhere to all of the recommendations provided by Samuels. Carney asked if Sheriff knows how much money he thinks he will have to help pay for the campaign plan in the current fiscal year budget. Sheriff replied he did not use \$80,000 of the prior fiscal year budget and hoped some of it could be used to pay for the Communication Plan. Carney clarified the \$80,000 returned was a portion of the Sheriff's budget amendment totaling \$108,546. Kuster stated he was informed by Northland Public Finance to try to negotiate the price of the Communication Plan before just approving a number. The price could be lower than Samuels' projected numbers. If for some reason the vote does fail, Samuels stated there is no reason it could not reevaluate the plan and push forward. The goal is to get the project passed and completed, so

Samuels will continue working on the plan until a successful vote. Motion by Grasty second by Carney to approve and authorize the Chair to sign the Samuels Group, Inc. Guthrie County Referendum Communication Plan. Motion carried on a vote: Ayes: 5 Nays: 0.

Jotham Arber, Guthrie County Public Health and Environmental Health Director, joined the meeting to provide a Public Health Department (PH) update. PH had seven (7) dog bites and one (1) bat bite reported during the month of August. Home Health is currently working with 125 clients. PH will begin prepping for next year’s emergency exercises starting in October.

Arber submitted the CMS Re-Certification of Financial Responsibility Letter for the Supervisors to review it. Motion by Dickson second by Carney to approve and authorize the Chair to sign the CMS Re-Certification of Financial Responsibility Letter as drafted by Jotham Arber. Motion carried on a vote: Ayes: 5 Nays: 0.

Arber presented the Guthrie County Public Health Payroll Change Notice for Alyssa Crawley (New Employee). Motion by Kuster second by Grasty to approve and authorize the Chair to sign Guthrie County Public Health Payroll Change Notice for Alyssa Crawley (New Employee) authorizing a wage of \$11.50 per hour effective 5 September 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Arber also presented the Environmental Health Department update.

Motion by Grasty second by Lloyd to approve the Minutes from 20 August 2019 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors opted to table the Minutes from 27 August 2019 and 3 September 2019. Motion by Dickson second by Grasty to table the Minutes from 27 August 2019 and 3 September 2019 until the regular meeting on Tuesday, 17 September 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Grasty second by Dickson to approve the Claims for 28 August 2019 – 10 September 2019 in the amount of \$465,837.95. Motion carried on a vote: Ayes: 5 Nays: 0.

Arber took the Supervisors out to the Transfer Station for a tour. He showed them the entire facility and explained the processes for sorting through the recycling as well as hauling the solid waste to the Carroll County Landfill.

There being no further business to come before the Board at this time, the Board adjourned at 12:59 p.m. until its regularly scheduled meeting on Tuesday, 17 September 2019. Motion by Grasty second by Kuster. Motion carried on a vote: Ayes: 5 Nays: 0.

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Jack E. Lloyd, 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 September 2019

The Guthrie County Board of Supervisors met this 17<sup>th</sup> day of September, 2019, 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 Jerome “J.D.” Kuster. Everett Grasty was absent from the meeting.

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

Motion by Carney second by Kuster to approve the Agenda for 17 September 2019. Motion carried on a vote: Ayes: 4 Nays: 0.

Jotham Arber, Guthrie County Transfer Station Executive Director, joined the meeting to deliver the Guthrie County Transfer Station (TS) update. Arber provided a cost comparison of using TS trucks versus contracting with Koster Grain, Inc. TS hauled 200 more tons in August 2019 than Koster handled in August 2018. The bottom line is TS is saving money by hauling its own solid waste compared to paying Koster. Arber proposed the idea of raising fees for dumping metal into the garbage area. Currently, TS charges thirty dollars (\$30) per ton. Supervisors suggested increasing the charge to \$100 per ton as of 1 January 2020. Arber will bring the issue back to Supervisors for formal approval before the end of 2019.

Marci Schreck, Guthrie County Treasurer, joined the meeting to discuss the assignment of the County Held Tax Sale Certificate for Parcel Number 0001058300 in the City of Bagley. The building on this parcel was torn down without the proper approval via petition. The City of Bagley currently is refraining from attaching a \$6,000 special assessment to the property due to the unapproved removal of the building. City wants Supervisors to assign the Tax Sale Certificate for Parcel Number 0001058300 to it and abate the back taxes of \$329.00. Motion by Lloyd second by Dickson to assign Guthrie County’s Tax Sale Certificate for Parcel Number 0001058300 to the City of Bagley. Motion carried on a vote: Ayes: 4 Nays: 0. Schreck will request abatement of the back taxes during the next regular meeting on Tuesday, 24 September 2019.

Pam Lane, Guthrie County Human Resources Director, joined the meeting to provide a Human Resources Department update. Lane reported Public Health (PH) currently has Licensed Practical Nurse (LPN), Registered Nurse (RN) and PRN Health Aid positions open. These positions are posted at the Guthrie County Courthouse and on the County website. She continues to work on updating the website, so applicants can submit applications online. Lane stated the Courthouse has a lactation room for nursing employees now. Additionally, PH will conduct a flu shot clinic for employees on 16 October 2019 from 7:30 to 8:30 a.m. PH also will be offering Cardiopulmonary Resuscitation/ Automated External Defibrillator (CPR/AED) training to employees. Lane is working on a cell phone policy for the County too.

Supervisors did not discuss any pending county projects.

Motion by Dickson second by Carney to approve the Minutes from 27 August 2019, 3 September 2019 and 10 September 2019 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, 24 September 2019. Motion by Carney second by Kuster. Motion carried on a vote: Ayes: 4 Nays: 0.

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Jack E. Lloyd, 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 September 2019

The Guthrie County Board of Supervisors met this 24<sup>th</sup> day of September, 2019, 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 Jerome “J.D.” Kuster.

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

Motion by Grasty second by Kuster to approve the Agenda for 24 September 2019. Motion carried on a vote:  
Ayes: 5 Nays: 0.

David Garland, IT Technician, Guthrie Center Communications (GCC), joined the meeting and presented the September 2019 Information Technology (IT) Report. Garland reported the blocking processes are working well and the anti-virus catches are down from last year. He also stated the new device installed by the State of Iowa to scan all of the County's current devices is working and gives status reports on each device. Garland stated GCC will be meeting with the Departments to discuss a new phone system and what each Department expects from a phone system. Dickson stated Supervisors need to discuss a phone policy prior to GCC moving forward this project.

Marci Schreck, Guthrie County Treasurer, joined the meeting to request the abatement of delinquent property taxes owed by the City of Bagley for Parcel 0001058300 located at 212 Main Street. The City obtained ownership of said Parcel on 17 September 2019 pursuant to the assignment of Guthrie County's Tax Sale Certificate. The taxes due are \$329.00. Motion by Lloyd second by Kuster to abate all the taxes due and owing, in the amount of \$329.00, for Parcel 0001058300 located at 212 Main Street, Bagley, Iowa, pursuant to Iowa Code Section 445.63. Motion carried on a vote: Ayes: 5 Nays: 0.

Lance Levis, Guthrie County Regional Airport Authority Board Member and Treasurer, joined the meeting. Levis stated he dropped off a packet of information from the Airport Authority meeting at the Auditor's Office. Grasty stated he was told Allen Darrow resigned, but Supervisors have not received a formal resignation. Levis discussed the status of the Aviation Authority 330A Agreement and the fact that it still needs to be filed with the State of Iowa. He also shared Darrow's resignation letter with the Supervisors since it was not received by the Auditor's Office. Supervisors asked Pam Lane, Guthrie County Human Resources Director, to create an ad to fill the vacant position. Levis reported the federal grant for a new runway was signed and returned to the Federal Aviation Administration (FAA) in August 2019. The current plan calls for runway construction to begin next spring, and it should be completed at some point in 2020.

Jennifer Guerndt, Vice President of Sales and Marketing, and Shelley Rowe, Marketing Manager, both from The Samuels Group Inc., joined the meeting to provide an updated professional service agreement. The Guthrie County Attorney, Brenna Bird, stated the updated agreement looks to be consistent with agreements she has seen in the past. Rowe gave an overview of the plan and explained the process for the community meetings. She detailed what will be expected of and needed from the Supervisors. They have until 8 November 2019 to determine when and where to hold community meetings as well as jail tours because this is when Samuels will launch the website for the Guthrie County Jail Project. Rowe stressed it is beneficial for all the Supervisors to attend the community meetings. Sheriff stated he will go to the City Council Meetings and any other community organization meetings to get the information out to the public. Motion by Lloyd second by Carney to approve the Guthrie County Referendum Communication Plan. Motion carried on a vote: Ayes: 5 Nays: 0.

Joshua Sebern, Guthrie County Engineer, was unable to attend the meeting.

Supervisors did not discuss any pending county projects.

Motion by Grasty second by Lloyd to approve the Minutes from 17 September 2019 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Grasty second by Dickson to approve the Claims for 11 September 2019 – 24 September 2019 in the amount of \$252,029.22. 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 12:05 p.m. until its regularly scheduled meeting on Tuesday, 1 October 2019. Motion by Grasty second by Kuster. Motion carried on a

vote: Ayes: 5 Nays: 0.

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Jack E. Lloyd, 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 October 2019

The Guthrie County Board of Supervisors met this 1st day of October, 2019, 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 Jerome “J.D.” Kuster.

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

Motion by Grasty second by Lloyd to approve the Agenda for 1 October 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Brenda Campbell, Deputy Guthrie County Treasurer, joined the meeting to discuss the assignment of the County Held Tax Sale Certificate for Parcel Number 0001238001, located at 205 S 3rd Street in the City of Guthrie Center. Arnold Gibson currently owns the parcel. According to Guthrie Center City Councilmember Carolyn Masters, the building on this parcel has a damaged roof and is full of junk. Garold Thomas wants the parcel. He is willing to clean out the building and repair it, if the County assigns the Tax Sale Certificate to him and abates the delinquent property taxes. The County has held the Tax Sale Certificate since 2017. The total balance due is \$3,539. Kuster concurred with Masters and stated the building is in bad shape. Furthermore, Thomas is willing to pay all applicable fees at the Guthrie County Transfer Station to dispose of the junk according to Kuster. Dickson pointed out the outstanding taxes due for Tax Year 2016-2018 are \$1,544 and the total to redeem the Certificate is \$1,750. He also confirmed Thomas must follow the proper process to receive a Tax Sale Deed from the County. Carney verified Thomas will be responsible for all property taxes due and owing after he takes title to the parcel. Motion by Kuster second by Carney to assign Guthrie County’s Tax Sale Certificate for Parcel Number 0001238001 to Garold Thomas for the balance due \$3,539. Motion carried on a vote: Ayes: 5 Nays: 0. Motion by Kuster second by Grasty to abate all the unpaid property taxes, interest and cost due and owing, in the amount of \$3,539, for Parcel Number 0001238001 located at 205 S 3rd Street, Guthrie Center, Iowa. Motion carried on a vote: Ayes: 5 Nays: 0.

Jotham Arber, Guthrie County Public Health Director, joined the meeting and presented Resolution 20-08: Resolution to Approve all Centers for Medicare and Medicaid Services (CMS) Electronic Fund Transfers (EFT’s) for Guthrie County Public Health Nursing Services be Deposited in the Guthrie County Treasurer’s Bank Account. Said Resolution authorizes the deposit of all CMS EFT’s due to Guthrie County Public Health (PH) in the Guthrie County Treasurer’s Bank Account. In particular, Guthrie County Public Health and Nursing Services receives payment from CMS through EFTs for services provided. CMS EFT’s are deposited into the named bank account of Guthrie County Treasurer. The Guthrie County Board of Supervisors directs and requires that funds be handled in this manner. Arber reminded Supervisors that they previously approved and signed the CMS Re-Certification of Financial Responsibility Letter during the regular meeting on Tuesday, 10 September 2019. Said letter certifies the County’s legal responsibility for payments to CMS. As a follow on to the letter, CMS requires a resolution authorizing the EFT’s be deposited in the Treasurer’s Bank Account. Arber advised the CMS rules have changed since the last recertification. If Supervisors do not adopt the Resolution, Public Health must have a separate account in its name to deposit the EFT’s. The purpose is to verify the funds are deposited in the right account and are not being diverted to a different unauthorized account. Dickson verified CMS sent confirmation that all the remaining processes are fine. Motion by Dickson second by Carney to adopt Resolution 20-08: Resolution to Approve all Centers for Medicare and Medicaid Services (CMS) Electronic Fund Transfers (EFT’s) for Guthrie County Public Health Nursing Services be Deposited

in the Guthrie County Treasurer's Bank Account. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Kuster) Nays: 0.

The full text of all Resolutions adopted by the Guthrie County Board of Supervisors after 1 July 2018 are available on the Guthrie County website at <http://guthriecounty.org/government/boards-commissions/board-of-supervisors/agendas-minutes/>.

Arber provided a Guthrie County Public Health update. PH is gearing up to do community flu shot clinics. Arber announced he convinced the State of Iowa to authorize another round of free water tests through its grant. The tests will check for manganese and arsenic now. Arber notified Supervisors that he is pushing the Iowa Legislature to expand the routine water testing program.

Brandon Thompson, Guthrie County Facilities Manager, joined the meeting to discuss the AC/GC School Pep Rally. The AC/GC Athletic Director requested permission to conduct the Homecoming Pep Rally on the northeast section of the Courthouse lawn during the afternoon of Friday, 4 October 2019. The School District has held the Pep Rally at this location in the past, and there have been no issues. Thompson has no objection to the request. The High School will send student volunteers to help clean up the area before the Pep Rally. Thompson gladly will accept the help. The School District carries insurance which will cover the event. Motion by Kuster second by Carney to allow the AC/GC School District to hold a Pep Rally on the northeast section of the Courthouse lawn during the afternoon of Friday, 4 October 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Thompson reminded Supervisors about their past discussion concerning a Guthrie County Courthouse Grounds Policy. He researched how other Counties handle it. Thompson passed out a draft policy. In his opinion, Supervisors need to adopt some type of policy. The draft includes a proposed Application for Use. He utilized ideas from other Counties. There is a section regarding after hours use of the parking lot. There is a need to address the issue of vehicles being parked in the lot for extended periods during the winter. People must be required to remove their vehicles within a reasonable period of time. Supervisors can review the draft and revisit this discussion in the future. Carney inquired about weekly event activities in the parking lot. Thompson replied all event activities must seek preapproval, if Supervisors require it. The Policy will establish guidelines which all users must follow in order to conduct activities in the parking lot.

Thompson provided a brief Facilities update. Repairs are being conducted on a trailer at the Guthrie County Transfer Station (TS). The repairs include welding on the rear of the trailer as well as replacement of the tarp. Additionally, Thompson is working at the PH Building on preparations to install the generator purchased by the Adair/Guthrie County Emergency Management Commission. The generator is on order and will be purchased with the proceeds from a grant. Thompson met with the concrete contractor too. When the contractor pours the generator pad, the contractor also will pour a concrete pad behind the building for a tornado shelter as well as a place to park the trailer and erect a utility shed. Thompson announced the Lactation Room is complete. It is located on the First Floor between the Guthrie County Auditor and Assessor's Offices.

Lance Levis, Guthrie County Regional Airport Authority Board Member and Treasurer, along with Marshall Burgess, President, Guthrie County Regional Airport Authority Board, joined the meeting to discuss the filing of the Aviation Authority 330A Agreement. Auditor advised the five (5) duplicate copies of the Amended and Substituted Agreement Creating the Guthrie County Regional Airport Authority as well as the Cooperation Agreement Regarding the Guthrie County Regional Airport Authority are signed and ready to be delivered to Eric Reinhart, attorney for the Authority. The Guthrie County Attorney, Brenna Bird, was present for the discussion and advised Reinhart will complete the filing process. Auditor stated she will deliver all the documents to Reinhart this afternoon. Burgess inquired about Supervisors appointing an individual to replace William Darrow, who recently resigned from the Authority Board. Dickson replied Supervisors will advertise to fill the vacancy after Reinhart files the Amended and Substituted Agreement with the State of Iowa. Burgess confirmed he is the representative appointed by the City of Panora and Matt Pearey represents the City of Guthrie Center. Levis currently is the only Board Member appointed by the County.

Supervisors briefly discussed the Auditor's absence. Supervisors acknowledged why she was out of the office. They requested she make sure her staff is trained, so all the necessary work can be completed if she is unavailable to do it. Auditor agreed to see what she can do about it and try to rectify the situation. Dickson expressed concerns about things which were not getting done and the need for staff to be able to do the work. There were no comments from the public.

Supervisors reviewed the Guthrie County Zoning Permits Report(s) through 30 September 2019. Auditor passed around an email from Chris Whitaker, Guthrie County Zoning Administrator, which accompanied the Report. It addressed the Conditional Use Permit issued to the Last Outpost Salvage Yard in the unincorporated area of Herndon. By 1 October 2019, the owner is supposed to construct a fence around the property pursuant to the conditions of the Permit. Based on Whitaker's observations, the owner has made limited progress on the fence. Whitaker will present Supervisors with a plan of action, if the issue does not correct itself and a complaint is filed by the public. There were no other questions about the Report(s).

Dickson inquired about why the Agenda did not include a discussion item concerning the Information Technology (IT) projects contemplated in the Fiscal Year 2019-2020 Guthrie County Budget. Supervisors briefly discussed this item with David Garland, IT Technician, Guthrie Center Communications (GCC) during the last, regular meeting on Tuesday, 24 September 2019. Auditor advised it did not appear in the Meeting Notes from the last, regular meeting or on the Pending Agenda for this regular meeting. County Attorney Bird interjected and recommended Supervisors not discuss the matter. In particular, she advised Supervisors to postpone the discussion until the next, regular meeting on Tuesday, 8 October 2019; especially, if Supervisors intend to take any type of action since it was not included on the Agenda for this regular meeting. In Bird's opinion, the Agenda item "County Projects" is too general and not specific enough to adequately apprise the public of Supervisors intent to take action on this particular topic. Dickson directed Auditor to add item to Agenda for next, regular meeting.

There was no further discussion about any pending county projects.

Motion by Grasty second by Lloyd to approve the Minutes from 24 September 2019 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 10:57 a.m. until its regularly scheduled meeting on Tuesday, 8 October 2019. Motion by Kuster second by Grasty. Motion carried on a vote: Ayes: 5 Nays: 0.

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Jack E. Lloyd, 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 October 2019

The Guthrie County Board of Supervisors met this 8th day of October, 2019, 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 Jerome "J.D." Kuster.

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

Motion by Grasty second by Kuster to approve the Agenda for 8 October 2019. Motion carried on a vote: Ayes: 5 Nays: 0.



Darcia Robson, Guthrie County Veterans Affairs Administrator, joined the meeting and presented the Veteran Affairs Commission Quarterly Report ending September 2019. Robson explained the Report includes assistance given to persons during the last Quarter. It is average for this time of year. Motion by Dickson second by Carney to accept the Veteran Affairs Commission Quarterly Report ending September 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Pam Lane, Guthrie County Human Resources Director, joined the meeting to discuss a Guthrie County Employee Flexible Spending Account (FSA). She provided a handout from Employee Benefit Systems (EBS) which sets forth the terms and explains a FSA. Lane recommended Supervisors provide this option to employees through the Guthrie County Health Insurance Program. The FSA cost per employee is four dollars and fifty cents (\$4.50/employee). In Lane's opinion, they will recoup most of the cost with the tax savings. Motion by Grasty second by Lloyd to table any formal action concerning the Guthrie County Employee Flexible Spending Account (FSA) until the next regular meeting on Tuesday, 15 October 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Lane provided a Human Resources Department (HR) update. She passed around the proposed advertisement (ad) seeking two (2) females to serve on the Guthrie County Regional Airport Authority Board. The ad is ready for publication. Lane checked with Eric Reinhart, Attorney for the Airport Authority, concerning the filing status of the Amended and Substituted Agreement Creating the Guthrie County Regional Airport Authority. According to Reinhart, he has not filed the Agreement with the Iowa Secretary of State's Office yet. Even though County provided the requested supporting documentation along with the signed Agreements, the Cities of Guthrie Center and Panora have not provided the necessary documentation to Reinhart. Lane stated Reinhart will track down the Cities' missing documents. Dickson inquired about the status of Lane's research concerning annual salaries. She has procured the results of several surveys. Pursuant to these findings, she wants to set up pay grades. This will help employees understand the ranking of their current salary/wage (bottom, middle, or top), but also shows them possible future progression.

Becky Benton, State Street Insurance, joined the meeting. Benton was unaware Lane was not finished reviewing the Iowa Municipal Works Compensation Association (IMWCA) Audit when she requested the item be included on the Agenda. Therefore, Benton moved on to discussing the calendar year 2020 property and liability insurance quotes. She briefed Supervisors on her progress. She is preparing the necessary documents to request comparison quotes from Iowa Communities Assurance Pool (ICAP) and Employers Mutual Casualty Company (EMC). Benton advised County must send a Notice to ICAP, within sixty (60) days, stating its intention to seek a comparison quote.

Joshua Sebern, Guthrie County Engineer, joined the meeting and presented the Plans for Bridge Replacement Project BRS-SWAP-C039(89)--FF-39 on County Road N46 (Chestnut Road). Sebern passed around the Plan Sheet. It will replace the "Dinosaur Bridge" in Orange Township. The plan realigns the river and takes out the bend. The cost estimate is \$1,200,000 and will be one hundred percent (100%) funded by SWAP dollars. The County will not contribute any Farm to Market funds. The overall length is 120 feet. The contractor will decide where to get the dirt and may contact neighboring farmers. It must be suitable fill dirt. Sebern advised he is reserving the Farm to Market funds to replace the pavement on 190th Street. He also stated he plans to utilize the approximately \$1,000,000 of remaining SWAP funds for the bridge on County Road F63 (310th Road). At this point, the bridge funding will be two (2) years in the red. Sebern estimates it will take two to three months (2-3 mos), during the summer, to complete the Orange Township project. He anticipates a January 2020 bid letting. The beams will remain the property of County. Motion by Lloyd second by Carney to approve the Plans for Bridge Replacement Project BRS-SWAP-C039(89)--FF-39 on County Road N46 (Chestnut Road). Motion carried on a vote: Ayes: 5 Nays: 0.

Sebern submitted the Right-of-Way Purchase Agreements for Bridge Replacement Project BRS-SWAP-C039(89)--FF-39. County will purchase right-of-way from White Rock Conservancy as well as Matthew and Jennifer King. Sebern explained County is purchasing permanent easements, so there is enough area for the riprap and ends of the box culvert. County also will compensate the landowner for any land taken out of set aside. A large portion of the cost is to replace fence as well as eighteen (18) rods of cattle panel. At the landowner's choice, SRD will pay for the fence and panel rather than replace it. The total cost of the Agreements will be \$15,896.81. In particular, SRD agrees to purchase point thirty-three (0.33) acres of permanent easement and point thirty (0.30) acres of temporary easement for construction along with eleven point eighty-two (11.82) rods of three-strand barb wire fence and nine point zero-nine (9.09) rods of four-strand barb wire fence in Parcel Number 0000603500, Northeast Quarter Northwest Quarter (NE¼

NW¼) Section 32, Township 81 North, Range 33 West (Sec 32, T81N, R33W), Guthrie County, Iowa, for \$7,348.06 from Whiterock Conservancy. Additionally, SRD agrees to purchase point zero-four (0.04) acres of permanent easement and point zero-five (0.05) acres of temporary easement for construction along with eleven point fifty-two (11.52) rods of cattle panel in Parcel Number 0000599400, Parcel A of Southeast Quarter Southwest Quarter (SE¼ SW¼) Section 29, Township 81 North, Range 33 West (Sec 29, T81N, R33W), Guthrie County, Iowa, for \$3,015.12 from Matthew and Jennifer King. Finally, SRD agrees to purchase point thirty-one (0.31) acres of permanent easement and point twenty-two (0.22) acres of temporary easement for construction along with seven point twenty-seven (7.27) rods of cattle panel in Parcel Number 0000599401, Except Parcel A of Southeast Quarter Southwest Quarter (SE¼ SW¼) Section 29, Township 81 North, Range 33 West (Sec 29, T81N, R33W), Guthrie County, Iowa, for \$5,533.63 from Matthew King. The project will be paid from one hundred percent (100%) SWAP funds. Motion by Lloyd second by Carney to approve and authorize the Chair to sign the Right-of-Way (R-O-W) Purchase Agreement to procure land for Bridge Replacement Project BRS-SWAP-C039(89)--FF-39 from Whiterock Conservancy for \$7,348.06 (Parcel No. 0000603500). Motion carried on a vote: Ayes: 5 Nays: 0. Motion by Lloyd second by Carney to approve and authorize the Chair to sign the Right-of-Way (R-O-W) Purchase Agreement to procure land for Bridge Replacement Project BRS-SWAP-C039(89)--FF-39 from Matthew and Jennifer King for \$3,015.12 (Parcel No. 0000599400). Motion carried on a vote: Ayes: 5 Nays: 0. Motion by Lloyd second by Carney to approve and authorize the Chair to sign the Right-of-Way (R-O-W) Purchase Agreement to procure land for Bridge Replacement Project BRS-SWAP-C039(89)--FF-39 from Matthew King for \$5,533.63 (Parcel No. 0000599401). Motion carried on a vote: Ayes: 5 Nays: 0.

Sebern also provided a Guthrie County Secondary Roads Department (SRD) update. Federal government awarded the grant for the “Menlo Exit” and County Road F63 bridge projects. The funding split is fifty-five percent (55%) federal and forty-five percent (45%) SWAP. The combined cost is approximately \$800,000 for both projects. None of the funding will come from local money. F63 will be the first project. SRD must coordinate with Cass County. The design is almost complete. Sebern is unsure if it will be bid by next spring. The F63 project was bundled with a Cass County project and the “Menlo Exit” project was bundled with projects in Dallas and Madison Counties. The patch on County Road N54 (Adair Road) is complete.

Sheriff Marty Arganbright, Guthrie County Sheriff, and Michael S. Lewis, Institutional Team Leader, Shive Hattery Architecture & Engineering, joined the meeting to present the Amendment to Agreement Between Shive-Hattery, Inc. and Guthrie County regarding the Guthrie County Law Enforcement Center Addition. Guthrie County Attorney, Brenna Bird, also was present for the discussion. Lewis received correspondence last week from Shelley Rowe, Marketing Manager, The Samuels Group Inc. Rowe requested information for the bond referendum campaign materials. There is some administrative work Shive needs to complete in order to provide the information. In 2018, Lewis presented the original plan broken into three (3) phases. The Amendment authorizes the Third (3rd) Phase, so Shive can participate in the bond referendum campaign. The cost is higher because Samuels Group is asking for more material, including a virtual tour. The revised fee is \$6,000 plus an estimated \$500 for reimbursable expenses. Lewis inquired if Supervisors want Shive to create a virtual tour. Supervisors concurred they want the virtual tour as part of the Samuels Group presentation. Lewis stated Shive will develop the final materials and make two (2) trips to Guthrie County. Both trips can be for public meetings. Supervisors can decide which meetings. Supervisors briefly discussed how to pay for the 3rd Phase. Sheriff commented he has paid for Shive so far. He wants to keep Shive on board to work with Samuels Group. It needs to be a collaborative effort. He is confident Lewis will participate in the process, as necessary. Bird reviewed the Amendment and has no objection to Supervisors approving it. The Amendment is in-line with previous discussions. Motion by Grasty second by Carney to approve and authorize the Chair to sign Amendment Number Three (3) to Agreement Between Shive-Hattery, Inc. and Guthrie County regarding the Guthrie County Law Enforcement Center Addition. Motion carried on a vote: Ayes: 5 Nays: 0.

Lewis provided a brief Guthrie County Law Enforcement Center Addition update.

Sheriff gave a brief Guthrie County Sheriff’s Department update. Dickson inquired about a claim for a new vehicle. Sheriff replied it is included in the Fiscal Year 2019-2020 (FY2020) Sheriff Department Budget. Dickson thought they talked about the new vehicle, and Sheriff was not going to purchase it. Sheriff reminded Supervisors he budgeted for one (1) vehicle, and Supervisors told him to purchase two (2) vehicles. Dickson thought some of the vehicles were replaced by insurance, so Sheriff was not going to purchase more new vehicles. Sheriff reiterated he still has two (2)

vehicles in the Budget. City of Guthrie Center also paid for an additional vehicle. It is the new vehicle driven by Sheriff. He intends to purchase two (2) vehicles, so one (1) more vehicle is still coming in the future. Grasty commented Sheriff received a good trade-in value for the old vehicle. Dickson inquired about how Sheriff intends to pay for the Law Enforcement Center Addition expenses because he thought Sheriff planned to cover these expenses in lieu of the new vehicles. Sheriff insisted he can make it work within the current Budget. Carney verified the Budget includes the cost of housing inmates in other Counties. Auditor reminded Supervisors that they only appropriated seventy-five percent (75%) of the FY2020 Budget. Sheriff stated his comments assume Supervisors will appropriate the remaining twenty-five percent (25%).

Supervisors discussed the Information Technology (IT) projects in the FY2020 Guthrie County Budget. Lane was present for the discussion. During the last IT meeting, it was determined there is a clear benefit to the County having its own internal IT position. Dickson thinks projects like the phone system and video recording for the Meetings should be placed on hold to shift funds to an internal IT position. In his opinion, County should hire an employee to fill this position with a starting date before 1 July 2020. There are plenty of projects which the new employee can undertake while Guthrie Center Communication (GCC) continues its usual duties. In Dickson's opinion, the new employee should select the phone system. Auditor cautioned Supervisors about postponing the phone system because Elected Officials/Department Heads were told GCC is going to begin installing the new system this Fiscal Year. Carney advised Departments currently are waiting until GCC has time to work on projects. If County has an internal IT position, the new employee can work on such projects in a timelier fashion. All Departments wants to use the prepaid hours, but the hours are consumed by other actions such as trouble shooting. This means projects keep getting pushed back. Lane mentioned there are issues which she also needs addressed by IT. She pointed out the IT Department monitors all cell phone policies in other Counties. Furthermore, Lane wants to research the possibility of scanning files and storing same on the County servers. The Guthrie County Public Health Department is considering a third party to scan documents. Lane recommends Supervisors create an IT Department, so these types of projects can be done internally to ensure it is secure. Grasty requested a cost estimate for contracting services versus an IT Department. In Grasty's opinion, an IT employee must know and understand the system. Dickson inquired about offering benefits immediately. Lane replied benefits are offered when an individual becomes an employ. The health insurance takes effect after thirty (30) days. Kuster asked about salary. Lane explained it makes a difference depending on the employee's experience level. The Dallas County IT Director recommended hiring an experienced person to setup the Department. Dallas County is willing to help County with this process. Lane recommended Supervisors take advantage of this offer, so County can utilize Dallas County's experience to help as well as avoid some of the mistakes. Dickson assumes the salary will be around \$70,000 to \$80,000. County currently is paying GCC \$76,000 for contractual services. Dickson emphasized County is not paying GCC for a full forty hours per week (40 hrs/wk). He prefers having an internal employee at 40 hrs/wk versus a part-time contractor. Auditor commented scanning will be a long-term project. Lane clarified IT simply will make sure the process as well as the access is secure, but not actually do the scanning for Departments. Grasty wants to think about it. Dickson is ready to proceed today. Kuster inquired about the worst-case scenario, if Supervisors do not take any action to address the phone system. Auditor explained the infrastructure is the issue, not the individual phones. Supervisors simply will be rolling the dice to see if the system will last for another year. Carney estimates GCC spends fourteen and three-quarter hours per week (14 ¾ hrs/wk) providing managed care. In addition, GCC also is on-call to support immediate issues. Auditor reported she called last weekend to have GCC reboot the servers. Therefore, the IT employee will need to be on-call to support these types of issues. In Dickson's opinion, Supervisors should hire the person sooner, so the new employee has time to set up the Department. The employee may need to seek assistance from GCC or another County to create the Department and have it ready by 1 July 2020. The person also will need to make arrangements for another person/provider to assist with covering the on-call support. In Carney's opinion, if Supervisors do not take this step now, they will need to do it next fiscal year. Grasty agrees Supervisors will need to do it at some point. Kuster emphasized County's IT provider will need to make sure the new Law Enforcement Addition is set up correctly. In Grasty's opinion, GCC will work with Sheriff to integrate and move the equipment. The question is when is the right time to create an IT Department. Dickson thinks numerous employees will benefit from computer training. In addition, the IT Department can take over all the cybersecurity duties from Auditor. Dickson also has received a great deal of feedback from Departments about adding items to the website. In Lane's opinion, it will be hard for the new IT employee to manage time because there are so many pending projects. She does not think the employee will be in search of work. Dickson reminded Supervisors that County must give notice to GCC. Lane recommends starting the hiring process forty-five (45) days ahead of the start date. In Dickson's opinion, postponing projects will provide

enough savings to finance three (3) months of salary and benefits. Supervisors discussed possible locations for the new office. Additionally, they will need to notify GCC, if Supervisors do not want GCC to do certain projects. In Kuster's opinion, County needs additional time from GCC which will cost more money. Motion by Dickson second by Carney to table the discussion concerning the Information Technology (IT) projects in the FY2020 Guthrie County Budget until the regular meeting on Tuesday, 29 October 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors did not discuss any pending county projects.

Supervisors opted to table the Minutes from 1 October 2019. Motion by Carney second by Dickson to table the Minutes from 1 October 2019 until the regular meeting on Tuesday, 15 October 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Dickson second by Carney to approve the Claims for 25 September 2019 – 8 October 2019 in the amount of \$418,116.61. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Report for 8 September 2019 – 21 September 2019, the Guthrie County Sheriff Deputies Payroll Report for 16 September 2019 – 29 September 2019 as well as the County and Assessor Payroll Reports for 14 September 2019 – 27 September 2019.

Dickson left the meeting at 11:45 a.m.

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, 15 October 2019. Motion by Kuster second by Carney. Motion carried on a vote: Ayes: 4 Nays: 0.

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Jack E. Lloyd, 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 October 2019

The Guthrie County Board of Supervisors met this 15<sup>th</sup> day of October, 2019, 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 Jerome "J.D." Kuster. Mike Dickson and Jack Lloyd were absent from the meeting.

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

Motion by Grasty second by Kuster to approve the Agenda for 15 October 2019. Motion carried on a vote: Ayes: 3 Nays: 0.

Motion by Grasty second by Kuster to appoint Carney as Temporary Chair for the Board of Supervisors. Motion carried on a vote: Ayes: 3 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 September 2019. Kuster inquired about the status of the Federal Emergency Management Agency (FEMA) reimbursements. Hanner replied the hard project was approved and the easy project is pending review. FEMA has signed off on one (1) of the requests. Hanner announced he will retire on 20 December 2019. There are some projects that he wants to finish before he leaves the Conservation Department. Hanner started on 5 May 1987 and became the Director in July 1991. He has been with the County for thirty-three (33) years. Supervisors thanked Hanner for his service. Hanner stated by and large it has been a good career, and he

feels fortunate to have accomplished all he has for GCCB and County. Hanner inquired about the Conservation Reserve Fund transfer. He reminded Supervisors that GCCB requested Supervisors transfer approximately \$22,755.

Jotham Arber, Guthrie County Transfer Station Executive Director, joined the meeting and provided a Guthrie County Transfer Station (TS) update. Arber presented the quarterly earnings overlay for the trucks. He included depreciation, scheduled over seven (7) years, in the calculations. Arber reported the tonnage of solid waste has been extremely high. TS have been moving a great deal more per month. Last year, the decline in garbage began in August. This year the tonnage increased in August, and October was the first month to decline below 800 tons. If TS continued to contract with Koster Grain, Inc, the first quarter costs would have been \$63,450 compared to \$26,181.25 with the trucks. Arber acknowledged it will take time to pay off the equipment. All in all, TS is moving steadily in the right direction. The trucks will be a good endeavor in the long term. Arber reported TS is collecting bicycles (bikes) of good quality which are coming into the facility. TS donates the bikes to a shop in the City of Des Moines. The Shop repairs same and gives the bikes away at Christmas. It is part of an initiative to keep metal out of the Carroll County Landfill. Arber advised TS moved soil around, so it can relocate the tire storage. Arber also explained TS cannot recycle any materials which contained food items. When citizens place these containers in the recycling, the result is more solid waste than recycling. Arber admits it is confusing for people. He is working on a way to make it easier. The recycling bins are part of the problem. The biggest issue is the pizza boxes. TS cannot recycle these items because of the grease. Arber will start slowly with prohibiting one (1) item, such as pizza boxes, and move forward with more containers over time.

Robert Josten, Dorsey & Whitney LLP, Bond Counsel for Guthrie County, joined the meeting to discuss the Guthrie County Law Enforcement Center Addition General Obligation Bond ballot proposition language for the Special Election on 3 March 2020. Brenna Bird, Guthrie County Attorney, was present for the discussion. The purpose of the ballot proposition is it pose the question of whether or not to secure bonds for the construction of a new building to voters. Josten advised the State law is open regarding the ballot proposition language. The requirements include: 1) entity requesting the funds (County); 2) amount being requested; and 3) purpose or how County intends to spend it. Josten passed around a proposal. He stated Supervisors can select a name for the facility. Grasty inquired about the parking lot. Josten recommended adding language regarding improvements to the existing parking lot. He emphasized the total cost of the project needs to be set forth in one (1) dollar amount for the ballot proposition. He recommends breaking out the costs in the promotional materials. Josten stated it is best to emphasis specific factors in the promotional materials and not on the ballot. Josten will draft a resolution for Supervisors to adopt which calls the Special Election and sets the ballot proposition language. Josten will update the language and return it to Auditor.

Rod Rumelhart, Rumelhart Financial Services, joined the meeting to request Supervisors appointment him as the Agent of Record with Employers Mutual Casualty Company (EMC) to quote the Calendar Year 2020 property and liability insurance package for County. Rumelhart was born and raised in County. He went to college and returned to County. He has worked in the insurance business for thirty-two (32) years. Rumelhart wants to be EMC's representative for County and only wants to quote EMC. In Rumelhart's opinion, it is better to have two (2) separate agents providing quotes from different companies. This way an agent cannot play the companies against each other. Rumelhart explained Iowa Communities Assurance Pool (ICAP) is a risk pool and not insurance. Therefore, ICAP is not an insurance company. EMC is a true insurance product. When a member terminates it contract with ICAP, all the unresolved outstanding claims are dropped by ICAP. Therefore, County may not be able to move unless it has a no open claims. EMC can provide a five (5) year tail to cover possible claims. EMC will quote an extra premium for this coverage. No insurance company will take over an existing outstanding claim. Rumelhart explained an insurance company would continue to cover an outstanding claim if County switched coverage; however, since ICAP is a pool, it just cuts off the coverage. Rumelhart acknowledged the funds returned from the pool may cover a portion of any outstanding claim. Bird wanted to make sure Supervisors understand the transition costs associated with switching from a risk pool to insurance.

Becky Benton, State Street Insurance, joined the meeting to request Supervisors allow her to remain as the Agent of Record with Employers Mutual Casualty Company (EMC) to quote the Calendar Year 2020 property and liability insurance package for County. By making this change now, Supervisors will be starting over the process. She admitted Rumelhart's statements are true; however, there is information each company does not know about the other. She planned to have representatives of EMC and ICAP present their own products. She would not have knowledge of the specific details included in each company's presentation. Benton explained a risk pool basically is a self-insurance

policy guaranteed with funds contributed by all the members in the pool. It is overseen by various entities which work for ICAP. The Representative will explain all of it. Benton pointed out insurance companies like Iowa Mutual Insurance Association went out of business, and there always is a chance it can happen to other insurance companies.

Benton presented the letter providing Iowa Communities Assurance Pool (ICAP) with notice that County intends to review other property and liability insurance coverage. County must provide notice sixty (60) days prior to the end of the contractual period, if it is reviewing the insurance coverage and accepting quotes from other carriers. This allows ICAP to recalculate rates because County's contribution may no longer be a part of the risk pool. She passed around the letter. Motion by Grasty second by Kuster to approve and authorize Temporary Chair to sign Letter to Iowa Communities Assurance Pool (ICAP) re Guthrie County Notice to Review Other Coverage. Motion carried on a vote: Ayes: 3 Nays: 0.

Supervisors discussed appointment of an Agent of Record with Employers Mutual Casualty Company (EMC) to quote the calendar year 2020 property and liability insurance package for County. Carney has received public comments about giving multiple agents the opportunity to quote the insurance coverage. Motion by Kuster second by Grasty to appoint Rod Rumelhart, Rumelhart Financial Services, as the Agent of Record with Employers Mutual Casualty Company (EMC) to quote the Calendar Year 2020 property and liability insurance package for Guthrie County. Motion carried on a vote: Ayes: 3 Nays: 0.

Auditor presented the Representative Letter/Document Authorizing the Agent of Record with Employers Mutual Casualty Company (EMC) to quote the Calendar Year 2020 property and liability insurance package for Guthrie County. The letter requests a formal proposal from EMC and authorizes Rod Rumelhart, Rumelhart Financial Services, to act as Agent of Record to quote the insurance package. Motion by Kuster second by Grasty to approve and authorize Temporary Chair to sign Representative Letter/Document Authorizing Agent of Record with Employers Mutual Casualty Company (EMC) to quote the Calendar Year 2020 property and liability insurance package for Guthrie County. Motion carried on a vote: Ayes: 3 Nays: 0.

Pam Lane, Guthrie County Human Resources Director, joined the meeting to discuss the creation of an Employee Flex Spending Account associated with the Guthrie County Health Insurance Plan. She handed out a packet to Supervisors. Lane explained employees can have a grace period to utilize unused funds or roll it over to the next year. Once Lane sets up the program, it will start with the new policy year. Lane prefers the grace period option. She reported the annual cost is four dollars and fifty cents (\$4.50) per participant. In turn, County will not pay any Federal Insurance Contributions Act taxes (FICA) on employee contributions to an Account. There is a seven point sixty-five percent (7.65%) tax saving for County which makes it a wash. Therefore, County will not spend much on the plan. Lane advised there is no risk with the rollover, but it requires management. Motion by Grasty second by Carney to provide an Employee Flex Spending Account with a rollover provision as part of the Guthrie County Health Insurance Plan. Motion carried on a vote: Ayes: 3 Nays: 0.

Lane briefed Supervisors on the Iowa Municipal Works Compensation Association (IMWCA) Audit for Fiscal Year 2018-2019 (FY2019). Sheriff Marty Arganbright, Guthrie County Sheriff, and Bird were present for the discussion. Lane passed out a packet of materials containing a summary of the Audit along with supporting documents. She must pose any questions to IMWCA by 20 October 2019. Lane changed some of the categories and job descriptions. Upon reviewing the Audit, she developed some concern about requiring Reserve Deputies to work without being paid by County. Historically, Sheriff provided a letter stating the Reserve Deputies work ninety-six (96) hours and are paid one dollar (\$1.00). Some of the Reserve Deputies also were paid for work at a rate of twenty dollars per hour (\$20/hr). This means the IMWCA Auditor needs to back out the paid hours from the 96 unpaid hours and adjust the rate of pay. For purposes of the Audit, IMWCA attributes ten dollars per hour (\$10/hour) as the pay rate for the unpaid hours. Bird confirmed the \$1 per year is specified in the Iowa Code. Lane stated she is unsure how IMWCA Auditor will handle this matter unless County provides supplemental documentation. Sheriff advised he will have to go through the radio logs to determine exactly when Reserve Deputies worked in Fiscal Year 2018-2019. In the future, he will have the Reserve Deputies fill out timesheets. Lane advised Reserve Deputies do not have to do timecards. Sheriff just needs to maintain records of when they train and work. Bird clarified the \$20/hour time is above and beyond the 96 hours. Bird recommended Sheriff write a letter explaining this fact and provide it to Lane. Sheriff agreed to do it.

Lane did not provide a Human Resources Department update.

Joshua Sebern, Guthrie County Engineer, joined the meeting and stated he needs to postpone the revision of the Fiscal Year 2019-2020 (FY2020) Five (5) Year Iowa Department of Transportation (IDOT) Secondary Road Construction Program until next week. He will prepare a resolution to approve the changes. The reason for the revision is the increased cost estimate for the Orange 391A Bridge Replacement Project on Chestnut Road (Dinosaur Bridge). The original estimate was \$930,000 during the concept and planning stages. SRD ultimately decided to scrap the bridge and install a custom box culvert due to design complications. This increased the estimate to \$1,250,000. Therefore, Sebern needs to revise the Five (5) Year Program, so it matches the expenditures. In Sebern's opinion, County will have a better product in the end. This project will be paid with SWAP funds. Sebern also announced SRD received a federal grant for the Thompson 61 Bridge Replacement Project over the Middle River on County Road F63 (310th Street). This project will be funded fifty-five percent (55%) by the federal grant and forty-five percent (45%) by SWAP funds. No local funds will be used for either project.

Sebern also provided a Guthrie County Secondary Roads (SRD) update.

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 elections. Furthermore, the Supervisors must do so not less than thirty-two (32) days before the elections. Motion by Kuster second by Carney to authorize the Lake Panorama Rural Improvement Zone Election and direct the Guthrie County Auditor to conduct the election on 3 December 2019 from 12:00 p.m. to 8:00 p.m. Motion carried on a vote: Ayes: 3 Nays: 0. Motion by Grasty second by Carney to authorize the Diamondhead Lake Rural Improvement Zone Election and direct the Guthrie County Auditor to conduct the election on 3 December 2019 from 12:00 p.m. to 8:00 p.m. Motion carried on a vote: Ayes: 3 Nays: 0.

There was no discussion about any pending county projects.

Auditor presented the Tyler Technologies Amendment to Subscription Agreement (Contract 2013-0295). The Auditor renegotiated a price lock which limits an increase in the price to no more than three percent (3%) over the next five (5) years. She talked to the Tyler Sales Representative while at the Iowa State Association of Counties (ISAC) Annual Conference. Motion by Kuster second by Grasty to approve and authorize Temporary Chair sign the Tyler Technologies Amendment to Subscription Agreement (Contract 2013-0295). Motion carried on a vote: Ayes: 3 Nays: 0.

Supervisors reviewed the First Quarter of Fiscal Year 2019-2020 Budget Report. Auditor reminded Supervisors that they did not appropriate 100% of the adopted Fiscal Year 2019-2020 Guthrie County Budget. Therefore, the percentages on the report only reflect the remaining balance for seventy-five percent (75%) of the adopted budget. There were no questions.

Supervisors opted to table the Minutes from 1 October 2019 and 8 October 2019. Motion by Grasty second by Carney to table the Minutes from 1 October 2019 and 8 October 2019 until the regular meeting on Tuesday, 22 October 2019. Motion carried on a vote: Ayes: 3 Nays: 0.

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Report for 22 September 2019 – 5 October 2019, the Guthrie County Sheriff Deputies Payroll Report for 30 September 2019 – 13 October 2019 as well as the County and Assessor Payroll Reports for 28 September 2019 – 11 October 2019.

There being no further business to come before the Board at this time, the Board adjourned at 11:52 a.m. until its regularly scheduled meeting on Tuesday, 22 October 2019. Motion by Kuster second by Carney. Motion carried on a vote: Ayes: 3 Nays: 0.

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Jack E. Lloyd, 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 October 2019

The Guthrie County Board of Supervisors met this 22nd day of October, 2019, 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 Jerome "J.D." Kuster.

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

Motion by Grasty second by Lloyd to approve the Agenda for 22 October 2019. Motion carried on a vote: Ayes: 5  
Nays: 0.

Brenna Bird, Guthrie County Attorney, joined the meeting to provide a Guthrie County Attorney's Office update. All in all, the County Attorney's Office is keeping busy. The technology improvements are helping with the workload. Guthrie Center Communication (GCC) is trying to ensure the Guthrie County Courtroom has better wireless reception. Bird reported there are numerous controlled substance cases. These cases center on possession/distribution of methamphetamine as well as the associated crimes (Operating While Intoxicated (OWI), Child Abuse/Neglect, Burglary/Theft). There also is a fair share of Sexual Abuse cases. Bird advised the payment plan process is going well. Many individuals are interested in making payments, so they are eligible to reinstate their Iowa Driver's License. Bird's staff helps the individuals set up a payment plan to make regular payments. Victim restitution is paid first and goes straight to the victim. County only receives a portion of the other recovered funds once County reaches the threshold. County is on track to meet the threshold for this year. Kuster inquired about the impounded vehicles. Deputy Kent Gries is handling these vehicles. Sheriff Marty Arganbright, Guthrie County Sheriff, was present for the discussion. According to him, Gries has cleaned up more than half of the impounded vehicles. Dickson requested Bird research the law concerning fences in the road right-of-way. He expressed concerns about landowners erecting fences along the edge of the road. Lloyd wants Bird to review the purposed 28E Agreement addressing the restructuring of Iowa Workforce Development. Bird recommended she review all 28E Agreements prior to Supervisors adopting same.

Shelley Rowe, Marketing Manager, The Samuels Group Inc., joined the meeting by video conference to review the messaging and theme concepts for the Guthrie County Law Enforcement Center Addition Referendum Communication Plan. Sheriff, Chief Deputy Jeremy Bennet, Deputy Michael Herbert, Bird and Assistant Guthrie County Attorney, John Twillmann, also were present for the discussion. Rowe announced the goal is to review and approve the theme as well as messaging concept for the Communication Plan. It lays the foundation for most of what Rowe will do moving forward. The message is focused on increasing safety, improving the processes and saving costs. The information strictly is factual. Rowe walked Supervisors through the proposed website. There is a link at the bottom of the home page to view the Report. There is an opportunity to learn more about the proposed project as well as a link to the list of meeting dates. Supervisors need to select a person to serve as the contact. There also is a reminder to vote on 3 March 2020. The Need page is broken into Safety Risk, Increased Inmate Capacity, Inmate Transfer Costs, Growing staff, Aging facility and Variance. The later may include a letter from the State of Iowa Jail Inspector. Visitors can click on a link to read the Operational Analysis. This provides an option to dig into the facts. Rowe clicked through a slide show of the existing facility. The Solution page will contain the information from Shive Hattery Architecture & Engineering. It will include an image of the proposed drawings as well as a possible virtual tour. It also may show the inmate perspective/experience. Tax Impact page will set forth figures regarding the net taxable value plus the estimated annual increase and monthly increase. Visitors can drill down into a full summary of the tax impact. Citizens will be asked to follow on Facebook where Rowe will share updates. There will be an Information Meetings page with a list of meetings and other events. The Voting page will share the polling places, ballot question and information about voting absentee. Finally, there will be a Frequently Asked Questions (FAQ) page. A list of available social media options will be at the top of each page. Rowe advised she can tweak the proposal or develop other options.

Sheriff provided a brief update. All the Deputies involved in the Stuart incident were at the Department yesterday. They can walk, but one (1) Deputy requires assistance. The Iowa Division of Criminal Investigation interviewed the Deputies. Sheriff reported it will be awhile before the Deputies are back on duty. They must be released by Iowa



Municipal Works Compensation Association (IMWCA) as well as the Adair County Attorney. The Deputies were fortunate as to the outcome because it could have been very different. Sheriff received numerous questions about why the Deputies were in Adair County. According to Sheriff, a police officer with the City of Stuart requested help based on information he knew about the suspect. The Adair County Sheriff's Department was contacted for help too. Sheriff advised his Department helps the Stuart Police Department on numerous occasions because there are a great deal of issues in Stuart. Since West Central Valley Schools is on the Guthrie County side of the line, Sheriff does not want bad things to occur in the City because it will affect the Schools.

Joshua Sebern, Guthrie County Engineer, joined the meeting and presented Resolution 20-09: Resolution to Revise Guthrie County 2020 Five Year Road Program. Said Resolution adopted by the Board of Supervisors of Guthrie County, Iowa, in accordance with Iowa Code section 309.22, initiates and recommends modification of the following project(s) in the accomplishment year (State Fiscal Year 2020), for approval by the Iowa Department of Transportation (Iowa DOT), per Iowa Code 309.23 and Iowa DOT Instructional Memorandum 2.050. In particular, unforeseen circumstances have arisen since adoption of the approved Secondary Road Construction Program, and previous revisions, requiring changes to the sequence, funding and timing of the proposed work plan.

The following PRE-EXISTING Accomplishment Year projects shall be MODIFIED as follows:

Project Number Local ID TPMS #	Project Location Description of work	AADT Length NBIS #	Type Work Fund basis	Modification(s) applied	Accomplishment Year (\$1000's of dollars)		
					Previous Amount	New amount	Net change
BRS-SWAP-C039(89)--FF-39 Orange 391A Bridge Replacement TPMS ID: 25070	On N46 Chestnut Road, Over South Raccoon River, at NLINE S32 T81 R33 Orange 391A Bridge Replacement	400 0 MI 170595	Bridges  SWAP-HBP	Changed SWAP funding amount by 320,000 dollars	\$930	\$1250	\$320
BROSCHBP-C039(93)--GA- 39 Thompson 61 Bridge Replacement TPMS ID: 37623	On F63, Over MIDDLE RIVER, on NLINE S17 T78 R32  Thompson 61 Bridge Replacement	220 0 167110	Bridges  CHBP	Changed Funding Basis Changed FA funding amount by 523,000 dollars Changed SWAP funding amount by -523,000 dollars Changed Project Number / Type of Work	\$950	\$950	\$0
<b>Totals</b>					\$1880	\$2200	\$320

Fund ID	Accomplishment year (\$1000's of dollars)		
	Previous Amount	New Amount	Net Change
Local Funds	\$220	\$220	\$0
Farm to Market Funds	\$500	\$500	\$0
Special Funds	\$0	\$0	\$0
Federal Aid Funds	\$0	\$523	\$523
SWAP Funds	\$1,880	\$1,677	-\$203
Total construction cost (All funds)	\$2,600	\$2,920	\$320
Local 020 Construction cost totals (Local Funds + BROS-8) FA funds)	\$220	\$220	\$0

This is the same information Sebern presented last week. It changes the cost estimate for the Orange 391A Bridge Replacement Project from \$930,000 to \$1,250,000. The early estimate contemplated a bridge. The final design was a large, custom box culvert. The project will be submitted today for letting in February 2020 provided there are no administrative issues. If not, the letting will move to March 2020. Construction will be next summer. Sebern also modified the Thompson 61 Bridge Replacement Project (County Road F63) funding basis to the Federal Aid Grant. The new funding source is fifty-five percent (55%) Federal Aid and forty-five percent (45%) SWAP Funds. There is a total of two (2) revisions to the Plan. Neither project will utilize any local money. Motion by Carney second by Grasty to adopt Resolution 20-09: Resolution to Revise Guthrie County 2020 Five Year Road Program. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Kuster) Nays: 0.

The full text of all Resolutions adopted by the Guthrie County Board of Supervisors after 1 July 2018 are available on the Guthrie County website at <http://guthriecounty.org/government/boards-commissions/board-of-supervisors/agendas-minutes/>.

Sebern gave a brief Guthrie County Secondary Roads Department (SRD) update. SRD continues to haul rock and gravel. The goal is to haul as much as possible before the first snow.

Supervisors discussed transferring the remaining funds in the Guthrie County Conservation Board Fiscal Year 2018-2019 (FY2019) Budget to Fund: 0027 - County Conservation Reserve Fund. Joe Hanner, Guthrie County Conservation Director, was present for the discussion. The Guthrie County Conservation Board (GCCB) requested Supervisors transfer \$22,755. Auditor advised the breakdown for Dept: 22 - Conservation Board is \$14,663.94 remaining in Fund: 0001 - General Basic and \$7,350.20 in Fund: 0002 - General Supplemental. She also reminded Supervisors that GCCB approved two (2) post budget salary increases for Ted Scheuermann, Maintenance Technician. The first raise was a one percent (1%) increase and the second was a four percent (4%) increase for a total of \$1,598.57 plus an additional \$272 for the Federal Insurance Contributions Act tax (FICA) and the Iowa Public Employees Retirement (IPERs) contribution. Hanner interjected the transfer simply is for the remaining funds. GCCB is not asking for an increase to the FY2020 Budget. In Carney's opinion, Supervisors should not transfer the Fund: 0002 balance because it is the remaining premium for the family health insurance policy which was not used by the current Natural Resource Manager. Hanner advised the transfer also includes the FY2019 balance in Dept: 47 - Guthrie Co Historical Village. Auditor advised the breakdown is \$770.59 remaining for Fund: 0001 and a negative thirty dollars and four cents (-\$30.04) for Fund: 0002. She also reminded Supervisors that GCCB approved a post budget salary increase of \$358 for Kristine Jorgensen, Museum Curator. The additional FICA and IPERS is sixty-two dollars (\$62). Auditor advised there is no wiggle room in Fund: 0002, so Supervisors will need to amend the FY2020 Budgets for Dept: 22 and Dept: 47 to account for the additional FICA and IPERS. Hanner explained the purpose of the transfer is to build up Fund: 0027 along with Fund: 0023 - Resource Enhancement & Proct to renovate the Raccoon River Valley Trail (RRVT) from the City of Yale to the Greene County line. Hanner wants to keep these proceeds in Fund: 0027, so GCCB can move forward with projects. He does not want to budget through the regular process. Dickson inquired if GCCB spent down Fund: 0027 over the last couple of years. Hanner replied GCCB used it for RRVT crossings, as necessary. Over all, Fund: 0027 increased because GCCB did not dip into it much. GCCB wants to use it for future projects. Hanner does not intend to use these funds for specific project this year. He really wants to experience a normal year without flooding to find a new normal. Hanner stated he thought about GCCB's original request. He has no objection to just transferring \$15,434.53 which does not include the funds budgeted for the health insurance premium. Dickson confirmed GCCB already paid for the crack patching on RRVT out of the FY2020 Budget. Hanner replied the \$8,844.75 payment came out of Fund: 0027. GCCB was hoping to recover this money with the transfer. Hanner noted he budgeted for the crack patching in FY2019, but it did not happen until FY2020. Auditor confirmed the combined Fund: 0001 remaining balance is \$15,434.53 and the Fund: 0002 total is \$7,320.16. Carney verified Hanner expects to receive the Federal Emergency Management Agency (FEMA) reimbursement at some point. Hanner advised GCCB paid for the flood repairs, and Hanner submitted the necessary documentation to FEMA. Grasty inquired about projects on the horizon. Hanner talked about RRVT plus cement work at Nations Bridge Park and Guthrie County Historical Village. He also mentioned exterior work at Historical Village, shower house at Nations, crack patching next summer and an application of an asphalt rejuvenator on the asphalt portion of RRVT. Finally, there is the unknowns of managing buildings. Dickson stated he does not have a problem with transferring funds to offset the cost of crack patching (\$8,844.75) plus adding approximately \$3,000 for LED lights at the Conservation Shop. He suggested rounding the total transfer to \$12,000. Carney reiterated he does not want to transfer any funds from Fund: 0002. Hanner acknowledge Carney's opinion. Grasty expressed concerns about the life expectancy for the northern portion of RRVT. He questioned the remaining life and cost of reconstruction. Where will GCCB get the funding for it? Supervisors either need to build up Fund: 0027 or pay for the work in the future. Lloyd agreed now is the time to think about it. Auditor advised, as of 18 October 2019, the Ending Cash Balance in Fund: 0001 is \$1,741,710.17, Fund: 0002 is \$777,206.95 and Fund: 0027 is \$56,008.02. Hanner reiterated GCCB requested Supervisors transfer \$22,755; however, he is willing to accept a transfer from Fund: 0001 in the amount of \$15,434.53 and forgo the remaining money in Fund: 0002. Dickson recommend Supervisors transfer \$14,000. This covers the crack patching and LED lights plus a little extra. GCCB will not have to budget for some projects because it can spend the money in Fund: 0027. Dickson and Kuster want the FEMA proceeds deposited back into Fund: 0001 to reimburse what GCCB already spent on the repairs. Carney does not agree because the funds already were spent out

of FY2020 Budget. In his opinion, there is no guarantee with FEMA reimbursement. Therefore, Supervisors should transfer it to Fund: 0027. Dickson wants the FEMA proceeds deposited in Fund: 0001. Supervisors may consider transferring same, if there is money remaining at the end of FY2020. Dickson compared the FEMA reimbursement to liability insurance proceeds received as a result of an accident. Supervisors reached a consensus to transfer \$14,000. Carney still is unsure. Grasty reiterated it will be spent in the future. Auditor will prepare a resolution authorizing the transfer of \$14,000 for the next regular meeting on Tuesday, 29 December 2019.

Supervisors did not discuss any pending county projects.

Auditor presented the Guthrie County Conservation Board Payroll Change Notice for Ted Scheuermann (Counter Offer). GCCB approved a four percent (4%) salary increase. Hanner advised GCCB began discussing salaries two to three (2-3) months ago. In short, GGCB looked within the County Conservation system regarding technician and administration salaries. They also considered what Guthrie County Secondary Roads Department (SRD) is paying for labor, operator and truck driver wages. Hanner explained the reasons behind conducting the research. The challenge is how to keep good employees around, if GCCB does not pay competitive wages. This was the central thought of the discussion. Additional concerns included the labor market and economy. Hanner stated Scheuermann will be paid comparable to SRD. Eventually, GCCB came to the consensus to increase his salary. Grasty stated he talks to Scheuermann and attends the meetings. Scheuermann works on the equipment, so GCCB does not have to pay for labor to repair it. In addition, he fabricated a set of forks. In short, he is doing more than the average maintenance technician. Grasty understands both sides of the issue and thinks Scheuermann is worth the money. Dickson pointed out there are numerous SRD employees who wanted raises but did not receive same. There needs to be a set of pay scales for similar jobs. He is unsure of what SRD uses for a pay scale. Kuster asked about the SRD mechanic job. Sebern stated it pays twenty-two dollars per hour (\$22/hr). Scheuermann does not work as a mechanic all the time. He also welds and works as a laborer according to Grasty. Hanner pointed out Scheuermann works weekends and has to clean the restrooms too. Furthermore, he assists with mowing brush to widen RRV. The in-house research shows Scheuermann's wage is on the lower side. GCCB really needs to look at keeping him around. Dickson dislikes the fact it is coming up at this time of the year. Lloyd agrees and does not like giving raises mid-budget cycle. Hanner emphasized it was GCCB that gave Scheuermann a raise. Supervisors countered by reminding Hanner that GCCB must work through the County Budget. They questioned if GCCB really contemplated giving Scheuermann a raise to keep him because GCCB already gave him a raise. Supervisors will need to decide if they will authorize a future budget amendment to support the raise, or if GCCB needs to pull the funding from another project. Motion by Grasty to approve the Payroll Change Notice for Ted Scheuermann (Counter Offer). Motion died due to lack of a second. Auditor explained the purpose of the Payroll Change Notice. It solely is for administrative purposes. It allows the Auditor's Office to issue payroll checks without prior approval from Supervisors. If Supervisors do not approve the Notice, they must approve Scheuermann's payroll check each pay period before Auditor's Office can issue it. Dickson inquired about denying it. Auditor advised he needs to speak with the Guthrie County Human Resources Director (HR) about the implication of denying future payroll checks. Lloyd expressed concerns about push back from other Departments. He reminded Supervisors about the reaction when the Guthrie County Assessor's Office received a larger raise for FY2020. Auditor explained Supervisors have control over the GCCB Budget. Dickson reiterated he does not agree with the raise. Auditor pointed out, in the past, Supervisors still approved payroll, and Auditor's Office issued the checks, even if Supervisors did not agree with certain employees' payrolls. Carney expressed concerns about SRD wanting a larger raise for FY2020 because other employees received raises mid-budget cycle. Hanner pointed out the differences between the Departments and the governing structures set forth in the Iowa Code. Motion by Dickson to disallow the Payroll Change Notice for Ted Scheuermann (Counter Offer). Motion died due to lack of a second. Kuster requested Dickson explain his position. Dickson stated he does not support a mid-year payroll change. Hanner discussed the role of GCCB. Dickson retorted he understand the process, but he made the motion because he does not agree with approving a mid-year change. Furthermore, he is unsure if the pay equates to the job. Hanner reiterated it is the role of GCCB to work through that process. Dickson still does not agree with the raise. Auditor reiterated the reason for the Notice and explained it has nothing to do with setting the wage. It simply is a certification of the wage for administrative purposes. Grasty questioned what will happen if Scheuermann leaves because he does not feel like a valuable employee. He reminded Supervisors, if GCCB loses Scheuermann, equipment will have to be repaired by vendors which will cost more. Dickson pointed out Supervisors told SRD, if employees do not like the pay, they needed to go someplace else to better themselves. Grasty argued the wage is less than recommended based on the salary review conducted by GCCB. Auditor understands Supervisors concerns, but she reiterated the proper

way to address the issue is through the GCCB Budget. This Notice purely is an administrative item for the payroll process. Auditor passed around a spreadsheet breaking down the wage adjustments and associated FICA/IPERS increases. Dickson commented HR is working on pay scales for all positions. In his opinion, the timing of this wage increase is not right. This is why Supervisors are having HR create the pay scales. Carney inquired if HR was involved in the Notice. Auditor replied HR is aware because she drafted the Notice. Carney requested more background before making a decision. Kuster reminded Supervisor that they have no control over these wages because it is part of GCCB's duties. On the other hand, Kuster expressed concerns about facing other employees, if Supervisors allow this change. Dickson reiterated his motion to disallow. Motion died due to lack of a second. Motion by Grasty second by Dickson to approve the Payroll Change Notice for Ted Scheuermann (Counter Offer) authorizing a pay increase from \$19.58 per hour to \$20.59 per hour effective 12 October 2019. Motion carried on a vote: Ayes: 4 Nays: 1 (Dickson).

Auditor inquired about offering Township Trustee and Clerk training. Iowa State University Extension and Outreach is offering a two (2) hour workshop covering legal responsibilities of Trustees and Clerks with a primary focus on fire and emergency management, cemetery management as well as fence laws. The Township Trustee and Clerk Manual provides the basis for the training. It will also address compliance with open meetings and records laws, cemetery laws as well as other changes in reporting and record keeping duties. The estimated fee is \$500 per session. Kuster questioned what attendees will get out of the training. He expressed concerns about it being a waste of money. In Grasty's opinion, people will attend the training. Dickson inquired if there are other alternatives such as a webinar or simply disseminating a copy of the training slides. Auditor will contact the Southwest Counties point of contact to inquiry about other options and report back to Supervisors at the next regular meeting.

Supervisors opted to table the Minutes from 1 October 2019, 8 October 2019 and 15 October 2019. Motion by Kuster second by Carney to table the Minutes from 1 October 2019, 8 October 2019 and 15 October 2019 until the regular meeting on Tuesday, 29 October 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Carney second by Grasty to approve the Claims for 9 October 2019 – 22 October 2019 in the amount of \$469,970.66. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed the Guthrie County Regional Airport Authority packet of information from the meeting on Wednesday, 16 October 2019.

There being no further business to come before the Board at this time, the Board adjourned at 11:45 a.m. until its regularly scheduled meeting on Tuesday, 29 October 2019. Motion by Grasty second by Lloyd. Motion carried on a vote: Ayes: 5 Nays: 0.

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Jack E. Lloyd, 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 October 2019

The Guthrie County Board of Supervisors met this 29<sup>th</sup> day of October, 2019, 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 Jerome "J.D." Kuster.

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

Motion by Grasty second by Kuster to approve the Agenda for 29 October 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

David Garland, IT Technician, Guthrie Center Communications (GCC), joined the meeting and presented the October 2019 Information Technology (IT) Report. Andrew Randall, Chief Executive Office, Panora Communications Cooperative, also was present for the discussion. Garland reported GCC ordered new Wi-Fi equipment last month. He researched the costs associated with installation of this equipment because County will need to expand the wiring to install a better Wi-Fi connection in the Courtroom. Zachariah Davis, IT Technician, is preparing multiple personal computers (PC's) in the downstairs storage room. He will install these final PC's in the pre-designated offices. Garland received an email from ImageTek regarding document scanning for the Guthrie County Secondary Roads Department (SRD) and Treasurer Office. ImageTek does an annual audit regarding the system configuration and storage of documents. It ensures all the paths and backups are correct. Garland reported the audit was successful, and there are not any problems.

Sarah Gomez, Midwest Partnership Economic Development Corporation, Executive Director, joined the meeting and provided a Midwest Partnership Economic Development Corporation (MWP) update. Gomez announced Western Iowa Advantage is hosting a Housing Summit in the City of Carroll on 13 November 2019. She provided a handout with details. Gomez is working with several committees to address housing needs in the Cities. She also reported MWP has begun working with the Greater Des Moines Partnership, and it is going great. Small business can take advantage of numerous resources and opportunities offered by Greater Des Moines. Gomez announced MWP received four to five (4-5) leads.

Auditor presented Resolution 20-10: Resolution Authorizing the Periodic Transfer of Funds From the Guthrie County General Basic Fund to the Guthrie County Conservation Reserve Fund. Said Resolution authorizes the Guthrie County Auditor to make a transfer of \$14,000 from the Guthrie County General Basic Fund (To Other Budgetary Funds-Misc Expense: 0001-99-0300-000-814990) to the Conservation Reserve Fund (General Basic Fund: 0027-0-50-6000-900000) in October 2019. The total transfers shall not exceed \$14,000. Furthermore, the Guthrie County Board of Supervisors directs the Auditor to notify the Guthrie County Treasurer, Marci Schreck, as well as Guthrie County Conservation Director, Joe Hanner, upon completion of said transfers. Finally, the Guthrie County Board of Supervisors authorizes said transfer to commence upon approval of this Resolution. In particular, the Guthrie County Conservation Board (GCCB) had \$14,663.94 remaining in its Fiscal Year (FY) 2018-2019 Budget (Fund: 0001 - General Basic, Dept: 22 - Conservation Board Budget) on 30 June 2019. GCCB requested the Guthrie County Board of Supervisors (Supervisors) transfer these funds, in the amount of \$14,663.94, along with other funds to Fund: 0027 - County Conservation Reserve Fund pursuant to Iowa Code Section 350.6. GCCB authorized the transfer subject to Supervisors' approval during its regular meeting on Monday, 12 August 2019. Iowa Code Section 331.432 mandates the Supervisors must authorize all inter fund transfers by resolution. Auditor may transfer funds from the General Basic Fund (To Other Budgetary Funds-Misc Expense: 0001-99-0300-000-814990) to the Conservation Reserve Fund (General Basic Fund: 0027-0-50-6000-900000) during FY 2019-2020. Auditor verified Supervisors ultimately reached a consensus to transfer \$14,000 after a lengthy discussion during the last regular meeting on Tuesday, 22 October 2019. Kuster confirmed the amount includes reimbursement for the Raccoon River Valley Trail (RRVT) crack patching (\$8,844.75) as well as \$3,000 for LED lights. Grasty agreed Supervisors settled on \$14,000. Carney expressed his concerns about this fiscal year not being the proper time for this transfer because of other expenses. Motion by Grasty second by Dickson to adopt Resolution 20-10: Resolution Authorizing the Periodic Transfer of Funds From the Guthrie County General Basic Fund to the Guthrie County Conservation Reserve Fund. Motion carried on a roll call vote: Ayes: 4 (Dickson, Grasty, Lloyd and Kuster) Nays: 1 (Carney).

The full text of all Resolutions adopted by the Guthrie County Board of Supervisors after 1 July 2018 are available on the Guthrie County website at <http://guthriecounty.org/government/boards-commissions/board-of-supervisors/agendas-minutes/>.

Supervisors discussed the Information Technology (IT) projects contemplated in the Fiscal Year 2019-2020 (FY2020) Guthrie County Budget. Dickson recommended GCC proceed with the Disaster Recovery project. Garland explained the total cost will be \$56,000 (Server Hardware - \$50,000, Hard Disk Storage Expansion \$2,400 and TLAN Connectivity \$3,600). Furthermore, the TLAN cost will increase in FY2021 because of this mid-term decision to proceed with the project. The \$4,200 budgeted in FY2021 represents the full year of the increased cost. Randall requested Supervisors take formal action to ensure they specifically grant GCC approval to proceed given the cost. Motion by Dickson second by Carney to authorize Guthrie Center Communication to proceed with the Disaster

Recovery Plan included in the Fiscal Year 2019-2020 (FY2020) Guthrie County Budget at a cost of \$56,000. Motion carried on a vote: Ayes: 5 Nays: 0.

Dickson continued the discussion by recommending Supervisors postpone any action on the Hosted Phone System (\$10,000) and video production of Supervisors' Meetings (Video Production (\$8,500) plus Video System Hardware (\$5,000)) until FY 2021. This will save \$23,500. Grasty inquired about the present state of the phone system. He is bothered by the complaints received for numerous years about the phone system and the problems it causes for Departments. He does not like people having to call back due to dropped calls. Grasty does not want Supervisors to shoot themselves in the foot. He is nervous even though it is going to be a tight FY. Carney commented on the same costs appearing in FY2021. Kuster questioned why the cost associated with the Hosted Phone System increases to \$15,000 in FY2021. Garland replied it is due to another mid-term change. Furthermore, the remainder of the phone project will be completed in FY2021, and the full cost will extend across all Departments. GCC did not anticipate installing the entire phone system in FY2020, even if Supervisors authorized it. Randoll explained the thought process is to move to the hosted system and bring in Departments sequentially. GCC did not anticipate an all at once approach because it may lead to chaos. It also will help if a Department preparing for the transition and implementation can speak with other Departments already utilizing the new phone system. Garland explained it is an ongoing expense because the cost is per seat for a line. Furthermore, Voice Over Internet Protocol (VOIP) has on-going monthly expenses. Carney acknowledge the time has come and there is a need, but it is best if the project waits until next FY. Grasty remains unsure because of the past comments. Motion by Dickson second by Carney to postpone implementation of the Hosted Phone System and video production of Guthrie County Board of Supervisors until Fiscal Year 2020-2021 for a savings of \$23,500. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors discussed the Guthrie County Sheriff Department's compliance with Iowa Municipal Works Compensation Association (IMWCA). Auditor passed around handouts from Pam Lane, Guthrie County Human Resources Director. Sheriff Marty Arganbright, Chief Deputy Jeremy Bennett, Assistant Guthrie County Attorney, John Twillmann and Lane were present for the discussion. Lloyd opened the discussion by stating there seems to be a power struggle between Human Resources and Sheriff. Lane added there needs be better communication. Lloyd pointed out Supervisors hired Lane to address human resources issues such as workers compensation, and she is attempting to do it. Therefore, the blame lies with Sheriff. Grasty stated Lane simply is trying to comply with IMWCA regulations. Dickson referenced the emails between Sheriff and Lane regarding employees being directed not to cooperate with IMWCA. He emphasized all Departments must cooperate with IMWCA and report work related injuries. Lloyd read aloud the email regarding employees staying home on sick leave in lieu of reporting injuries. Based on Grasty's understanding of workers compensation rules, employees only have limited time to report injuries otherwise IMWCA will reject the case. Departments must comply with IMWCA's wishes because it is in control. Sheriff replied he has never had a problem in the past. Kuster pointed out County has never had a Human Resources Director (HR). Incidents such as work related injuries need to be reported through HR. Sheriff replied he is going through HR. Lane stated she has not spoken with Sheriff about the Deputies injured during the shooting incident. Sheriff insisted Lane should have called or came to his office. Lane pointed out the Deputies are not her employees. Sheriff countered by stating everyone knew about the incident, so Lane should have contacted him. Sheriff advised he called IMWCA on Saturday, following the incident, to see if the incident was reported to IMWCA. He was told it was not reported, so he reported it. He provided narratives of what happened because he was the only person who knew the details. Sheriff reiterated IMWCA told him the incident was not reported by County. Furthermore, Lane could have called or emailed him at any time. Grasty questioned why Sheriff is placing the duty on Lane to contact him. Sheriff replied he was a little busy. Carney pointed out this means it may have been hard for Lane to reach Sheriff after the incident. Grasty explained the normal process is for the Elected Official/Department Head to contact Lane. Kuster reiterated Sheriff should have reached out to Lane. Sheriff repeated he called IMWCA. Kuster questioned why Sheriff did not have time to contact Lane. Sheriff replied he has never dealt with this type of incident in the past. Furthermore, he spoke with IMWCA several times, and everything is in order with the workers compensation. Lane disagreed and reported everything is not in order at this time. She followed the proper procedures and reported the incident the following morning, 18 October 2019, so it was reported in a timely fashion. Sheriff disagrees with Lane. There was back and forth conversation regarding who contacted who. Dickson reiterated the Elected Official/Department Head must contact HR. Dickson and Kuster insisted an incident must be reported to HR, so Lane can handle it. Dickson pointed out Lane could get statements later since Sheriff had the information. Sheriff reiterated he took care of it. Kuster stated Sheriff must follow the same process as other Departments. The Department Head

must communicate with HR. Sheriff pointed out he is an Elected Official. He wanted to make sure the Deputies were taken care of and could get their prescriptions. Dickson emphasized Deputies still are County employees under IMWCA. Sheriff advised the Deputies are under administrative leave until released by the Adair County Attorney and the Iowa Attorney General Office. Kuster inquired if Deputies are released from workers compensation. Lane explained the Deputies cannot return to work until released or allowed to return by IMWCA, and this trumps administrative leave. Carney emphasized Lane can help Sheriff, if he only lets her take care of workers compensation. Sheriff stated Chief Deputy can talk about his situation and reiterated he handled the shooting. Lloyd emphasized this is the reason why Supervisors hired Lane. Sheriff advised he told IMWCA to contact HR, if there are any questions. Lane stated she spoke with Kim at IMWCA numerous times and things are not in order at this time. Lane also advised she could have provided a form, so Deputies could have filled their prescriptions. She can help, if Sheriff just lets her do it. Lloyd stated he wants Sheriff to keep in touch with Lane. Sheriff reiterated he did what he needed to do to take care of Deputies. Carney wants Sheriff to use the available resources. Sheriff expressed concerns about Lane only communicating via email. He insisted Lane knows she can come to his office. Sheriff stated he no longer is willing to email Lane. Grasty pointed out emails provide a documentation trail. Lloyd reiterated Supervisors need Sheriff and Lane to work together in the future. Chief Deputy concurred with Lloyd's comment. As an employee, the Chief Deputy was not satisfied because IMWCA was a joke. He went to the doctor three (3) times, and there was no benefit. He is going to his personnel physician now. Kuster pointed out the issue is IMWCA and not Lane. Dickson acknowledged IMWCA has its issues; however, employees need to work through Lane. Sheriff stated it is hard to work with Lane. Dickson questioned if everything is done or getting done at this time. Lane replied she needs to speak with Sheriff about possible work restrictions for Deputies. Lane also explained administrative leave will take over after Deputies are released from workers compensation; however, current timesheets just say administrative leave with a line down the sheet. Lane needs to know what hours the Deputies worked normally. Dickson wants Sheriff to work with Lane. Sheriff stated he is patrolling right now, so Lane can work with Leora Laughery, Guthrie County Sheriff Department Civil Clerk. Sheriff advised IMWCA reported Deputy Kent Gries has restrictions, and Sheriff agreed to accommodate these restrictions. In Sheriff's opinion, Deputies need to be released by the Adair County Attorney. Carney inquired about the process. Lane clarified the County Attorney's release is not related to workers compensation. Lane needs to determine the workers compensation status first. If Deputies are on worker compensation leave, IMWCA will pay the Deputies, and County will supplement with administrative leave. If IMWCA releases the Deputies to return to work, they are paid their regular wage because they are on administrative leave. The workers compensation issue must be resolved first. Lane insisted Sheriff speaking with IMWCA does not work because conversations must involve her too. Guthrie County Attorney, Brenna Bird, joined the meeting. She pointed out the incident is not normal because it involved law enforcement plus it happened in Adair County. The Adair County Attorney must clear the Deputies before they can return to work. This is very standard. At this point, the Deputies are not cleared to work. Auditor mentioned Deputy Gries giving a deposition. Bird did not see a problem with it. Lane explained the time needs to be recorded differently. Sheriff emphasized the Deputies had to do the depositions, or it would force Bird to dismiss the cases. Sheriff talked to both Deputies about doing the deposition. In Grasty's opinion, Sheriff's hands were tied and there was no choice. Sheriff emphasized it is a different situation than other Departments. Kuster inquired if there is a separate workers compensation issue. Bird is unaware of another classification. Lane reiterated County must resolve the workers compensation issue first to determine if Deputies will be paid by IMWCA or administrative leave. It should not be this hard. Supervisors agreed Sheriff and Lane must work together. Sheriff reiterated his intention was to make sure Deputies were taken care of after being released from hospital. Kuster advised he visited County Attorney's Office on the morning after the incident. Afterwards, he went to Lane's office, and she already reported the matter to IMWCA. Dickson emphasized the problem is no communication. He insisted Sheriff could call HR too. In Dickson's opinion, Sheriff did not handle the matter properly. Carney emphasized times and rules change. Sheriff must work with Lane. Carney does not want to see the Deputies run out of time because IMWCA did not log the incident properly. Sheriff reiterated if Lane has questions she can come to his office. Sheriff explained he is the only law enforcement officer available because Chief Deputy is hurt. Sheriff gave permission for Lane to speak with Laughery. Grasty inquired about Sheriff signing-off on restrictions. Lane insisted Sheriff must approve the restrictions. Furthermore, most of the communication must be done via email because several things were not reported properly during this discussion. It also is the case due to past incidents. Carney inquired about moving forward. Lane will send Sheriff an email regarding work restrictions, and she needs a response from Sheriff. Wages will be paid by administrative leave, if Sheriff accommodates Deputies. If Sheriff does not accommodate them, the wages will be paid by workers compensation. Grasty inquired about the Adair County Attorney releasing Deputies before they return to work. Bird replied this is correct and she is unaware

of any release. Lane pointed out Sheriff signed Timesheets citing administrative leave as the reason Deputies are not at work. Kuster clarified there must be two (2) releases – IMWCA and Adair County Attorney. Sheriff assured Supervisors he will do anything to work with Lane. Grasty stated the bottom line is to provide care for Deputies. Lane advised she emailed Deputies the prescription form yesterday. Carney recommended parties move forward and forget the past. Lane reiterated she must get the necessary information. Sheriff agreed he will respond to Lane. Furthermore, Laughery can provide the information.

Supervisors did not discuss any pending county projects.

Auditor submitted the Guthrie County Public Health Payroll Change Notice for Cheyenne Hester (New Employee). Public Health hired Hester as a new fulltime Home Health Aid. Motion by Dickson second by Kuster to approve and authorize Chair to sign the Guthrie County Public Health Payroll Change Notice for Cheyenne Hester (New Employee) authorizing a new wage of fifteen dollars (\$15.00) per hour effective 21 October 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor submitted the Guthrie County Auditor's Report of Fees Collected for Fourth Quarter Ending 30 June 2019. Total fees collected were \$261,733.56. Motion by Carney second by Grasty to approve Guthrie County Auditor's Report of Fees Collected for Fourth Quarter Ending 30 June 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor provided the Guthrie County Auditor's Report of Fees Collected for First Quarter Ending 30 September 2019. Total fees collected were \$416.38. Motion by Carney second by Grasty to approve Guthrie County Auditor's Report of Fees Collected for First Quarter Ending 30 September 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor relayed the reply from Lynn Adams, Development Specialist, Iowa State University Extension & Outreach, regarding the Township Trustee and Clerk training offered through Iowa State University Extension & Outreach. In particular, the Training is an in-person workshop because there usually are clarifying questions asked by participants, so they understand the nuances in the Iowa Code as it relates to their work. Therefore, a copy of the PowerPoint used in the Training may not be helpful to Trustees/Clerks not attending the Training. Motion by Grasty second by Kuster to offer a session of the Township Trustee and Clerk Training provided through Iowa State University Extension & Outreach at a cost of \$500. Motion carried on a vote: Ayes: 5 Nays: 0. Motion by Kuster second by Carney to pay the Guthrie County Township Trustees and Clerks, who attend the Township Trustee and Clerk Training, for a standard meeting (\$30) plus mileage. Motion carried on a vote: Ayes: 5 Nays: 0.

County Attorney joined the meeting to discuss pending and possible litigation. She recommended Supervisors move into closed session. Motion by Dickson second by Carney to go into Closed Session to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation per Iowa Code Section 21.5(1)(c). Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Kuster) Nays: 0. The Board of Supervisors went into closed session at 10:46 a.m. All members of the public left the room except for the Supervisors, Auditor, and County Attorney. The Board of Supervisors came out of closed session at 11:03 a.m.

Motion by Dickson second by Carney to approve the Minutes from 1 October 2019 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Dickson second by Carney to approve the Minutes from 8 October 2019 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Dickson second by Carney to approve the Minutes from 15 October 2019 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors opted to table the Minutes from 22 October 2019. Motion by Dickson second by Grasty to table the Minutes from 22 October 2019 until the regular meeting on Tuesday, 5 November 2019. 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 12:45 p.m. until its regularly scheduled meeting on Tuesday, 5 November 2019. Motion by Dickson second by Carney. Motion carried on a vote: Ayes: 5 Nays: 0.

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Jack E. Lloyd, 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 November 2019

The Guthrie County Board of Supervisors met this 5<sup>th</sup> day of November, 2019, 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 Jerome “J.D.” Kuster.

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

Motion by Grasty second by Kuster to approve the Agenda for 5 November 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor presented Resolution 20-11: Resolution Setting March 3, 2020, as the Date for an Election on the Proposition of Entering into a Loan Agreement and Issuing Bonds for the Purpose of Constructing, Furnishing and Equipping a County Law Enforcement Center as well as improving the Courthouse parking lot. Said Resolution sets forth the Board of Supervisors intent to construct, furnish and equip a County Law Enforcement Center as well as improve the Courthouse parking lot, at an estimated cost not to exceed \$8,700,000.00. In accordance with Section 331.442 of the Code of Iowa, this cost figure is an estimate and is not intended to be binding on the Board in later proceedings related to the Project. It also hereby calls a special county election and orders it to be held in and for the County on March 3, 2020, at which there will be submitted to the voters of the County the following proposition: “Shall the County of Guthrie, State of Iowa, enter into a loan agreement and issue its general obligation bonds in an amount not exceeding the amount of \$8,700,000.00, for the purpose of constructing, furnishing and equipping a County Law Enforcement Center as an addition to the County Courthouse as well as improving the Courthouse parking lot?” It further states that all of the foregoing matters are adopted and resolved by this Board, and the County Auditor is hereby authorized and directed to issue a proclamation and notice of the proposition and of the time and place of the election and to take all other actions necessary pursuant to state law to conduct the election. In addition, in accordance with Sections 331.305 and 331.442 of the Code of Iowa, the County Auditor is hereby authorized and directed to publish the minutes of the Board meeting at which this Resolution is adopted, including the full text of this Resolution, and to publish along with those minutes the Board’s Notice of Special Bond Election that is attached to this Resolution. All resolutions or parts of resolutions in conflict herewith are hereby repealed, to the extent of such conflict. In particular, the Board of Supervisors (the “Board”) of Guthrie County, Iowa (the “County”) has deemed it necessary and advisable that the County be authorized to construct, furnish and equip a County Law Enforcement Center as an addition to the County Courthouse as well as improve the Courthouse parking lot (the “Project”) and enter into a loan agreement and issue bonds in a principal amount not exceeding \$8,700,000.00 to finance the cost of the Project. Pursuant to Section 331.442 of the Code of Iowa, before the County may enter into a loan agreement and issue its bonds for such purpose, the County must hold a special election upon such proposition and receive a favorable vote from at least 60% of the total votes cast at such special election. In accordance with Section 331.442 of the Code of Iowa, as part of the Board’s action to set a date for an election on such proposition, the Board must publish notice of such proposition, including a statement of the amount and purpose of the loan agreement and the bonds to be issued, and a statement of the estimated cost of the Project, which notice must be published, as provided in Section 331.305 of the Code of Iowa, with the minutes of the meeting at which the Board adopts a resolution setting the date for an election on the question of entering into the loan agreement and issuing such bonds. Auditor advised Robert Josten, Dorsey & Whitney LLP, Bond Counsel for the County, prepared said Resolution. It calls the Special Election on 3 March 2020 and sets the

requested bond amount at \$8,700,000. The Resolution also sets the questions, so Auditor can provide same to Shelley Rowe, Marketing Manager, The Samuels Group Inc. Per Bond Counsel, if Supervisors are not confident about the requested bond amount, they should not adopt the Resolution. In Carney's opinion, Michael S. Lewis, Institutional Team Leader, Shive Hattery Architecture & Engineering, provided the amount, so Supervisors should use it. Grasty verified the parking lot is included in the language. Dickson inquired if the parking lot needs to be specifically listed in the Resolution. Supervisors reached a consensus to add language to include the parking lot. Carney verified Supervisors will set the duration of the bond at a later date. Motion by Kuster second by Carney to adopt Resolution 20-11: Resolution Setting March 3, 2020, as the Date for an Election on the Proposition of Entering into a Loan Agreement and Issuing Bonds for the Purpose of Constructing, Furnishing and Equipping a County Law Enforcement Center as well as improving the Courthouse parking lot. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Kuster) Nays: 0.

The full text of all Resolutions adopted by the Guthrie County Board of Supervisors after 1 July 2018 are available on the Guthrie County website at <http://guthriecounty.org/government/boards-commissions/board-of-supervisors/agendas-minutes/>.

Supervisors turned their attention to setting the dates for the Community Meetings regarding the Guthrie County Law Enforcement Center Addition Bond Referendum. Sheriff Marty Arganbright, Guthrie County Sheriff, Chief Deputy Jeremy Bennet, Deputy Michael Herbert, Guthrie County Attorney, Brenna Bird and Assistant Guthrie County Attorney, John Twillmann, were present for the discussion. Auditor read an email from Chip Schultz, Managing Director, Public Finance, Northland Public Finance. He informed Auditor and Rowe that Northland is able to either build into the Samuels' website or develop a separate website which will include an input section allowing a property owner to enter his/her particular parcel number. Once the parcel is entered, the website will display the monthly and annual tax impacts as well as other data. Supervisors discussed meeting locations and dates. Auditor will compile the tentative list and email it to Supervisors, Sheriff and Rowe later in the week. Kuster reminded Sheriff that he needs to schedule jail visits. Carney inquired about the civic organizations. Sheriff volunteered to coordinate with all these groups. Bird suggested Sheriff talk to the senior classes at the local schools. Auditor will check if students, who will be eighteen (18) years of age by the General Election, can vote in the Special Election. In Bird's opinion, Sheriff can offer to present at the schools as an educational opportunity. The presentation can focus on thinking through the pros and cons of civic decisions. Bird emphasized there will be no campaigning at these meetings because the gatherings are paid for by public funds. County Officials cannot advocate for "Yes" votes at these meetings or in materials purchased by County. They only can provide information. It is against the campaign rules to campaign for an outcome using public funds. In Dickson's opinion, schools may not be an appropriate place for a presentation. Carney also questioned the benefit since some of the students live outside the County. Kuster inquired about who will arrange the meeting locations. Sheriff volunteered to do it. Kuster expressed concerns about some locations being booked already. Sheriff will contact a person from each community to help him. He will start with the Mayors. Carney verified Sheriff will coordinate with the civic organizations too. Lloyd asked if Samuels will attend all the Meetings. Sheriff replied it is their job, so they will be there. Carney clarified the pamphlets will not have any language about voting "Yes". Bird confirmed the laws prohibit the use of county funds to advocate for the passage of a bond referendum. She assumes Samuels and Shive understand the laws. In Bird's opinion, the website is consistent with campaign rules. County Officials only can provide information, reasons, facts, the "why" and election date. Sheriff cannot say vote "Yes".

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 by Month July 2019 – June 2020. Christy Jenkins, Prevention Director, New Opportunities, Inc. prepared said report. The total expenses for this period are \$2,054.57. The State will reimburse Guthrie County for \$513.64 (twenty-five percent (25%)), and the County will match the remaining \$1,540.93 (seventy-five percent (75%)). Auditor will submit the report on the Iowa Grants.gov website upon approval of Supervisors. Motion by Kuster 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 by Month July 2019 – June 2020. Motion carried on a vote: Ayes: 5 Nays: 0.

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 2020.

It includes Outdoor Service, Sunday Sales, and Catering Privileges. Motion by Grasty second by Lloyd to approve the Liquor License Application (LC0033597) submitted by Lake Panorama National, Panora, Iowa. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed the Guthrie County Zoning Permits Report(s) through 31 October 2019. Auditor passed around an email from Chris Whitaker, Guthrie County Zoning Administrator, which accompanied the Report. He notified Supervisors that he also submitted the monthly building/zoning permits reports to the United States Census Bureau and Dodge Reports. Furthermore, Whitaker announced he will be holding a Guthrie County Board of Adjustment Meeting in November 2019. There were no questions about the Report.

There was no discussion about any pending county projects.

Motion by Carney second by Grasty to approve the Minutes from 22 October 2019 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors opted to table the Minutes from 29 October 2019. Motion by Carney second by Grasty to table the Minutes from 29 October 2019 until the regular meeting on Tuesday, 12 November 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Grasty second by Carney to approve the Claims for 23 October 2019 – 5 November 2019 in the amount of \$307,945.57. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Report for 6 October 2019 – 19 October 2019, the Guthrie County Sheriff Deputies Payroll Report for 14 October 2019 – 27 October 2019 as well as the County and Assessor Payroll Reports for 12 October 2019 – 25 October 2019.

Pam Lane, Guthrie County Human Resources Director, notified Supervisors of a meeting notice she received from Iowa Governmental Health Care Plan (IGHCP). It concerns a type of wellness program that IGHCP wants to institute for its members.

Kuster left the meeting at 10:41 a.m.

There being no further business to come before the Board at this time, the Board adjourned at 11:14 a.m. until its regularly scheduled meeting on Tuesday, 12 November 2019. Motion by Carney second by Grasty. Motion carried on a vote: Ayes: 4 Nays: 0.

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Jack E. Lloyd, 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 November 2019

The Guthrie County Board of Supervisors met this 12<sup>th</sup> day of November, 2019, 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 Jerome “J.D.” Kuster.

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

Motion by Grasty second by Kuster to approve the Agenda for 12 November 2019. 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 14 October 2019. Carney inquired about GCCB reviewing the insurance. Hanner explained GCCB receives a printout, provided by State Street Insurance, listing the value and coverage for the buildings and equipment. GCCB reviews the printout each year. Lloyd inquired about the status of the Federal Emergency Management Agency (FEMA) process. Hanner advised GCCB just received one (1) check, approximately \$39,000, for one (1) approved project. Unfortunately, GCCB's claim has been shifted to the fourth (4th) FEMA representative.

Jotham Arber, Public Health and Environmental Health Director, joined the meeting and provided a Guthrie County Public Health (PH) update. He provided a Cost Report for the month of October. There was no Guthrie County Board of Health meeting in November because the Board of Health did not have a quorum. There was a total of 762 visits and 394 Home Health Aide Hours provided to 128 patients. PH focused on flu shots and home health services. Arber reported PH only has three (3) fulltime nurses. He actively is trying to replace one (1) fulltime and one (1) part-time nurse.

Arber also presented a Guthrie County Environmental Health (EH) update. October was a busy month. EH still is doing Percolation tests (PERC tests) since it has not frozen deep enough yet. Arber anticipate one (1) more week of PERC tests. EH also is administering numerous water tests.

Pam Lane, Guthrie County Human Resources Director, joined the meeting to provide a Human Resources Department (HR) update. The County has one (1) new employee. Cheyenne Hester started as Home Health Aide on 21 October 2019. There are open positions for a Licensed Practical Nurse (LPN)/Registered Nurse (RN) as well as a PRN Home Health Aide at PH. Lane passed out the revised Guthrie County Handbook. She requested Supervisors review same and make comments. Supervisors will need to approve it before she begins training employees. Lane attended the Ahlers & Cooney, P.C. Employment Law Seminar on 4 November 2019. In her opinion, there are a couple of areas County may need to update/adopt policies. She will research these public policies and report to Supervisors. Lane reported she has been spending time on the liability and property insurance to account for all the assets. Lane passed out a report detailing the status of National Incident Management System (NIMS) training. She had all the necessary information except the part-time employees in the Guthrie County Sheriff Department. The proof of training becomes critical, if there is a disaster, and County submits for wage reimbursement. An employee must have training to be eligible for reimbursement of wages. If the employee does not have NIMS training, County cannot charge for the employee's time.

Joshua Sebern, Guthrie County Engineer, joined the meeting to deliver a Guthrie County Secondary Roads (SRD) update. All the available trucks were on the roads yesterday. SRD currently is short four (4) trucks which are being repaired at a vendor in Des Moines, Iowa. The graders are out this morning. They started at 5:00 a.m. to get ahead of the school buses. Lake Panorama expressed concerns about the intersection of 200<sup>th</sup> Street and Highway 4. Drivers cut across the intersection to turn north and do not pull up to the STOP sign. So far, there has not been any accidents due to this situation. Grasty cautioned drivers must look around to ensure another vehicle is not approaching the intersection. Lloyd asked about a solution. Sebern replied he will look at low cost options. Since there have been no accidents, there is no funding available to reconfigure the intersection. Options may include adding the road to the annual stripe project since there is so much traffic, installing raised reflectors which are snowplow resistant, installing a raised physical barrier to prevent drivers from cutting across the center line when turning North, and adding a sign directing drivers to stay in the proper lane. Sebern will contact Lake Panorama.

Auditor passed around the email from Chris Carlson, Credit Analyst, Guthrie County State Bank, regarding the principal and interest payment due on 1 December 2019 for the Guthrie County Urban Renewal General Obligation Bonds. Said Bonds are secured by the Wind Farm Tax Increment Financing (TIF). There currently is \$404,570.24 in the fund. The interest due as of 1 December 2019 will be \$184,673.68. If Supervisors pay \$209,000 in principal the total payment will be \$403,673.68. According to Carney the County paid roughly \$418,000 in principal this calendar year. This payment will drop the principal balance from \$8,852,000 to \$8,643,000. Motion by Carney second by Grasty to authorize the Auditor to make a principal payment in the amount of \$209,000 and an interest payment in the amount of \$184,673.68 to the Guthrie County State Bank for the Guthrie County Urban Renewal General Obligation Bond on or before 1 December 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor inquired about the remaining appropriations for Fiscal Year 2019-2020 (FY2020). She provided Supervisors the FY2020 Budget Report current through 31 October 2019. She confirmed two (2) quarterly payments have been made to the Guthrie County Libraries as well as the Guthrie County Regional Airport Authority. She recommends Supervisors authorize the appropriation of the remaining twenty-five percent (25%) of each Departments' FY2020 Budget before she starts the FY2021 Budget process. She notified Supervisors that several Departments, including the Guthrie County Conservation Board, Facilities Management and Transfer Station, have been inquiring about the remaining appropriations. Grasty stated Departments need to understand Supervisors will not be approving many budget amendments this fiscal year. Therefore, all Departments need to monitor their budgets. In Carney's opinion, Supervisors need to appropriate the remaining 25%. Auditor advised the Ending Cash Balance in Fund: 0001 - General Basic is \$1,741,710.17, Fund: 0002 - General Supplemental is \$777,206.95 and Fund: 0011 - Rural Services as of 18 October 2019. At the current appropriation, which is seventy-five percent (75%) of the FY2020 Guthrie County Budget, Fund: 0001 still has approximately \$2,300,000 in remaining expenses. Supervisors expressed concerns that if Departments spent this entire amount in the next few months, County will be in dire straits. Furthermore, Fund: 0002 also is approximately \$100,000 short. Dickson commented the full appropriation means approximately \$3,500,000 in remaining expenses for Fund: 0001. Marci Schreck, Guthrie County Treasurer, joined the meeting. She advised there is approximately \$365,135 of property taxes still due for the first half (1/2) of the Tax Year 2018; however, some taxpayers paid the full year instead of just the first half (1<sup>st</sup> 1/2). Approximately, \$13,000,000 is due each half, and there is roughly \$12,000,000 remaining to collect during the second half (2<sup>nd</sup> 1/2). These figures include all the taxing authorities and not just County's share of the property taxes. Kuster commented Supervisors cannot appropriate the remaining FY2020 Budget, if there are not enough funds. Carney inquired if Supervisors only appropriate eighty percent (80%) will it be enough until County collects the remaining taxes. Dickson inquired about how much will remain in the reserve funds. Auditor expressed her concerns about Supervisors hesitancy to appropriate the remaining FY2020 Budget. In her opinion, it is too late to back pedal now and not release the remaining 25%. In particular, Supervisors probably should not have proceeded with other projects. It will require some Departments to take drastic measures, if the Department does not receive all of its FY2020 Budget. Schreck does not expect to receive an additional \$1,000,000 in property taxes by 31 December 2019. In her opinion, it probably will be closer to a half (1/2) or three-quarters (3/4) at the most. Auditor will compile a spreadsheet detailing the FY2020 Budget, current fund balances, and property tax information for the next regular meeting on Tuesday, 19 November 2019. Motion by Kuster second by Grasty to table discussion of the remaining appropriations for Fiscal Year 2019-2020 (FY2020) until the next regular meeting on Tuesday, 19 November 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

There was no discussion about any pending county projects.

Auditor advised there was a miscommunication regarding the Thomson Reuters account. The invoice needs be paid, so there is no service interruption. Motion by Kuster second by Grasty to approve the Thomson Reuters claim in the amount of \$1,105.14. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors did the First-Tier canvass for the City/School Elections held on 5 November 2019. None of the public opted to attend the canvass. Danielle Fink, Deputy Auditor, conducted the canvass. Fink reported overall the election went well. There were 1,237 ballots cast. The results remain unofficial for those races which crossed into other Counties. The Second-Tier canvass will be held during the regular meeting on Tuesday, 19 November 2019.

Grasty left the meeting at 11:39 a.m.

Motion by Carney second by Lloyd to approve the Minutes from 29 October 2019 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors opted to table the Minutes from 5 November 2019. Motion by Carney second by Dickson to table the Minutes from 5 November 2019 until the regular meeting on Tuesday, 19 November 2019. 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 12:03 p.m. until its regularly scheduled meeting on Tuesday, 19 November 2019. Motion by Kuster second by Lloyd. Motion carried on a vote: Ayes: 4 Nays: 0.

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Jack E. Lloyd, 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 November 2019

The Guthrie County Board of Supervisors met this 19<sup>th</sup> day of November, 2019, 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 Jerome "J.D." Kuster.

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

Motion by Carney second by Grasty to approve the Agenda for 19 November 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Jotham Arber, Guthrie County Public Health Director and Transfer Station Executive Director, joined the meeting to discuss rescinding Resolution 20-08: Resolution to Approve all Centers for Medicare and Medicaid Services (CMS) Electronic Fund Transfers (EFT's) for Guthrie County Public Health Nursing Services be Deposited in the Guthrie County Treasurer's Bank Account. Supervisors adopted this Resolution, during the regular meeting on 1 October 2019, so Public Health (PH) may deposit CMS payments into the Guthrie County Treasurer's main checking account. Since the Resolution does not cite a State of Iowa law authorizing this practice, CMS will not accept it. The name of the account has to be County of Guthrie. Unfortunately, Treasurer's main account is in the name of Guthrie County Treasurer. According to the CMS rules, PH must create a separate account with the proper name. Once this is complete, CMS will deposit the payments into the account. In turn, PH will make monthly, lump sum transfers to Fund: 0001 - General Basic. Auditor inquired about Auditor of State's opinion. Arber advised all correspondence regarding this matter was sent to the State Auditor. As of today, there has been no further contact from the State Auditor working the issue with CMS. State Auditor thinks there already may be an applicable State law. The signatories on the new account will be the Guthrie County Treasurer, Arber, Dickson and Jo Rasmussen, Guthrie County Public Health Finance Coordinator. It will be a double signature account, and all transactions will be deposited into the Treasurer's main account. Arber commented the transfers to Treasurer's account cannot be done automatically. PH will close the account if the State Auditor resolves the issue with CMS. Supervisors need to rescind the Resolution, so PH is not acting contrary to it. Motion by Dickson second by Carney to rescind Resolution 20-08: Resolution to Approve all Centers for Medicare and Medicaid Services (CMS) Electronic Fund Transfers (EFT's) for Guthrie County Public Health Nursing Services be Deposited in the Guthrie County Treasurer's Bank Account. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Kuster) Nays: 0.

Arber presented a Public Health Department update. He reported PH administered 800 flu shots this year. This is high compared to past years.

Arber also provided a Transfer Station update. He passed out the monthly Cost Comparison for the trucks. Arber will continue to prepare this comparison throughout the fiscal year. Overall, the amount of solid waste being handled by TS is higher this year. Last month, TS brought in 750 tons compared to 681 tons for the same time period a year ago. Arber thinks it should slow down, as the weather starts to change. The numbers are lower than previous months, but still remain above the figures from last year. In Arber's opinion, the numbers speak for themselves. Arber advised the costs include the payments for the trucks and trailers. The repair cost are approximately fifteen cents per mile (\$.15/mile). The cost of diesel fuel also increased during this period. Currently, the driver is averaging two and a

half hours (2½ hrs) for a round trip. The actual cost of TS hauling is \$194.96 per load compared to the Koster Grain, Inc. contract quote of \$450 per load. Arber reminded Supervisors that TS will be closed on Thursday, 28 November 2019 and Friday, 29 November 2019 for Thanksgiving. He will make other arrangements for Thanksgiving, if a hauler requests it. He also reminded Supervisors that TS is only open on the first Saturday of each month from now through the winter.

Pam Lane, Guthrie County Human Resources Director, joined the meeting and presented the applications for Guthrie County Representatives to Guthrie County Regional Airport Authority Board. There were three (3) female applicants for the two (2) open positions: Leora Laughery, Beverly Wild and Vicki Gubser. Leora Laughery was present for the discussion. Beverly Wild was not in attendance because she was summoned for federal jury duty. Lane could not find a phone number for Vicki Gubser, so Lane was unable to notify her of the meeting. Lane passed around the applications. Laughery stated she will not be offended if Supervisors do not appoint her. She added she will need to be educated about the Airport Authority. According to her application, Gubser just retired from a bank in Adel, Iowa; however, she still works for Guthrie County State Bank planning the Heritage Trips. Motion by Dickson second by Kuster to appoint Leora Laughery and Vicki Gubser as the two (2) Guthrie County Representatives to the Guthrie County Regional Airport Authority Board. Motion carried on a vote: Ayes: 5 Nays: 0.

Lane presented the Guthrie County Handbook (Version 1 November 2019). Dickson requested some changes. The Handbook Committee discussed minor changes during its meetings. Lane removed some legal jargon to make it sound softer. Committee also talked about benefits for Part-Time employees. An Elected Official wanted to reduce the Part-Time benefits one (1) employee. Lane attempted to explain why this cannot be done since it will affect numerous County employees. Guthrie County Attorney, Brenna Bird, submitted a letter requesting Supervisors postpone the discussion until the regular meeting on 10 December 2019 when she is available to address Supervisors. Lane explained she, along with attorneys at Ahlers & Cooney, P.C., have reviewed the Handbook. All agree there are no issues with the Handbook. In Lane's opinion, it sends a bad message to the Committee, if Supervisors postpone the discussion and do not approve the Handbook. Lane reminded Supervisors that County Attorney previously stated she will not approve the Handbook if Lane replaces references to Guthrie County Auditor with Human Resources Director. Mike Galloway, Ahlers & Cooney, P.C., advised Lane to proceed with the approval process because Supervisors do not need County Attorney's approval to adopt the Handbook. In Lane's opinion, County needs to proceed as a unit, so there is no liability. Lane explained the Equal Employment Opportunity Commission (EEOC) views the County as a single entity for liability purposes. In other words, it looks at the County as a whole and not individual Departments operated by Elected Officials. This included hiring practices, pay and benefits. Lane provide examples of entities being assessed with penalties and required to implement training, and/or adopt new policies. Galloway concurred with Lane's research. Lane pointed out the County Attorney knew about the Committee meetings and did not express any interest in the Committee after the initial meeting. Supervisors concurred they hired Lane as the Human Resources (HR) Director and part of her duties is to administer the Handbook. Kuster inquired about the email from the Guthrie County Recorder stating she is not approving the Handbook. Lloyd commented there seems to be more butting heads. Dickson asked who participates in the current Handbook. At this point, it is being administered across all Departments because Ann Smisek with Ahlers advised Auditors Office to proceed in this manner until a EO/DH objected to it. Smisek advised the individual Departments formally do not have to approve the Handbook because it is a County policy. Grasty emphasized all employees should be under it. Lane reached out to the HR Association and received numerous replies from Counties with a uniform county handbook. Furthermore, the Iowa State Association of Counties (ISAC) concurred that County needs a complete handbook. Lane emphasized any Elected Official/ Department Head (EO/DH) refusing to approve the Handbook must create a set of policies. Kuster confirmed the Guthrie County Sheriff Department has a comprehensive set of Standard Operating Procedures (SOP). Sheriff Marty Arganbright, Guthrie County Sheriff, was present for the discussion. According to Sheriff, his Department does not follow the current Handbook. Lane provided several samples of the SOP's in which it references the Guthrie County Handbook. Auditor reported no EO/DH has notified her not to apply the Handbook except those Departments which provided separate policies, such as Guthrie County Board of Health and Guthrie County Conservation Board (GCCB). Arber advised the Board of Health's policy mirrors the County Handbook, and he has no objection to the revisions. Lane added Joe Hanner, Guthrie County Conservation Director, was a member of the Committee and provided no negative feedback. Dickson pointed out the Board of Health accepted the Handbook and went beyond it by adding policies. Grasty advised GCCB adopted the Handbook and simply replaced any reference to County with Conservation Board. Dickson stated he has the same issue with the new version as he does with the current Handbook.

In his opinion, all paid absences should not be included in the calculation for overtime. Auditor explained this provision was in the Collective Bargaining Agreement (CBA). Sebern anticipates an issue if County removes it. Dickson commented private entities do not have a similar policy. Grasty countered that some have this policy. Dickson provided a scenario in which an employee who takes vacation on Friday will get paid overtime, if the employee works on Saturday. Carney commented Wells Fargo Bank employees receive additional pay. Auditor explained this policy replaces the bonus for answering the phone (SRD and Sheriff Department). Dickson also expressed concerns about the problem with exhausting accrued compensation time. Lane assured Supervisors that SRD is working hard to keep accrued compensation time at a minimum. Dickson pointed out the current Handbook increased the compensation time limit. Auditor advised the increase was at the request of Hanner. Dickson expressed concerns about awarding all employees personal days and vacation on 1 January 2019. Lane stated employees must use the personal days within twelve (12) months, so employees should use these days first. Dickson prefers earning paid time off (PTO) throughout the year. Auditor advised SRD historically did this; however, other County employees received their vacation all at once. Auditor stated the change only applied to SRD, and it has made the transition. Carney inquired about employee receiving annual vacation and then quitting employment. Auditor pointed out the employee may use all of it and then quit too. County will have to pay it regardless of when the employee leaves County. Supervisors insist Recorder must explain her email. In Lane's opinion, most of the concerns were addressed in the Committee meetings. Furthermore, Recorder was a member of the Committee, so it is odd she will not approve the Handbook. Dickson does not recall the pros and cons of the earned vacation discussion, but he also does not remember any big problem with it. Dickson reiterated his big concern is all PTO counting towards time worked for overtime calculations. Grasty commented there are numerous times when there are policies a Supervisors may not like; however, Supervisors accept it for the sake of uniformity. In Dickson's opinion, it can be restated differently. Kuster pointed out most private business require employees to work forty (40) hours in order to collect overtime. Carney mentioned a scenario in which an SRD employee takes PTO on Friday, and then it snows on Saturday. Carney does not agree with the policy applying to Departments other than Sheriff's Department and SRD. Hanner joined the meeting. Grasty asked Hanner about Conservation employees taking vacation during the week and then working the weekend. Hanner admitted the policy affected his Department more than he anticipated it. The old policy was very conservative. Hanner explained his Department works a great deal of hours between April and October. This makes it challenging to schedule around PTO. Hanner has a program by which he runs and assigns tasks. It worked great in the past and allowed Conservation employees use PTO during the fall, winter and early spring. Otherwise, it is challenging to keep accrued time under the limit. Carney asked Arber about TS being open on Saturday. Arber replied he had to approve some compensation time this summer. Generally, if a TS employee works four (4) hours on Saturday, the employee is not scheduled for four (4) hours during the next week as long as it is the same pay period. Arber started a time rotation, so there were no gaps in the schedule. It keeps excess hours to a minimum. Joshua Sebern, Guthrie County Engineer, joined the meeting. Lloyd asked Sebern about employees utilizing compensation time. Sebern replied employees did not use much this summer. There was limited time off because of the road conditions; however, this year was an exception. It has not been a problem in the past. Lloyd commented machines set when employees are not at work. Sebern asked why Supervisors are discussing this. Dickson reiterated he does not agree with all PTO counting towards hours worked for overtime calculations. Sebern pointed out the only change was the cap on accrued compensation time. It does not have an impact at SRD because employees do not accrue overtime in the summer when they use their compensation time. Carney inquired about any actual changes. Lane replied the Part-Time sick hour cap is now 155 hours due to the discussion regarding Part-Time benefits. Furthermore, if an employee is absent for three (3) consecutive days or more, the employee needs to provide a physician note. Finally, HR Director was substituted for Auditor. Nothing was deleted from the Handbook. There were no substantial changes. It basically is the same Handbook. Lane simply clarified the language and made it more employee friendly. Grasty commented she removed the negative tone. The Committee made several little changes. Lane added a Use of Vehicle policy. It states an operator of a County owned vehicle must have a valid Driver's License or a Temporary Operator's License. As an alternative, mileage reimbursement in these situations will be considered on a case by case basis. This policy was clarified so all employees can understand what they can and cannot do under the Handbook. Lane provided the Memo to the Committee setting forth the changes. Kuster inquired if the Committee changed the Return to Work After Light Duty (Section 4.7). Carney acknowledged County has done a great deal of work to the Handbook over the last couple of years. It is new and not perfect. Therefore, it may need a few changes along way. He gave credit to the original Committee for creating it as well as the current Committee for revising and making changes. In his opinion, Supervisors should give all EO/DH until 1 January 2020 to approve it. If an EO/DH does not comply, the EO/DH must create a handbook. There has to be some give and take. Dickson emphasized it is not a



matter of creating a separate policy because it all falls back to County. Kuster advised there has been discussions about employees returning to light duty and not everyone is happy about it. Lane pointed out light duty saves County money. Grasty added the employee must stay within any restrictions. Lane advised EO/DH must receive and accept the restrictions before an employee may return to work. There is a program for Workers Compensation Light Duty. Employees as well as EO/DH must work with Lane to implement it. Grasty reiterated regardless of the light duty status an employee must adhere to the restrictions. Lane referenced a case in which a county required its employees to be 100% before returning to work. The case was not resolved in favor of the county. Long story short, a county only can require an employee to work within the restrictions. Lane stated this is done to save worker compensation costs. Kuster commented the employee viewed the return to work as punishment. Lane acknowledged it is hard to find monitors for employees on light duty. She is more than happy to help with it. Grasty knew revising the Handbook was going to be tough, but there still needs to be a consensus. The Committee worked hard on it, and there was a great deal of discussion. The Committee reached a consensus. Lloyd commented the Handbook is not going to suit everyone. Kuster acknowledged the Committee worked hard on it. Carney inquired if Supervisors who were not on the Committee reviewed the Handbook. Carney pointed out there are portions of the Handbook which employees as well as EO/DH will read it differently. Grasty commented there always are people who will try to get around it. Lloyd stated it depends on the Department and how it affects them. He pointed to the Driver's License requirement as an example. Furthermore, the bulk of overtime is earned by SRD. Kuster inquired if Lane sent the Handbook out and requested feedback from employees. Lane stated this is not recommended and is why the Committee reviewed it for any issues. Too many cooks in the kitchen just causes more problems. The goal is to have Supervisors approve the Handbook, so Lane can start training employees on it. There has been a great deal of time spent compiling the Handbook. Furthermore, Ahlers approved it. Most of the concerns were addressed by the Committee. If people still are not happy, they may have to remember you do not always get what you want in life. Grasty reiterated EO/DH will have to develop their own policy, if they do not approve this Handbook. In Carney's opinion, training may uncover a few quarks. Supervisors need to move forward. They can fix the problems as they are identified in the future. Lane advised the Committee was all volunteer and included the Grasty, Kuster, Allen, Auditor, Hanner, Recorder and Sebern. There was some discussion about being called in and earning overtime. It is possible to abuse the current policy which makes it tough for the other Departments. Lloyd acknowledge County probably will never have a handbook in which everyone agrees to all aspects of it. Grasty advised there were numerous in-depth discussions during the original meetings. It was very tough to get a consensus a times. Carney questioned how many employees will abuse the call in and earn overtime after taking PTO. Dickson pointed out an employee is not abusing the system. The employee just is following the Handbook. Furthermore, employees earn compensation time in other Departments too. Hanner commented EO/DH have the latitude to make employees use it. Dickson countered it is not being done in some Departments. Grasty pointed out Supervisors can change the Handbook, if EO/DH do not manage compensation time. Kuster stated Supervisors need to move on and can revise the Handbook again, if there is a big concern or problem. Carney concurs with this comment because training may identify a few quarks. He verified County has never trained employees on the Handbook in the past. Sebern advised SRD trained its employees. Lane assured Supervisors she will review the Handbook every year, so she can account for changes in the laws. Carney verified that Ahlers approved this version of the Handbook. Carney instructed Lane to notify Supervisors of which EO/DH do not implement it and why. Lane advised she sent the County Attorney and Recorder several EEOC cases in which a county, not just the Department, was held accountable for policies. The County will pay as whole by not having a uniform policy. Supervisors need to look at the big picture. In Lane's opinion, there might be some benefit to having Ahlers do a presentation in the future. Motion by Kuster second by Carney to approve the Guthrie County Handbook (Version 1 November 2019). Motion carried on a vote: Ayes: 4 Nays: 1(Dickson).

Lane provided a Human Resources Department update. Lane discussed the possibility of a wellness program proposed by Iowa Governmental Health Care Plan (IGHCP). In her opinion, it only may impact five (5) employees. Dickson attended the presentation too. The recommendation is to select the five (5) most unhealthy employees and have them work the program. The program will be voluntary. The goal is to help unhealthy employees improve their health which will, in turn, lower the risk. If the IGHCP Board adopts the program, it will increase the health insurance costs by three dollars (\$3) per month per employee. The healthier people with the health insurance helps the rates go down because there is less risk. Lane plans to eliminate the Departments with no computer access from the selection because the program is all done on the internet. Dickson explained IGHCP may offer it through the Group for certain employees; however, County can open it to all employees with the health insurance but County will have to pay for it. County could pass the cost on to the employee. Lane passed around a sheet setting forth the program costs. Lane

assumed an employee's participation will be during work hours. Dickson questioned if that is correct since it is a voluntary program. Lane replied County needs to make sure it knows the rules. It depends on how IGHCP sets up the program. It could be done either way. Kuster commented there definitely is a time commitment. Lane is researching online programs about improving health. Carney inquired if employees can participate at home. Lane replied certain programs can be setup that way. Carney pointed out some employees may prefer to do it at home. He explained Wells Fargo Bank employees can do certain programs at home, and then the employee gets credit towards earning cash. Dickson advised if the IGHCP wellness program is unsuccessful County does not have to pay for it. Lane explained success is gauged by whether the participant loses weight. Supervisors briefly discussed the program. Dickson stated the bottom line is IGHCP decided to create a Wellness Committee last February. The Group will vote on this wellness program at the meeting in February 2020. If the Group approves it, County will be charged for the program regardless of whether an employee participates in it. Lane advised there will be two (2) classes with 197 people. Lane does not like the proposed program because it is limited to only five (5) or six (6) employees per County. In her opinion, IGHCP should find a wellness program that will help more employees. Lane plans to do a wellness fair in conjunction with PH. Employees may start by learning their numbers, and then Lane possibly can arrange for County to help pay the membership fees at an exercise facility. In Lane's opinion, IGHCP's program does not impact enough employees. Grasty expressed concerns about no overall employee component. Lane reiterated there needs to be a way to involve more employees. Kuster expressed concerns about people not volunteering for the program. Dickson suggested Supervisors move on for today and discuss it later. Supervisors should write down their questions, and Lane will try to get answers. The wellness program will be presented to the IGHCP Board in February 2020. Grasty questioned if participation was by county or group. If IGHCP approves it, every member entity gets slots for six percent (6%) of its employees. Dickson advised IGHCP added Region XII Council of Governments to the Group. Plus, it is working on a couple bigger entities to increase the Group. It is a benefit if the Group continues to increase in size. Carney stated it is nice to see IGHCP encourage healthy behaviors.

Supervisors canvassed the Second-Tier of the City/School Elections Held on 5 November 2019. Danielle Fink, Deputy Auditor, conducted the canvass. This canvass only was for Control County Races. The winners did not change. Dickson questioned the success of the Elections based on discussions amongst County Auditors, which he overheard, at the wellness program presentation. Fink explained there were more ballot styles because voters did not cross county lines. The Guthrie Center School District was the only school district with a higher turnout than in the past. Fink admitted it was nice not to close one (1) election and immediately open a second within a month; especially since Auditor's Office also holds a third election in December for the Rural Improvement Zones (RIZ's). Nobody including the Iowa Secretary of State was sure how this Election was going to work in the end. Dickson asked if the State of Iowa will return to separate elections. Kuster stated the underlying reasons for the merger was cost sharing and higher voter turnout for the School Elections. Auditor commented the merger did not accomplish a higher voter turnout in most Counties according to comments on the Auditor List Serve. It did split the costs between the Cities and the Schools; however, there is no uniformity in the billing process.

Auditor presented the Guthrie County Fiscal Year 2018-2019 Annual Financial Report (AFR). Auditor stated the report was reviewed and approved by the State Auditor. The AFR Summary will be published in the official newspapers on Thursday, 28 November 2019. Motion by Grasty second by Carney to approve the Guthrie County Fiscal Year 2018-2019 Annual Financial Report. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor summarized the Annual Urban Renewal Report, Fiscal Year 2018-2019. The Auditor advised the report coincides with the Iowa County Ledger. Motion by Carney second by Grasty to approve the Annual Urban Renewal Report, Fiscal Year 2018-2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor submitted the County Tax Increment Financing (TIF) Indebtedness Certification Form – 2019 for Guthrie County. County certified \$820,000 of urban renewal area indebtedness not previously certified for calendar year 2019 in the Wind Farm Tax Increment Finance (TIF) Urban Renewal Area (Urban Renewal Area Number 39019). This includes \$120,000 for the loan origination fees that previously were not certified by County. Auditor added this to the Certification after discussing it with Bond Counsel, Robert Josten, Dorsey & Whitney LLP. Motion by Carney second by Lloyd to approve and sign the County Tax Increment Financing (TIF) Indebtedness Certification Form – 2019 for Guthrie County. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisor discussed the remaining Appropriations for Fiscal Year 2019-2020 (FY2020). Auditor provided a spreadsheet summarizing all the information relevant to the Appropriations. Auditor pointed out Supervisors need to release the remaining appropriations or entities, like the Guthrie County Fair Board, will not receive the entire agreed upon contribution from County. This is just one (1) example. Additionally, several Departments eagerly are awaiting the remainder of the FY2020 Budget. Auditor listed additional receipts received from the State of Iowa, such as tax credits, gas and electric, as well as rollback replacement. Auditor also advised County has received other miscellaneous revenues since the original appropriations. Carney asked about the upfront costs paid by Departments. Auditor stated it is a question for each Department. Dickson inquired about what percentage of the second half (2<sup>nd</sup> ½) property taxes is attributed to Fund: 0001. Auditor stated roughly \$2,000,000 of the second half taxes already are collected, but there still is approximately \$300,000 of taxes due from the first half (1<sup>st</sup> ½). If County collects all the revenue, like it should, there will be a balance of \$1,800,000 in Fund: 0001 reserves. Auditor emphasized this does not account for any budget amendments. Grasty stated amendments are out the window for this year, and EO/DH's really need to watch their budgets. Dickson has no objection to approving the remaining appropriation; however, he inquired about excluding those Departments fighting approval of the Handbook. Auditor stated there is a provision in the Iowa Code which allows Supervisors to pull back appropriated funds. Dickson asked if Supervisors can appropriate by fund. Auditor acknowledged Supervisors can do it, but she will need to breakdown each Department by fund because most Departments, except SRD and TS, cross two (2) funds. In fact, Facilities Management crosses three (3) funds. Hanner asked about the status of the reserve balances compared to the past. Auditor replied County has been depleting the reserves over the last couple of years because the budgeted expenses have exceeded the revenues. In addition, Supervisors approved numerous budget amendments. This fiscal year Supervisors actually budgeted not to further deplete the reserves, so it is difficult to compare this budget to the past. Furthermore, Supervisors increased the Fund: 0001 tax levy with the intention to replenish its reserve this year. County always historically has appropriated by Department. Dickson wants to hold certain EO's feet to the fire regarding the Handbook, so he proposed holding back those Departments' appropriations. Hanner assured Supervisors he will take the newly approved Handbook and consider adopting it, but it will take a little time. Supervisors agreed GCCB already utilizes the former Handbook. Dickson added GCCB intentionally does not negate Supervisors. Carney also pointed out GCCB has been cooperating all along, so it is in good shape. Sheriff inquired about having his own policy which is totally different. Lane reiterated Sheriff's SOP refer to the County Handbook. Sheriff stated he will not approve the Handbook. The SOP's are different because his Department has different requirements. Lane explained Sheriff will not lose the SOP's. The Handbook just is an addition to the SOP's. Besides, the Handbook already is referenced in the SOP's. The Handbook does not take away from the SOP's, and the SOP's will remain in effect for Sheriff Department. Sheriff stated he has no problem with the Handbook as long as it does not conflict with the SOP's. Lane reiterated he needs to approve the Handbook since it is referenced in the SOP's. Dickson pointed out Sheriff cannot refer to the Handbook, if he does not approve it. Sheriff commented he never had to approve the Handbook in the past. Grasty added if the SOP's refer to the Handbook then the documents are tied together. Sheriff stated the former County Attorney, Mary Benton, said Elected Officials did not have to sign the Handbook. Dickson as well as Ron Allen, Guthrie County Custodian, emphasized the Handbook is for the employees not the EO. Sheriff stated he will check with the current County Attorney. According to Dickson's count, the County Attorney, Recorder and Sheriff are the three (3) EO's unwilling to adopt the Handbook. Lane stated no other EO/DH has come forward with objections, so the remainder are onboard with the Handbook. Grasty voiced his objection about voting to approve the remaining appropriations at this time. He wants to give the three (3) EO's a week to think about it. He prefers to vote on the Resolution next week. Supervisors discussed appropriating the remaining funds to the Departments in the future. Dickson stated he will notify the three (3) Departments in question, if Supervisors approve the revised Resolution. Motion by Dickson second by Carney to adopt Resolution 20-12: Second Appropriations Resolution For The Fiscal Year 2019-2020 Guthrie County Budget to appropriate the remaining twenty five percent (25%) of the budget for all Departments except the Guthrie County Attorney, Recorder and Sheriff. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Kuster) Nays: 0.

There was no discussion about any pending county projects.

Motion by Dickson second by Carney to approve the Minutes from 5 November 2019 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors opted to table the Minutes from 12 November 2019. Motion by Grasty second by Dickson to table the Minutes from 12 November 2019 until the regular meeting on Tuesday, 26 November 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Grasty second by Lloyd to approve the Claims for 6 November 2019 – 19 November 2019 in the amount of \$636,664.34. Motion carried on a vote: Ayes: 5 Nays: 0.

Carney briefed Supervisors on the most recent Heart of Iowa Region meeting. Zion Recovery will be taking over for Genesis Development. Furthermore, Hope Wellness Center is now the Safe Harbor Center. Carney reported Genesis mortgaged the furniture, so the Region is holding the last \$175,000 of the payment to find out how many outstanding claims will be paid by the State. Zion assumed the mortgage. Carney never understood why Zion charged depreciation for the furniture, if Region owned it. Zion will operate at its own expense. Region will not be paying for services. Zion is transitioning from eight (8) beds to five (5), so Medicaid will cover the expenses. There are two (2) clients remaining from Genesis. Zion finally is getting services turned around. The Region will start its budget process next month.

Kuster advised the Adair/Guthrie County Emergency Management Commission met last Thursday, 14 November 2019. Robert Kempf, the Adair/Guthrie County Emergency Management Coordinator, requested a three percent (3%) raise for Jeremy Cooper, the Assistant Coordinator. Cooper works at least thirty (30) hours, so he qualifies for health insurance. He also passed the first series of certification tests; however, Cooper has not passed all the tests yet. He plans to pass the other series next fiscal year.

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Report for 20 October 2019 – 2 November 2019, the Guthrie County Sheriff Deputies Payroll Report for 28 October 2019 – 10 November 2019 as well as the County and Assessor Payroll Reports for 26 October 2019 – 8 November 2019.

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, 26 November 2019. Motion by Grasty second by Carney. Motion carried on a vote: Ayes: 5 Nays: 0.

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Jack E. Lloyd, 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 November 2019

The Guthrie County Board of Supervisors met this 26<sup>th</sup> day of November, 2019, 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 Jerome “J.D.” Kuster.

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

Motion by Grasty second by Kuster to approve the Agenda for 26 November 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

David Garland, IT Technician, Guthrie Center Communications (GCC), joined the meeting and presented the October 2019 Information Technology (IT) Report. According to the reports, there has not been an aggressive up-tic in anti-virus activity during November. GCC spent the majority of its time working on the personal computer (PC) upgrades. There were 3,292 website visits in November.

Rod Rumelhart, Rumelhart Financial Services, and Heath Hockenberry, Managing Agent, Jester Insurance Services, joined the meeting. Hockenberry manages the County Insurance Program for Employers Mutual Casualty Company (EMC). Rumelhart stressed the advantages of EMC. It is an Iowa based, real insurance company, versus Iowa Communities Assurance Pool (ICAP) which is a risk pool. Rumelhart also explained it may not be in the best interest of County to leave ICAP. If County switches to EMC, ICAP will not continue to cover any claims after the break in partnership. This includes any claims which occurred during the contract period. Hockenberry assumed the presentation. He explained the proposal and broke down what is entailed in County's coverage. The total deposit premium for EMC's proposal is \$163,404. This amount includes a one-time charge of \$7,750 that will fall off at the first renewal.

Becky Benton, State Street Insurance, and Willene White, County Risk Management Services, joined the meeting. White acknowledged there are some differences and similarities between traditional insurance versus ICAP. She advised ICAP coverage is very similar to insurance companies; however, ICAP is unique because it is very strictly governed by ICAP's Board of Trustees. The Trustees are comprised of City and County Officials. The program also is owned by its members. In order to secure the value in County's cumulative reserve fund, County must submit a sixty-day (60-day) withdrawal notice. White confirmed any current liability claims will go with County, and ICAP will no longer cover these claims. Money in the cumulative reserve fund will be available to cover such costs provided County gives the 60-day notice. These withdrawal provisions are to protect County. Pam Lane, Guthrie County Human Resources Director, inquired about the amount of money in the cumulative reserve fund. White replied she does not know at this time, but she can find out. White reviewed the County's current coverage through ICAP. The premium total will be \$170,388 with a member credit of \$13,059. Therefore, the total premium payment will be \$157,329. White stated she will verify Employment Practices Liability (EPL) insurance for Supervisors. Dickson requested a breakdown of the limits too.

Motion by Carney second by Kuster to table selection of the Calendar Year 2020 Property and Liability Insurance package until the regular meeting on Tuesday, 10 December 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Shelley Rowe, Marketing Manager, The Samuels Group Inc., joined the meeting to present the proposed Letter to Voters for the Guthrie County Law Enforcement Center Addition referendum. Supervisors reviewed the Letter and offered some changes. Rowe stated she will incorporate the changes and send out an updated letter to Supervisors within the week. Rowe and Supervisors discussed the Community Meetings for the Law Enforcement Center Addition as well as scheduling times for Guthrie County Jail tours. Rowe, Sid Samuels, President, The Samuels Group Inc., and Michael S. Lewis, Institutional Team Leader, Shive Hattery Architecture & Engineering, will schedule a meeting for 17 December 2019 at 1:00 p.m. to discuss the Community Meetings.

Joshua Sebern, Guthrie County Engineer, joined the meeting to provide a Guthrie County Secondary Roads (SRD) update. Sebern reported manure haulers have caused some damage to County roads. In the last two (2) days, Sebern estimated SRD roughly has spent \$20,000.00 to repair and clean up these roads. Sebern showed Supervisors photos of the damage. Supervisors discussed possible remedies. Sebern will meet with Guthrie County Attorney to discuss the issue and find out what, if any, legal action, County may take to address the situation.

There was no discussion about any pending county projects.

Auditor submitted the Adair/Guthrie County Emergency Management Agency (EMA) Payroll Change Notice for Jeremy Cooper (Training Requirements). Cooper successfully completed the first round of training/certifications. Motion by Kuster second by Grasty to approve the Adair/Guthrie County Emergency Management Agency (EMA) Payroll Change Notice for Jeremy Cooper (Training Requirements) authorizing a new salary of \$31,000 per year effective 10 November 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Dickson second by Grasty to table the Minutes from 12 November 2019 and 19 November 2019 until the regular meeting on Tuesday, 3 December 2019. 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 12:54 p.m. until its regularly scheduled meeting on Tuesday, 3 December 2019. Motion by Grasty second by Carney. Motion carried on a vote: Ayes: 5 Nays: 0.

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Jack E. Lloyd, 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 December 2019

The Guthrie County Board of Supervisors met this 3<sup>rd</sup> day of December, 2019, 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 Jerome “J.D.” Kuster.

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

Motion by Grasty second by Kuster to approve the Agenda for 3 December 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Betty Cooper, Bagley Library Board of Trustees, as well as representatives from the other Libraries joined the meeting to deliver the 2019 Iowa Public Library General Information Surveys as well as the Guthrie County Library Association Fiscal Year 2019 (written) Report. Cooper thanked Supervisors for the opportunity to meet with them as well as County’s support in prior years. County funding represents a significant portion of the Libraries’ operating budgets. The Libraries could not continue to remain relevant without County’s ongoing financial support. Association sent a survey to Supervisors. The top concern is attracting and retaining employers as well as employees. Libraries are natural partners in local economic development and assist with providing educational opportunities for children and adults in our communities, providing computer access for home schooled children as well as adults trying to further their education or apply for employment, providing resources such as fax, email, or printing capabilities to small businesses that otherwise may not have access in the rural areas and providing a meeting space for clubs as well as community organizations. Association requests a \$12,000 increase in funding for Fiscal Year 2020-2021 (FY2021) to support children's programs, enhance adult programs and workshops, increase E-Book selections, invest in technology and provide necessary technology upgrades.

Supervisors briefly discussed the Guthrie County Library Association Fiscal Year (FY) 2020-2021 funding request. Auditor advised the Dept: 55 -Libraries FY2020 Budget is \$119,618. Auditor confirmed the funds are divided fifty-five percent (55%) equally and forty-five percent (45%) based on the population of the City. Supervisors need to evaluate the FY2021 proposed budgets before they decide how to proceed with the Library Associations’ request. Supervisors will take the matter under advisement and make a decision at a later date. Motion by Kuster second by Carney to table the Guthrie County Library Association Fiscal Year (FY) 2020-2021 funding request. Motion carried on a vote: Ayes: 5 Nays: 0.

Chip Schultz, Managing Director, Northland Public Finance, joined the meeting to discuss the potential payment structure for the proposed Guthrie County Law Enforcement Center Addition (LECA) General Obligation (GO) Bond. Sheriff Marty Arganbright, Guthrie County Sheriff, was present for the discussion. Northland performed an updated analysis of the materials. It includes the Proposed LECA Property Tax Impact Analysis Assuming a twenty (20) year and fifteen (15) year payment structure. Schultz will provide the 20-year payment structure figures to Shelley Rowe, Marketing Manager, The Samuels Group Inc.

There was no further discussion regarding the property tax implications of the Guthrie County Law Enforcement Center Addition Project.

Supervisors reviewed the Guthrie County Law Enforcement Center Addition Referendum Introduction Letter to Voters. Auditor provided a copy of the letter to Sheriff and Supervisors. Carney and Dickson do not see any issues with the revised letter. Kuster confirmed the revision includes all of Dickson's changes. Carney hopes people take the time to read the whole letter. Kuster expressed concerns about readers not turning over the letter to see the Community Meeting dates. Dickson suggested emphasizing or highlighting parts of the letter. Carney commented on the importance of the whole letter. Dickson stated there are certain points people should notice such as highlighting the website. Grasty reminded Supervisors that they just talked about including the website and not highlighting portions of the letter during the original discussion. Kuster passed around the revised letter and requested comments from the gallery. Luann Waldo, Editor, The News Gazette, recommended using bold face type for the first line of the last two (2) paragraphs. If people just read the bold type, which gets their attention, it will emphasis the main points. Beverly Wild concurred with Waldo's suggestion. Supervisors reached a consensus to make the recommended changes. Auditor will forward changes to Rowe. Motion by Kuster second by Carney to approve the Guthrie County Law Enforcement Center Addition Referendum Introduction Letter to Voters with recommended changes. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed the Guthrie County Zoning Permits Report(s) through 30 November 2019. There were no questions about the Report.

Auditor advised Travis Redfern, Tennant of the Landfill Pasture, called and inquired about the Landfill Pasture Lease Agreement. Auditor confirmed the Notice to Terminate Farm Tenancy was not sent to Redfern. Supervisors directed Auditor to include this item on the Agenda for the next regular meeting on Tuesday, 10 December 2019. There was no further discussion about any pending county projects.

Sherri Boedeker, Chief Financial Officer, Elderbridge Agency on Aging, joined the meeting to present the Elderbridge Agency on Aging Annual Report –2019. Boedeker delivered copies of the Annual Report along with a Guthrie County Report page. The bulk of the activity is home delivered and congregate meals. Elderbridge subcontracts with the Guthrie County Hospital, Panora Congregate Meals and Tri Center Association to provide meals in County. Motion by Grasty second by Carney to approve Elderbridge Agency on Aging's Fiscal Year 2020-2021 matching fund request of \$8,458. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors opted to table the Minutes from 12 November 2019, 19 November 2019 and 26 November 2019. Motion by Grasty second by Carney to table the Minutes from 12 November 2019, 19 November 2019 and 26 November 2019 until the regular meeting on Tuesday, 10 December 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Grasty second by Kuster to approve the Claims for 20 November 2019 – 3 December 2019 in the amount of \$205,814.51. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Report for 3 November 2019 – 16 November 2019, the Guthrie County Sheriff Deputies Payroll Report for 11 November 2019 – 24 November 2019 as well as the County and Assessor Payroll Reports for 9 November 2019 – 22 November 2019.

There being no further business to come before the Board at this time, the Board adjourned at 11:58 a.m. until its regularly scheduled meeting on Tuesday, 10 December 2019. Motion by Kuster second by Grasty. Motion carried on a vote: Ayes: 5 Nays: 0.

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Jack E. Lloyd, 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 December 2019

The Guthrie County Board of Supervisors met this 10<sup>th</sup> day of December, 2019, 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 Jerome "J.D." Kuster.

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

Motion by Carney second by Grasty to approve the Agenda for 10 December 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Joe Hanner, Guthrie County Conservation Director, joined the meeting along with George Hemmen, Guthrie County Conservation Board (GCCB) Chair, and Brad Halterman. Hemmen introduced Halterman as the new Guthrie County Conservation Director. GCCB is very glad Halterman returned to the Department as the new Director. It will be a huge change since Hanner has worked in the Department for thirty-two (32) years. Hemmen thanked Pam Lane, Guthrie County Human Resources Director, for her assistance. Hemmen also thanked Grasty for his attendance at all the GCCB Meetings. Hemmen reminded Supervisors that Hanner will retire on 20 December 2019. Hemmen thanked Hanner for doing a wonderful job.

Auditor presented the Guthrie County Conservation Board Payroll Change Notice for Brad Halterman (New Employee). Motion by Grasty second by Carney to approve and authorize the Chair to sign the Guthrie County Conservation Board Payroll Change Notice for Brad Halterman (New Employee) certifying a new salary of \$58,500 per year effective 9 December 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Hanner provided the Guthrie County Conservation Board (GCCB) Minutes from the meeting on 11 November 2019. Carney inquired about the position held by Cinda Blythe, Administrative Assistant. Hanner advised it is a part-time position, eight to ten hours per week (8-10 hrs/wk). She is retiring and moving away from the area. During the meeting last night, GCCB authorized the new Director to fill the open position. Lloyd inquired about the status of the Federal Emergency Management Agency (FEMA) flood reimbursements. Hanner replied GCCB has not received all the funds yet. Hanner did get one (1) check approximately five to seven (5-7) weeks ago. Hanner continues to work with FEMA concerning the second payment. Supervisors wished Hanner good luck and thanked him for his service to Guthrie County.

Robert Kempf, Adair/Guthrie County Emergency Management Coordinator, joined the meeting to discuss South Central Iowa Regional 911 (SCI911) paying off the Guthrie County General Obligation E911 Bond (GO Bond) - Series 2012. According to Kempf, the SCI911 Board is not earning enough interest on the funds deposited in the bank. Therefore, SCI911 wants to pay off the GO Bond. Auditor advised she has been communicating with Diane Sefrit, 911 Service Board Secretary/Treasurer about this matter. Auditor also has been in contact with Diana Van Vleet, Vice President/Assistant Secretary, Corporate Trust & Escrow Services, UMB Bank. According to Van Vleet, Bond Counsel must prepare a resolution for approval by Supervisors. Auditor mentioned there may be a cost associated with the resolution. Kempf advised SCI911 was unaware of the resolution or a possible cost to draft it until after the last meeting during which SCI911 voted to pay off the GO Bond. Auditor pointed out Sefrit did not inquire about the process until after that meeting. Carney stated SCI911 will have to reimburse County for costs. Kempf wants Auditor to contact Bond Counsel to determine any possible costs, so SCI911 can approve same at the next meeting. Auditor reminded Supervisors the GO Bond is a pass-through bond as County makes the semi-annual payments after being paid by SCI911. She also reported the principal balance is \$685,000. Kempf advised SCI911 currently has the necessary funds in the bank to pay off the GO Bond.

Supervisors directed Auditor to contact Robert Josten, Dorsey & Whitney LLP, Bond Counsel of Guthrie County, regarding any and all possible costs associated with the Guthrie County Board of Supervisors calling the Guthrie County General Obligation E911 Bond - Series 2012 at the request of the South Central Iowa Regional 911 Board. Auditor shall provide the figure, if any, so SCI911 Board can approve same at the next meeting. Auditor assured



Supervisors that Josten will quote an accurate and reasonable figure. Motion by Kuster second by Dickson to table authorization of Bond Counsel to prepare a resolution regarding the payoff of the Guthrie County General Obligation E911 Bond - Series 2012. Motion carried on a vote: Ayes: 5 Nays: 0.

Kempf advised the emergency generator is mounted at the Guthrie County Public Health Building. Kempf submitted all the invoices for the project to begin the process to request reimbursement for the Federal and State share of the cost. It may be a month or more before Brandon Thompson, Guthrie County Facilities Manager, receives the grant funds.

Brenna Bird, Guthrie County Attorney, joined the meeting to provide a Guthrie County Attorney's Office update. Bird provided a brief overview of the caseload. The monthly numbers are back to normal. She requests Supervisors include the following items on the Agenda for the next regular meeting on Tuesday, 17 December 2019: Guthrie County Handbook, Tentative draft of the All-Terrain Vehicle (ATV) and Off-Road Utility Vehicle (UTV) Ordinance and the Guthrie County Courthouse Grounds Policy. Bird thinks it will be helpful to release a tentative draft of the ATV/UTV Ordinance, so the public may comment and provide input during a meeting.

Bird advised the Supervisors do not need to go into a closed session to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation per Iowa Code Section 21.5(1)(c), if Supervisors do not want to talk about strategy. The opportunity is available if Supervisors decided to use it because Bird was unsure what Supervisors will ask her. Bird confirmed any open claims will not be covered if Supervisors switch liability and property insurance companies. At this point, there are the two (2) claims she previously discussed with Supervisors. In Bird's opinion, the claims will be expensive.

Joshua Sebern, Guthrie County Engineer, joined the meeting and presented the Secondary Roads Department Payroll Change Notice for Evan Subbert (Promotion). He handed out a Job Description for Assistant to Engineer as well as Subbert's resume. Motion by Dickson second by Grasty to approve and authorize the Chair to sign the Secondary Roads Department Payroll Change Notice for Evan Subbert (Promotion) certifying a new salary of \$62,920 per year effective 10 December 2019. Motion carried on a vote: Ayes: 4 (Carney, Dickson, Grasty and Kuster) Nays: 1 (Lloyd).

Sebern submitted a Tax Increment Financing (TIF) Advance Request. Carney advised the current total advanced on the Wind Farm TIF General Obligation Bond is \$9,720,000. Sebern reported the account is down to \$1,200, so he is requesting the Advance. Sebern is proposing a \$200,000 advance to cover multiple projects. Sebern advised SRD needs to do some retainage work on a bridge south of the City of Panora. Sebern is considering purchasing construction materials for other bridges too. Motion by Carney second by Lloyd to approve the Wind Farm Tax Increment Financing (TIF) Advance Request for \$200,000. Motion carried on a vote: Ayes: 5 Nays: 0.

Sebern provided a Secondary Roads Department update. Kuster inquired about who inspects the bridges. Sebern replied the structural inspection is done by Calhoun-Burns and Associates. Calhoun instructs SRD on which bridges to post and how to set the load rating. Most bridges are inspected every two (2) years. Those bridges with a low rating are inspected annually. If Sebern is notified of a problem, SRD will check the bridge. Calhoun inspects half (½) of the bridges each year. There is a set rotation. Additionally, there is a list of the bridges inspected every year. After the Iowa Legislature passed a law authorizing eight (8) axle truck/trailers, all Counties had to analyze bridges. Guthrie County had to post several bridges because of the new legislation. It has created confusion all over the State because the signs are unclear. Sebern announced he along with two (2) employees are going to the Engineering Conference in Des Moines, Iowa this week. There is a Technician tract and Engineer update. Sebern will attend a committee meeting tomorrow. All in all, the Conference will be a good experience. Sebern has a list of topics to discuss with fellow engineers. Sebern advised he is working with Cass County on the County Road F63 Bridge Replacement Project as well as Dallas and Madison Counties regarding the "Menlo Exit" Bridge Project. These are the bridges bundled with other Counties to receive grant funds. Cass County currently does not have a County Engineer and only contracted with an engineer to sign papers. Sebern will track down the Assistant Cass County Engineer. Sebern confirmed Cass County had to submit documents to be included in the bundle. Sebern assured Supervisors that Iowa Department of Transportation (IDOT) will let the project move forward since it is tied to Guthrie County. Sebern will sign for this project. Sebern does not have much for the update. SRD is cutting brush and chasing snow. It is fighting truck issues too. SRD received the remaining new truck, so it has both trucks. Unfortunately, one (1) truck is back in

Des Moines because it lost power. Sebern is applying heat to Freightliner, so it is fixed as soon as possible. SRD has the other plow truck. Sebern is working to address the manure hauling issue.

Jotham Arber, Guthrie County Public Health/Environmental Health Director and Transfer Station Executive Director joined the meeting to present the Public Health Department Payroll Change Notice for Alicia Wedemeyer (New Employee). She is the newest Registered Nurse (RN). Motion by Dickson second by Kuster to approve and authorize the Chair to sign the Public Health Department Payroll Change Notice for Alicia Wedemeyer (New Employee) certifying a new wage of twenty-three dollars per hour (\$23.00/hour) effective 9 December 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Arber presented a Public Health Department update.

Arber also presented an Environmental Health Department update.

Arber transitioned to talking about the Continuity of Operation Plan (COOP Plan) Position Realignment for the Guthrie County Transfer Station. He is busy rearranging Transfer Station processes. Kempf is working with Departments to prepare the COOP Plans. The primary question is if a major disaster occurs which impacts County, how does each Department continue its operations? What needs to be handled? When does it need to be completed? The other piece of the puzzle is developing a chain of succession. Arber presented his organizational plan. As part of it, Arber will introduce an onsite supervisor. This change will establish a clear chain of command in order to ensure projects are completed and done in a timely fashion. Lane will not advertise for position. Arber will post a notice for the position at TS. Arber assured Supervisors there will be no change to the TS Budget to facilitate this plan. Motion by Dickson second by Lloyd to approve the organizational changes at the Guthrie County Transfer Station. Motion carried on a vote: Ayes: 5 Nays: 0.

Arber will provide the Transfer Station update during the next regular meeting on Tuesday, 17 December 2019.

Pam Lane, Guthrie County Human Resources Director, addressed Supervisors about Guthrie County Sheriff Department's compliance with Iowa Municipal Works Compensation Association (IMWCA). Lane sent an email to the Sheriff Department explaining why the IMWCA checks must go through the Human Resources Department (HR). The reason is due to issues with IMWCA regarding the Sheriff Deputies work status and its impact on their payroll. The checks just need to go through the proper process.

Lane provided a Human Resources Department update. Two (2) new employees started yesterday (RN with Public Health and the new Conservation Director). Both were on boarded through HR. There also was a Department Head Meeting on Wednesday, 4 December 2019.

Supervisors discussed selection of the calendar year 2020 property and liability insurance package. Dickson referred back to the earlier discussion with County Attorney. He also acknowledged Supervisors have considered changing providers in the past; however, he thinks Supervisors should retain Iowa Communities Assurance Pool (ICAP) for now. In Dickson's opinion, Supervisors need to do more research before switching companies because there are numerous questions which need to be answered in order to make an informed decision. Kuster acknowledged the presentations and discussions provided valuable information for Supervisors as the County moves forward. Motion by Dickson second by Grasty to select Iowa Communities Assurance Pool's (ICAP) property and liability insurance package for calendar year 2020. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors addressed the Landfill Pasture Lease Agreement. Supervisors concurred a one (1) year extension will synchronize the Agreement with the Guthrie County Farm Lease. This will allow Supervisors to send both Notice to Terminate Farm Tenancy in August. Auditor confirmed she has received and deposited all the cash rent. Motion by Carney second by Kuster to extend the Landfill Pasture Lease Agreement at the current annual rate of ninety dollars (\$90) per acre for one (1) year. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor advised Supervisors that Chip Schultz, Managing Director, Public Finance, Northland Public Finance, requested Supervisors approve and sign an Engagement of Northland Securities as Underwriter Letter prior to the

discussion regarding potential refinancing of general obligation debt paid by wind turbine revenues. Motion by Carney second by Grasty to not approve the Engagement of Northland Securities as Underwriter Letter regarding potential refinancing of general obligation debt paid by wind turbine revenues but still meet with Chip Schultz during the next regular meeting on 17 December 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors canvassed the Rural Improvement Zone (RIZ) Elections held on 3 December 2019. The public opted not to attend the canvass. Danielle Fink, Deputy Auditor, conducted the canvass. Fink reported overall the elections went well, and there were no issues. There were fifty-eight (58) ballots cast for Diamondhead Lake RIZ Trustee. Electors could vote for two (2) candidates. Jesse Gonzales received twenty-eight (28) votes, and Gary Neimanis received twenty-six (26) votes. There were four (4) write-in votes and two (2) undervotes. Ninety (90) ballots were cast for Lake Panorama RIZ Trustee. Electors could vote for two (2) candidates. Bill Dahl received forty-four (44) votes, and Corey Welberg received forty-five (45) votes. There was one (1) write-in vote and two (2) undervotes. The results are official.

There was no discussion about any pending county projects.

Carney briefed Supervisors on the Heart of Iowa Region Board meeting held yesterday. The Region Board reviewed the current fiscal year budget and worked on the budget for next fiscal year. Guthrie County will increase the levy for Fiscal Year 2020-2021 to \$25.84 per capita which is the maximum allowed rate. Guthrie still will be the first County to exhaust its reserves. The current goal is to reach Fiscal Year 2021-2022, and then the State of Iowa will figure out a plan for the future. The Health Maintenance Organizations (HMO's) as well as the State may take over the remaining areas. Carney advised the State of Iowa is the only state with mental health services divided into regions. The HMO's are pushing the Iowa Legislators to move away from this program, so Counties can expect big changes in the next three (3) to five (5) years. The budget is down \$500,000 without the Hope Wellness Center.

Motion by Dickson second by Grasty to approve the Minutes from 12 November 2019, 19 November 2019 and 26 November 2019 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors opted to table the Minutes from 3 December 2019. Motion by Dickson second by Lloyd to table the Minutes from 3 December 2019 until the regular meeting on Tuesday, 17 December 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Barry Monaghan asked to address Supervisors since he will be unable to attend the discussion with Northland during the next regular meeting. He wants Supervisors to consider what is right for County. Monaghan reminded Supervisors that he helped Supervisors create the wind turbine finance package five (5) years ago. Supervisors approached Guthrie County State Bank (GCSB), and the Bank was able to find ten (10) additional banks willing to work together to create the finance package. GCSB offered all the banks in County an opportunity to participate in the finance package. Since Supervisors requested \$12,000,000, GCSB also approached banks outside Guthrie County to find the remaining funds. Chris Carlson, Credit Analyst, Guthrie County State Bank, can provide a list of all the banks. This group of banks was able to provide flexibility which Northland cannot offer County. It enables Supervisors to request funds as Engineer needs rather than County receiving an upfront, lump sum amount. Monaghan reminded Supervisors the former Guthrie County Assessor initially set up the Wind Farm Tax Increment Financing (TIF) wrong. Since he established the tax base incorrectly, County was short on revenue. GCSB was able to adjust the payments with the other banks, so it worked for County. Currently, County is able to set the payment based on the available TIF funds. Furthermore, County is not required to pay the principal until maturity of the general obligation bond.

There being no further business to come before the Board at this time, the Board adjourned at 11:48 a.m. until its regularly scheduled meeting on Tuesday, 17 December 2019. Motion by Carney second by Lloyd. Motion carried on a vote: Ayes: 5 Nays: 0.

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Jack E. Lloyd, 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 December 2019

The Guthrie County Board of Supervisors met this 17<sup>th</sup> day of December, 2019, 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 Jerome "J.D." Kuster.

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

Motion by Grasty second by Kuster to approve the Agenda for 17 December 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Jotham Arber, Guthrie County Transfer Station Executive Director joined the meeting to provide the Transfer Station (TS) update. Arber handed out the monthly Cost Comparison Report. He announced TS is going to enforce the six feet (6') rule for all debris. A hauler or customer must cut all construction debris and building materials into pieces 6' or less in length before dumping same into the Garbage Building. This will enable TS to pack more solid waste and debris into the Building as well as the trailers. Arber passed out a flier regarding recycling. He will place advertisements on the radio and in the newspapers. There will be a video on Facebook. Arber is focusing on the proper method to dispose of pizza boxes, Styrofoam and plastic bags. Arber explained people use plastic bags to carry recycling; however, they cannot recycle these bags. People also need to throw away Styrofoam and pizza boxes covered with food debris. Arber advised the roll off boxes are freezing, so he will have a welder build a "T" which will connect to the loader. Staff can use it to break debris free from the roll off boxes.

Chip Schultz, Managing Director, and Michael Hart both with Northland Public Finance, joined the meeting to discuss the possible engagement of Northland Public Finance relating to potential financing of debt paid by the wind turbines as well as potential savings. Schultz handed out a book of slides. Northland worked through fair comparison for rates on the existing debt versus refunding the original principal of \$8,852,000. Schultz presented two (2) scenarios. The first assumes the interest rate remains at four point sixteen percent (4.16%) on the existing debt. The net savings will be \$1,210,818 with a present value savings of \$1,100,033. The second scenario assume the interest rate re-sets to three point twenty-five percent (3.25%) on 1 June 2022 and remains steady through the 2031 final maturity. The net savings will be \$878,812 with a present value savings of \$798,484. This is not the current floor, but it is a reasonable comparison. Schultz gave Auditor the detailed documents behind the numbers. There were no additional questions. Supervisors agreed they should consider the proposal. Mike Underwood, President and Chief Executive Officer (CEO), and Chris Carlson, Credit Analyst, Guthrie County State Bank, observed the presentation. They had no comments.

Becky Benton, State Street Insurance, joined the meeting to submit the Iowa Communities Assurance Pool (ICAP) documents for calendar year 2020 property and liability insurance renewal. Benton passed around the ICAP Anniversary Information Acknowledgement. It represents: 1) County reviewed all the information provided in the application(s); 2) Benton reviewed all the applicable property and vehicles schedules; 3) Confirms all information is complete and accurate to the best of County's knowledge; and 4) Benton reviewed the optional coverage offered by ICAP for increased limits over \$10,000,000. Motion by Grasty second by Carney to approve an authorize the Chair to sign the Iowa Communities Assurance Pool (ICAP) Anniversary Information Acknowledgement. Motion carried on a vote: Ayes: 5 Nays: 0. Benton submitted the ICAP Member Proxy which changes the primary contact from Glenda Edwards, Risk Manager, to Pam Lane, Guthrie County Human Resources Director. Motion by Kuster second by Grasty to approve and authorize the Chair to sign the Iowa Communities Assurance Pool (ICAP) Member Proxy. Motion carried on a vote: Ayes: 5 Nays: 0. Finally, Benton requested Supervisors execute the ICAP Commitment to Continue Membership which promises County will submit the contribution by 15 January 2020 in case County does not receive the ICAP voucher in time to submit a check for the net due prior to 1 January 2020. Motion by Kuster second by Carney to approve an authorize the Chair to sign the Iowa Communities Assurance Pool (ICAP) Commitment to Continue Membership. Motion carried on a vote: Ayes: 5 Nays: 0.

Brenna Bird, Guthrie County Attorney, joined the meeting to present the tentative draft of Guthrie County Ordinance No. 36 - Regulating the Operation of All-Terrain Vehicles (ATV) & Off-Road Utility Vehicles (UTV) in Guthrie County, Iowa. Bird emailed a draft to Supervisors after the last meeting. She labeled the discussion draft for the public to consider as the tentative draft. Bird drafted the Ordinance based on an ordinance from Cass County which Supervisors thought was a good starting point. Community has reached out with feedback. Bird forwarded some of the feedback to Supervisors. Bird can redraft the Ordinance, answer any questions and/or conduct any research, if necessary. She crossed out language present in the original ordinance which Supervisors thought was unnecessary. This language currently is not included in the Ordinance. The hours of operation and minimum age will not be in the Ordinance unless Supervisors opt to reinclude it pursuant to the discussion. Dickson expressed concerns about operators under the age of eighteen (18) having to take an education course. He questioned the need for an education course since these operators must have a valid driver's license. He also questioned the minimum age of sixteen (16). Dickson read Section 3: Operation on Roadways aloud. He reiterated the operator must have valid driver's license and be 16 years of age. Bird confirmed an operator under 18 years of age must take an Iowa Department of Natural Resources (IDNR) approved education course and carry a safety certificate. In Sheriff's opinion, this is a good idea because these operators have a restricted driver's license. Barry Chalfant commented the IDNR course is required by the Iowa Code. Bird will confirm it. Sheriff added these vehicles must be registered with IDNR through the County Recorder's Office. He expressed concerns about young people operating these vehicles. In his opinion, the safety class is a good idea. Grasty inquired about the safety class. He posed a scenario of a farmer's child, who may be under the age of twelve (12), operating an ATV/UTV on a County Road and not being aware of safety rules for the road. In Grasty's opinion, it is not a bad idea to require an education course. Sheriff advised a class is taught each year at the Guthrie County Fairgrounds. Dickson inquired if the agricultural exception exempts operators under the age of 16. Sheriff replied an individual must be at least 16 years of age to operate on a County Road. Carney assumes a tractor is different due to the speed, even if the operator took a safety class. Public is curious about Supervisors' thoughts. Dickson stated his main concern is the education course. Kuster is in favor of the course because he assumes young people will operate these vehicles on County Roads. Grasty emphasized a young operator will not fully appreciate the safety aspects unless the child has an involved parent. Dickson maintains the operator is old enough to drive, so he does not understand the need for an education course. Sheriff pointed out a boat operator age 16 or less must take a boat safety class per IDNR. He also commented the ATV/UTV operator is not supposed to be less than 16 years of age, but he knows it happens in the County. Sheriff does not provide certificates upon completion of his training. He confirmed IDNR administers an annual class. Tristen Richard, Guthrie County Recorder, was present for the discussion. She thinks there is an on-line course too. Bird mentioned taking the class through an ATV/UTV dealership. Auditor added the dealership will send an email offering a safety class upon purchase of a vehicle. Carney inquired if a fourteen (14) year old operator can drive an ATV/UTV from farm to farm; especially, if the operator has a school permit. Bird replied people currently are not supposed to drive these vehicles on the County Roads because there is not an Ordinance permitting it; however, she sees these vehicles on the road every day. At this time, operator could be issued a ticket. Sheriff assured Supervisors as well as public that Deputies will not issue a traffic citation provided the operator is going from place to place and not being careless and/or tearing up the roads. Deputies could and should issue a citation though. It is better for all, if Supervisors adopt an ordinance. The issue is not going away. Farmers, hunters and average people use these vehicles. ATV/UTV's are more popular than in the past. Bird advised ATV's currently can travel from farm to farm on County Roads; however, the Iowa Code does not address UTV's. The Ordinance will govern UTV's. Steve Keith mentioned insurance concerns. He questioned if an operator's liability insurance will apply without an ordinance. Kuster replied some insurance companies cover these vehicles without an ordinance. Chalfant commented the Sheriff may not write tickets but the IDNR game warden will do it. Jim Wendl recommended the Ordinance match the IDNR regulations, so it does not create confusion. Kuster mentioned each county has a different ordinance. It is too bad the Iowa Legislature does not address the issue, so it is more uniform across the State. In Sheriff's opinion, Legislators will not do it. Carney pointed out operators must be careful when crossing county lines. Bird advised the Ordinance addresses crossing State Highways. Operators can drive on the shoulder of paved roads which are not major highways. Dickson confirmed the Ordinance just applies to County Roads. Bird replied the Ordinance only applies to certain roads. She emphasized a city may have its own ordinance. Bird added the Ordinance does not apply to streets within city limits. Carney confirmed Supervisors do not have jurisdiction over city streets. Chalfant commented there are certain provisions in the Iowa Code which County must incorporate into the Ordinance. The three (3) main requirements are proof of insurance, operator must be licensed driver and vehicles must have lights as well as seatbelts, if it is a UTV. Sheriff reiterated the Ordinance will

help and make it better because it is more than County has at this time. People are asking about an ordinance to ensure they are not violating the law. Sheriff acknowledged he has an ATV which he rides on County Roads to move his cows. He also has insurance on it. Dickson inquired about the rearview mirror being crossed out in Section 4: Unlawful Operation. Bird stated she omitted it. Sheriff stated Deputies will not stop people just for a mirror violation. He wants the Ordinance, so Deputies can refer to it, when necessary. He does not want to “pick on” people. In Bird’s opinion, it is better to have an ordinance, so people are aware of the law and can avoid a citation. She confirmed IDNR or Iowa State Patrol (ISP) can issue citations pursuant to the Ordinance. It will legalize operation of ATV/UTV on County Roads. It is not good to have people engaging in activities that violate the law. Dickson inquired why Bird crossed out lit headlights. Bird replied some ordinances require operators to have lights on at all times. Newer motorcycles do it. Several people always run with lights. Bird advised this is a legal option. If Supervisors opt to include it, Deputies will need to cite an operator for violating the Ordinance if the individual is driving at noon without lights. In Dickson’s opinion, this is a good safety feature because it is hard to see these vehicles. Sheriff agrees it will help others see these vehicles. Pat Moylan wants Supervisors to include this requirement in the Ordinance. In Chalfant’s opinion, operators need to use the headlight when operating on gravel roads. Keith stated he has an amber light. He also pointed out some vehicles have flags. Supervisors briefly discussed the timeline. They decided to reconsider the Ordinance during the regular meeting on Tuesday, 7 January 2020 after County Attorney Update. Bird will email the answer regarding minimum age, so Supervisors have it. Bird appreciates the feedback and is glad Supervisors are considering an ordinance. Public thanked Supervisors for allowing them to speak about it.

Brandon Thompson, Guthrie County Facilities Manager, joined the meeting to present the Guthrie County Courthouse Grounds Policy. He passed out the latest draft of the Policy. Thompson received input from Pam Lane, Guthrie County Human Resources Director. Thompson made a few changes to the original rough draft. He went through the basic points which he wants in the policy. In particular, it addresses after hours parking. Bird confirmed there are three (3) changes (nothing for sale, allowing smoking in personal vehicles and weapon ban not apply to personal vehicle). Dickson recommended Thompson email Supervisors the revised policy, and Auditor will add to the Agenda.

Bird provided a Guthrie County Attorney’s Office update. Bird reported the November collection numbers. She also spoke with Supervisors regarding the Guthrie County Handbook. Bird is disappointed the Handbook as well as an Appropriation Resolution was not on the Agenda. In Bird’s opinion, it is a great idea to have Ahlers & Cooney, P.C., present for the discussion. She wants this item on the Agenda soon. Bird acknowledged she was not available to discuss the matter in November. Bird also wants the Guthrie County Recorder, Sheriff and Treasurer present for the discussion. She requests the discussion be held during a regular meeting on Thursday in January 2020. She has time on 7 January 2020 from 9:00 a.m. to 10:30 a.m. Auditor prefers to reserve Thursdays for budgets. Supervisors are fine with scheduling the discussion on Thursday. Dickson wants to know the issues, especially before the meeting, so Ahlers can prepare for the meeting. Bird acknowledged Ahlers may want to prepare for the meeting; however, she simply is asking for a dialogue. Dickson wants Bird to coordinate with Lane, so Mike Galloway, Ahlers & Cooney, P.C., knows the issues. He wants Lane to be part of the discussion too. Lane pointed out the first time she mentioned the Handbook was in April 2019, and she has mentioned it monthly since then. In her opinion, Bird had numerous opportunities to address any issues. Bird refused to continue the discussion because the item was not on the Agenda. Grasty suggested discussing the matter first to determine the issues and then inviting Ahlers to a meeting. Carney wants Ahlers present at all the discussions. He pointed out Supervisors do not have to take action during any particular meeting. Lane reminded Supervisors that Galloway recommended he speak with Bird first. Bird prefers if Galloway attend the meeting with Supervisors, so there is just one (1) discussion. Tristen Richard, Guthrie County Recorder, and Marci Schreck, Guthrie County Treasurer, were present for this discussion. Richard thought all the Elected Officials and Department Heads (EO/DH) would receive a copy of the Handbook before Supervisors adopted it. Richard understands some EO/DH did not receive a copy. Schreck thought an email requested a small group to revise the Handbook after which it would be presented to the large group. Lane replied those that emailed her were on the Handbook Committee. Treasurer assumed the final version would be presented to all EO/DH. Lane pointed out the 2018 Handbook previously was discussed and approved by the entire group. In Lane’s opinion, this is ridiculous. Grasty wants to move forward. Bird will reach out to Ahlers and include Lane on the email. Grasty insisted any EO/DH with an issue should be at the meeting to discuss it. Dickson reiterated he wants to know the issues first, and Galloway needs to know too. Bird wants Supervisors to add the item to the Agenda, so she can fully discuss it and present her side to Supervisors. Bird acknowledged she had conversations with Lane, and they are not in agreement. She sent Lane a letter addressing the differences between an Elected Official and Department Head. This just is one

(1) of the issues. In Bird's opinion, it should not be hard to work through the issues, but she has been unsuccessful trying to working through Lane. Grasty can appreciate both sides seem to be sitting in the dark. It is not working, so there needs to be a meeting to work out the issues. Auditor wants the meeting scheduled as soon as possible, so she can schedule budget presentations around it. Bird will email Ahlers and Lane to determine the available dates. Dickson reiterated his concerns about all the issues. He does not understand why most of the Elected Officials are against the Handbook, and why there cannot be a committee which includes two (2) Supervisors and Ahlers to resolve it. Bird expressed her concerns about the matter being discussed in past public meetings and untrue statement being made about the Handbook. Dickson suggested Bird meet with Ahlers. Bird wants to mediate an outcome. In Lloyd's opinion a link in the chain is broken, so it needs to be fixed as soon as possible. Grasty stated there needs to be a discussion to identify the broken link and fix it. Lloyd commented Supervisors took the first step by withholding funds. Bird refused to continue this discussion because it was not on the Agenda. Grasty commented Supervisors need to set a date. Dickson would be fine if Bird just told Supervisors the issues for now. Dickson is unsure he wants Ahlers part of the initial discussion. Bird reiterated she just wants the discussion to be on the Agenda. In her opinion, it may be helpful for Ahlers to attend the initial meeting. Bird expressed concerns about comments regarding her service to County and whether she is here daily. She also announced Ahlers did not approve the current Handbook only the 2018 version. Supervisors reached a consensus to schedule a meeting. Bird will reach out and work with Ahlers. Lane clarified that Ahlers is to attend the meeting. In Grasty's opinion, Ahlers will serve as a mediator. Dickson does not want Ahlers to attend until they are prepared and have time to research the issues. Grasty pointed out Ahlers always can report back at a subsequent meeting. Dickson express concerned about the County paying for two (2) meetings to solve the problem. Bird does not want to violate open meetings laws and wants to tell her issues. Dickson reiterated he wants Ahlers to wait until Supervisors know the issues. Carney wants Ahlers to attend the meeting. In his opinion, Ahlers can refute or support what is said during the meeting. He acknowledged Dickson's concerns and realize Ahlers needs to be prepared for the meeting. Auditor reminded Supervisors that County pays a \$900 monthly retainer. The attorney will have to decide if he/she wants to charge more. Sheriff commented Bird already spoke with Ahlers about the problem, so the attorneys are aware of it. Sheriff is all in favor of resolving the issues. Lloyd reiterated the problem is Supervisors do not know the issues. Grasty and Kuster are in favor of Ahlers being present at the meeting. Kuster commented it is not good for those outside observing the situations, so parties need to resolve it. Sheriff agrees with Kuster. In Lloyd's opinion, Supervisors have done all they legally can do to address it. Bird will arrange the meeting with Ahlers and coordinate with Lane as well as the other Elected Officials involved in the matter. Supervisors acknowledged they received a subsequent letter from Schreck regarding the Handbook. Treasurer Budget was not impacted because Supervisors did not receive letter until after adopting Resolution 20-12.

Pam Lane, Guthrie County Human Resources Director, joined the meeting to discuss aligning the terms of the Iowa Governmental Health Care Plan (IGHCP) Insurance Policy for Guthrie County with the Guthrie County Handbook (Version 1 November 2019). Lane explained the 2018 and 2019 versions of the Handbook are not aligned with the Insurance Policy. Since there are issues with the Handbook, this discussion may need to wait until a future meeting. Lane provided a handout setting forth the different versions of the Handbook for Guthrie County and Board of Health as well as Adair/Guthrie County Emergency Management. Each handbook has the same wording regarding the Insurance Policy. According to these Handbooks, coverage begins on the first day of the first full month following employment. There is not a thirty (30) day lag which requires new employees to purchase Consolidated Omnibus Budget Reconciliation Act (COBRA) coverage from their previous employer. In the alternative, the Insurance Policy states the first full month after thirty (30) days of employment which creates a thirty (30) day lag and leaves the employee without coverage. County needs to correct either the Handbook or the Insurance Policy. Supervisors explained they addressed this subject in the past. It is Supervisors' opinion the Handbook needs to change and not the Insurance Policy. Dickson stated the issue stems from a Department hiring a new employee on the last day of the month which allowed the employee to receive insurance the next day. Then, the employee quit several days later, and IGHCP would not allow County to immediately cancel the insurance. Lane spoke with IGHCP and was told Supervisors may decide how they want the Insurance Policy to address this matter. IGHCP can change the Insurance Policy to align with the Handbook.

Lane did not provide a Human Resources Department update.

Auditor inquired about adopting an additional Fiscal Year 2019-2020 Guthrie County Budget Amendment for repayment of the Guthrie County General Obligation 911 Bond - Series 2012. Auditor spoke with Bond Counsel, Robert Josten, Dorsey & Whitney LLP., and there will be no charge to draft the Resolution to call the General Obligation Bond for the South Central Iowa Regional 911 (SCI911). Since County is the legal hold of the Bond, it must issue the check. This will require a budget amendment. Auditor sent an email to Diane Sefrit, 911 Service Board Secretary/Treasurer about this matter. She will check with the SCI911 Board to determine if that Board is willing to bear the cost for and additional budget amendment. If SCI911 will not pay for it, how do Supervisors want to proceed with the matter? In Carney's opinion, County should not have to pay for it. It is the SCI911 Boards choice to pay off the Bond, so it should not cost the County. If an additional budget amendment is necessary, SCI911 has to pay for it. Motion by Dickson second by Carney to require the South Central Iowa Regional 911 Board to pay any costs associated with an additional Fiscal Year 2019-2020 Guthrie County Budget Amendment. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Grasty second by Carney to cancel Board of Supervisors Meeting for 24 December 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

There was no discussion about any pending county projects.

The Guthrie County Board of Supervisors temporarily adjourned at 12:00 p.m. Motion by Dickson second by Kuster. Motion carried on a vote: Ayes: 5 Nays: 0.

The Guthrie County Board of Supervisors reconvened at 12:51 p.m. Motion by Kuster second by Grasty. Motion carried on a vote: Ayes: 5 Nays: 0.

Sheriff Marty Arganbright, Guthrie County Sheriff, Michael S. Lewis, Institutional Team Leader, Shive Hattery Architecture & Engineering, as well as Shelley Rowe, Marketing Manager, and Greg Wilde, Business Development, both with The Samuels Group Inc. joined the meeting to prepare for the Guthrie County Law Enforcement Center Addition Referendum Community Meetings. Sid Samuels, President, The Samuels Group Inc. appeared by phone. Chief Deputy Jeremy Bennett, Deputy Kent Gries, Deputy Michael Herbert, Dispatchers Amy Cleveland as well as Paula Martinson and Leora Laughery, Guthrie County Sheriff Department Civil Clerk, were present for the discussion. Bird rejoined the meeting too. Rowe shared the messaging for the Community Meetings. She passed out a draft of the power point to receive feedback on the slides. She explained who created and researched each slide. Attendees participated in a mock practice and went through all the slides. Lewis and Rowe will update the Solutions slide with more accurate information.

Motion by Dickson second by Grasty to approve the Minutes from 3 December 2019 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors opted to table the Minutes from 10 December 2019. Motion by Carney second by Dickson to table the Minutes from 10 December 2019 until the regular meeting on Tuesday, 31 December 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Lloyd second by Grasty to approve the Claims for 4 December 2019 – 17 December 2019 in the amount of \$568,186.97. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Report for 17 November 2019 – 30 November 2019, the Guthrie County Sheriff Deputies Payroll Report for 25 November 2019 – 8 December 2019 as well as the County and Assessor Payroll Reports for 23 November 2019 – 6 December 2019.



There being no further business to come before the Board at this time, the Board adjourned at 2:27 p.m. until its regularly scheduled meeting on Tuesday, 31 December 2019. Motion by Carney second by Dickson. Motion carried on a vote: Ayes: 5 Nays: 0.

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Jack E. Lloyd, 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 December 2019

The Guthrie County Board of Supervisors met this 31<sup>st</sup> day of December, 2019, 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 Jerome "J.D." Kuster.

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

Motion by Grasty second by Kuster to approve the Agenda for 31 December 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

David Garland, IT Technician, Guthrie Center Communications (GCC), joined the meeting and presented the December 2019 Information Technology (IT) Report. Garland reported the Guthrie County Sheriff Department is researching new software for the body and vehicle cameras. The goal is to have all the video backed up to a secure location. In addition, Brenna Bird, Guthrie County Attorney, added some of the recordings may need to be kept forever depending on the footage. Curt Thornberry, Technology Development Director, Guthrie Center Communications (GCC), spoke about the Fiscal Year 2020-2021 IT Budget process. He stated the IT budgeting for the past three (3) years has utilized a three (3) year rolling budget. He inquired if Supervisors want to continue using this three (3) year rolling budget, or do they want to adopt a different approach since Supervisors are considering creating an IT position. Dickson and Grasty acknowledged Supervisors are considering whether or not to hire an IT employee towards the end of FY2020. Dickson suggested GCC continue with the current budgeting process. Thornberry will meet with Auditor and discuss it.

Pam Lane, Guthrie County Human Resources Director, joined the meeting and presented Leora Laughery's resignation from the Guthrie County Regional Airport Authority Board. Laughery is unable to sit on the Authority Board because she is a fulltime employee of County. Lane inquired about how Supervisors want to fill the open position. Do they want to offer it to the remaining applicant not selected by Supervisors? Grasty suggested Lane speak with Beverly Wild and inquire if she is still interested in the position. Motion by Dickson second by Kuster to accept the resignation of Leora Laughery as a Guthrie County Representative to the Guthrie County Regional Airport Authority Board. Motion carried on a vote: Ayes: 5 Nays: 0.

Steve Stringham, Guthrie County Weed Commissioner, joined the meeting and presented the 2019 Weed Commissioner's Report. This was Stringham's third year as Weed Commissioner. There are thirty-one (31) noxious weeds on the list. The three (3) thistles are the biggest issue. Stringham did nine (9) visits this year. During all of these visits, he attempted to resolve the issues with the landowners without taking formal action. These visits are approximately twenty percent (20%) his duties. Stringham received more thistle complaints concerning private land this year. Motion by Kuster second by Grasty to approve 2019 Weed Commissioner's Report. Motion carried on a vote: Ayes: 5 Nays: 0.

Joshua Sebern, Guthrie County Engineer, joined the meeting and presented Resolution 20-13: Farm to Market Review Board Application Resolution. Said Resolution formally requests that the Farm to Market Review Board

approve the following modifications to its farm to market system: Road segments proposed for addition to the farm to market system: 350th St. from Ranch Trail east 10,560 feet to Riverside Ave. Total Mileage added to the Farm to Market System: 2 Miles. In particular, a county may apply for modifications to its farm to market system to add or subtract mileage from its system, to accept or delete highways gained or lost through jurisdictional transfers, or to change the classification of roads within its system. The Board of Supervisors of Guthrie County has consulted with its County Engineer and desires to modify its farm to market road system to provide continuity of intra-county and inter-county routes, to meet the needs of existing or potential traffic, to better meet land use needs, or to provide a more suitable location for a farm to market route. The application for modifications to any county's farm to market system must be made to the Farm to Market Review Board per the requirements of Code of Iowa Section 306.6. Motion by Carney second by Kuster to adopt Resolution 20-13: Farm to Market Review Board Application Resolution. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Kuster) Nays: 0.

The full text of all Resolutions adopted by the Guthrie County Board of Supervisors after 1 July 2018 are available on the Guthrie County website at <http://guthriecounty.org/government/boards-commissions/board-of-supervisors/agendas-minutes/>.

Sebern submitted the Hungry Canyons Alliance Amendment No. 1 to Project Agreements 18-1, 18-2 and 18-3. These agreements address the Grant Avenue Bridge and are designed to protect two (2) bridges in the area. The Amendment extends the completion date to 21 December 2020. Motion by Carney second by Grasty to approve the Hungry Canyons Alliance Amendment No. 1 to Project Agreements 18-1, 18-2 and 18-3. Motion carried on a vote: Ayes: 5 Nays: 0.

Sebern provided a Secondary Roads Department update. Sebern is preparing a rough draft of the FY2021 Budget. SRD also continues to work through the Federal Emergency Management Agency (FEMA) process. Sebern advised SRD and IRVM are cutting brush in the ditches when they are not plowing snow. Sebern is working with Lane to compile a wage analysis and comparison for SRD positions. Sebern announced he purchased a new pickup for the front office staff. The purchase price was \$28,000.

Mike Raibikis joined the meeting. He notified Supervisors that he contacted Sebern and requested SRD not cut the trees in his fence line because the trees were holding up the fence. Raibikis stated he wanted to remove the trees when he replaced the fence. Raibikis advised SRD removed the trees despite his request and now the fence is laying on the ground. SRD employees told Raibikis that they were never instructed not to remove the trees. Sebern explained the county road right-of-way in this area is sixty-six feet (66'). In Raibikis' opinion, the fence line and trees in question are not in the right-of-way because the right-of-way along his property is only thirty-three feet (33').

Deputy Auditor submitted the Guthrie County Public Health Payroll Change Notice for Cheyenne Hester (Correction). The original Payroll Change Notice miss quoted the starting wage as fifteen dollars (\$15.00) per hour instead of the offered starting wage of fifteen dollars and twenty-five cents (15.25) per hour. Motion by Dickson second by Lloyd to approve and authorize Chair to sign the Guthrie County Public Health Payroll Change Notice for Cheyenne Hester (Correction) authorizing a new wage of fifteen dollars (\$15.25) per hour effective 21 October 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Deputy Auditor presented the Guthrie County Sheriff's Department Payroll Change Notice for Laura Walker (New Employee). Walker will serve as a part-time dispatcher for the Guthrie County Sheriff's Department. Motion by Kuster second by Grasty to approve and authorize Chair to sign the Guthrie County Sheriff's Department Payroll Change Notice for Laura Walker (New Employee) authorizing a new wage of twelve dollars (\$12.00) per hour effective 18 December 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Deputy Auditor presented the Guthrie County Sheriff's Department Payroll Change Notice for Ronald Zimmerman (New Employee). Zimmerman will serve as a part-time Sheriff's Deputy. Motion by Kuster second by Grasty to approve and authorize Chair to sign the Guthrie County Sheriff's Department Payroll Change Notice for Ronald Zimmerman er (New Employee) authorizing a new wage of twenty dollars (\$20.00) per hour effective 18 December 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Carney second by Dickson to approve the Minutes from 10 December 2019 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Carney second by Grasty to table the Minutes from 17 December 2019 until the regular meeting on Thursday, 2 January 2020. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Carney second by Grasty to approve the Claims for 18 December 2019 – 31 December 2019 in the amount of \$420,635.53. 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 12:20 p.m. until its regularly scheduled meeting on Thursday, 2 January 2020. Motion by Kuster second by Carney. Motion carried on a vote: Ayes: 5 Nays: 0.

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Jack E. Lloyd, 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 2020

The Guthrie County Board of Supervisors met this 2<sup>nd</sup> day of January, 2020, 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 Jerome “J.D.” Kuster.

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

Motion by Grasty second by Lloyd to approve the Agenda for 2 January 2020. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Carney second by Grasty to appoint Dickson as Chair of the Board of Supervisors for 2020. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Carney second by Grasty to appoint Kuster as Vice-Chair of the Board of Supervisors for 2020. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Carney second by Grasty to approve the following paid holidays for 2020:

Memorial Day: Monday, 25 May 2020

Independence Day: Friday, 3 July 2020

Labor Day: Monday, 7 September 2020

Veterans Day: Wednesday, 11 November 2020

Thanksgiving Day and the Day After: Thursday, 26 November 2020 and Friday, 27 November 2020

Christmas Eve and Christmas: Thursday, 24 December 2020 and Friday, 25 December 2020

New Year’s Day: Friday, 1 January 2021

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

Carney inquired about issuing checks when the payday falls on a holiday. Auditor stated it is not an issue for those employees with direct deposit. After discussing the matter with Pam Lane, Guthrie County Human Resources Director, Auditor decided she will mail pay checks to those employees without direct deposit.

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

Supervisors briefly discussed the official newspapers for Guthrie County. Guthrie County Times Vedette reported 711 county residents subscribe to the Guthrie County Times Vedette. Central Iowa Publishing, Inc. reported 768 county residents subscribe to The News Gazette. The Stuart Herald reported 402 county residents subscribe to The Stuart Herald. Supervisors discussed the numbers while Auditor passed around the letters submitted by the newspapers. Supervisors observed the Vedette's subscriptions jumped significantly from the 426 county residents reported by Herald Publishing last year. Supervisors opted to initiate an official newspaper contest to determine which newspapers will be the official newspapers. According to Iowa Code Section 349.5, Supervisors may request the list of subscribers. Auditor will request the publishers submit the lists by Monday, 13 January 2020, so Supervisor can address the issue during the regular meeting on Tuesday, 14 January 2020. Luann Waldo, Editor, The News Gazette, suggested Supervisors request a signed statement from the local postmaster regarding the number of papers mailed for 8 January 2020 and 9 January 2020 from that particular post office. There is a specified postage rate for in and out of County mailings. Motion by Kuster second by Carney to initiate an official newspaper contest for the official newspapers of Guthrie County. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Lloyd second by Carney to reappoint Steve Stringham, Supervisor, Guthrie County Integrated Roadside Vegetative Management (IRVM), as the Guthrie County Weed Commissioner. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors announced Darcia Robson submitted her resignation as the Guthrie County General Relief Director and the Veteran Affairs Administrator on 21 November 2019. She will retire on 28 February 2020. Supervisors discussed filling the position. Lane reported the Guthrie County Veteran Affairs Board will allow the two (2) roles to remain as a combined position. Motion by Kuster second by Grasty to reappoint Darcia Robson as the Guthrie County General Relief Director and the Veteran Affairs Administrator for Guthrie County until she retires on 28 February 2020. 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 Carney second by Lloyd to reappoint Kuster as the representative and Grasty as the alternate representative to the New Opportunities Board of Directors. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Dickson second by Kuster to table the appoint of the Guthrie County representative to Partnership for Families. Motion carried on a vote: Ayes: 5 Nays: 0. Dickson thinks County already has a representative other than him. He will check and report back to Supervisors. Partnership for Families prefers a member of the public not a County official.

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

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

Motion by Lloyd second by Carney to reappoint Kristine Jorgensen, Guthrie County Historical Village Curator, to the Western Iowa Tourism Region. Motion carried on a vote: Ayes: 5 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. Supervisors briefly discussed the matter and opted to reappoint Kuster as the primary alternate and not appoint a secondary alternate. Motion by Carney second by Lloyd to appoint Chair of the Guthrie County Board of Supervisors as the representative and Kuster as the primary alternate to the Adair/Guthrie County Emergency Management Commission. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Carney second by Grasty to reappoint Robert Kempf, Guthrie County Emergency Management Coordinator, and Sheriff Marty Arganbright, Guthrie County Sheriff, to the South Central Iowa Regional 911 Board. Motion carried on a vote: Ayes: 5 Nays: 0.

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

Motion by Grasty second by Lloyd to reappoint Carney as the representative and Dickson, as the alternate representative, to the Heart of Iowa Region Board. Motion carried on a vote: Ayes: 5 Nays: 0.

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

Motion by Carney second by Grasty to reappoint Dr. Josh Strehle as the Guthrie County Medical Examiner. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Carney second by Kuster to reappoint Jan Mueller to the Guthrie County Board of Health for a term of three (3) years ending 31 December 2022. Motion carried on a vote: Ayes: 5 Nays: 0.

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

Supervisors discussed appointing a new representative to the Guthrie County Zoning Commission meeting. Dickson expressed concerns about the meeting times. Lloyd will speak with Richard T. Hunsaker, Executive Director, Region XII Council of Government, about it. Then, Lane can advertise to fill the open position. Motion by Carney second by Grasty to table the appointment of someone to the Guthrie County Zoning Commission for a term of four (4) years ending 31 December 2023. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Lloyd second by Kuster to reappoint Ron White to the Guthrie County Zoning Commission for a term of five (5) years ending 31 December 2024. Motion carried on a vote: Ayes: 5 Nays: 0.

Pursuant to the above discussion, Lane will advertise the open position on the Guthrie County Zoning Board of Adjustment. Motion by Grasty second by Kuster to table the appointment of someone to the Guthrie County Zoning Board of Adjustment for a term of four (4) years ending 31 December 2023. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Kuster second by Carney to reappoint Joyce Yates to the Guthrie County Zoning Board of Adjustment for a term of five (5) years ending 31 December 2024. Motion carried on a vote: Ayes: 5 Nays: 0.

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

Motion by Kuster second by Grasty to reappoint George Hemmen to the Guthrie County Conservation Board for a term of five (5) years ending 31 December 2024. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors discussed staggering terms of representatives to the Guthrie County Regional Airport Authority Board. Auditor advised Ordinance No. 35 – An Ordinance to Adopt the Amended and Substituted Agreement Creating the Guthrie County Regional Airport Authority does not provide any guidance regarding this matter. Motion by Kuster second by Lloyd to reappoint Lance Levis to the Guthrie County Regional Airport Authority Board for a term of four (4) years ending 31 December 2023. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Carney second by Grasty to reappoint the Board of Supervisors over the land at the Guthrie County Farm, Courthouse Grounds, Public Health Buildings, Sanitary Landfill/Transfer Station, and Secondary Roads Department Buildings for 2020. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Kuster second by Carney 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 2020. Motion carried on a vote: Ayes: 5 Nays: 0.

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

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

Motion by Kuster second by Grasty to approve the mileage reimbursement rate for Guthrie County employees at 49 cents per mile which is the nearest whole amount to eighty-five percent (85%) of the 2020 Internal Revenue Service mileage rate. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Lloyd 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.

Motion by Grasty second by Lloyd to approve the Certificates of Assessment for the centrally assessed utilities in Guthrie County as certified by the Iowa Department of Revenue and authorize the Guthrie County Auditor to disperse same to the appropriate taxing districts. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors discussed the regularly scheduled meetings. 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. Motion by Kuster second by Carney to set the Guthrie County Board of Supervisors' regularly scheduled meetings at 9:00 A.M. on Tuesday and Thursday from 2 January 2020 to 31 March 2020 and on Tuesday from 1 April 2020 to 31 December 2020 in the Supervisors' Meeting Room at the Guthrie County Courthouse with any changes posted on the Agenda. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed Resolution 20-14: Resolution Appointing Members of the 2020 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. One-fourth of the persons appointed shall be owner-operators of agricultural property, one-fourth of the persons appointed shall be owners of city property, one-fourth shall be licensed real estate salespersons or real estate brokers, and one-fourth shall be persons having knowledge of property values in the county by reason of their occupation, such as bankers, auctioneers, property managers, property appraisers, and persons responsible for making loans on property. The complete list of appointees is set forth in the Resolution. Motion by Lloyd second by Carney to approve Resolution 20-14: Resolution Appointing Members of the 2020 Compensation Commission. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Kuster) Nays: 0.

Auditor presented Resolution 20-15: 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 2020. 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. Iowa Code Section 331.506(3) states the Board, by resolution, may authorize the auditor to issue checks to make the payments without prior approval of the board for fixed charges including, but not limited to, freight, express, postage, water, light, telephone service or contractual services, after a bill is filed with the Auditor. Iowa Code Section 331.506(4) mandates the bills paid under Iowa Code Section 331.506(3) shall be submitted to the Supervisors for review and approval at its next meeting following the payment. In addition, the action shall be recorded in the Supervisors' Minutes. An officer certifying an erroneous bill or claim against the county is liable on the officer's official bond for a loss to the county resulting from the error pursuant to Iowa Code Section 331.506(5). The Resolution also addresses those times the Guthrie County Auditor must issue checks when the Supervisors are not in session because the payment of a claim is due before an upcoming Accounts Payable date. Motion by Grasty second by Carney to approve Resolution 20-15: 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 Kuster) Nays: 0.

Supervisors reviewed Resolution 20-16: Resolution Giving the County Engineer the Right of Final Acceptance. Said Resolution designates, authorizes, and empowers Josh Sebern, County Engineer for Guthrie County, to execute the certification of completion of work and final acceptance thereof, on behalf of the Board of Supervisors, in accordance with plans and specifications therefore, in connection with all farm to market construction projects. Motion by Lloyd second by Kuster to approve Resolution 20-16: Resolution Giving the County Engineer the Right of Final Acceptance. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Kuster) Nays: 0.

Auditor submitted Resolution 20-17: Construction Evaluation Resolution Enabling the Guthrie County Board of Supervisors to Use the Master Matrix to Evaluate Applications for Construction Permits 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). Said Iowa Code Section sets out the procedure if Supervisors wish to adopt a "construction evaluation resolution" relating to the construction of a confinement feeding operation structure. Only Counties that have adopted a construction evaluation resolution can submit to the Iowa Department of Natural Resources (IDNR) an adopted recommendation to approve or disapprove a construction permit application regarding a proposed confinement feeding operation structure. Furthermore, only Counties that have adopted a construction evaluation resolution and submitted an adopted recommendation may contest the IDNR's decision regarding a specific application. By adopting a construction evaluation resolution, the Supervisors agree to evaluate every construction permit application for a proposed confinement feeding operation structure received by Supervisors between 1 February 2020 and 31 January 2021 and submit an adopted recommendation regarding that application to the IDNR. Supervisors must conduct an evaluation of every construction permit application using the Master Matrix created in Iowa Code Section 459.305, but Supervisors' recommendation to the IDNR may be based on the final score on the Master Matrix or may be based on reasons other than the final score on the Master Matrix. Motion by Grasty second by Lloyd to approve Resolution 20-17: Construction Evaluation Resolution Enabling the Guthrie County Board of Supervisors to Use the Master Matrix to Evaluate Applications for Construction Permits for Large Animal Confinement Operations. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Kuster) Nays: 0.

The full text of all Resolutions adopted by the Guthrie County Board of Supervisors after 1 July 2018 are available on the Guthrie County website at <http://guthriecounty.org/government/boards-commissions/board-of-supervisors/agendas-minutes/>.

Auditor spoke with Beverly Wild regarding her application for appointment as a Guthrie County representative to the Guthrie County Regional Airport Authority Board. Wild will accept the appointment. Motion by Kuster second by Carney to appoint Beverly Wild as a Guthrie County Representative to the Guthrie County Regional Airport Authority

Board for a term of two (2) years ending 31 December 2021. Motion carried on a vote: Ayes: 5 Nays: 0. Motion by Kuster second by Grasty to appoint Vicki Gubser as a Guthrie County Representative to the Guthrie County Regional Airport Authority Board for a term of three (3) years ending 31 December 2022. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors discussed the Guthrie County Board of Supervisors' Attendance at Guthrie County Law Enforcement Center Addition Referendum Community Meetings. Auditor passed around the brochure sample prepared by Shelley Rowe, Marketing Manager, The Samuels Group Inc. In Carney's opinion, the dark background makes it hard to read the information. Supervisors wanted to speak with Rowe regarding the brochure. Auditor tried to call Rowe and left a message.

The following is the list of Supervisors who will attend each of the Guthrie County Law Enforcement Center Addition Referendum Community Meetings:

- 7 January 2020 - Menlo Community Building: Carney and Dickson
- 9 January 2020 - Stuart Fire Department: Dickson and Grasty
- 18 January 2020 - Bayard Community Building: Carney and Lloyd
- 18 January 2020 - Whiterock Conservancy Visitor Center: Carney and Lloyd
- 21 January 2020 - Guthrie Center High School Library: Lloyd and Kuster
- 28 January 2020 - Panora Community Building: Grasty and Kuster
- 4 February 2020 - Bagley Community Building: Carney and Lloyd
- 6 February 2020 - Casey Community Building: Carney and Dickson
- 11 February 2020 - Jamaica Community Building: Grasty and Lloyd
- 13 February 2020 - Yale Community Building: Carney and Lloyd
- 22 February 2020 - Lake Panorama Conference Center: Carney, Grasty and Kuster
- 22 February 2020 - Guthrie Center High School Auditorium: Carney, Lloyd and Kuster

Supervisors agreed if they are unable to attend a scheduled meeting, Supervisor will call and make arrangement for another Supervisor to cover the meeting. Rowe called into the Board Meeting. Dickson inquired about the size of the brochure. Rowe replied it will be printed back to back on an eleven inch by seventeen inch (11" x 17") sheet. The front cover is the voting information and the back cover is the tax impact. The center will contain the conceptual plans and features. In Dickson's opinion, the tax impact should fill the entire page. Rowe agreed to enlarge it. Grasty wants the floor plan to be more prominent. Rowe will move the rendering, so there is less sky and make the site plan as well as the floor plan larger. Carney commented it is difficult to read the names of the rooms. Rowe replied it may be the graphic resolution and offered to work with it. She will add a note referring to the expanded view on the Website and Facebook. Carney suggested Rowe stretch the center of the tax impact section, so it fills the entire page. Rowe will reduce the size of the text box at the bottom of the page in order to enlarge the section. She will make the requested changes and resend the document. Rowe asked if there were any additional feedback questions and received none. Supervisors reviewed the revised brochure and reached a consensus it is fine. Sheriff Marty Arganbright, Guthrie County Sheriff, and Chief Deputy Jeremy Bennet reviewed the brochure. They pointed out the average number of inmates, eight point six (8.6), in the month of December does not reflect the inmates housed outside County. Kuster inquired if the questions posted to the Guthrie County Sheriff Department Facebook page are being answered by a representative of the Department. Dickson referenced a comment about the amount of funds paid to Samuels Group for advertising. Chief Deputy stated four (4) people can answer the questions. Sheriff assured Supervisors all questions will be answered by the Department. He added Deputy Kent Gries usually answers the questions posted on Facebook. Sheriff advised he made contact with representatives in the City of Menlo regarding the first meeting. County must make a cash deposit to use the Menlo Community Building; however, City will return it provided there is no damage. Sheriff and Chief Deputy are fine with the revised brochure.

There was no discussion about any pending county projects.

Auditor discussed the Fiscal Year 2020-2021 Guthrie County Budget Process. City and County Budgets must be certified by 30 March 2020. The new process will require two (2) resolutions and two (2) public Hearings. Auditor talked about the new Valuation Resolution. She explained Supervisors can exceed the two percent (2%) limit, but it requires a four (4) to one (1) vote. Auditor will mock up the Valuation Resolution when she presents the January 1,



2019 Taxable Valuations for FY2020-2021 Tax Levies during the regular meeting on Thursday, 9 January 2020. There was a brief discussion regarding the two percent (2%) limit. Auditor will send out Department Budget Worksheets to the Elected Officials and Department Heads this week. She reminded Supervisors that the last round of claims for the first half of FY2020 was on 31 December 2019.

Motion by Lloyd second by Grasty to table the Minutes from 17 December 2019. 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 12:00 p.m. until its regularly scheduled meeting on Tuesday, 7 January 2020. Motion by Kuster second by Lloyd. Motion carried on a vote: Ayes: 5 Nays: 0.

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Mike Dickson, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor