

2022-2023  
Guthrie County Board of Supervisors Meeting Minutes  
Meeting Place: Guthrie County Courthouse

Guthrie County Board of Supervisors

Regular Session

July 5, 2022

The Guthrie County Board of Supervisors met this 5th day of July, 2022, 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, Jerome "J.D." Kuster and Jack Lloyd. Everett Grasty was absent from the meeting.

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

Motion by Kuster Second by Lloyd to approve Agenda for July 5, 2022. Motion carried: Ayes: 4 Nays: 0.

Board recited the Pledge of Allegiance.

Darci Alt, CEO, Heart of Iowa Region, presented the 28E Agreement for Heart of Iowa Region. Dickson does not like that the agreement states Dallas County shall have sole independent authority for employment. Dallas County, as the Regions fiscal agent, completes the budget, payroll and accounts payable, which they are compensated 1% of the mental health budget to do so. Dickson doesn't think that Dallas County should be profiting off of us. A 60-day notice must be given prior to termination of agreement to leave the region. Dickson would like to discuss the employment question with Guthrie County Attorney Brenna Bird, which was a portion she pointed out to the Board as well.

Jotham Arber, Guthrie County Health Services Director, presented the 28E Agreement with Audubon County Public Health. He provided this to the Board for their review, and is waiting for approval from Audubon County. He will bring this back to the Board once he hears back from Audubon.

Jon Mackres, Unplugged Wireless and Chad Gappa, Motorola, presented the Iowa Statewide Interoperable Communications System (ISICS), supported by Motorola. The system covers 95% of the State, Carney asked why not 100% coverage? Gappa explained that due to some geographical factors 100% coverage isn't guaranteed. The County would maintain their own radios and consoles. Mackres explained that County Road departments, Schools and utility companies are also going to ISICS. The estimated cost to set up new communication system and dispatch radio console is \$820,000.00. The cost for just the consoles is \$440,000, and an additional \$380,000 for the optional microwave. The microwave would make the system more reliable. Guthrie County currently has an interoperability problem communicating with other Counties. Mackres stated that there should be a minimum 5-year plan to upgrade the system. All of the neighboring Counties are moving forward with or have completed these changes. Carney asked if this system is expandable? Mackres stated that the system is not going away, and will continue to be improved and upgradable. Board will review financing options.

Board reviewed new Fiscal Year Resolutions for employee salaries and authorizing the Auditor to issue payroll checks.

Motion by Kuster second by Lloyd to approve Resolution 23-01: Guthrie County Salaries and Wages Effective July 1, 2021. Motion carried on a roll call vote: Lloyd: Ayes, Kuster: Aye, Carney: Aye, Dickson: Aye, Grasty: Absent.

Motion by Lloyd second by Kuster to approve Resolution 23-02: Resolution Authorizing the Guthrie County Auditor to Issue Payroll Checks without Prior Board Approval per Iowa Code Section 331.506. Motion carried on a roll call vote: Lloyd: Aye, Kuster: Aye, Carney: Aye, Dickson: Aye, Grasty: Absent.

Motion by Kuster second by Lloyd to table Resolution 23-03: Adair/Guthrie County Emergency Management Periodic Funds Transfer and Resolution 23-04: Guthrie County Secondary Roads Department Periodic Funds Transfer. Motion carried: Ayes: 4 Nays: 0.

Motion by Kuster second by Lloyd to Samuels Group Pay App #19 in the amount of \$301,650.15. Motion carried: Ayes: 4 Nays: 0.

Board reviewed change order 117: sewer investigation and repair \$22,000, which will be back charged to the contractors as they are the ones who broke it.

Motion by Kuster second by Lloyd to approve Change Order 117: Sewer Investigation and Repair in the amount of \$22,000, which the County is not responsible for. Motion carried: Ayes: 4 Nays: 0.

Cody Lawrence, Superintendent, The Samuels Group, discussed construction change directives which are all potential change orders that have been approved, but Lang will not sign them because payment is being withheld from Lang. The Board needs to approve the construction change directives so Dickson can sign it so that the process can be completed.

Motion by Lloyd second by Kuster to approve construction change directive with Lang. Motion carried: Ayes: 4 Nays: 0.

Motion by Carney second by Kuster to approve minutes from June 28, 2022 as amended. Motion carried: Ayes: 4 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 11:06 a.m. until its regularly scheduled meeting on Tuesday, July 12, 2022. Motion by Kuster second by Carney. Motion carried: Ayes: 4 Nays: 0.

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Mike Dickson, Chair  
Guthrie County Board of Supervisors

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Attest: Dani Fink,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

July 12, 2022

The Guthrie County Board of Supervisors met this 12th day of July, 2022, 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, Jerome "J.D." Kuster and Jack Lloyd.

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

Motion by Grasty Second by Lloyd to approve Agenda for July 12, 2022. Motion carried: Ayes: 5 Nays: 0.

Board recited the Pledge of Allegiance.

R&S Waste was not present. Dani Fink, Guthrie County Auditor, explained that the County has been being billed more than the contracted rate. Fink contacted R&S with no responses, so issue payment for the contracted amount, and sent a copy of the contract with the payment and letter of explanation. Ron with R&S called Fink and doesn't agree with the contracted rate. Fink explained that the Board would have to approve any contract changes and he needed to come to the Board to discuss. Fink will follow up with R&S to get them in to discuss a contract.

Brenda Campbell, Guthrie County Deputy Treasurer, presented the Fiscal Year 2022 Semi-Annual Report for Board review and approval.

Motion by Carney second by Grasty to accept Fiscal Year 2022 Semi-Annual Report. Motion carried: Ayes: 5 Nays: 0.

Board reviewed a payroll change notice for Ki Flemming, a new hire Jailer for the Sheriff's Office. He currently works for Oakdale

Motion by Grasty second by Lloyd to approve payroll change notice for Ki Flemming at \$20/hr. Motion carried: Ayes: 5 Nays: 0.

Motion by Kuster second by Grasty to approve Resolution 22-03: Adair/Guthrie County Emergency Management Periodic Funds Transfer. Motion carried on a roll call vote: Lloyd: Aye, Kuster: Aye, Grasty: Aye, Carney: Aye, Dickson: Aye.

Motion by Grasty second by Lloyd to approve Resolution 22-04: Guthrie County Secondary Roads Department Periodic Funds Transfer. Motion carried on a roll call vote: Lloyd: Aye, Kuster: Aye, Grasty: Aye, Carney: Aye, Dickson: Aye.

Board discussed 28E Agreement for Heart of Iowa Region. Dickson does not agree that Dallas County has the sole control over the mental health region employees. One County has to employ the workers, the Region can't have employees. Dickson would like there to be some wording that the region has to have some say in the employees and that Dallas County can't just do what they want with the employees. Dickson would like to have another couple of weeks to figure out wording and discuss again.

Motion by Grasty second by Lloyd to table 28E Agreement with mental health for a couple of weeks. Motion carried: Ayes: 4 Nays: 1 (Carney).

Board reviewed 2022 Homestead Tax Credit, Military Exemption and Disabled Veteran Homestead Tax applications.

Motion by Carney second by Kuster to approve 2022 Homestead Tax Credit Applications as presented. Motion carried: Ayes: 5 Nays: 0.

Motion by Kuster second by Lloyd to approve 2022 Military Exemption Applications as presented. Motion carried: Ayes: 5 Nays: 0.

Motion by Lloyd second by Kuster to approve 2022 Disabled Veteran Homestead Tax Credit Applications as presented. Kuster asked if someone is able to receive the credit for more than one property? The Board would like to hold one until it is determined the credit is only being received on the

primary residence. Motion by Kuster second by Lloyd to amend the motion to approve 8 of the 9 2022 Disabled Veteran Homestead Tax Credits. Motion carried: Ayes: 5 Nays: 0.

Motion by Kuster second by Grasty to approve Samuels Group Pay App #20 in the amount of \$281,704.51. Motion carried: Ayes: 5 Nays: 0.

Motion by Kuster second by Carney to table shive hattery invoices. Motion carried: Ayes: 5 Nays: 0.

Motion by Grasty second by Kuster to table all makes, Camblin Mechanical and Clean Des Moines invoices. Motion carried: Ayes: 5 Nays: 0.

Motion by Kuster second by Grasty to approve claims from June 29, 2022 through July 12, 2022 in the amount of \$486,454.19

Motion by Carney second by Lloyd to approve minutes from July 5, 2022 as amended. Motion carried: Ayes: 5 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 11:42 a.m. until its regularly scheduled meeting on Tuesday, July 19, 2022. Motion by Kuster second by Grasty. Motion carried: Ayes: 5 Nays: 0.

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Mike Dickson, Chair  
Guthrie County Board of Supervisors

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Attest: Dani Fink,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

July 19, 2022

The Guthrie County Board of Supervisors met this 19th day of July, 2022, 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, Jerome "J.D." Kuster and Jack Lloyd. Mike Dickson was absent from the meeting.

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

Motion by Grasty Second by Lloyd to approve Agenda for July 19, 2022. Motion carried: Ayes: 4 Nays: 0.

Board recited the Pledge of Allegiance.

Brad Halterman, Guthrie County Conservation Director, presented minutes from the June 8, 2022 Conservation Board meeting.

Brandon Thompson, Guthrie County Facilities Manager, presented building specifications and bid letting for a Transfer Station Maintenance Building. Thompson is looking for approval from the Board on the specifications and notice to bidders. He would like to have it published for a bid deadline of August 5, 2022.

Motion by Grasty second by Lloyd to approve building specifications for Transfer Station Maintenance Building. Motion carried: Ayes: 4 Nays: 0.

Motion by Grasty second by Carney to approve notice to bidders for Transfer Station Maintenance Building. Motion carried: Ayes: 4 Nays: 0.

Josh Sebern, Guthrie County Engineer, discussed the roadside mowing contract cancellation initiated by Steve Eischeid. Sebern stated that the cancellation notice is within the required timeline, and that the contract was set to end after 2022. Sebern stated that he has considered taking on the roadside mowing within Secondary Roads, but he had not gotten to the labor side of how to take that on. There is one mowing left for the season, and the Board discussed if that third mowing is necessary.

Motion by Grasty second by Lloyd to accept cancellation on roadside mowing contract with Steve Eischeid Motion carried: Ayes: 4 Nays: 0.

Sebern discussed TIF expenditure planning. Sebern stated that he is looking into a study of White Pole Road to review the structure of the base, and next steps. Sebern has met with Veenstra & Kim to outline what he wants to look at, and they will put together a cost estimate for the study.

Sebern presented a Payroll Change Notice for Tracy Foster, who is changing positions from truck driver to road grader.

Motion by Grasty second by Carney to approve Payroll Change Notice for Tracy Foster in the amount of \$25.59/hr. Motion carried: Ayes: 4 Nays: 0.

Sebern provided a Secondary Roads Department update.

Board reviewed a draft resolution to declare EMS an Essential Service.

EMA rental agreement, agreement for estimated 25% of utilities was approved by the Adair and Guthrie County Emergency Management Commission. Bob Kempf, EMA Director, is reviewing how other organizations handle space rentals.

Motion by Kuster second by Grasty to approve 2022 Disabled Veteran Homestead Tax Credit. Motion carried: Ayes: 4 Nays: 0.

Motion by Carney second by Grasty to pay invoices for All Makes in the amount of \$1500.00 and Clean Des Moines in the amount of \$5800.00. Motion carried: Ayes: 4 Nays: 0.

Board reviewed a payroll change notice for Roger Willms who is a new hire truck driver at the Transfer Station.

Motion by Kuster second by Lloyd to approve payroll change notice for Roger Willms in the amount of \$22.50/hr. Motion carried: Ayes: 4 Nays: 0.

Motion by Carney second by Kuster to approve minutes from July 12, 2022 as amended. Motion carried: Ayes: 4 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 11:30 a.m. until its regularly scheduled meeting on Tuesday, July 26, 2022. Motion by Lloyd second by Carney. Motion carried: Ayes: 4 Nays: 0.

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Jerome “J.D.” Kuster, Vice Chair  
Guthrie County Board of Supervisors

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Attest: Dani Fink,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

July 26, 2022

The Guthrie County Board of Supervisors met this 26th day of July, 2022, 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, Jerome “J.D.” Kuster and Jack Lloyd.

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

Motion by Grasty Second by Lloyd to approve Agenda for July 26, 2022. Motion carried: Ayes: 5 Nays: 0.

Board recited the Pledge of Allegiance.

Chip Schultz, Northland Public Finance, presented proposed financing for dispatch radio consoles. Schultz recommended obtaining financing through local bank placement. A public hearing would be required for the financing since emergency radio equipment is considered an essential county service by Iowa Code. Schultz proposed an interest rate of 2.5% with net funding of \$820,000 for five years, for a gross total debt of \$923,000. Motorola previously sent over lease to own options, and for their 5-year option it would cost the county a gross total debt of \$970,228, with a 4.470% interest rate. Board expressed that this upgrade is needed, but is hesitant to add more debt to the County. Board will discuss again next week.

Jotham Arber, Guthrie County Health Services Director, presented a 28E Agreement with Audubon County for public health services. Arber provided department updates for public health, environmental health and the transfer station.

Motion by Kuster second by Lloyd to approve 28E Agreement with Audubon County. Motion carried: Ayes: 5 Nays: 0.

Josh Sebern, Guthrie County Engineer, presented Resolution 22-05: Participation in “Safe Streets and Roads for All” SS4A Grant Application. Sebern stated that in order to obtain grant funding through the State this Resolution needs approved.

Motion by Carney second by Grasty to approve Resolution 22-05: Participation in “Safe Streets and Roads for All” SS4A Grant Application. Motion carried on a roll call vote: Lloyd: Aye, Kuster: Aye, Grasty: Aye, Carney: Aye, Dickson: Aye.

Sebern presented a Secondary Roads Department Update.

Board reviewed a draft resolution for EMS as an Essential Service. The Board had a few questions on adding language to follow Iowa Code 422D. Grasty will check with the Brenna Bird, Guthrie County Attorney, and the Board will discuss again next week.

Board discussed space at the Health Services building that is currently occupied by Adair and Guthrie County Emergency Management. Bob Kempf, Adair and Guthrie County Emergency Management Coordinator, was instructed by the EMA Commission to draft a payment agreement, which is roughly 25% of the annual utility expenses at the Health Services building. The Board thinks that a simple rental agreement would be easier, and will have an agreement drawn up and approved to be presented to the EMA Commission at their September 15, 2022 meeting.

Motion by Carney second by Kuster to approve minutes from July 19, 2022 as amended. Motion carried: Ayes: 5 Nays: 0.

Motion by Kuster second by Carney to approve claims from July 13, 2022 through July 26, 2022 in the amount of \$310,504.36. Motion carried: Ayes: 5 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 11:03 a.m. until its regularly scheduled meeting on Tuesday, August 2, 2022. Motion by Kuster second by Lloyd. Motion carried: Ayes: 5 Nays: 0.

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Mike Dickson, Chair  
Guthrie County Board of Supervisors

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Attest: Dani Fink,  
Guthrie County Auditor

### Guthrie County Board of Supervisors

Regular Session

August 2, 2022

The Guthrie County Board of Supervisors met this 2nd day of August, 2022, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, and Jack Lloyd. Jerome "J.D." Kuster was absent from the meeting.

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

Motion by Grasty Second by Lloyd to approve Agenda for August 2, 2022. Motion carried: Ayes: 4 Nays: 0.

Board recited the Pledge of Allegiance.

Brian Hoffman, Guthrie County IT Administrator, asked for approval to purchase 40 hours of block time from Guthrie Center Communications (GCC). There are 2.4 hours remaining from the previous purchase and those hours will roll over. Carney asked if the contract with GCC needs to continue on since Hoffman hired a full time IT Specialist, and Hoffman stated that his goal would be to do more in house next year. Dickson stated that it would be nice to do more in house, but he doesn't want to pin down the County's own IT department if GCC is an option for back up.

Motion by Grasty second by Lloyd to approve Guthrie Center Communications block time agreement. Motion carried: Ayes: 4 Nays: 0.

Hoffman provided an IT Department update.

Nikki Carrick, presented a homestead application for 2022, which was originally received by the Iowa Department of Revenue (IDR). IDR recommended that since it was timely filed with them, the County should accept it.

Motion by Grasty second by Lloyd to approve 2022 Homestead Tax Credit as presented. Motion carried: Ayes: 4 Nays: 0.

Board discussed a draft resolution to declare EMS as an essential service. Board reviewed language, from Iowa Code 422D, to add to the resolution to specify that the Board is the appointing authority for an advisory council, and will coordinate with EMS to appoint members. This draft will go back to the County Attorney for review with the updated language.

Board reviewed a letter of engagement from Chip Schultz with Northland Public Finance so that they may provide the County with advice on the issuance of municipal securities in the capacity of placement agent. The Board would like advice on financing options for a communications system and dispatch radio console. The Board is checking with the County Attorney to determine if a bid letting process is required before entering into any purchase agreements on a communications and console project.

Motion by Grasty second by Dickson to approve letter of engagement with Northland Securities. Carney asked what the County is locked into with this engagement letter, Schultz explained that nothing is locked in, it is just a formality to be compliant with security regulations. Motion carried: Ayes: 4 Nays: 0.

Cody Lawrence, The Samuels Group, discussed floor repairs being needed from one of Lang Construction's trades. Lawrence has reached out to 3 different companies for bid amounts, and Excel Concrete Coatings came in with the lowest bid at an amount not to exceed \$25,000.00.

Motion by Carney second by Lloyd to approve bid, not to exceed \$25,000, from Elite Concrete Coatings. Motion carried: Ayes: 4 Nays: 0.

Lawrence provided an updated on the Law Enforcement Center project.

Motion by Carney second by Grasty to approve minutes from July 26, 2022 as presented. Motion carried: Ayes: 4 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 10:19 a.m. until its regularly scheduled meeting on Tuesday, August 9, 2022. Motion by Lloyd second by Carney. Motion carried: Ayes: 4 Nays: 0.

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Mike Dickson, Chair  
Guthrie County Board of Supervisors

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Attest: Dani Fink,  
Guthrie County Auditor