

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

Regular Session

11 July 2017

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

18 July 2017

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

25 July 2017

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

1 August 2017

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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Evert Grasty, Vice Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

8 August 2017

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

15 August 2017

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

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

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

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

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

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

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

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

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

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

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

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

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

22 August 2017

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

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

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

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

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

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

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

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

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

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

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

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

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

29 August 2017

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

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

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

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

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

Sheriff Marty Arganbright joined the meeting to provide the monthly update. He presented the Case Log and Patrol Log pertaining to Guthrie Center for July and August. In addition, he provided a log of civil papers service and a list of inmates for both months. City of Stuart requested the Guthrie County Sheriff's Office (GCSO) activate the City's storm sirens at 10:00 a.m. on the first Saturday of each month. The sirens failed to activate during the last tornado warning, so the City wants to test the system on a monthly basis. Sheriff updated the Supervisors about the Guthrie Center arson case. The Defendant remains in custody. GCSO continues to try and segregate him from the other inmates; however, it becomes very difficult, if not impossible to do this, when the jail must house female inmates. The rules dictate the Sheriff's Office must have the necessary space to segregate all female inmates from the males. At this point, the Dallas County Jail continues to house the County's female inmates. The current inmate count is five (5). Deputy Swensen returned to work; however, he is on light duty. He works in the office on cases which fit within his restrictions. The new Deputy, James Mink, starts tomorrow. He is from the Denison Police Department. Deputy Mink will become the canine handler. The current handler relinquished the responsibility due to increased family obligations and the birth of his second child. Deputy Mink is single, so he can devote the necessary time. Furthermore, it is his desire to become a canine handler. Sheriff will introduce Deputy Mink once he begins working for the County. For the first month, Deputy Mink will be field training, so he can learn the County. Afterwards, he will shift to his regularly scheduled rotation. GCSO responded to the City of Bayard for a report of a stranger in a resident's garage. Deputies detained a male and female suspect, from West Des Moines, in an alley. Apparently, the suspects spent most of the night collecting items from around the City. The female currently is on probation. GCSO received a check from the City of Bayard for law enforcement services. Sheriff still is working with the Cities of Yale and Jamaica. Grasty asked about Deputies responding to the City of Stuart. Sheriff advised Deputies only visit the City on a limited basis thanks to the Stuart Police Department. He pointed out there is a very good working relationship between the two (2) agencies which work back and forth quite a bit. Sheriff advised the Redfield Bank was robbed on Monday, 28 August 2017. The Dallas County Sheriff's Office arrested a suspect and notified GCSO. It turns out, the arrestee is the same individual Deputies suspect is responsible for robbing the Casey Bank. Sheriff and Chief Deputy Bennett interviewed the suspect at the Dallas County Jail. He confessed to the Casey Bank robbery. The Guthrie County Sheriff's Office has placed a hold on the suspect, but he remains in the Dallas County Jail. Sheriff reported all vehicles are back in good condition. GCSO fixed Deputy Swensen's windshield, so it is ready for his return to work. Gasty asked about the life expectancy of the canine. Sheriff advised usually ten (10) years is the maximum age. Gasty inquired about starting a fund to offset the cost of a replacement when the current canine starts approaching this age. Sheriff stated GCSO will need to review the rules, at the time, to determine if it is even feasible to continue the canine program. Supervisors briefly discussed Sheriff's involvement with the Personnel Policy Committee.

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

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

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

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

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

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

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

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

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

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

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

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

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

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

5 September 2017

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

12 September 2017

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

19 September 2017

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

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

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

Becky Benton, State Street Insurance, joined the meeting and reminded the Supervisors Northwest Valuation will be inspecting the County buildings. She was unsure of the time frame for the inspections. She stated the same review of Guthrie Center resulted in lower premiums and increased coverage. She anticipates the same will be true for the County because the policies for Guthrie Center and the County were originally written at the same time. Currently, Benton accounts for any new construction or major overhaul as well as other documented changes. She tries to do a local review/inspection ever five (5) years; however, this is the first time in fifteen (15) years for a comprehensive visit. Iowa Communities Assurance Pool (ICAP) hired this company to do the higher value properties. The inspectors will not visit all the buildings. Benton has a list of the higher value buildings, such as the Courthouse, Public Health Building, Secondary Roads Department, Transfer Station and Conservation Department, which more likely than not, will be visited by the inspectors. It will be helpful if the inspectors can look at systems and other infrastructure in the buildings. The Supervisors inquired about insurance coverage for the new monument. The Auditor indicated it needs some type of base coverage because it is on County property. The Auditor will check with the group responsible for installing it to get the value and explain the County will add it to the policy because it is on County property. Until then Benton will use an estimate of \$55,000. Benton assumes it will be included in the comprehensive review. Rutledge wants Benton to look into the other monuments and provide an itemized detailed report. The Auditor will notify the County Offices/Departments when Benton gets an approximate time for the inspections. The policy renewal date is 1 January 2018. The Auditor advised she worked with Benton to ensure Brandon Thompson, Custodian, has coverage when he utilizes his professional license for County projects. Benton confirmed as long as Thompson is working for the County, with Board of Supervisor approval, he is covered by the County's insurance. Rutledge asked

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

26 September 2017

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

3 October 2017

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor