

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

Regular Session

11 July 2017

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

18 July 2017

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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

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

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

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

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

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

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Evert Grasty, Vice Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

8 August 2017

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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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 comingle bins collect the most water, so these bins tend to rust faster. Miller suggested putting in a plastic liner. Rutledge inquired about collecting the recycling during this time. Miller replied the collection bin will be gone for a few days, and it does not cause any more mess than usual. Rutledge suggested renting a bin from Derry. Miller thinks it will be fine for a day or two. Carney inquired about the condition of the other bins. Miller stated Pierce monitors the bins and notifies her if one is in bad shape. In turn, she authorizes him to take it to the welding shop. Miller reported there has been repair work on the cardboard bins too. Carney pointed out the new single stream recycling may impact the number of bins. Miller will have Pierce evaluate the bins next time he dumps them, and she will report back to the Supervisors. Supervisors directed Miller to check on the repair time and rent a bin from Derry if it will take more than a day or two. Miller assured the Supervisor she will support any actions or decision in regards to the management and supervision of the TS. It does not matter if they decide to go with Arber, Sebern or an independent person. She just wants to retain her job at the TS as well as the jobs of all the employees who work there. Miller wants what is best for the TS and cares more about the function as opposed to the administrative responsibilities. Grasty acknowledged the Supervisors do not know what will happen at this point. Carney asked about the TS hours of operation during October. Rutledge point out the hours are posted at the TS as well as the County website. The Supervisors want the TS to remain on regular hours until November. Then, she can cut back to just the first Saturday of the month. Miller inquired about the floor in the main building. Rutledge stated he wants to do more research. He also confirmed the contractor has not installed the window yet. Rutledge advised he is making arrangement for the installation of the retaining wall. Since the window and retaining wall were not part of the budget, there may not be enough money to do the floor. The Supervisors do not want to give Henningsen Construction Inc. a blank check to fix the floor unless there are funds to pay for it. Carney confirmed installing the retaining wall will alleviate the mud under the scale. Rutledge stated the retaining wall will be installed this fall. Miller said the staff will wash the mud out as the weather permits.

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

Guthrie County Board of Supervisors

Regular Session

10 October 2017

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

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

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

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

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

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

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

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

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

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

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

Finally, Sebern provided the SRD update. If the Union votes to keep its certification, the Collective Bargaining Agreement (CBA) will continue until June 2018. If the Union opts to decertify, the CBA will terminate immediately, and there will be no more longevity raises. Dickson inquired about a box culvert west of Casey. Sebern advised SRD will use the skid steer to scrap out the culvert. Rutledge confirmed it silts in over time. Sebern pointed out the railroad culvert is undersized because it is a double barrel box culvert which drains into twin forty-eight inch (48’’) tubes. It backs up until all the water it drains eventually. Carney expressed concerns about the situation. Sebern also stated the outlet end is a little high. Sebern mentioned the Menlo issue to the Railroad after he discussed the culvert issues. Railroad advised its Transportation Department is working on a solution to the problem. Sebern received a request for a blue sign to identify a rural dog grooming business south of Panora. The business currently has a little sign along the road. SRD installed similar signs for Dale City as well as an archery range. Traditionally, the business pays for the materials, and SRD installs the sign. There was a brief discussion about the issues with White Pole Road during rainy weather. Sebern will look into slurring it. He acknowledged the visible traffic paths. Sebern reported Gus Construction began both construction projects (BA182T and TH1). Rutledge inquired about the thirty (30) working day limit. Sebern pointed out “bad weather days” do not count towards the limit, and Gus construction works very fast. In a couple of weeks, Gus will pour the concrete, and then it just needs to cure before Gus backfills it. Since the road already is closed, it is not a problem if Gus exceeds the limit. The contractor is preparing for the Frantum Bridge deck pour on Victory Avenue near Jamaica. Sebern met with representatives from Diamondhead Lake concerning the Voss pond outlet. SRD is replacing a metal pipe culvert and extending a box culvert on Popular Avenue. The two (2) ponds above the area will slow down the drainage. SRD needs to repair the bridge over the South Beaver due to erosion issues. Sebern is conducting interviews to replace Mike Brooks. He received five to six (5-6) applications and will conduct three (3) interviews. Someone took an SRD pickup truck (the old Conservation truck) for a joy ride around the property. It was parked off to the side because it had engine issues. There was a scratch on the body, so Sebern turned it into insurance. Sheriff Arganbright talked about installing cameras around his impound lot, so Sebern will look into this option. In Sebern’s opinion, more people pay attention to the SRD property, and it seems like there is more traffic because of the impound lot. There are at least fifteen (15) vehicles stored in this area. Sebern admitted he is unsure why this causes the extra traffic; however, he pointed out there are no gates to control access during non-business hours. Sebern does not want to overreact, but he is unsure how to deal with the issue. Lloyd stated there were gates, at one time, but the gates were removed so the Sheriff’s Office could access the property. Dickson suggested SRD replace the gates. Sebern is monitoring the bridge on Oak Avenue over Brushy Creek which collapsed a few years ago. He wants to remove it. Grasty pointed out SRD rehabilitated another road as an alternate route. Sebern wants to remove the remaining structure, move the barricades back, and permanently close the road. SRD currently grades to the barricade. Sebern will work with the adjacent landowner to reposition the drive next to the bridge. There is no plan to replace this bridge due to the high cost. Plus, SRD rehabilitated the other road at the request of local residents. Sebern will look at similar situations and determine the best method to permanently barricade the road. There is a “Dead End Road” sign at the corner. Rutledge verified the two (2) year statute of limitations expired in April 2017. Sebern advised the last accident occurred in April 2015. SRD can do the work this Fall. Sebern explained the removal process and pointed out SRD only needs to remove one to two inches (1-2’’) of the



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

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

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

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

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

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

There was no discussion about any county property projects.

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

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

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

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

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

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

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

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

17 October 2017

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

24 October 2017

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

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

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

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

Trudy Tam joined the meeting to request a little more land for an additional Veterans Memorial. The Memorial Committee wants to erect a wall with names on it, just north of the current memorial. Mike Johnson is in charge of the project. There will be no fundraising for this project. The proposed granite wall will be five and a half feet (5½') tall, four feet (4') wide, eight inches (8") thick. It will hold 600 names. The Committee wants an area eleven feet (11') wide. The wall will contain names only. No services will be listed on it. Those veterans Missing In Action (MIA) or Killed In Action (KIA) will be marked with an asterisk. Anyone can request to have a name inscribed on the wall. The Committee will require a copy of the Veteran's DD-214 for proof of status. Only the name and service information must be on the form. All other personal information may be redacted from it. Names will be placed on the wall via requests and in the order which the Committee receives said requests. The cost will be thirty dollars (\$30). The Committee will begin taking names in January 2018 and plans to pour the concrete base sometime in 2018. The goal is to erect the wall in 2019. The Committee already discussed this proposal with the Guthrie County Custodians, and they support the project as well as the proposed location. Motion by Rutledge second by Lloyd to authorize the Veterans Memorial Committee to erect a Veteran Memorial Name Wall on the Guthrie County Courthouse property in a location approved by the Guthrie County Custodians. Motion carried on a vote: Ayes: 4 Nays: 0.

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

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

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

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

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

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

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

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

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

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

31 October 2017

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

## Guthrie County Board of Supervisors

Regular Session

2 November 2017

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

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

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

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

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

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

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

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

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

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

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

7 November 2017

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

9 November 2017

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

14 November 2017

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

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

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

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

taken by the attending state officials. The people at the assemblies are responsible for electing five (5) individuals to serve on the REAP Congress. In addition to the, five (5) delegates, three to five (3-5) other people are elected as alternates to the delegates. The REAP Congress convenes at the State Capital in Des Moines, Iowa. It is made up of the ninety (90) delegates elected at the regional assemblies, which occur every two (2) years. At the Congress, delegates work on REAP policies and the inner workings of REAP. Examples are funding, fund distribution, assembly procedures and agendas, as well as operations of County REAP Committees. The REAP Law, Chapter 455A.17.3, states “The delegates to the congress on resources enhancement and protection shall organize, discuss, and make recommendations to the governor, the general assembly, and natural resource commission regarding issues concerning resources enhancement and protection.” The Congress formulates a document which is sent to the state officials. There is a week to two (2) weeks remaining on the Nations Bridge waterline project. Hanner plans to meet with the contractor later today. At this point, the project is going fine. Hanner advised the cracks are sealed on the Raccoon River Valley Trail (RRVT). Users say it is an improvement. Hanner advised there is a little more work left on the RRVT even though his Department spent a great deal of time working on the RRVT this year. Hanner advised the GCCB needs to focus on other areas in the future. Hanner asked the Supervisors for their observations regarding the bird and deer populations. Hanner stated the pheasant count is down again this year, but quail are on the rebound. The attendees discussed their observations and exchanged anecdotes. Hanner stated he does not think the pheasant population will ever return to the numbers in the late 1980’s and early 1990’s. Hanner briefly talked about several reasons for the shift in populations. Hanner and the Supervisors also discussed the impact of predators as well as the predator populations.

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

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

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

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

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

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

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

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

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

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

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

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

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

Arber returned at 11:15 a.m. with the revised Facilities Manager Job Description. He passed around the new document. Carney inquired about who will hire, fire and evaluate the Manager. Arber explained the Manager will report to the Supervisors. Arber advised he made all the requested changes. He also pointed out the Manager will work closely with the Custodians. Arber incorporated the standard language regarding education, experience, and training. He also included the physical job requirements set forth by the Americans with Disabilities Act (ADA). Finally, Arber included the standard disclosures. Dickson stated he does not want to post a salary range until the

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

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

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

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

16 November 2017

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

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

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

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

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

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



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

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

At this time, Sebern provided an SRD update. Gus Construction Company is wrapping up the two (2) box culvert projects. SRD rocked the project on Maple Ave south of F63 this morning. Gus still needs to backfill Baker 182. Gus stated it will be done with all the dirt work by the end of next week. Afterwards, SRD will shape up and rock the area. Sebern plans to attend the Hungry Canyons meeting tomorrow. Guthrie County submitted three to four (3-4) projects along the same creek system. There is a low water crossing and weirs. Dickson verified Hungry Canyons still has funding available. Sebern advised the money comes from the State of Iowa, but originally, it was earmarked for federal projects. Carney inquired about SRD's plans along White Pole Road between the Adair/Casey School and Highway 25. He pointed out there is a great deal of brush and wild life in this stretch of road. Sebern explained the County's right-of-way abuts the railroad right-of-way, but SRD must keep all its equipment at least twenty-five feet (25') away from the rail line. Sebern said SRD plans to start at Stuart and move west. Sebern also advised there is a complaint about the site distance near Diamondhead and White Pole Road. Sebern notified the Supervisors about a citizen request to replace a bridge on a dirt road. Auditor advised Brian Richter is on the regular meeting Agenda for 28 November 2017 to request the Supervisors replace the closed bridge on 295<sup>th</sup> Street. Sebern advised SRD removed the bridge in 2009. Previously, it was a six (6) ton bridge for the last fourteen (14) years, so only limited vehicles could use it. Sebern advised it was not fit for a low water crossing, and the river is at severe angle to road, so SRD opted to close it. In fact, it was closed before Sebern became the Guthrie County Engineer. Sebern advised Richter made several request about upgrading or closing the road because teenagers tended to gather on the road. Sebern suggested Richter contact the Guthrie County Sheriff's Office to address this problem. Richter advised the Auditor he must drive around the section to access part of his property. Currently, SRD is working on designs and preparing patch plans. Sebern advised SRD began development of the Monteith project. Dickson verified SRD will bid it this spring. Sebern confirmed the projects are on schedule for letting in March 2018 through the Iowa Department of Transportation (IDOT). The west three (3) miles of asphalt require a total reconstruction, so SRD must jump through hoops since this does not meet current standards. SRD cannot patch and overlay this area, so it must dig down and reconstruct the base. Carney verified it will be a complete reconstruction. Lloyd pointed out there is not much shoulder along this stretch of road. Sebern advised SRD must get the design exceptions approved by IDOT. Grasty verified Sebern meant three (3) miles west from the cemetery. Sebern considered dividing the project into two (2) parts and doing the concrete now; however, he thinks SRD needs to do the whole project at the same time. Sebern advised he is part of the committee reviewing the cold-in place paving issue. This is the method used on P18 (Bagley

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

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

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

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

21 November 2017

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

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

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

The Supervisors reviewed the Guthrie County Fiscal Year 2016-2017 Annual Financial Report (AFR). Dickson and Rutledge inquired about the negative balances on the AFR. Rutledge asked to see the report from the previous year. After reviewing the Fiscal Year (FY) 2015-2016 Report, Rutledge advised the balances were incorrect on the AFR. Dickson and Grasty stated they will not approve the AFR and publish it with the negative balances. Motion by Rutledge second by Grasty to table approval of the FY 2016-2017 Annual Financial Report until the Auditor reviews it. Motion carried on a vote: Ayes: 5 Nays: 0.

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

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

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

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

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

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

Deputy Auditor provided a copy of the Supervisors' letter dated 12 September 2017 guaranteeing the Region XII Council of Governments Housing Trust Fund Pledge of \$5,000 for the FY 2018 Housing Trust Fund Grant. Motion by Grasty second by Rutledge to approve the Region XII FY 2018 Housing Trust Fund Grant payment in the amount of \$5,000. Motion carried on a vote: Ayes: 5 Nays: 0.

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

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

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

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

28 November 2017

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

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

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

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

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

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

Sheriff Marty Arganbright joined the meeting to provide the Guthrie County Sheriff's Office update. There are seven (7) inmates in jail. Sheriff passed around the October jail Report. There has been a big change in the last ten (10) years. In the past, there were times when the jail was empty. Unfortunately, this is no longer the case due to drugs and mental health problems. There also is an increase in thefts and burglaries. Sheriff briefed the Supervisors regarding the arrest at the gas station in Casey, Iowa. The suspect was out of control and a Good Samaritan assisted Deputy Kent Gries to restrain him. There are six (6) pending charges. Rutledge asked about the body camera detaching itself from Deputy Gries' uniform. Sheriff explained it is not unusual for the camera to come unclipped during a struggle. It just clips to the uniform. Sheriff also passed around the Activities and Hours Logs for the City of Guthrie Center. Carney inquired about the vehicles. Sheriff stated the deer are active, and there have been several near misses. The grill guards help minimize any damage. Chief Deputy Jeremy Bennett had to replace the windshield in his vehicle, but the

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

The Supervisors reviewed the Guthrie County Fiscal Year 2016-2017 Annual Financial Report (AFR). Auditor stated she did not enter the beginning fund balances, so the report showed negative ending balances when the Supervisors reviewed it last week. The AFR will be published in the official newspapers on Thursday, 30 November 2017. Motion by Dickson second by Rutledge to approve the FY 2016-2017 Annual Financial Report. Motion carried on a vote: Ayes: 5 Nays: 0.

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

Auditor presented the letter from Chris Carlson, Credit Analyst at the Guthrie County State Bank, regarding the principal and interest payment due on 1 December 2017 for the Guthrie County Urban Renewal Bond as well as the

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

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

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

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

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

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

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

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

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor

## Guthrie County Board of Supervisors

Regular Session

30 November 2017

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

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

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

Jotham Arber, Guthrie County Transfer Station (TS) Executive Director, joined the meeting to discuss the Transfer Station (TS) action plan. Arber hoped this would be the last meeting, and he intended to present the five (5) year plan (Plan). Rueters JCB in Grand Junction, Iowa has not provided a quote yet. The request was forwarded to the government leasing program for verification before Rueters will prepare the leases. Arber opted to wait with the Plan until he executes the leases. TS mailed letters to all the haulers and received a couple of responses. Arber thinks 7:30 a.m. will be a good start time. This will coincide with the Carroll County Landfill which is open from 7:30 a.m. to 4:00 p.m. Arber is working with Joyce Miller, TS Administrator, to prepare schedules for the month. Currently, employees are accumulating a great deal of overtime, and Arber does not understand the reason for it. After doing some research, Arber concluded the employees have accrued the maximum amount of compensation time, so any time over forty (40) hours per week is overtime (time and a half rate). Grasty commented the part-time employee had approximately sixty-two (62) hours for the last pay period. Arber spoke with Miller about this. Apparently, the employee had thirty-four (34) hours for a week and approximately twenty-two (22) hours for the other week. Arber is trying to help Miller understand the employee cannot exceed the maximum number of hours each week. They will meet over the next couple of weeks to iron out these issues. Arber believes the scheduling of one (1) part-time and one (1) full-time employee will alleviate the overtime issues. In his opinion, the underlying problem can be resolved with a schedule. Arber wants to stagger start times, so one (1) employee starts at 7:00 a.m. and leaves at 3:00 p.m. while the other employee starts at 8:00 a.m. and leaves at 4:00 p.m. This way multiple employees will not be arriving early to prepare for the day. Grasty pointed out this will allow the employees to stagger lunch hours too. Arber also wants to do the same thing with the office. He spent time at the TS last Friday, 24 November 2017 and spoke with Rita King about working during the week. Arber plans to have King work Monday and Wednesday from 12:00 p.m. to 4:00 p.m., so Miller can take lunch and/or leave a little earlier these days. King also will work on Saturdays. The set schedules should eliminate the accusations about employees "stealing" shifts. Any hours above and beyond the schedule will be at the discretion of Arber. Rutledge verified Arber will approve the schedule. Arber hopes this will work well, but acknowledges it may take a little time. Arber advised the staff is making good progress; however, they must focus on retraining. In addition, the staff is wearing the safety gear. A contractor passed on this observation. Arber truly appreciates the staffs' willingness to work with him. Carney inquired about reducing the accrued compensation time. Arber is seeking advice from Ahlers & Cooney, P.C. regarding this issue. In particular, he wants to know if he can require the staff to use compensation time before other paid leave until it is reduced to a manageable level. If so, he will institute this policy. Grasty recalls Ann Smisek, Ahlers & Cooney, P.C., advising this is an acceptable policy. Arber does not disagree, but he wants a written verification. Arber does not manage compensation time at the Guthrie County Public Health (PH) Department, so he wants to verify the legalities of it. Arber clarified he does not want an employee to lose any vacation time. Arber advised the other option is to pay out some of the accrued compensation time to reduce it. He pointed out compensation time can be a blessing and a curse; especially, when an employee quits or retires and receives a lump sum payment. In a perfect world, Arber would pay out all of it and then work the schedules to manage it more effectively. Arber works at the TS a couple of days per week as well as some Saturdays to learn the process. Arber discovered Stephen Patterson built the original computer system into the scale bid; however, it was omitted from the final bid according to the company. The computer system which can tally, track and log data costs \$7,000. It also can print receipts with the bills. The Supervisors briefly discussed why the computer was not part of the final bid and determined it probably helped reduce the overall cost. The punch system which stamps weights on the cards was part of the bid. Arber acknowledge the file contains two (2) different bids. In his

opinion, the computer component is a necessary part of the scale, and he plans to incorporate it in the Fiscal Year 2018-2019 Budget. Jo Rassmussen, Guthrie County Public Health Finance Coordinator, is creating a new Excel spreadsheet system for the office. The staff will input the numbers each day, and the spreadsheet will auto-calculate the amounts. This will allow the staff to submit a daily report, and Arber can review it. He acknowledges the office is a hectic place and believes the spreadsheet and/or computer will address the daily rounding errors. Arber plans to implement this system in January 2018. He also advised PH is providing a new fax and scanner. Furthermore, the line is dug, and the cameras will be installed on 4 December 2017. Arber demonstrated the new time clock system he intends to implement for PH, TS and the Guthrie County Environmental Health (EH) Department. It has a finger print access as well as a personal identification number ("PIN"). This model allows Arber to track employees by groups to help monitor costs. The clock will be connected to the internet. It also has a live login program which allows Arber to monitor employees in real time through his computer. Carney verified employees will clock in and out for lunch. At Grasty's request, Arber confirmed the device cost \$150 plus a monthly fee of \$19.99 based on the number of employees (24). Arber advised employees also can login via cellphones and/or computers. The Supervisors approve of the fingerprint feature. The fingerprint will be assigned to a code. Arber plans to install the time clock in January 2018. The system only allows the employee to punch in and out during a certain window of time. It also flags the time card if an employee forgets to clock in or out. The Nurses even can make notes in the system via a cellphone or computer to track visits. The data can be exported into a spreadsheet, and eventually, Arber wants to directly import the information into the payroll system. He hopes it will make the inputting of payroll more efficient. Arber plans to implement the system for the TS and EH first, and then include PH in February or March 2018 after confirming it will mesh with the Electronic Health Records (EHR) system. Arber advised the remaining safety equipment should arrive on Friday, 1 December 2017. Carney inquired about the coats. Arber explained the high visibility coats are waterproof; however, an employee can wear a regular coat as long as the employee wears a high visibility vest over it. Grasty confirmed the time clock system will help track PH's costs. Arber believes he currently is tracking costs pretty well with the EHR. Unfortunately, EHR does not track the in and out times. Arber provided an example of how EHR tracks patient contacts and costs. Arber pointed out the Departments will maintain paper backups in case of emergencies. Arber is working to establish better communication with Miller. He acknowledges it will take time. In particular, Arber needs her to call him first. He reached out to most of the contractors and haulers about communicating with Arber to keep him in the loop. Carney inquired about the door repairs. Arber and Rutledge do not think a facilities manager could fix it because it is a specialized door; however, the manager could coordinate the repair. Rutledge advised Miller contacted him about renting a lift, and Rutledge declined her request since he owned the company now. Arber pointed out the TS needs a lift to facilitate certain repairs and maintenance projects. The current rental rate is \$100 per hour for a lift. Arber also stated the door company needed the TS to pressure wash the door before it could replace the bearings, but the TS does not have a pressure washer. Dickson inquired about training and classes for the staff. Arber advised he wants to send Miller and Richard Stone, Operator, to a spring training for transfer station operators in March 2018. Arber assumes it will be a refresher, but he hopes they will learn new things too. Arber pointed out EH needs twelve (12) hours of continuing education units (CEU's) to maintain their certifications. The remodeling project is complete, so EH is moving throughout this week and possibly next week. The staff is purging old correspondence. At this time, Arber plans to keep ten (10) years of financial records and five (5) years of correspondence. EH also will return the documents it stored for other agencies, like the sanitary districts and Panora On-site Wastewater Management. The old office furniture is free to a good home within the Courthouse or other County offices. EH only plans to move two (2) filing cabinets and some shelves. PH and EH do not need the equipment thanks to Broker's International. Arber plans to have the next regular meeting of the Guthrie County Board of Health in the new space. The next remodeling project will involve the entryway and bathrooms as well as the Adair/Guthrie County Emergency Management Agency (EMA) area. Carney inquired about an anticipated completion date. Arber is unsure at this time. Arber questioned whether Genesis Development will relocate to an office in the Guthrie County Courthouse. Dickson stated he believes Genesis still intends to do it. The Supervisors briefly discussed the matter. Arber acknowledged Genesis does good work in the County, and they were nice neighbors; however, they do need a bigger space. Arber advised Robert Kempf, the Adair/Guthrie County Emergency Management Coordinator wants to remodel the entire space and make it a large open area, so he can set up an Emergency Operations Center (EOC). Arber and Kempf plan to write a grant for a generator and new radios, so the EOC can serve as a backup if there is an outage at the Guthrie County Sheriff's Office. Arber estimates it will cost \$50,000 to \$60,000 and be a three (3) to four (4) year phased plan. Carney inquired about the single stream recycling meeting in Carroll, Iowa last night. Arber was unable to attend it; however, Miller was there. Arber has not talked with her about it. Arber will meet with Mary Wittry with the Carroll County Landfill next week, so he will discuss it



with her. Arber confirmed single stream recycling will utilize one (1) bin for transporting recyclables to the Carroll County Landfill. All the sorting will be done at the Landfill. Arber explained the TS currently has two (2) buildings – trash and recyclables. If the TS no longer has to sort recyclables, there will be more space in the building without the dividers. Arber talked with Joshua Sebern, Guthrie County Engineer, about plans for replacing the concrete. Arber explained the proposed process for repairing the floor. He advised there may be one (1) week when the TS closes to the public and takes trash from the haulers only. Sebern does not recommend using quick set concrete. In his opinion, it needs to be road grade concrete, so it will last. Arber wants to concrete the whole space eventually, so the water runoff does not cause problems. Arber acknowledges this will need to be done in phases over a ten (10) year plan. As for the Plan, Arber needs the information from Rueters as well as other contractors before he can complete it. He will present it after he collects all the data and figures. He wants to provide budget projections for the next fiscal year as well as a sustainment estimate for the current budget. Arber is preparing a cost benefit analysis regarding contracting to haul the garbage versus buying equipment to haul it. The current contract extends to 2019. Arber briefly talked about the time, labor and equipment needed to transition into the County hauling the trash to the Carroll County Landfill. The Supervisors encouraged Arber to do the analysis. Arber advised the contractor hauls an average of one and a half (1 ½) loads per day. The price is \$315 per load. The Supervisors briefly discussed the matter. Carney inquired about EH. Arber took over approximately six (6) months ago, and he thinks everything is going great. Arber talked about the new laser measure, and how it increases efficiency. The laser also allows the inspector to save the information and print it later. Arber advised he has his license to do Time of Transfer Inspections. Kent Irwin, the new part-time EH employee, is helping convert the reports to electronic format, so it is easier to search the documents. There are a large section of old homes which still have paper records. Lane Rumelhart, EH intern (part-time during summer), converted all the Lake Panorama records to electronic format when he did the inspections this summer. By organizing the process and computerizing the records, it substantially reduced the project time and made the whole process more efficient. Arber confirmed EH reduced the wait for a percolation test (PERC test) to four (4) weeks. Furthermore, EH has cleared the back log and reduced costs by enabling each employee to perform all the tests as well as inspections. Arber explained the new system for scheduling tests and inspections. Arber advised EH will make scheduling exceptions for emergencies. Carney inquired about Irwin. Arber explained he does the PH Emergency Preparedness and works part-time for EH and EMA. Dickson confirmed the Emergency Preparedness portion of Irwin’s job, sixty-two percent (62%), is funded through a grant. Arber advised the remainder is funded through EH and a contract signed with EMA (\$7,500). This enables Irwin to stay busy during the winter by working on Emergency Preparedness duties, and he helps Kempf effectively serve two (2) Counties throughout the year. Arber confirmed the County just signed a five (5) year agreement for the grant. Arber explained the new Emergency Preparedness subservice area. The County already part of the City Readiness Initiative (CRI) with Dallas, Madison, Polk, and Warren Counties. It functioned to protect the cities too. The State suggested all six (6) Counties in the CRI plus Adair County, join together and create a coalition. This enabled the group to pool all the grant funds together to finance individual needs. The coalition received \$500,000 and splits it evenly among the members. The State added five (5) more Counties to the sub-service area (1A). This area gets \$1.1 million in grant funds. PH is the fiscal agent for the medical agencies in Guthrie County. Polk County is the overall fiscal agent for Area 1A. Guthrie County developed its own budget and included a request for money to fund salaries, so this enabled the County to partake in a larger share of the pooled funds – extra \$15,000. Most Counties only used the money to purchase equipment. Polk County gets a little extra based on certain factors too. PH works in conjunction with the other medical agencies, including the Guthrie County Hospital (GCH) and the Emergency Medical Services (EMS). It allows the agencies to avail themselves of more funding through the grants. Arber advised the coalition just submitted a grant for three (3) LUCAS chest compression devices. Arber stated the EMS agencies in Guthrie County voted to disband the Emergency Services Council and appoint PH as the representative. Arber meets with the various EMS crews to determine needs and help provide the necessary funding. The big campaign is “Stop the Bleed” which will help purchase tourniquet kits for the first responders, Sheriff’s Deputies and County offices. The coalition received \$7,500 to purchase the kits and train the personnel. A staff member at GCH is working to become a trainer for both Adair and Guthrie Counties. Arber hopes to begin leasing the new telehandler and skid loader during the current fiscal year; however, the TS may have to wait about six (6) months if it is not an option until next fiscal year. Arber wants to focus on the capital improvement projects during the next fiscal year. He also wants to sell the old telehandler and use the money to rehabilitate the Blue Building. On paper, leasing seems to be the best option since the lease provides for a new model every five (5) years. This should avoid costly breakdowns and repairs. Arber will verify the lease includes a good service plan, and it provides for new equipment in the event of a breakdown.

Grant Sheeder, Guthrie County Fair Board Chairman, as well as Roger Richter, Guthrie County Fair Board Member, joined the meeting to discuss the Guthrie County Fair. He handed out the 2017 Guthrie County Fair summary. The purpose of the visit is to maintain the open transparency developed over the last couple of years. The year began with the Steak Dinner which raised approximately \$58,871. It is a little more than the previous year. The big addition was the demolition of three (3) buildings as well as the erection of a cattle barn and small animal building. The buildings are sixty feet by 104 feet (60'x104') with twelve feet (12') high ceilings. The buildings have open sides eight feet (8') up with siding four feet (4') below the roof. There is a new transformer to provide power to the LED lights, so the buildings are nice and bright when it is dark outside. Massive amounts of dirt were hauled from the hay field to get the grade above the floodplain. All the dirt work was done by volunteers. Waterlines needed to be installed in the correct places. Drainage also was an issue, so an eighteen inch (18") perforated tube was installed from the west side of the Lions Club booth. It captures all the water from the north and transport it to the river. There is a drain on the east side of the west road next to the cattle barn as well as in a low area farther down. The gutters for the new buildings also drain into the tube. The Zach Meacham Memorial gave \$28,000 towards the buildings. The Guthrie County Cattlemen's Association also gave \$25,000. The 4-H Clubs raised \$12,000 from a garage sale in the old community building. This was a phenomenal effort, and many people stepped up to make it such a success. The remainder of the funds include money from the Fair Board as well as a loan in the amount of \$60,000. The total cost also included new rock in the camp grounds. Sheeder assumes these are all one (1) time expenses, and he does not foresee doing these projects again. The Cattlemen moved the gates from the old building. The Fair Board (Board) did spend \$6,000 to purchase a removable partition for the cattle barn which enables the new building to be split into four (4) rows. Rutledge confirmed the small animal exhibits as well as the number of cattle substantially increased over the last several years. Sheeder confirmed the number of exhibits increased from last year. He attributes this to the Iowa State University Extension Office's great job with the 4-H Clubs. The 4-H leaders and Extension Office should take credit for the full buildings as well as the increased numbers this years. There was a record attendance at the Fair this year and appeared to be more people from outside the area too. The Board offered free carnival rides for the first time. They even received inquiries about the rides from the Omaha/Council Bluffs area. To help offset the cost of the rides, the Board increased the entry fee to \$8.00. It was a positive outcome, and the Board plans to do the same thing next year. As for River Ruckus, the Board made \$40,000 from the campgrounds after expenses. Sheeder stressed Ruckus makes no money from camping. It only oversees the campsite bookings and hires security. Grasty inquired about the amount of help the Guthrie County Sheriff's Office provides during Ruckus. Sheeder advised the Sheriff's Office needs to provide zero help because the Iowa State Troopers provide traffic control as well as security on the grounds during Friday and Saturday. Sheeder advised he contracts with the Iowa State Patrol as well as an on-site security company because he was told the Sheriff's Office does not have enough manpower to help with Ruckus. Sheeder believes the Troopers transport individuals taken into custody to the Guthrie County Jail. Rutledge stated the Troopers try to avoid transporting people to jail. Sheeder agreed and said an individual really has to push the limits to be arrested during Ruckus. Sheeder concurs the Sheriff's Office needs to protect the County during Ruckus. Grasty verified Ruckus is fine without assistance from the Sheriff's Deputies or the Sheriff's Reserves. Sheeder believes the security presence is key to maintaining control of the event. Dickson confirmed there are open stalls in the new cattle barn. Sheeder advised the Board also built new pens in the pen barn along with nine (9) pens along the outside. Next year, the Board plans to get all the pens under a roof. Sheeder confirmed numbers are increasing; especially, with the new class of cow/calf pairs without a halter. Sheeder and the Supervisors briefly discussed the process for registering cattle to show at the fair. The Board does not get concrete numbers until 15 August. Richter confirmed enrollment in 4-H has increased each year. Sheeder believes Guthrie County is the second fastest growing 4-H program in the State. The small animal entries are mainly poultry and rabbits with a few exotic animals. The Board opted to build a new small animal building because the old building was in horrible shape and a liability issue. There are more plans for the future, but it will take time to accumulate more money. The Board also talked to the Guthrie Center Lions Club and the Guthrie Center Legion about building a new structure which will include a static building for the 4-H and Future Farmers of America (FFA) to exhibit non-animal projects. This will help tie all the attractions together. Carney commented he was glad to see people collecting an entry fee at the gates. Sheeder advised the Board uses this money to make improvements as well as add more displays and entertainment for the adults. Sheeder advised there are eighteen (18) people on the Board – one (1) representative from each Township and two (2) at-large members. Donna Benton is the Secretary and Bev Mills is the Treasurer. Sheeder listed all the Fair Board Members. Rutledge confirmed there are ten (10) associate members who can vote if a director is unavailable for a meeting. Sheeder acknowledged the Board asked a great deal of its members last year. The manpower for projects came from the Board or close friends of the members. Sheeder wants to hear about any complaints or concerns, so the Board can address it.

Rutledge stated he as well as members of the community appreciate the Board constructing the new buildings and spending money on projects which directly benefit the 4-H Clubs as well as other kids participating in the Fair. Rutledge has nothing against the new Community Building and campground improvements because these ventures generate income throughout the year plus serve a purpose during the Fair. Sheeder advised the pig numbers increased a little, but more likely than not, the sheep will move into part of the hog barn. Furthermore, there has been more interest in the “jackpot shows” during the last two (2) years which, in turn, increases the gate revenues. Sheeder explained the process for these types of shows. Last year, these shows attracted an additional eighty (80) head of sheep and forty (40) head of hogs. Sheeder hopes these participants will encourage more people to come next year. The vendors also noticed an increase in revenues. Sheeder advised the Lions Club has some money to put towards a new building. Currently, the balance due on the Event Center is \$29,000, and it should be retired in six (6) months. The 2018 Steak Dinner will be 3 March 2018. Richter stated the judges were excellent this year and provided specific examples. They worked with the kids and helped them to relax and enjoy the experience. The judges also explained their jobs and provided tips as well as pointers to help the kids improve in the future. Carney inquired about other events at the Fair. Sheeder said there will be dueling pianos, a comedy night and other lower cost entertainment next year in the Events Center. Hopefully, it will help raise money to go towards more projects. Richter advised next weekend is the State and County Fair Convention in Des Moines, Iowa. The Board can book acts and get ideas at the Convention. It also provides networking as well as informational and educational opportunities. The Board wants people to utilize the campgrounds and buildings throughout the year because it helps generate income for the Board. Carney pointed out how many people camp during the Fair. Sheeder advised Jack Stringer offered money to build a playground at the campground in memory of his wife, Bev Stringer. The Board also hopes to build a sand volleyball court in conjunction with the playground. Sheeder did not have specific numbers on the grandstand events, but he estimated the Figure 8 drew over 1,200 people and the Rodeo brought in approximately 1,000 people. In addition, approximately 800 people attended the Sunday night entertainment. Overall, there was good attendance at the grandstand events, and it increased from last year. Rutledge advised the Auditor’s Office reviewed the expense packet. Sheeder stated the Board received a grant from the Guthrie County Foundation to purchase equipment for the groundskeepers as well as items for the Events Center. The Board wants to make the Events Center a little more handicap accessible. Sheeder stated the Board appreciates the support it receives from Guthrie County. He advised the Board wants to eliminate some debt before it enters into another large project, but it will continue to work on smaller projects.

There was no discussion on County Property Projects.

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

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Clifford Carney, Chair  
Guthrie County Board of Supervisors

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ATTEST: Marci L. McClellan,  
Guthrie County Auditor