

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

Regular Session

11 July 2017

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Clifford Carney, Chair
Guthrie County Board of Supervisors

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

Clifford Carney, Chair
Guthrie County Board of Supervisors

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

Clifford Carney, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor