

2016-2017  
Guthrie County Board of Supervisors Meeting Minutes  
Meeting Place: Guthrie County Courthouse  
Guthrie County Board of Supervisors

Regular Session

July 5, 2016

The Guthrie County Board of Supervisors met in regular session with the following members present: Jerome Caraher, Tom Rutledge, Everett Grasty, Clifford Carney and Mike Dickson. The meeting began at 9:00<sup>AM</sup>.

Motion Grasty seconded Rutledge to approve the agenda. All ayes.

Stephen Patterson suggested the board consider a fee for large electronics such as computer towers, large copy machines, and large quantities from schools or businesses. Now there is only charge for monitors and televisions. Patterson also asked at the board to consider establishing a minimum interest fee of \$1.50. The board then discussed adding a late fee. Patterson said if that was done he would not want it to be excessive. The board asked that both items be put on 07/07/16's agenda. Patterson also shared recent correspondence from Bohlmann Sanitation with the board.

Minutes for 06/28/16 and 06/30/16 were reviewed and approved.

Motion Carney seconded Caraher to approve FY15-16 salaries for publishing. All ayes.

Josh Seben reviewed the plans for the Hungry Canyon project HC 14-3 to stabilize the creek beds using weirs. It has a projected cost of \$124,000.00 with an 80/20 split.

Motion Carney seconded Caraher to approve plans for the Hungry Canyon project HC 14-3. All ayes.

Sebern told the board that N54 was done and should be open today. Carney asked about road side mowing.

Tristen Richards asked when Julie Tallman would be considered full time. Jacki Sloss's last day was 07/01/16. The board said she would be considered full-time today, 07/05/16. Carney asked about the ad in the paper placed by Jacki Sloss regarding reducing services. Richards stated that they are no longer providing passports or hunting and fishing licenses especially when there are only two people in the office.

Motion Caraher seconded Carney to adjourn at 10:25<sup>AM</sup>. All ayes.

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Mike Dickson  
Chair – Guthrie County Board of Supervisors

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Attest: Jerri Christman  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

July 7, 2016

The Guthrie County Board of Supervisors met in regular session with the following members present: Jerome Caraher, Tom Rutledge, Everett Grasty, Clifford Carney and Mike Dickson. The meeting began at 9:00<sup>AM</sup>.

Motion Grasty seconded Caraher to approve the agenda. All ayes.

Carney arrived at 9:06<sup>AM</sup>.

Motion Carney seconded Grasty to establish a charge at the transfer station of \$.35/lbs. for large electronics over approximately 50 lbs. except for television and monitors. Ayes-Caraher, Grasty, Carney and Dickson. Absent Rutledge.

Motion Caraher seconded Carney to establish a \$5.00 late fee at the transfer station. Ayes-Caraher, Grasty, Carney and Dickson. Absent Rutledge.

Rutledge arrived at 9:36<sub>AM</sub>.

Matthew Ring with Nationwide spoke to the board about the County's 457 Plan. Nationwide would handle all aspects of the plan and the employees would be the direct contact for their own plans.

Motion Carney seconded Caraher to adjourn at 11:04<sub>AM</sub>. All ayes.

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Mike Dickson  
Chair – Guthrie County Board of Supervisors

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Attest: Jerri Christman  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

July 12, 2016

The Guthrie County Board of Supervisors met in regular session with the following members present: Jerome Caraher, Tom Rutledge, Everett Grasty and Clifford Carney. The meeting began at 9:01<sub>AM</sub>.

Motion Grasty seconded Caraher to approve the agenda. All ayes.

Joe Hanner gave the board Guthrie County Conservation Board minutes to review. Grasty asked when work would begin on the Greenbrier Creek bridge. Hanner said the end of July. Who recommended accepting the bid for the bridge was discussed as was the vandalism to the 2015 truck. Carney asked Hanner about conservation ground registered with the ASCS office. Hanner said he would like to handle all correspondence regarding it. Carney asked Hanner to stop by the ASCS office.

Diane Jackson introduced Ellen Ritter the new mental health coordinator.

Motion Grasty seconded Rutledge to appoint Ellen Ritter to the Central Iowa Recovery Board. All ayes.

Jackson asked for approval for additional emails so that HIPAA training could be tracked. She was not sure of the additional cost to the County.

Motion Rutledge seconded Caraher to approve the business associate agreement with Panora Telco. All ayes.

Minutes for 07/05/16 and 07/07/16 and mental health advocate expenses were reviewed and approved.

Claims in the amount of \$459,803.85 were reviewed and approved.

Motion Caraher seconded Rutledge to approve Brad Shirbroun's longevity raise to increase his salary from \$19.40/hr. to \$19.44/hr. effective 07/16/16. All ayes.

Possible interview questions and which candidate to interview for the recorder's position were discussed.

Motion Caraher seconded Rutledge to adjourn at 10:54<sub>AM</sub>. All ayes.

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Clifford Carney  
Vice Chair – Guthrie County Board of Supervisors

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Attest: Jerri Christman  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

July 14, 2016

The Guthrie County Board of Supervisors met in regular session with the following members present: Jerome Caraher, Tom Rutledge, Everett Grasty, Clifford Carney and Mike Dickson. The meeting began at 9:04<sub>AM</sub>.

Motion Grasty seconded Rutledge to approve the agenda. All ayes.

Dickson arrived at 9:11<sub>AM</sub>.

Sarah Gomez with MWP gave the board the 2016 Guthrie County Laborshed Analysis report to review. Several questions were asked about the report. Gomez will come back at a later time to review the report in greater detail and have some comparison data from surrounding Counties. Dickson asked if the County home was posted on the MWP website. Gomez said it was.

Stephen Patterson requested the board withdraw the transfer station scale bid form so that it can be revised to more accurately reflect the type of scale the County is interested in purchasing.

Motion Carney seconded Caraher to approve the withdrawal of the current transfer station scale bid form so that it can be revised. All ayes.

Dickson made the recommendation that the County have Nationwide be the sole 457 plan provider for the County.

Motion Dickson seconded Grasty to make Nationwide the County's sole provider of 457 plans and that any fees associated with rolling over the plans to Nationwide be covered by the County. All ayes.

The board discussed possible interview questions and which candidate to interview for the recorder's position.

Motion Caraher seconded Carney to adjourn at 10:46<sub>AM</sub>. All ayes.

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Mike Dickson  
Chair – Guthrie County Board of Supervisors

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Attest: Jerri Christman  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

July 19, 2016

The Guthrie County Board of Supervisors met in regular session with the following members present: Jerome Caraher, Tom Rutledge, Everett Grasty, Clifford Carney and Mike Dickson. The meeting began at 9:00<sub>AM</sub>.

Motion Grasty seconded Carney to approve the agenda. All ayes.

Stephen Patterson reviewed the revised transfer bid form for the transfer station scales.

Motion Caraher seconded Grasty to approve the revised transfer station scale bid form. All ayes.

Minutes for 07/12/16 and 07/14/16 were reviewed and approved.

Motion Grasty seconded Rutledge to approve Leroy White's longevity raise to increase his salary from \$19.53/hr. to \$19.57/hr. effective 08/17/16. Ayes: Caraher, Rutledge, Grasty and Carney. Nay: Dickson.

Motion Dickson seconded Grasty to approve the fireworks permit for Bill Jacoby. All ayes.

Dennis Flanery told the board that Jeanene Willms and Brianna Rutherford were those interested in the County home and they were present to give an update but that they were not quite ready to make an offer. Willms and Rutherford said they would like to turn the property into a venue for weddings and other special events. They reviewed their short-term and long-term goals. Willms told the board of a Brownstone grant the County could apply for that would pay for 100% of the asbestos removal in the buildings. The County would have to maintain ownership through the grant process and asbestos removal. Willms and Rutherford would be interested in purchasing the property later in 2016 and be running by the 2017 wedding season. Willms asked if there were any outstanding fines owed to the DNR. The board said there was not. The board plans to check into the grant and will keep all parties informed as to what it finds out.

Motion Rutledge seconded Caraher to adjourn until the interviews at 1:15<sub>PM</sub>. All ayes.

Motion Grasty seconded Rutledge to reconvene the board meeting at 1:14<sub>PM</sub>. All ayes.

Dickson explained to Rhonda Miller that she had the right to go into closed session under 21.5(1)(i). Miller requested the board go into closed session.

Motion Rutledge seconded Grasty to go into closed session at 1:17<sub>PM</sub> at the request of Rhonda Miller a candidate for the recorder's position pursuant to Iowa Code Section 21.5(1)(i). All ayes.

Motion Rutledge seconded Caraher to leave close session at 1:35 <sub>PM</sub>. All ayes.

Tristen Richard was informed about her right to request the board go into closed session. Richard declined going into closed session. The board asked Richard questions regarding the recorder's office and why she was the best candidate for the recorder's position. Judy Hilgenberg was present.

Hilgenberg said she thought Richard would make a great recorder and would do a good job and that she plans to come to the other interviews if they are open because whoever is in the position would work closely with her business.

Motion Rutledge seconded Caraher to adjourn at 2:29<sub>PM</sub>. All ayes.

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Mike Dickson  
Chair – Guthrie County Board of Supervisors

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Attest: Jerri Christman  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

July 26, 2016

The Guthrie County Board of Supervisors met in regular session with the following members present: Jerome Caraher, Tom Rutledge, Everett Grasty, Clifford Carney and Mike Dickson. The meeting began at 8:59<sup>AM</sup>.

Motion Grasty seconded Rutledge to approve the agenda. All ayes.

Dickson explained to Colleen Goddard that she had the right to go into closed session under 21.5(1)(i) for her interview. Goddard requested the board go into closed session.

Motion Carney seconded Caraher to go into closed session at 9:00<sup>AM</sup> at the request of Goddard a candidate for the recorder’s position pursuant to Iowa Code Section 21.5(1)(i). All ayes.

Motion Caraher seconded Rutledge to leave close session at 9:25 <sup>AM</sup>. All ayes.

Josh Sebern reviewed the plans for project no. LFM-SE285DT--7X-39, the Rose Acres Bridge.

Motion Rutledge seconded Carney to approve the plans for project no. LFM-SE285DT--7X-39. All ayes.

Sebern told the board he is purchasing right-of-way for the Menlo dump bridge project and asked the board if he could move forward with the Union 302 bridge, most of the materials have already been purchase it would either be paid with TIF or local dollars. Sebern also told the board that the rock haul started yesterday.

Motion Caraher seconded Carney to appoint Tristen Richard as the Guthrie County Recorder effective 07/26/16. Roll call vote: Ayes-Caraher, Rutledge, Grasty, Carney and Dickson. Caraher said all were good interviews but he felt he should go with experience.

Minutes for 07/19/16 and the treasurer’s annual report for FY15-16 were reviewed and approved.

Claims in the amount of \$189,414.71 were reviewed and approved.

The board received Alfred Meixner’s resignation as a Cass Township Trustee.

Motion Rutledge seconded Grasty to approve the Substance Abuse Prevention and Treatment Year End Report for 2016. All ayes.

Dickson gave an update from the Board of Health meeting saying that Partnership for Families funding for HOPES would only be to service children ages 0-3 instead of 0-5. Jotham Arber was in favor of continuing the program for ages 0-5.

Motion Rutledge seconded Caraher to adjourn at 10:48<sup>AM</sup>. All ayes.

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Mike Dickson  
Chair – Guthrie County Board of Supervisors

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Attest: Jerri Christman  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

July 28, 2016

The Guthrie County Board of Supervisors met in regular session with the following members present: Jerome Caraher, Tom Rutledge, Everett Grasty and Mike Dickson. The meeting began at 9:00<sup>AM</sup>. Rutledge arrived at 9:05<sup>AM</sup>.

Motion Grasty seconded Caraher to approve the agenda. All ayes.

Marty Arganbright and Mike Herbert reviewed information on a walk through metal detector and an x-ray inspection system. Arganbright said without someone manning the items they would be worthless. Caraher said at the last Courthouse safety meeting the judge said items like this would eventually be mandated. Rutledge asked what other smaller Counties were doing for security. Dickson said the walk through detector being manned for court days would be a good start. The board was in favor of buying the walk through metal detector on wheels and having it placed at the east entrance with all other entrances locked on court days. The board will review the process with Arganbright once it has been in use to discuss issues.

Arganbright said for the month of July there had been five tows, two accidents, 20 warnings, 29 tickets, 26 criminal charges, 17 criminal reports filed and four OWI. Arganbright also gave the board July activity reports and hours for Guthrie Center. Arganbright reviewed his office timesheets telling the board the reason for overtime is always noted and approved. Arganbright also told the board he may pay comp. time down at the end of the year.

Curtis Thornberry, David Garland and Zach Davis with Panora Telco updated the board about the County's IT. Garland reviewed the July IT report. Garland also told the board he was able to increase the County's email accounts for a small increase in the monthly charge. The board approved the additional email accounts since they are required for the HIPAA training the County is implementing. Dickson asked about a way to track employees' internet use. Thornberry recommended having an acceptable use policy and said that filters can be put into place to block certain things.

Stephen Patterson reviewed the issues as to why Koster Grain has assigned a new driver to the County. Also Jeff Koster has requested an increase in rates to a flat rate of \$315.00 per load effective 08/01/16 for a two year period. An increase had not be requested since 11/01/97. The board told Patterson to ask that the increase not take effect until 09/01/16 and that it continue through 12/31/16 to give the board time to look at other options. The fee increase will be put on 08/02/16 agenda.

Motion Caraher seconded Rutledge to accept Alfred Wessling's resignation from the Guthrie County Veteran Commission Board. All ayes.

Motion Rutledge seconded Caraher to appoint Barry Chalfant to the Guthrie County Veteran Commission Board with his term ending 06/30/19. All ayes

Brenda Rose proposed the board sell her the County home property for \$1.00 and she would then use the property for the Firefly Creek Ranch. Rose reviewed her background, what she would do with the property and her offer. Dickson told Rose he appreciated all the work she has done but there are required steps the County has to follow in order to sell property. Rutledge said that things are in process and the board has spoken to the County Attorney.

Tristen Richard told the board that the Guthrie Center post office plans to start doing passports. She also informed the board of her plans for her office saying that she will be putting together job descriptions for the part-time and full-time position and will be giving Julie Tallman a \$.50/hr. raise effective 07/28/16. Tallman was present and said she did not necessarily agree with the increase but would defer to Richard.

Motion Grasty seconded Rutledge to adjourn at 11:47<sup>AM</sup>. All ayes.

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Mike Dickson  
Chair – Guthrie County Board of Supervisors

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Attest: Jerri Christman  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

August 2, 2016

The Guthrie County Board of Supervisors met in regular session with the following members present: Jerome Caraher, Tom Rutledge, Everett Grasty and Mike Dickson. The meeting began at 9:00<sub>AM</sub>.

Motion Grasty seconded Caraher to approve the agenda. All ayes.

Josh Sebern reviewed the bridge replacement plans for the Union 302 bridge. Sebern estimated the total cost to be between \$180,000.00 - \$200,000.00.

Motion Dickson seconded Rutledge to approve the bridge replacement plans for project no. L-UN302T--73-39. All ayes.

Gus Construction was the apparent low bidder for the pavement patching project at a bid of \$508,000.00.

Motion Grasty seconded Rutledge to award contract for pavement patching for project no. FM-CO39(86)--55-39 to Gus Construction. All ayes.

Minutes for 07/26/16 and 07/28/16 were reviewed and approved.

Motion Grasty seconded Caraher to reappoint Karen Burchfield to the Region XII Regional Housing Authority Board of Directors. All ayes.

The board received Dean Whitehead's resignation as a Cass Township Trustee.

The board reviewed the invoice from Bob Josten for the work done in connection with the issuance of the County's \$10,000,000.00 GO bonds. Dickson requested that the detail for the invoice be attained.

The board reviewed the Heart of Iowa Community Services quarterly billing for payment.

Stephen Patterson was present for the Koster Grain action.

Motion Grasty seconded Rutledge to approve continuing at the current rates with Koster Grain for the month of August then to pay the flat fee of \$315.00 per load through 12/31/16. All ayes.

Patterson told the board that the pasture ground hydrant was leaking and asked if it was okay to have it fixed. The board had no issue with Patterson getting it fixed.

Possible equipment needs of private contractors were discussed for the hauling of garbage and recyclables.

Motion Rutledge seconded Grasty to adjourn at 10:16<sub>AM</sub>. All ayes.

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Mike Dickson  
Chair – Guthrie County Board of Supervisors

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Attest: Jerri Christman  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

August 4, 2016

The Guthrie County Board of Supervisors met in regular session with the following members present: Jerome Caraher, Everett Grasty, Clifford Carney and Mike Dickson. The meeting began at 9:00<sup>AM</sup>.

Motion Grasty seconded Caraher to approve the agenda. All ayes.

Josh Sebern reviewed the Gus Construction contract and purchase of right-of-way and construction easement with the board.

Motion Grasty seconded Dickson to approve contract and contractor's bond for pavement patching for project no. FM-CO39(86)--55-39 with Gus Construction. All ayes.

Motion Dickson seconded Grasty to approve the right-of-way purchases and the temporary construction easement related to the Beaver 33 bridge project. All ayes.

Sebern told the board he was going to contact Panora Telco regarding a panic button for main office.

Motion Grasty seconded Caraher to approve the fireworks permit for Jason and Shari Clark. All ayes.

Sale of the County home was discussed.

Motion Caraher seconded Carney to adjourn at 10:32<sup>AM</sup>. All ayes.

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Mike Dickson  
Chair – Guthrie County Board of Supervisors

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Attest: Jerri Christman  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

August 9, 2016

The Guthrie County Board of Supervisors met in regular session with the following members present: Jerome Caraher, Tom Rutledge, Everett Grasty, Clifford Carney and Mike Dickson. The meeting began at 9:00<sup>AM</sup>.

Motion Rutledge seconded Grasty to approve the agenda. All ayes.

Joe Hanner gave the board Guthrie County Conservation Board minutes to review. There was discussion on conservation's 2009 truck, it has had two lifters go out so Hanner is researching fixing it or getting a new truck as directed by the conservation board. Hanner gave the board conservation's annual report for FY15-16 to review. Hanner requested that \$70,147.00 be amended back into the FY16-17 budget a large percentage of this amount is related to FEMA projects not finished in the previous year. Hanner asked that \$455.00 be transferred from the General Basic Fund into the Conservation Reserve fund and that \$15,924.00 of the General Basic funds be restricted for RRVT maintenance.

Dickson asked if Hanner could let the board know what he received in FEMA funds and what is left to expend on the projects in the current fiscal year.

Dickson opened bids for the scales at the transfer station. Bids will be reviewed by the board and bid approval will be put on the 08/11/16 agenda.



Minutes for 08/02/16 and 08/04/16 and the sheriff's quarterly report for the period ending 09/30/15 were reviewed and approved.

The treasurer's office submitted a tax statement in the County's name for conservation for review. Since the land is rented for profit the board directed conservation be given the statement for payment.

Mary Benton discussed habitual trespassing per Iowa Code Section 169C.6 with the board with possible action to be scheduled on a future board agenda.

Jotham Arber told the board he received a \$10,000.00 grant for infectious disease control. Four breathing units were purchased that can be used by other entities if needed. Arber also told the board they were right on track with their budget and the MCO billing was caught up.

Dickson updated the board on his meeting with the IID relating to how Two Rivers showed premium amounts in the past. Dickson said that the board needed to discuss a restitution amount.

Motion Grasty seconded Rutledge to go into close session per Iowa Code 21.5(c) to discuss strategy relating to pending litigation at 10:15<sub>AM</sub>. All ayes.

Motion Grasty seconded Rutledge to leave closed session at 10:37<sub>AM</sub>. All ayes.

The board reviewed the scale bids.

Grasty left at 10:56<sub>AM</sub>.

Rutledge left at 11:34<sub>AM</sub>.

Motion Carney seconded Caraher to adjourn at 11:55<sub>AM</sub>. All ayes.

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Mike Dickson  
Chair – Guthrie County Board of Supervisors

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Attest: Jerri Christman  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

August 11, 2016

The Guthrie County Board of Supervisors met in regular session with the following members present: Jerome Caraher, Tom Rutledge, Everett Grasty, Clifford Carney and Mike Dickson. The meeting began at 9:00<sub>AM</sub>.

Motion Grasty seconded Carney to approve the agenda. All ayes.

Jake Kleine with Scales Sales and Service was present to answer question about his scale bid. Kleine explained the difference in his intercom system. There was discussion on the differences between brands of scales. Carney asked Kleine what his preference in scales was concrete or steel. Kleine said concrete unless you needed to have the scales up and running as quickly as possible. Kleine's bid has an optional item of bollards listed for \$1,150.00. The board was in favor of adding these. Kleine said they would do the wing wall as part of the bid.

Motion Carney seconded Grasty to approve the bid from Scales Sales and Service adding the bollards and including the wing wall for a total price of \$105,750.00. All ayes.

Joe Hanner gave the board a report showing a FY16-17 budget amendment request of \$70,147.00 which is the amount that remained unused for the conservation budget as of 06/30/16 and the FEMA revenue received to date and the FEMA related projects' expenses and expected additional expenses.

Motion Grasty seconded Caraher to approve the conservation annual report for FY15-16. All ayes.

Motion Grasty seconded Rutledge to approve Resolution 17-01: to transfer \$455.00 from General Basic to the Conservation Reserve Fund. Roll call vote: Ayes-Caraher, Rutledge, Grasty, Carney and Dickson.

Motion Rutledge seconded Grasty to restrict \$15,924.00 of the General Basic Fund for RRVT maintenance. All ayes.

The sheriff's quarterly report for the periods ending 12/31/15 and 03/31/16 were reviewed and approved.

Ron Allen and Brandon Thompson asked the board about hiring part-time temporary help for approximately a 90 day period while staff is going to have to be gone. It would be for approximately 20 hours per week. The board gave permission to post the opening with a salary of \$12.00/hr. The board told Allen and Thompson how nice the new ramp and railing looked.

Mary Benton advised the board on steps that needed to be taken to sell the County home. A resolution will be put on next week's agenda.

Grasty left at 10:54<sup>AM</sup>.

Motion Caraher seconded Rutledge to adjourn at 11:05<sup>AM</sup>. All ayes.

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Mike Dickson  
Chair – Guthrie County Board of Supervisors

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Attest: Jerri Christman  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

August 16, 2016

The Guthrie County Board of Supervisors met in regular session with the following members present: Jerome Caraher, Tom Rutledge, Clifford Carney and Mike Dickson. The meeting began at 9:01<sup>AM</sup>.

Motion Carney seconded Caraher to approve the agenda. All ayes.

Motion Rutledge seconded Carney to table Resolution 17-02: decision regarding habitual trespass of cattle on public roadways pursuant to Iowa Code 169C.6. All ayes.

Motion Caraher seconded Carney to approve Resolution 17-03: intent to convey former County home building and surrounding grounds and to give notice thereof. Roll call vote: Ayes-Caraher, Rutledge, Carney and Dickson. Absent-Everett Grasty.

Josh Sebern opened the bid for project no. LFM-SE285DT--7X-39, Rose Acres project from Gus Construction. Sebern opened the bid for the Hungry Canyons project HC 14-3 from Gus Construction. The two bids will be reviewed and action taken on them on 08/18/16.

Motion Caraher seconded Carney to approve the bridge replacement plans for project no. BROS-CO39(83)--8J-39. All ayes.

Motion Carney seconded Caraher to approve the bridge replacement plans for project no. BROS-CO39(84)--8J-39. All ayes.

Minutes for 08/09/16 and 08/11/16 and the mental health advocate expenses were reviewed and approved. It was decided since the mental health advocate expenses are regional expenses they should be given to the CPC to be given to Dallas County.

Motion Rutledge seconded Carney to approve the fireworks permit for Shari Clark. All ayes.

Motion Rutledge seconded Carney to approve the disable veteran homestead tax credits as recommended by the assessor. All ayes.

Motion Carney seconded Caraher to approve the business property tax credits as recommended by the assessor. All ayes.

Motion Caraher seconded Rutledge to adjourn at 11:35<sup>AM</sup>. All ayes.

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Mike Dickson  
Chair – Guthrie County Board of Supervisors

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Attest: Jerri Christman  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

August 18, 2016

The Guthrie County Board of Supervisors met in regular session with the following members present: Jerome Caraher, Tom Rutledge, Clifford Carney and Mike Dickson. The meeting began at 9:01<sup>AM</sup>.

Motion Rutledge seconded Carney to approve the agenda. All ayes.

Brandon Thompson reviewed proposed updates for the elevator, adding a car door restrictor and installing a new travelling cable and phone to provide two way communication at an estimated cost of \$13,580.00. The board agreed the updates need to be made and told Thompson to move forward with them.

Josh Sebern recommended the board award the contract for project no. LFM-SE285DT--7X-39 to Gus Construction.

Motion Rutledge seconded Carney to award the contract for project no. LFM-SE285DT--7X-39 to Gus Construction. All ayes.

Sebern recommended the board table the decision on the Hungry Canyons project HC 14-3 until items could be reviewed further.

Motion Carney seconded Caraher to table the decision on the Hungry Canyons project HC 14-3. All ayes.

Bob Kempf provided the pros and cons of a joint Emergency Management Commission (EMC) between Adair and Guthrie Counties, a drafts of the proposed 28E agreement and the bylaws. Kempf explained a proposed change in how the funding would be provided. It was proposed that EMA (Emergency Management Agency) be funded through the County's General Supplemental levy and that the cities would no longer have to budget for EMA. Kempf said that the two Counties have been sharing the position since 2006 and it is felt combining the commissions would be a way to save money and simplify operations. Kempf explained the EMC would still approve the EMA budget that the board would then need to fund the EMA at the required amount. Now the funding is through the two Counties and the Cities in those Counties. Guthrie pays the requested amount out of General Basic now but Iowa Code allows it to pay EMA

out of General Supplemental so with the change of how the funding is handled Kempf told the board it could be levied for and paid through General Supplemental.

Claims in the amount of \$380,529.02 were reviewed and approved.

Dickson left a message for Mel Pins regarding the Iowa Brownfield Redevelopment Program and how it relates to the County home.

Motion Caraher seconded Rutledge to adjourn at 11:21<sub>AM</sub>. All ayes.

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Mike Dickson  
Chair – Guthrie County Board of Supervisors

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Attest: Jerri Christman  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

August 23, 2016

The Guthrie County Board of Supervisors met in regular session with the following members present: Jerome Caraher, Tom Rutledge, Clifford Carney and Mike Dickson. The meeting began at 9:00<sub>AM</sub>.

Motion Carney seconded Rutledge to approve the agenda. All ayes.

Mary Benton told the board that the sheriff’s office being repeatedly contacted with complaints of Leonard Shelley’s cattle being on the road has led to the presentation of evidence to the board so that it could determine if habitual trespassing of cattle on public roadways is present per Iowa Code Section 169C.6. This code section gives the board the authority to declare a situation of habitual trespass. Janice Ross, a West Central School bus driver, drives the route which includes Victory Trail and 315<sup>th</sup> said that on any given day you see anywhere from one cow to a herd of cattle out and told of one incident where she had to slam on the brakes to keep from hitting a cow. Ross has been driving the route for four years and it has been a constant problem and felt the fencing in the area was in terrible shape. Kevin Partlow said he had sent photos which the board had showing the cattle out and that he has lived with Shelley’s cattle being out his entire life. Benton asked which areas have fencing issues, there was a map with nine areas marked. Partlow said 1, 2, 3, 4, 5, and 9 were bad and 6, 7 and 8 were not so bad. Jeremy Bennett had gathered the dispatch logs for the last 12 months and there had been 10 calls about Shelley’s cattle being out. Preston Drake reviewed photos he had sent and said he felt all fencing needed to be addressed and cattle could probably get out from all of them. Drake said now he is checking his cornfield twice a day for Shelley’s cattle. Arganbright said he had spoken to Shelley about the proceeding and that we all need to keep our fences up and Shelley has never denied it has been his cattle. Bennett said the photos depict that the fences need immediate attention and should be upgraded. Dickson said the board needs to make a decision on whether habitual trespassing on the County roads has occurred. Dickson then asked Shelley if his cattle have been out more than three times in the last 12 months. After being asked several times Shelley said they had.

Motion Rutledge seconded Carney to approve Resolution 17-02: finding habitual trespass of livestock onto public roadway in Penn Township. Roll call vote: Ayes-Caraher, Rutledge, Carney and Dickson. Absent-Grasty.

Josh Sebern recommended to the board that it reject the bid for project HC14-3 and let it again with the time line extended and see if someone bids that might have a less expensive construction method that would lower the cost of the project.

Motion Carney seconded Caraher to reject the bid for project HC 14-3. All ayes.

Motion Carney seconded Rutledge to approve Nic Chance's longevity raise to increase his salary from \$19.69/hr. to \$19.73/hr. effective 09/28/16. Ayes: Caraher, Rutledge and Carney. Nay: Dickson.

Motion Rutledge seconded Carney to approve William Rouse's longevity raise to increase his salary from \$19.53/hr. to \$19.57/hr. effective 09/13/16. Ayes: Caraher, Rutledge and Carney. Nay: Dickson.

Motion Rutledge seconded Carney to approve Matt Parker's longevity raise to increase his salary from \$19.53/hr. to \$19.57/hr. effective 09/07/16. Ayes: Caraher, Rutledge and Carney. Nay: Dickson.

Tristen Richard told the board she has appointed Julie Tallman as the deputy recorder and will be increasing her salary to 68% of the recorder's salary or \$33,721.20 effective 08/29/15. Richard also spoke to the board about her part time position.

Minutes for 08/16/16 and 08/18/16 were reviewed and approved.

Dickson told the board he had contacted Mel Pins with the Iowa Brownfield Redevelopment Program and the County home does not qualify for the program for asbestos removal. Dickson also told the board that Jotham Arber had contacted him about the utility usage at the public health building. It appears one of the renters may have increased its usage recently. The board said Arber should speak to the renter about the increased usage.

Motion Caraher seconded Rutledge to adjourn at 11:45<sup>AM</sup>. All ayes.

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Mike Dickson  
Chair – Guthrie County Board of Supervisors

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Attest: Jerri Christman  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

August 25, 2016

The Guthrie County Board of Supervisors met in regular session with the following members present: Jerome Caraher, Clifford Carney and Mike Dickson. The meeting began at 9:00<sup>AM</sup>.

Motion Caraher seconded Carney to approve the agenda. All ayes.

Marty Arganbright gave the board monthly reports to review. Arganbright told the board a new steel door has been put in at the outside entrance of the sheriff's office with keypad entry, new cameras are being put in on the second floor of the courthouse, and the dispatch center is done. Kent Gries has his new vehicle and a transmission had to be put in the 2012 Tahoe. There was discussion on how individuals need to gain access into the courthouse for night meetings since they should not be gaining access through the sheriff's office unless a deputy is present.

Dean Porter asked the board about having a bible reading marathon on the courthouse lawn starting on 09/06/16. Those present didn't have any issue with it but wanted to check with the county attorney and wanted to have a full board present before a decision was made. It will placed on the 08/30/16 agenda.

The board received a resignation from Cass Township Trustee, Tom Meinecke.

David Garland, Andrew Randol, and Curtis Thornberry gave an IT update.

Correspondence from Denise Ballard regarding an upcoming temporary reduction in the health insurance premium do to Insurer Fee Suspension. The board asked that the additional amount resulting from the reduction be put into the self-funding fund and that premiums not be changed mid-year.

Motion Carney seconded Caraher to adjourn at 11:24<sub>AM</sub>. All ayes.

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Mike Dickson  
Chair – Guthrie County Board of Supervisors

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Attest: Jerri Christman  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

August 30, 2016

The Guthrie County Board of Supervisors met in regular session with the following members present: Jerome Caraher, Tom Rutledge, Everett Grasty, Clifford Carney and Mike Dickson. The meeting began at 9:00<sub>AM</sub>.

Motion Grasty seconded Rutledge to approve the agenda. All ayes.

Stephen Patterson told the board he had email communication with a representative of the Diamondhead Sanitary District regarding requests made by LBMC regarding services being shut off for those not paying their LBMC fees. Patterson also told the board he plans to request a list of the County’s responsibility in the process of removing and putting in the new scales at the transfer station.

Minutes for 08/23/16 and 08/25/16 and the veteran affairs commission report for the quarter ending 06/30/16 were reviewed and approved.

Claims in the amount of \$415,261.49 were reviewed and approved.

Dean Porter spoke to the board about the bible reading marathon he wants to have on the courthouse’s lawn. Porter said there will possibly be stations set up at the different corners of the lawn and it could start 09/06/16 or 09/08/16. Dickson said he had spoken to the County Attorney who had no issues but the board will have to treat all the requests the same to be fair. The board had no issues with the reading and gave its permission for it to be held on the courthouse lawn.

Motion Dickson seconded Grasty to approve the right-of-way purchase agreements. All ayes.

Josh Sebern gave a road department update.

Jotham Arber spoke to the board about the drastic increase in public health’s utility bill. The increase is thought to be due to usage by Genesis, a renter. Ellen Ritter will speak to Genesis about the usage and its business hours. The board said it would ask Brandon Thompson to look at the air conditioning unit and thermostat to see if there are any problems.

Dickson asked Arber how public health worked with the schools on the issue of head lice. Arber said the school has jurisdiction and they provide services as requested by the school nurse.

Motion Rutledge seconded Caraher to adjourn at 10:47<sub>AM</sub>. All ayes.

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Mike Dickson  
Chair – Guthrie County Board of Supervisors

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Attest: Jerri Christman  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

September 1, 2016

The Guthrie County Board of Supervisors met in regular session with the following members present: Jerome Caraher, Tom Rutledge, Everett Grasty, Clifford Carney and Mike Dickson. The meeting began at 9:00<sup>AM</sup>. Rutledge arrived at 9:04<sup>AM</sup>.

Motion Grasty seconded Caraher to approve the agenda. All ayes.

A public meeting was held regarding the conveyance of the property formerly known as the County home. Dickson said he didn't believe a decision would be made today but the board would discuss what it wanted to sell/convey. Both parties wanted access to the pond so it could be split off with the buildings since it would be a liability to the County if the County kept possession of it. Dickson asked if the board was in agreement to convey approximately 30 acres including the pond. All were in agreement. Dickson said that the current farm rental agreement would remain in place until the end of the agreement. Carney said that Dickson had spoken with Mel Pins regarding the Iowa Brownfield Redevelopment Program previously brought up by Jeannene Willms. The County home does not qualify for this asbestos removal grant. Dennis Flannery said that an interim party such as the development group could purchase the property for an interested party apply for the grant then sell the property to the interested party, he had been told \$50,000.00 would take care of a large project but it was uncertain as to the amount of asbestos, an inspection would cost \$1,000.00-\$2,000.00. Flannery who was present representing Willms and Brianna Rutherford read their proposal which included a request of 40 total acres and the seller being responsible for the removal of asbestos in the old section of the County home and the seller ensuring water pipes are in proper working order within the new section of the County home with an offer of \$25,000.00. Flanery said his clients wanted 40 acres and he would not advise them to move forward without it. The inclusion of approximately 10 acres of farm ground was discussed and the price being paid for it. Flanery said that his clients were taking on risk that offset the price being paid. Dickson said the County in the agreement would take on the liability of the asbestos removal and the pipes. Flanery said there was still a significant amount of liability for this clients. Grasty stated the other interested party was willing to take on all the liability. Brenda Rose reviewed her offer which was for 7 acres including the buildings with the purchaser paying the costs for the abstract, survey, closing as well as costs associated with all inspections and required repairs with an offer of \$1.00. There was discussion again on how many acres each supervisor was in favor of selling. Caraher said he felt they were obligated to do the asbestos test to be fair to everyone. Rutledge agreed saying at least everyone would know. Flanery suggested they contact the DNR to get an inspector approved by it. Grasty and Carney agreed to the inspection.

Motion Grasty seconded Rutledge to table Resolution 17-04: approving conveyance of real estate formerly used as the Guthrie County Home. Roll call vote: Ayes-Grasty, Rutledge, Caraher, Carney and Dickson.

Ron Allen and Brandon Thompson reviewed a bid for automatic door openers for the north set of doors on the east entrance. The cost of the project is \$4,400.00. The board told Allen to move forward with the project.

Josh Sebern spoke to the board about a section of right-of-way with no established road. Sebern will check into the questions that came from the discussion.

Motion Grasty seconded Carney to adjourn at 10:47<sup>AM</sup>. All ayes.

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Mike Dickson  
Chair – Guthrie County Board of Supervisors

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Attest: Jerri Christman  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

September 6, 2016

The Guthrie County Board of Supervisors met in regular session with the following members present: Jerome Caraher, Tom Rutledge, Everett Grasty, Clifford Carney and Mike Dickson. The meeting began at 9:00AM.

Motion Grasty seconded Carney to approve the agenda. All ayes.

Josh Sebern requested approval of the contract for bridge replacement project LFM-SE285DT--7X-39 with a cost of \$267,000.00.

Motion Carney seconded Rutledge to approve the contract and contractor’s performance bond with Gus Construction for bridge replacement project number LFM-SE285DT--7X-39. All ayes.

Sebern told the board that do to the amount of rock hauled to Randy Spark’s road that they do not plan to overhaul the road completely so that all the rock is not lost but plan to work on the road and ditches. Sparks wanted a guarantee there would be no frost boils in the spring. Sebern said if the board wanted a complete overhaul done it could direct him to do one. Rutledge said to start by cleaning the ditches and see how that works. In regards to the right-of-way with no established road, Sebern said the County is not obligated to provide access to every parcel and the County may not be obligated to build a road it could be vacated with it being reshaped and then it would no longer be the County’s responsibility. Dickson asked Sebern to review the issue with the County Attorney’s Office.

Minutes for 08/30/16 and 09/01/16 were reviewed and approved.

Motion Dickson seconded Grasty to approve the fireworks permit for Allen Neal. All ayes.

Bob Kempf spoke to the board about a letter in support of the consolidation of the emergency management commissions for Adair and Guthrie Counties. Kempf said that this is how the commission has been running and the steps being taken would just formalize it so that there could be savings in money and time. Kempf said the consolidation and the funding stream were two different issues. The letter of support will be placed on the 09/08/16 agenda.

Rutledge told the board he had an inspector coming to the County home at 9:30AM tomorrow to get an estimate for the cost of the asbestos inspection. If the board wants to move forward the inspector could do it next week. Rutledge has also left a message for Mel Pins asking about the turnaround time for the inspection results.

Motion Caraher seconded Carney to adjourn at 10:15AM. All ayes.

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Mike Dickson  
Chair – Guthrie County Board of Supervisors

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Attest: Jerri Christman  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

September 8, 2016

The Guthrie County Board of Supervisors met in regular session with the following members present: Jerome Caraher, Tom Rutledge, Everett Grasty, Clifford Carney and Mike Dickson. The meeting began at 9:00AM.

Motion Grasty seconded Rutledge to approve the agenda. All ayes.



Josh Sebern asked the board to approve a TIF windfarm advance request of \$675,000.00. Sebern said that he was paying the Rose Acres Bridge out of the TIF funds and proposed getting through the highway project and the Menlo Dump Bridge then doing a report to show what has been done and see where future funds will be spent.

Motion Carney seconded Grasty to approve the windfarm TIF advance request of \$675,000.00. All ayes.

Mike Herbert asked that another copy of the memo of understanding between IDOC and Guthrie County be signed since the previous signed copy had been misplaced.

Motion Carney seconded Grasty to approve the annual urban renewal report for FY15-16. All ayes.

Motion Grasty seconded Rutledge to approve the letter of support of the EMA commissions of Guthrie and Adair Counties consolidating. All ayes.

Rutledge reviewed the quote for asbestos inspection, the total cost for the inspection would range from \$2,500.00 - \$3,500.00. The board decided not to move forward with the inspection at this time.

Dickson said that Tim Smith had called him expressing an interest in the 40 acres at the County home if that is what the board decides to sell.

Stephen Patterson updated the board on the Diamondhead Sanitary District and LBMC issues and the transfer station scales. The old scales will be torn out October 3-4 with installation October 5-7 electrical work will be done on October 10<sup>th</sup>.

Rutledge left at 10:26<sup>AM</sup>.

Motion Carney seconded Caraher to adjourn at 10:35<sup>AM</sup>. All ayes.

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Mike Dickson  
Chair – Guthrie County Board of Supervisors

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Attest: Jerri Christman  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

September 13, 2016

The Guthrie County Board of Supervisors met in regular session with the following members present: Jerome Caraher, Tom Rutledge, Everett Grasty, Clifford Carney and Mike Dickson. The meeting began at 9:00<sup>AM</sup>.

Motion Grasty seconded Rutledge to approve the agenda. All ayes.

Joe Hanner gave the board Guthrie County Conservation Board minutes to review. Carney asked about a portion of the RRVT being moved and the IRVM plan. Hanner said the approximately 450 feet of trail being moved is an area between two bridges where there is erosion, several options were reviewed and it was decided to move the trail to the right and the IRVM plan is an annual plan that is approved by the Conservation board. Hanner also told the board that Labor Day weekend camping numbers were decent and camping revenues seem to be on track with previous years.

Mary Benton spoke to the board about proceeding with the appointments of Cass Township trustees. Benton had been contacted by the township clerk with questions regarding a fence dispute and trustees need to be in place to move forward.

Minutes for 09/06/16 and 09/08/16 and mental health advocate expenses were reviewed and approved.

Claims in the amount of \$887,362.69 were reviewed and approved.

Motion Rutledge seconded Grasty to approve Randy Sheeder's longevity raise to increase his salary from \$19.97/hr. to \$20.01/hr. effective 10/01/16. Ayes: Caraher, Rutledge, Grasty and Carney. Nay: Dickson.

Nikki Carrick said that no action has been taken regarding whether County owned property is taxable or exempt if rented for profit. Dickson said since the farm ground at the County home is cash rented the County should be paying property tax on it. Carrick also told the board that she had a request for privatization of a parcel where they request their information is not listed publicly. She said the County currently has nine such parcels. Dickson requested she call the State to see what guidelines should be followed. Carrick said there should be a privatization policy which might fall under the conference board not the supervisors. Carrick will do additional research into the matter.

Chris Whitaker told the board he has issued 18 building permits with one pending and that Jim Laughery has resigned from the board of adjustment so the board needs to appoint a new member so that meetings can be held.

Tim Smith made an offer of \$40,000.00 for 40 acres at the County home. Smith asked about the asbestos inspection. Dickson said the board had decided not to move forward with it at this time. Rutledge said as long as it is not disturbed it is okay. Carney asked how he plans to use the property. Smith said he plans to use the out buildings for livestock and to do some work on the inside of the main building so it can be used. Smith was given information on the lagoons. Dickson told Smith the board has other offers to consider and needed to do what in the best interest of the County. Dickson asked Smith if the board decided to sell only the 30 acres and not the crop ground would he still be interested and if so how much would he be willing to pay. Smith said he would still be interest and would give \$32,000.00. The board plans to make a decision by the end of the month.

Grasty left at 10:49<sup>AM</sup>.

Tristen Richard told the board that she is planning on bringing hunting and fishing licenses back to the recorder's office. Richard said it was a service she wanted to be able to offer.

Motion Rutledge seconded Caraher to adjourn at 11:40<sup>AM</sup>. All ayes.

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Mike Dickson  
Chair – Guthrie County Board of Supervisors

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Attest: Jerri Christman  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

September 15, 2016

The Guthrie County Board of Supervisors met in regular session with the following members present: Tom Rutledge, Everett Grasty and Clifford Carney. The meeting began at 9:00<sup>AM</sup>.

Josh Sobek with Harvest Energy Solutions reviewed information on a power purchase agreement where his company would provide solar panels that would provide the County with some of its electricity with a possible savings of 10%-25%. The agreement would be for a 20 year period at the end of which the County could purchase the solar panels for a minimal amount. It was decided a full board would need to be present to make any decisions about the agreement.

Rutledge arrived at 9:29<sup>AM</sup>.

Motion Grasty seconded Rutledge to approve the agenda at 9:35<sup>AM</sup>.

Motion Grasty seconded Rutledge to appoint Janet Dickson to fill the term that is up 12/31/16 on the zoning board of adjustment. All ayes.

Motion Rutledge seconded Grasty to table the appointment of Cass Township trustees. All ayes.

The County home property was discussed.

Motion Rutledge seconded Grasty to adjourn at 10:14<sub>AM</sub>. All ayes.

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Clifford Carney  
Vice Chair – Guthrie County Board of Supervisors

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Attest: Jerri Christman  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

September 20, 2016

The Guthrie County Board of Supervisors met in regular session with the following members present: Jerome Caraher, Tom Rutledge, Everett Grasty, Clifford Carney and Mike Dickson. The meeting began at 9:00<sub>AM</sub>.

Motion Grasty seconded Rutledge to approve the agenda. All ayes.

Minutes for 09/13/16 and 09/15/16 and mental health advocate expenses were reviewed and approved.

Motion Grasty seconded Caraher to appoint Kevin Wirt and Ron Robson as Cass Township Trustees filling the terms of Dean Whitehead and Alfred Meixner respectively. All ayes.

Mary Benton spoke to the board about the process it would need to follow should it decide to sell the County home property by sealed bids.

Josh Sebern opened the bids for LFM-BE33T--7X-39 and L-UN302T--73-39. The only bid for the first project was from Gus Construction at \$534,632.58. The estimate for this project was \$536,519.00. The apparent low bidder for the second project was Cunningham-Reis Company with a bid of \$89,760.00. The estimate for the project was \$99,000.00.

Grasty asked why all the rock and gravel was being hauled by his house. Sebern said the roads had been damaged as part of utility installation. Dirt was being thrown back on the roads. In Dallas County the cables are being put in the ditch. Sebern said that there has not been this kind of problem in the past but that he planned to have the cables put in the ditch or make the company responsible for restoring the road back to its original condition. There was also discussion on the County’s driveway policy and Grasty gave two incidents where the rules were not followed and Grasty wanted to know if the policy was being followed consistently. Dickson said if the driveways aren’t done according to County specifications then the individual should be responsible for repairing them if there is a problem. Sebern is going to review the utility permit process and the driveway policy.

Motion Rutledge seconded Caraher to adjourn at 11:04<sub>AM</sub>. All ayes.

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Mike Dickson  
Chair – Guthrie County Board of Supervisors

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Attest: Jerri Christman  
Guthrie County Auditor

The Guthrie County Board of Supervisors met in regular session with the following members present: Jerome Caraher, Everett Grasty and Clifford Carney. The meeting began at 9:00AM.

Motion Grasty seconded Caraher to approve the agenda. All ayes.

Ryan Murphy with Iowa Workforce Development reviewed the Guthrie County Labor Shed report. Grasty asked why it was just Guthrie Center. Murphy said it depends on the County and it is left up to MWP in our case to determine which city to use, Stuart would have been the next largest city. Sarah Gomez with MWP spoke about a possible company coming to the area and said the labor shed study was used to help answer some of its questions. Gomez had a report of what had been done in Guthrie County over the past nine months but it contained some confidential information so if the supervisors were interested in reviewing the report they need to contact Gomez directly.

Connor Delaney with a party interested in creating a learning farm for a veterans' organization at the County home site spoke to the board. Delaney is scheduled on the board's agenda from 09/29/16 to further discuss the learning farm.

Brenda Rose told the board she was there to learn what it needed from her, what additional information it was looking for that she could provide. The board told her it was having the property surveyed that probably only the 30 acres would be for sale and once the survey was done it would set another public hearing to determine method of sale for the County home property.

Josh Sebern told the board the bids opened on 09/20/16 were reviewed and everything was in order, he recommended awarding the contracts to the low bidders.

Motion Grasty seconded Caraher to award the contract for LFM-BE33T--7X-39 to Gus Construction. All ayes.

Motion Carney seconded Caraher to award the contract for L-UN302-T--73-39 to Cunningham-Reis Company. All ayes.

Sebern said they are cleaning ditches and fixing sluffs and that they will be moving to Randy Sparks' road. Grasty wanted assurances that there would be no frost boils on Sparks' road. Sebern met with Panora Telco regarding damage being done while laying cable. The utility permit states roads will be reviewed before and after work and will be restored to original condition. Sebern will start reviewing all roads before and after work. Sebern said that others have damaged roads have not been held responsible for fixing the damage. Sebern said there are no changes needed to the utility permit policy. Sebern also said that the current entrance policy did not need to be changed. One of the driveways discussed on 09/20/16 was moved back to its original location the other was originally built 15 years ago and there are no records as to whether plastic pipe was approved at that time or not.

Mike Herbert told the board that the salesman did not recommend the wheels that came with the metal detector but recommended maintenance build a platform. Herbert said that signage for the courthouse has been ordered. Herbert said that once Marty Arganbright and the board decide how the detector is going to be manned it should be ready to use.

Motion Carney seconded Caraher to adjourn at 11:23AM. All ayes.

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Clifford Carney  
Vice Chair – Guthrie County Board of Supervisors

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Attest: Jerri Christman  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

September 27, 2016

The Guthrie County Board of Supervisors met in regular session with the following members present: Jerome Caraher, Tom Rutledge, Everett Grasty, Clifford Carney and Mike Dickson. The meeting began at 9:00AM.

Motion Caraher seconded Grasty to approve the agenda. All ayes.

Marci Schreck spoke to the board about the assignment of a County held tax sale property.

Motion Caraher seconded Carney to approve the requested assignment of a county held tax sale property to Tracy Clipperton for the back taxes and all related fees to assign the property. All ayes.

Minutes for 09/20/16 and 09/22/16 and the veteran affairs commission report for the quarter ending 09/30/16 were reviewed and approved.

Claims in the amount of \$193,652.62 were reviewed and approved.

Josh Sebern reviewed how TIF dollars have been spent, the remaining funds of the total possible indebtedness and possible future projects. Over the past 7 1/2 years 59 bridges have been repaired or replaced. Sebern said he could not continue at this pace and would like to present a proposal to address it in the future. Dickson asked if the TIF money is taken out if Sebern could foresee there would be enough money to maintain the infrastructure. Sebern said that it will be more manageable but his biggest worry were the highways since they are so expensive. Grasty requested a map showing bridges that will not be replaced and a report showing total patching costs for P28.

Motion Rutledge seconded Caraher to adjourn at 10:34AM. All ayes.

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Mike Dickson  
Chair – Guthrie County Board of Supervisors

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Attest: Jerri Christman  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

September 29, 2016

The Guthrie County Board of Supervisors met in regular session with the following members present: Jerome Caraher, Tom Rutledge, Everett Grasty, Clifford Carney and Mike Dickson. The meeting began at 9:00AM.

Motion Grasty seconded Carney to approve the agenda. All ayes.

Marty Arganbright gave the board the jail report, civil papers served and activity and hours for Guthrie Center for the month of September. Leora Laughery spoke to the board about using a different service for accepting debit and credit cards that would automatically transfer the information into her system. The board had no issue with the change. Arganbright told the board that Sparky’s in Bayard had been broken into again and that three Cities have sent money for law enforcement services: Casey, Menlo, and Bagley. Arganbright said he plans to start using the metal detector on 10/03/16 and that the west entrance will need to be closed. Arganbright said he would figure out a way to man it upfront but eventually someone would have to be hired to run it. There was discussion on when it would be used. It was originally stated that it would be manned on Mondays and Thursdays. Arganbright said eventually it will have to be manned full time. Laughery said it should be in operation when there are trials upstairs. Rutledge said the courthouse should go to one entry point whether the metal detector is in use or not, that a date should just be picked to

make the change. Carney asked that Arganbright report back to the board on how the first day of use goes. Arganbright invited the supervisors to ride with any of the deputies whenever they wanted.

David Garland and Curtis Thornberry gave an IT update. Rutledge asked Thornberry to contact Chris Whitaker about posting building permits on the County’s website.

Stephen Patterson gave the board an update on the scales project at the transfer station and told the board since the old scales have been taken out that it would be closed this Saturday.

Lyle Stewart, Beth Grabau, Major Philip Turner, Dr. Ray Meylor and Connor Delaney spoke to the board about their proposed use for the County home as an agricultural learning center for veterans and others.

Grasty left at 11:00<sub>AM</sub>.

Motion Rutledge seconded Caraher to adjourn at 11:17<sub>AM</sub>. All ayes.

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Mike Dickson  
Chair – Guthrie County Board of Supervisors

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Attest: Jerri Christman  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

October 4, 2016

The Guthrie County Board of Supervisors met in regular session with the following members present: Jerome Caraher, Tom Rutledge, Everett Grasty, Clifford Carney and Mike Dickson. The meeting began at 9:00<sub>AM</sub>.

Motion Grasty seconded Carney to approve the agenda. All ayes.

Josh Sebern requested approval of the contracts and contractors bond for projects L-UN302T--73-39 and LFM-BE33T--7X-39.

Motion Dickson seconded Grasty to approve the contract and contractor’s bond for LFM-BE33T--7X-39 with Gus Construction. All ayes.

Motion Carney seconded Rutledge to approve the contract and contractor’s bond for L-UN302T--73-39 with Cunningham-Reis Company. All ayes.

Minutes for 09/27/16 and 09/29/16 were reviewed and approved.

Motion Caraher seconded Rutledge to adjourn at 10:18<sub>AM</sub>. All ayes.

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Mike Dickson  
Chair – Guthrie County Board of Supervisors

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Attest: Jerri Christman  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

October 6, 2016

The Guthrie County Board of Supervisors met in regular session with the following members present: Jerome Caraher, Tom Rutledge, Everett Grasty and Clifford Carney. The meeting began at 9:00AM.

Motion Grasty seconded Carney to approve the agenda. All ayes.

Stephen Patterson updated the board on the installation of the transfer station scales. Rutledge suggest to Patterson to put signs up at the recycling bin areas to help reduce the dumping of unrecyclable items. Patterson suggested putting signs on the recyclables bins regarding the dumping of unrecyclable items. Rutledge has spoken with the sheriff's office and was told at some point a camera could be put up to catch violators.

Josh Sebern gave a brief road department update.

Rutledge left at 10:09AM to meet with those surveying the County home property.

Carney and Grasty discussed the MWP meeting they attended stating that issues with Sarah Gomez are being handled and with Greene County's reduction in dues the MWP budget will be approximately \$27,000.00 short.

Motion Caraher seconded Grasty to adjourn at 10:20AM. All ayes.

\_\_\_\_\_  
Clifford Carney  
Vice Chair – Guthrie County Board of Supervisors

\_\_\_\_\_  
Attest: Jerri Christman  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

October 11, 2016

The Guthrie County Board of Supervisors met in regular session with the following members present: Jerome Caraher, Tom Rutledge, Everett Grasty, Clifford Carney and Mike Dickson. The meeting began at 9:00AM.

Motion Carney seconded Grasty to approve the agenda. All ayes.

Joe Hanner gave the board Guthrie County Conservation Board minutes to review. Carney asked why health insurance was discussed. Hanner said that his new employee does not take the County's insurance and there was discussion if there was any compensation for that, there is not. Hanner was also asked about purchasing the more expensive truck. Hanner said the resale on the one purchased was thought to be better. Hanner told the board all 2015 flood projects are physically done.

The board received a letter from Jeannene Willms and Brianna Rutherford withdrawing their offer on the County home property.

Motion Grasty seconded Caraher to appoint Paul Wendl as a Cass Township Trustee filling the term of Tom Meinecke. All ayes.

Mary Benton told the board that the attorney appointed by ICAP for defense of a pending case has notified her that he also represents Two Rivers Insurance. There is no current conflict of interest but there could possibly be one in the future. Benton asked if the board wanted to move forward with the attorney currently appointed or have another attorney appointed.

Motion Caraher seconded Rutledge to have other counsel appointed for the pending case. All ayes.

Minutes for 10/03/16 and 10/05/16 were reviewed and approved.

Claims in the amount of \$150,833.90 were reviewed and approved.

Rutledge updated the board on the survey of the County home property saying the property lines don't have to be straight lines according to the surveyor the lay of the land is normally followed. The surveyor will mark both out for the board's review.

Motion Rutledge seconded Carney to approve the County substance abuse prevention services agreement with New Opportunities for the FY16-17. All ayes.

Motion Caraher seconded Carney to adjourn at 10:09<sub>AM</sub>. All ayes.

\_\_\_\_\_  
Mike Dickson  
Chair – Guthrie County Board of Supervisors

\_\_\_\_\_  
Attest: Jerri Christman  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

October 13, 2016

The Guthrie County Board of Supervisors met in regular session with the following members present: Jerome Caraher, Everett Grasty and Clifford Carney. The meeting began at 9:01<sub>AM</sub>.

Motion Grasty seconded Caraher to approve the agenda. All ayes.

Claims in the amount of \$56.33 were reviewed and approved.

Grasty informed the board of an accident on the bike trail.

Stephen Patterson updated the board on the scales at the transfer station.

Motion Caraher seconded Grasty to adjourn at 10:00<sub>AM</sub>. All ayes.

\_\_\_\_\_  
Clifford Carney  
Vice Chair – Guthrie County Board of Supervisors

\_\_\_\_\_  
Attest: Jerri Christman  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

October 18, 2016

The Guthrie County Board of Supervisors met in regular session with the following members present: Jerome Caraher, Tom Rutledge, Everett Grasty and Clifford Carney. The meeting began at 9:00<sub>AM</sub>.

Motion Grasty seconded Rutledge to approve the agenda. All ayes.



Minutes for 10/11/16 and 10/13/16 were reviewed and approved.

Motion Rutledge seconded Caraher to approve Resolution 17-05: interfund operating transfer to transfer \$44,826.31 from the General Basic Fund and \$856,943.31 from the Rural Services Fund to the Secondary Roads Fund. Roll call vote: Ayes- Caraher, Rutledge, Grasty and Carney. Absent-Dickson.

Josh Sebern reviewed an amendment to the Hungry Canyons Project Agreement to extend the project agreement one year from the original date of 12/31/16.

Motion Caraher seconded Grasty to approve amendment #2 to the Hungry Canyons Project Agreement to extend the deadline. All ayes.

Motion Caraher seconded Carney to adjourn at 9:41<sup>AM</sup>. All ayes.

\_\_\_\_\_  
Clifford Carney  
Vice Chair – Guthrie County Board of Supervisors

\_\_\_\_\_  
Attest: Jerri Christman  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

October 20, 2016

The Guthrie County Board of Supervisors met in regular session with the following members present: Jerome Caraher, Everett Grasty and Clifford Carney. The meeting began at 9:00<sup>AM</sup>.

Motion Grasty seconded Caraher to approve the agenda. All ayes.

Motion Carney seconded Grasty to approve Ryan Wheatley’s longevity raise to increase his salary from \$19.61/hr. to \$19.65/hr. effective 11/15/16. All ayes.

Motion Grasty seconded Caraher to adjourn at 9:56<sup>AM</sup>. All ayes.

\_\_\_\_\_  
Clifford Carney  
Vice Chair – Guthrie County Board of Supervisors

\_\_\_\_\_  
Attest: Jerri Christman  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

October 25, 2016

The Guthrie County Board of Supervisors met in regular session with the following members present: Jerome Caraher, Tom Rutledge, Everett Grasty, Clifford Carney and Mike Dickson. The meeting began at 9:00<sup>AM</sup>.

Motion Grasty seconded Rutledge to approve the agenda. All ayes.

Robert Ammann, with Elderbridge Agency on Aging reviewed their FY15-16 annual report with the board. The return on the County’s investment with Elderbridge for FY15-16 was 2850%. Ammann requested funding for FY17-18 of \$8,170.95 or \$2.85 per senior in Guthrie County per the 2010 census.

Motion Caraher seconded Grasty to approve Elderbridge Agency on Aging’s FY17-18 funding request of \$8,170.95. All ayes.

Minutes for 10/18/16 and 10/20/16 were reviewed and approved.

Claims in the amount of \$483,365.97 were reviewed and approved.

Stephen Patterson told the board that the new scales at the transfer station were up and running but that the stop and go lights were not up yet. Patterson gave the hauling fees from surrounding counties and proposed wording to put on the recyclable bin. The board was fine with the wording of depositing of non-recyclable items in or around the recycling bins is considered littering and may be prosecuted as such.

Patterson gave the board a copy of the current hauling agreement to review as a starting point in writing a RFP for hauling services for the transfer station. There was discussion as to whether it should be per load or per ton. Patterson said that if per ton pricing was requested that there would need to be two rates one for garbage and one for recycling. There was discussion on the minimum cubic yards of capacity and the number of axels that would be required for tractors and trailers. Rutledge was going to look into the requirements stated in the current agreement and get back with Patterson. Patterson will have a draft RFP for hauling services for the transfer station on 11/03/16 for the board to review.

Josh Sebern and Evan Subbert opened bids for the re-letting for HC14-3. Bids were opened and the apparent low bidder was J&K Contracting with a bid of \$101,030.00. Sebern and Subbert will review the bids and the contract will be awarded next week.

Rutledge told the board that the survey stakes were set at the County home and ready for the board’s review.

Motion Carney seconded Rutledge to adjourn at 10:40<sub>AM</sub>. All ayes.

\_\_\_\_\_  
Mike Dickson  
Chair – Guthrie County Board of Supervisors

\_\_\_\_\_  
Attest: Jerri Christman  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

October 27, 2016

The Guthrie County Board of Supervisors met in regular session with the following members present: Jerome Caraher, Everett Grasty and Clifford Carney. The meeting began at 9:00<sub>AM</sub>.

Motion Grasty seconded Caraher to approve the agenda. All ayes.

Marty Arganbright gave the monthly hours and activity reports for Guthrie Center to the board. Kent Gries and Arganbright spoke to the board about current scams and skimmers used to get credit card information. Gries showed the board examples of evidence that needs to be destroyed and reviewed the process that has to be followed to gain permission to destroy it.

Dave Garland gave the board an IT update. Garland was able to use the new wiring put in by Thinkspace to network a new printer in the Sheriff’s office. Garland suggested the board consider refreshing and updating the County’s website. The board asked for a quote on updating the website and Garland suggested to make the quote more accurate that department heads have input on what changes or information they would like posted for their departments. A meeting will be scheduled.

Andrew Randol thanked the board for having an engineer who has patience and was willing to work with Panora Telco. on the fiber project to come up with a solution that worked for the County and Panora Telco.

The survey of the County home was discussed. It will be put on the 11/01/16 agenda for a decision.

Motion Grasty seconded Carney to adjourn at 10:05<sup>AM</sup>. All ayes.

\_\_\_\_\_  
Clifford Carney  
Vice Chair – Guthrie County Board of Supervisors

\_\_\_\_\_  
Attest: Jerri Christman  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

November 1, 2016

The Guthrie County Board of Supervisors met in regular session with the following members present: Jerome Caraher, Tom Rutledge, Everett Grasty and Clifford Carney. The meeting began at 9:00<sup>AM</sup>.

Motion Grasty seconded Caraher to approve the agenda. All ayes.

The board discussed the survey for the County home property.

Motion Carney seconded Grasty to split the west line in half and go east to the existing fence for the survey line. All ayes.

Brenda Rose asked the board what its next step would be. The board said that once it had the legal description that the County Attorney would prepare a resolution that would set a public hearing where the board will decide the method of sale for the property. The board was asked about the status of the lagoons. They are currently in shutdown mode and a consultant has been hired to monitor them and submit the required monthly paperwork.

Minutes for 10/25/16 and 10/27/16 were reviewed and approved.

Motion Grasty seconded Caraher to approve the liquor license for Lake Panorama National. All ayes.

The board asked that Denise Ballard with Two Rivers Insurance be contacted regarding the County’s FY17-18 health insurance premiums.

There was discussion on whether the transfer station RFP should be per load or per ton.

Motion Grasty seconded Caraher to adjourn at 10:02<sup>AM</sup>. All ayes.

\_\_\_\_\_  
Clifford Carney  
Vice Chair – Guthrie County Board of Supervisors

\_\_\_\_\_  
Attest: Jerri Christman  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

November 3, 2016

The Guthrie County Board of Supervisors met in regular session with the following members present: Jerome Caraher, Tom Rutledge, Everett Grasty, Clifford Carney and Mike Dickson. The meeting began at 9:02<sup>AM</sup>.

Motion Rutledge seconded Carney to approve the agenda. All ayes.

Stephen Patterson gave the board the draft of the request for bid form for hauling of transfer station waste and recyclables. There was discussion on whether the bids should be per ton or per load. It was requested to add a sentence stating there would be no fuel surcharges and time for the opening was added.

Motion Rutledge seconded Grasty to approve the transfer station hauling request for bid form with the addition of a clause regarding no fuel surcharges and the opening time for the bids. Ayes-Caraher, Rutledge, Grasty and Dickson. Nay-Carney. Carney felt the bids should be on a per ton basis not a per load basis.

There was also discussion on the wing wall that was to be built at the transfer station.

Rutledge said he had spoken to the DNR representative and she will be doing a complete walk through of the lagoons at the County home and if anything needs to be done regarding its sale she will let him know.

Jotham Arber showed the board what the PAPR units looked like that were purchased with grant money. Arber reviewed this budget and possible budget amendments that may be needed for FY16-17. Arber told the board that they are only a month behind in payments for the MCOs, that he is in the process of moving toward JACHO accreditation, that he plans to work out an agreement for services with Panora Telco. for IT services for public health and that he has been asked to by the State to go to Washington DC to speak on the new State based regional system.

Caraher told Arber he has been a good hire for the County.

Motion Rutledge seconded Caraher to adjourn at 10:34<sup>AM</sup>. All ayes.

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Mike Dickson  
Chair – Guthrie County Board of Supervisors

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Attest: Jerri Christman  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

November 8, 2016

The Guthrie County Board of Supervisors met in regular session with the following members present: Jerome Caraher, Tom Rutledge, Everett Grasty, Clifford Carney and Mike Dickson. The meeting began at 9:00<sup>AM</sup>.

Motion Grasty seconded Rutledge to approve the agenda. All ayes.

Josh Sebern reviewed the Hungry Canyons contract for project HC 14-3.

Motion Carney seconded Caraher to award the contract for project HC 14-3 to J&K Contracting for total project price of \$101,030.00. All ayes.

Motion Rutledge seconded Carney to approve the end of probationary period increase for Wade Downing to increase his rate from \$16.54/hr. to \$17.54/hr. effective 12/13/16. All ayes.

Motion Rutledge seconded Carney to approve the end of probationary period increase for Chad Herron to increase his rate from \$16.54/hr. to \$17.54/hr. effective 12/13/16. All ayes.

Sebern told the board he continues to research the VanHouten issue.

Minutes for 11/01/16 and 11/03/16 were reviewed and approved.

Rutledge updated the board on the outstanding issues regarding the transfer station scales. The scales representative will help to make whatever issues are outstanding right and if additional training is needed it will be provided. A bigger window on the north end of the office at the transfer station was discussed but it was thought that new signage should be tried first and current issues should be addressed before a new window is considered.

Motion Caraher seconded Rutledge to adjourn at 10:37<sup>AM</sup>. All ayes.

\_\_\_\_\_  
Mike Dickson  
Chair – Guthrie County Board of Supervisors

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Attest: Jerri Christman  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

November 10, 2016

The Guthrie County Board of Supervisors met in regular session with the following members present: Jerome Caraher, Everett Grasty, Clifford Carney and Mike Dickson. The meeting began at 9:00<sup>AM</sup>.

Motion Grasty seconded Caraher to approve the agenda. All ayes.

Ron Allen asked the board about fixing the running boards on the pickup used by maintenance. The board had no issue with fixing the running boards.

Motion Caraher seconded Carney to adjourn at 10:15<sup>AM</sup>. All ayes.

\_\_\_\_\_  
Mike Dickson  
Chair – Guthrie County Board of Supervisors

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Attest: Jerri Christman  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

November 15, 2016

The Guthrie County Board of Supervisors met in regular session with the following members present: Jerome Caraher, Tom Rutledge, Everett Grasty, Clifford Carney and Mike Dickson. The meeting began at 9:00<sup>AM</sup>.

Motion Grasty seconded Carney to approve the agenda. All ayes.

Tristen Richards told the board she has hired Courtney Boblett as a part-time employee with hours of Monday – Friday, 11:30<sup>AM</sup> – 4:30<sup>PM</sup>.

Chris Whitaker reviewed a summary of zoning permits saying it was still a learning curve for people knowing they have to get a permit. Whitaker told the board it will need to have an updated County wide flood plain ordinance in place by April 2017 and that there is currently no plat of survey approval process. Whitaker is going to look at what other Counties are doing and propose a process to the board which pursuant to Iowa Code 354.8 will include board approval.

Carney reviewed a loan summary and actual and projected revenue for the wind farm TIF. Josh Sebern requested the board approve an advance request of \$625,000.00.

Motion Carney seconded Grasty to approve the wind farm TIF advance request of \$625,000.00. All ayes.

Sebern reviewed plans for project number FM-CO39-(88)--55-39, the Bagley Blacktop, P18. The estimated cost of the project is \$1,500,000.00. It will be a major overhaul of the road. Some culvert work will have to be done prior to the project.

Motion Caraher seconded Carney to approve the plans for project FM-CO39-(88)--55-39. All ayes.

The votes of the 11/08/16 General Election were canvassed and remain the same.

Minutes for 11/08/16 and 11/10/16 were reviewed and approved.

Janet Oberholtz asked if Country View Estates could have some cupboards and countertops from a mini kitchen in the basement of the County home. The board said that those who have looked at the property were told that it was available as is so nothing can be removed from the facility.

Motion Rutledge seconded Caraher to adjourn at 12:04<sub>PM</sub>. All ayes.

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Mike Dickson  
Chair – Guthrie County Board of Supervisors

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Attest: Jerri Christman  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

November 17, 2016

The Guthrie County Board of Supervisors met in regular session with the following members present: Jerome Caraher, Tom Rutledge, Everett Grasty, Clifford Carney and Mike Dickson. The meeting began at 9:00<sub>AM</sub>.

Motion Grasty seconded Rutledge to approve the agenda. All ayes.

Claims in the amount of \$1,018,845.41 were reviewed and approved.

Rutledge gave an update on the veteran’s memorial.

Marty Arganbright and Mike Herbert were asked how the metal detector is working. Both said it was working well. Arganbright also spoke about how mental health issues of County residents are affecting the workload in the Sheriff’s office. Krysty Kuelber-Melton explained the importance of plats in trying to determine who owns livestock that are out on the roads.

Grasty left at 10:01<sub>AM</sub>.

Motion Rutledge seconded Caraher to adjourn at 10:26<sub>AM</sub>. All ayes.

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Mike Dickson  
Chair – Guthrie County Board of Supervisors

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Attest: Jerri Christman  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

November 22, 2016

The Guthrie County Board of Supervisors met in regular session with the following members present: Jerome Caraher, Tom Rutledge, Everett Grasty, Clifford Carney and Mike Dickson. The meeting began at 8:59<sup>AM</sup>.

Motion Grasty seconded Rutledge to approve the agenda. All ayes.

Josh Sebern spoke to the board about staffing and a promotion in his department. Sebern would like to promote Evan Subbert to project manager and hire a new employee as an engineering technician. There was discussion on the current work load and if the need of the additional employee would continue after the TIF projects are complete. Sebern said the additional employee would still be needed with a larger staff more designing can be done in-house. Sebern said there are a lot of projects he would like to be working on such as a brush cutting policy and he would like to be more involved in the maintenance process.

Dickson told Sebern to put the promotion on the 11/29/16 agenda for approval.

Caraher arrived at 9:50<sup>AM</sup>.

Minutes for 11/15/16 and 11/17/16 were reviewed and approved.

Motion Grasty seconded Carney to approve the family farm tax credit application as recommended by the assessor. Ayes-Caraher, Rutledge, Grasty and Carney. Dickson abstained from voting since he had a family member who submitted an application.

Motion Carney seconded Grasty to approve the debt certification of \$5,050,000.00 for the wind farm TIF. All ayes.

Carney reported on the regional mental health meeting. Ellen Ritter will be on the agenda soon to answer questions that came from Carney's report.

Motion Grasty seconded Rutledge to adjourn at 10:34<sup>AM</sup>. All ayes.

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Mike Dickson  
Chair – Guthrie County Board of Supervisors

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Attest: Jerri Christman  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

November 29, 2016

The Guthrie County Board of Supervisors met in regular session with the following members present: Jerome Caraher, Tom Rutledge, Everett Grasty, Clifford Carney and Mike Dickson. The meeting began at 9:00<sup>AM</sup>.

Motion Grasty seconded Rutledge to approve the agenda. All ayes.

Jotham Arber reviewed the proposed contract with Panora Telco for IT services. It is hoped that public health's needs can be a part of the overall County contact in the future. Arber also told the board by the end of the month the remodel should be finished.

Motion Carney seconded Caraher to approve the position change and pay increase for Evan Subbert to project manager with an increase in pay from \$20.69/hr. to \$22.19/hr. effective 11/29/16. All ayes.

Motion Grasty seconded Carney to approve the position change and salary change for Ryan Wheatley to truck driver with salary decrease from \$19.65/hr. to \$19.27/hr. effective 01/01/2017. All ayes.

Motion Carney seconded Grasty to approve the contract and contractor's bond for project number HC 14-3 with J&K Contracting. All ayes.

Eric Whitver reviewed the 2016 Weed Commissioner's Report with the board for its approval. Whitver also introduced Ethan Vander Pol to the board telling it next spring he would like Vander Pol appointed deputy weed commissioner.

Motion Caraher seconded Grasty to approve the 2016 Weed Commissioner's Report. All ayes.

Tim Benton told the board that the DNR order regarding the wastewater lagoons at the County home had come to his attention. Benton reviewed the order and previous board minutes. Benton told the board his best advice to the board is to pay the \$1,000.00 fine as stated in administrative order 2016-WW-05. Benton said it needs to be determined what the fine is and it should be paid. Benton also said the board needs to determine if the permit to operate the lagoons can be transferred to another party and if so what the transfer process is.

The board decided the fine needed to be paid.

Brenda Rose asked if there were any other outstanding violations relating to the County home. The board said to the best of its knowledge there were not and the lagoons were currently in shutdown mode.

Minutes for 11/22/16 were reviewed and approved.

Claims in the amount of \$530,873.26 were reviewed and approved.

Motion Grasty seconded Rutledge to adjourn at 10:28<sub>AM</sub>. All ayes.

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Mike Dickson  
Chair – Guthrie County Board of Supervisors

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Attest: Jerri Christman  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

December 1, 2016

The Guthrie County Board of Supervisors met in regular session with the following members present: Jerome Caraher, Everett Grasty and Clifford Carney. The meeting began at 9:02<sub>AM</sub>.

Motion Grasty seconded Caraher to approve the agenda. All ayes.

Curtis Thornberry gave an IT update saying the servers looked good and there were no anti-virus issues in November. Thornberry told that board that training in cyber security should be considered for the County employees. Also Panora Telco is working to get the Office 365 purchased by the assessor's office, EMA and the road department when Thinkspace was the IT service provider into the County's name. Andrew Randol was also present.

The county auditor's report of fees collected for the quarters ending 06/30/16 and 09/30/16 were reviewed and approved.



The board received a letter from Veterans in Agriculture stating it are no longer interested in the County home facility.

Motion Grasty seconded Caraher to adjourn at 10:30<sub>AM</sub>. All ayes.

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Clifford Carney  
Vice Chair – Guthrie County Board of Supervisors

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Attest: Jerri Christman  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

December 6, 2016

The Guthrie County Board of Supervisors met in regular session with the following members present: Jerome Caraher, Tom Rutledge, Everett Grasty, Clifford Carney and Mike Dickson. The meeting began at 9:00<sub>AM</sub>.

Motion Grasty seconded Rutledge to approve the agenda. All ayes.

The bids for the materials hauling contract for the transfer station were opened. Koster Grain was the only bidder. Stephen Patterson was present. The contract will be awarded at the 12/08/16 board meeting.

Dickson gave an update from the 12/05/16 IGHCP meeting he attended.

Josh Sebern reviewed the two Federal aid bridge replacement projects and their respective contracts. The two projects will use a large part of the County’s Federal aid.

Motion Grasty seconded Carney to award the contract for project number BROS-CO39(83)--8J-39 to Murphy Heavy Contracting. Ayes: Rutledge, Grasty, Carney and Dickson. Nay: Caraher.

Motion Carney seconded Rutledge to award the contract for project number BROS-CO39(84)--8J-39 to Murphy Heavy Contracting. All ayes.

Motion Rutledge seconded Carney to approve the position change of Chad Herron to equipment operator with a pay increase from \$17.54/hr. to \$19.49/hr. effective 01/01/17. All ayes.

Brush cutting and the possible route of a new power line were discussed.

Minutes for 11/29/16 and 12/01/16 were reviewed and approved.

The proposed budget and staffing changes for the mental health region were discussed.

Motion Grasty seconded Rutledge to adjourn at 10:24<sub>AM</sub>. All ayes.

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Mike Dickson  
Chair – Guthrie County Board of Supervisors

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Attest: Jerri Christman  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

December 8, 2016

The Guthrie County Board of Supervisors met in regular session with the following members present: Jerome Caraher, Tom Rutledge, Everett Grasty, Clifford Carney and Mike Dickson. The meeting began at 9:00AM.

Caraher arrived at 9:02AM.

Tim Benton reviewed Resolution 17-06: resolution of intent to convey former County home building and surrounding grounds and to give notice thereof.

There was discussion on the wording of the resolution since it is in the best public interest to sell/convey the property to the entity known as Firefly Creek Ranch. Benton said this resolution would set the public hearing to discuss what to do with the property and if other options come up at the public hearing the board could consider them and decide how it wants to move forward.

Motion Caraher seconded Carney to approve 17-06: resolution of intent to convey former County home building and surrounding grounds and to give notice thereof. Roll call vote: Ayes-Caraher, Rutledge, Grasty, Carney and Dickson.

Motion Grasty seconded Rutledge to table the awarding of the Koster Grain contract.

The votes of the 12/06/16 RIZ elections were canvassed and remained the same.

Motion Grasty seconded Rutledge to adjourn at 10:25AM. All ayes.

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Mike Dickson  
Chair – Guthrie County Board of Supervisors

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Attest: Jerri Christman  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

December 13, 2016

There was no quorum present so those on the agenda spoke in an informational capacity to the two supervisors present: Tom Rutledge and Clifford Carney.

Joe Hanner gave the supervisors Guthrie County Conservation Board minutes to review. The waterline issues at Nations Bridge Park and the timeline for the FY17-18 budget were discussed. Hanner will bring the budget over after the 01/09/17 conservation board meeting.

Dave Grove, Panora Library Trustee, reviewed the Guthrie County Library Association’s presentation and requested an increase of \$6,000.00 or 5.2%. In 2016 Guthrie County was ranked 26<sup>th</sup> highest of the 99 Counties in rural funding for libraries. The summer reading program and Wi-Fi were discussed.

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Clifford Carney  
Vice Chair – Guthrie County Board of Supervisors

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Attest: Jerri Christman  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

December 15, 2016

The Guthrie County Board of Supervisors met in regular session with the following members present: Jerome Caraher, Tom Rutledge, Everett Grasty, Clifford Carney and Mike Dickson. The meeting began at 9:00AM.

Motion Grasty seconded Rutledge to approve the agenda. All ayes.

Ellen Ritter was unable to attend the board meeting as scheduled.

Motion Carney seconded Rutledge to approve the 28E agreement for the mental health advocate. All nays.

Motion Carney seconded Grasty to table the contract for the coordinator of disability services regional QA officer. All ayes. Carney said that the contract was to follow the benefits of Greene County and they were not in the current contract.

Marty Arganbright reviewed the Sheriff’s Department addendum to hours of work and overtime policy with the board. Jeremy Bennett was present. One part of the policy had to do with the way hours are calculated for 10 hour shifts. The other part states that vacation, personal and compensatory time will be counted as hours worked when computing overtime. Arganbright said that his office is a 24/7 office like the road department and this time is counted as hours worked for it. Also it is an incentive for dispatchers to work additional hours. Any overtime has to be approved by either Arganbright or Bennett. Since it is a 24/7 office the board could see why overtime would be calculated in this way but not for other offices that were not 24/7. The policy is going to be reviewed by the County’s HR consultant.

Minutes for 12/06/16 and 12/08/16 were reviewed and approved.

Claims in the amount of \$470,261.52 were reviewed and approved.

Motion Carney seconded Rutledge to award the contract for materials hauling at the transfer station to Koster Grain. All ayes.

Motion Rutledge seconded Carney to adjourn at 10:20AM. All ayes.

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Mike Dickson  
Chair – Guthrie County Board of Supervisors

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Attest: Jerri Christman  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

December 20, 2016

The Guthrie County Board of Supervisors met in regular session with the following members present: Jerome Caraher, Tom Rutledge, Everett Grasty, Clifford Carney and Mike Dickson. The meeting began at 9:00AM.

Motion Grasty seconded Carney to approve the agenda. All ayes.

Motion Rutledge seconded Caraher to open the public hearing at 9:04AM regarding intent to convey the former County home buildings and surrounding grounds to Firefly Creek Ranch, Inc. All ayes.

Carney said the board would be conveying 29.88 acres and the County would be keeping the farm ground and there would be no change with the current renters of the farm ground until the lease was up on 02/28/18. There was

discussion as to what portion of the rent should go to a new owner should the property be transferred. It was decided that it would be fair to have \$1,250.00 go to the owner for their share of pasture ground.

Myrlen Simmons said that he would give the County \$20 for the property. When asked his plans for the property Simmons said it would have to be cleaned up but didn't know what he was going to do with it.

Dickson said that Brenda Rose with Firefly Creek Ranch has presented a viable business plan and has financial backing in place and the board must act in the best interest of the County.

Rose told the group she is a nurse care manager and plans to develop the property into board and care home for seniors. She also plans for the facility to have an intergenerational art center. Grasty asked how many people she plans to employ. Rose said to start with possibly 5 to 7. Dickson told Rose she will have to pay for the survey that was done and take the property as is. Tim Benton said the County would convey to Firefly Creek Ranch 29.88 acres not the 7 acres Rose original made the offer on and asked if this would be acceptable. Rose said it was acceptable. Benton verified that Rose would pay all abstracting, surveying and any associated costs to close the property. Benton told Rose that he has spoken with a DNR representative and that Rose would need to follow the process to submit the application for permit for the waste water lagoons. Grasty said that Rose has maintained her interest for two years while others have dropped out and that the board had to do what was best for the County. He told Simmons he wished he knew more about his offer and that he liked the fact that Rose would be creating jobs in the County. Benton said that Rose would receive a quick claim deed and be taking the property as is.

Motion Caraher seconded Carney to close the public hearing at 9:26AM. All ayes.

Motion Carney seconded Caraher to approve Resolution 17-07: approving conveyance of real estate formerly used as the Guthrie County home to Firefly Creek Ranch. Roll call vote: Ayes-Caraher, Carney, Grasty and Dickson. Nay-Rutledge. When asked Rutledge said he voted nay not because he was against Rose's plan but that he thought things should be written out clearer.

Minutes for 12/13/16 and 12/15/16 were reviewed and approved.

Carney gave an update from the regional mental health meeting.

Motion Rutledge seconded Grasty to adjourn at 11:02AM. All ayes.

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Mike Dickson  
Chair – Guthrie County Board of Supervisors

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Attest: Jerri Christman  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

December 22, 2016

The Guthrie County Board of Supervisors met in regular session with the following members present: Tom Rutledge, Everett Grasty, Clifford Carney and Mike Dickson. The meeting began at 9:00AM.

Motion Grasty seconded Rutledge to approve the agenda. All ayes.

Ellen Ritter gave the board an update on regional mental health activities. The board asked that she update it on a monthly basis going forward. Ritter said she plans on visiting the jail once a week to see what services might be needed. The crisis and transition services offered and the usage by Guthrie County at the Woodward facility were discussed.

Becky Benton reviewed the 2017 insurance renewal for approval. Overall there was a \$671.00 decrease from the prior year.

Motion Rutledge seconded Grasty to approve the 2017 insurance renewal with ICAP. All ayes.

Josh Sebern reviewed a resolution to establish temporary speed limits for a work zone.

Motion Grasty seconded Dickson to establish the speed limit and direct appropriate signs be erected at the location of LFM-BV33T--7X-39 bridge replacement project. Roll call vote: Ayes- Rutledge, Grasty, Carney and Dickson. Absent-Caraher.

The veterans' affairs commission report of the quarter ending 12/31/16 was reviewed and approved.

Motion Carney seconded Rutledge to adjourn at 10:54<sub>AM</sub>. All ayes.

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Mike Dickson  
Chair – Guthrie County Board of Supervisors

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Attest: Jerri Christman  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

December 27, 2016

The Guthrie County Board of Supervisors met in regular session with the following members present: Jerome Caraher, Everett Grasty, Clifford Carney and Mike Dickson. The meeting began at 9:02<sub>AM</sub>.

Motion Grasty seconded Dickson to approve the agenda. All ayes.

Motion Carney seconded Grasty to approve contract and contractor's bond with Murphy Heavy Contracting for project number BROS-CO39(83)--8J-39. Ayes-Grasty, Carney and Dickson. Nay-Caraher.

Motion Carney seconded Caraher to approve contract and contractor's bond with Murphy Heavy Contracting for project number BROS-CO39(84)--8J-39. All ayes.

Minutes for 12/20/16 and 12/22/16 were reviewed and approved.

Claims in the amount of \$133,247.57 were reviewed and approved.

Tristen Richard told the board she wanted to increase Julie Tallman's salary percentage of Richard's pay and Richard wants to make her part-time person full-time. The board told her to include it in her budget.

Motion Rutledge seconded Grasty to adjourn at 10:36<sub>AM</sub>. All ayes.

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Mike Dickson  
Chair – Guthrie County Board of Supervisors

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Attest: Jerri Christman  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

December 29, 2016

The Guthrie County Board of Supervisors met in regular session with the following members present: Jerome Caraher, Tom Rutledge, Everett Grasty, Clifford Carney and Mike Dickson. The meeting began at 9:00<sub>AM</sub>.

Motion Grasty seconded Rutledge to approve the agenda. All ayes.

Marty Arganbright reviewed the Sheriff's department's new hours of work and overtime policy. Jesse Swensen and Leora Laughery were present. Ann Smisek with Alhers & Cooney, the County's human resource consultants worked on the policy with the sheriff's department.

Dickson asked why there was so much overtime since hiring the three additional deputies was supposed to reduce it. Arganbright said overtime was down but there will always be some overtime because of the nature of the work. Arganbright said he cut overtime in half on his budget. Mental health transports and the mobile crisis line were discussed. Arganbright and his staff are going to log all calls made to the mobile crisis line and the responses.

Dave Garland reviewed the monthly IT report. Garland told the board that Curtis Thornberry would like to have cyber security training for the staff in January or February. Thornberry also plans to talk to department heads about technology goals.

Stephen Patterson told the board that the annual solid waste meeting will be held at 7: 00<sub>PM</sub> on 01/18/16.

Dickson asked that fees charged other Counties be added to the environmental health agenda.

Caraher left at 10:59<sub>AM</sub>.

Motion Rutledge seconded Carney to adjourn at 11:08<sub>AM</sub>. All ayes.

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Mike Dickson  
Chair – Guthrie County Board of Supervisors

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Attest: Jerri Christman  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

3 January 2017

The Guthrie County Board of Supervisors met this 3<sup>rd</sup> day of January, 2017, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Tom Rutledge present.

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

Motion by Grasty second by Rutledge to approve the Agenda for 3 January 2017.

Motion by Rutledge second by Lloyd to appoint Carney as Chair of the Board of Supervisors for 2017. Motion carried on a vote: Ayes: 5 Nays: 0

Motion by Rutledge second by Carney to appoint Grasty as Vice Chair of the Board of Supervisors for 2017. Motion carried on a vote: Ayes: 5 Nays: 0

Motion by Rutledge second by Dickson to approve the following paid holidays for 2017:

Memorial Day: Monday, 29 May 2017

Independence Day: Tuesday, 4 July 2017

Labor Day: Monday, 4 September 2017

Veterans Day: Friday, 10 November 2017

Thanksgiving Day and the Day After: Thursday, 23 November 2017 and Friday, 24 November 2017

Christmas Eve and Christmas: Monday, 25 December 2017 and Tuesday, 26 December 2017

New Year's Day: Monday, 1 January 2018

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

Motion by Grasty second by Dickson to approve Resolution 17-09: Construction Evaluation Resolution. Said Resolution adopts a construction evaluation resolution relating to the construction of confinement feeding operation structures. Motion carried on a roll call vote: Carney – Aye, Dickson – Aye, Grasty – Aye, Lloyd – Aye, and Rutledge – Aye

Discussion on Resolution 17-10: Compensation Commission in Eminent Domain. Rutledge suggested Board table Resolution 17-10, so there is time to research the list of licensed real estate brokers in Guthrie County. Rutledge expressed concerns some of the individuals on the list may be retired and no longer have a license. It is his understanding Del Wedemeyer and Steve Kroeger are the only two qualified individuals on the list. Based on his preliminary research, a licensed real estate broker is not the same as a real estate agent. Motion by Rutledge second by Grasty to table Resolution 17-10: Compensation Commission in Eminent Domain. Motion carried on a vote: Ayes: 5 Nays: 0

Motion by Dickson second by Lloyd to approve Resolution 17-11: Giving the County Engineer the Right of Final Acceptance. Said Resolution designates, authorizes and empowers the County Engineer to execute the certification of completion of work and final acceptance in accordance with plans and specifications for all farm to market construction projects. Motion carried on a roll call vote: Carney – Aye, Dickson – Aye, Grasty – Aye, Lloyd – Aye, and Rutledge – Aye

Motion by Lloyd second by Grasty to approve Resolution 17-12: Authorizing the Guthrie County Auditor to Perform Necessary Actions at Guthrie County State Bank. Said Resolution approves and authorizes Marci L. McClellan, the Guthrie County Auditor, to perform all necessary actions at Guthrie County State Bank to enable her to execute her duties and responsibilities as Guthrie County Auditor. Motion carried on a roll call vote: Carney – Aye, Dickson – Aye, Grasty – Aye, Lloyd – Aye, and Rutledge – Aye

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

Discussion on official newspapers for Guthrie County. Herald Publishing reported 382 county residents subscribe to the Guthrie Center Times and 474 residents subscribe to the Guthrie County Vedette. Central Iowa Publishing, Inc. reported 708 county residents subscribe to The News Gazette. Motion by Dickson second by Grasty to designate the Guthrie County Vedette and The News Gazette as the official newspapers for Guthrie County per Iowa Code Section 349. Motion carried on a vote: Ayes: 5 Nays: 0

Motion by Grasty second by Lloyd to appoint Ethan Vander Pol and Eric Whitver with Guthrie County Conservation as the Guthrie County Weed Commissioners. Motion carried on a vote: Ayes: 5 Nays: 0

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

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

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

Motion by Grasty second by Carney to reappoint Linda Colby as the Juvenile Probation Officer. Motion carried on a vote: Ayes: 5 Nays: 0

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

Motion by Carney second by Dickson to reappoint Grasty to the Midwest Partnership Board. Motion carried on a vote: Ayes: 5 Nays: 0

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

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

Discussion on Medical Examiners. The Board briefly discussed the possibility of Drs. Bascom and Ahrens no longer wanting to be the Medical Examiners. Motion by Carney second by Grasty to reappoint Dr. Steve Bascom and Dr. David Ahrens as the Guthrie County Medical Examiners. Motion carried on a vote: Ayes: 5 Nays: 0

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

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

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

Motion by Dickson second by Carney to appoint Jan Mueller to the Guthrie County Board of Health for a term of three (3) years ending 31 December 2019. Motion carried on a vote: Ayes: 5 Nays: 0

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

Discussion on appointment to Guthrie County Zoning Commission. Board directed Auditor to contact Christine Sand to see if she wants to remain on the Zoning Commission. Motion by Rutledge second by Grasty to table the appointment to the Guthrie County Zoning Commission. Motion carried on a vote: Ayes: 5 Nays: 0

Motion by Carney second by Grasty to reappoint Janet Dickson to the Guthrie County Zoning Board of Adjustment for a term of five (5) years ending 31 December 2021. Motion carried on a vote: Ayes: 5 Nays: 0

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

Motion by Grasty second by Rutledge to appoint Kristen Crouthamel to the Guthrie County Conservation Board for a term of five (5) years ending 31 December 2021. Motion carried on a vote: Ayes: 3 Nays: 0

Motion by Rutledge second by Grasty to reappoint Chris Brault to the Guthrie County Regional Airport Authority Board for a term of four (4) years ending 31 December 2020. Motion carried on a vote: Ayes: 5 Nays: 0



Motion by Rutledge second by Lloyd to reappoint the Board of Supervisors over the land at the Guthrie County Farm, Courthouse grounds, Sanitary Landfill, Secondary Roads Department buildings and Public Health buildings for 2017. Motion carried on a vote: Ayes: 5 Nays: 0

Motion by Grasty second by Dickson 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 2017. Motion carried on a vote: Ayes: 5 Nays: 0

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

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

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

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

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

The Auditor will prepare a resolution for the next Board Meeting authorizing the Guthrie County Auditor to pay fixed charges, employee prescription and health insurance, along with other warrants as set forth in Iowa Code Section 331.506 without prior approval by the Board in 2017.

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

Motion by Dickson second by Lloyd to approve the mileage reimbursement rate for Guthrie County employees at 45.5 cents per mile which is eighty-five percent (85%) of the 2017 Internal Revenue Service mileage rate. Motion carried on a vote: Ayes: 5 Nays: 0

Discussion on regularly scheduled meetings. The Board discussed the need to meet two days a week from April to November. Most members preferred to have a longer meeting on Tuesday rather than a shorter meeting on Tuesday and Thursday. The Board directed the Auditor to draft a proposed motion stating the Board will meet on Tuesday and Thursday from November through March and on Tuesday from April through October. Motion by Rutledge second by Grasty to table the motion on regularly scheduled meetings. Motion carried on a vote: Ayes: 5 Nays: 0

Motion by Dickson second by Grasty to approve the Minutes from 27 December 2016 and 29 December 2016 as presented to the Board. Motion carried on a vote: Ayes: 5 Nays: 0

Auditor McClellan presented new Guthrie County Secondary Roads Department employee, Cody Sheeder to the Board. Motion by Rutledge second by Lloyd to approve Cody Sheeder as a new Guthrie County Secondary Roads Department employee. Motion carried on a vote: Ayes: 5 Nays: 0

Auditor notified the Board she released Gwen Blass from employment in the Guthrie County Auditor's Office.

The Board reviewed correspondence from Tim and Mary Jo Pederson concerning their retirement as Orange Township Trustee and Clerk. The Board directed the Auditor to place the appointment of a new Trustee and Clerk on the Agenda for Thursday 5 January 2017.

Carney will contact Brenda Rose to complete the transfer of the County Farm property as well as ensure all utilities are transferred to her or disconnected and no longer the County's responsibility.

There being no further business to come before the Board at this time, the Board adjourned at 11:20 a.m. until its regularly scheduled meeting on Thursday, 5 January 2017. Motion by Rutledge second by Grasty. Motion carried on a vote: Ayes: 5 Nays: 0

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

5 January 2017

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

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

Motion by Dickson second by Lloyd to approve the Agenda for 5 January 2017.

Discussion on regularly scheduled meetings. The Board discussed the wording of the proposed motion and reworded same to cover the whole year. Auditor advised she spoke with Grasty, and he supports the change. Motion by Dickson second by Rutledge to set the Guthrie County Board of Supervisor's regularly scheduled meetings at 9:00 A.M. on Tuesday and Thursday from 3 January 2017 to 31 March 2017 and on Tuesday from 1 April 2017 to 31 October 2017 and on Tuesday and Thursday from 1 November 2017 to 31 December 2017 in the Board's meeting room at the Guthrie County Courthouse with any changes posted on the Agenda. Motion carried on a vote: Ayes: 4 Nays: 0

Discussion on appointment to Guthrie County Zoning Commission. Auditor advised she received no reply from Christine Sands. Motion by Rutledge second by Lloyd to table the appointment to the Guthrie County Zoning Commission. Motion carried on a vote: Ayes: 4 Nays: 0

Discussion on Resolution 17-10: Compensation Commission in Eminent Domain. Rutledge provided a list of potential real estate brokers. He recommended the Board call and discuss the appointment with each individual. The Board divided up the list and will contact those individuals who reside in Guthrie County. Motion by Rutledge second by Lloyd to table Resolution 17-10: Compensation Commission in Eminent Domain. Motion carried on a vote: Ayes: 4 Nays: 0

Motion by Dickson second by Lloyd to approve Resolution 17-13: Authorizing Auditor to Pay Fixed Charges and Other Claims Per Iowa Code Section 331.506 Without Prior Board Approval. Said Resolution authorizes the County Auditor to issue warrants 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 board during 2017. It also mandates the County Auditor shall comport with all provisions of Iowa Code Section 331.506 when making such payments. Discussion on Resolution 17-13: All unusual claims will not be paid without prior

approval of the Board. Motion carried on a roll call vote: Carney – Aye, Dickson – Aye, Lloyd – Aye, and Rutledge – Aye.

Motion by Carney second by Rutledge to approve Region XII extension to contract TA 1637 for time to update the Guthrie County Zoning Ordinance and Zoning Map. Said extension moves the completion date in the Time Performance clause to 30 June 2017. Motion carried on a vote: Ayes: 4 Nays: 0

Motion by Lloyd second by Carney to appointment Jason Nees as Orange Township Trustee and Sara South as Orange Township Clerk. Discussion on Motion: Tim and Mary Jo Pederson resigned their respective positions as of 1 January 2017. Motion carried on a vote: Ayes: 4 Nays: 0

Discussion re County Home. Auditor advised Brenda Rose is in the process of transferring utilities into her name. In addition, Ms. Rose retrieved the key and her copy of the deed on 4 January 2017. Per Rutledge, the County's insurance coverage ceased on 2 January 2017. Auditor will receive final bills. Carney cancelled the utilities on 3 January 2017. Rutledge will check on remaining keys. Carney will contact Ms. Rose about any remaining items. Carney will call the County Farm tenant and arrange a time to meet with the Board.

Discussion re Sheriff's Department Hours of Work and Overtime Policy. Sheriff advised he approves all payroll and encourages employees to take compensation time rather than overtime. He also urged the Board to consider paying out earned compensation time each year. Dickson disagrees with the overtime section of the policy. Auditor advised she spoke with Grasty, and he supports the policy. Motion by Rutledge second by Lloyd to accept Sheriff's Department Hours of Work and Overtime Policy. Motion carried on a vote: Ayes: 3 (Carney, Lloyd, Rutledge) Nays: 1 (Dickson)

Sheriff provided an update on recent criminal activity in the County. In his opinion, security cameras are a big deterrent.

Discussion re updating the County's website. Joe Hanner received a quote for the County Conservation Department's page. Said page is not managed by the same provider as the County's website. Luann Waldo suggested adding a PDF map of the County.

Discussion re replacing County Medical Examiners. Auditor advised Drs. Bascom and Ahrens want the Board to find new medical examiners. Dickson will call Guthrie County Hospital to inquire about possible replacements. Auditor will research the qualifications. Board may need to consider a 28E Agreement.

Dickson briefed the Board about the Guthrie County Board of Health's meeting on 4 January 2017. The Board of Health reviewed the Guthrie County Public Health Department's budget. It will be higher than last year. There was a discussion about the Hopes program and its funding sources. If State funding is unavailable, Dickson insisted Audubon County must help fund the program. The Public Health Director will discuss a restricted funds account for capital purchases with the Auditor. She will research this type of account. Board briefly discussed increasing sanitary inspection fees for other counties. Public Health Director advised Board of increase in mental health referrals. He also stated Public Health is not equipped to handle these types of referrals. Carney and Dickson will talk to Public Health Director about issue and try to determine if Heart of Iowa Region can help with the problem.

There being no further business to come before the Board at this time, the Board adjourned at 11:25 a.m. until its regularly scheduled meeting on Tuesday, 10 January 2017. Motion by Rutledge second by Lloyd. Motion carried on a vote: Ayes: 4 Nays: 0

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

10 January 2017

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

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

Motion by Grasty second by Dickson to approve the Agenda for 10 January 2017.

The Board moved to the Public Meeting Room to meet with members of the Guthrie County Compensation Board and the public. Lisa Calvert spoke on behalf of the Compensation Board with the Chairman, Lyle Laughery and Vice-Chairman John Tews also present at this meeting. Calvert submitted a copy of the Compensation Board's minutes from its meeting on Thursday, 29 December 2016. The Compensation Board recommended a five percent (5%) increase in the Guthrie County Elected Officials' salaries. Calvert also presented a spreadsheet titled Guthrie County Compensation, Elected Officials Salaries, 2016-2017. Said spreadsheet included information about average salaries across the State for the respective elected officials as well as where each official ranks in the State. Calvert explained how the Compensation Board reached its recommendation. She acknowledged the present state of the economy and the agricultural industry as well as the other benefits provided by Guthrie County. Grasty inquired about how Guthrie County salaries compare to other counties with similar property valuations. The Board of Supervisors and those present discussed the impact of higher property valuations on salaries and the County's budget. Dickson explained the County's General Basic fund tax levy already is at the maximum amount allowed by State law. Dickson requested information to compare office size and responsibilities of the County's Elected Officials to other similarly sized counties. The Board discussed the issue of losing trained employees to other counties as well as the number of people willing to apply for jobs at the County. Carney talked about other issues which impact small counties with limited budgets. Calvert stated it is the Compensation Board's opinion the Elected Officials are underpaid, and it wants to retain good employees who provide good services in the County. Calvert acknowledged the Board of Supervisors ultimately decides the amount of a raise, if any, for the Elected Officials, and she asked the Board to take a diligent look at the topic. The Board of Supervisors did not take any formal action on the Compensation Board's recommendation.

Auditor McClellan presented two Payroll Change Notices for employees of the Guthrie County Secondary Roads Department. Said changes are the result of an increase in pay due to the longevity policy. Motion by Lloyd second by Grasty to approve Craig Lundy's new wage of \$19.65 per hour. Motion carried on a vote: Ayes: 3 (Carney, Grasty and Lloyd) Nays: 1 (Dickson) Motion by Grasty second by Lloyd to approve Joel Herron's new wage of \$19.35 per hour. Motion carried on a vote: Ayes: 3 (Carney, Grasty and Lloyd) Nays: 1 (Dickson).

Auditor McClellan submitted 2016 Iowa Public Library General Information Survey for the Menlo Public Library, the Mary Barnett Memorial Library and the Casey Public Library. The Board reviewed the surveys and discussed same. The Board paid particular attention to the rural population figures and annual hours of operation reported in the documents. The Board also reexamined the surveys provided by the Bayard, Panora and Stuart Libraries during its meeting on 13 December 2016. There was a brief discussion about the funding of libraries located in cities along the outer edges of the County. The Board did not take any formal action on the Surveys.

Auditor advised the Board she received no response from Christine Sands concerning her expired appointment on the Guthrie County Zoning Commission. Auditor will try to contact her before the next regular session meeting.

Auditor informed the Board she spoke with Chris Whitaker at Region XII Council of Governments regarding attendance at the Guthrie County Zoning Board of Adjustment and Guthrie County Zoning Commission meetings. According to Whitaker, he received no response from Michael Askren on the Board of Adjustment and Jim Arganbright on the Zoning Commission. Grasty will call Askren and Carney will call Jim Arganbright to see if they

want to continue serving until the end of 2018. Dickson directed Auditor to verify the members receive mileage reimbursements.

Auditor presented the list of expired township trustee appointments. The Board made the following motions to reappoint township trustees:

Motion by Grasty second by Dickson to reappoint Ron Robson and Paul Wendt as Cass Township Trustees for a term of four (4) years ending 31 December 2020. Motion carried on a vote: Ayes: 4 Nays: 0

Motion by Lloyd second by Carney to reappoint Mark Drake and Joni Dvorak as Dodge Township Trustees for a term of four (4) years ending 31 December 2020. Motion carried on a vote: Ayes: 4 Nays: 0

Motion by Carney second by Lloyd to reappoint Don Schwartz as Highland Township Trustee for a term of four (4) years ending 31 December 2020. Motion carried on a vote: Ayes: 4 Nays: 0

Motion by Grasty second by Carney to reappoint Peggy Norlin as Penn Township Trustee for a term of four (4) years ending 31 December 2020. Motion carried on a vote: Ayes: 4 Nays: 0

Motion by Dickson second by Grasty to reappoint Rick Hawley as Stuart Township Trustee for a term of four (4) years ending 31 December 2020. Motion carried on a vote: Ayes: 4 Nays: 0

Motion by Carney second by Grasty to reappoint Brian Rumble and Chris Blass as Thompson Township Trustees for a term of four (4) years ending 31 December 2020. Motion carried on a vote: Ayes: 4 Nays: 0

Motion by Lloyd second by Grasty to reappoint Roger Tallman and Mark Laughery as Victory Township Trustees for a term of four (4) years ending 31 December 2020. Motion carried on a vote: Ayes: 4 Nays: 0

Discussion about Guthrie County Compensation Commission for Eminent Domain. The Board briefly discussed its progress on identifying real estate brokers for the Commission. Lloyd confirmed Larry Schwenk is willing to serve for another year. The Board reviewed the members appointed last year and discussed the possibility of appointing more people in other categories to compile twenty-eight members. Since Rutledge was absent, the Board opted to postpone any further discussion of the matter.

Motion by Grasty second by Lloyd to approve the Minutes from 3 January 2017 and 5 January 2017 subject to changes requested by the Board. Motion carried on a vote: Ayes: 4 Nays: 0.

Dickson advised the Board he spoke to the CEO at the Guthrie County Hospital about finding a new medical examiner for the County. The staff will discuss it at the next meeting.

Auditor advised the Board an increase in the Elected Official's salaries must be passed by Resolution prior to the publication of the proposed budget.

Auditor informed the Board about Guthrie County Public Health receiving more than \$10,000 worth of used office equipment from Broker's International.

Carney discussed his concerns about Heart of Iowa Region, the new mental health provider for Guthrie County. Most of his concerns included funding issues as well as management problems. The Region's next meeting will be at 1:00 p.m. on Monday, 16 January 2017.

There being no further business to come before the Board at this time, the Board adjourned at 11:00 a.m. until its regularly scheduled meeting on Thursday, 12 January 2017. Motion by Dickson second by Lloyd. Motion carried on a vote: Ayes: 4 Nays: 0

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

12 January 2017

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

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

Motion by Grasty second by Lloyd to approve the Agenda for 12 January 2017.

Joe Hanner presented the Guthrie County Conservation Board Budget for Fiscal Year 2017-2018 as well as the monthly update. Two members of the Guthrie County Conservation Board, George Hemmen and Mike Laabs, also attended this meeting. Hanner began by providing a copy of the approved minutes from the Conservation Board's last meeting. The Board reviewed said Minutes. Hanner stated the Conservation Board rejected the proposal to revamp its website. He also needs to finish reviewing the trail crossing signage study commissioned by Guthrie and Greene Counties as well as present same to the Conservation Board. The Guthrie County Engineer confirmed the Board only needs to adopt a resolution for those signs in the public road right-of-way and not the ones along the trails. Grasty inquired about the Conservation Director's salary approved by the Conservation Board. Hanner described the information provided and the process used to set his salary as well as the Conservation employees' salaries. Laabs stated the Conservation Board approved a five percent (5%) increase simply for budgeting purposes. The Board had a lengthy discussion about the proposed salary increase as well as the Conservation Department's compensation compared to other County employees. The Engineer answered questions about the pay increase and benefits included in the Guthrie County Secondary Roads Collective Bargaining Agreement. Laabs said the Conservation Board wants to keep Hanner's salary comparable to directors' in other similarly sized counties with like duties and responsibilities. Hanner pointed out the Conservation Department has some unique responsibilities because of the Museum and other roadside maintenance duties. He thinks the staff does an outstanding job. Hanner also provided information about his part-time positions. Dickson inquired about the status of the leases held by the Conservation Board. Hanner briefly updated the Board on these leases. Carney inquired about the possibility of raising trail users fees and Hanner stated Dallas County does not want to do it. Lloyd asked if there are any plans to extend the trail west of Herndon, and Hanner replied there is no interest in doing it right now. Hanner transitioned to the presentation of the Conservation Department's budgets approved by the Conservation Board. He discussed any big increases in particular line items. According to Hanner, there will be a large increase to replace the water line at Nation's Bridge. He received an estimate of \$44,000 to fix the problems. He included half of the replacement costs in the general budget and the other half in the reserve budget. Hanner also stated it is time to fix the asphalt and bridge approaches on the Raccoon River Valley Trail, so there is a \$21,000 increase in that line item. Finally, he pointed out a \$5,000 increase to purchase a small trailer. Hanner stated the overall budget request for the Conservation Department is \$251,605 which is down from last year. At this point, Hanner presented the Integrated Roadside Vegetative Management (IRVM) budget. Next, Hanner presented the Guthrie County Historical Village Budget. He noted an increase in the buildings line item in order to work on the Blacksmith's shop. He also advised the Foundation is seeking out grants for the train car, and the revenues continue to increase due to increased activity at the Village. Hanner proceeded to present the Conservation Reserve Fund budget. He began by explaining the purpose of this budget. He reminded the Board he

budgeted half of the Nation's Bridge water line project out of the Reserve budget. Finally, Hanner presented the Resource Enhancement and Protection (REAP) budget. He reminded the Board of the requirements to qualify for the state appropriation. Hanner stated he set aside the money in this budget to use as matching funds for grants to renovate the trail from Yale to the County line. Carney inquired about the status of the land owned in conjunction with the Iowa Department of Natural Resources (IDNR). Hanner said per the renegotiated agreement, the IDNR will manage all the land for the next twenty-three (23) years. The Board of Supervisors did not take any formal action on the Conservation Department's budgets. At this time, the Engineer proposed integrating the IRVM budget into the Secondary Roads Department budget for both the 2016-2017 fiscal year as well as the 2017-2018 fiscal year. The Engineer expressed the desire to eliminate the duplication of expenses, training, and equipment. Engineer reassured the Conservation Board Members he will work to protect and reseed native grasses. In the Engineer's opinion, IRVM fits better in his department, and he is willing to negotiate a smooth transition from the Conservation Department. Hanner expressed several concerns about the proposal, including the impact on his employees and the Conservation Department's budget as well as any current grants. Dickson inquired about the impact on the Weed Commissioners. Hanner said the Weed Commissioners are part of the IRVM budget. Hanner provided the Board with an overview of the IRVM program and its purpose. Hanner pointed out the Board will need to modify the 28E Agreements it has with the Conservation Board concerning the Weed Commissioners and the IRVM program. The Board participated in a lengthy discussion about the impact of transferring the IRVM budget and the Weed Commissioner(s) to the Secondary Roads Department. The Engineer and Hanner discussed perceived post-construction seeding issues during the last year. The Engineer also outlined his proposed plan for spraying and acknowledged it may not be cheaper; however, he believes it will be more efficient. Hanner requested the Board leave the IRVM with the Conservation Department for 2016-2017 and work on a plan to transition the program in the 2017-2018 budget. The Engineer reiterated his desire to transfer the program for this budget cycle because it will impact how he budgets for projects, equipment and employees. There was some discussion about transferring the Conservation Roadside Technician to the Secondary Roads Department and Hanner provided an overview of the Technician's summer responsibilities. The Board discussed the advantages of the Secondary Roads Department being responsible for spraying as well as cutting brush. Hanner pointed out the Conservation Board needs to discuss any proposed transfer of the IRVM program. The Engineer agreed to meet with the Conservation Board to discuss it. The Board directed the Engineer to research how other counties manage IRVM program and prepare some cost estimates to determine which plan is most cost effective for the County.

Motion by Dickson second by Grasty to reappoint Christine Sands to the Guthrie County Zoning Commission for a term of five (5) years ending 31 December 2021. Motion carried on a vote: Ayes: 4 Nays: 0.

Grasty advised the Board he talked to Michael Askren, and he wants to remain on the Guthrie County Zoning Board of Adjustment until his term expires at the end of 2018. The Board will not take any action on this matter.

Auditor presented the Semi-Annual Report of the Treasurer for 1 July 2016 to 31 December 2016. The Board reviewed the report.

Auditor notified the Board of a claim for unemployment filed against the County. The Auditor discussed the claim with the County Attorney and both agree there are no grounds to fight the claim. The Auditor will file a response to the claim. The Auditor advised the Board there will be a need to amend the Auditor's budget at some point in the future.

Auditor presented the Payroll for 31 December 2016 to 13 January 2017. The Board reviewed the report.

Auditor provided a copy of the letter from Doug Wiles which he included with his last statement for the lagoon inspections. The Board directed the Auditor to provide a copy to the Assistant County Attorney, Tim Benton, so he is aware of the testing extension. Furthermore, the Board wants the Assistant County Attorney to check on the status of the permit.

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, 17 January 2017. Motion by Lloyd second by Dickson. Motion carried on a vote: Ayes: 4 Nays: 0

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

17 January 2017

The Guthrie County Board of Supervisors met this 17th day of January, 2017, with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd, and Tom Rutledge.

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

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

Sarah Gomez with Midwest Partnership Economic Development Corp. (MWP) joined the meeting. She introduced the following individuals: Curt Thornberry (PRIDE), Andy Randol (Panora Teleco), Dennis Flanery (Guthrie Center Economic Development), John Rutledge (MWP Board), Mike Underwood (MWP Board) and Kirby Klinge (Nutriom). Gomez thanked the Supervisors for their support of MWP and Western Iowa Tourism Region. She explained MWP's four priorities: 1) business retention; 2) business attraction; 3) small business development; and 4) community development as well as the projects associated with each priority. Gomez stated the workforce is the number one issue in Guthrie County. Gomez gave an overview of MWP activities for the 2016 year. J. Rutledge advised Board all the stakeholders in the County meet twice a year to discuss economic development. Klinge spoke about Nutriom's relocation to Panora and MWP's integral role in the process. Carney suggested the groups consider a two (2) tier vision – agriculture and business. Gomez discussed how quality of life (amenities, entertainment, services, etc.) and residential development accessible to potential employees impacts available workforce. Underwood pointed out the importance of MWP continuing to meet with businesses to discuss what the employers' need from the communities. Gomez stated MWP wants to increase services and amenities in the County to help increase property valuations. J. Rutledge encouraged the Board to continue funding MWP because the staff has expertise not available in the other community groups. At the request of Dickson, J. Rutledge and Gomez explained how MWP uses its funds. Gomez also addressed Dickson's question about MWP's efforts to discourage business from leaving the County. In particular, MWP has a business succession consultant on retainer whom a business owner can meet with at no cost. Gomez stated she will approach the Board if the Supervisors can help with business retention issues. Gomez requested the same funding for MWP as last fiscal year (approximately \$30,088). Gomez transitioned to the \$500 support request. She stated the request is actually the membership to Western Iowa Tourism Region (WITR), and it comes out of Kristine Jorgensen's budget. At this time, WITR does not have a specific support request because the membership already is paid for this year. Gomez concluded by reminding the Supervisors of MWP's Annual Meeting on 26 February 2017.

Carney advised the Board he talked to Jim Arganbright, and he wants to remain on the Guthrie County Zoning Commission until his term expires at the end of 2018. The Board will not take any action on this matter.

Motion by Grasty second by Carney to approve the Minutes from 10 January 2017 and 12 January 2017 subject to changes requested by the Board. Motion carried on a vote: Ayes: 5 Nays: 0.



Auditor presented the Claims from 27 December 2016 to 17 January 2017. The Board questioned one claim from the Secondary Roads Department. At the request of the Engineer, the Auditor withdrew said claim because it contained an error.

Motion by Grasty second by Lloyd to approve the Claims from 27 December 2016 to 17 January 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Stephen Patterson joined the meeting to advise the Board of the upcoming Guthrie County Landfill Meeting on 18 January 2017. Patterson briefed the Board on the condition of the equipment at the Landfill.

Sheriff Arganbright joined the meeting. Patterson explained the purpose of the certified letter sent the Board and Sheriff by the South Central Iowa Regional E911 Administration (SCI). The letter stated Guthrie County is now responsible for the Computer Aided Dispatch (CAD) program since the Sheriff's Department recently paid for training and an upgrade. According to Patterson, SCI owned the program but it had no intention of renewing the license after 30 June 2017. Sheriff explained the reason for the training and upgrade. He also expressed extreme frustration with the software company because no one informed him the license will expire in June 2017. At Grasty's request, Patterson explained how the E911 surcharge money funds the SCI and the affiliated dispatch centers. According to Patterson, each dispatch center and Sheriff's Office can decide what type of CAD and records management program it wants to use after 1 July 2017.

There being no further business to come before the Board at this time, the Board adjourned at 11:32 a.m. until its regularly scheduled meeting on Thursday, 19 January 2017. Motion by Rutledge second by Dickson. Motion carried on a vote: Ayes: 5 Nays: 0

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

19 January 2017

The Guthrie County Board of Supervisors met this 19th day of January, 2017, in regular session with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, and Tom Rutledge. Jack Lloyd and Auditor, Marci L. McClellan, were at ISAC's New Officer's School in Des Moines. Deputy Auditor Bryann Flater took minutes of the meeting.

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

Motion by Grasty second by Rutledge to approve the Agenda for 19 January 2017. Motion carried on a vote: Ayes: 4

The Board conducted a work session to review and discuss the proposed Fiscal Year 2017-2018 Budget.

The Board reviewed the Guthrie County Recorder's Office proposed budget. Tristen Richard, Guthrie County Recorder, joined the meeting at the request of the Board. She discussed her plan to reinstate passport services as well as the need to transition her part-time employee to full-time employment. The Board inquired about the proposed salary increases along with the office equipment requests. Recorder also advised the Board she will need to amend this year's budget (Fiscal Year 2016-2017) to account for increased insurance costs.

The Board reviewed the Guthrie County Treasurer's Office proposed budget. All the line items remained the same except a proposed salary increase and higher insurance costs.

The Board reviewed the Guthrie County General Relief proposed budget. Said budget decreased by \$250.

The Board reviewed the Guthrie County Attorney's Office proposed budget. The Board noted an increase in the part-time employee's salary.

The Board reviewed its proposed budget. The Board made changes to several line items. The Board suspended any further review of its budget until the Auditor was present to answer questions about specific line items. The Board opted not to review the Guthrie County Secondary Roads Department's budget as well as the Guthrie County Conservation Department's budget until the Engineer presents his proposal for the Integrated Roadside Vegetative Management (IRVM) program and budget.

There being no further business to come before the Board at this time, the Board adjourned at 11:50 a.m. until its regularly scheduled meeting on Tuesday, 24 January 2017. Motion by Rutledge second by Dickson. Motion carried on a vote: Ayes: 4 Nays: 0.

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

24 January 2017

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

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

Motion by Grasty second by Rutledge to approve the Agenda for 24 January 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Ellen Ritter, Coordinator of Disability Services, Heart of Iowa Region Community Service Region, joined the meeting. Ritter reported the Guthrie County Sheriff's Office utilized tele-a-health, and it was a smooth process with a positive outcome. Ritter also briefed the Board on her other community based activities for the month. Ritter advised the Board she spoke with Jotham Arber, Guthrie County Public Health Director, regarding his concerns about the Public Health Nurses administering mental health medications to unstable individuals. Ritter is working with Arber to get more training for the Public Health staff. Ritter and the Supervisors discussed possible reasons for the increased demand for Public Health to administer these medications. Ritter offered to research the problem as long as Public Health will document which provider makes the referral. Dickson inquired about Ritter's specific job duties. Ritter and the Supervisors discussed the purpose of her weekly case management meetings in Dallas County. Carney and Dickson briefed the Supervisors on the Heart of Iowa Board Meeting on Monday, 23 January 2017. The levy rate will be 19.03 per capita plus the County will use some of its fund balance to finance the budget. Carney also provided the 2016 usage statistics for the Hope Center. Dickson expressed some concerns about how Genesis tracks and bills clients of the Hope Center. Carney and Dickson briefly spoke about the Region possibly providing programs and services in the schools. The Supervisors also discussed potential alternative funding mechanisms for mental health as well as the option of moving to another region.

Jotham Arber, Guthrie County Public Health Director joined the meeting to present the Guthrie County Public Health Budget for Fiscal Year 2017-2018. The Guthrie County Board of Health previously approved said budget subject to

the Board of Supervisors final determinations regarding salaries and insurance premiums. He stated there are no additional expenses from last year. Arber advised the Supervisors he wants to create a restricted funds account, so Public Health can set aside money to purchase a different vehicle in the next two to three (2-3) years. He estimates the actual expenses ultimately will be lower than projected if there are no major incidents. Arber explained the expenditures in specific line items at the request of the Supervisors as well as projected staffing requirements. Arber briefed the Supervisors on the various revenue line items in the budget. At Carney's request, Arber discussed his concerns regarding staff administering mental health medications to unstable individuals. Arber expressed the need for more mental health providers to actually be in Guthrie County and provide services to clients. At this point, Arber transitioned to Public Health's request to transfer vacation time for charity purposes. In particular, several employees want to transfer their vacation time to a fellow employee who is caring for a sick family member. Motion by Dickson second by Carney to allow the Guthrie County Auditor to facilitate the voluntary transfer of vacation among Public Health employees for charity purposes. Motion carried on a vote: Ayes: 5 Nays: 0.

The Supervisors moved to the Public Meeting Room for the Guthrie County Engineer, Joshua Sebern's, presentation of the Secondary Roads Department Budget for Fiscal Year 2017-2018. The Engineer began with an overview of the budget and then moved onto the projected revenues. On-going revenue is projected to be up from the previous year and the one time reimbursable revenue is down. Therefore, the total revenue is down twelve percent (12.0%). At this point, the Engineer began discussing the budget expenditures. The overall expenditures are down for fiscal year 2017. He discussed the various expenditure categories and the projected expenditures in each one. The Engineer pointed out the need to increase the equipment expenditures, so the Secondary Roads Department can continue to replace trucks and other equipment. This triggered a discussion about the status of the truck fleet as well as the graders and other equipment. He also had a brief discussion about the increase in the snow and ice removal line item because of salt. Overall, the Engineer estimated the total proposed expenditures at \$6.311 million. The Engineer did propose construction of a new cold storage building for equipment, seed and records. The Supervisors discussed several options for such a building. The Engineer pointed out the Secondary Roads Department ended Fiscal Year 2016 with \$2.2 million in reserve. The Supervisors discussed the Engineer possibly spending down part of the reserve fund on the cold storage building. He completed his budget presentation with a brief status report on Farm-to-Market funding as well as available federal aid. According to the Engineer, the tax money from rural services and gas taxes are vital to the daily operations to maintain and construct a functioning secondary road system. At this point, the Engineer transitioned his presentation to his proposal for the Integrated Roadside Vegetative Management (IRVM) program. The Engineer briefed the Supervisors on his conversations with the State program managers as well as the Dallas County administrator. Based on Dallas County's program, he will need two (2) full-time employees along with a few seasonal employees. The Secondary Roads Department budget will fund the manpower while the IRVM budget will pay for the materials. Dallas County's program encompasses the Weed Commission as well as seeding, erosion control, brush and weed spraying plus mowing along the highway. The Supervisors and the Engineer discussed the staffing requirements as well as the potential equipment requirements. The Engineer also talked about the possible grant opportunities to fund equipment and material purchases. Since there are no active or pending grants, the State does not foresee any problems with the administrative transfer of the program. Furthermore, the current 28E Agreement only requires a thirty (30) day cancellation notice. In the Engineer's opinion, the IRVM program will not cost any more than the current IRVM budget plus the amount he budgeted for brush cutting and spraying in the Secondary Roads Department budget. The Supervisors specifically discussed the prospect of purchasing a hydro-seeder. The Board directed the Engineer to prepare a proposed IRVM budget for Fiscal Year 2017-2018 which incorporates the applicable expenditures from the Secondary Roads Department Budget. The Engineer pointed out this is a long term project which will evolve over the next several years. The Auditor presented the Supervisors with an email from Joe Hanner, Guthrie County Conservation Director, expressing his concerns about moving half of an employee's salary out of the IRVM budget. The Engineer stated he really wants the IRVM program under the Secondary Roads Department by this spring.

Auditor presented New Opportunities Semi-Annual Grants Report and Prevention Program IDPH/Iowa Grants. gov Second (2<sup>nd</sup>) Quarter Expenditure Report. Motion by Rutledge second by Grasty to approve New Opportunities Semi-Annual Grants Report. Motion carried on a vote: Ayes: 5 Nays: 0. Motion by Rutledge second by Lloyd to approve New Opportunities Prevention Program IDPH/Iowa Grants. gov Second (2<sup>nd</sup>) Quarter Expenditure Report. Motion carried on a vote: Ayes: 5 Nays: 0. Motion by Grasty second by Rutledge to approve Marci L. McClellan, Guthrie

County Auditor, as the Guthrie County Board of Supervisors' authorized signatory for New Opportunities, Inc. – Prevention Program Grant. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor presented Joe Hanner's request to amend certain sentences in the Conservation Department's section of the 12 January 2017 Guthrie County Board of Supervisors' Regular Meeting Minutes. Motion by Grasty second by Rutledge to make the following corrections to the 12 January 2017 Guthrie County Board of Supervisors' Regular Meeting Minutes: 1) "Hanner also stated it is time to fix the asphalt and bridge approaches on the Raccoon River Valley Trail, so there is a \$10,000 approximate increase in that line item."; 2) "Hanner stated the overall budget request for the Conservation Board is \$251,605 which is up from last year."; and 3) "Hanner said per the renegotiated agreement, the IDNR will manage all the land for the next twenty-five (25) years.". Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Rutledge second by Lloyd to approve the Minutes from 17 January 2017 and 19 January 2017 subject to changes requested by the Board. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor presented the Payroll from 14 January 2017 through 27 January 2017. Motion by Rutledge second by Carney to approve the Payroll from 14 January 2017 through 27 January 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor advised the Supervisors of the new County Supervisor email accounts. The email addresses will be posted on the County's website.

There being no further business to come before the Board at this time, the Board adjourned at 12:26 p.m. until its regularly scheduled meeting on Thursday, 26 January 2017. Motion by Lloyd second by Rutledge. Motion carried on a vote: Ayes: 5 Nays: 0

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

26 January 2017

The Guthrie County Board of Supervisors met this 26th day of January, 2017, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd, and Tom Rutledge.

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

Motion by Grasty second by Lloyd to approve the Agenda for 19 January 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

David Garland with Guthrie Center Communications joined the meeting to present his monthly Information Technology (IT) Update. The IT contractors labeled the computer equipment in all the County Offices and set the network names to match the labels. Garland advised the Supervisors he took corrective actions to thwart suspicious emails received by several County Offices and discussed the proper way to handle these emails. He also provided a brief summary of an incident which required his immediate attention at the Courthouse. Garland answered questions concerning the Supervisors' new email addresses. Curt Thornberry, also with Guthrie Center Communications, briefed the Supervisors on the monthly website activity report.

Marty Arganbright, Guthrie County Sheriff, joined the meeting to present the Guthrie County Sheriff's Department Budget for Fiscal Year 2017-2018. Sheriff Arganbright explained each line item in the proposed budget. He reminded the Supervisors of the three percent (3%) increase for the two (2) former Guthrie Center Police Officers as set forth in

the contract law agreement. He also provided the Supervisors with a spreadsheet which lists all the cost paid for by Guthrie Center pursuant to the contract law agreement. Sheriff explained the firearms qualification requirements mandated by the State as well as other training and educational requirements for the Sheriff's Department personnel. Sheriff stated he included the cost to replace one vehicle this year, and discussed the current condition of his vehicles. He also briefly discussed his desire to get more body cameras for all the Deputies. At this point, Sheriff discussed the manpower issue in dispatch and jail as well as specific salary increases based on duties and responsibilities for all Sheriff's Office personnel. He also talked about the need to increase the jail room and board fee. Sheriff stated there are very few problems in the jail, and he works hard to keep the costs low. Sheriff talked about the physical improvements he made to the Sheriff's Department as well as the new cameras in the jail and the Courthouse. Leora Laughery, Civil Clerk, explained the civil portion of the budget as well as the revenue line items. Sheriff briefly talked about revenue contributed by Guthrie Center, Casey, Menlo and Bagley. He discussed a plan to approach the remaining cities about budgeting for law enforcement. The Supervisors briefly discussed hiring a fifth full-time dispatcher in lieu of part-time dispatchers. The Sheriff concluded his budget presentation with a discussion on cross training his personnel. At this point, Sheriff transitioned to his monthly update. Dickson inquired about the Sheriff's Office utilizing mobile crisis program this last month. Sheriff and Deputy Herbert discussed the experience and expressed their concerns about the program. Sheriff strongly disagrees with Heart of Iowa Regions' opinion the program works fine. The Supervisors asked Sheriff to attend the next Heart of Iowa Region Board Meeting, so he can relay his experiences directly to the Region Board.

Grant Sheeder, President, Guthrie County Fair Board and Keith Buttler, Guthrie County Fair Board Member, joined the meeting to discuss the County's contribution to the Guthrie County Fairgrounds, Fair and 4H Budget for Fiscal Year 2017-2018. Sheeder presented a current balance sheet to the Supervisors which showed a list of assets. He also advised the Supervisors about the recent improvements to the buildings and property as well as proposed future projects. Sheeder requested the Supervisors transfer money out of the 4H line item and into the Fairgrounds line item. He stated the Fair Board's goals are to pay down the existing debt and construct a new small animal building. Sheeder talked about the various fundraisers and explained the Guthrie County Fair Foundation receives the money. Sheeder briefly discussed the campgrounds improvements paid for by money from the River Ruckus. Buttler stated the Guthrie County Cattlemen's Association also pledged money for a new cattle building. The Supervisors briefly discussed the purpose of each line item in the County's budget. Sheeder requested the Supervisors transfer \$4,000 from the 4H line item to the Fairgrounds line item, so the Fair Board can use it for the new small animal building. Rutledge verified the total County expenditures for the Fair will remain the same.

Ron Allen and Brandon Thompson joined the meeting to present the General Services Budget for Fiscal Year 2017-2018. Allen said all the expenditures will remain almost the same as last year. Allen and Thompson talked about continuing to upgrade the Courthouse lights to increase efficiency as well as a possible concrete project. They also discussed the furnace issues at the Public Health offices. Thompson discussed potential rebate programs available to the County. He also advised the Supervisor about the elevator repair delays. Allen explained their goal is to work on as many projects as possible within the limitations of the budget. In his opinion, they can accomplish most of the projects with just a small increase in the budget. Thompson inquired about creating a restricted account to save money for anticipated projects. Allen briefed the Supervisors about the overall condition of the Courthouse structure as well as the condition of the small equipment. He does not anticipate any large expenses. The Supervisors directed Allen to contract tree trimmers to get bids.

Mary Benton, Guthrie County Attorney, and Tim Benton, Assistant Guthrie County Attorney, joined the meeting. Ms. Benton presented the Guthrie County Attorney's Budget for Fiscal Year 2017-2018. She stated all the line items will remain the same except she requested a raise for the secretary. She also talked about the Child In Need of Assistance (CINA) case survey which enables the Iowa Department of Human Services to reimburse the County for time her office spends on CINA cases. Ms. Benton explained the purpose of the Seized Property line item in her budget. Mr. Benton reiterated the importance of the secretary and the need to give her a raise.

The Supervisors took a brief recess from 12:00p.m. through 12:30 p.m.

Joshua Sebern, Guthrie County Engineer, joined the meeting. He presented the agreement with the Iowa Department of Transportation for project: BROS-C039(90)—8J-39. Said agreement is a contract between the County and the

Iowa Department of Transportation mandating the County follow all federal project requirements. Since the IDOT administers the federal funds for bridge aid, the County must adhere to the agreement. Motion by Lloyd second by Grasty to approve the agreement with the Iowa Department of Transportation for project: BROS-C039(90)—8J-39. Motion carried on a vote: Ayes: 5 Nays: 0.

At this point, the Engineer moved on to the transfer of Integrated Roadside Vegetative Management (IRVM) program. Engineer presented his proposed IRVM budget for fiscal year 2017-2018. The Engineer stated his proposed budget is higher than the Conservation Director's proposed budget; however, the Engineer's budget will not have any additional tax requests. In short, he explained the Secondary Roads budget will decrease proportionately to the increase in the IRVM budget. If the IRVM program transfers to the Secondary Roads Department, the Board directed the Engineer to keep track of the fuel costs associated with IRVM. The Engineer pointed out he increased the equipment line item, so he can purchase new horticulture equipment, including a hydro-seeder. He also stated he will apply for grants to pay for some new equipment. The Supervisors and the Engineer talked about staffing the new IRVM positions as well as their duties and responsibilities. The Supervisors and the Engineer briefly discussed hydro-seeding and the appropriate types of seed for this area. The Engineer stated he will meet with the Conservation Director to work the transition details. The Engineer offered to fund any budget short fall the Conservation Department may experience because of the change, so the Supervisors can transfer the program before this spring. The Supervisors directed the Board Chair and the Auditor to arrange a joint meeting with the Guthrie County Conservation Board to discuss the transfer of the IRVM program. Upon conclusion of this discussion, the Engineer presented his proposed expenditures for the Wind Farm Urban Renewal Tax Increment Financing (TIF) Budget for Fiscal Year 2017-2018. He discussed nine (9) individual projects; however, two (2) of the proposed projects involve three (3) bridges in one (1) project. The Engineer explained the pros and cons of replacing bridges with box culverts as well as the factors which impact his decision. He also discussed the different style of metal tubes he can use in a project. Engineer informed the Supervisors there will be additional construction work on County Road N54 because a plate failed and caused damage to a pipe. Engineer advised the Supervisors there is approximately \$2.6 million available from the TIF. The Auditor briefed the Supervisors on her conversation with Robert Josten, the County's Bond Attorney for this TIF. Josten clarified the terms of the TIF. In particular, there is no set payment amount because the County pledged the revenue collected from the TIF as the payment twice each year. Dickson stated the County only receives seventy-five percent (75%) of the TIF revenue. The remaining revenue goes to the other taxing authorities. Josten suggested the Supervisors get monthly revenue reports from the Treasurer. Josten stated he will help the Supervisors amend the payment schedule if there is a logic reason for it. The Supervisors discussed the current financial report and directed the Auditor to make arrangements with the Treasurer for a monthly revenue report.

There being no further business to come before the Board at this time, the Board adjourned at 1:48 p.m. until its regularly scheduled meeting on Tuesday, 31 January 2017. Motion by Rutledge second by Dickson. Motion carried on a vote: Ayes: 5 Nays: 0.

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

31 January 2017

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

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

Motion by Rutledge second by Dickson to approve the Agenda for 31 January 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Marci L. McClellan, Guthrie County Auditor, presented the Guthrie County Auditor's Office Budget for Fiscal Year (FY) 2017-2018. Dickson expressed concerns about a \$12,000 increase in the General Supplemental portion of the budget. Auditor explained it was a combination of three (3) different employee insurance premiums and elections expenses. Auditor also requested a raise for the current Deputy and stated new employees salary will remain in General Supplemental just like the former Deputy Auditor. The new employee's salary will be based on the candidate's qualifications and education. The General Basic portion of the budget will remain steady because the Auditor only increased line items which have a history of exceeding the budgeted amount.

Auditor presented the spreadsheet for FY 2018 insurance premiums. Per Iowa Governmental Health Care Plan (IGHCP), there will be a 7.67% increase. Supervisors discussed the financial implications of the increased premium. There will be a twenty-one dollar (\$21) increase in the family plan premium. Dickson expressed concerns about why IGHCP does not get competitive bids for administration of the plan. Supervisors discussed the impact of increased insurance premiums on the viability of salary increases for County employees. Supervisors also talked about ways to reduce the premium increase by considering other plan options such as raising the deductible. Supervisors want employees to acknowledge not only raises but also increase cost of benefits packages. Dickson wants to keep approximately \$20,000 to \$30,000 reserve in Partial Self-Fund (PSF) Balance. This will avoid the need to increase premiums midway into the year like last year because of a low PSF Balance. Supervisors talked to Cindy at IGHCP via conference call. According to Cindy, Denise Ballard with IGCHP does not think the County needs to increase the PSF Balance at this time. Currently, the annual amount of claims exceeds the PSF Balance by \$40,000, if the claims remain steady. This will increase the existing PSF Balance to \$80,000. The higher percentage of funded risk allows funds to accrue in the PSF Balance. According to Cindy, a premium increase only impacts out-of-pocket costs. Cindy will recalculate lower percentages of fund risk and provide to Auditor.

Stephen Patterson, Guthrie County Sanitarian and Solid Waste Director joined the meeting. He presented the 28E Agreement with Union County which allows Guthrie County to provide inspections on an as needed or on-call basis. Union County only has one (1) part-time inspector, so it needs someone to cover inspections, if necessary or in case of emergency. Patterson stated he has not done any work for Union County in at least ten (10) years. He also verified Guthrie County will bill Union County at the same rate as the other Counties. Motion by Carney second by Dickson to approve the 28E Agreement with Union County. Motion carried on a vote: Ayes: 5 Nays: 0.

Patterson also provided a copy of the Annual Meeting Minutes for the Solid Waste Association Meeting on 18 January 2017. He gave a summary of the tipping fees for the last several years and stated the County currently hauls approximately 7,800 tons of solid waste, not including specialty materials, to the landfill in Carroll County each year. Patterson stated the Transfer Station budget will increase slightly even with no increase in salaries or insurance. He recommended a five dollar (\$5) increase in the tipping fee; however, he also recommended the income generated by said increase be placed in a restricted fund account. He does not think an additional five dollar (\$5) increase in the tipping fee above the proposed increase is necessary this year. The Supervisors briefly discussed the need to replace the loader and the truck as well as possible building maintenance. At the request of Dennis Kunkle, Mayor of Guthrie Center, Patterson explained the money contributed by the Cities helps pay for day to day operations at the Transfer Station. He also stated there is no additional expense for the landfill closure because Iowa Department of Natural Resources has not imposed any monitoring requirements. At the request of Patrick Parker, Mayor of Panora, Carney explained the County budgets for the Transfer Station in Rural Services plus the County also paid for the new scales. Rutledge further stated the County does not contribute funds on a per capita basis, however, the County covers any shortages in the Transfer Station budget. Patterson pointed out the Transfer Station passes on the majority of its costs to the users. Eric Morris stated the haulers want a little stability in the tipping fee from year to year. The Supervisors briefly discussed a larger increase in the tipping fee this year, so there is no need to raise it next year. Eric disagrees with raising the tipping fee again and stated the Supervisors should cover the increased costs with tax funds. Parker suggested the County contribute the same per capita funds as the Cities, so all County residents contribute equally towards the Transfer Station expenses. Patterson stated the seventeen dollar (\$17) per capita rate has remained steady for a long time, and he does not think a one dollar (\$1) increase will generate enough revenue. Currently, the per capita revenue generates approximately \$80,000. Parker insisted the County contribute on a per capita basis because

the City residents also pay usage and tipping fees. Patterson stated Carroll County Landfill charges approximately twenty-four dollars (\$24) per ton to dispose of Guthrie County's solid waste but the rate fluctuates with each load. Dickson suggested a straight user fee instead of the per capita rate. He also expressed a need for a restricted fund account to address any closure/post-closure issues asserted by the Iowa Department of Natural Resources (IDNR). Patterson described the County's current closure/post-closure plan on file with the IDNR. Patterson advised current regulations state a landfill is defunct thirty (30) years after closure, and the Guthrie County landfill was closed over twenty (20) years ago. Eric Morris stated part of his issue with the tipping fee stems from the fact he is locked into a six (6) year contract with the City of Panora. Rutledge suggested a multi-year percentage increase of the tipping fee to stabilize it. Motion by Dickson second by Grasty to increase the Guthrie County Transfer Station tipping fee by five dollars (\$5) per ton and to deposit the increase in a restricted fund account starting 1 July 2017. Motion carried on a vote: Ayes: 4 (Carney, Dickson, Grasty and Lloyd) Nays: 1 (Rutledge because he wants a three to five year plan).

Motion by Grasty second by Lloyd to approve the Minutes from 24 January 2017 and 26 January 2017 subject to corrections requested by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor presented the Claims from 16 January 2017 through 31 January 2017. Motion by Rutledge second by Grasty to approve the Claims from 24 January 2017 through 31 January 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 11:58 a.m. until its regularly scheduled meeting on Thursday, 2 February 2017. Motion by Dickson second by Rutledge. Motion carried on a vote: Ayes: 5 Nays: 0

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

2 February 2017

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

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

Motion by Grasty second by Carney to approve the Agenda for 2 February 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Dickson briefed the Supervisors on the Guthrie County Board of Health Meeting held 1 February 2017. He stated the Board of Health approved the Sanitarian's budget subject to the Supervisors' decisions on salaries and insurance. He also pointed out the need to purchase a truck as well as the addition of a part-time summer employee to do the Lake Panorama septic inspections. The Board of Health also decided to increase the fees for inspections in Cass, Adair and Audubon Counties. The current rate is 110% over cost, and it will increase by two percent (2%) each year for the next five (5) years. Jotham Arber, Guthrie County Public Health Director, made arrangements with Genesis to address concerns about the administration of mental health medications. Genesis will be at Public Health one (1) day per week to meet with clients and assist with the shots. Finally, Dickson expressed concerns about Public Health being required to repay Medicaid, even though there is a contract, because the Medicaid program is out of funds.

Joe Hanner, Guthrie County Conservation Director, joined the meeting to discuss the transfer of Integrated Roadside Vegetative Management (IRVM) from his Department to the Secondary Roads Department. He briefed the Supervisors on the Guthrie County Conservation Board's special meeting held 30 January 2017. He meet with the



Engineer after the special meeting to split up the equipment. Auditor provided the Supervisors with an email from the Engineer because he was unable to attend today's meeting. The Engineer wants to take over the program in early spring. Hanner also briefed the Supervisors on a meeting he had with the Engineer and Auditor to discuss covering the Naturalist's salary in the current budget. Hanner and the Engineer agreed to leave the IRVM intact and simply transfer management to the Engineer. Auditor explained there may be an issue if the Naturalist no longer works for the IRVM program, and there may not be a way to transfer money from the Secondary Roads budget to the Conservation budget should the transfer occur before 1 July 2017. The Supervisors discussed the possibility of a budget amendment to move money from the reserve fund to the Conservation budget to pay the Naturalist. Hanner presented a revised FY2018 budget to provide for all of the Naturalist's salary as well as a five (5) month seasonal employee. Hanner stated the Conservation Department also will need a \$3,000 hose sprayer to replace the sprayer going to the Secondary Roads Department. Hanner stated current Roadside Technician is considering all his options before he decides if he will transfer to the Secondary Roads Department. Hanner also gave a brief overview of his current staff as well as their respective duties and responsibilities. The Supervisors briefly discussed the Secondary Roads Department staffing of IRVM. At this point, Hanner requested approval for a five (5) month seasonal employee. He estimated the salary will be approximately ten dollars (\$10) per hour. Hanner provided the Supervisors with a document detailing the Conservation Department's specific responsibilities at all the parks, wild life areas, water trails and river accesses as well as the Raccoon River Valley Trail and Historical Village. He also explained the timber stand improvement project which will enable the Conservation Department to harvest timber in the future. Hanner emphasized the Conservation Department cannot maintain its current level of services without the seasonal employee; especially, if the Roadside Technician will transfer with the IRVM program. Rutledge verified the Conservation Department staff will consist of three (3) full-time employees and one (1) seasonal employee. He also confirmed the need for over-time if the Supervisors do not approve the seasonal employee. Dickson verified the Supervisors need to provide a written notice cancelling the 28E Agreement with the Conservation Board. The Supervisors discussed the need for a seasonal employee. Hanner assured the Supervisors he will work with the Secondary Roads Department to share equipment. Motion by Dickson second by Grasty to transfer the Integrated Roadside Vegetative Management (IRVM) program from the Guthrie County Conservation Department to the Guthrie County Secondary Roads Department. Motion carried on a vote: Ayes: 5 Nays: 0. Motion by Grasty second by Rutledge to authorize a five (5) month seasonal employee in the Guthrie County Conservation Department. Motion carried on a vote: Ayes: 5 Nays: 0.

Darci Robson, Veteran's Affairs Administrator, joined the meeting to present the Guthrie County Veterans' Affairs Budget for Fiscal Year (FY) 2017-2018. Barry Chalfant, Chairperson of the Veterans' Affairs Commission was also present for the presentation. The Veterans' Affairs Commission approved said budget on 26 January 2017. The total budget remains the same as last year; however, the Commission changed some line items to provide a five percent (5%) salary increase for Robson. In addition, the Commission also rearranged some line items so there is enough funding to maintain the office and comply with certification requirements even if the State does not reallocate money from its Veterans' Affairs program. Robson explained the history behind the State's reallocation of funds as well as the spending limitations. She confirmed the County must return the money it does not spend on approved uses and confirmed the County has returned money in the past. The Supervisors discussed the impact of reducing the salary increase on the overall budget. Robson stated her goal is to link Guthrie County Veterans with state and federal benefits.

Stephen Patterson, Guthrie County Solid Waste Director, joined the meeting. He presented the new Electronics Acceptance Policy. It assess a fee of thirty-five cents (\$.35) per pound for all electronics presented in a batch weighing fifty (50) pounds or more as well as a charge for TV's and monitors which will fluctuate based on the current market. Patterson will retain the right to raise both fees consistent with the disposal costs. Motion by Dickson second by Grasty to approve the Guthrie County Solid Waste and Recycling Agency's Electronics Acceptance Policy. Motion carried on a vote: Ayes: 5 Nays: 0.

At this point, Patterson presented the updated Billing Policy. It establishes a five dollar (\$5) minimum interest charge on an overdue bill. Motion by Rutledge second by Lloyd to approve the Guthrie County Solid Waste and Recycling Agency's Updated Billing Policy. Motion carried on a vote: Ayes: 5 Nays: 0.

Finally, Patterson presented the reaffirmation of the Surcharge for Materials Not Appropriate Policy. It reaffirms the thirty-five percent (35%) surcharge for inappropriate materials such as cardboard and scrap metal. The Transfer

Station will charge an individual or hauler only if the person refuses to remove the inappropriate materials from the load. Furthermore, if the waste is from outside Guthrie County, the Transfer Station will assess the surcharge on the entire load if inappropriate materials are present and not removed from it. At the request of Grasty, Patterson confirmed a couple small boxes are not a problem; however, the Transfer Station will not accept a load of flattened boxes. Motion by Grasty second by Lloyd to approve the Guthrie County Solid Waste and Recycling Agency's Reaffirmation of Surcharge for Materials Not Appropriate Policy. Motion carried on a vote: Ayes: 5 Nays: 0.

At Dickson's request, Patterson briefly discussed the Transfer Stations' policy on tires. There is a five dollar (\$5) fee for car tires. Tractor and construction tires are weighed to set the fee. The Transfer Station will accept tires on rims, but companies charge more to dispose of these tires. Patterson also answered questions about the recycle bins in the Cities pursuant to Carney's question. Patterson stated any County resident may use the recycle bins because the County provides the bins. Dickson also inquired if the Iowa Department of Natural Resources (IDNR) still imposes a surcharge if the County does not meet its recycling requirements. Patterson explained the County participates in an alternative program spearheaded by Carroll County Recycling. As long as the County participates in this program, the IDNR is not concerned about its recycling percentage. Finally, Patterson advised he provided Patrick Parker, Mayor of Panora, with the 1995 28E Agreement authorizing the Cities' per capita fee for the Transfer Station. Parker inquired about the clause providing for a Township Landfill Fund. Auditor confirmed this line item is not in the County's budget.

The Supervisors began the budget work session by discussing the Guthrie County Transfer Station's budget for Fiscal Year 2017-2018. Most of the line items will remain the same. Patterson stated he anticipated a balance of \$39,000 in the restricted fund account due to the five dollar (\$5) increase in the tipping fee. The Supervisors also discussed the Guthrie County Sanitarian's budget for Fiscal Year (FY) 2017-2018. Said budget was approved by the Guthrie County Board of Health on 1 February 2017. Dickson pointed out the line items will remain the same except for the addition of a part-time employee and the purchase of a vehicle. Patterson stated he added a part-time employee for three (3) months at twelve dollars (\$12) per hour to do the septic inspections at Lake Panorama. Dickson stated the Board of Health also discussed a potential increase of inspection fees. The Supervisors briefly discussed the purchase of a new truck. Patterson pointed out the uniqueness of his job, including the services he provides and the roles he fulfills for the County. He also briefly discussed E911 sign requirements. At this point, the Auditor provided a copy of the Heart of Iowa Region budget for Fiscal Year 2017-2018 as well as the January 2017 Wind Farm Urban Renewal TIFF revenue report. The Supervisors had a brief discussion about salaries, the possibility of merit based raises as well as allowing the Elected Officials and Department Heads to decide individual salary increases.

There being no further business to come before the Board at this time, the Board adjourned at 12:28 p.m. until its regularly scheduled meeting on Tuesday, 7 February 2017. Motion by Dickson second by Rutledge. Motion carried on a vote: Ayes: 5 Nays: 0.

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

7 February 2017

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

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

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

John Rutledge, General Manager, and Brad Halterman, Project Manager, Lake Panorama Association (LPA), joined the meeting to deliver the Lake Panorama Watershed Analysis, Sedimentation Assessment, and Water Quality Review report for the renewal of the Lake Panorama Rule Improvement Zone (RIZ). Rutledge stated the renewal process began approximately one (1) year ago at which time the Supervisors requested the engineering report. In accordance with Iowa Code Section 357H.10, the Supervisors have thirty (30) days to review the report and request additional information. He pointed out the report thoroughly examined erosion and sediment removal as well as water quality. Carney signed receipt for the report. Rutledge stated the RIZ will dissolve on 30 June 2019 without an extension. He recommended the Supervisors discuss the automatic renewal process with the County Attorney. Rutledge pointed out the Supervisors have sixty (60) days from receipt of the report or the supplemental information to act or the extension automatically is deemed approved by law. Rutledge said he will upload the report to the RIZ website, so the public may read it. Carney and Dickson inquired about the current terrain and basin capacities. Rutledge stated the data in the report (page 26 & 27) addresses these areas. Rutledge believes the report speaks to all thirteen (13) criteria set forth in the Iowa Code. Dickson inquired about the current capacity and Rutledge explained the current removal statistics. In short, the sediment came in faster than the current process can remove it during the last few years. Rutledge said the goal is to determine the correct level to maintain because there is no way to remove all the sediment which comes into the lake. Rutledge confirmed the main source of the sediment is the Middle Raccoon River. At the request of Carney, Rutledge briefly discussed the process to remove the sediment as well as the cost to do it. In response to a question by Grasty, he also talked about the condition of the equipment and the need to upgrade it in the future. Rutledge stated the RIZ Board is willing to meet with the Supervisors to discuss the extension. He concluded by thanking the Supervisors for taking the time to review the report.

Joshua Sebern, Guthrie County Engineer, joined the meeting. He confirmed the Supervisors voted to transfer Integrated Roadside Vegetative Management (IRVM) to his department. He requested a cancellation date for the 28E Agreement and suggested thirty (30) days from Thursday, 9 February 2017. The Supervisors discussed a cancellation date as well as the written notice. The Supervisors directed the Auditor to draft a written notice of cancellation and present it to the County Attorney for approval prior to the next meeting. Motion by Grasty second by Dickson to cancel the Chapter 28E Agreement for Cooperative Services with the Guthrie County Conservation Board concerning Integrated Roadside Vegetative Management (IRVM) and the Weed Commissioner as of thirty (30) days from Thursday, 9 February 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

At the request of a visitor, the Engineer and the Supervisors recapped the reason for transferring IRVM to the Secondary Roads Department (SRD). Engineer advised he begun the transition process by preparing an office and posting the labor position within SRD. He also stated Crawford County wants to sell its hydro-seeder for approximately \$5,000. He intends to take the Roadside Technician with him to look at it. Engineer confirmed he must replace Guthrie County Conservation Department's hydro-seeder. The Supervisors and the Engineer discussed the Crawford County hydro-seeder. Auditor advised the State Auditor will not allow the payment of the Natural Resource Manager's salary from the IRVM budget after the cancellation of the 28E Agreement; however, the State Auditor is researching other options. Dickson inquired about whether the IRVM portion of the budget will be part of the Road Use Tax appropriation. Engineer confirmed he wants the IRVM line items and/or budget to be part of the SRD budget, so any remaining funds will go into the SRD reserves. Plus, he can use said funds to purchase IRVM equipment and seed. The Auditor will discuss these items with the State Auditor. The Engineer closed by advising he will extend an offer to a new SRD technician to start at the entry level rate with a one dollar (\$1.00) increase provided the new employee obtains all the necessary certifications.

The Supervisors began the Budget Work Session by reviewing the three (3) proposals from Iowa Governmental Health Care Plan (IGHCP). The Supervisors had a phone conference with Denise Ballard of Two Rivers Insurance Services to discuss the insurance premiums. Dickson verified there is approximately \$183,000 in the Partial Self Fund (PSF) and the claims for the last six (6) months totaled about \$70,000. Ballard has no concerns the claims will increase in the future; however, she recommended the Supervisors keep the claims account balance higher, so the County can afford to pay all the claims. She also recommended the Supervisors maintain a \$53,000 balance in PSF, so the County has enough reserves to pay four and half (4 1/2) months of average claims. She stated it is possible to cut back on the

funding at a later date if the trend is lower. Ballard recommended the funded risk remain at twenty percent (20%) if the claims rate remains at \$140,000. She advised the County needs a healthy reserve to handle any fluctuation in claims rate. Ballard said she will schedule a meeting with the Supervisors after the IGHCP Board approves the rates on Friday, 10 February 2017. She recommended the Supervisors include a 6.13% increase in the budget which provides for a twenty-five percent (25%) funded risk. The Supervisors discussed the current insurance plan deductibles as well as out-of-pocket costs. The Supervisors directed Auditor to increase the insurance premiums by six percent (6%) in the Fiscal Year (FY) 2017-2018 Budget. At this point, the Auditor provided transaction history on specific line items in the FY 2017-2018 Budget. The Auditor will verify the Elderbridge contribution, whether there is a cost associated with the Supervisor's email addresses and the Ahlers & Cooney monthly payment. She will also increase the publication line item in accordance with the January newspaper invoices. Rutledge called the Iowa State Association of Counties (ISAC) to verify the annual dues. The Supervisors directed Auditor to pull the Department 25 – Social Services claims in January 2017 for the next meeting as well as verify the risk management premiums for FY 2017-2018. The Supervisors briefly discussed repairing the driveway at the County Home during the current fiscal year. Finally, the Supervisors directed Auditor to plug in the current fiscal year amounts into any remaining line items and prepare a proposed FY 2017-2018 Budget.

Motion by Grasty second by Carney to appoint Dickson as the Board of Supervisor's representative to the Iowa Governmental Health Care Plan Board. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Grasty second by Rutledge to approve the Minutes from 31 January 2017 and 2 February 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Rutledge second by Grasty to approve the Payroll from 28 January 2017 through 10 February 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 12:25 p.m. until its regularly scheduled meeting on Thursday, 9 February 2017. Motion by Rutledge second by Grasty. Motion carried on a vote: Ayes: 5 Nays: 0

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

9 February 2017

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

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

Motion by Grasty second by Lloyd to approve the Agenda for 9 February 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Marshall Burgess, Chairman, and Dr. David Ahrens, Treasurer, Regional Airport Authority Board, joined the meeting. Dr. Ahrens provided a copy of an email from John Rutledge, General Manager, Lake Panorama Association (LPA), stating the Association declines to pay the Airport Board an additional \$4,000 because the Association is not a separate taxing entity. Dr. Ahrens also discussed the written contract between the Airport Board and LPA concerning LPA's wells on the Airport grounds as well as LPA's agreement to supply water to the Airport. Burgess pointed out the wells may interfere with expansion of the runway. The Airport needs to expand the runway an additional 600 feet for turbo

propeller airplanes to land on it. The Federal Aviation Administration (FAA) expressed concerns about the expanded runway being too close to the wells. Dr. Ahrens stated the Airport Board is doing fine with the current budget; however, next year the Airport Board needs to resurface the runway. It must match ten percent (10%) of the total cost or \$85,000. Burgess talked about the resurfacing project as well as more immediate repairs to the runway. Since Broker's International left the County, Dr. Ahrens advised there are no expansion plans at this time, and there is one large empty hanger. He stated the Airport's largest expense is insurance at \$27,000, but hanger rent is also down this year. Dr. Ahrens advised the County's \$20,000 appropriation covers most of the expenses; however, the Airport Board still needs to set aside a little money for major projects such as resurfacing the runway. There currently is \$70,000 - \$80,000 in this fund, but the runway project will use most of it. He also stated the Airport Board applies for grants each year, but there is a ten percent (10%) match. Burgess & Dr. Ahrens gave a brief overview of current operations as well as the facilities. They specified the primary users are the agricultural industry and Lake Panorama. They also thanked the Supervisors for supporting the Airport. Motion by Rutledge second by Grasty to approve a \$20,000 expenditure for Department: 62 – Airport of Fund: 0011 – Rural Services in the Fiscal Year 2017-2018 Guthrie County Budget. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor presented the written notice to Guthrie County Conservation Board cancelling 28E Agreement for Weed Commissioner and Integrated Roadside Vegetative Management (IRVM) effective 11 March 2017. County Attorney reviewed and approved the notice. Motion by Grasty second by Dickson to approve the written notice to Guthrie County Conservation Board cancelling 28E Agreement for Weed Commissioner and Integrated Roadside Vegetative Management (IRVM). Motion carried on a vote: Ayes: 5 Nays: 0. Grasty will hand deliver the notice to Joe Hanner, Guthrie County Conservation Director, on Thursday, 9 February 2017.

Supervisors began the budget work session by discussing the Ahlers & Cooney bills. After a brief discussion, the Supervisors directed the Auditor to split the monthly bill fifty/fifty (50/50) between the Supervisors and the Secondary Roads Department effective 1 July 2017. The Auditor talked about adjustments to risk management premiums as well as the current Elderbridge match. The Supervisors will review the agreement with the Iowa Department of Human Services concerning the phone and pager monthly bill. At the conclusion of their discussions, the Supervisors directed the Auditor to increase the Iowa State Association of Counties (ISAC) line item to include Supervisors' dues and then leave all remaining line items the same. The Auditor will prepare the Fiscal Year 2017-2018 Budget for review on Tuesday, 14 February 2017.

Joshua Sebern, Guthrie County Engineer, joined the meeting. He stated the new Secondary Roads Department Technician will start on 27 February 2017, and Murphy Heavy Contracting will begin the Seidl Bridge project within the next month. He also provided a brief update on the IRVM transition. Finally, the Engineer and the Supervisors had a brief discussion about the damaged box culvert on County Road N54.

Carney advised the Supervisors about his phone conference with Darci Alt, Chief Executive Officer, Heart of Iowa Region. Carney is trying to arrange a meeting between Alt, Ellen Ritter, Guthrie County Coordinator of Disability Services, Mobile Crisis, Sheriff Arganbright, and himself to discuss concerns about Mobile Crisis. The Supervisors want a detailed explanation of the protocols for Mobile Crisis as well as its duties and responsibilities when assisting the Guthrie County Sheriff's Office with an emergency call.

There being no further business to come before the Board at this time, the Board adjourned at 10:39 a.m. until its regularly scheduled meeting on Tuesday, 14 February 2017. Motion by Dickson second by Grasty. Motion carried on a vote: Ayes: 5 Nays: 0.

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

## Guthrie County Board of Supervisors

Regular Session

14 February 2017

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

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

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

Joe Hanner, Guthrie County Conservation Director, joined the meeting. He provided copies of the Guthrie County Conservation Boards Regular Meeting (10 January 2017) and Special Meeting (30 January 2017) Minutes. At the request of Rutledge, Hanner briefly discussed the Sign Report. He provided an electronic copy to the Engineer and advised the Secondary Roads Department will need to upgrade some of its signs associated with the Raccoon River Valley Trail. The Conservation Board approved the Sign Report at its Regular Meeting on 13 February 2017 and authorized the purchase of new signs as well as posts. Hanner also stated the Conservation Board continues to work on fund raising for the last three (3) crossings. Carney inquired about the vacancy on the Prairie Woodland Conservation Foundation, and Hanner stated the Conservation Board appointed Maggie Armstrong to fill it. Hanner provided a report of the users and revenues for the Guthrie County Conservation Camping, Trail and Historical Village for calendar years 2014 through 2016. Overall, there were an increase in users except when Nations Bridge flooded in 2015. Hanner inquired about salaries and insurance premiums because the Conservation Board will need to hold a Special Meeting to approve the Conservation Department Fiscal Year (FY) 2017-2018 Budget once the Supervisors set those amounts. Carney and Dickson do not anticipate making a decision on the salary increase until the Regular Meeting on 16 February 2017, but they did confirm the insurance premiums will increase by six (6) percent.

The Supervisors began the Budget Work Session by reviewing the summary spreadsheet provided by the Auditor. She also stated property valuations increased by 3.7%. At this point, the Auditor explained the new Adair/Guthrie County Emergency Management Agency (EMA) line items. The EMA Commission has no taxing authority, so the Supervisors must levy for it through the General Basic or General Supplemental funds. Robert Kempf, Adair/Guthrie County Emergency Management Agency Coordinator, joined the meeting to address questions about the new EMA 28E Agreement. Kempf confirmed the EMA does not have a separate levy per Iowa Code Chapter 29C. The Supervisors must budget for the amount set forth in the EMA Commission's certified budget. He recommended the Supervisors include the EMA budget in the General Supplemental fund since there is no cap on this fund. Dickson expressed concerns about the Cities no longer levying for a portion of the EMA budget as well as the County being required to fund a budget set by the EMA Commission. Kempf confirmed the Supervisors have no control over the EMA Commission and its budget. The County's share of the EMA FY2017-2018 budget is \$60,157 and Adair County's share is \$42,151. The share percentage is based on county population because the EMA Commission chose to use the per capita funding method. Carney, Dickson and Rutledge expressed concerns about not being advised of this funding arrangement when the EMA Commission signed the new 28E Agreement in 2016. Kempf pointed out the EMA FY2017-2018 Budget is consistent with last year's budget. He also advised the Counties, historically, are the biggest users of EMA funds. He explained the EMA is necessary, so the Cities and Counties can take advantage of Federal Emergency Management Agency (FEMA) funds for reimbursement of disaster related expenses. Kempf advised the Supervisors to blame any levy increase on the EMA Commission. At this point, Kempf left the meeting and the Supervisors began to discuss the overall totals for the FY2017-2018 Budget. The Auditor provided a copy of the Iowa Department of Management (IDOM) forms for the FY2016-2017 Budget. The Supervisors compared the projected FY2017-2018 totals to FY2016-2017. At this time, Dickson wants the Auditor to put the EMA FY2017-2018 tax request in the General Basic fund. After analyzing the figures, Dickson stated the County's expenditures exceed the revenues, so this means the County must use some of the reserve funds. The Supervisors briefly discussed the need to keep at least twenty-five percent (25%) in the reserve fund, so the County can cover four (4) months of expenditures without any tax revenues. The Supervisors directed the Auditor to prepare two (2) version of the IDOM

forms for FY2017-2018 Budget. The first version should contain a one percent (1%) increase for the libraries as well as salaries, and the second version should reflect a two percent (2%) increase.

Chris Whitaker, Guthrie County Zoning Administrator, and Nikki Carrick, Guthrie County Assessor, joined the meeting. He provided two (2) spreadsheets setting forth the respective zoning permits for calendar year 2016 and 2017. He issued twenty-five (25) permits in 2016. At the request of Carney, Whitaker explained the process for addressing new construction occurring without a permit. Typically, he will make a property owner get a permit after the fact. In 2017, so far, there are four (4) permits requiring Guthrie County Board of Adjustment (BOA) action. The first two (2) permits were for a driving range net and boat storage building at Lake Panorama Association. The other two (2) conditional use permits for a Central Iowa Power Coop switch station and ITC Midwest substation will go before the BOA in March 2017. Whitaker confirmed he handles most zoning permits via telephone or email. Any resident needing a zoning permit should contact his office. At this point, Whitaker transitioned to a discussion about plat approvals. The Guthrie County Zoning Administrator historically approved plats; however, Whitaker pointed out the Iowa Code requires the governing board to approve plats. Whitaker explained the various processes adopted by other counties. He stated the approval process is ultimately at the discretion of the Supervisors, but it will impact the Assessor, Auditor and Recorder. The Supervisors directed Whitaker to meet with the Assessor, Auditor and Recorder to establish an approval process and present the plan at a future meeting.

At this time, Whitaker presented the Plat of Survey for Lot 2 NE ¼ SW ¼ S23 T80N R21W in the Lake Panorama Association for approval by the Supervisors. The Assessor stated this is a brand new survey. Motion by Rutledge second by Grasty to approve the Plat of Survey for Lot 2 NE ¼ SW ¼ S23 T80N R21W. Motion carried on a vote: Ayes: 5 Nays: 0.

Whitaker presented the Plat of Survey Replat for Lot 2385B In Plat 6 of the Lake Panorama Subdivision for approval by the Supervisors. The Assessor stated this is a replat of a vacated lot in an existing sub-division. Motion by Carney second by Lloyd to approve the Replat for Lot 2385B In Plat 6 of the Lake Panorama Subdivision. Motion carried on a vote: Ayes: 5 Nays: 0.

Whitaker concluded his presentation by providing a sample Flood Plain Management Ordinance. He stated the new Guthrie County Flood Plain Maps take effect in April 2017 and the County needs an ordinance to enforce the map. Whitaker drew the Supervisors attention to discretionary areas of the proposed ordinance. He made the following recommendations: 1) all appeals go to the Board of Supervisors; and 2) the substantial damage language (page 16) must match the prohibition against rebuilding a structure damaged by more than fifty percent (50%) of its value as set forth in the Guthrie County Zoning Ordinance. In order to adopt this ordinance, Whitaker advised the Supervisors must hold a public hearing and follow the standard procedure for adopting an ordinance.

Auditor presented OSHA's Form 300A Summary of Work-Related Injuries and Illnesses. Motion by Carney second by Rutledge to approve and sign OSHA's Form 300A Summary of Work-Related Injuries and Illnesses. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor also presented Examination and Lubrication Service Agreement with O'Keefe Elevator Co., Inc. O'Keefe will provide four (4) examinations per year for the sum of \$184.00 for a term of two (2) years. Motion by Grasty second by Rutledge to approve and sign Examination and Lubrication Service Agreement with O'Keefe Elevator Co., Inc. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Rutledge second by Grasty to approve the Minutes from 7 February 2017 and 9 February 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Grasty second by Lloyd to approve the Claims in the amount of \$150,811.35 from 28 January 2017 through 10 February 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Engineer joined the meeting and briefed the Supervisors on his intention to replace one of the Secondary Road's pick-up trucks. He received a state bid quote from Kriegers Chevrolet (\$38,357) and New Way Ford (\$32,980) for an extended cab, ¾ ton, 4x4, gas truck.

Dickson briefed the Supervisors on the Iowa Governmental Health Care Plan (IGHCP) training and Board meeting. He advised there was an update on the Affordable Care Act (ACA) but no definitive plan for the future. There also was an Explanation of Benefits (EOB) presentation. IGHCP wants to transition to paperless EOB's, so employees will need to access the Employee Benefit System (EBS) EOB's online. During the IGHCP Board meeting, Wellmark provided projected revenues for next year and explained why it intends to increase rates but not remove the three percent (3%) ACA increase it imposed on 1 July 2016. Wellmark also advised the rates will increase because the IGHCP loss ratio was at ninety-eight percent (98%) which exceeds Wellmark's preferred loss ratio of ninety-five percent (95%).

There being no further business to come before the Board at this time, the Board adjourned at 12:41 p.m. until its regularly scheduled meeting on Thursday, 16 February 2017. Motion by Rutledge second by Grasty. Motion carried on a vote: Ayes: 5 Nays: 0

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

16 February 2017

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

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

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

The Supervisors began the budget work session with an apology from the Auditor because she did not have the budget entered into the Iowa Department of Management Fiscal Year (FY) 2017-2018 Budget Forms. She hit a major roadblock yesterday and was unable to complete the forms. The Auditor did provide three (3) versions of the Certification of Taxes Form, so the Supervisors could compare the FY 2016-2017 Form with two (2) versions of the FY 2017-2018 Form. The Supervisors discussed concerns about utilizing the fund balance for the last two (2) fiscal years as well as again this next fiscal year to supplement the tax revenue. They Supervisors also talked about maintaining at least twenty percent (20%) in the fund balance as reserves. After a brief discussion about the remaining fund balance in the General Supplemental Fund, the Supervisors decided to move the Adair/Guthrie County Emergency Management Agency (EMA) budget to the General Supplemental Fund and increase the levy by ten cents (\$.10). Due to the increased levy, the Supervisors reviewed all the Department budgets in effort to cut back on expenses in the General Basic and General Supplemental Funds.

At this point, the Supervisors discussed the Guthrie County libraries' funding requests. Motion by Dickson second by Rutledge to increase Dept: 55 – Libraries, Fund: 0011 – Rural Services line items by one percent (1%). Motion carried on a roll call vote: Ayes: 4 (Carney, Dickson, Grasty and Rutledge) Nays: 1 (Lloyd). Lloyd wanted to give the libraries a two percent (2%) increase.

Next, the Supervisors discussed the Guthrie County Fair Boards' funding request. Motion by Rutledge second by Grasty to transfer \$4,000 from Dept: 77 – Fair & 4-H, Fund: 0001 – General Basic to Dept: 78 – Fairgrounds, Fund: 0001 – General Basic. Motion carried on a roll call vote: Ayes: 4 (Carney, Grasty, Lloyd, and Rutledge) Nays: 1 (Dickson).



Finally, the Supervisors reviewed Resolution 17-14: Annual Salary Approved for Elected Officials. After a brief discussion, the Supervisors decided to review the budgets and make any necessary adjustments to finance the proposed salary increases. Motion by Dickson second by Rutledge to table Resolution 17-14: Annual Salary Approved for Elected Officials until the next regular session on 21 February 2017. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd, and Rutledge) Nays: 0.

The Supervisors used a few extra minutes to review the Recorder's budget and opted to set the part-time wage at twelve dollars (\$12) per hour for twenty-five (25) hours per week. There were no other changes to the Recorder's budget. The Supervisors also reviewed the General Relief and Veterans' Affairs budgets. They made no changes to these budgets.

At this point, the Auditor presented the Guthrie County Secondary Roads Department payroll notices and changes. The Auditor began by summarizing the agreement signed by the new Engineering Technician, Ethan Shetler. Motion by Rutledge second by Dickson to approve the New Employee Payroll Notice for Ethan Shetler. Motion carried on a vote: Ayes: 5 Nays: 0. Next, the Auditor presented two (2) Payroll Change Notices authorizing a pay reduction as a result of a change in job duties. Motion by Grasty second by Rutledge to approve the Payroll Change Notice for Jerry Cook. Motion carried on a vote: Ayes: 5 Nays: 0. Motion by Rutledge second by Grasty to approve the Payroll Change Notice for Kevin Kirtley. Motion carried on a vote: Ayes: 5 Nays: 0. Finally, the Auditor presented a Payroll Change Notice authorizing a pay increase due to the employee transferring from the Guthrie County Conservation Department to the Secondary Roads Department. Motion by Dickson second by Grasty to approve the Payroll Change Notice for Eric Whitver. Motion carried on a vote: Ayes: 5 Nays: 0.

The Supervisors returned to reviewing budgets and decided not to make any changes in the Mental Health as well as the Transfer Station budgets. Upon consideration of the County Attorney's budget, the Supervisors decided to leave the part-time wages the same as FY 2016-2017 as well as cut the District Court budget by \$15,000. At this point, the Supervisors reviewed the Integrated Roadside Vegetative Management (IRVM) budget and did not make any changes. There was a brief discussion about filling the management position in the Secondary Roads Department vacated by the transition of Steve Stringham to IRVM manager. Next, the Supervisors reviewed the Sheriff's Department budget and had a lengthy discussion about staffing dispatch. Leora Laughery, Guthrie County Sheriff's Department Civil Clerk, joined the meeting to provide information about staffing requirements and the budget. The Supervisors directed the Auditor to decrease the part-time dispatch line item to \$38,000. The Supervisors also had a brief discussion about replacing vehicles. The Supervisors directed the Sheriff's Department to reduce the total budgetary expenses to \$1,300,000.00.

Rutledge left the meeting at 12:30 p.m.

Next, the Supervisors reviewed the Sanitarian budget. The Auditor will increase the vehicle line item by \$30,000 to enable the department to purchase a new truck and add a line item for part-time wages in the amount of \$5,500. The Supervisors reviewed the Public Health as well as the Auditor's budgets and did not make any changes. Upon a review of the General Services budget, the Supervisors directed the Auditor to leave the zoning line item at \$500. After a brief discussion about salaries in the Treasurer's budget, the Supervisors directed the Auditor to remove \$750 from the budget. Finally, the Supervisors reviewed the Conservation Department budget and discussed the impact of compensation time as well as building renovations. The Supervisors directed the Auditor to decrease the total budget by \$3,000. In short, the General Basic levy went down for FY 2017-2018, and there was an increase in the General Supplemental levy. The Auditor will make the necessary changes and prepare the FY 2017-2018 Budget Estimate Form for the next regular session on 21 February 2017.

There being no further business to come before the Board at this time, the Board adjourned at 1:47 p.m. until its regularly scheduled meeting on Tuesday, 21 February 2017. Motion by Dickson second by Carney. Motion carried on a vote: Ayes: 4 Nays: 0.

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

21 February 2017

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

The meeting came to order at 9:12 a.m.

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

The Supervisors began the Budget Work Session. Joshua Sebern, Guthrie County Engineer, joined the meeting to discuss changes in the Secondary Roads Department (SRD) and Integrated Roadside Vegetative Management (IRVM) Fiscal Year (FY) 2017-2018 budgets. He moved approximately \$55,000 from the SRD budget to the IRVM budget. At this time, the IRVM budget will remain in the Rural Services fund until the State Auditor approves the transfer to SRD fund. He also eliminated one (1) management position in the SRD budget; however, he did not rule out the possibility of reinstating it in the future. The Supervisors had a brief discussion about the Engineer transferring a manager to IRVM program and not filing the vacated SRD position. He confirmed the IRVM manager can cover for the SRD manager as necessary. The Engineer confirmed the total SRD budget is less than last year and assured the Supervisors he accounted for all his expenses as well as all the projects for the next fiscal year. The Supervisors also discussed how much money is in the SRD reserves as well as increasing the rock line item and the possibility of re-rocking more roads. The Engineer verified SRD is accomplishing all of the planned projects and more, even though, the reserves continue to increase each year. The Supervisors directed the Auditor to increase the rock/granular line item by \$100,000 with the consent of the Engineer. At this time, the Auditor presented the FY 2017-2018 Budget for Guthrie County which included a two percent (2%) salary increase. Dickson verified the Guthrie County Public Health line items. The Supervisors discussed whether or not to transfer \$48,688 from the General Basic fund to the SRD budget. The Auditor and the Engineer confirmed the County will meet the local effort requirement for Road Use Tax funding as long as the Supervisors transfer a 100% of the matching funds from the Rural Services fund. The Engineer consented to foregoing the transfer from General Basic this year, but he does not want to permanently stop it. At this point, the Supervisors began reviewing the General Supplemental fund. They discussed lowering said levy by \$0.15. The Supervisors decided making such a change will leave an acceptable fund balance, so they directed the Auditor to do it. Finally, the Supervisors briefly discussed the impact of a one percent (1%) and two percent (2%) salary increases. Carney calculated a two percent (2%) increase will leave the General Basic reserves slightly under twenty-eight percent (28%) of the fund.

The Supervisors considered Resolution 17-14: Annual Salary Approved for Elected Officials. Motion by Lloyd second by Grasty to approve Resolution 17-14: Annual Salary Approved for Elected Officials which authorized a two percent (2%) salary increase for all Elected Officials. Motion carried on a roll call vote: Ayes: 4 (Carney, Grasty, Lloyd and Rutledge) Nays: 1 (Dickson).

At this point, the Supervisors briefly discussed their salary as well as meeting one (1) day per week. The Supervisors agreed one (1) meeting per week does not mean less work each week. It simply means the Supervisors will conduct all

of the County's business during one (1) meeting instead of two (2) meetings. Motion by Grasty second by Carney to disallow the salary increase for the Supervisors and leave their salary the same as last fiscal year. Motion carried on a roll call vote: Ayes: 4 (Carney, Grasty, Lloyd and Rutledge) Nays: 1 (Dickson).

Motion by Dickson second by Grasty to publish the 2017-2018 Fiscal Year Budget Estimate as amended by the Supervisors. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Rutledge) Nays: 0. Motion by Grasty second by Carney to set the Guthrie County Fiscal Year 2017-2018 Budget Public Hearing on 7 March 2017 at 10:00 a.m. in the Public Meeting Room at the Guthrie County Courthouse . Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Grasty second by Rutledge to approve the Minutes from 14 February 2017 and 16 February 2017 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Grasty second by Rutledge to approve the Payroll from 11 February 2017 through 24 February 2017.

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

There being no further business to come before the Board at this time, the Board adjourned at 11:17 p.m. until its regularly scheduled meeting on Thursday, 23 February 2017. Motion by Rutledge second by Dickson. Motion carried on a vote: Ayes: 5 Nays: 0

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

23 February 2017

The Guthrie County Board of Supervisors met this 23rd day of February, 2017, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd, and Tom Rutledge.

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

Motion by Grasty second by Lloyd to approve the Agenda for 23 February 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

David Garland, Guthrie County Communications, joined the meeting and provided the Information Technology update. He advised the Treasurer's Office still receives a large amount of spam email, so the spam filter is set at the highest level now. Garland stated there is a possibility the spam filter may block legitimate email traffic, so the public should call the Treasurer's Office, if they do not receive a response to an email. He also briefed the Supervisors on the installation of a panic button at the Guthrie County Engineer's Office. Garland confirmed the same process can be used to install a button at the Guthrie County Public Health Office.

At this time, Ron Allen and Brandon Thompson, Guthrie County Custodians joined the meeting to open the sealed bids for tree trimming around the Courthouse property. Corner Stone Landscaping submitted a bid of \$4,175 to trim trees, clean up the surrounding areas and haul away debris. This bid also includes removal of the split tree near the future site of the Veterans' Memorial as well as the donation of a three inch (3") tree to replace it. Kautzky Tree Care submitted a bid of \$4,850 for the same work; however, this bid did not include a tree donation. Gute Tree Service submitted a bid of \$4,235 for general tree trimming as well as removal of the tree near the Veterans' Memorial site. Gute also submitted a separate bid of \$7,470 to thin out tree branches and raise up the tree canopies. Thompson confirmed all the bidders are capable of doing the work. The Custodians confirmed they will schedule the work, so it does not interfere with activities at the Courthouse, and it minimizes any damage to the yard. Motion by Lloyd second

by Grasty to accept bid from Corner Stone Landscaping. Motion carried on a vote: Ayes: 4 Nays: 0. Carney abstained from the vote because he is related to a member of Corner Stone Landscaping.

Grasty left the meeting at 10:00 a.m.

Marci L. McClellan, Guthrie County Auditor, presented Resolution 17-15: Guthrie County Board of Supervisors' Adoption of the Guthrie County Agricultural Extension District's Project – ELEVATE: Taking Your Relationship to the Next Level. The Supervisors reviewed the grant application, budget and program flyer. The Ag Extension Counsel needs a fiscal agent to qualify for a Guthrie County Community Foundation Grant. The Auditor confirmed it is a onetime grant and the Extension Counsel is not requesting any County funds. The Supervisors discussed the program as well as the additional work created by the fiscal agent role. Motion by Rutledge second by Lloyd to approve Resolution 17-15: Guthrie County Board of Supervisors' Adoption of the Guthrie County Agricultural Extension District's Project – ELEVATE: Taking Your Relationship to the Next Level. Motion carried on a roll call vote: Ayes: 4 (Carney, Grasty, Lloyd and Rutledge) Nays: 1 (Dickson). Motion by Dickson second by Rutledge to decline Guthrie County Agricultural Extension District's request for Guthrie County to serve as fiscal agent for the Guthrie County Community Foundation Grant. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor provided a copy of the Notice to Terminate Farm Lease for the Landfill Pasture. The Supervisors directed the Auditor to place a notice in the two official papers on 2 March and 9 March 2017 requesting sealed bids to lease the pasture. The Supervisors will open bids on 16 March 2017 at 9:00 a.m.

The Supervisors discussed the pending items. They directed the Auditor to put Resolution 17-10: Compensation Commission in Eminent Domain on the Agenda for Thursday, 2 March 2017. They also instructed the Auditor to put the Flood Plain Mitigation Ordinance on the Agenda for Tuesday, 28 February 2017 to schedule the public hearing and finalize the discretionary language. In addition, they decided to address the Lake Panorama Rural Improvement Zone extension as well as the status of the Guthrie County Weed Commissioners at the next regularly scheduled meeting.

There being no further business to come before the Board at this time, the Board adjourned at 11:44 p.m. until its regularly scheduled meeting on Tuesday, 28 February 2017. Motion by Rutledge second by Lloyd. Motion carried on a vote: Ayes: 5 Nays: 0.

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

28 February 2017

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

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

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

Ellen Ritter, Guthrie County Coordinator of Disability Services joined the meeting. She updated the Supervisors on the work she performed in Guthrie County during the past month. She explained the Tele-Psych service which utilizes the internet to link a doctor with a patient as well as the Mobile Crisis Unit. According to Ritter, the Sheriff Deputy responds to the scene and remains there until it is safe for everyone. Then, the Mobile Crisis Unit, not the Sheriff

Deputy, transports the patient to a hospital or other facility and remains with the patient. The staff are kind of like negotiators which assist at the scene and not in jail. The Hope Crisis Center can help commit the patient, if necessary. The ultimate goal is to keep the patient out of the hospital. If the Mobile Crisis Unit does not answer calls, the Guthrie County Sheriff's Office should call Darci Alt. The Crisis Intervention Line basically is a suicide hotline (800 number) answered in Woodward, Iowa, and do not go to a scene. Although most patients do not need ambulance transport, the ambulance service agreed to charge the same as the Sheriff's Office to transfer patients. Ritter confirmed the Guthrie County Sheriff's Deputies are not trained to deal with mental health issues. Ritter presented the Guthrie County Coordinator of Disability Services Contract. She explained her job and confirmed she meets with consumers 18 years and older but not any children. Ritter advised she is not comfortable working with clients at their homes, so she schedules meetings in public places. Ritter talked about client needs as well as the available services. She does refer clients to other services, as necessary. She also triages a client's care with Medicaid. There were four (4) total patients in Guthrie County during February 2017. Motion by Carney second by Dickson to approve and sign the Guthrie County Coordinator of Disability Services Contract. Motion carried on a vote: Ayes: 5 Nays: 0.

At 9:40 a.m., Darci Alt, CEO Heart of Iowa Region, joined the meeting. She explained why she was late for the meeting. In short, she was out of the office on Monday when she received the Auditor's email containing the Supervisors' questions, so she went to her office first thing this morning to prepare for the meeting. She explained there are alternate means of transportation for non-emergency patients. She also advised the Guthrie County Sheriff's Office should have a calendar listing the on-call person who should answer the phone for the Mobile Crisis Unit. Alt advised Genesis Development is changing the system and Hope Wellness will now field the call. Since there has been some confusion with who to call for assistance with mental health issues, Genesis is revamping the program. Alt assured the Supervisors, someone always will answer the crisis line and respond to the scene. She confirmed there is a meeting scheduled with Sheriff Arganbright on 15 March 2017 to go over the procedures. Finally, she talked about a class, Mental Health First Aid, which provides law enforcement with training on how to deal with mental health incidents. She confirmed the Guthrie Sheriff's Office took the training two years ago; however, there are several new Deputies who have not taken it. As for Ritter, Alt explained she has regional responsibilities and passed out Ritter's job description. Alt wants Audubon, Greene and Guthrie Counties to create a plan to meet the structure and responsibilities imposed by the State of Iowa. Alt provided a handout setting forth the Dallas County programs available in the jail and other locations. Alt thinks the Guthrie County Jailors need to recognize when to call for mental health services, and she wants to them trained to recognize mental health symptoms. Alt also passed out information on the Hope Wellness program and spoke about legislative issues. Dickson requested information on the proposed school programs.

Joshua Sebern, Guthrie County Engineer, joined the meeting. He asked the Supervisors to table the re-appointment of the Guthrie County Weed Commissioners until the Secondary Roads Department officially takes over the Integrated Roadside Vegetative Management (IRVM) program. He advised Eric Whitver is still on the record as the Weed Commissioner because Steve Stringham has not completed the certification process.

At this time, the Supervisors decided to postpone scheduling the public hearing for the Guthrie County Flood Plain Management Ordinance because they had several questions for the Auditor.

The Supervisors discussed the Lake Panorama Rural Improvement Zone Extension and Lake Panorama Watershed Analysis, Sedimentation Assessment, and Water Quality Review Report. The Supervisors agreed it answered the thirteen (13) questions set forth in the Iowa Code. The Supervisors decided to postpone scheduling the public hearing because Dickson had plenty of questions about the Lake Panorama Rural Improvement Zone budget which is not in the report as well as other financial questions. The public hearing will address the need for improvements as set forth in the Report and thus the need for the requested twenty (20) year extension of the Lake Panorama Rural Improvement Zone.

Motion by Grasty second by Lloyd to approve the Minutes from 21 February 2017 and 23 February 2017 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Rutledge second by Grasty to approve the Claims in the amount of \$218,899.16 from 11 February 2017 – 24 February 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 1:30 p.m. until its regularly scheduled meeting on Thursday, 2 March 2017. Motion by Rutledge second by Dickson. Motion carried on a vote: Ayes: 5 Nays: 0

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

2 March 2017

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

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

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

Since Rutledge and the Auditor were not present at the meeting, the Supervisors decided to postpone review and consideration of Resolution 17-10: Compensation Commission in Eminent Domain until a later date.

The Supervisors discussed the Guthrie County Flood Plain Management Ordinance. There were several questions about the discretionary areas of the proposed ordinance. Motion by Grasty second by Lloyd to table scheduling the public hearing for the Guthrie County Flood Plain Management Ordinance. Motion carried on a vote: Ayes: 4 Nays: 0.

The Supervisors discussed the Lake Panorama Rural Improvement Zone Extension and Lake Panorama Watershed Analysis, Sedimentation Assessment, and Water Quality Review Report. There was a brief discussion about the time line for the requested twenty (20) year extension of the Lake Panorama Rural Improvement Zone. Motion by Dickson second by Grasty to table scheduling the public hearing for the Lake Panorama Rural Improvement Zone Extension and Lake Panorama Watershed Analysis, Sedimentation Assessment, and Water Quality Review Report and the extension of the Lake Panorama Rural Improvement Zone. Motion carried on a vote: Ayes: 4 Nays: 0.

The Supervisors discussed the process for the Public Hearing for Fiscal Year 2017-2018 Guthrie County Budget.

There being no further business to come before the Board at this time, the Board adjourned at 11:20 a.m. until its regularly scheduled meeting on Tuesday, 7 March 2017. Motion by Lloyd second by Grasty. Motion carried on a vote: Ayes: 4 Nays: 0.

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

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

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

Motion by Grasty second by Lloyd to approve the Agenda for 7 March 2017. Motion carried on a vote: Ayes: 5 Nays: 0. Motion by Dickson second by Rutledge to amend the Agenda for 7 March 2017 to include the scheduling of the Public Hearing for the extension of the Lake Panorama Rural Improvement Zone. Motion carried on a vote: Ayes: 5 Nays: 0. Motion by Grasty second by Rutledge to approve the Amended Agenda for 7 March 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Due to the Auditor's absence because of illness, the Supervisors postponed approval of the Minutes from 28 February 2017 and 2 March 2017 until the next regular Tuesday session on 14 March 2017 and approval of the Payroll for 25 February 2017 – 10 March 2017 until the next regular session on 9 March 2017.

In preparation for the Public Hearing on the Fiscal Year (FY) 2017-2018 Guthrie County Budget, the Supervisors reviewed the Iowa Department of Management forms for the Fiscal Year 2017-2018 Guthrie County Budget, the FY17-18 Guthrie County Budget Handout prepared by the Auditor, as well as the appropriations spreadsheet for FY 2016-2017 and 2017-2018. The Supervisors verified the budget increase for the Adair/Guthrie County Emergency Management Agency (EMA) as well as the need to include a separate entry for the EMA in Resolution 17-17: Approve Appropriations Resolution for Fiscal Year 2017-2018. The Supervisors also confirmed the total amount of the Guthrie County Sheriff's Office budget.

At this time, the Supervisors moved to the Public Meeting Room to hold the Public Hearing for Fiscal Year 2017-2018 Guthrie County Budget. Motion by Grasty second by Dickson to open the Public Hearing for Fiscal Year 2017-2018 Guthrie County Budget at 10:00 a.m. Motion carried on a vote: Ayes: 5 Nays: 0. The attendees received a copy of the FY17-18 Guthrie County Budget Handout prepared by the Auditor as well as the Iowa Department of Management forms for the Fiscal Year 2017-2018 Guthrie County Budget. Carney went through pages 1-8 of Form 634-B of the Iowa Department of Management forms for the Fiscal Year 2017-2018 Guthrie County Budget. On page 1, Steve Brannen inquired if the Sheriff's Office budget provides for the expenses associated with the Courthouse security. Sheriff Arganbright summarized the cuts made by the Supervisors after he submitted the original budget. The Supervisors briefly discussed the current security measures at the Courthouse and the use of the metal detector on Court Service days as well as during Magistrate Court. On page 3, Brannen also asked about the status of mental health reimbursements from the State of Iowa. Carney advised the State currently is not reimbursing the County, but he will continue to lobby the State for these reimbursements. At the request of an attendee, Carney explained the \$20,000 for Air Transportation, on page 5, is the County's contribution to the Regional Airport. On page 6, Brannen inquired about funding of the Voter ID bill and Carney advised it is unknown if the State will fund it or will it be pushed down to the County. John Rutledge and Dennis Flannery thanked the Supervisors for supporting the GIS system funded by the Guthrie County Assessor's Office, on page 7, because it is a really valuable and well used asset. On page 8, Carney pointed out the decrease in Secondary Roads Department funding is due to the completion of the County Road N54 project. Carney went through the fund balance totals on page 8 as well as the Long Term Debt Schedule. Brannen inquired about the Guthrie County Conservation Department's budget. Joe Hanner, the Guthrie County Conservation Director briefly explained the transition of the Integrated Roadside Vegetative Management (IRVM) program to the Secondary Roads Department as well as the loss of a seasonal part-time employee. Hanner expressed concerns about recent changes which may cause issues during the year and stated he will brief the Supervisors on said changes at a later date. John Rutledge commented on the Raccoon River Valley bike trail being a huge benefit for the County and expressed his appreciation for what the County has done to support it. Per John Rutledge, the bike trail is usually the number two (2) or three (3) reason people give for coming to the Lake Panorama area along with the lake, itself, as well as the golf course. At the request of Carney, Joshua Sebern, Guthrie County Engineer, briefly discussed pending secondary road and bridge projects. Sebern pointed out the need to improve the gravel roads due to the wet weather and early spring thaw. He also discussed the reason for posting several bridges,

including the wood post bridges which need work due to the advanced age of these bridges. At the request of an attendee, Sebern talked about the installation and repair of box culverts. Finally, Jotham Arber, Guthrie County Public Health Director talked about the Guthrie County Health Department's various programs as well as the new Get Healthy Campaign in Guthrie County. Since there were no further questions or discussion concerning the Fiscal Year 2017-2018 Guthrie County Budget, motion by Dickson second by Grasty to close the Public Hearing for Fiscal Year 2017-2018 Guthrie County Budget at 10:30 a.m.. Motion carried on a vote: Ayes: 5 Nays: 0.

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

At 10:45 a.m., the Supervisors returned to the Supervisors Meeting Room.

The Supervisors reviewed Resolution 17-16: Approve Resolution for the Adoption and Certification of Taxes for the Fiscal Year Beginning July 1, 2017 and Ending June 30, 2018 per Iowa Code 331.434(5). Motion by Dickson second by Grasty to approve Resolution 17-16: Approve Resolution for the Adoption and Certification of Taxes for the Fiscal Year Beginning July 1, 2017 and Ending June 30, 2018 per Iowa Code 331.434(5). Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Rutledge) Nays: 0.

The Supervisors also reviewed Resolution 17-17: Approve Appropriations Resolution for Fiscal Year 2017-2018. Motion by Grasty second by Lloyd to approve Resolution 17-17: Approve Appropriations Resolution for Fiscal Year 2017-2018. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Rutledge) Nays: 0.

The Supervisors briefly discussed the extension of the Lake Panorama Rural Improvement Zone and the need to schedule a public hearing on the matter. Motion by Dickson second by Grasty to schedule the Public Hearing for the extension of the Lake Panorama Rural Improvement Zone on 28 March 2017 at 9:30 a.m. in the Public Meeting Room. 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 11:37 a.m. until its regularly scheduled meeting on Thursday, 9 March 2017. Motion by Rutledge second by Grasty. Motion carried on a vote: Ayes: 5 Nays: 0

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

9 March 2017

The Guthrie County Board of Supervisors met this 9<sup>th</sup> day of March, 2017, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center with the following members present: Clifford Carney, Mike Dickson, and Jack Lloyd. Everett Grasty and Tom Rutledge were in Des Moines, Iowa attending the Iowa State Association of Counties Legislative Conference. The Auditor was absent due to an illness.

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

Motion by Dickson second by Lloyd to approve the Agenda for 9 March 2017. Motion carried on a vote: Ayes: 3 Nays: 0.

The Supervisors postponed the discussion concerning Denise Crawley's Secondary Roads Department Complaint. Since Dickson abstained from any discussion and/or formal action on this matter due a previous family relationship,



there was no quorum to consider Ms. Crawley's request of compensation for a fence damaged by a road grader sliding off the road during the last storm.

Since the Auditor was unable to publish the Landfill Pasture Rent Notice on 2 March 2017, the Supervisors directed the Auditor to reschedule the bid opening and to place a notice in the two official papers on 16 March and 23 March 2017 requesting sealed bids to lease the pasture. The Supervisors will open bids on 30 March 2017 at 9:00 a.m.

The Supervisors reviewed the Local Authority Endorsement BC0029170, Coulter Panorama Marine, Panora, Iowa. Motion by Dickson second by Lloyd to approve the Local Authority Endorsement BC0029170, Coulter Panorama Marine, Panora, Iowa. Motion carried on a vote: Ayes: 3 Nays: 0.

Next, the Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Change Notice authorizing a longevity pay increase for Jerry Cook. Motion by Carney second by Lloyd to approve the Payroll Change Notice for Jerry Cook. Motion carried on a vote: Ayes: 2 (Carney, Lloyd) Nays: 1 (Dickson).

Motion by Lloyd second by Carney to approve the Payroll from 25 February 2017 through 10 March 2017. Motion carried on a vote: Ayes: 2 (Carney, Lloyd) Nays: 1 (Dickson).

There being no further business to come before the Board at this time, the Board adjourned at 11:18 a.m. until its regularly scheduled meeting on Tuesday, 14 March 2017. Motion by Dickson second by Lloyd. Motion carried on a vote: Ayes: 3 Nays: 0.

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

14 March 2017

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

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

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

Joe Hanner, Guthrie County Conservation Director, joined the meeting. He provided copies of the Guthrie County Conservation Boards Regular Meeting Minutes (13 February 2017). At the request of Lloyd, Hanner briefly discussed Mike Webb's proposed building project on the Raccoon River Valley Trail lease property. Carney inquired about the maintenance and project requirements along the Raccoon River Valley Trail. Hanner advised there is no mandates or set criteria for the Trail. Each county is responsible for the section of Trail within its borders. If an individual and/or group wants to hold an event, the user must get approval from each county. Hanner stated the Counties try to work in unison to keep things as equal as possible along the Trail. Hanner advised he wants to reinstate the Camp Ground Host position if he can find someone willing to do it. Hanner provided a copy of the approved Budget Amendment Sheet for the Fiscal Year 2016-2017 Guthrie County Conservation Board Budget. Hanner stated there will be a shortage in the upcoming months, so the Conservation Board wants to use the agreed upon carryover from last year (\$70,147) as well as the final 2015 flood reimbursement money (\$6,756). Hanner stated he tentatively plans to replace the water lines at Nations Bridge Park in December 2017.

Carney briefed the Supervisors on the Heart of Iowa Region Board Meeting. He stated the Region might lose its case management assets. In response, the Region wants to place workers in the schools to help take over the case management loads; especially for minors. The Region Board tabled this discussion until the next meeting, so the Region could provide more information because this was a recent development which arose in the last two (2) weeks. Carney advised the Region could not provide a reimbursements status report.

Denise Crawley joined the meeting. A Secondary Roads Department (SRD) grader slid off the road during the ice storm in January 2017 and took out the corner post of a fence owned by her family's Limited Liability Corporation (LLC). The SRD contacted her brother, Dennis Lehman, the tenant of the property as well as a member of the LLC, and received permission to cut the fence to remove the grader. At the time of the incident, SRD agreed to replace the corner post and fix the wires; however, SRD subsequently was told not to fix the fence because the LLC planned to remove it. Crawley wants the Supervisors to reimburse the LLC for the corner made out of railroad ties. Since the grader damaged the fence, the LLC removed the entire fence. At Rutledge's request, Joshua Sebern, Guthrie County Engineer, advised SRD normally repairs or replaces any fence it damages or removes during a road project. The Supervisors briefly discussed how to replace the fence. Rutledge suggested SRD build the corner; however, Carney suggested the County simply reimburse the LLC for the labor and materials. Motion by Lloyd to deny Crawley's request to reimburse the LLC. Lloyd's motion died due to lack of a second. Motion by Carney second by Rutledge to give the LLC \$150 to build the new fence corner conditioned upon receipt of a signed statement from all members of the LLC acknowledging settlement of the issue. Motion carried on a vote: Ayes: 3 (Carney, Grasty, Rutledge) Nays: 1 (Lloyd). Dickson abstained from the vote because of a conflict.

Ernad Muratovic and Jon Ramirez with Marco Full-Service IT Company joined the meeting. They introduced themselves and their company. They provided a list of counties as well as other public agencies that contract with them. They create individualized contracts to support the needs of each client. Rutledge directed them to leave the packets, so one of the Supervisors could discuss the information with the department heads before the company approached each department. Marco just wanted an opportunity to gather information and be able to provide a proposal.

Dickson advised Leroy Hall called and stated he could not attend the meeting. He directed the Auditor's Office to reschedule his appearance for the same time next week.

Joshua Sebern rejoined the meeting. He presented the Quail Road Project FM-C039(88) – 55-391030 Contract. It is a Farm to Market funded road project with an original engineering estimate of \$1,378,000. Henningsen Construction Inc. got the bid for \$1,238,000. SRD will replace the culverts, as necessary. Henningsen will grind the existing surface, mix in oil and put it back down before laying three to four inches (3"-4") of new black top. They also will flatten the crown to make it a better driving surface. SRD will begin replacing driveway tubes as soon as the weather allows and clean the ditches during the construction project. Motion by Lloyd second by Carney to award contract for Quail Road Project FM-C039(88) – 55-391030. Motion carried on a vote: Ayes: 5 Nays: 0.

The Supervisors reviewed the Local Authority Endorsement LC0033854, The Port, Panora, Iowa. Motion by Grasty second by Rutledge to approve the Local Authority Endorsement LC0033854, The Port, Panora, Iowa. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Grasty second by Lloyd to approve the Minutes from 28 February 2017 and 2 March 2017 as well as 7 March 2017 and 9 March 2017 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Carney stated John Rutledge inquired about making a fifteen (15) minute presentation concerning the Lake Panorama Rural Improvement Zone at the beginning of the public hearing on 28 March 2017. Supervisors agreed to the request. T. Rutledge collected questions from the Supervisors for J. Rutledge to answer during his presentation.

Lloyd left the meeting at 11:15 a.m.

Motion by Grasty second by Rutledge to approve the Claims in the amount of \$259,203.87 from 25 February 2017 – 10 March 2017. 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 11:40 a.m. until its regularly scheduled meeting on Thursday, 16 March 2017. Motion by Grasty second by Rutledge. Motion carried on a vote: Ayes: 4 Nays: 0

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

16 March 2017

The Guthrie County Board of Supervisors met this 16<sup>th</sup> day of March, 2017, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd, and Tom Rutledge. The Auditor was absent due to an illness.

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

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

Robert Kempf, Adair/Guthrie County Emergency Management Coordinator joined the meeting. Even though funding currently is unavailable, the State of Iowa has not revised the Hazard Mitigation Program and wants entities to submit applications. Kempf requested permission to submit a Hazard Mitigation Grant Funds Application in the amount of \$25,000 for a multijurisdictional disaster system. It is a matching funds grant (75% Federal, 15% State, and 10% County). The County will receive the grant proceeds only to the extent which the State funds the Program. Upon the Supervisor's approval, Kempf will scan the application into the Iowa Grant System. Motion by Rutledge second by Grasty to authorize Robert Kempf to submit the Hazard Mitigation Grant Funds Application. Motion carried on a vote: Ayes: 5 Nays: 0.

Kempf reminded the Supervisors of the 5 April 2017 deadline to adopt the new Floodplain Management Ordinance. He confirmed Guthrie County already submitted the Floodplain Management Maps. Kempf stated any lapse in the Ordinance's effective date will impact the flood insurance for residents of the County. The Auditor's Office recommended the Supervisors make all the necessary changes to the Ordinance before publication of the Public Hearing Notice. In the event an issue arises during the public hearing, the Supervisors can revise the Ordinance before they adopt it. Kempf declined to administer the Ordinance because it directly pertains to zoning issues. The Supervisors briefly discussed whether or not they should hear any appeals, or if the Zoning Board of Adjustment should do it.

Mike Raibikis joined the meeting even though he was not on the Agenda. The Supervisors advised they will listen to his issue but cannot take any action on it. Raibikis stated the Secondary Roads Department (SRD) tried to fix Walnut Trail where the road sloughed off; however, it is happening again. He wanted to know who is responsible for supervising the repair work and making sure SRD correctly does it. Raibikis stated an independent contractor would be held accountable for any work failures. In his opinion, the SRD is not doing things right because they have to keep fixing it. Raibikis pointed out there also is an issue with the ditch at the bridge on Walnut Trail. Grasty stated he will look into the issue and discuss it with the Guthrie County Engineer.

Joshua Sebern, Guthrie County Engineer, joined the meeting. Steve Stringham and Eric Whitver presented Resolution 17-18: Notice to all Property Owners - Noxious Weeds as well as the 2017 County Weed Commission Certification

Form. Stringham will be the Guthrie County Weed Commissioner and Whitver will be the Deputy Guthrie County Weed Commissioner. Since Stringham just completed his training, he will provide his certification number upon receipt from the State of Iowa. Motion by Grasty second by Lloyd to approve Resolution 17-18: Notice to all Property Owners - Noxious Weeds. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Rutledge) Nays: 0. Motion by Lloyd second by Rutledge to approve 2017 County Weed Commission Certification Form. Motion carried on a vote: Ayes: 5 Nays: 0.

The Supervisors discussed the Floodplain Management Ordinance. Robert Kempf rejoined the meeting. The Supervisors reviewed the highlighted items and talked about the proper board to hear any appeals. Dickson and Grasty stated the Board of Supervisors should hear any appeals because of the amount of time involved with such issues and the fact the Zoning Board of Adjustment is a volunteer board. The Supervisors also considered the appropriate option for the substantial damage definition. Rutledge and Kempf recommended the Supervisors delete the optional language. The Supervisors briefly discussed the public hearing date. Motion by Dickson second by Lloyd to schedule the Public Hearing for the Guthrie County Floodplain Management Ordinance on 30 March 2017 at 9:30 a.m. in the Public Meeting Room. 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 11:02 a.m. until its regularly scheduled meeting on Tuesday, 21 March 2017. Motion by Dickson second by Rutledge. Motion carried on a vote: Ayes: 5 Nays: 0.

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

21 March 2017

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

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

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

Marci L. McClellan, Guthrie County Auditor, presented the New Opportunities Notice of Termination of Rental Agreement effective 28 April 2017. Several Guthrie County Departments expressed interest in the office space which is part of the Guthrie County Public Health Building. At this time, the Supervisors opt not to lease the space to an outside entity.

Brenda Rose, new owner of the former County Home property, contacted the Auditor's Office with specific questions about the building, property and farm lease. The Guthrie County Assessor answered Rose's questions concerning square footage as well as the survey. According to Carney and Rutledge, the current farm tenant, Kendall Kipp, has a copy of the lease agreement. Furthermore, Rose needs to contact him to reschedule a meeting with him.

Jason Meyer, Drainage District #9 Trustee, contacted Lloyd with concerns about a large hole he spotted in a ditch. The hole may be indicative of a drainage tile problem. Rutledge called Meyer and put him on speaker phone. Meyer provided a brief synopsis of the problems plaguing the drains and tiles located in the District. He wants to know the steps to obtain funding through the Drainage District #9 Board to repair the deteriorated drainage infrastructure. The Supervisors briefly discussed Meyer's concerns and agreed to research the funding process. Meyer stated the Board

will hold its annual meeting on 6 April 2017. The Supervisors want the Secondary Roads Department to evaluate the drainage issues along County Road P18 (Quail Road) before beginning any construction projects. Meyer stated the Board already spent approximately \$2,000 to clean out some of the ditches. Dickson stated the County can loan the money as well as set the interest rate because the County will recoup the funds through a special tax assessment.

Leroy Hall joined the meeting along with Joshua Sebern, Guthrie County Engineer, to discuss a new fence. Hall's land is south of Guthrie Center in Valley and Thompson Townships. According to Hall, the County closed the road adjacent to this land, so he wants to move his fence to the outside of the road ditch along the edge of the road. He stated the land owner across the road already moved that fence. He also indicated his neighbors have no objection if he moves the fence. The Engineer confirmed the County vacated and abandon the road, beyond the gate, in 1988. He reviewed the vacation records and did not see any issues with the agreements or the process. Carney and Dickson advised Hall the County no longer controls the vacated portion of the road, so he can do what he wants as long as he does not prohibit his neighbors from accessing their land. Hall stated he cannot and will not put his fence down the middle of the road, so his neighbors can use the road to access their land. The Supervisors thanked Hall for checking with the County before he moved his fence.

Motion by Grasty second by Lloyd to approve the Minutes from 14 March 2017 and 16 March 2017 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

The Auditor presented the Payroll for 11 March 2017 through 24 March 2017, but it did not include the Assessor's Office payroll because the Auditor's Office needs a response from Iowa Municipal Worker's Compensation Association. The Supervisors can approve the remaining payroll at the next regular meeting on Thursday, 23 March 2017. Dickson expressed concern about the amount of overtime paid during this payroll period. Motion by Rutledge second by Grasty to approve all the Payroll from 11 March 2017 through 24 March 2017 except the Assessor's Office payroll. Motion carried on a vote: Ayes: 4 (Carney, Grasty, Lloyd and Rutledge) Nays: 1 (Dickson).

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 Thursday, 23 March 2017. Motion by Rutledge second by Lloyd. Motion carried on a vote: Ayes: 5 Nays: 0

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

23 March 2017

The Guthrie County Board of Supervisors met this 23<sup>rd</sup> day of March, 2017, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, and Jack Lloyd. Tom Rutledge was absent from the meeting.

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

Motion by Grasty second by Lloyd to approve the Agenda for 23 March 2017. Motion carried on a vote: Ayes: 4 Nays: 0.

Marci L. McClellan, Guthrie County Auditor, presented a draft of the Guthrie County Financial Statements and Audit Report for FY16. She will email a copy to the Supervisors, so they can review same prior to the regular meeting on Tuesday, 28 March 2017. The Supervisors did not request any additional information for review prior to approval of the documents.

Denise Crawley joined the meeting; even though, she was not on the Agenda. She provided a signed settlement letter regarding the fence damaged by the road grader during the last ice storm. Her families Limited Liability Company agreed to settle the matter for \$150. The Supervisors directed the Auditor to advise the Secondary Roads Department of the settlement.

Motion by Grasty second by Lloyd to approve the Assessor's Office Payroll for 11 March 2017 through 24 March 2017. Motion carried on a vote: Ayes: 4 Nays: 0.

Carney briefed the Supervisors on his conversation with Nikki Carrick, Guthrie County Assessor, concerning the resignation of Charlie Noland from the Guthrie County Board of Review. The Assessor will call a special meeting of the Guthrie County Conference Board to appoint a replacement.

The Auditor presented John Rutledge's written response to the Supervisors' questions regarding the Lake Panorama Rural Improvement Zone (RIZ) Fiscal Year 2015-2016 Annual Financial Report. The Supervisors received and reviewed the written response. They took no action on the matter. The Supervisors also briefly discussed silt basins.

There being no further business to come before the Board at this time, the Board adjourned at 10:14 a.m. until its regularly scheduled meeting on Tuesday, 14 March 2017. Motion by Dickson second by Lloyd. Motion carried on a vote: Ayes: 3 Nays: 0.

The Supervisors attended Health Insurance Portability and Accountability Act (HIPAA) training at the Guthrie County Public Health Office from 10:30 a.m. to 11:30 a.m.

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

28 March 2017

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

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

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

David Garland, Guthrie Center Communications, joined the meeting and provided the monthly Information Technology (IT) report. He submitted the written Guthrie County IT Support Report – March 2017 to the Supervisors. There was an issue with the backup server late in the month. He resolved the issue during his on-site time and it works fine now. At the request of the Secondary Roads Department (SRD) and Guthrie County Public Health, the County will get a new router. SRD will pay for the router and Public Health will transfer some of its on-site time to pay for the installation costs. Garland verified there are no major problems in the individual offices, and all the spikes in internet traffic correlate to normal internet traffic patterns in the various departments. Garland advised there is a need to upgrade the operating system on some of the servers as well as migrate to a few new servers in the future. The migration will create more storage.

Auditor advised she forgot to put the Guthrie County Financial Statements and Audit Report for Fiscal Year 2015-2016 on the Agenda; however, she consulted the State Auditor's Office and learned the Chair can sign it, even if, it is

not on the Agenda. The Supervisors reviewed the documents previously provided by the Auditor and did not have any corrections. The Auditor will forward the signed documents to the State Auditor's Office today.

Supervisors directed Auditor not to pay Drainage District #9 construction claim. Dickson directed Lloyd to contact the Drainage Clerk in Greene County to determine the proper method to handle the claim.

The Supervisors moved to the Public Meeting Room for the Public Hearing on the Lake Panorama Rural Improvement Zone (RIZ) Extension and Lake Panorama Watershed Analysis, Sedimentation Assessment, and Water Quality Review Report. Motion by Grasty second by Rutledge to open the Public Hearing at 9:30 a.m.. Motion carried on a vote: Ayes: 5 Nays: 0. Doug Hemphill, President of the RIZ Board introduced himself as well as his fellow board members attending the hearing. He confirmed the RIZ Board began the extension process in October 2015. He acknowledged the Board of Supervisors requested an engineering report which the RIZ Board submitted in January 2017. Hemphill also pointed out the Supervisors already stated the engineering report met all thirteen (13) points set forth in the Iowa Code during the Supervisors' regular meeting on 28 February 2017. At this time, he turned the floor over to Luke Monat and Chris Bauer of Shive Hattery Architecture & Engineering, the engineering firm which prepared the Lake Panorama Watershed Analysis, Sedimentation Assessment, and Water Quality Review Report. They reviewed the details submitted in the report and covered each of the thirteen (13) points listed in Iowa Code Chapter 357H. The initial four points involve Lake Panorama and the watershed which encompasses 425 square miles. Monat talked about the location of the watershed as well as its geographical attributes and characteristics. He also discussed soil composition and land use. Bauer talked about the next five (5) points regarding sedimentation and dredging efforts. In particular, he discussed historical accumulations and removal as well as current and future accumulation. The report projects a yearly accumulation rate of 476,000 cubic yards per year during the next twenty (20) years. Bauer also talked about sediment storage options. Currently, there is roughly 8.5 million cubic yards of storage space available in the active storage basins. The report estimates a need for 9.5 million cubic yards of storage space over the next twenty (20) years. A realistic goal is to remove all the sediment which enters Lake Panorama over the next twenty (20) years plus twenty-five (25%) of the sediment currently in the Lake. This will require an additional 3.5 million cubic yards of storage in the future. Monat discussed the current water quality as well as the testing procedures. Currently, the water quality fluctuates throughout the year because of rainfall. At this time, there are no significant changes in water quality and the results are similar to other water bodies across the State. There are elevated levels of nutrients present in the water, so there is a need to adopt conservation practices to reduce nutrient runoff into the Lake. In short, the RIZ Board needs to address erosion control and water quality over the next twenty (20) years. It will cost approximately \$40 million over the next twenty (20) years to meet the dredging goal as well as an additional \$500,000 annually for watershed improvements. At this time, Carney opened the floor for questions. Dickson inquired about a ten (10) year plan. Hemphill advised the RIZ Board will not make any long range plans until the Supervisors extend the RIZ; however, the RIZ Board wants to be more proactive and take advantage of State and Federal cost share funds. John Rutledge, Lake Panorama General Manager, confirmed the need to focus the dredging operation in the upper basin and maintain a pace equal to the silt coming into the Lake. He also reaffirmed the need to leverage RIZ funds against cost share money. Dickson inquired about water quality projects. Monat talked about the installation of water quality and nutrient reduction wetlands. Dickson confirmed most of the sediment comes from the Middle Raccoon River; however, John Rutledge pointed out it is hard to predict which piece of ground shed the most dirt. He also expressed the need to educate land owners and promote water quality measures through field days. Hemphill pointed out the need to keep settlement areas contained to help facilitate dredging operations. Since the property values ultimately drive RIZ funding, the goal is to promote projects which benefit the County and Lake Panorama so property values remain high. Bauer pointed out the need to build preventive structures in the coves because it is more expensive to dredge these areas. John Rutledge acknowledged the benefit of dredging in the shallow areas versus deeper water. He also recommended allocating eighty percent (80%) of the resources to dredging and twenty percent (20%) to water quality projects. Monat and Bauer stated the County Basin will hold about 8.5 million cubic yards of silt over the next ten (10) years. John Rutledge stated the RIZ Board has not actively pursued expansion plans for the silt basins. The public had no questions. Motion by Grasty second by Lloyd to close the Public Hearing on the Lake Panorama Rural Improvement Zone (RIZ) Extension and Lake Panorama Watershed Analysis, Sedimentation Assessment, and Water Quality Review Report at 10:10 a.m.. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor briefed the Supervisors on the next step in the RIZ extension process. The Supervisors must take any action by adopting a resolution, and the Supervisors have up to thirty (30) days after the public hearing to do it. The

Supervisors briefly discussed a possible extension of the RIZ. Grasty acknowledged the report met all thirteen points, so he is in favor of a resolution extending the RIZ. Rutledge concurred with Grasty. Dickson wants to meet with the RIZ Board to work out an arrangement. Hemphill expressed a willingness to meet with the Supervisors; however, he was hesitant to develop any concrete plans until the Supervisors approve the RIZ extension. Carney is in favor of the extension, but he also wants to meet with the RIZ Board. He confirmed the Supervisors will discuss a draft resolution at the next regular meeting on Thursday, 30 March 2017.

The Supervisors reconvened in the Board's Meeting Room at 10:20 a.m. Ron Allen, custodian and Jotham Arber, Director of Guthrie County Public Health joined the meeting. Arber encouraged the Supervisors to contract with a shredding company to dispose of sensitive documents. Allen got a quote from Secure Shred Solutions, LLC, which is the same company used by Public Health. Arber advised Public Health has a ninety-five (95) gallon locked container the company shreds one (1) time per quarter. Dickson verified Secure Shred provides the container and only charges each time it shreds documents. Allen suggested three (3) sixty-five (65) gallon containers, so there is a bin for each floor. Arber suggested staggering the Courthouse and Public Health shredding schedules, so any overflow can go to the opposite location. The Supervisors discussed the pros and cons of three (3) bins. Allen confirmed the State uses Iron Mountain which costs \$72 per quarter for three (3) bins. Dickson and Lloyd suggested starting with one (1) ninety-five (95) gallon locked bin located on the main floor. Rutledge and Grasty expressed concern about other departments spending time carrying documents to the bin. Allen stated he observes many documents in recycling which probably belong in a shredder bin. According to the quote, a ninety-five (95) gallon bin costs \$46.00 and a sixty-five (65) gallon bin costs \$36.00 each. Motion by Rutledge second by Lloyd to get one (1) ninety-five (95) gallon locked bin. Motion carried on a vote: Ayes: 5 Nays: 0. Motion by Rutledge second by Lloyd to contract with Secure Shred Solutions LLC to provide the bin and shred at least once every three (3) months. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Grasty second by Dickson to approve the Minutes from 21 March 2017 and 23 March 2017 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Hugh Cain and Eric Updegraff with Hopkins & Huebner, P.C. as well as Joshua Sebern, Guthrie County Engineer, joined the meeting. Motion by Grasty second by Rutledge to go into Closed Session to discuss strategy with counsel in matters that are presently in litigation as provided in Iowa Code Section 21.5(1)(c). Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Rutledge) Nays: 0. The Board of Supervisors went into closed session at 11:00 a.m. All members of the public left the room except for the Supervisors, the Auditor, the Engineer, Mr. Cain and Mr. Updegraff.

The Board of Supervisors came out of closed session at 11:53 a.m. The Supervisors took no formal action after the closed session.

Motion by Rutledge second by Grasty to approve the Claims from 11 March 2017 – 24 March 2017 in the amount of \$187,745.43. 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 12:10 p.m. until its regularly scheduled meeting on Thursday, 30 March 2017. Motion by Dickson second by Rutledge. Motion carried on a vote: Ayes: 5 Nays: 0

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor



Guthrie County Board of Supervisors

Regular Session

30 March 2017

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

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

Motion by Dickson second by Lloyd to approve the Agenda for 30 March 2017. Motion carried on a vote: Ayes: 4 Nays: 0.

The Auditor opened the landfill pasture rent bids. Steve Blass submitted a bid of \$81 per acre. Ray Simmons, the previous renter, submitted a bid of \$80 per acre. Travis Redfern submitted a bid of \$90 per acre. Rutledge questioned the duration of the lease because several potential renters inquired about it. The Supervisors discussed the issue and decided 1 March 2017 to 28 February 2020 is the appropriate duration. Carney confirmed there is a hydrant the tenant may use to water the livestock on the landfill pasture. Rutledge will notify the bidders. Auditor will work with the County Attorney to prepare the Lease Agreement. Motion by Rutledge second by Lloyd to accept Travis Redfern's bid of \$90 per acre for forty (40) acres more or less from 1 March 2017 to 28 February 2020. Motion carried on a vote: Ayes: 4 Nays: 0.

Sheriff Marty Arganbright along with Chief Deputy Jeremy Bennett and Deputy Steven Henry joined the meeting. Deputy Henry introduced himself to the Supervisors and provided an overview of his background as well as his law enforcement experience. Chief Deputy Bennett gave a status report on his recovery as well as his projected return to full duty at the end of April. Currently, he is working on the Taser and K-9 Standard Operating Procedures. Sheriff provided the call logs and hours report. He stated the Bayard City Council agreed to pay the Guthrie County Sheriff's Office \$2,000 to \$2,500 towards law enforcement services within the city limits. At this time, all the communities except Jamaica and Yale contribute to the Guthrie County Sheriff's Office. He sent letters to these cities requesting some type of financial support. Sheriff advised The New Homestead can no longer provide inmate meals to the Guthrie County Jail, but they will continue the service until the Sheriff finds a replacement. The State requires the Sheriff's Office to provide meals prepared by a state certified dietician. He will check with various providers in the area. Currently, he spends approximately \$50,000 to \$60,000 per year for inmate meals. Sheriff stated, all in all, everything is going good in the Sheriff's Office and Jail.

Motion by Rutledge second by Dickson to open the Public Hearing on Ordinance No. 33 – Floodplain Management Ordinance at 9:40 a.m.. Motion carried on a vote: Ayes: 4 Nays: 0. Chris Whitaker, Guthrie County Zoning Administrator, was present for the hearing. Whitaker advised the Ordinance enacts the floodplain maps approved by the Federal Emergency Management Agency (FEMA) and the Iowa Department of Natural Resources (IDNR). Whitaker acknowledged some houses in the County completed the process for removal from a floodplain; however, other houses were added into it. Whitaker verified the Zoning Administrator enforces the Ordinance, but citizens may appeal his decisions to the Board of Supervisors. He also pointed out a homeowner may not rebuild a structure which sustains more than fifty percent (50%) damage during a flood event. There were no questions from the public. The Supervisors and Auditor briefly discussed procedural matters concerning adoption of the Ordinance. Motion by Rutledge second by Lloyd to close the Public Hearing on Ordinance No. 33 – Floodplain Management Ordinance at 9:47 a.m.. Motion carried on a vote: Ayes: 4 Nays: 0.

The public did not object to the Supervisors foregoing the actual reading of Ordinance No. 33. Motion by Lloyd second by Rutledge to forego the actual reading of Ordinance No. 33 – Floodplain Management Ordinance. Motion carried on a vote: Ayes: 4 Nays: 0. Motion by Rutledge second by Lloyd to approve the First Reading of Ordinance No. 33 – Floodplain Management Ordinance. Motion carried on a roll call vote: Ayes: 4 (Carney, Dickson, Lloyd and Rutledge) Nays: 0. Motion by Lloyd second by Rutledge to waive the Second and Third Reading of Ordinance No. 33 – Floodplain Management Ordinance. Motion carried on a roll call vote: Ayes: 4 (Carney, Dickson, Lloyd and

Rutledge) Nays: 0. Motion by Rutledge second by Lloyd to adopt Ordinance No. 33 – Floodplain Management Ordinance. Motion carried on a roll call vote: Ayes: 4 (Carney, Dickson, Lloyd and Rutledge) Nays: 0.

Whitaker provided the 2017 Guthrie County Zoning Permits report containing a current list of the Zoning Permits issued by him and/or approved by the Guthrie County Zoning Board of Adjustment. The Supervisors reviewed same.

Joshua Sebern, Guthrie County Engineer, joined the meeting. The Auditor opened the Roadside Mowing Bids. Steven and Austin Eischeid, the previous provider, submitted the only bid of \$45.50 per centerline mile. The Engineer advised the bid included both the north and south half of the County as well as both sides of the road. The contract provides for mowing a minimum of two (2) times per year with a maximum of four (4) times per year. The Engineer will prepare the two (2) year contract. Motion by Dickson second by Lloyd to accept Steven and Austin Eischeid's bid of \$45.50 per centerline mile for approximately 140 miles beginning Spring of 2017 through Fall of 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

The Auditor opened the Grounds Mowing Bids. These bids are broken into three parts: 1) Mowing Area #1 – Guthrie County Shop, Bear Grove Maintainer Shed and Monteith Maintainer Shed; 2) Mowing Area #2 – Coon Rapids Maintainer Shed and Bayard Maintainer Shed; and 3) Mowing Area #3 – Adair Maintainer Shed, Casey Maintainer Shed and Menlo Maintainer Shed. Sloss Lawn Care, the previous provider, submitted the following bid: 1) Mowing Area #1 - \$273; 2) Mowing Area #2 - \$137; and 3) Mowing Area #3 - \$137. BB Lawn Care submitted the following bid: 1) Mowing Area #1 - \$239; 2) Mowing Area #2 - \$78.50; and 3) Mowing Area #3 - \$114. The Engineer will prepare the two (2) year contract which includes the mowing schedule. He also will notify the bidders. Motion by Dickson second by Rutledge to accept BB Lawn Care's bid of Mowing Area #1 - \$239, Mowing Area #2 - \$78.50, and Mowing Area #3 - \$114 beginning Spring of 2017 through Fall of 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

The Engineer advised he will prepare a resolution amending the current Guthrie County Five (5) Year Plan. It will include three (3) new Tax Increment Financing Funds (TIFF) projects. He moved up the timeframe for two (2) of the projects (culvert installation and structural plate repair), plus he added the third completed project for accounting purposes. He also needed to increase the cost projection for Victory 137 to \$500,000 because he added three (3) more bridge projects. Engineer will present the resolution to the Supervisors for approval at the next regular meeting on 4 April 2017. In addition, he will present the new Guthrie County Five (5) Year Plan as well as the Iowa Department of Transportation Budget. At this time, the Engineer briefed the Supervisors about current issues and projects. The Menlo TIFF bridge project still needs guardrails, but SRD needs to let the dirt settle to form a solid grade for the guardrails. There are five (5) structures actively in the design process (S Cass 116, N54 Culvert, Baker 182, Grant 112 and Highland 353 & 347) which he intends to let for bids this year. In addition, he anticipates another bridge project containing two to three (2-3) bridges which he will let for bids in the local area. The Engineer is undertaking a cost analysis to determine if a bridge or culvert is the most economical repair option for many of the bridges. SRD is replacing culverts and clearing ditches along Quail Road while the Engineer awaits execution of the contract. As conditions permit, the SRD crews blade and rock the gravel roads. SRD almost completed Penn No. 9. It just needs grout work and then the new Integrated Roadside Vegetative Management (IRVM) crew will seed it. SRD purchased a new sprayer for use as the primary roadside sprayer. At this point, SRD's primary focus is repairing holes caused by all the rain. The Engineer briefly explained the new Work Order program SRD obtained through the County Engineer Service Bureau. He will determine the best way to address the issues with two (2) bridges in Seely Township. The contractor began the bridge replacement project on Hickory Avenue in Seely Township. The Engineer's staff are in the process of designing two federal aid bridges. The Engineer briefed the Supervisors on the States proposal to swap federal aid bridge and highway funds. It will allow the State to keep the federal funds and replace with other unspecified funds. The Counties will no longer need to deal with all the federal requirements. This change may impact the Monteith project in 2019. Finally, the Engineer advised the Supervisors about an issue concerning access to Mark Van Houten's property from Highway 44. The County records are unclear about whether or not the County vacated a road leading to his property. It may be unimproved road right of way which the County does not maintain as a road. The Supervisors discussed the situation. Rutledge and Engineer will talk to Van Houten about issue. At this time, the Supervisors are not in favor of maintaining the road beyond the Level "B" standard. Dickson directed the Engineer to prepare costs estimates for SRD as well as a contractor to redo the gravel roads one (1) mile at a time. The Engineer expressed concerns about the proper way to approach these projects. The huge rain events cause problems

with grading and ditch cleaning efforts. The Engineer also expressed concerns about limited man power and the time it takes to clean ditches.

The Supervisors directed the Auditor to prepare a draft resolution approving the Lake Panorama Rural Improvement Zone (RIZ) extension. The resolution will include a history of the RIZ as well as the applicable code section and a statement about the report satisfying all thirteen (13) requirements. Auditor advised if the Supervisors ultimately decide to deny the extension, she will need to draft a separate resolution setting forth the specific reasons for the denial. The Auditor will submit the resolution to the County Attorney for her approval prior to the Supervisors considering same at the 11 April 2017 regular meeting.

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

Auditor presented the Alliant Engery Claim from 28 March 2017. The bill arrived on Tuesday, 28 March 2017 after the Deputy Auditor finalized the Claims report; however, it is due before the next round of claims. Motion by Reutledge second by Carney to accept the Alliant Engery Claim from 28 March 2017 in the amount of \$2,069.06. 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 12:09 p.m. until its regularly scheduled meeting on Tuesday, 4 April 2017. Motion by Rutledge second by Carney. Motion carried on a vote: Ayes: 5 Nays: 0.

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

4 April 2017

The Guthrie County Board of Supervisors met this 4th day of April, 2017, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd, and Tom Rutledge.

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

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

Joshua Sebern, Guthrie County Engineer, joined the meeting. He presented Resolution 17-20: Amendment to Guthrie County Five Year Plan. The Resolution amends the current Five (5) Year Plan by adding three (3) projects (Seely 285D, Baker 182, and Bear Grove 199A). It also amends the cost of the Victory 237 project because it expanded from the one (1) bridge replacement to a three (3) bridge replacement. These three (3) bridges will be replaced with a box culvert. The current plan expires on 30 June 2017. All the projects are Tax Increment Financing Funds (TIFF) projects and will be let for bidding this fiscal year. Motion by Grasty second by Lloyd to approve Resolution 17-20: Amendment to Guthrie County Five Year Plan. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Rutledge) Nays: 0.

At this point, the Engineer presented the Guthrie County Five Year Plan Beginning Fiscal Year 2018 (FY18). The new plan does not include TIFF projects. The Engineer will need to amend this plan next year to include completed projects as well as any new projects added during the year. The annual projects in the plan include all culverts over

forty-eight inches (48”), right-of-way purchases, concrete patching and miscellaneous crack sealing. The Engineer will let two (2) federal aid bridge projects (Cass 234 and Orange 391A) for bidding in Fiscal Year (FY) 2017-2018. These projects are an eighty percent (80%) federal match. The other twenty percent (20%) of Cass 234 will be a local match while Orange 391A will be a farm-to-market match. The Engineer also proposes a preservation project for Justice Road to protect the surface from oxidization. The Engineer will include Victory 237 in FY18 in case it is not let by 30 June 2017. There will be two (2) federal aid bridge projects (Bear Grove 199 [local match] and Beaver 51 [farm-to-market match]) in FY19 as well as the Monteith Road pavement rehabilitation project. The Engineer and Supervisors briefly discussed the specific plans for the Monteith Road project. It is eligible for \$1.1 million of federal aid as well as an anticipated \$1 million of farm-to-market funds. The Engineer expects to do a pavement preservation project on Chestnut Road during the fifth year. The Engineer and Supervisors also briefly discussed the specific type of overlay options for this project as well as maintenance options for White Pole Road. The Engineer did not include White Pole Road in the new plan because he wants to finalize a few more details. The Engineer and the Supervisors discussed the overall condition of the roads throughout the County. The Engineer projected out the farm-to-market funds available to match federal aid dollars. Motion by Lloyd second by Dickson to approve the Guthrie County Five Year Plan Beginning Fiscal Year 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

The Engineer moved onto the Iowa Department of Transportation (IDOT) Budget for Fiscal Year 2018. He presented said budget, and it matches the County’s FY18 budget dollar for dollar; however, the categories are not the same. The FY18 starting balance is \$2.65 million with an ending balance of \$1.8 million. This will allow the Engineer to utilize some of the Secondary Roads Department (SRD) reserve funds. The Engineer advised the sales tax total includes the Local Option Sales Tax (LOST) funds unlike the past two (2) years. He also answered specific questions about individual line items. Motion by Dickson second by Grasty to approve the Iowa Department of Transportation (IDOT) Budget for Fiscal Year 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

Finally, the Engineer proposed the creation of a personnel policy committee. He explained various County offices and departments utilize different personnel policies. In order to get all the offices and departments to buy into the adoption of a countywide policy, the Engineer and the Auditor suggested the formation of a personnel policy committee. The new policy will be a well-defined set of rules which addresses most situations as well as rules specific to each office/department provided those rules do not supersede the overall policy. The Engineer will contact Ahlers & Cooney, P.C. and get the most recent draft of the County’s proposed policy. Upon receipt, the Engineer will coordinate the formation of the committee. The Supervisors concur with the Engineer’s proposal and want each office/department to assign a representative to the committee. Dickson wants the committee to address the amount of accrued compensation time.

Motion by Grasty second by Dickson to approve the Minutes from 21 March 2017 and 23 March 2017 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

The Supervisors briefly discussed the new assessment orders. According to the Assessor, many of the properties were undervalued grossly in the past. Therefore, the Assessor’s Office must increase the assessed valuation or the State will impose a blanket revaluation order which will impact every property in the County.

The Auditor presented the Cost Advisory Services, Inc. Contract. This contract will renew the existing cost allocation services contract for an additional three (3) years from FY17 through FY19 at a rate of \$4,125 per year. There is no cost increase. The Consultant agrees to develop annual central service cost allocation plans based on actual costs incurred which appropriately document the various costs expended by the County to support and administer general fund and non-general fund programs. Federal and other outside users of county central services will typically pay a fair share of these costs if supported by an appropriate cost allocation plan. The Consultant warrants to the County that its annual fee for presentation of each cost allocation plan shall not exceed fifty percent (50%) of the actual reimbursement that are to be obtained for the County as a direct result of preparing the cost allocation plan. Motion by Dickson second by Rutledge to renew the Cost Advisory Services, Inc. contract for three (3) years. Motion carried on a vote: Ayes: 5 Nays: 0.

The Auditor also presented a draft of Resolution 17-19: Lake Panorama Rural Improvement Zone Extension. The Supervisors reviewed the draft and made no corrections or additions. The Auditor will have the County Attorney and

the Lake Panorama Rural Improvement Zones' attorney review it. If the attorneys approve the Resolution, the Auditor will put it on the Agenda for final approval at the next regular meeting on 11 April 2017.

The Auditor briefed the Supervisors on the need for an amended appropriations resolution prior to the anticipated budget amendment. More likely than not, the Guthrie County Conservation Department will exceed its current appropriation during the next round of claims if the Supervisors do not approve said resolution and move some funds from the Conservation Reserve fund.

Steve Praeder, Iowa Public Employer Pool Program Manager, cancelled his meeting with the Supervisors due to a family conflict. The Auditor will reschedule him during the next regular meeting on 11 April 2017.

Carney briefed the Supervisors on the Risk Management Meeting. The County's premium grossly exceeded the budget estimate due to three (3) outstanding cases. Two (2) of these cases are in subrogation, so the County may request a reduction in premium upon completion of those cases.

Carney also advised the Supervisors about the need for additional part-time help at the Guthrie County Transfer Station. The Supervisors discussed temporarily rearranging employees' schedules during the next thirty (30) days. They also directed the Auditor to place an advertisement in the official papers as well as the Guthrie Center Times, for two (2) consecutive weeks, requesting applications for part-time office help on Saturdays. The Auditor will accept applications until 4:30 p.m. on 1 May 2017.

Hugh Cain and Brent Hinders with Hopkins & Huebner, P.C. as well as Joshua Sebern, Guthrie County Engineer, joined the meeting. Motion by Grasty second by Rutledge to go into Closed Session to discuss strategy with counsel in matters that are presently in litigation as provided in Iowa Code Section 21.5(1)(c). Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Rutledge) Nays: 0. The Board of Supervisors went into closed session at 11:03 a.m. All members of the public left the room except for the Supervisors, the Auditor, the Engineer, Mr. Cain and Mr. Hinders.

The Board of Supervisors came out of closed session at 11:35 a.m. Motion by Grasty second by Dickson to direct Mr. Cain and Mr. Hinders to proceed as discussed in closed session. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Grasty second by Lloyd to approve the Payroll for 25 March 2017 through 7 April 2017. Motion carried on a vote: Ayes: 4 (Carney, Grasty, Lloyd and Rutledge) Nays: 1 (Dickson). Dickson expressed concern about the amount of overtime paid during this payroll period.

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

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

11 April 2017

The Guthrie County Board of Supervisors met this 11<sup>th</sup> day of April, 2017, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd, and Tom Rutledge.

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

Motion by Grasty second by Lloyd to approve the Agenda for 11 April 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Joe Hanner, Guthrie County Conservation Director, joined the meeting and provided the monthly Guthrie County Conservation Department update. He submitted the Conservation Board Minutes from the regular meeting on 13 March 2017. Carney inquired about the Conservation Education center closing at Spring Brook Park. Hanner explained the Iowa Department of Natural Resources manages this center, so he has no specific details about the closing or any future plans for the location. Hanner did point out the Conservation Department will need to find a new classroom for its Hunter Safety Class. Carney also inquired about the possibility of the Conservation Board selling the little parcels of land it owns along the Raccoon River Valley Trail. Hanner said the Board decided not to sell the land; however, it will enter into long term leases to utilize the land. Hanner briefed the Supervisors on the status of his search for part-time help. He advertised the five (5) month seasonal position. He also discussed the Department's previous history with the Experience Works Program through which a retiree worked approximately forty (40) hours over two (2) weeks. Unfortunately, a new entity National Able Network took over the contract. When Hanner started the process to enroll a new retiree, he discovered the new contractor will not allow the retiree to drive the Conservation Department's vehicles or use other motorized equipment. As a result, the Conservation Board opted to fill the three (3) months seasonal position too. Hanner hired Randy Atkinson to fill this seasonal position at \$8 per hour for forty (40) hours over two (2) weeks. He will start 1 May 2017. He also hired Lynette Webb at \$10 per hour for the five (5) month seasonal position. She started 4 April 2017. Hanner reported Prairie Woodlands Conservation Foundation is raising money for the Trail crossings in addition to submitting a grant application to the Guthrie County Community Foundation Grant for \$10,500. Furthermore, the Panora Regional Industrial Development Enterprise (PRIDE) also contributed \$500 for the crossings. The work will be began later this summer with an anticipated completion date this fall. Hanner advised the Supervisors he will begin to open the parks and restrooms, so it is the time of year expenses may increase due to unforeseen issues. He also warned the Supervisors about potential tractor problems.

Auditor asked the Supervisors to table Resolution 17-21 Amended Appropriations Resolution for Fiscal Year 2016-2017. There was enough money in the current Conservation Department budget for the Supervisors to approve this round of claims without amending the appropriations; however, there are not enough funds available for the Conservation Department payroll next week without the amendment. She will prepare a budget amendment plan as well as the Resolution for the next regular meeting on 18 April 2017. At this time, the Auditor anticipates the need for a budget amendment by mid-May. Motion by Dickson second by Grasty to table Resolution 17-21 Amended Appropriations Resolution for Fiscal Year 2016-2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Steve Preader, Iowa Public Employer Pool Program Manager, joined the meeting. He introduced himself and his company to the Supervisors. Preader handout a presentation he prepared for another potential client, so he could outline various insurance options. His goal is to reduce costs, so the client can maintain a tight budget by getting discounts a client cannot get on its own from an insurance carrier. He promoted a partially self-funded plan to buy down a high deductible. In addition, he pulls together various public employers to spread the risk and keep premium renewals low. The underwriter is United Health Care. Preader stated the coverage will be comparable to the County's current medical insurance plan; however, he said the prescription coverage may differ among providers and plans. Preader advised the biggest questions is how to build the reserves, so the client has the most control and flexibility within the plan. He claims his plans can bring down renewal costs and increase savings for the County. In addition to a wide variety of plans, his company offers Affordable Care Act (ACA) compliance as well as other employer reporting and compliance requirements. His company even offers a human resources add-on service. Employee Benefit Services (EBS) will continue to provide the same services to the County regardless of whether the County switches insurance providers. Currently, there are twelve (12) public entities in his group. The Supervisors directed the Auditor to work with Preader, so he can prepare a quote for the County. In addition, he will provide a list of doctors covered by United Health Care.

Joyce Miller, Guthrie County Transfer Station, joined the meeting along with Bohlmann & Sons Sanitation. Miller provided a copy of the ticket with the surcharge in question along with an email sent to Stephen Patterson by the Audubon Transfer Station. She also provided copies of the current surcharge and billing policies. Miller stated the Transfer Station staff sorts through garbage delivered by Bohlmann due to the concerns expressed by the Audubon

Transfer Station. The staff looks for trash from outside the comprehensive planning area. The surcharge is the direct result of the staff finding an ample amount of "Audubon" garbage in the load. Miller brought in examples of said garbage. Per the comprehensive plan rules, the Transfer Station must impose a thirty-five percent (35%) surcharge on the total load of material if it contains trash from outside the comprehensive planning area. Due to Bohlmann's refusal to pay the surcharge for more than ninety (90) days, the driver must pay at the time of each delivery because the hauler can no longer charge at the Transfer Station. Miller briefed the Supervisors on the billing process. Bohlmann disputed the allegation and denies the presence of any trash from outside the comprehensive planning area. She also objected to Miller requiring a driver to report all the locations along the route before she will weigh the truck. Bohlmann recounted multiple incidents involving disagreements and issues with the Transfer Station staff. She also explained the process for collecting trash and delivering same to the various transfer stations. Bohlmann refuses to pay the surcharge because they do not believe there was any "Audubon" garbage in the load. Bohlmann also questioned the balance due on the March Statement. Furthermore, Bohlmann is unsure of the account status because she believes Miller has not credited payments to it. Miller agreed to double check the payments credited to the account. Rutledge reviewed Bohlmann's file. Miller contradicted Bohlmann's version of several incidents. Grasty directed Miller to contact Bohlmann via email, so there is a record of the conversation. The Supervisors briefly discussed the surcharge issue. Dickson instructed Miller to take pictures next time the staff finds trash from outside the comprehensive planning area in a load. The Supervisors briefly discussed the problem with policing trash from an area where the City trash goes to one transfer station but the rural trash goes to a different transfer station. Miller pointed out the Iowa Department of Natural Resources will fine the Transfer Station for accepting trash from outside the comprehensive planning area because it cannot fine the hauler. Motion by Dickson second by Grasty to waive the \$80 surcharge. Motion carried on a vote: Ayes: 5 Nays: 0. The Supervisors confirmed Bohlmann can charge at the Transfer Station again because the account is current.

Bohlmann requested the Supervisors submit the trash service contract for bids due to the increased transfer station fees. Rutledge confirmed the County has a 1 ½ yard dumpster at the Courthouse as well as the Secondary Roads Department along with a 1 ½ yard dumpster for cardboard. Bohlmann confirmed they empty the Courthouse dumpster three times per week. The Supervisors will publish notice and request bids for the trash service contract at a later date.

Jotham Arber, Guthrie County Public Health Director, joined the meeting to discuss the Transfer Station management plan. He provided a packet which contained power point slides depicting his proposal. He offered to utilize the savings from assuming the Environmental Health Department administrative functions to offset the cost of a supervisor at the Transfer Station and/or help with the transition process. This new role would provide oversight and preparation of policies. Miller pointed out how well the Transfer Station currently operates and emphasized the staff does a fine job. She also advised she handles all the office duties. Miller proposed the Auditor oversee the Transfer Station instead of Public Health. The Supervisors discussed the proposal as well as the need for someone to oversee the Transfer Station. Miller wants to make sure the staff will keep their jobs. Arber reiterated multiple times he does not want to permanently supervise the Transfer Station. He simply wants to help make the Transfer Station an efficient and cost effective department. Miller does not think the Transfer Station needs an administrator because everyone knows their role. Miller stated she is willing to report to the Supervisors on a regular basis. The Supervisors expressed the need for job descriptions as well as someone to evaluate the facilities. Auditor pointed out the need for someone other than Miller to handle the hazardous materials duties. The Auditor expressed concerns over recent problems which arose after Stephen Patterson's passing as well as issues created by a lack of communication with the Transfer Station employees. Miller explained her role as well as Patterson's duties with respect to the Transfer Station. She stated Patterson was in the process of transferring all his duties to her. The Supervisors agreed to allow Miller to continue managing the Transfer Station at this time. Miller will report to the Auditor and Arber will work with the Auditor to evaluate the system. The Supervisors will continue to work on a management plan. The Supervisors confirmed all the Transfer Station employees will not lose their jobs due to the transition brought about by the passing of Stephen Patterson.

At this time, Arber presented a three (3) month timeline for the transition of the Environmental Health Department into the existing Public Health structure. Those services already within the scope of Public Health will move to it immediately. Arber will observe the day to day operations of Environmental Health, so he can gather information. His goal is to formulate a plan which makes Environmental Health more efficient, maximize services and best utilize the existing equipment. The Guthrie County Board of Health appointed Arber as the interim Environmental Health

Director during its last regular meeting. The Environmental Health office will remain in the Courthouse for now, but eventually, the office will move to the Public Health building to combine administrative functions and customer service. Arber will update the policies and create new policy manuals. Arber promoted Mike Stringham to the role of supervisor and Justin Downing will be the technician. He presented the projected budget for the remainder of this fiscal year and requested permission to re-appropriate funds within the Sanitarian budget line items. He projected a savings of \$1,648. Arber will prepare a detailed allocation of the next fiscal year budget and present it at a later date. Arber stressed his desire to keep Stephen Patterson's legacy intact. Motion by Dickson second by Lloyd to allow the Public Health Director to re-apportion the funds within the Sanitarian budget line items for Fiscal Year 206-2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Arber advised he spoke with Robert Kempf, Adair/Guthrie County Emergency Management Coordinator, about the vacancy on the South Central Regional E911 Board due to the passing of Stephen Patterson. Arber stated he is not the appropriate person to fill the vacancy. Supervisors directed Auditor to put the issue on the Agenda for the next regular meeting on 18 April 2017. Joshua Sebern, Guthrie County Engineer, joined the meeting at this point, and Supervisors confirmed the Secondary Roads Department will assume responsibility for the road signs. Sebern verified Environmental Health will continue to assign addresses and install E911 signs.

Sebern presented the Roadside Mowing Contract and the Grounds Mowing Contract. Motion by Lloyd second by Rutledge to approve the Roadside Mowing Contract with Steve Eischeid. Motion carried on a vote: Ayes: 5 Nays: 0. Motion by Rutledge second by Grasty to approve the Grounds Mowing Contract with BB Lawn Care. Motion carried on a vote: Ayes: 5 Nays: 0.

Sebern presented Farm-to-Market Contract FM-C039(88)--55-39. The Secondary Roads Department (SRD) awarded the contract for the Quail Road project to Henningsen Construction in March 2017. SRD will have over half of the pipes replaced by 14 April 2017. The contract includes \$1.238 million of farm-to-market funding for the project. Motion by Lloyd second by Grasty to approve Farm-to-Market Contract FM-C039(88)--55-39. Motion carried on a vote: Ayes: 5 Nays: 0.

Tristan Richard, Guthrie County Recorder, joined the meeting. She hired Jacki Sloss as the new permanent part-time employee. She wants to pay her \$13 per hour, but the budget only provides for \$12 per hour. Sloss will work from 11:00 a.m. to 4:30 p.m. which is twenty-five (25) hours per week or approximately \$1,300. Supervisors confirmed she can pay Sloss \$13 per hour provided she does not exceed the budget.

Auditor presented Resolution 17-19 Lake Panorama Rural Improvement Zone Extension. She advised both the Guthrie County Attorney and the Rural Improvement Zone's attorney approved the Resolution. Motion by Grasty second by Carney to adopt Resolution 17-19 Lake Panorama Rural Improvement Zone Extension. Motion carried on a roll call vote: Ayes: 4 (Carney, Grasty, Lloyd and Rutledge) Nays: 1 (Dickson).

Auditor presented the Contract for Library Service for Guthrie County. Auditor pointed out the County enters into one (1) contract with the Guthrie County Libraries Association. The contract appropriates \$115,618 to the libraries in Fiscal Year 2017-2018. Motion by Dickson second by Grasty to approve the Contract for Library Service for Guthrie County. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor will notify the State of Iowa Alcoholic Beverages Division that the County is not the local authority for Zane's Dawghouse, Bayard, Iowa. The Supervisors took no action on Local Authority Endorsement LC\_V\_71903.

Carney presented the non-statutory medical coverage for elected officials from Iowa Municipal Works Compensation Association (IMWCA). This supplemental coverage cost \$10 per elected official with a minimum premium of \$100. It insures against injuries which occur while an elected official performs a duty outside their scope of duty. According to Becky Benton, State Street Insurance, most entities believe coverage for ten (10) elected officials is sufficient. Motion by Dickson second by Grasty to approve the non-statutory medical coverage for ten (10) elected officials from Iowa Municipal Works Compensation Association (IMWCA). Motion carried on a vote: Ayes: 5 Nays: 0.



Auditor briefed Supervisors on status of township clerk bond payments. The current premium is \$10.30 per clerk for the township's portion of the County's bond premium. Over the last few years, the Auditor's Office sporadically collected these payments. Since it is a time consuming and costly process for the Auditor to collect seventeen (17) checks totaling \$175.10 each year, the Auditor suggested the Supervisors utilize funds from the Township line item in the County budget. Motion by Dickson second by Rutledge to authorize the Auditor to cease collection of the township clerk bond payments. Motion carried on a vote: Ayes: 5 Nays: 0.

Rutledge left the meeting at 12:10 p.m.

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

Due to the large volume of claims, the Auditor's Office was unable to complete the Claims Registry before the conclusion of the Supervisors' Meeting. Auditor assured Supervisors all the claims were routine expenditures, so the Supervisors directed her to pay the claims and present the Registry for approval at the next regular meeting on 18 April 2017.

Carney briefed Supervisors on status of the Wind Farm Tax Increment Finance Funding (TIFF). The County received \$20,775.08 in Business Property Tax Credits during March 2017. The current balance is \$43,183.68.

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 Tuesday, 18 April 2017. Motion by Dickson second by Lloyd. Motion carried on a vote: Ayes: 4 Nays: 0

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

18 April 2017

The Guthrie County Board of Supervisors met this 18<sup>th</sup> day of April, 2017, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd, and Tom Rutledge. The Auditor was attending election training in West Des Moines, Iowa.

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

Motion by Grasty second by Lloyd to approve the Agenda for 18 April 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Erick Van Cura, Gas and Water Superintendent for the City of Guthrie Center, joined the meeting. Per federal pipeline regulations, he must brief the Supervisors each year. The City provides service to the Guthrie County Courthouse, Secondary Roads Department, Public Health Department and the Communications Tower. The City maintains all the infrastructure up to the meter, and the County is responsible for the lines as well as the appliances inside the buildings. Van Cura's department will work with the County to help trouble shoot any issues. The City formulates all emergency plans in conjunction with Robert Kempf, Adair/Guthrie County Emergency Management Coordinator. The City purchases the natural gas from BP Canada, and it is delivered via Northern Natural Gas pipe lines. It is delivered at 300 pounds per square inch (psi) and cut to twenty (20) psi for distribution to customers. Most locations receive four (4) ounces of delivery pressure through one inch (1") service lines; however, larger users like the County receive one (1) pound of delivery pressure through two inch (2") lines. There are seventeen (17) miles of pipe line within the City

and 868 gas meters. The main lines are two to four feet (2'-4') deep, and the service lines are eighteen to twenty-four inches (18"-24") deep. The steel pipe line is wrapped and has anodes which keep a milli-amp of current running through the lines to avoid corrosion. The City has three (3) operators including Van Cura. The City will publish natural gas safety information, including the 811 Diggers Hotline Number, in the newspapers throughout the spring.

The Supervisors reviewed Resolution 17-21: Amended Appropriations Resolution for Fiscal Year 2016-2017. The amounts itemized by fund and by department for Department No. 50 – Conservation Reserve Fund in the amount of \$47,000 are amended to \$17,000 and said \$30,000 balance is re-appropriated to Department No. 22 – Conservation Board thus amending the resources of Department No. 22 from \$300,804 to \$330,804. The Guthrie County Conservation Department and the Guthrie County Conservation Board consent to the amended appropriations. Motion by Grasty second by Lloyd to approve Resolution 17-21: Amended Appropriations Resolution for Fiscal Year 2016-2017. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Rutledge) Nays: 0.

The Supervisors reviewed the email as well as the attached information on the County Substance Abuse Programs Fiscal Year 2018 Grant and the County Substance Abuse Prevention Services Agreement. Said Grant and Agreement enable the County to contract with New Opportunities, Inc. to utilize the grants funds provided by the Iowa Department of Public Health in the amount of \$1,788 to provide comprehensive substance abuse prevention services. The County's three to one match is \$5,364, so the total budget will be \$7,152. This funding will support 250 hours of staff time to include coordination, direct service provision and program supervision. The services will include one (1) parent education course, Love and Logic Curriculum Series, as well as once weekly information postings on Facebook concerning a variety of substance abuse prevention matters which are relevant to the County. Motion by Rutledge second by Grasty to approve the County Substance Abuse Programs FY18 Grant. Motion carried on a vote: Ayes: 5 Nays: 0. Motion by Rutledge second by Lloyd to approve the County Substance Abuse Prevention Services Agreement. Motion carried on a vote: Ayes: 5 Nays: 0. Motion by Rutledge second by Dickson to assign the Auditor, Marci L. McClellan, as the Board Authorized Signatory for the County Substance Abuse Programs FY18 Grant. Motion carried on a vote: Ayes: 5 Nays: 0.

Sheriff Marty Arganbright joined the meeting, and Kempf returned to discuss the South Central E911 Board Articles of Agreement and By Laws. Said Agreement authorizes a representative from the Guthrie County Board of Supervisors as well as the Guthrie County E911 Board. Stephen Patterson was one of the Supervisors' representatives on the South Central E911 Board. According to Kempf's research, the County should have its own E911 Board. Kempf and Sheriff will gather additional information concerning this issue. Kempf will continue as the Supervisor's representative. Sheriff or his designee, mostly likely a dispatcher, also will represent the Supervisors. The Auditor and Kempf shall notify the Central E911 Board Administrator. Motion by Grasty second by Rutledge to appoint Sheriff Marty Arganbright to replace Stephen Patterson as one of the Guthrie County Board of Supervisors' representatives to the South Central Regional E911 Board. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Change Notice authorizing a longevity pay increase for Daniel Ohm. Motion by Rutledge second by Grasty to approve the Payroll Change Notice for Daniel Ohm authorizing a longevity raise increasing his salary from \$19.49 per hour to \$19.53 per hour effective 12 May 2017. Motion carried on a vote: Ayes: 3 (Carney, Grasty and Rutledge) Nays: 2 (Dickson, Lloyd).

Carney advised the Supervisors about an issue involving tires from the shooting range. According to Joyce Miller, the Sheriff's Office delivered twenty-one (21) tons of tires for disposal at the Guthrie County Transfer Station. Sheriff returned to the meeting to discuss the issue. According to Sheriff, the tires were at the Guthrie Center Police Department Shooting Range when the Sheriff's Office took control of said range pursuant to the Contract Law Enforcement 28E Agreement. This is the only law enforcement shooting range in Guthrie County. The former Police Chief obtained the truck tires to use as a backstop. The Sheriff's Department attempted to use the sand filled truck tires for the intended purpose; however, it created a safety issue as the rounds ricocheted off the tires. The Sheriff's Department removed the tires as well as the poles and took said items to the Transfer Station. Sheriff will work with Miller to clean the sand out of the tires to lower the weight which, in turn, should lower the disposal cost. Furthermore, the Sheriff will utilize funds from his budget to pay the disposal costs. Sheriff also advised Supervisors about the three (3) month reserve training program being conducted with Dallas County Sheriff's Department.

Motion by Rutledge second by Grasty to approve the Claims from 25 March 2017 – 7 April 2017 in the amount of \$298,616.44. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Grasty second by Lloyd to approve the Minutes from 11 April 2017 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Carney briefed the Supervisors on the Heart of Iowa Region Board Meeting. The State of Iowa wants the counties to decrease the amount of surplus mental health funding, so the Counties must spend approximately \$4 million over the next three (3) years. The expenditures cannot be reoccurring costs because once the counties exhaust these funds, the Region will not be able to support the project(s) without raising taxes. This is the current proposal pending approval by the Iowa Legislature.

Motion by Dickson second by Lloyd to approve the Payroll for 8 April 2017 through 21 April 2017. Motion carried on a vote: Ayes: 4 (Carney, Grasty, Lloyd and Rutledge) Nays: 1 (Dickson). Dickson expressed concern about the amount of overtime paid during this payroll period.

The Auditor's representative briefed the Supervisors concerning the custodian, Ron Allen, rehiring Jacob Herbert. The Supervisors requested Allen attend the next regular meeting on 25 April 2017 to discuss the part-time position.

The Supervisors briefly discussed performing an overall assessment of the Transfer Station. The goal is to determine if there are more efficient and cost effective ways to accomplish day-to-day operations.

There being no further business to come before the Board at this time, the Board adjourned at 11:26 a.m. until its regularly scheduled meeting on Tuesday, 25 April 2017. Motion by Grasty second by Dickson. Motion carried on a vote: Ayes: 5 Nays: 0

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

25 April 2017

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

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

Motion by Grasty second by Lloyd to approve the Agenda for 25 April 2017. Motion carried on a vote: Ayes: 4 Nays: 0.

David Garland with Guthrie Center Communications was attending a conference, so the Auditor rescheduled the Information Technology (IT) Update to the next regular meeting on 2 May 2017.

Sheriff Marty Arganbright joined the meeting along with Chief Deputy Jeremy Bennett. Sheriff presented the report of recent activity for Guthrie Center which included the hours log. He also reported Deputy Gries' vehicle is back in service after repair work for damaged sustained when he hit a deer. Sheriff advised there are a rash of burglaries in the Lake Panorama area. Thieves are breaking into unattached garages and storage units as well as vehicles in Panorama. They steal anything they can sell, such as tools and guns. Sheriff reported all the vehicles are in decent condition; however, he plans to replace one (1) vehicle if there are funds available in the budget this fiscal year. This will enable

him to use the funds in the next fiscal year budget to cover other items. Currently, there are three (3) vehicles with more than 100,000 miles. Chief Deputy pointed out a vehicle with less than 100,000 miles has a higher trade-in value. He said the Deputies average a couple hundred miles each night. Sheriff addressed the over-time issues. He expressed concern about a Supervisor voting against payroll because of the overtime. He encourages the Deputies to take compensation time, but this may create a vicious cycle too. Sheriff advised his office is a twenty-four hours seven days a week operation. Furthermore, he cannot send a Deputy home in the middle of a call just because the Deputy's shift is over for the day. Numerous things may occur which cause a Deputy to work past the end of a shift. Chief Deputy pointed out the use of compensation time creates scheduling issues, so the Sheriff's Department must pay overtime too. Sheriff advised his Department pays out less overtime and compensation time since adding the Guthrie Center officers. He also pointed out unexpected demands in dispatch trigger overtime too.

Ron Allen and Brandon Thompson, Custodians, joined the meeting to discuss hiring a temporary part-time employee. The temporary employee will enable Thompson to spend more time on projects as well as other jobs before the Courthouse opens each day. In addition, it will allow the Custodians to use their accrued vacation. Custodians want to rehire Jacob Herbert to clean a couple hours, early each morning, before he goes to Iowa State University for summer classes. He previously worked as a custodian while Thompson was on medical leave. It will not be a permanent position and only last for the summer. The Supervisors authorized Allen to hire Herbert on a temporary part-time basis for approximately ten to fifteen (10-15) hours per week, as needed, to do custodial work. Allen mentioned the bed of the truck is in bad shape. The Supervisors briefly discussed the possibility of getting one of the Environmental Health trucks if it has too many miles to trade it.

Marci Schreck, Guthrie County Treasurer, joined the meeting to discuss the assignment of two (2) County held Tax Sale Certificates. Both properties are at Diamondhead Lake. Both purchasers are willing to pay everything due and owing for the real estate taxes. Schreck briefly explained the tax sale and assignment processes. She pointed out the taxes will remain unpaid as long as the County holds the certificates. She also advised the Supervisors about a meeting between the Auditor, herself and representatives of the Long Branch Maintenance Corporation concerning multiple County held tax sale certificates in the Diamondhead Lake area. Long Branch decided to meet with its attorney regarding the pro's and con's of taking over these certificates. Motion by Rutledge second by Lloyd to approve the assignment of Certificate Number 150223 for the total unpaid tax sale certificate (\$201.00) as well as unpaid taxes (\$128.00) and other fees (\$35.00) in the amount of \$364.00 for Parcel Number 0001459500 to Jonathan Kaiser. Motion carried on a vote: Ayes: 4 Nays: 0. Motion by Grasty second by Lloyd to approve the assignment of Certificate Number CH00677 for the total unpaid tax sale certificate (\$255.00) as well as unpaid taxes (\$92.00) and other fees (\$35.00) in the amount of \$382.00 for Parcel Number 0001488900 to Ed Eustice. Motion carried on a vote: Ayes: 4 Nays: 0.

Joshua Sebern, Guthrie County Engineer, joined the meeting. He presented the Pre-Construction Agreement Between Guthrie County and Iowa Department of Transportation (IDOT) Project TSF-000-S(918)--92-00. This is an IDOT project involving a high friction surface treatment on the curve east of Stuart. IDOT did all the design work and will let the project in June 2017. Grasty inquired about condemning the land between the curve and the railroad to create a run-off area. Engineer acknowledged such a proposal is an option for dealing with people running off the road. Currently, the Engineer has a grant which enables the Secondary Roads Department to install more warning signs along the road. IDOT will finance the entire project set forth in the Agreement with funds from the Transportation Safety Improvement Program Grant through the National Highway Traffic Safety Administration because it is a safety issue. Motion by Grasty second by Lloyd to approve Pre-Construction Agreement Between Guthrie County and Iowa Department of Transportation (IDOT) Project TSF-000-S(918)--92-00. Motion carried on a vote: Ayes: 4 Nays: 0.

Jotham Arber, Guthrie County Public Health Director, joined the meeting to discuss the road name sign budget as well as the jurisdiction. Engineer confirmed the Secondary Roads Department (SRD) will assume responsibility for the road name signs. Arber is willing to allow the Engineer to manage the entire E911 Sign Budget as long as SRD will order the blue E911 address signs as well as other road name signs for the Environmental Health Department. Currently, Environmental Health is responsible for the road name signs at Lake Panorama as well as Diamondhead Lake and will continue to install the blue E911 address signs. Engineer is willing to order all the necessary signs. According to Arber, Environmental Health installed six (6) road name signs and twenty-two (22) address signs last year. Furthermore, the entire budget is \$3,000 each year with an average expenditure of \$1,500. Both Arber and

Engineer questioned whether the County is responsible for the road name signs around the Lakes. Engineer will contact representatives of the Lakes to determine the past practice since the Supervisors did not realize Stephen Patterson took care of these signs and are willing to give this responsibility back to the Lakes. Arber advised he wants the Environmental Health Department to focus on environmental health duties and not spend time repairing or replacing road name signs. The Auditor advised the E911 Sign Budget currently is part of the Rural Services fund and the Engineer can manage it without any action by the Supervisors. After the next fiscal year, the Engineer can incorporate said budget into the Secondary Roads Department Budget.

At this time, the Engineer provided a SRD update. He is trying to contact Image Tech regarding the status of the scanning project for the Board of Supervisors Minutes. Hopefully, Image Tech will finish soon because he has several pending issues on hold until he can review the old minutes. Beaver 33 grade is too soft to install the guardrail. He will try to figure out a way to keep the road open pending completion of the project. Several projects are in the active design phase. The Quail Road pre-construction meeting will be next week. If it does not rain all week, SRD should finish the culverts. The jetties on Penn 9 were grouted, but Integrated Roadside Vegetative Management (IRVM) still needs to seed it. He advised IRVM is very busy with numerous seeding projects and really like the hydro-seeder. One of SRD's priorities this spring is repairing any failed culverts. The pier pilings are installed at Seely 253, and the contractor hopefully will begin pouring concrete today. Engineer is working on buying road right-of-way for a couple of projects. Engineer is trying to get the most recent working copy of the proposed personnel policy to present to the Personnel Policy Committee. Engineer and Auditor confirmed each department will be able to tailor the policy to their specific needs as long as it does not circumvent the overarching Personnel Policy. Rutledge pointed out the personnel policy may dovetail into the Information Technology Policy.

Denise Ballard, Consultant, Iowa Governmental Health Care Plan (IGHCP) joined the meeting to discuss the insurance benefits renewal costs. She provided a renewal meeting binder containing various documents explaining all of the factors which impact the renewal costs. She began by giving an overview of the current membership, IGHCP savings analysis, and the IGHCP Wellmark claims summary as well as the loss ratio history for the calendar year. IGHCP uses its own claims and premiums history to set the renewal costs for the next year. The County's average loss ratio since joining IGHCP is 93.33%. This is a little high because of two (2) disproportionate claim years. Since the County is part of the Group, the premium renewal will be less than nine percent (9%) because it is easier to sustain the premiums with more members in a group. The average annual change in total costs since the County joined IGHCP is 3.29%. She reviewed the Wellmark Claims History for the County. On average in 2016, the County covers eighty-seven (87) employees each month for a total average membership of 234 people per month including spouses and children. Wellmark received \$939,126 in premiums from the County and paid out &1,168,632 in claims for the year. This is a group loss ratio of 124%. The County received \$141,483 in partial self-fund funds and paid out \$124,378 in partial self-fund claims. Just because the County had a bad year it will not impact the renewal unless multiple group members have a bad year too. Ballard reviewed the High Cost Claimant Detail. High claims contribute to the bad year. The County receives a monthly Receipt and Disbursement Report. The current partial self-fund trust account balance is \$37,812. Ballard reviewed the Medical Benefit Overview. She does not recommend any modifications at this time. The Supervisors agreed and opted not to change any of the benefits. Ballard briefly reviewed the renewal options. She explained the process for negotiating the renewal percentage with Wellmark. The end result was a 9.43% increase in premiums. She also reminded the Supervisors of their decision to place the three percent (3%) premium reduction, due to the non-scheduled federal tax suspension, in the partial-self fund account, so there is an additional \$14,000 in the fund. Next, she explained the process for setting the actual renewal premium. Supervisors directed Ballard to set the actual premium increase at six percent (6%). She will prepare the renewal documents. The total amount paid into the partial self-fund will be approximately \$172,000. Ballard will continue to monitor the fund so it stays healthy but is not exorbitantly high. Ballard and Supervisors briefly discussed the implications and ramifications if Congress does not pass an insurance bill as well as healthcare reform. They also discussed the implications of certain providers pulling out of the private market. Ballard stated the County provides an average benefits package compared to other governmental entities. Ballard advised the Delta Dental of Iowa and Avesis Vision plan premiums will increase slightly this year. There will be a two (2) year premium hold on the Avesis Vision plan. The Lincoln Financial Group Term Life Insurance and Voluntary Life Insurance premiums will remain the same. The life insurance is portable and convertible. The Supervisors stated the County's percentage of contribution towards the premiums will remain the same as last year because of the Collective Bargaining Agreement. The Auditor will provide Ballard with all the necessary information, so Employee Benefit System and Wellmark will send out all the mandatory documents

including the change in premium notifications. Ballard will provide the new renewal documents later in the week, so the Supervisors can approve and sign same at the next regular meeting on 2 May 2017.

Supervisors discussed Resolution 17-10: Compensation Commission in Eminent Domain. Auditor advised she tweaked the language, so it is consistent with the Iowa Code Section. She also clarified the real estate person may be a licensed salesperson and not only a real estate broker. Rutledge made several additions and deletions to the names in each category. There must be seven (7) names in each category. He verified someone contacted all the new appointees about serving on the Commission. Supervisors directed Auditor to make appropriate changes and add the Resolution to the next Agenda.

Auditor presented Pasture Lease Agreement. County Attorney reviewed and approved it. Said agreement leases the forty acres, more or less, of pasture at the Guthrie County Landfill to Travis Redfern for a period of three (3) years, from 1 March 2017 through 28 February 2020 at an annual rate of \$90 per acre. Per Rutledge, Redfern will stop by to sign the Agreement this week. Motion by Lloyd second by Rutledge to approve and sign the Pasture Lease Agreement. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors discussed the 2007 contract for trash collection at the Courthouse and Secondary Roads Department. Everyone agreed to release it for bids in May 2017. The current contract is for two 1 ½ yard dumpsters at each location. The Courthouse dumpster is emptied three (3) times per week because of jail food, and the SRD dumpster is emptied one (1) time per week. Custodians recommend the collection schedule remains the same. The Supervisors reviewed the 2007 advertisement requesting bids for the trash collection contract. The Supervisors briefly discussed the duration of the new contract. Everyone agreed three (3) years is an appropriate term. Auditor suggested the County include a clause in the contract requiring the trash hauler to comply with all State as well as Transfer Station rules and regulations. The Custodians will revise the advertisement. The bids shall be due on 26 May 2017 at 4:00 p.m. The Supervisors will open the bids on 30 May 2017 at 9:00 a.m. The contract will be for a period of three (3) years, from 1 July 2017 through 30 June 2020. The Auditor will add the draft advertisement to the next Agenda.

Supervisors discussed several Transfer Station projects. Joyce Miller, staff member at the Transfer Station, wants a bigger window (20'x4') over the scale. Rutledge suggested calling local contractors to get rough bids on the installation of a window, so the Supervisors can budget for the project. Supervisors agreed with this plan. Rutledge advised Supervisors of the need for a retaining wall between the scale and building because dirt is washing under the scale. He assumed it will be a block wall because concrete is too expensive. Supervisors discussed the best way to bid this project as well as possible local contractors. Rutledge assumes it will be a 2 to 2 ½ foot tall wall with a cap which angles back to the wing wall. There will be some light grading work. Rutledge will contact local contractors and try to get two to three (2-3) bids. Rutledge stated there is a small portion of sidewalk which needs to be removed at some point. Rutledge advised he looked at the shooting range tires. Said tires are not all full of sand, but it will take a long time to get all the sand out of the tires. Miller said the recycling company probably will take the tires, as is, so Rutledge recommended she call the company to pick up the tires. The Supervisors began discussing the grounds mowing. According to the staff, it takes a couple of hours; however, Miller is unsure about this. She told Rutledge the mower is in bad shape. Stephen Patterson directed the staff to mow all the grounds because shorter grass catches less trash. Patterson also had the staff pick up stray trash, all the time, because the Iowa Department of Natural Resources could drop in for an unannounced inspection. Rutledge suggested the staff keep a log of their daily activities. He wants the employees to approximate the time it takes to do each task throughout the day. Supervisors agreed with this proposal because they want to increase efficiency as well as know what each employee does at the Transfer Station. Supervisors also want to protect the employees and address risk management concerns. Rutledge and Carney will talk to Miller about the work logs and Auditor will follow up with an email. The Supervisors discussed Steve Rummans hours. From July 2016 until now, he averaged 32.38 hours per week. The current Personnel Policy defines full-time status as more than thirty (30) hours per week. Auditor suggested moving Rummans to full-time status; especially if the Supervisors are unsure about why there is a need for Rummans to exceed the part-time limit. She also reminded Supervisors about Miller wanting Rummans to take over the hazardous materials duty. Supervisors want Rummans to average less than thirty (30) hours per week, so the Transfer Station does not exceed its budget. The Supervisors will revisit the issue after they have an opportunity to review the work logs.

Auditor advised SRD, Recorder's Office, Public Health Department and Guthrie County Conservation Board will require a budget amendment. She will check with the other elected officials and department heads. Auditor will prepare a proposed budget amendment for next meeting.

Motion by Grasty second by Lloyd to approve the Minutes from 18 April 2017 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 4 Nays: 0.

Motion by Rutledge second by Carney to approve the Claims from 8 April 2017 – 21 April 2017 in the amount of \$208,326.73. Motion carried on a vote: Ayes: 4 Nays: 0. Auditor advised mileage reimbursements removed from payroll checks and processed as a claim now.

There being no further business to come before the Board at this time, the Board adjourned at 1:02 p.m. until its regularly scheduled meeting on Tuesday, 2 May 2017. Motion by Rutledge second by Carney. Motion carried on a vote: Ayes: 4 Nays: 0

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

2 May 2017

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

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

Motion by Grasty second by Rutledge to approve the Agenda for 2 May 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Jotham Arber, Guthrie County Public Health Director and interim Environmental Health Director, joined the meeting. He presented the proposed Public Health Department Fiscal Year (FY) 2016-2017 Budget Amendment. He wants to increase the expenses by \$14,141 and the revenues by \$9,332. He advised Public Health purchased a refrigerator with funds from the Emergency Preparedness Grant. He also pointed out the \$4,800 payout to Rita Petersen as a result of her retirement during the current fiscal year. Arber stated he hired a Licensed Practical Nurse (LPN) to coordinate Homemaker Services and a part-time secretary to replace Petersen. Most of Petersen's salary pays the two new employees. The increased revenue is attributable to the Bio-Terrorism Grant and the State Immunization Grant. Public Health continues to generate \$70,000 to \$80,000 of income per month. Any savings in the current Public Health Budget will be used to assist with the Environmental Health Department transition. In particular, the Public Health Budget will cover the wages for the Environmental Health Intern during the first month. After 1 July 2017, said wages will transition to the Environmental Health FY 2017-2018 Budget. In order to facilitate the addition of a part-time person for summer, Arber arranged for an internship which will cost less than hiring a person. Arber proceeded to present the proposed Environmental Health Department FY 2017-2018 Budget Amendment. Arber wants to replace one (1) Environmental Health truck, but there is no money in the current budget and no line item in the FY 2017-2018 budget for it. He wants to purchase a full size truck during the current fiscal year, so the Intern can use it. It must be able to haul all the necessary equipment. Based on his research, it will cost approximately \$21,000 to \$29,000 for a truck. He is trying to get State bids. Arber wants to replace the oldest truck which is in the worst shape. He believes it will bring \$3,000 to \$5,000 as a trade-in. Supervisors discussed Patterson setting aside \$7,000 each year to replace vehicles. Arber is amenable to other options, and he wants guidance from the Supervisors. Dickson is in favor of a budget amendment. Arber also requested the implementation of a restricted funds account, so

Departments can set aside money for the purchase of items, such as vehicles. At this point, the discussion switched to replacing the Custodians' truck. Arber wants to keep the smaller truck and use it for Environmental Health inspections. He made a proposal which might enable the Custodians to get a different vehicle. He can use Emergency Preparedness Funds if the Custodians get a full size truck which can tow the Public Health trailer. If the Supervisors are willing to share the cost fifty/fifty (50/50), there is money in the current Public Health Budget for a used truck. In his opinion, a good used truck will cost \$7,000 to \$13,000, and he believes the old truck will bring \$2,500 as a trade-in. This will allow the Custodians to get a full size truck, so there is plenty of space to haul things. The Custodians, Ron Allen and Brandon Thompson, were present for the discussion and support the proposal. Supervisors authorized Arber to get bids, preferably State bids, for both vehicles. Arber assured the Supervisors he has no intention of spending any unnecessary funds in either budget. Arber advised the Guthrie County Board of Health will review his status as interim Environmental Health Director at the next regular meeting after 1 July 2017.

David Garland and Curt Thornberry, Guthrie Center Communications, joined the meeting. He presented the April 2017 Information Technology (IT) Report. He installed the new router, but it is not operational at this time. The final step requires a modification to the network, so it will prohibit access during the upgrade. He will do this after hours, and there will be minimal billable time. The main server locked up over the last weekend, and he came in to fix it. He received no further reports on excessive spam emails. The anti-virus software seems to catch it. The Environmental Health Departments' relocation to the Public Health Building may trigger an increase in the TLAN bandwidth. There should be enough physical capacity to plug additional terminals into the system, but there may be a need for a second access point to enhance performance. Thornberry confirmed most people access the County's website via desktop computers. He assumes mobile users will increase over time. Thornberry spoke about cyber security. He said the biggest issues is the user and not the hardware. He proposed a thirty to forty (30-40) minute training for all County employees. It will address what to expect, what can happen, and how to maintain a secure network. It also will familiarize everyone with the objectives of cyber security and ensure people understand the risks. The goal is to help people make good decisions. Thornberry will charge an hourly rate and provide a quote for two to three (2-3) sessions. Supervisors directed Thornberry to proceed with the training. He will contact all the Elected Officials and Department Heads to schedule the training sessions. Thornberry also advised he provided a quote for telephone hardware to the Guthrie County Public Health Department.

The Supervisors looked over Resolution 17-10: Compensation Commission in Eminent Domain and verified it met all the requirements. Motion by Rutledge second by Lloyd to approve Resolution 17-10: Compensation Commission in Eminent Domain. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Rutledge) Nays: 0.

The Supervisors examined all the renewal documents for the County's insurance benefits. The health insurance premium will increase six percent (6%) on 1 July 2017. Motion by Grasty second by Lloyd to approve and sign the Wellmark Blue Cross Rate Sheet. Motion carried on a vote: Ayes: 5 Nays: 0. Motion by Rutledge second by Grasty to approve and sign the Confirmation of Medicare Secondary Payer Addendum. Motion carried on a vote: Ayes: 5 Nays: 0. Motion by Grasty second by Lloyd to approve and sign the Delta Dental Renewal. Motion carried on a vote: Ayes: 5 Nays: 0. Motion by Dickson second by Grasty to approve and sign the Employee Benefit Systems Group Renewal Documents. Motion carried on a vote: Ayes: 5 Nays: 0.

The Supervisors reviewed the Rounds & Associates Risk Professionals 2017 Underground Storage Tank Compliance Inspection - #198710290 Agreement. Auditor advised the Custodians submitted said Agreement to satisfy the Iowa Department of Natural Resources (IDNR) requirements regarding the underground storage tank which fuels the emergency generator at the Guthrie County Sheriff's Office. Motion by Dickson second by Lloyd to approve and sign the Rounds & Associates Risk Professionals 2017 Underground Storage Tank Compliance Inspection - #198710290 Agreement. Motion carried on a vote: Ayes: 5 Nays: 0.

The Supervisors considered the Lake Panorama Association Fireworks Permit. J&M Displays will set off the fireworks along the south shore of Lake Panorama on 4 August 2017 at 9:30 p.m. The alternative rain date is 5 August 2017 at 9:30 p.m. Motion by Grasty second by Rutledge to approve and sign the Lake Panorama Association Fireworks Permit. Motion carried on a vote: Ayes: 5 Nays: 0.



The Supervisors looked at the State of Iowa Lease Agreement for Iowa Department of Human Services, Targeted Case Management. Auditor advised Mary Benton, Guthrie County Attorney, reviewed and approved said Agreement. Benton noted there were no substantive changes except Section 12. Supervisors briefly discussed any possible Occupational Safety and Health Administration (OSHA) and Iowa Occupational Safety and Health Administration (IOSHA) as well as possible Iowa State Building Code and the 2009 International Building Code compliance issues. Motion by Grasty second by Lloyd to approve and sign the State of Iowa Lease Agreement for Iowa Department of Human Services, Targeted Case Management. Motion carried on a vote: Ayes: 5 Nays: 0.

The Supervisors had no questions or comments about the 2017 Guthrie County Zoning Permits Report submitted via mail by Chris Whitaker, Guthrie County Zoning Administrator.

Rutledge passed around documents concerning the Diamondhead Sanitary District, the South Panorama Sanitary District and Lake Panorama On-Site Wastewater Management District. These documents are available on the Guthrie County website through the Environmental Health page. He suggested the Supervisors familiarize themselves with the information and responsibilities. Dickson pointed out Arber is meeting with the Districts. Furthermore, the Guthrie County Board of Health is aware of all the obligations. Dickson also stated Arber will evaluate the need to revamp any of the applicable Ordinances and/or 28E Agreements.

The Supervisors discussed the need to appoint a new E911 Coordinator. Rutledge confirmed the Guthrie County Engineer is assuming responsibility for the road name signs and the Environmental Health Department will continue to install E911 address signs. According to documents on the Guthrie County website under the E911 page as well as Mike Stringham, Environmental Health Supervisor, all the signs are paid for by funds from the \$1.00 cell phone tax. The Guthrie County Ordinance Number 9 - Uniform Rural Address System not only governs the implementation of the E911 system but also refers to an E911 Coordinator. Rutledge wants the Supervisors to research the issue. The Ordinance specifies the E911 Coordinator shall supervise the installation as well as maintenance of the signs, but Dickson and Rutledge do not believe the Coordinator must come from the Guthrie County Secondary Roads or Environmental Health Departments. Dickson suggested the Supervisors contact the South Central Regional E911 Board. He also advised the most time consuming duty is maintaining and disseminating the E911 maps. Rutledge will talk to Robert Kempf, Adair/Guthrie County Emergency Management Coordinator. Rutledge pointed out the road grader operators and law enforcement currently report any missing or damaged signs. The Supervisors briefly discussed this point.

The Auditor presented the budget amendment proposal for Fiscal Year 2016-2017. She began by providing a copy of the FY 2016-2017 and FY 2017-2018 Guthrie County Transfer Station Budgets. Joyce Miller, Transfer Station Administrator, requests a budget amendment to cover unforeseen expenses. It is consistent with the amendments previously requested by Stephen Patterson. Dickson and Rutledge expressed concerns about the FY 2018 Budget. Carney assumes the loader repairs caused some hardship. The payments to the Carroll County Landfill as well as the equipment are the largest expenditures. The recycling did increase by \$10,000. Dickson expressed concerns about the Transfer Station not supporting itself if the Supervisors must supplement the budget each year with a budget amendment. Supervisors capped Transfer Station amendment at \$15,000. Next, she passed around the Heart of Iowa Region request for \$15,672.50 in additional funds. Auditor will verify this includes Ellen Ritter's salary. The Supervisors briefly discussed the services provided by Ritter. Auditor advised the County Attorney requested additional funds for another part-time person. Auditor advised she will present the Public Hearing Notice for approval on 9 May 2017 and send it to the newspapers for publication on 11 May 2017. She will schedule the Public Hearing for 23 May 2017. Supervisors verified the Environmental Health Department has \$7,000 in the current budget which it can use for a truck. Therefore, the Environmental Health Budget Amendment will be \$23,000. At this time, Joshua Sebern, Guthrie County Engineer, joined the meeting. He explained the proposed budget amendment for the Secondary Roads Department (SRD). The majority of the additional expenses are the gravel and sand purchases as well as the paving projects. The overall construction costs decreased by \$225,000. There only will be one (1) Federal Aid Bridge Project this fiscal year. The other bridge will be next fiscal year. Sebern assumes the majority of the Seidl bridge will be done this fiscal year because the deck pour as well as the beams are the largest expenses which should be completed in June 2017. There was approximately \$100,000 in savings dues to lower fuel prices and less outside repairs to equipment since it was a light winter.

Sebern presented the Secondary Roads Department Payroll Change Notice – End Probation (Project Manager) - Evan Subbert. It provides for the second half of Subbert's pay increase. He originally received a \$1.50 pay increase with his promotion in November 2016. Upon a favorable review in six (6) months, he will receive an additional \$1.50 increase. The new Engineer Technician, Ethan Shetler completed all the Iowa Department of Transportation Training classes, so he received his certifications. He can take care of the day to day obligations, so Subbert can focus on coordinating projects. Subbert also can do higher end design since he completed his advanced auto computer added drafting training. Both Subbert and Shetler can work on designs which decreases the time and generates more in-house designs. Motion by Rutledge second by Grasty to approve the Secondary Roads Department Payroll Change Notice for Evan Subbert authorizing an end of probation (Project Manager) raise increasing his salary from \$22.19 per hour to \$23.69 per hour effective 11 May 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Hugh Cain and Brent Hinders with Hopkins & Huebner, P.C. joined the meeting. Motion by Grasty second by Rutledge to go into Closed Session to discuss strategy with counsel in matters that are presently in litigation as provided in Iowa Code Section 21.5(1)(c). Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Rutledge) Nays: 0. The Board of Supervisors went into closed session at 11:03 a.m. All members of the public left the room except for the Supervisors, the Auditor, the Engineer, Mr. Cain and Mr. Hinders.

The Board of Supervisors came out of closed session at 11:15 a.m. Motion by Lloyd second by Carney to direct Mr. Cain and Mr. Hinders to take action discussed in closed session to resolve the pending litigation. Motion carried on a vote: Ayes: 5 Nays: 0.

The Supervisors looked over the draft advertisement for trash collection bids as well as the handwritten sheet provided by the Custodians. After a brief discussion, they decided the contract shall be for three (3) years commencing 1 July 2017 and ending 30 June 2020. It shall include trash collection at the Guthrie County Courthouse three (3) times per week as well as the Secondary Roads Department one (1) time per week. The Supervisors decided the bidders shall submit sealed bids to the Auditor's Office and same shall be due on 26 May 2017 at 4:00 p.m. They will open the bids during the regular meeting on 30 May 2017. They directed the Auditor to update the previous print advertisement and publish it in the official newspapers on 11 May 2017. The Supervisors also instructed the Auditor to type the Custodians' document, so Miller can pass it out at the Transfer Station.

Motion by Grasty second by Rutledge to approve the Minutes from 25 April 2017 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Lloyd second by Rutledge to approve the Payroll for 22 April 2017 through 5 May 2017. Motion carried on a vote: Ayes: 4 (Carney, Grasty, Lloyd and Rutledge) Nays: 1 (Dickson).

The Auditor inquired about which office will handle drainage issues. Currently, there are two (2) pending inquiries. Previously, Jerome Caraher handled it. Dickson advised the Supervisors of past practices. He stated Caraher only brought such issues before the Board of Supervisors if the project cost necessitated it. Dickson suggested Lloyd take over for Caraher since all the Drainage Districts are in his district. Lloyd agreed to be the point of contact for all drainage issues. He will consult with the Supervisors if he needs any assistance. Per Michelle Fields, Greene County Drainage Clerk, Greene County manages two (2) of the drainage districts which extend into Guthrie County.

Rutledge advised the Supervisors about his conversation with Miller concerning work logs at the Transfer Station. He confirmed he reviewed the Auditor's email documenting the Supervisors request. Auditor advised Miller expressed concerns about the work logs during a phone conference on Monday, 1 May 2017. Rutledge emphasized the need for each staff member to complete a work log. The Supervisors want to know each person's role and duties, so the Transfer Station runs efficiently with appropriate management. The Auditor will follow up with Miller after the meeting. She will reiterate the Supervisors want each employee to do a work log and submit it with their time card, so the Supervisors can review it. The Supervisors briefly discussed performing an overall assessment of the Transfer Station. The goal is to determine if there are more efficient and cost effective ways to accomplish day-to-day operations.

Mary Benton, Guthrie County Attorney, stopped by the meeting. She elaborated on her request for additional funds, so she may hire an additional part-time employee. Her caseload has increased at a steady rate for the last several years. She averages fifteen (15) new cases a month; however she opened thirty-one (31) new cases in March 2017. At the current rate, she will open 150 new District Court criminal cases this year. Court Service day is every other Monday due to the State budget cuts. She tries to settle the majority of her cases, but she is responsible for preparing the Sentencing Orders too. Her administrative assistant barely can keep up with the workload. Benton discussed specific cases as well as the issues which arise during preparation of these cases. She also talked about her administrative assistant's duties and responsibilities. Benton confirmed she has one (1) part-time employee, but he only works a few hours each week. He is very proficient at filing and fulfilling discovery requests. She wants to hire another part-time employee to learn the administrative assistant's job. This will enable the administrative assistant to use her accrued paid leave. Benton confirmed she requested a budget amendment for approximately \$2,500. It will enable her to hire a part-time employee at \$13 per hour for three (3) days a week before the end of the current fiscal year. Benton advised she already began searching for a part-time employee.

There being no further business to come before the Board at this time, the Board adjourned at 12:25 p.m. until its regularly scheduled meeting on Tuesday, 9 May 2017. Motion by Grasty second by Dickson. Motion carried on a vote: Ayes: 5 Nays: 0

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

9 May 2017

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

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

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

Joe Hanner, Guthrie County Conservation Director, joined the meeting and presented the Guthrie County Conservation Board (CCB) Minutes from the meeting on 10 April 2017. Hanner confirmed the CCB is looking at a skid loader. Pursuant to Rutledge's inquire, Hanner stated everything is going well with the part-time/seasonal help. He intends to re-evaluate the situation after Memorial Day weekend. Hanner also stated the camping numbers are good for this time of year. If the weather holds, the Conservation Department easily should bring in all the projected camping revenue. Pursuant to Lloyd's inquiry, Hanner advised three (3) crossings await construction after planting season. The average cost is \$6,500 for the south crossings, and \$7,000 for the north ones which cost a little more because these crossings require more cement. Said crossings are on the contract list. The Prairie Woodlands Conservation Foundation is considering a fundraiser in conjunction with the BACooN Trail Ride. At the request of Carney, Hanner briefly explained the process for clearing rocks off the crossings. The Conservation Department cleans the crossings each spring and then blows off the Trail as needed throughout the season. Hanner advised the CCB opted not to repair the 1989 John Deere 2155 tractor. Hanner stated the newer John Deere works fine. The Department uses it to mow as well as a variety of other jobs. Hanner reported the Market to Market Relay is Saturday, 13 May 2017, Art in the Village is 3 June 2017, and the BACooN Trail Ride is 17 June 2017.

Mark Van Houtten, joined the meeting to discuss his concerns about the right-of-way and/or road located north of Highway 44 across from Roost Lane. Joshua Sebern, Guthrie County Engineer, and Tim Benton Assistant Guthrie

County Attorney also were present for the discussion. Engineer provided a current aerial photo as well as aerial photos from the 1930's through the 1970's. Van Houtten stated he looked into buying property north of Highway 44 near the intersection with Roost Lane to build a new house. He understood there is a County road north of Highway 44. When he contacted the Engineer, Sebern told him it is a Level "A" road, so the County will rock and maintain it. After Van Houtten purchased the property, he contacted the Engineer about the road. At this time, the Engineer took a closer look at the road. He decided it was a much bigger project than originally anticipated and the status of the right-of-way was unclear, so he opted not to move forward with it. According to Van Houtten, Robert Bills, a surveyor, says his research indicates it is a County road. In addition, Roost Lane was a trunk road before the State built Highway 44. Van Houtten stated he may not have bought the property or, at least, renegotiated a lower purchase price if he knew he had to finance the road construction. Engineer concurred with Van Houtten's recap of the situation. He admitted he spoke too soon because there appeared to be an old road bed going north when he looked at the Geographic Information System (GIS) map. After he started looking into it and reviewed the aerial maps, Engineer realized there is no road after the 1930's. A 1960's plat shows road right-of-way from Highway 44 to the north section line but not to the east. The question is whether or not the County even owns any of the applicable road right-of-way. There is data in the Engineer's Office which shows County owned right-of-way extending in a north/south direction from Highway 44, but not in an east/west direction north of Highway 44. Engineer cannot find any record of the County vacating this right-of-way. The Engineer traced the records back to the creation of the road in 1870. The records indicate the State or County vacated some of the right-of-way but it is unclear how much of it. Engineer confirmed the County typically does not build a road to a residence. Engineer admitted he misspoke because at best the strip of land may be unimproved road right-of-way. Grasty expressed concerns about the cost of building a road and maintaining it. Engineer stated he discussed several options with Van Houtten including shaping up the existing strip of land. Van Houtten stated he wants the County to build a road if it is part of the County Road System. Van Houtten stated he requested a written commitment from the Engineer, but Sebern told him it was unnecessary. Van Houtten also produced an email from Bills stating the records indicate there is right-of-way extending in a north/south direction from Highway 44, but the State or County may have vacated the portion running in the east/west direction. Engineer stated the total distance is approximately 600 feet. He also advised he received some of the Board of Supervisors' Minute Books from Image Tech; however, the company still is working on scanning the 1930's and 1940's Minute Books. Supervisors discussed the information presented and the aerial photos. Rutledge confirmed Van Houtten originally inquired about the road in October 2016. Van Houtten stated he wants to begin construction of his new home in July or August 2017. Engineer verified the past practices for unimproved right-of-way. The County only needs to provide access to the property, and there is access from Highway 44. Van Houtten stated it will cost him approximately \$40,000 to utilize the access point from Highway 44. Van Houtten wants the County to build the road, and he will maintain it because he has all the necessary equipment. He also expressed concern about the existing "path" being on his property. In his opinion, the County needs to move it back sixty feet (60') to the east. Engineer pointed out the State constructed a driveway when it built Highway 44. The Supervisors discussed the implications of upgrading this type of road. According to the Engineer's research, the County removed the road from the trunk road system in the 1930's and reduced it to a local service road. In the 1970's, the Board of Supervisors passed a resolution closing 600 feet of each road which intersects with Highway 44. At that time, the County only closed the portion of Roost Lane south of Highway 44. This indicates there was no road north of Highway 44. At the request of Carney, Engineer pointed out no one used the lane very much until Van Houtten bought the property. Carney equated it to a driveway for the four (4) properties. The Supervisors briefly discussed any drainage issues. Van Houtten stated he does not care about how well the County maintains the road, if at all. He just wants the County to build it. Engineer stated five (5) loads of rock will go a long way. Grasty inquired about options to resolve the situation. Van Houtten stated the "road" must be shaped and rock put on it. He expressed concern about the cost; especially, if he has to pay for it. Engineer estimated the work will cost less than \$5,000. Van Houtten offered to provide dirt from the site of a future pond to fill in a rut by the Highway. The Supervisors discussed a compromise whereby the County will shape up the "road", rock it and then vacate it. Lloyd verified 600 feet will access all four (4) properties. Engineer does not disagree with this option, but he wants to be certain the County owns the right-of-way first. Benton pointed out the manner in which the County acquired the right-of-way dictates the vacation process. Rutledge inquired about a timeline because he wants the matter resolved in the next couple of weeks. Engineer stated he should get the remaining Minutes Books later in the week. Benton recommended the Supervisors not take any action until Engineer determines if the County owns the right-of-way. Carney suggested the Supervisors table the discussion for two (2) weeks to give the Engineer time to finish his research. Supervisors agreed to table it until the regular meeting on 23

May 2017. On a separate note, the Engineer advised he no longer needs a petition to change the service level of a road. Apparently, the Engineer had an old version of the State's policy which required it.

Supervisors reviewed the 3rd Quarter Expense Report from the New Opportunities, Inc. – Prevention Program – Iowa Department of Public Health/Iowa Grants.gov Expenditure Report July 2016 – June 2017. Christy Jenkins, Prevention Director, New Opportunities, Inc. prepared said report. The total expenses for this period are \$1,238.45. The State will reimburse Guthrie County for \$309.61 (twenty-five percent (25%)), and the County will match the remaining \$928.84 (seventy-five percent (75%)). Motion by Rutledge second by Lloyd to approve the 3rd Quarter Expense Report from the New Opportunities, Inc. – Prevention Program – Iowa Department of Public Health/Iowa Grants.gov Expenditure Report July 2016 – June 2017. Motion carried on a vote: Ayes: 4 Nays: 0.

Carney advised the Supervisors about Senate File 504, and the changes it made to the Mental Health and Disabilities Services (MHDS) County Levy effective Fiscal Year 2017-2018. The legislation creates a new county levy maximum with a per capita calculation based on the population and levy capacity of the region. This creates a new region-wide maximum levy which will enable regions to work towards equity among member counties by equalizing the per capita levy within a region. The legislation also gives a county thirty (30) days to recertify its budget if a Board of Supervisors decides to adjust the Mental Health and Disabilities Services (MHDS) County Levy for Fiscal Year 2017-2018. All county budgets must be recertified to the Iowa Department of Management (IDOM) by 4 June 2017 to minimize any delay with the finalization and consolidation of county tax rates. If a county wants to increase the levy, it must republish and hold a public hearing on the budget. According to Carney, Guthrie County has \$4 million in the Mental Health and Disabilities Services fund and three (3) years to spend \$3.2 million of it. Carney expressed concern about whether Guthrie County or the Heart of Iowa Region will control the money. In his opinion, the Region should return the money to Guthrie County for property tax relief because the counties within the Region did not co-mingle the funds. Carney also expressed concerns about what happens if the money stays with the Region, and it decides to create new programs with the funds. In particular, how will the Region continue to fund the programs after three (3) years? Based on the population, Carney believes the new levy will be \$25.48. The Region may not be able to increase the levy enough to support the programs. Carney talked to Lisa Kempf, Chief Financial Officer of the Region, she suggested the Region wait one (1) year before taking any action. The next Heart of Iowa Region Board Meeting is 22 May 2017. Carney recommended the Supervisors take no action to adjust the MHDS levy since the Region has not discussed any potential plans. Carney will research the matter. The Assistant County Attorney also will review the legislation.

Supervisors reviewed the completed Guthrie County Cost Allocation Plan for Fiscal Year 2015-2016 prepared by Cost Advisory Services, Inc. The total reimbursement for the indirect costs Guthrie County incurs for the social services administration of the local Department of Human Services (DHS) office will be approximately \$20,285. The Supervisors also reviewed the Certificate of Cost Allocation Plan. Said document certifies to the best of the County's knowledge the cost allocation plan is correct and prepared in accordance with the federal cost principles contained in 2 Code of Federal Regulations (CFR) Part 200. Motion by Lloyd second by Rutledge to sign the Certificate of Cost Allocation Plan. Motion carried on a vote: Ayes: 4 Nays: 0.

Auditor presented three (3) resumes for the part-time position at the Guthrie County Transfer Station. The new employee will work Saturday mornings and other times, as needed, during the week. Supervisors reviewed said resumes and discussed the hiring process. Auditor advised Joyce Miller, Guthrie County Transfer Station Administrator, reviewed the resumes. Supervisors directed the Auditor to schedule interviews for next week, if possible. Rutledge, Auditor and Miller will conduct interviews.

Auditor presented the Notice of Public Hearing for Amendment of Fiscal Year 2016-2017 Budget. Auditor went through the expenditures portion of the amendment by service area and department. Supervisors agreed with Auditor's recommendation to increase the Transfer Stations' request to \$20,000 based on the year to date expenditures. The Auditor will double check some of the categories before she submits the Notice to the newspapers. Motion by Grasty second by Rutledge to set the Public Hearing for Amendment of Guthrie County Fiscal Year 2016-2017 Budget on 23 May 2017 at 10:00 a.m. in the Public Meeting Room at the Guthrie County Courthouse. Motion carried on a vote: Ayes: 4 Nays: 0.

Motion by Lloyd second by Grasty to approve the Minutes from 2 May 2017 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 4 Nays: 0.

Motion by Rutledge second by Lloyd to approve the Claims from 22 April 2017 – 5 May 2017 in the amount of \$546,744.87. Motion carried on a vote: Ayes: 4 Nays: 0. Auditor advised she will hold the Banker's Trust checks until she receives the pass through funds from Diamondhead Sanitary District and the South Central Regional E911 Board.

Auditor advised Supervisors she had a positive conversation with Miller regarding the work logs. Miller still has concerns about doing the logs for two (2) months. Miller also stated each employee is doing it their own way. Auditor directed Miller to submit the first set of logs with the timesheets, and she will provide same to the Supervisors. Perhaps, the Supervisors will not require the staff to complete the logs for two (2) months.

Grasty briefed the Supervisors on Panora Regional Industrial Development Enterprise (PRIDE) meeting. There are positive things happening in Panora. PRIDE discussed the zoning administration report. Grasty pointed out the new construction provides growth and increases the tax base. Nutriom has plans for an addition, but it must temporarily shut down for the conversion. Rutledge believes Nutriom will use the old Sunny Fresh building as warehouse and distribution center.

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, 16 May 2017. Motion by Grasty second by Rutledge. Motion carried on a vote: Ayes: 4 Nays: 0

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

16 May 2017

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

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

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

Randy Nickel joined the meeting to request tax abatements for Guthrie County mobile home parcels 05955759112 and 1324222. Currently, the Second Half taxes for mobile home tax Year 2016 are due and owing for these parcels. It is his understanding the Supervisors can forgive, abate or set aside these taxes. He closed on the mobile home park in July 2016; however, he never owned the mobile homes and did not want them. His lawyer served papers on the registered owners to remove the mobile homes, but the owners never cooperated with him. Nickel received a letter from the Guthrie County Treasurer regarding the outstanding taxes. He advised State legislation passed in July 2016 changed the taxing mechanism for mobile homes. The County no longer taxes mobile homes as personal property, but rather taxes them as structures. Since the owners did not remove the mobile homes, he may need to pay taxes on unwanted and unowned structures. Brenda Campbell, Deputy Treasurer, advised the area was no longer considered a mobile home park because there were less than three (3) mobile homes. Pursuant to an inquiry from Grasty, she also confirmed both mobile homes previously were licensed, just like a vehicle, in the name of Elizabeth Freeborn. Nickel's lawyer attempted to contact Ms. Freeborn, but he never received a response. After obtaining an abandon

vehicle order, Nickel dismantled and hauled away the mobile homes. Campbell pointed out there will be taxes due next fall, if the Supervisors do not address this situation. She advised the mobile homes have parcel designations and will be taxed as buildings on leased land. Currently, the total due is approximately \$200. Nickle pointed out the legislative change lowered the assessed value of the land from \$32,000 to \$11,000; however, he made several improvements to increase the value. He subdivided the land into two (2) parcels and erected two (2) pole buildings, so a buyer can have a residence with an accessory building and two (2) acres within the city limits. Currently, the assessed value is \$45,000 - \$48,000 per parcel. Nickel stated he spent approximately \$1,000 cleaning up the property. Rutledge advised he assisted Nickel with the work and confirmed Nickel's statements as well as the improvements to the land. He also verified the improvements were advantageous to the property value and outweigh the tax abatement. Rutledge also pointed out the Guthrie County Sheriff's Office no longer has to deal with problems at the location. At Lloyd's request, Nickel confirmed the land will never be used as a mobile home park again. Nickel stated he intends to keep one (1) parcel and sell the other. He confirmed the mobile homes are no longer on the parcels. Campbell explained the mobile home taxes must go to tax sale in June 2017, if the Supervisors do not abate the taxes. She advised the County must acquire the tax sale certificate because the mobile homes are no longer in the County. She also confirmed the Guthrie County Treasurer's Office made several attempts to contact Freeborn; however, all the correspondence comes back as "undeliverable". When Nickel initially purchased the property, he paid the taxes on the real estate and Freeborn paid the mobile home taxes. Subsequently, Freeborn quit paying the taxes. Carney confirmed Freeborn abandon the mobile homes. Nickle pointed out there were no utilities hooked up to the mobile homes for approximately two (2) years. Auditor advised she will remove the mobile homes from the 2016 Tax Rolls prior to certifying same to the Treasurer pursuant to a change request from the Guthrie County Assessor. The Supervisors briefly discussed the request. The Auditor presented Resolution 17-22: Authorizing Tax Abatement for Parcels 05955759112 and 1324222. Said Resolution abates the Second Half Taxes for Mobile Home Tax Year 2016 along with interest plus additional costs in the amount of \$121 for Parcel Number: 05955759112 and \$78 for Parcel Number: 1324222. Furthermore, it directs the Guthrie County Treasurer to strike the total amount due, \$199, from the Guthrie County system. Motion by Dickson second by Grasty to approve Resolution 17-22 Authorizing Tax Abatement for Parcels 05955759112 and 1324222. Motion carried on a roll call vote: Ayes: 4 (Carney, Dickson, Grasty, and Lloyd) Nays: 0 Rutledge abstained from the vote due to his involvement with Nickel and the parcels.

Joyce Miller, Guthrie County Transfer Station Administrator, joined the meeting to discuss the partial funding of a recycling feasibility study. She provided a handout regarding the feasibility study as well as a portion of the Standard Form Addendum to the Agreement for Services between Foth Infrastructure & Environmental, LLC (Foth) and Carroll County Solid Waste Management Commission (Commission). The feasibility study will investigate the pro's and con's of converting from dual stream recycling to single stream. Guthrie County is part of the West Central Iowa Solid Waste Association (Association), and the Association voted in favor of conducting the feasibility study. It will cost \$51,200. Crawford and Shelby Counties already committed \$5,000 each to help pay for the study. The Association wants Guthrie County to contribute \$5,000 too. Carroll County will pay for the remainder. Mary Wittry of Carroll County met with Miller to brief her on the study. Grasty inquired about the purpose of the study. Miller explained dual stream recycling requires citizens, haulers and the Transfer Station to separate all the recyclables; however, single stream eliminates any sorting until it reaches the Carroll County Landfill (Landfill). Miller referred the Supervisors to the handouts to help explain the goals. In particular, Foth will visit all the Transfer Stations and evaluate the buildings as well as the equipment. The engineering firm also will evaluate the cost of upgrading the Landfill's equipment to facilitate the sorting and separation of all the recyclables. Currently, the haulers must separate the recyclables, but not all of the haulers correctly do it. Miller also pointed out the large county bins co-mingle all the recyclables. Typically, a quarter of the items in these bins are recyclables and the rest is garbage which goes to the Landfill. The garbage includes actual trash as well as shingles, televisions, and other non-recyclable materials. Miller stated she tries to work with the Cities to stop citizens from abusing the bins; however, most of the Cities struggle with it. She also pointed out Panora and Lake Panorama have curbside recycling services, but these citizens still use the bins too. Carney advised Adair County currently does single stream recycling. At Dickson's request, Miller explained there is no initial cost for the feasibility study. She stated the County's payment will be due and payable thirty (30) days after Foth completes the study and invoices the Commission. Auditor speculated the payment will not be due until after 1 July 2017, so it will be during the next fiscal year. Carney inquired about continuing to use the existing county bins. Miller assumed there will be no reason to get new bins because there are no dividers in the current bins. Miller suggested getting more cardboard bins like the one in the City of Adair because it forces people to breakdown the cardboard in order to get it into the bin. The Supervisors briefly discussed the various bin styles. Grasty asked

about whether or not single stream reduces the amount of labor. Miller believes it will cut down on labor a little because dual stream necessitates haulers as well as Transfer Station staff to sort recyclables before transporting recyclable as well as trash to the Landfill. Miller cautioned single stream still requires the removal of trash from the recyclables. She also expressed concerns about the mixing of recyclables leading to the inclusion of even more trash. The Supervisors briefly discussed the problem of people putting non-recyclables into the bins and how to address it. Miller stated the Association will meet before the study begins and after its completion before making any decisions to change the recycling system. Motion by Rutledge second by Grasty to contribute \$5,000 to West Central Iowa Solid Waste Association Recycling Feasibility Study. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor provided the Transfer Station work logs and the Supervisors reviewed same. Miller confirmed she attends the Association meetings. Rutledge directed her to notify the Auditor if she cannot attend a meeting, so someone can go in her place. Miller advised everyone compiled their work log differently; however, the logs show what goes on each week. She inquired about how much longer the staff needed to do the logs. She thinks two (2) more weeks is sufficient. Miller confirmed there are more things for Dick Stone and Steve Rummans to do outside during the summer. Allen Pierce and Rita King did not do work logs because Pierce drives the truck and King operates the scale. Miller stated she operated the scale on Saturday, 13 May 2017, and there were twenty-five (25) customers in four (4) hours. Grasty verified the staff must tarp and strap the Koester Grain truck. According to Dickson and Miller, it is the Transfer Stations responsibility per the contract. Furthermore, the trailer sits out overnight, so it prevents trash from blowing out of it. Miller believes Stone and Rummans forgot to include some of their daily activities in their logs. In particular, Stone fixed a water leak on the loader last week. Rutledge verified the County does not have uniform timecards. Lloyd explained the Secondary Roads Department (SRD) timecard system including the job code system and pay scales. The Supervisors briefly discussed the work logs. Rutledge wants the staff to continue keeping the logs, but they can simplify the entries. Auditor advised she scheduled two (2) of the part-time interviews, but she awaits a return phone call from the third applicant. Miller inquired about the window. Rutledge advised he called the carpenters about submitting estimates. Miller stated she really needs the window and provided a specific example. According to Miller, none of the carpenters have been to the Transfer Station. Rutledge will touch base with them again.

Auditor presented the letter from Chris Carlson, Credit Analyst at the Guthrie County State Bank, regarding the principal and interest payment due on 1 June 2017 for the Guthrie County Urban Renewal Bond as well as the April 2017 reports provided by the Guthrie County Treasurer. Said bond secures the Wind Farm Tax Increment Financing Funds (TIFF). Carney advised the County collected \$143,000 in TIFF taxes. Dickson verified the County makes interest payments on 1 June and 1 December each year. According to Carney, the County will collect \$215,000 in TIFF taxes next year. He verified the County is two (2) years into a six (6) year tax abatement. He also advised the County should continue to receive \$40,000 in Business Property Tax Credits (BPTC) above and beyond the TIFF taxes as long as the State funds the BPTC. The current fiscal year budget authorizes the County to make a total payment of \$182,000 on 1 June 2017. Currently, there is \$186,000 in the TIFF. Due to a miscommunication between the Auditor and Carney, the Auditor failed to include the \$4,000 increase in the Fiscal Year (FY) 2016 Budget Amendment. Motion by Carney second by Rutledge to authorize the Auditor to make a principal payment in the amount of \$84,500 and an interest payment in the amount of \$97,411.77 to Guthrie County State Bank for the Guthrie County Urban Renewal Bond on or both 1 June 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor presented Resolution 17-23: Appointing Auditor's Deputies. Said Resolution appoints Bryann Flater as Payroll/Benefits and Real Estate Deputy as well as Danielle Fink as Accounting and Elections Deputy. Furthermore, it designates Bryann Flater as the First Deputy who shall perform the duties of the Auditor during the absence or disability of the Auditor and Danielle Fink as the designee who shall perform the duties of the Auditor in the absence or disability of the First Deputy. Said appointments will expire on 31 December 2020. Motion by Grasty second by Lloyd to approve 17-23 Appointing Auditor's Deputies. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Rutledge) Nays: 0.

Auditor presented the published Notice of Public Hearing for Amendment of Fiscal Year 2016-2017 Budget. Auditor advised the FY 2017 amendment is about half of the FY 2016 amendment. Approximately \$265,000 will come from the SRD reserves. Auditor advised not all the service areas necessitated an amendment; however, some service areas required it. Furthermore, the amendment enabled the Supervisors to reallocate funds among the departments. In



particular, the Conservation Department and the Transfer Station did not have enough funds for the remainder of FY 2017.

Motion by Lloyd second by Rutledge to approve the Minutes from 9 May 2017 as presented by the Auditor. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Rutledge second by Lloyd to approve Payroll for 6 May 2017 – 19 May 2017. Motion carried on a vote: Ayes: 4 (Carney, Grasty, Lloyd and Rutledge) Nays: 1 (Dickson).

Dickson advised he is speaking with Genesis Development about relocating to the Guthrie County Courthouse. Per the contract, Genesis does not pay any rent. Auditor will verify this. Supervisors discussed allocation of space within the Courthouse. Dickson advised Robert Kempf, Adair/Guthrie County Emergency Management Agency Coordinator, as well as the Guthrie County Environmental Health (EH) Office will move to the Guthrie County Public Health Building during the Fall of 2017. Supervisors proposed switching spaces with Darci Robson, Guthrie County Veteran’s Affairs and General Relief Coordinator. Dickson wants another door into the EH space, so people can see the Board of Supervisors Meeting area from the hallway. Rutledge suggested moving Ellen Ritter, Guthrie County Coordinator of Disability Services, into Kempf’s office and utilizing her office for Genesis.

There being no further business to come before the Board at this time, the Board adjourned at 10:50 a.m. until its regularly scheduled meeting on Tuesday, 23 May 2017. Motion by Rutledge second by Carney. Motion carried on a vote: Ayes: 5 Nays: 0

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

23 May 2017

The Guthrie County Board of Supervisors met this 23<sup>rd</sup> day of May, 2017, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd, and Tom Rutledge.

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

Motion by Grasty second by Lloyd to approve the Agenda for 23 May 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Mark Van Houten, joined the meeting to address his request to improve the right-of-way and/or road located north of Highway 44 across from Roost Lane. Brad Hayes, an adjoining property owner also was present for the discussion. Joshua Sebern, Guthrie County Engineer, stated he has the information from all the Guthrie County Board of Supervisors’ Minute Books. He advised there is no record of the County or the State vacating the right-of-way; however, at some point, the County abandoned the road. Therefore, the County still has the right-of-way but does not maintain it. Engineer speculated the County ceased to use the road; however, it failed to follow through with any plans to vacate the right-of-way. Grasty confirmed there are numerous roads and/or right-of-ways no longer in service which the County has not vacated or changed the level of service. Van Houten inquired about the level of service. Engineer explained the County removed the road from the Trunk Road System before the current classification system; however, the removal evidences a reduction in the classification. Engineer recommended the Secondary Roads Department (SRD) shape the existing path, put rock down and then vacate it. Van Houten expressed a desire to move the path east of where he actually drives through the area. This will enable property owners to traverse the area with trailers. Engineer stated the wider entrance enables SRD to adjust the placement within the boundaries of the right-of-

way. He clarified the drive will not be an actual road with ditches. Van Houten inquired about the implications of vacating the right-of-way. Engineer advised he needs to discuss the particulars of the vacation process with the Guthrie County Attorney and the Auditor. Van Houten expressed concerns about sharing half the drive with the adjoining landowner, Delene Finnegan. Based on a previous conversation, Finnegan's expressed no desire to maintain the drive because they can access their property from a separate entrance along Highway 44. Hayes verified he will be able to access his property. Auditor confirmed the method of right-of-way acquisition will dictate the vacation process. Engineer believes the County acquired the right-of-way by Petition, but he needs to verify the terms of the Petition. At this point, it appears the County will vacate the right-of-way and deed the land to the adjoining property owner. Auditor cautioned the County may need to auction the land, if the State or County purchased it. At Lloyd's request, Engineer confirmed the Iowa Department of Transportation's (IDOT) only obligation was to construct and maintain an entrance along Highway 44. Van Houten expressed concerns about Finnegan using the drive but not contributing to the maintenance. Engineer confirmed Van Houten will need to enter into an agreement with his neighbors concerning the use and maintenance of the drive. Dickson verified the Engineer's recommendation is the same regardless of whether the County vacates the right-of-way. Engineer explained the entire vacation process takes a couple of months and includes a public hearing. If the County deeds the land to the adjoining property owners, Hayes should take title to the portion which abuts his land. Van Houten continued to express concerns about the neighbors using the drive. Auditor advised Van Houten to discuss the vacation process and its implications with an attorney. Engineer stated he prefers to determine the vacation process before SRD does the work. Engineer assumes SRD can complete its work by 1 July 2017. Engineer also confirmed SRD will apply the same amount of rock it uses in other projects. Engineer will contact Van Houten and report on the vacation process before SRD begins the work. Motion by Rutledge second by Lloyd to shape the existing right-of-way, put down rock to the fence line and research the vacation process. Motion carried on a vote: Ayes: 5 Nays: 0.

Engineer presented Resolution 17-24: Yield Conditions. Said Resolution authorizes the installation of a Yield sign at the intersection of 255<sup>th</sup> Street and 248<sup>th</sup> Trail. The traffic along 255<sup>th</sup> Street will yield to the through traffic on 248<sup>th</sup> Trail. SRD recently graded and re-rocked this area. According to Engineer, 248<sup>th</sup> Trail is a farm-to-market road, and 255<sup>th</sup> Road is a dead end road with two (2) businesses as well as a new residence. He advised there has been an increase in the traffic. Engineer confirmed the Yield sign conforms to the recommendations set forth in the Manual for Uniform Traffic Control. In particular, an approach to a through road does not necessitate a Stop sign if there is good visibility. Furthermore, 248<sup>th</sup> Trail is unique because even though it is the "through road" it turns at the intersection. Engineer advised a Yield sign is a regulatory sign, so the Supervisors must pass a Resolution. Motion by Grasty second by Lloyd to approve Resolution 17-24: Yield Conditions. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Rutledge) Nays: 0.

At this point, Engineer provided the SRD update. Grasty inquired about the work along Wagon Road. Engineer explained SRD began clearing the ditches; however, the inlet pipes were silted completely full and the outlet pipes were plugged because of debris caught in the screens. He described the process Midwest Vac Service used to clear the silt and re-establish the water flow. SRD will shape the ditch and put down riprap before Integrated Roadside Vegetative Management (IRVM) seeds it. Engineer advised erosion was previously a problem, so contractor hauled slurry to the riprap pile. It cost approximately \$300 per hour, but there was no alternative. The Engineer provided specific details about the work. He confirmed the location of the curb in relation to the residences impacted the design as well as the need to direct the water into the inlets, so it does not blow past and bounce off the curb. Engineer stated he received numerous citizen complaints concerning wash outs and erosion along roads as well as intersections due to all the rain. He confirmed he inspects each location. Engineer also advised White Rock Conservancy wants SRD to conduct a traffic study near the bridge. The Conservancy expressed concerns about the high speed traffic. The Engineer speculated it may be an enforcement matter, but the volume of traffic may contribute to the problem. He requested the number of actual visitors. Engineer advised he will utilize traffic counters from Regional XII to conduct a traffic count on the north and east side of Lake Panorama. The count will be for a longer period of time than the one performed by IDOT. The last attempt to install the guardrail along the Menlo dump bridge box failed because the ground is too soft. There are several bridge projects actively in the design phase. The three (3) bridges at 170<sup>th</sup> Street and Redwood Road will be replaced with a box culvert. The fourth bridge will become a metal culvert. The Engineer advised SRD is in the process of procuring right-of-way for the Baker 182 project as well as Maple Avenue one quarter (1/4) mile south of 310<sup>th</sup> Street. In addition, he is prioritizing the list of smaller bridges with less than a twenty feet (20') span. Either SRD or a contractor probably will replace these bridges with metal culverts. Furthermore, these

bridges may be Tax Increment Financing Fund (TIFF) projects or, at least, use TIFF money to buy the materials. At Lloyd's request, Engineer spoke about Seidl bridge project. All in all, the project is going well. There was a breach in one of the coffer dams. Once the contractor finishes pouring the piers and abutments, they can move out of the river bottom and all the mud. As the weather permits, SRD is blading and rocking the roads. Engineer confirmed most of the citizen complaints concerned washing, erosion, silting and a few washed out culverts. He also verified IRVM is spraying thistles and seeded several areas. Any IRVM issues should be reported to the SRD office. SRD is progressing on the tube replacement south of Dale City and north of Beaver Creek near the dead end as well as the box culvert repair on Poplar Avenue. SRD is getting quotes to repair the box culvert one quarter (1/4) mile south of Richland 306. Engineer explained erosion removes the dirt and the soil pressure collapses the culvert wings. Sunds Custom Fencing will replace the guardrail under the overpass. The Engineer also wants to do a cable guardrail along P28. Engineer briefed the Supervisors on his quest to purchase a mobile, rubber tire, excavator. He wants to test various models, but he is encountering multiple complications trying to arrange the demonstrations. The current CAT excavator overheats while traveling down the road between ditch cleaning projects and needs a new bucket. Engineer confirmed he will talk to the landowner about the slough on Beaver Creek. Engineer advised he is getting quotes for a tandem dump truck. At Grasty request, Engineer confirmed the Volvo and Mack trucks are solid machines with little to no issues. Engineer stated he is narrowing down the location for the new cold storage shed. Once he finalizes the location, he will get bids for the building. Carney expressed concerns about how soon a contractor may be available to build it. Engineer advised he is closing the Army Corp of Engineers wetland permit by Lost Trail. IRVM still needs to spray the canary grass, and SRD will plant more trees. In addition, SRD will need to monitor the wetland for five to six (5-6) years to ensure the wetland trees and grasses grow within the permit area. Engineer and his staff are updating the fuel and oil spill prevention plan. The Engineer and Auditor's Office met with Ann Smisek from Ahlers & Cooney, P.C. to update the current draft of the personnel policy. He will schedule the first committee meeting after he receives the revised draft. Engineer advised there are several right-of-way issues similar to Van Houten's situation. His research uncovered several roads and right-of-ways which the County closed or ceased to maintain, but there is no record the County vacated anything. He pointed out the possibility of tax issues too. He recommended the Supervisors address the issue. The Supervisors briefly discussed the implications.

Motion by Dickson second by Grasty to open the Public Hearing for Fiscal Year (FY) 2016-2017 Guthrie County Budget Amendment at 10:07 a.m. Motion carried on a vote: Ayes: 5 Nays: 0. Auditor presented the Amendment. Engineer confirmed the SRD reserve funds will finance most of SRD's amended expenditures. Since the gravel producer quarried gravel at the Jamaica pit, SRD took advantage of it. In addition, there were several asphalt paving projects while the asphalt plant was on P28. Auditor confirmed the FY 2015-2016 Amendment was approximately \$1 million. Auditor advised the Supervisors, Auditor, County Attorney, Recorder, Environmental Health and Mental Health amended expenditures will utilize reserve funds. The Public Health expenditures are offset by grant proceeds. Finally, the Conservation Board applied funds from the final 2015 flood reimbursements as well as the general basic funds carried forward from the last FY to offset its expenditures. The amended revenues only account for line items in which the current total exceeds the original budget. The amended Revenues are \$254,948 while the amended Expenses are \$519,656 for a difference of \$264,708. There were no questions from the public. Motion by Rutledge second by Lloyd to close the Public Hearing for Fiscal Year (FY) 2016-2017 Guthrie County Budget Amendment at 10:15 a.m. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Lloyd second by Grasty to approve the Fiscal Year 2016-2017 Guthrie County Budget Amendment. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Grasty second by Carney to approve Resolution 17-25: Adoption of Fiscal Year 2016-2017 Guthrie County Budget Amendment. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Rutledge) Nays: 0.

Motion by Grasty second by Rutledge to approve Resolution 17-26: Appropriations Resolution for Fiscal Year 2016-2017 Guthrie County Budget Amendment. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Rutledge) Nays: 0.

Supervisors opted not to contribute to Main Street Guthrie Center.

Mary Benton, Guthrie County Attorney, as well as Tim Benton, Assistant Guthrie County Attorney joined the meeting. County Attorney expressed regret for not requesting funds for an additional secretary during the FY2017-2018 budget process. She passed around District Court statistics as well as other data demonstrating the need for another full-time staff member. There currently is seven (7) pages of outstanding District Court cases. At the next Court Service Day, she will address eighteen (18) Pretrial Conferences and nine (9) Arraignments as well as one (1) Sentencing Hearing. Normally, the County Attorney prepares all the Sentencing Orders, and the District Court Judge electronically approves said Orders. From 2013 to 2016, the caseload steadily increased from 182 cases to 219. At the current pace, the County Attorney's Office will open 288 cases in 2017. She verified the second full-time staff member will replace the current part-time person. Auditor verified the Supervisors will need to amend the FY2017-2018 budget at some point during the year. Rutledge confirmed current administrative assistant's salary will be approximately \$37,875 in FY2017-2018. County Attorney wants to offer a competitive salary, so she can attract qualified applicants. She did not rule out the possibility of hiring a legal secretary, but she also proposed the option of a full-time Victim Witness Coordinator. County Attorney advised the Juvenile Court docket remains steady even though there recently has been a rash of removals. She explained the numerous steps in the removal process. Currently, the Assistant County Attorney handles Magistrate and Juvenile Court as well as some civil matters. The County Attorney provided multiple examples of the increased workload. Auditor estimated there is enough money in the County Attorney's FY2017-2018 budget to postpone a budget amendment until November 2017. The Supervisors and the County Attorney briefly reviewed the FY2017-2018 budget. The Assistant County Attorney walked the Supervisors through the current administrative assistant's daily duties as well as her other case related obligations. Dickson proposed transferring funds from the District Court portion of the FY2017-2018 budget, but Auditor pointed out the District Court budget is in the General Supplemental Fund and not the General Basic Fund. Furthermore, there is no personnel line items in it. Rutledge verified the current administrative assistant is comfortable with the plan to hire another full-time staff member. The Supervisors briefly discussed the County Attorney's need for additional office and storage space. Motion by Dickson second by Rutledge to authorize the Guthrie County Attorney to hire an additional full-time administrative staff member. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Grasty second by Rutledge to approve the Minutes from 16 May 2017 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Lloyd second by Grasty to approve the Claims from 6 May 2017 – 19 May 2017 in the amount of \$366,527.28. Motion carried on a vote: Ayes: 5 Nays: 0.

Carney briefed Supervisors on the Heart of Iowa Region Board Meeting on 22 May 2017. Darci Alt, the Chief Executive Officer, requested slots for four (4) additional employees; however, the Board only approved three (3) positions. Dickson advised all the case management duties went to the Managed Care Organization's (MCO) even though said organizations do not fund all the current services. Dickson wants the Region Board to advocate for payment of these services. Carney explained the Region Board instituted a new program requiring each employee to verify his/her time because the Board wants to evaluate the current staffing as well as the need for additional employees. Furthermore, the State mandated more administrative duties. Carney expressed concerns about the Region being able to sustain the funding for all the additional staff. The Region Board discussed the implications of adding more Counties to the Region and whether the State will force the consolidation of smaller regions with limited services. Guthrie, Audubon and Greene Counties combined have less cases than Dallas County, currently. The addition of Region staff also triggers additional subsidies for the Woodward Mental Health Facility. Carney stated the Region Board still has not received a detailed financial report from Terry Johnson, Chief Executive Officer of Genesis Development. Currently, the State Legislature only seems willing to assist those Counties, like Polk and Scott, which are experiencing financial hardships. The Region Board wants to sustain the current budget, so there is room for growth in case the State imposes more unfunded mandates. Carney advised the Regions new maximum levy rate will be \$25.84 per person; however, the Region will use \$950,000 of the reserve if its levy remains at \$19.03. As of 1 July 2017, the Region has \$4.1 million in reserve funds, and it must spend all but \$720,000 within three (3) years. The new staff members will support the State of Iowa Case Managers and advocate for clients as well as services. Two (2) people will cover Dallas County and the remaining person will take care of Guthrie, Audubon and Greene Counties.

Dickson briefly explained the Two Rivers Insurance Company settlement. According to the allegations, Two Rivers failed to disclose all the applicable fees and premiums associated with its role as agent and/or clearinghouse for the

Iowa Governmental Health Care Plan (IGHCP). The State of Iowa Insurance Commission investigated Two Rivers' practices for the last five years. Dickson believes the County will share in a portion of the settlement.

Supervisors briefly discussed office relocations. Carney verified the Guthrie County Environmental Health Office will not move to the Guthrie County Public Health Building until October 2017. According to Dickson, the whole process requires planning and coordination. Genesis Development must be transferred to the Guthrie County Courthouse before the Public Health Department can remodel the space. Dickson advised Robert Kempf, Adair/Guthrie County Emergency Management Coordinator, may vacate his current office, at any point, if he will accommodate the remodeling project. Dickson is working with Genesis to find a suitable space, in the Courthouse, for a maximum of three (3) staff members. Luckily, the entire staff is not in the office or working with clients at the same time. Dickson instructed Carney not to address the matter with Ellen Ritter, Guthrie County Coordinator of Disability Services, until Genesis commits to a location.

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, 30 May 2017. Motion by Rutledge second by Lloyd. Motion carried on a vote: Ayes: 5 Nays: 0

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

30 May 2017

The Guthrie County Board of Supervisors met this 30th day of May, 2017, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd, and Tom Rutledge.

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

Motion by Grasty second by Lloyd to approve the Agenda for 30 May 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Jotham Arber, Guthrie County Public Health Director and interim Environmental Health Director, joined the meeting. He briefed the Supervisors on the deal he negotiated at Bob Brown Chevrolet for a new 2017 GMC Sierra Truck. The State bid price was \$17,000. This truck will replace Stephen Patterson's old truck in the Environmental Health Department. Since the old truck needed a new battery and had some exhaust problems, Bob Brown only paid \$800 for it. Arber requested the Supervisors authorize the Auditor to issue a check, so he can take delivery of the new truck today. Auditor pointed out she needs permission from the Supervisors before she writes the check because it is the purchase of a capital asset, and thus not a reoccurring expense. Arber wants to start using the truck next week and needs time to get the decals put on it. Auditor advised she was told the dealership will allow Arber to get the truck today, and the County can pay for it next week. Supervisors opted not to issue the check today. Auditor will direct Environmental Health Department to submit a claim for approval at the next regular meeting.

David Garland, Guthrie Center Communications, joined the meeting. He presented the May 2017 Information Technology (IT) Report. Garland advised the Guthrie County Recorder's Office needs to upgrade its software because Image Tech no longer supports it. He suggested the Recorder obtain a cost analysis for the migration from the existing server to a new server as well as the transition to new software. IT will assist with the server migration regardless of the software package chosen by the Recorder. Garland stated he cannot render an opinion on software packages, but he suggested the Supervisors consider the initial costs as well as the yearly maintenance fees for both systems. He added the Recorder and the Supervisors should select the most appropriate software package after considering the

Recorder's needs as well as the cost. Garland briefed the Supervisors on the status of the network modifications. He pointed out the overall goal is network efficiency and minimal downtime in the event of hardware failures. At the request of Carney, Garland explained a discrete session refers to how many times a user accesses the County's website.

Eric Morris and Frank Jensen with Jensen Sanitation, LLC joined the meeting for the opening of the sealed Trash Collection Contract bids. The Auditor opened the only sealed bid. Jensen Sanitation submitted a bid of \$140 per month to provide a one and one half (1 ½) yard container for the Guthrie County Courthouse as well as the Secondary Roads Department (SRD) shop. They will collect the Courthouse trash every Monday, Wednesday and Friday morning before 7:00 a.m. In addition, they will collect the SRD trash every Monday morning and the cardboard every Wednesday. The contract will commence on 1 July 2017 unless the Supervisors notify Jensen Sanitation of an earlier start date. Auditor will work with Guthrie County Attorney to prepare a contract. Motion by Lloyd second by Rutledge to accept the bid of \$140 per month submitted by Jensen Sanitation, LLC to collect the trash from the Guthrie County Courthouse and SRD, subject to the terms of the contract, commencing 1 July 2017 and ending 30 June 2020. Motion carried on a vote: Ayes: 5 Nays: 0.

Sheriff Marty Arganbright joined the meeting along with Chief Deputy Jeremy Bennett. Sheriff advised the structure fire in Guthrie Center caused his Deputies and staff to accrue copious amounts of overtime. This investigation is the top priority. He thanked the Iowa Department of Criminal Investigation as well as the Iowa State Fire Marshall's Office for all the assistance. Sheriff passed around the jail log and recited a list of inmate charges. Over the last several weeks, the jail has been at or over maximum capacity. He notified the Supervisors it is time to consider building a new jail. Otherwise, he must continue to pay for housing inmates in other locations, such as the Dallas County Jail. Sheriff pointed out he works with other Counties as much as possible, so Guthrie County can house difficult inmates. In particular, he transferred three (3) inmates to other locations because of their special needs. He also works with the Audubon and Adair County Jails to house female inmates; especially, when there is not enough room to ensure separation from the male inmates. According to the arrest statistics, drug issues are a perpetual problem which continues to get worse throughout the area. Sheriff passed around the Guthrie Center activity log for May. Chief Deputy briefed the Supervisors on the Tahoe totaled during a high speed chase. A fleeing suspect intentionally rammed the rear of the vehicle after he drove out of a ditch to avoid stop sticks. Fortunately, the Deputy received no injuries. The vehicle had 97,000 miles. Although some of the equipment can be salvaged and used in a new vehicle, the new body style will prevent the use of all the undamaged equipment. The insurance company totaled the vehicle and paid out \$14,800. It will cost an additional \$26,000 to replace the vehicle and equip it. A State Patrol cruiser also received minimal damage during the chase. Chief Deputy gave a brief overview of the chase as well as the underlying incident. The plan is to replace the wrecked vehicle with a LT Truck. Chief Deputy also advised the transmission went out in the black vehicle. It has 110,000 miles, so the Sheriff's Office only will receive \$1,500 to trade it. At this point, the Deputies will need to use the old Crown Victoria. Sheriff expressed several concerns about the need to replace the old vehicles with issues. The Sheriff's Office just replaced the transmission in one (1) of the vehicles with 100,000 miles. Currently, Chief Deputy is pricing other vehicles. The newer vehicles are worth more on trade than the older Tahoe and the cars. The 2012 truck will bring \$16,000; however, the black Tahoe is only worth \$7,200 because it is the canine vehicle. Sheriff assured the Supervisors all the vehicles receive routine maintenance. Sheriff provided the Civil Paper Service Report. Grasty inquired about status of jail meals. Sheriff advised he sent a letter to New Homestead, but he has not received a response. He also contacted the Guthrie County Hospital and awaits a reply. New Homestead continues to deliver meals. Sheriff stated the current Guthrie County Jail Room and Board Rate is \$50 per day. The meals cost approximately \$22 per day. Chief Deputy confirmed he still cannot put himself into any situation which may result in a physical altercation, so he remains on desk duty and does some investigative work. Rutledge inquired about the possibility of recouping any of the fire related costs. Sheriff confirmed the 28E Agreement for Guthrie Center Law Enforcement has a provision for it. Grasty inquired about speeding outside of Panora. Sheriff advised he addresses it with the speed trailer as well as onsite enforcement.

Joshua Sebern, Guthrie County Engineer, joined the meeting. He presented the Iowa Department of Transportation (IDOT) Budget Amendment. Since the Supervisors amended the Guthrie County Fiscal Year (FY) 2016-2017 Budget, he needs to amend the corresponding IDOT Budget. The total dollar amounts are the same as the County's Budget; however, the actual line items in the IDOT Budget are not the same. It is because the IDOT builds labor into the line items while the County accounts for it in a different line item. Motion by Lloyd second by Grasty to approve the Iowa

Department of Transportation (IDOT) Budget Amendment for Fiscal Year 2016-2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Engineer provided Resolution 17-27: Establishment of Integrated Roadside Vegetative Management (IRVM) Plan. The IRVM transition to SRD requires an amendment of the Living Road Trust Fund Plan with IDOT. The Resolution amends the current IRVM Plan to account for the transition to a new department as well as any modification of the Plan's goals. The IDOT already reviewed the amended plan. Motion by Grasty second by Rutledge to approve Resolution 17-27 Establishment of Integrated Roadside Vegetative Management (IRVM) Plan. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Rutledge) Nays: 0.

Engineer inquired about transitioning IRVM funds to SRD Budget. Auditor advised the IRVM Budget currently is part of the Rural Services Fund. Engineer wants to combine it with the SRD Budget for accounting reasons. In particular, it will be easier to report wages if IRVM employees work on other SRD projects. Furthermore, any funds remaining at the end of the year will go into the SRD reserves. Engineer advised they will continue to use the same individual line items to track the IRVM expenses. Auditor pointed out this transition will require an immediate amendment to the Guthrie County FY 2017-2018 Budget because the SRD Fund and the Rural Services Fund are completely separate parts of the County's Budget. In particular, the Supervisors must amend the budget to transfer money from Service Area 6 County Environment and Education to Service Area 7 Roads & Transportation. The Supervisors must do more than hold a public hearing and amend the department appropriations by resolution. Several of the Supervisors expressed concerns about immediately amending the FY 2017-2018 Budget, and the Engineer acknowledged the issue. The Auditor pointed out the option to include this transfer when the Supervisors consider a budget amendment to address the Guthrie County Attorney's new staff member as well as the Recorder's software upgrades.

Engineer briefed the Supervisors on the IRVM Grant Application he submitted to the Living Road Trust Fund. The deadline is 1 June 2017. Engineer requested up to \$50,000 for a storage shed to house seed, equipment and chemicals. He hopes to finalize the location of the cold storage shed this week. The grant application does not need the Supervisors' approval. In addition, the Trust allowed Guthrie County to transfer the hydro-seeder grant awarded to Crawford County, so the seeder only cost Guthrie County \$1,000. Carney inquired about spraying trees in the road ditches. Engineer advised IRVM currently is spraying for thistles. Afterwards, they will spray any cut areas first. The Board directed IRVM to focus on the highway ditches.

Dickson received information via certified mail concerning the Two Rivers Insurance/Iowa Governmental Health Care Plan (IGHCP) Settlement. According to this information, Two Rivers reached a \$1.3 million settlement with the Iowa Insurance Division. Guthrie County's share is \$21,551.95. In order to collect this money, the County must sign a release indemnifying and holding Two Rivers harmless from any claims. Furthermore, the County will not be able to bring its own action against Two Rivers. The documentation indicates the actual settlement amounts were driven by the duration of the relationship with Two Rivers and the amount of premiums paid into IGHCP. The executed and signed documents must be returned to the Iowa Insurance Division by 20 August 2017. Auditor will provide packet to the County Attorney for her review and approval before placing item on the Agenda. Supervisors are content with the settlement amount, but they need to discuss what to do with the money. Dickson wants to deposit the money into the General Fund and then write a check to IGHCP to put the money into the partial self-fund account. The Auditor will look into the options. There was never an actual lawsuit or charges filed against Two Rivers. The settlement is the result of an investigation conducted by the Iowa Insurance Division. Most of the IGHCP members were not directly involved in the matter.

Rick Hunsaker, Executive Director Region XII and Sarah Gomez, Midwest Partnership Economic Development Corporation (MWP) Director joined the meeting to discuss the Revolving Loan Fund. Hunsaker provided three documents concerning the Region XII Development Corporation. It is comprised of member counties (Audubon, Carroll, Crawford, Greene, Guthrie and Sac) and manages economic development loans since 1995. Each member county is an equal owner. Gomez and Michael Underwood, President of Guthrie County State Bank, review the loan request submitted from Guthrie County. The existing capital base is \$3.5 million. On average, the Corporation can loan between \$630,000 and \$640,000 on a wide variety of projects. The maximum individual loan amount is \$300,000. Hunsaker is inquiring about whether or not member counties want to expand the Revolving Loan Fund.

Each County will provide an equal investment of \$21,000 to leverage a \$500,000 loan from the United States Department of Agriculture-Rural Development (USDA-RD). It will be a thirty-two (32) year loan at a rate of one percent (1%). The Corporation will strive to use eligible administrative money to pay back the loan and focus on paying the interest first. The County can include the contribution in the FY 2018-2019 budget if there is no money available in the FY 2017-2018 budget because the loan will not be awarded until Fall 2017. The Fund will be managed by the Corporation like the current loan funds. It will provide gap financing to businesses that create jobs in the region. Fifty percent (50%) of a project must be financed by the private sector and have at least ten percent (10%) equity. Guthrie, Crawford and Greene are the original member counties. At this point, the original investment is more or less equal amongst all the member counties. The Corporation made 105 loans over the past twenty-two (22) years. It also received three (3) federal Economic Development Administration Grants which requires Region XII to put all unused administration funds (\$176,000) back into the program. Less than two percent (2%) of the fund (\$64,107) has been written off to bad loans. There was one (1) loan lost in Guthrie County for \$42,000 and paid from Loss Reserves. The money is risk capital. Hunsaker wants equal contributions from all the member counties because there is no way to predict which member counties will request loans. If the Corporation dissolves, the member counties will split the money equally under the 28E Agreement. Hunsaker visited with the six (6) other Counties. Crawford, Greene and Sac Counties indicated a willingness to contribute if all the member counties agreed to it. Audubon and Carroll Counties did not make any commitment at this time. Hunsaker stated the project probably will not proceed if all the member counties do not agree to it. Several of the Supervisors expressed concerns about some member counties receiving more loans than other counties. At this point, Guthrie County does not receive as many loans. This is, most likely, due to a smaller population. Guthrie County has contributed approximately \$80,000 which remains an investment in the County and generates jobs. Grasty inquired about whether Guthrie County can do more to attract businesses. Hunsaker stated Region XII is making an effort to visit with lenders, so banks know the Corporation will be a subordinate lender. He talked about other actions Region XII undertakes to foster economic development within the region. Hunsaker discussed the various projects, around the region, which benefited from these loans. Dickson expressed concerns about Guthrie County investing the same amount as other member counties which utilize more loans. He suggested a population based contribution. Hunsaker is aware of at least one (1) project in Guthrie County ready to apply for a loan. He also pointed out the business must be located in Guthrie County to qualify for a loan. Therefore, most projects in Stuart or Adair are not eligible for this funding. A loan from the Revolving Loan Fund will count as a local match and serves as a low interest loan incentive as well as gap coverage for people needing additional funding. It will help businesses be more successful because it helps with the monthly cash flow. The Corporation works with a business in financial trouble and will not accelerate payments as long as the business communicates with them. It wants the business to succeed, so it generates jobs and pays property taxes. Supervisors briefly discussed pro's and con's of proposal. Hunsaker verified most of the Guthrie County projects have been small ones. Supervisors need to commit before Region XII Executive Board Meeting on 15 June 2017. If the member counties opt not to move forward with the Revolving Loan Fund, the Corporation may not have funds available for potential projects. It only can loan available funds. The Corporation takes in roughly \$35,000 each month. If it loans out all the available funds, it will receive roughly \$45,000 each month. Therefore, it will take at least six (6) months to amass \$300,000 provided it makes no loans during this time. Hunsaker wants to establish the Revolving Loan Fund, so the Corporation does not exhaust all its funds. The Supervisors discussed the need to attract businesses to Guthrie County. Supervisors opted to revisit the discussion at the next regular meeting.

Auditor presented the County Auditor's Report of Fees Collection, 4th Quarter ending 31 December 2016. Motion by Rutledge second by Grasty to approve the County Auditor's Report of Fees Collection, 4th Quarter ending 31 December 2016. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor submitted the County Auditor's Report of Fees Collection, 1st Quarter ending 31 March 2017. Motion by Grasty second by Rutledge to approve the County Auditor's Report of Fees Collection, 1st Quarter ending 31 March 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor briefed Supervisors on Version Wireless Claim for Guthrie County Sheriff's Office. It was an emergency payment associated with an on-going law enforcement investigation. Motion by Rutledge second by Lloyd to approve the Version Wireless Claim for Guthrie County Sheriff's Office in the amount of \$400.00. Motion carried on a vote: Ayes: 5 Nays: 0.



Motion by Rutledge second by Grasty to approve the Minutes from 23 May 2017 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Due to the Memorial Day Holiday, the Auditor's Office was unable to complete the payroll process prior to the Board of Supervisors' Meeting. Motion by Dickson second by Grasty to authorize the Auditor to issue the payroll checks for 20 May 2017 – 2 June 2017 subject to approval of the Payroll Report at the next regular meeting. Motion carried on a vote: Ayes: 5 Nays: 0.

Rutledge briefed the Supervisors on the interviews to hire a part-time employee at the Transfer Station. The person will work, as needed, in the office and only when other employees are not available on that day. Joyce Miller, Transfer Station Administrator, will notify the chosen applicant. Even though Miller may not need the new employee until this fall, Rutledge suggested she train her right away. This way she is available in case of an unforeseen circumstance.

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 Tuesday, 6 June 2017. Motion by Grasty second by Rutledge. Motion carried on a vote: Ayes: 5 Nays: 0

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

6 June 2017

The Guthrie County Board of Supervisors met this 6th day of June, 2017, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, and Jack Lloyd. Tom Rutledge and the Auditor were absent from the meeting.

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

Motion by Grasty second by Lloyd to approve the Agenda for 6 June 2017. Motion carried on a vote: Ayes: 4 Nays: 0.

Sarah Gomez, Midwest Partnership Economic Development Corporation (MWP) Director, joined the meeting to provide the MWP update. She reminded the Supervisors about her weekly email updates. As long as it works for the Supervisors, she will continue to do it. Gomez presented a written report which consolidated all the updates. All in all, things are going well; however, Guthrie County continues to experience manpower issues. She is working with St. Gregory Retreat Center in Bayard to help reopen the facility. It closed after failing to receive Medicaid payments for its services and is suing to collect the funds. According to Luann Waldo, a court dismissed a similar law suit St. Gregory brought against Wellmark. The main funding issue is the lack of working capital. It needs approximately \$300,000. If it reopens, St. Gregory will return to accepting only private clients. Gomez discussed the various places looking to expand their business within the region. She talked about Waspy's Truck Stop, Puck Enterprises, Quality Machine as well as additional wind turbines (250) near Adair. Currently, Gomez is working on nineteen (19) different projects. Four (4) of these are well known retail companies looking for land in the area. She reiterated the Community Development and Small Business Development bullet points in her report. Gomez stated she is aware of someone in Guthrie County contemplating a Small Business Workshop series. Its purpose is to help educate potential small business owners about the programs available through MWP. In addition, she is working on a Toolkit, with assistance from the University of Northern Iowa, to hand out at workshops or give to professionals, such as lawyers and accountants, who may assist small business owners. Furthermore, MWP is developing materials to promote and help brand its organization. Several businesses have asked MWP to organize another Leadership Academy which helps

develop employee leadership skills. In particular, the businesses want MWP to focus on soft skills, such as, showing up on time, dressing appropriately, and customer service skills. Another issue prevalent in the current workforce is the lack of problem solving skills. The Supervisors inquired about retail businesses looking for land in Guthrie County. According to Gomez, these businesses mostly want to locate in the Panora area. Unfortunately, Panora is pretty land locked and not many of the adjacent land owners are willing to sell their property. In response to Grasty's inquiry, Gomez stated most business do not give specific reasons for opting not to locate in Guthrie County. In the past six (6) months, the biggest issues were land availability and prices. The Supervisors briefly discussed the work force available in larger cities as well as the incentives offered to new businesses by these cities. Gomez expressed concerns about members of a business park board not wanting a particular business to move into town because it may compete with other businesses. In addition, MWP experienced issues with land and/or building owners continuing to raise prices even though prospective buyers are unwilling to pay the original price. The Supervisors inquired about manpower issues. Gomez stated Flint Hills Resources and MidAmerican Energy Company did not have any issues finding employees. Those business came to Guthrie County, and the employees followed to fill the jobs.

Brenda Campbell, Deputy Guthrie County Treasurer, joined the meeting to present the Memorandum of Agreement Between The Iowa Department of Transportation and Guthrie County, Iowa. It is a 28E agreement to operate an Iowa Driver's License Station in Guthrie County. The Guthrie County Attorney reviewed and approved the Agreement. Campbell explained the process to get a Real ID-Marked Card (gold star) license. Motion by Dickson second by Lloyd to approve and sign Memorandum of Agreement Between The Iowa Department of Transportation and Guthrie County, Iowa. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors reviewed Resolution 17-28: Resolution Revoking 1952 Bridge Resolution as well as the accompanying documentation. Said Resolution repeals and revokes the 1952 Bridge Resolution concerning the bridge located on the farm of Cecil Railsback. Motion by Carney second by Lloyd to approve Resolution 17-28: Resolution Revoking 1952 Bridge Resolution. Motion carried on a roll call vote: Ayes: 4 (Carney, Dickson, Grasty, Lloyd) Nays: 0. Supervisors reviewed the Iowa Municipalities Workers' Compensation Association (IMWCA) 2017-2018 Workers' Compensation Coverage Documents Packet. The premium increased substantial from the amount projected in February 2017. Due to multiple claims as well as two (2) cases actively being subrogated, the experience modifier increased and triggered the higher premium.

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Change Notice authorizing a pay increase for Cody Sheeder upon the successful completion of his probationary period. Motion by Lloyd second by Grasty to approve the Payroll Change Notice for Cody Sheeder authorizing a pay raise increasing his salary from \$16.54 per hour to \$17.54 per hour effective 30 June 2017. Motion carried on a vote: Ayes: 4 Nays: 0.

Dickson briefed the Supervisors on the phone conference concerning the Two Rivers Insurance/Iowa Governmental Health Care Plan (IGHCP) Settlement. The settlement is the result of an investigation conducted by the Iowa Insurance Division. Two Rivers asked Wellmark for assistance; however, Wellmark refused to help them. Two Rivers maintains it did not do anything wrong but ultimately agreed to a settlement to avoid additional litigation costs.

Motion by Grasty second by Lloyd to approve the Claims from 20 May 2017 – 2 June 2017 in the amount of \$38,135.71. Motion carried on a vote: Ayes: 4 Nays: 0.

Motion by Grasty second by Lloyd to approve Payroll for 20 May 2017 – 2 June 2017. Motion carried on a vote: Ayes: 4 Nays: 0.

The Auditor was unable to prepare the Minutes from the regular meeting on 30 May 2017. Motion by Grasty second by Carney to table the approval of the Minutes from 30 May 2017 until the next regular meeting. Motion carried on a vote: Ayes: 4 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 10:37 a.m. until its regularly scheduled meeting on Tuesday, 13 June 2017. Motion by Dickson second by Lloyd. Motion carried on a vote: Ayes: 4 Nays: 0

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

13 June 2017

The Guthrie County Board of Supervisors met this 13th day of June, 2017, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Jack Lloyd, and Tom Rutledge. The Auditor was absent from the meeting due to a software training webinar.

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

Motion by Lloyd second by Rutledge to approve the Agenda for 13 June 2017. Motion carried on a vote: Ayes: 4 Nays: 0. Rick Hunsaker, Executive Director Region XII, proposed the expansion of the Region XII Development Corporation Revolving Loan Fund during the regular meeting on 30 May 2017. He requested a decision from the Supervisors before the Region XII Executive Board Meeting on 15 June 2017. Motion by Rutledge second by Lloyd to amend the Agenda for 13 June 2017 to include Discuss/Formal Action RE: Region XII Development Corporation Revolving Loan Fund. Motion carried on a vote: Ayes: 4 Nays: 0. Motion by Rutledge second by Lloyd to approve the Amended Agenda for 13 June 2017. Motion carried on a vote: Ayes: 4 Nays: 0.

Evert Grasty joined the meeting at 9:04 a.m.

Joe Hanner, Guthrie County Conservation Director, joined the meeting and presented the Guthrie County Conservation Board (CCB) Minutes from the meeting on 8 May 2017. At Rutledge's request, Hanner advised the CCB replaced the John Deere 2155 tractor with new skid loader. Lloyd inquired about the new sign requested by the City of Jefferson, and Hanner explained it pointed toward the City to advertise the amenities available along the Raccoon River Valley Trail (Trail) in Jefferson. Carney asked about the status of the water line project at Nations Bridge Park. According to Hanner, the plan is to replace it this Fall around November or December. At the request of Carney, Hanner briefed the Supervisors on the BACooN Trail Ride. It will be Saturday, 17 June 2017, and the route is backwards from the previous years. Hanner advised the Prairie Woodland Conservation Foundation is planning a hog raffle to raise funds to finish the paved road crossing on the Trail between Yale and Highway 141.

Supervisors talked about the Region XII Development Corporation Revolving Loan Fund. The Corporation wants each member county to provide an equal investment of \$21,000 to leverage a \$500,000 loan from the United States Department of Agriculture Rural Development (USDA RD). It will be a thirty two (32) year loan at a rate of one percent (1%). The Supervisors discussed concerns about the larger counties receiving a greater advantage, even though, all the member counties contribute the same amount of funds. Dickson reiterated his suggestion about a population based contribution. Several of the Supervisors concluded the County must contribute the requested sum, so Guthrie County businesses can take advantage of the Revolving Loan Fund. Motion by Lloyd second by Rutledge to participate in the Region XII Development Corporation Revolving Loan Fund. Motion carried on a vote: Ayes: 4 (Carney, Grasty, Lloyd and Rutledge) Nays: 1 (Dickson).

The Supervisors considered the Fireworks Permit submitted by Rita Scheiring. J&M Displays will set off the fireworks along Shady Beach at Lake Panorama on 1 July 2017 at dark. The alternative rain date is 2 July 2017.

Motion by Grasty second by Rutledge to approve and sign the Fireworks Permit submitted by Rita Scheiring. Motion carried on a vote: Ayes: 5 Nays: 0.

The Supervisors reviewed the Fireworks Permit submitted by Merri Lee Grow. Weston Grow will set off the fireworks at 1924 Highway 44, Guthrie Center, Iowa, on 1 July 2017. The alternative rain date is 2 July 2017. Motion by Rutledge second by Carney to approve and sign the Fireworks Permit submitted by Merri Lee Grow. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Grasty second by Rutledge to approve the Minutes from 30 May 2017 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Lloyd second by Carney to approve the Minutes from 6 June 2017 as submitted by the Auditor. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Grasty second by Rutledge to approve the Claims from 3 June 2017 – 9 June 2017 in the amount of \$426,286.40. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Rutledge second by Carney to approve Payroll for 3 June 2017 – 16 June 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

There being no further business to come before the Board at this time, the Board adjourned at 10:55 a.m. until its regularly scheduled meeting on Tuesday, 20 June 2017. Motion by Rutledge second by Lloyd. Motion carried on a vote: Ayes: 5 Nays: 0

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

20 June 2017

The Guthrie County Board of Supervisors met this 20th day of June, 2017, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Everett Grasty, Jack Lloyd and Tom Rutledge.

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

Motion by Grasty second by Lloyd to approve the Agenda for 20 June 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Dean Porter, Pastor, joined the meeting to discuss the 2017 Bible Reading Marathon. Porter's group will conduct the Bible Reading Marathon at the four (4) corners of the Guthrie County Courthouse lawn again this year. They will start at 8:00 a.m. on the 17th and 18th of July and follow the same process as last year. Porter stated it took fifteen (15) hours of continuous reading to complete the Marathon last time. Motion by Rutledge second by Lloyd to authorize Dean Porter's group to conduct the Bible Reading Marathon on the Guthrie County Courthouse lawn, July 17th through 18th 2017. Motion carried on a vote: Ayes: 5 Nays: 0.

Darcia Robson, Guthrie County Veteran's Affairs (VA) Administrator and General Relief Coordinator along with Jotham Arber, Guthrie County Public Health Director and Interim Environmental Health Director joined the meeting to discuss the portion of Robson's salary allocated to the Environmental Health Department (EHD). Arber emailed Robson a proposal for a Volunteer Coordinator position. Robson stated she thought it was a great program, and there

definitely was a need for it; however, she expressed concerns about ten (10) hours a week being enough time. Dickson advised the EHD no longer needed Robson's services because it transferred all the accounts payable work to the Public Health Administration pursuant to the merger. Arber also wants Robson to take over the Veteran's Loan Closet funded by the Guthrie Center American Legion Post because it can no longer be connected to the Public Health Department (PHD) due to the implicit warranty created when a medical provider hands out used medical equipment. In particular, PHD does not inspect the used equipment, so Arber does not want to create the perception of guaranteeing or warranting the equipment. Grasty inquired about Arber plans for the program if Robson opts not to accept the offer. Arber stated the goal is to obtain grants and local funding to finance the position; however, it is easier to find grants after PHD establishes the position. It is difficult to get start up grants. Arber suggested Robson transition all her time to the VA Administrator role next year, if there is enough VA work to justify it. In his opinion, the Volunteer Coordinator position is a good fit with VA and General Relief. Rutledge acknowledged Arber's proposal, but he suggested the Supervisors transfer the ten (10) hours a week from EHD to VA. Auditor suggested the Supervisors move a portion of the hours to General Relief. Rutledge stated he spoke with some VA Commissioners, and they agreed there was enough work to justify the change. He also agreed Robson could take over responsibility for the Veteran's Loan Closet. Rutledge expressed concerns about the Volunteer Coordinator position being too dissimilar from the accounts payable work Robson did for EHD. Robson pointed out she needs to speak with the VA Commission about increasing her from thirty (30) to thirty-five (35) or forty (40) hours per week. She will propose the change at the meeting tomorrow. At Carney's request, Robson explained how the VA and General Relief positions work in other counties. She stated she can work on other jobs, such as General Relief, as long as it does not interfere with her VA requirements. Rutledge stated he does not want three (3) separate departments funding Robson's salary. At Grasty's request, Robson will provide a geographical data report, at a later date, which includes her visitor and call logs. The report should demonstrate the increased services she provided since last year. Robson stated her workload depends on several factors, including individual Veteran needs as well as nursing home requirements for State and Federal benefits. She also works with widows. Dickson reiterated EHD no longer needs her help, so the Supervisors must reallocate her time. Arber confirmed the Supervisors must work with the Guthrie County Board of Health to transfer the \$9,781 from the EHD Fiscal Year (FY) 2017-2018 Budget. Rutledge proposed the Supervisors move the funds to the General Relief Budget subject to the consent of the Board of Health. Carney confirmed Robson spends more time on VA duties than General Relief and a portion of her salary has never been part of the General Relief Budget. At Grasty's request, Robson shared her ideas for VA outreach. She spoke with her counterparts at a recent training seminar and believes she can increase the number of Veterans who utilize her services if she makes direct contact with them through events and mass mailings. The Supervisors directed Robson to determine how many hours the VA Commission will fund in FY 2018. Carney suggested the Supervisors allocate any remaining hours to General Relief. Rutledge also wants Robson to speak with the Commission about Robson managing the Veteran's Loan Closet. Auditor advised her how to add these items to the VA Commissions Agenda. Arber admitted the Volunteer Coordinator position can wait until FY 2019, and he will research other grant options. He also stated he wants to reinstate Life Line in Guthrie County.

At this time, Robson left the meeting and Arber presented handouts regarding the PHD and EHD FY2017 Budgets. He estimated the remaining PHD expenses at \$50,000 with the possibility of an additional \$10,000; however, there will be approximately \$25,000 left in the budget. The revenue estimate included approximately \$80,000 of accrued and projected funds as well as \$30,000 in billed services. At this point, Arber wants to purchase construction materials for the remodeling project at the Public Health Building as well as purchase a fourth vehicle. PHD will have three (3) vehicles for the surrounding area as well as one (1) for Cass County. Arber briefed the Supervisors concerning the agreement to assist Cass County with home health services. Unity Point pulled out of Cass County, and there are no non-profit providers which meet the grant requirements. PHD will receive grant funds plus additional money to provide home health services in Cass County. This will increase PHD's revenues by \$40,000 - \$50,000. The rate will be 110% of the cost plus mileage at the Internal Revenue Service (IRS) rate. Arber hired a new employee to cover Cass County. The travel time will be approximately thirty to forty-five (45) minutes. This project will not trigger a budget amendment, and he assured the Supervisors he will not expend any Guthrie County tax dollars because the revenue will cover the costs. Initially, the State of Iowa approached him, and then Cass County followed suit. Cass County opted to work with Guthrie County because the EHD already provides services. Arber assured the Supervisors ten percent (10%) above cost is sufficient based on the cost report. At this point, Arber addressed the EHD FY2017 Budget. Arber advised EHD will charge ten percent (10%) above cost for all services regardless of who does the testing. At Carney's request, Arber explained why he hired an intern. He reminded the Supervisors PHD pays the

interns salary. He also pointed out an intern only can work during the summer, so he may need to consider hiring someone who can work into the fall and winter depending on the weather. If so, the person may help with other services. At Dickson's request, Arber explained the reason for purchasing new augers. Arber is getting quotes for a trailer mounted auger as well as a more ergonomic handheld augers. The Supervisors briefly discussed the matter.

Arber transitioned his presentation to the re-appropriation of line items in EHD FY 2018 Budget. He provided a handout. Arber advised he will adjust the salaries and administrative portion of the budget to allocate a portion of Stephen Patterson's salary among the PHD Administrative Coordinator, the Communicable Disease Nurse and himself as well as EHD staff. The remaining balance, \$47,158.42, plus the \$5,500 for the part-time position, will enable him to hire a full-time employee at \$15 per hour. Arber does not intend to hire said employee until October because he wants to observe the workload for six (6) months. It is his intention to utilize the person in EHD during the summer, so he can increase the services provided through the Iowa Grants to Counties; however, in the winter months when it is slow, the individual will assume the emergency preparedness responsibilities as well as the E911 Coordinator duties. Arber stated this will not necessitate a budget amendment. Based on Arber's current projections he can staff seven (7) EHD employees for the cost of three (3). In addition, EHD will receive approximately \$31,000 per County (\$124,000) through the Iowa Grants to Counties. Said grant funds well and cistern closings, well renovations, water tests (\$80 per test) as well as EHD advertising and equipment. Furthermore, Arber intends to bring in additional revenue and keep the expenses low by coordinating the schedules as well as increasing overall efficiency. He intends to utilize all the grant funds, so the Counties do not lose the money in the future. PHD only will bill EHD for administrative expenses. Arber has no intention of adjusting EHD expense line items at this time; however, he will adjust said line items when he combines EHD Budget with PHD Budget in FY2019. At Carney's request, Arber talked about the part-time position. Arber stated an intern will help with the inspections this summer. In Arber's opinion, two (2) employees are not enough to handle the workload because it is the busiest time of the year due to all the inspections, including the time of transfer inspections, as well as the perc tests. Arber intends to assist with the time of transfer inspections after he completes the class. Grasty inquired about the tax implications if the State stops funding the grants. Arber advised he will reduce the new full-time employee's hours because EHD only will provide the services required by the Iowa Code. He will not offer additional services unless there are resources available to fund it. Arber assured the Supervisors he will not request tax funds to finance the position or additional services. He pointed out PHD and EHD provided the cheapest services in the six (6) surrounding counties. Arber stated the transition generated savings for EHD, so there will be approximately \$30,000 left over for FY2017. Arber wants to replace another EHD truck (Chevy Colorado). EHD will have two (2) new trucks and the Chevy Silverado which he can get \$12,000 as a trade. He proposed a fleet plan which will generate an average savings of \$10,000-\$15,000. The fleet program guarantees \$15,000 for each trade as long as the dealership services the trucks. Arber does not think EHD will exceed the mileage limits because the Silverado only has 98,000 miles after six (6) years. He also offered the Silverado to the Custodians as a replacement for their current truck. Arber briefed the Supervisors about the intern. At Dickson's request, Arber provided an update concerning EHD tools. He purchased three (3) new computers which enable the staff to input all the information into the computers instead of completing paper forms. This allows homeowners to receive bills in a more timely fashion. Furthermore, the new trucks have WI-FI capabilities and outlets for the computers, so the staff can input the data at the inspection sites. Arber wants to streamline the payment system, so all the fees collected for the other counties go directly to Guthrie County which will in turn disseminate the counties' share of the fees back to the respective county. EHD staff has new cell phones, so they can receive text messages while they are in the field. These messages also pop up on the screens in the trucks. Arber stated he replaced most of the hand tools with power tools. At Grasty's request, Arber briefly discussed the software available to map septic systems. Currently, EHD staff uses hand held GPS to draw the maps. Arber's goal is for staff to be able to map and draw the septic systems on-site, so EHD immediately can issue the permits. The Supervisors briefly discussed the improvements and changes to increase efficiencies in EHD as well as the administrative salaries.

Curt Thornberry, Technology Development Director, Guthrie Center Communications (GCC), joined the meeting to discuss the renewal of the Information Technology Services Contract for FY 2017-2018. Currently, GCC monitors and supports the backup server as well as the anti-virus software daily. In addition, GCC provides user and hardware support with twelve (12) hours of on-site service and eight (8) hours of remote support. Thornberry proposed adding one half (1/2) hour per day to the on-site time for an additional cost of \$6,980. In addition, he is working with the Guthrie County Sheriff's Office (GCSO) to include it with the County's contract. The goal is to streamline the process and provide on-site support for GCSO. The total cost of the contract will be \$51,000. Thornberry briefed the

Supervisors on GCC's accomplishments over the last year. Over all, it was a successful year. Thornberry pointed out a language change under paragraph 2. Contract Terms. In particular, one party must notify the other of its intentions not to renew at least sixty (60) days prior to the expiration of the contract. Thornberry believes this will facilitate a smoother transition. He also pointed out the termination provisions remain the same, so the Supervisors may cancel the service after providing the proper notice. Dickson expressed concerns about the increased service costs since the Supervisors already set the FY2018 County Budget. He suggested the parties renegotiate the contract in December or January each year. Thornberry is not opposed to this proposal. Rutledge suggested the Auditor incorporate GCC in the budget process. Grasty stated he supports the one half (1/2) hour increase in on-site service hours; especially, if it enables GCSO to partake in the contract. Carney verified the Supervisors budgeted the same amount as last year for GCC's services. Thornberry and the Supervisors agree the contract works well for the County. Auditor advised Thornberry did not provide a copy of the proposed contract prior to the meeting, so the County Attorney has not reviewed it. She will deliver it to the County Attorney and put the item back on the Agenda for the next regular meeting. Marty Arganbright, Guthrie County Sheriff, observed the discussion. He inquired about the transition process. He advised he has funds in the current GCSO Budget to pay for services pending the start of the new contract. Rutledge pointed out the current contract covers all the Departments except PHD. Since it needed additional time, PHD pays for those services pursuant to a separate contract. Thornberry concurred the spirit of the current contract allows GCC to begin working with GCSO before 1 July 2017. Sheriff provided a list of current providers and expressed the desire to obtain all the Information Technology (IT) services from one (1) provider.

Thornberry advised the Kaspersky Endpoint Security software licenses will expire in the near future. GCC installed it approximately two (2) years ago. By adding GCSO to the GCC contract, this will increase the number of licenses and will reduce the renewal cost. The current rate will decrease approximately \$9 per license. It will be for a term of three (3) years. Thornberry provided a quote for \$3,193.90 (82 licenses at \$38.95 per license). There will be no additional cost for labor, but there will be a cost for additional licenses. Motion by Dickson second by Grasty to renew the Kaspersky Endpoint Security software licenses at a cost of \$3,193.90. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor inquired about whether the Supervisors approved and signed the Rent Vouchers for Fiscal Year 2017-2018 Lease Agreement with the Iowa Department of Human Services – Targeted Case Management Unit. Since the Supervisors already approved the contract, the Auditor will sign the vouchers pursuant to the terms of the Claimant paragraph. Auditor will submit the twelve (12) vouchers to the State.

Auditor presented the letter terminating the Guthrie County Courthouse and Secondary Roads Department trash collection services provided by Bohlmann & Sons Sanitation. The County Attorney reviewed and approved the letter. The Auditor opted to send an official notice of cancellation since there was no contact with Bohlmann's during the bid process. The letter reiterated the reason for terminating the agreement as well as the various attempts to notify Bohlmann's of the bid process. Motion by Grasty second by Lloyd to approve and sign the letter terminating the trash collection services provided by Bohlmann & Sons Sanitation. Motion carried on a vote: Ayes: 5 Nays: 0.

The Supervisors briefly discussed the need to reschedule or cancel the regular meeting on 4 July 2017. Auditor advised there will be no claims or payroll. She also advised the Auditor's office will establish a new alternating schedule for claims and payroll beginning 11 July 2017. The Supervisors support the new rotation. Motion by Dickson second by Rutledge to cancel the regular meeting on 4 July 2017 and not reschedule it. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor received five (5) copies of the Diamondhead Lake Rural Improvement Zone Engineering Report from Carl R. O'Connor, President of the Diamondhead Lake Rural Improvement Zone Board of Trustees. She submitted same to the Supervisors. They briefly discussed the thirty (30) day deadline to request additional information as well as the overall timeline set forth in the Iowa Code. Auditor will verify public hearing requirement and provide a copy of the applicable Iowa Code Sections at the next regular meeting. Supervisors directed Auditor to put item back on Agenda for regular meeting on 11 July 2017. Motion by Dickson second by Grasty to acknowledge receipt of the Diamondhead Lake Rural Improvement Zone Engineering Report and sign the Receipt. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Change Notice authorizing a longevity pay increase for Armond Harris. Motion by Lloyd second by Grasty to approve the Payroll Change Notice for Armond Harris authorizing a longevity raise increasing his salary from \$20.62 (FY2018) per hour to \$20.66 per hour effective 7 July 2017. Motion carried on a vote: Ayes: 4 (Carney, Grasty, Lloyd and Rutledge) Nays: 1 (Dickson).

Auditor inquired about the frequency of transferring the Emergency Management Association (EMA) funds from the FY2018 County Budget to the FY2018 EMA Budget. Since the EMA Budget is a separate budget, the Supervisors must transfer the County's contribution to it. Auditor advised it can be done on an annual, semi-annual, quarterly or monthly basis. She recommended quarterly pursuant to the by-laws of the EMA Commission. The Supervisors discussed concerns about the information Robert Kempf, Adair/Guthrie County Emergency Management Coordinator, originally presented to them. Motion by Rutledge second by Carney to transfer the Emergency Management Association (EMA) funds from the FY2018 County Budget to the FY2018 EMA Budget in four (4) equal amounts once each quarter. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Lloyd second by Rutledge to approve the Minutes from 13 June 2017 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed the Guthrie County Transfer Station work logs from the last pay period.

Carney briefed the Supervisors on the Heart of Iowa Region Board Meeting. He advised the Region Board authorized the hire of three (3) new employees but there has been no progress in the hiring process because Dallas County must determine if the positions garner union status. It may be two to three (2-3) months before the Region hires anyone. All in all, it was a short meeting this month.

Grasty briefed the Supervisors on the Decategorization Governance Board Meeting. There were more applicants than funds, so the Board had to decide how to cut the funding requests. Initially, there was not a quorum, so the Board addressed non-action items first. Eventually, there was a quorum and the Board discussed whether or not to reallocate some of the funds. Since one (1) group has an outside funding source which matches its contributions, the Board opted to reduce the funding for this group.

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, 27 June 2017. Motion by Rutledge second by Grasty. Motion carried on a vote: Ayes: 5 Nays: 0

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

27 June 2017

The Guthrie County Board of Supervisors met this 27th day of June, 2017, in regular session in the meeting room at the Guthrie County Courthouse in Guthrie Center, Iowa with the following members present: Clifford Carney, Mike Dickson, Evert Grasty, and Jack Lloyd. Tom Rutledge was absent from the meeting.

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

Motion by Grasty second by Lloyd to amend the Agenda for 27 June 2017 to include Discuss/Formal Action RE: Approve Fireworks Permit for Paul Davis. Motion carried on a vote: Ayes: 4 Nays: 0. Motion by Grasty second by Carney to approve the Amended Agenda for 27 June 2017. Motion carried on a vote: Ayes: 4 Nays: 0.



David Garland, Guthrie Center Communications (GCC), joined the meeting. He presented the June 2017 Information Technology (IT) Report. Tyler Technologies did a software upgrade on 15 June 2017 and none of the modules worked the next day. GCC worked with Tyler to solve the problem. On 23 June 2017, Tyler triggered a statewide outage. According to Garland, the upgrade introduced software bugs which caused communication issues between the servers and Tyler. Auditor advised she will discuss the issue with fellow auditors at a conference in July and try to organize a group complaint. Garland briefed the Supervisors about the issues caused by installing a new computer with Windows 10 in the Guthrie County Recorder's Office. Garland will research the Windows 10 compatibility of all applications before he updates other computers. Garland does not recommend the County upgrade all its computers at the same time. Garland advised the Recorder is working on quotes to replace the current software. Over all, there was not much IT activity in June.

Sheriff Marty Arganbright joined the meeting to provide the monthly update. Deputy Grove resigned and accepted a position in Dallas County with a higher salary. He came to the Guthrie County Sheriff's Office pursuant to the Law Enforcement 28E Agreement with the City of Guthrie Center. Sheriff currently is accepting applications and hopes to hire a replacement by September. He will not require certified peace officers to take the physical fitness test; however, they must meet all the other requirements. Since there is less interest in the law enforcement occupation, he may need to hire an uncertified individual and finance the certification training. Carney suggested the Sheriff's Office contract with an uncertified deputy, so he/she must stay for a specified number of years. Sheriff pointed out a newly certified deputy can buy out the contract and still leave for a higher paying job. Sheriff passed around the monthly Civil Paper Service Report, Guthrie Center Call Log, Case Log and List of Inmates. The State Jail Inspector performed his annual inspection on 6 June 2017. The Inspector will send his full report to the Supervisors. Sheriff shared some highlights from the inspection. The jail mattresses are showing signs of wear. It is problematic when there is only one (1) staff member on duty because the dispatcher must leave his/her post to check the jail and/or deal with incidents. All the dispatchers are certified jailors and attend classes to maintain this certification. Guthrie is not the only county utilizing this practice. Sheriff advised they attend to housekeeping and maintenance to the best of their abilities. The showers are rusty and deteriorating, so there is a need for prompt maintenance. Since the custodians are busy, he made need to hire a plumber to fix it. Inmate storage is limited, and there is poor, inadequate lighting; especially in the back. In order to properly utilize the security cameras, the jail must have adequate lighting. There are health and safety concerns with the outdated facility. The limited space restricts the proper separation and classification of inmates. At this time, the only segregation is by gender. Sheriff explained the classification process. The Inspector advised it was a clean and well maintained facility. The inmates do help clean the jail. Sheriff pointed out the staff does a great job working with the current facility. Carney inquired about updating the jail. Sheriff replied he can fix the mechanical and esthetic issues, but not the classification problem. He suggested converting the exercise room to cells which will house four (4) more inmates. Currently, the jail can hold ten (10) people divided into a groups of six (6) and four (4). Sheriff will have inmates sleep on the floor, if necessary. When the Sheriff's Office installed new cameras around the Courthouse, it also installed better cameras in the jail which helped the lighting problem. Sheriff advised the new "No Texting While Driving" law takes effect 1 July 2017. He also advised there will be another wave of the Special Traffic Enforcement Program (STEP). Grasty inquired about additional overtime until the Sheriff can hire a new deputy. Sheriff advised he will figure out a way to cover the shift. He also pointed out Dallas County has lured away multiple full and part time employees with a higher salary. The WHO Tractor Ride did not request additional support from the Sheriff's Office.

Tim Benton, Assistant Guthrie County Attorney, joined the meeting to discuss the Guthrie County Courthouse Security Plan as well as the Iowa Supreme Court Supervisory Order Concerning Weapons Prohibition. Chief Justice Caddy of the Iowa Supreme Court issued a Supervisory Order pursuant to his authority over the court system and the courthouses which contain it. The Chief Justice ban all weapons, including knives and firearms, from all buildings occupied by the court system. Seventy-two (72) other counties enacted weapons bans. Guthrie County placed signs on the exterior Courthouse doors in 2009 pursuant to the Courthouse Security Plan adopted in 2006 which ban all weapons from the building. Other counties followed the same format. The Guthrie County Security Committee is comprised of the Sheriff, Auditor, Custodians, and Clerk of Court as well as other county officials. It is chaired by Judge Husher. It is Benton's opinion, the current policy enacted by the Security Committee sustains the weapons prohibition in the Courthouse. There is no need for an additional resolution. Furthermore, the Supervisory Order does not mandate any specific language, so there is no reason to change the signs. In the future, the Security Committee may receive more guidance from the District Five (5) Chief Justice. Benton and Sheriff both discussed the issue with

Judge Husher and the Guthrie County Clerk of Court. Benton advised the Supervisors to continue following the current policy and maintain the present course. Pursuant to Carney's inquiry, Benton directed the Sheriff's Office to continue using the metal detector. At Sheriff's insistence, the Auditor will contact Iowa State Association of Counties (ISAC) about correcting the map, so people know they cannot bring any weapons into the Courthouse. Supervisors briefly discussed contacting Legislators about reversing the legislation. Sheriff briefed Supervisors on the policy concerning weapons in the courtroom. Benton pointed out law enforcement officers are exempt from the ban for safety and security reasons. Sheriff advised law enforcement officers want to know if they are dealing with a person carrying a concealed weapon. Carney inquired about restricting weapons outside, on the Courthouse grounds, and the need for signs. Sheriff pointed out you cannot have a weapon in a vehicle parked outside a school or post office. Benton stated he will discuss the matter with the Security Committee. Sheriff stated there are not many concealed carry permit problems in the County because people do not want to lose their permit.

Ellen Ritter, Guthrie County Coordinator of Disability Services joined the meeting to provide the quarterly update. As far as she knows, the Heart of Iowa Region has not resolved the job status issue with the union. Therefore, the Region has not begun the hiring process for the three (3) new positions. Dickson verified Dallas County will be the employer. He suggested avoiding the union issue by having another County employ the new hires. Ritter encouraged the Supervisors to discuss the issue with Darci Alt, Chief Executive Officer, Heart of Iowa Region. Carney expressed concerns about the lack of progress. Ritter is an employee of Greene County, so she was unsure how the unions function in Dallas County. There will be two (2) new case coordinators in Dallas County and one (1) coordinator shared by Guthrie and Audubon Counties. Ritter hopes a resident of Guthrie or Audubon Counties is hired to fill the later position. Ritter estimates it may take three (3) months to fill the new positions. Ritter will meet with Alt to discuss her new role. Most likely, she will spend most of her time in Greene County. She also will do the state reports. Ritter pointed out fifty percent (50%) of the job is reporting case outcomes to the State of Iowa. Carney advised the new regulations mean more paperwork. Carney wants the Region to create an employee flow chart. Ritter stated there were a few cases in the Guthrie County Jail. She confirmed Tele-Health is in the jail. It links an inmate to a doctor in West Des Moines. It also is available at the Guthrie County Hospital if someone presents as a possible committal. Tele-Health will find a bed, if necessary, so the nurse does not have to do it. Ritter pointed out some inmates were seeing a therapist at the hospital before their arrest. Deputy Herbert inquired about using Tele-Health to continue care as opposed to just initiating it. The transition side at Woodward is full with a waiting list; however, the crisis side has room. It is only a one to five (1-5) day stay. Since there is no space on the transition side, some people return home pending an open bed. The Supervisors briefly discussed switching more beds to the transition side. At Dickson's request, Ritter advised she is in Guthrie Center one (1) day per week; however, she may not actually be in the office. She meets with clients in other cities within the County. Dickson briefly discussed relocating her office. Ritter confirmed the need for an office capable of accommodating confidential appointments. She stated windows are not an issue. There must be room for a desk, but she does not need space for filing cabinets because most of the files are electronic. Auditor suggested using part of the Adair/Guthrie County Emergency Management Agency Coordinator's current office as storage space for the Guthrie County Attorney's Office. Carney inquired about the stability of the case load. Ritter replied winter, fall and holidays are the worse time overall, but she does not have statistics specific to the County. Genesis Development is hiring a new employment specialist in Guthrie Center because the previous employee left the organization. Carney verified the County is not using Mobile Crisis very much. Ritter hopes the new hire will have more of a presence at the Guthrie County Sheriff's Office and help improve the relationship. Supervisors briefly discussed changing fiscal agents for the Region. There is a financial incentive to be the fiscal agent, and Carney will check into the fees.

Joshua Sebern, Guthrie County Engineer, joined the meeting to provide the Secondary Roads Department (SRD) update. The dryness is causing issues because the loose material leads to wash boarding on the roads. Rain definitely will help the situation. The Engineer's Office is working with the Diamondhead Lake Rural Improvement Zone Board (RIZ) concerning the pond outlet which dumps onto platted lots and streets. In addition, he is working with the RIZ to repair portions of the pavement damaged during a RIZ project. Since the RIZ will be dumping continuously, he wants to figure out something a little more permanent for the area. Sebern will meet with Coon Valley Cooperative to discuss a large project to upgrade the fiber optic cable. At Grasty request, Sebern briefed the Supervisors on the amount of gravel needed for the project. Sebern advised the previous project went smooth. There is major construction along County Road P18 (Quail Road). The contractor ground the existing pavement and put it back down. After it cured, the contractor started the overlay process. Sebern anticipates the project will be completed by

mid-July. The project encompasses a total of five (5) miles. Four and a half (4 ½) miles are asphalt and the remainder is concrete. Over all, the project is going smoothly. The beams are set at the Seidl bridge project on Hickory Avenue. The contractor is working on forming up the deck. It will be nine inches (9") of cast concrete with pre-cast beams. These pours can be stressful due to the need for numerous trucks as well as how long the weather will permit a continuous pour. In addition, there are the testing requirements as well as the maximum amount of time (90 minutes) the concrete can remain the trucks after leaving the batch. Furthermore, the inspector must take samples at multiple points throughout the process. If the inspector rejects a truck, it causes even more problems. The plan is to pour the deck in one (1) day as long as it is a smooth process. The Union 302 bridge beams arrived yesterday and will be set tomorrow, if the weather allows it. Afterwards, there will be another deck pour. SRD repaired a box culvert, by Randy Glades, because the wings fell off it. In addition, SRD will replace a few culverts and work on bridge erosion issues. The "Spray Patcher" will be in the County. The process alternates oil with rock to fill the cracks and holes. Sebern advised this is the most cost effective way to address the problem. Dickson expressed concerns about patching crews not using any warning signs. Sunds Custom Fencing installed the guardrail at the overpass because it had a cable running through it. Sebern hopes Sunds can do more cable guardrails along County Road P28. At Grasty's request, Sebern advised the permanent guardrail will be installed at the Menlo dump bridge on 3 July 2017. SRD will get a new grader in July. Sebern stated he received an additional \$10,000 to trade the old grader. Since the overseas market has declined, the trade-in value is much lower than the high point of \$88,000. Last week SRD took delivery on a little three feet (3') wide, short, remote controlled trench roller. Previously, SRD rented one to compact the dirt alongside drainage pipes; however, Sebern decided to invest the rental money in the purchase of a roller. The new tandem axle dump truck with a shorter box will be a Volvo from Gator Truck Center in Des Moines, Iowa. It will cost \$118,000. The Mack bid was \$121,000. Sebern opted to remain with either a Volvo or Mack for fleet stability. Internationals do not withstand the demands. Sebern compiled the specifications for the cold storage building. He wants to put out the request for bids next week. More likely than not, it will have north facing doors and be located along the southern boundary. He must deal with any drainage issues by shaping the ground. Glenda Edwards, Office Manager, is working on year end reports. Dickson inquired about the new backhoe. Sebern stated the CAT demonstrator was not cost effective because of the four (4) outriggers. Since it has a blade on front, the operator cannot dig off the side without putting down the outriggers to prevent it from sliding along the road. SRD needs the backhoe for side digging and lifting pipes, so it must have extra leverage. Sebern is considering other vendors again because ordering a new backhoe will length the timeline to purchase it. Sebern recounted numerous issues trying to arrange other backhoe demonstrations. SRD's current backhoe is out of commission due to hydraulic issues. SRD is counting inventory. The State Auditor will verify the inventory next week. Sebern expects Ann Smisek from Ahlers & Cooney, P.C., to send out the updated Guthrie County Personnel Policy draft this week. He will schedule a committee meeting after he receives it. The Engineer's Office is working on a fuel spill prevention plan update. The safety specifications recommend double wall tanks as well as concrete barriers. The safety inspector pointed out the used oil tanks outside as well as the fuel barrels in the sheds. The crane was inspected for the year, and the vehicle lift is scheduled for an inspection. Integrated Roadside Vegetative Management (IRVM) sprayed 364 miles so far. Sebern provided a map delineating all the sprayed areas. IRVM will switch to spraying trees in the next week or so as well as cutting thistles. They have all the necessary chemicals. All in all, things are going well. There have been a few complaints, and there is one (1) unresolved complaint, but they are slowly making progress on it. Grasty reported a complaint concerning a road ditch southwest of Dale City where the road curves. It is filled in along the west end. The neighbors surmised SRD did not clean out the ditch far enough to stop it from silting in again. Sebern also will inspect holes along White Pole Road by fire station.

Ron Allen and Brandon Thompson, Custodians, joined the meeting to discuss maintenance of the Courthouse parking lot. Allen handed out a copy of his maintenance log. He advised the sidewalks are in decent shape. The parking lot, however, will be expensive to repair regardless of how they divide up the project. Allen estimates it will cost \$100,000 to replace the south piece. Lloyd inquired about patching it. Thompson advised patching will not solve the problems because the panels move and cause portions of the concrete to chip out in the parking lot as well as the sidewalks. Custodians want to remove the center isle because it impedes snow removal and has numerous chips out of it. They recommend replacing the parking lot in sections; however, they pointed out the need to establish a grade and stick with it. Custodians also want to redirect the drainage to the street. This will require raising the center of the parking lot and angling a portion of the lot towards the drain. They pointed out the area in the east side of the lot where there is a "V" which causes the water to follow along the seams in the panels. Grasty briefly discussed the need for a capital improvements project line item in the budget. Custodians agreed there is a need to set aside money for a

project like this. Thompson pointed out the Americans with Disabilities Act (ADA) parking area was a good start, and they receive many compliments on it. Carney verified the need to tear out the whole lot at once to regrade it, or at the very least, the south half. Allen advised there is a need to remove the jog and take the grade straight out to the street so more water drains that way. Currently, it drains to the street along the building, but it pools before it all gets to the street. Dickson and Grasty want the Custodians to get estimates; however, they do not want the work done in October only to put sand and salt down on it during the winter. Dickson wants to wait until the Spring. He also verified it is cost prohibitive to patch the current lot. Carney suggested asking SRD to remove the existing lot. Grasty wants to see some ball park estimates. Thompson advised portions of the current lot are eight inches (8") thick, and in his opinion, this is unnecessary. It only needs to be thick enough to support delivery trucks. Auditor inquired about repainting the lines in the meantime. Allen stated he has the paint and will do it. Supervisors directed Custodians to get estimates for approximate cost at contractor's recommended thickness. Allen advised it cost approximately \$50,000 to do the ADA area. Lloyd suggested Custodians get a bid for asphalt because it will withstand the salt better. Thompson expressed concerns about the maintenance costs associated with asphalt.

The Supervisors reviewed the Fireworks Permit submitted by Shari Clark. Jason Clark will set off the fireworks at 300 SE 12th Street, Panora, Iowa, on the 2nd and 3rd of July, 2017 at dusk. The alternative rain date is 4 July 2017. Grasty verified the location was in the County. Motion by Grasty second by Dickson to approve and sign the Fireworks Permit submitted by Shari Clark, subject to local restrictions. Motion carried on a vote: Ayes: 4 Nays: 0.

The Supervisors considered the Fireworks Permit submitted by Joe Chaloupka. He will set off the fireworks at 1414 Highway 4, Yale, Iowa, on 8 July 2017 at dark. The alternative rain date is 15 July 2017. Motion by Carney second by Grasty to approve and sign the Fireworks Permit submitted by Joe Chaloupka. Motion carried on a vote: Ayes: 4 Nays: 0.

Auditor advised there was a problem with the Fireworks Permit submitted by Jason & Kellie Lewis. There was no date for the display. She contacted Kellie Lewis twice, but never received a response. Auditor advised Ms. Lewis, via email, she will withdraw the Application if Ms. Lewis does not respond prior to the meeting.

The Supervisors reviewed the Fireworks Permit submitted by Paul Davis. He will set off the fireworks at 5051 Panorama Drive, Panora, Iowa, on 3 July 2017 at 9:45 p.m. The alternative rain date is 2 July 2017. Motion by Grasty second by Carney to approve and sign the Fireworks Permit submitted by Paul Davis. Motion carried on a vote: Ayes: 4 Nays: 0.

Auditor presented the Veteran Affairs Commission Quarterly Report ending June 2017. Auditor verified the Commission approves all the Veteran's Affairs Department claims. Motion by Grasty second by Dickson to accept the Veteran Affairs Commission Quarterly Report ending March 2017. 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. Motion by Grasty second by Dickson to approve the Iowa Retail Permit Application for Cigarette /Tobacco/Nicotine/Vapor Submitted by Lake Panorama National Resort. Motion carried on a vote: Ayes: 4 Nays: 0.

Auditor briefed Supervisors about the Plan Document and Summary Plan Description for Guthrie County Partial Self-Funded Health Plan she received on 22 June 2017. She read the Disclaimer included with the packet. It recommended the Employer have legal counsel review the documents. Cindy Allen, Group Liaison, with Iowa Governmental Health Care Plan (IGHCP) advised the Supervisors could wait and sign the documents during the regular meeting on 11 July 2017. Motion by Grasty second by Dickson to table the Plan Document and Summary Plan Description for Guthrie County Partial Self-Funded Health Plan until the County Attorney's Office can review it. Motion carried on a vote: Ayes: 4 Nays: 0.

Tim Benton rejoined the meeting to discuss the Panora Communications Cooperative Service Contract. He reviewed the document and advised it is essentially the same as the previous document. Benton pointed out a change in paragraph 2 which provides for an auto renewal for one (1) year under the same terms unless the parties renegotiate the price during the pendency of the contract. He also advised either party must give sixty (60) days' notice to cancel the

contract. Finally, Benton stated the overall fee increased; however, there is no provision for an automatic rise in the price. Supervisors briefly discussed the automatic renewal provision. Motion by Grasty second by Dickson to approve Panora Communications Cooperative Service Contract. Motion carried on a vote: Ayes: 4 Nays: 0.

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

Auditor presented Resolution 17-29: Third Amended Appropriations for Fiscal Year (FY) 2016-2017. Due to a miscalculation, the Guthrie County Conservation Department spent too much money during its last round of claims and did not reserve enough funds for the third payroll. The Resolution amends the resources of Department No. 22 from \$392,343.00 to \$394,055.18 by re-appropriating \$720.63 from Department No. 47 – Guthrie County Historical Village and \$991.55 from Department No. 77 – Fair & 4-H. Both departments did not exhaust the budgets for FY 2017. Motion by Grasty second by Dickson to approve Resolution 17-29: Third Amended Appropriations for Fiscal Year (FY) 2016-2017. Motion carried on a roll call vote: Ayes: 2 (Carney and Grasty) Nays: 1 (Dickson).

Auditor requested approval to complete the second inter-fund operating transfer from the FY 2017 Rural Services Fund to the FY 2017 Secondary Roads Fund. This transfer satisfies the County's local effort requirement for Road Use Tax funding. Motion by Carney second by Dickson to approve the second inter-fund operating transfer from the FY 2017 Rural Services Fund to the FY 2017 Secondary Roads Fund in the amount of \$827,771.69. Motion carried on a vote: Ayes: 3 Nays: 0.

Motion by Grasty second by Dickson to approve the Minutes from 20 June 2017 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 3 Nays: 0.

Dickson questioned the Guthrie County Sheriff's Office (GCSO) claim for a Utility Terrain Vehicle (UTV). Supervisors reviewed the claim. Chief Deputy Jeremy Bennett joined the meeting to discuss the claim. He advised GCSO needs the vehicle to respond to emergencies on the Raccoon River Valley Trail, White Rock Conservancy and other areas throughout the County. Previously, GCSO borrowed Carroll County's UTV; however, it keeps breaking down. They also tried to share a UTV with the Emergency Management Coordinator, however, often Robert Kempf needed it. Bennet reiterated several incidents when GCSO needed this type of vehicle. Supervisors expressed concerns about the Sheriff not mentioning it. The UTV will have lights, a radio, decals, and a wench. It has a partial cab with half doors and hauls up to six (6) people. The trailer is an aluminum, single axle. Bennet advised the state bid was \$3,500 off the UTV and \$600 off the trailer. Supervisors want Sheriff to notify them before he submits a similar claim next time. Supervisors opted not to pull the claim. Auditor advised she will need to pull some of the Public Health (PH) Department claims. If not, PH will exceed the FY 2017 Budget. Motion by Dickson second by Grasty to approve the Claims for 10 June 2017 – 23 June 2017 in the amount of \$598,338.11. Motion carried on a vote: Ayes: 3 Nays: 0.

Bennett advised another GCSO vehicle collided with a deer. The accident did not total the vehicle; however, it will cost approximately \$6,000 to repair it. Dickson verified the grill guard help protect the vehicle. Bennett advised the accident will not negatively impact the County's insurance premiums.

Supervisors reviewed the Payroll for 17 June 2017 –30 June 2017. Dickson wants an explanation for the GCSO Dispatcher overtime. Motion by Grasty second by Carney to approve Payroll for 17 June 2017 –30 June 2017. Motion carried on a vote: Ayes: 2 (Carney and Grasty) Nays: 1 (Dickson).

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, 11 July 2017. Motion by Grasty second by Dickson. Motion carried on a vote: Ayes: 3 Nays: 0

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor