

2018-2019
Guthrie County Board of Supervisors Meeting Minutes
Meeting Place: Guthrie County Courthouse
Guthrie County Board of Supervisors

Regular Session

3 July 2018

The Guthrie County Board of Supervisors met this 3rd day of July, 2018, 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 9:04 a.m.

Motion by Carney second by Lloyd to approve the Agenda for 3 July 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Marci Schreck, Guthrie County Treasurer, joined the meeting to request the assignment of the Tax Sale Certificate for Parcel Number 0001397300. The County holds the Certificate. The current property owner is Robert Vaughan. The parcel is located at 615 Lincoln Street, Yale, Iowa. Daniel R. West wants the County to sign over the Tax Sale Certificate in exchange for payment of the balance due. Schreck advised the balance due is \$341. Historically, the Supervisors assign a Tax Sale Certificate in exchange for payment of the balance due. Schreck explained the Certificate holder can serve the Ninety (90) Day Notice to Redeem the Tax Sale Certificate in March 2019. Vaughan can redeem the Certificate at any time. Dickson verified the parcel went to Tax Sale in June 2018. Schreck confirmed any parcel with delinquent taxes as of the third Monday in June goes to Tax Sale. She advised the County must hold a certificate for any parcel which goes to tax sale two (2) consecutive years and the public does not bid on it. The Certificate holder has two (2) years to redeem the Certificate. If the Certificate is not redeemed after three (3) years, she cancels it. West owns the property north of this Parcel. Motion by Carney second by Lloyd to assign Guthrie County's Tax Sale Certificate for Parcel Number 0001397300 to Daniel R. West for the balance due, \$341. Motion carried on a vote: Ayes: 4 Nays: 0.

Joshua Sebern, Guthrie County Engineer, joined the meeting. He presented the Guthrie County Secondary Roads Department Payroll Change Notice for John Lyall (Additional Pay). Lyall transferred to Integrated Roadside Vegetative Management (IRVM) effective 25 March 2018. At the time, Sebern understood Lyall's general spray license was sufficient as long as he was supervised by Steve Stringham, a fully licensed sprayer with all the necessary endorsements. Stringham subsequently discovered Lyall needed the necessary endorsement in order to legally spray for IRVM. Since Lyall could not spray, Sebern submitted a Payroll Change Notice reducing Lyall's hourly rate effective 27 June 2018. Lyall quickly took the applicable tests and passed, so he is fully eligible to spray for IRVM. This Payroll Change Notice increases Lyall's wages by \$100 per month because he is responsible for spraying now. There are three (3) licensed sprayers (Lyall, Stringham, and Eric Whitver). Sebern advised Lyall and Whitver each operate a spray truck and spray out the driver's window. This allows them to spray independently. Stringham focuses on seeding as well as the Guthrie County Weed Commissioner duties. The seasonal employee, Tyler Hanson, helps Stringham with the hydro-seeding. Lloyd confirmed IRVM is not using the old truck. Motion by Lloyd second by Carney to approve the Payroll Change Notice for John Lyall (Additional Pay) authorizing a pay increase from \$18.05 per hour to \$19.53 per hour effective Fiscal Year 2018-2019. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Change Notice for Cody Sheeder (Position Change to Truck Driver). Sheeder moved from a Laborer to a Dump Truck Driver. Don Slaybaugh retired and Justin Kress took his position as a Semi Driver. In turn, Sheeder replaced Kress. Sebern will advertise for the open Laborer position. Sheeder will continue to help Wade Downing until Sebern hires a new Laborer. Lloyd confirmed there are four (4) gravel haulers. Dickson verified a Truck Driver must have a Commercial Driver's License (CDL), but not a Medical Card. Motion by Lloyd second by Carney to approve the Payroll Change Notice for Cody Sheeder (Position Change to Truck Driver) authorizing a pay increase from \$18.05 per hour to \$20.60 per hour effective Fiscal Year 2018-2019. Motion carried on a vote: Ayes: 4 Nays: 0.

Sebern provided a Secondary Roads Department (SRD) update. Grasty verified there is no more longevity pay. Dickson advised the slurry project on White Pole Road is complete between the Cities of Dexter and Stuart as well as Flint Hills Resources to the City of Menlo. The contractor continues to work on the section from the City of Stuart to Flint Hills. Grasty inquired about the status of an intersection with a sight obstruction due to trees. He previously discussed it with Sebern. Carney asked about placing a temporary STOP sign at the "T" intersection of Frost Lane and 240th Street. Sebern pointed out the Iowa Code mandates a vehicle must yield the right-of-way at an uncontrolled intersection. Lloyd pointed out there is limited visibility around the trees near 110th Street and Victory Road. Sebern advised he received multiple brush and weed complaints. The weather caused the weeds to go crazy. SRD is using the new sign truck to do a great deal of trimming. The trimmer can reach fourteen feet (14') with the pole saw. SRD has the mower tractor back. It cost approximately \$60,000 to repair it. The old tractor has a new mower attached to it. Sebern needs to check the status of the barriers in the right-of-way (r-o-w) within the City of Jamaica. If the property owner has not moved the barriers, he will call and get a timeline. Sebern will specify he must see action within a couple of weeks. If Sebern encounters resistance, he will respond accordingly. Lloyd wants Sebern to look at the box culvert south of the City of Bayard. Lloyd thinks there is a problem because the landowner tore out the riprap. Apparently, the landowner did not think the riprap was doing any good. Sebern advised Gus Construction Company started working on the Adair Road box culvert. The road is closed even though SRD was cleaning ditches and not ready to detour the traffic. SRD made it work since Gus was ready to start the project. Sebern wants the project completed during the summer, so the road is not closed during the school year and/or harvest. Gus will remove 200 feet of pavement and replace it with rock this year. This will allow it to settle. Then, SRD will find an asphalt contractor to seal coat over it next year. At this time, all the asphalt contractors are behind on projects, so contractors are unwilling to take on the extra work. Carney confirmed the rock will extend approximately 100 feet on each side of the box similar to the box culvert near the City of Adair. Sebern advised Gus had to dig down approximately thirty feet (30') to reach the bottom. They also installed safety slopes. Gus will salvage the erosion control already in place at the site. The goal is to save as much as possible. Gus may move to the box culvert project in Grant Township at the last minute, if they do not have other jobs until late summer or early fall. The triple box culvert in Victory Township still is scheduled for late summer. Sebern advised SRD is designing the South Cass 116 project. They continue to work with the landowner to procure the r-o-w. Sebern plans to bid the project this year and construct it next year. Auditor advised the Guthrie County State Bank (GCSB) charged the County \$21.40 for sales tax (\$1.40) and a service charge (\$20.00) because the Wind Farm Tax Increment Financing (TIF) savings account has a \$25,000 minimum balance. According to GCSB, this is the first time the account dropped below the minimum balance. Auditor and Treasurer recommend the County transition the account to a savings account without a minimum balance. The County only earns between point zero one to point zero five percent (.01% - .05%) in interest; however, it costs the County two point seventy-three percent (2.73%) in interest to maintain the minimum balance. Supervisors accepted the recommendation. Treasurer will notify GCSB. Sebern plans to make an advance request. Sebern stated Bear Grove 199A has forty-five (45) workings days and should be complete by the end of August 2018. He also advised the new grader will arrive soon. It is in Des Moines being prepared for delivery. The new plow truck purchased in FY2018 is still in Des Moines too. There is a problem with the heated windshield. Carney confirmed the warranty does not activate until SRD actually takes possession of it. Dickson inquired about the heated windshields as opposed to defrosters. Sebern advised the drivers prefer the windshields. Carney confirmed the trucks still have defrosters. Sebern got bids on a new semi with a belly dump trailer. Lloyd confirmed this truck replaces Slaybaugh's truck. Sebern indicated the manufacturers are behind, so SRD may not get the truck until next year. Sebern is unsure which truck SRD will use to pull the lowboy trailer. He will auction whichever truck SRD opts not to keep rather than trading it. Sebern has bids for a Mack and Volvo truck as well as a Trail King and Load King trailer. He is reviewing the specifications carefully. SRD is cleaning ditches southwest of the City of Guthrie Center. They are using the dirt to build up an errored dirt road. SRD also repaired a nuisance pipe just north of its yard. Sebern talked about a box culvert SRD is repairing on White Pole Road. The plan is to hold the slope with sheets, so it does not erode anymore. The Grader Shed outside the City of Panora needs a new garage door. Sebern will add it to the Cold Storage Building bid. The design staff continues to mull over Orange 391A. No matter how they redesign it, it costs over \$1,000,000. The soil is not stable. There is a big abutment and the South Coon River's direction causes logistical problems. Carney inquired about just fixing the deck. Sebern advised this will not alleviate the load limit. SRD will continue to look at various options. Currently, 100 feet of bridge should cost \$500,000 to \$700,000 on a highway. The bridge needs to be 110 feet to 120 feet and twenty-five feet (25') deep from the deck to the bottom. Sebern advised Murphy Heavy Contracting was awarded the contract for Cass 234 (east of Panora). It will be constructed next year. The soil boring is complete on Thompson 61, so SRD will start designing the concrete girder bridge. SRD is eighty percent

(80%) complete with the design for the Monteith Road. Sebern pointed out the Farm-to-Market fund will be less negative due to the resolution swapping an additional \$100,000 of Federal Aid Bridge money for Farm-to-Market funds. There are more patching projects planned for this month (Springbrook Road [160th Road], 215th Road, 350th Street). Sebern is unsure how the rain will impact the timeline. Sebern contacted two (2) contractors about seal coating the patch and wear surface on Penn 9 because the timber deck is showing wear. SRD started the design to move the road and repair the sloughing south of York Avenue. SRD did all it could do, but nothing seemed to help the situation. They need to move the road away for the current path, so there is a gentler slope. Sebern advised there continues to be on-going utility work throughout the County. Glenda Edwards, Office Manager, meet with all the employees regarding the new Collective Bargain Agreement and Guthrie County Personnel Policy. Sebern announced Don Slaybaugh retired from SRD. He also advised the State Auditor completed the inventory verification. Lloyd inquired about "blow ups" in the roads. Sebern stated he was surprised there have not been any during this last stretch of hot weather. Most incidents occurred in June. Dickson commented on the heaves in White Pole Road are rougher now. He also pointed out the intersection next to Flint Hills has a five feet by five feet (5'x5') section of broken pavement which may come apart. Supervisors briefly discussed the thickness of the new sections in Interstate 80. Carney received a complaint about the road being tore up by the new substation due to the truck traffic. Sebern advised SRD rocked the road to repair it. Sebern did not recover the costs from the company because the road was light on material; however, the company will need to pay for any further damage. Carney thinks the truck traffic is coming from the south now. Sebern advised he has not received many complaints. He will spray calcium chloride on the detour for the box culvert. Dickson expressed concern about the trucks detouring onto 315th Street, so they do not have to deal with the construction in Stuart. Sebern explained embargoing the road is the only option. Dickson thinks law enforcement should issue traffic tickets for speeding and overweight. He wants the grader to work the area more. Sebern advised the grader operators are trying to blade the roads after the heavy rains to address any issues caused by the washing. Supervisors briefly discussed the truck traffic.

Auditor submitted the Iowa Retail Permit Application for Cigarette/Tobacco/Nicotine/Vapor Submitted by Lake Panorama National Resort. The Permit authorizes over-the-counter sales of cigarettes and cigars. The Permit is effective from 1 July 2018 and automatically expires on 30 June 2019 unless suspended or revoked by the State of Iowa. Motion by Carney second by Lloyd to approve the Iowa Retail Permit Application for Cigarette /Tobacco/Nicotine/Vapor Submitted by Lake Panorama National Resort for the period 1 July 2018 through 30 June 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Auditor presented a letter from Rachel Chase, Business Manager, Herald Publishing Company, announcing the Guthrie Center Times and the Guthrie County Vedette merged into one (1) publication as of 21 June 2018. The new title is Guthrie Center Times Vedette. Motion by Lloyd second by Dickson to designate the Guthrie Center Times Vedette along with The News Gazette as the official newspapers for Guthrie County per Iowa Code Section 349. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors reviewed the Application for Fireworks Permit submitted by Paul Davis. He will set off the fireworks at the point in front of The Port, 5405 Chimra Road, Panora, Iowa on either 4, 5 or 6 July 2018. The alternative rain date is 5, 6, or 7 July 2018. Davis provided multiple dates as alternatives in case of inclement weather. Motion by Grasty second by Lloyd to approve and sign the Fireworks Permit submitted by Paul Davis. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors considered the Application for Fireworks Permit submitted by Rita Scheiring. J&M Displays will set off the fireworks along Shady Beach at Lake Panorama, Panora, Iowa on 7 July 2018 at dark (9:30 p.m). The alternative rain date is 8 July 2018. Motion by Carney second by Grasty to approve and sign the Fireworks Permit submitted by Rita Scheiring. Motion carried on a vote: Ayes: 4 Nays: 0.

Auditor presented the Plan Document and Summary Plan Description for the Guthrie County Major Medical Plan. It is effective 1 July 2018. The Document provides information about the major medical insurance. The information supplements the benefits certificate, benefit summaries, schedule of benefits, Certificate of Coverage and other descriptive documents relating to the major medical plan. Unless otherwise noted, the information distributed by the insurer of the major medical plan, Wellmark, shall control if there are any conflicts between the terms of this Plan Document and the terms of any benefits certificates or summaries distributed by the insurer. The Plan Document

contains a Plan Overview, Benefits Information, and Health Insurance Portability and Accountability Act (HIPAA)/Consolidated Omnibus Budget Reconciliation Act (COBRA) Rights. The Plan Document adopts the Guthrie County Major Medical Plan, effective 1 January 2011, as amended and restated therein. It constitutes the basis for administration of the major medical plan. Exhibit A, attached thereto, sets forth the Partial Self-Funding (PSF) Benefits. It specifies the PSF will pay the difference between the deductible and out-of-pocket maximums provided by the major medical plan. The PSF covers only those items and services determined by the Insurer to be covered services under the major medical plan. Motion by Lloyd second by Dickson to approve and sign the Plan Document and Summary Plan Description for the Guthrie County Major Medical Plan. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors reviewed the Second Quarter 2018 Guthrie County Zoning Permits Report.

Supervisors briefly discussed pending county property projects. Dickson addressed Township Trustee wages. After talking to other Township Trustees and discussing it with JD Kuster, Baker Township Clerk, Dickson concluded there are ways for the Trustees to recoup costs. The key is the Trustees must do it. In Dickson's opinion, Supervisors need to direct the Trustees to levy additional taxes through the Township to cover these costs. Furthermore, the Trustees can vote to pay themselves for expenses and mileage like other Townships. Dickson also pointed out other Townships hire contractors to work on projects rather than asking the County to pay for it. Auditor explained a Township's Budget sets the tax levy. Dickson is not opposed to raising the meeting rate a little bit. He suggested a raise to twenty-five dollars (\$25) per meeting. Auditor confirmed the current rate is twenty dollars (\$20) per meeting. Dickson stated most meetings last between fifteen to thirty (15-30) minutes. He also pointed out the Trustees can pay themselves mileage since Trustees are entitled to it. Carney and Grasty prefer thirty dollars (\$30) per meeting. Auditor will verify if Supervisors set the Trustees wage/rate per the Iowa Code. Dickson stated the Township Clerks do the majority of the work. Grasty pointed out the Trustees locate graves and are present when the monument company sets a headstone. He acknowledged these services may be recouped through cemetery fees. Auditor advised Supervisors might need to move some of the Trustees fees to the Rural Services Fund rather than the General Basic Fund because some of the Cities have a sexton to care for the Cities' cemeteries. Auditor will put this matter back on the Agenda for 31 July 2018. Carney spoke with Jotham Arber, Guthrie County Transfer Station Executive Director, about the fence at the Transfer Station (TS). The Iowa Department of Natural Resources (IDNR) authorized TS to move the fence closer to the building and cut off the south side of the grass area. This means less mowing around TS. Arber will present bid specifications at the next regular meeting. Arber also stated IDNR will not allow TS to live load the garbage while the cement contractor replaces the floor in the Garbage Building. The garbage must be in a building in case it rains. TS will clean out the recycling building and unload garbage into it. Unfortunately, TS will need to clean the building again before putting recyclables in it. Carney suggested contracting with another landfill. Dickson suggested TS only close for two (2) days and redirect the haulers to the Adair or Audubon County Landfills. A member of Arber's staff suggested staying open late for a few days before starting the project. Carney received a certified letter from the Farm Service Agency Office regarding a wetlands determination at the County Farm. This may allow the County to expand the crop ground and reduce the pasture acres. Carney will check on the status of a tile determination. Auditor passed around a follow up letter from Chris Whitaker, Guthrie County Zoning Administrator, to Marty Derry. Grasty advised he directed Whitaker to send the letter via certified mail. He wanted Whitaker to provide a more detailed explanation. Grasty called Derry and left a message stating Derry should receive additional correspondence from Whitaker. Grasty directed Derry to call him if Derry does not receive the letter.

Auditor presented Resolution 19-01: Guthrie County Salaries and Wages Effective 1 July 2018. Said Resolution certifies the annual base salary of the deputies for each elected official as well as the deputy sheriffs and the assistant county attorney, as set forth in the attached table, to the Auditor. Furthermore, the Resolution certifies the compensation for the additional employees and clerks appointed by the principal county officers as set forth in the attached table. Finally, it directs these salaries and wages shall take effect 1 July 2018. Auditor advised the Union wages are calculated by adding the FY 2017-2018 base rate to the applicable longevity rate and then increasing the total by five percent (5%). Motion by Carney second by Lloyd to approve Resolution 19-01: Guthrie County Salaries and Wages Effective 1 July 2018. Motion carried on a roll call vote: Ayes: 4 (Carney, Dickson, Grasty and Lloyd) Nays: 0 Absent: 1 (Rutledge).

Auditor submitted Resolution 19-02: Resolution Authorizing the Guthrie County Auditor To Issue Payroll Checks Per Iowa Code Section 331.506 Without Prior Board Approval By The Guthrie County Board Of Supervisors. Said Resolution authorizes the Guthrie County 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 2018-2019. Supervisors fixed as well as approved the salaries and payrolls for each office/department in Guthrie County by adopting Resolution 19-01. The Elected Official or Department Head for each office/department certifies the compensation earned by each employee under his or her direction and supervision by signing each employee's "Time Sheet". Furthermore, the Resolution mandates the Guthrie County Auditor shall comport with all provisions of Iowa Code Section 331.506 and this Resolution when making such payments. Finally, it authorizes said process to commence upon approval of the Resolution. Motion by Carney second by Grasty to approve Resolution 19-02: Resolution Authorizing the Guthrie County Auditor To Issue Payroll Checks Per Iowa Code Section 331.506 Without Prior Board Approval By The Guthrie County Board Of Supervisors. Motion carried on a roll call vote: Ayes: 4 (Carney, Dickson, Grasty and Lloyd) Nays: 0 Absent: 1 (Rutledge).

Auditor offered Resolution 19-03: Resolution Authorizing The Periodic Transfer Of Funds From The Guthrie County General Supplemental Fund To The Adair/Guthrie County Emergency Management Commission Fund. Said Resolution authorizes the Guthrie County Auditor to make quarterly transfers of \$16,500.25 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 2018, December 2018, March 2019 and June 2019. The total transfers shall not exceed \$66,001.00. 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, it authorizes said transfers to begin upon approval of this Resolution. Motion by Lloyd second by Dickson to approve Resolution 19-03: Resolution Authorizing The Periodic Transfer Of Funds From The Guthrie County General Supplemental Fund To The Adair/Guthrie County Emergency Management Commission Fund. Motion carried on a roll call vote: Ayes: 4 (Carney, Dickson, Grasty and Lloyd) Nays: 0 Absent: 1 (Rutledge).

Auditor tendered Resolution 19-04: Resolution Authorizing The Periodic Transfer Of Funds From The Guthrie County General Basic Fund And The Guthrie County Rural Services Fund To The Guthrie County Secondary Roads Fund. Said Resolution authorizes the Guthrie County Auditor to make semi-annual transfers of \$27,883.25 from the Guthrie County General Basic Fund (To Secondary Road Fund-Misc Expense: 0001-99-0300-000-812990) to the Secondary Roads Fund (General Basic Fund: 0020-0-20-7000-900000) in October 2018 and April 2019. The total transfers shall not exceed \$55,766.50. Furthermore, the Resolution authorizes the Auditor to make semi-annual transfers of \$879,565.35 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 2018 and April 2019. The total transfers shall not exceed \$1,759,130.70. In addition, said Resolution directs the Auditor to notify the Guthrie County Treasurer, Marci Schreck, as well as Guthrie County Engineer, Joshua Sebern, upon completion of said transfers. Finally, it authorizes said transfers to commence upon approval of this Resolution. Motion by Lloyd second by Dickson to approve Resolution 19-04: Resolution Authorizing The Periodic Transfer Of Funds From The Guthrie County General Basic Fund And The Guthrie County Rural Services Fund To The Guthrie County Secondary Roads Fund. Motion carried on a roll call vote: Ayes: 4 (Carney, Dickson, Grasty and Lloyd) Nays: 0 Absent: 1 (Rutledge).

The full text of all Resolutions adopted by the Guthrie County Board of Supervisors after 1 July 2018 are available on the Guthrie County website at <http://www.guthriecounty.org/supervisors/index.html> .

Motion by Dickson second by Lloyd to approve the Minutes from 26 June 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 4 Nays: 0.

Motion by Carney second by Lloyd to approve the Claims from 22 June 2018 – 29 June 2018 in the amount of \$20,275.90. 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 11:32 a.m. until its regularly scheduled meeting on Tuesday, 10 July 2018. Motion by Carney second by Lloyd. Motion carried on a vote: Ayes: 4 Nays: 0.

Everett L. Grasty, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

10 July 2018

The Guthrie County Board of Supervisors met this 10th day of July, 2018, 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 Carney second by Lloyd to approve the Agenda for 10 July 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Michael S. Lewis, Institutional Team Leader, Shive Hattery Architecture & Engineering along with Sheriff Marty Arganbright, Guthrie County Sheriff, and Deputy Michael Herbert, joined the meeting to discuss the Shive Hattery Architecture & Engineering Professional Services Agreement. Sheriff stated he wants to talk about the Proposal, and Lewis is here to answer any questions. He also advised he spoke with Tim Benton, Assistant Guthrie County Attorney, about the Proposal. Benton wants to meet with Supervisors before he meets with Lewis. As an alternative, Lewis proposed a Phase One (1) only agreement. It will not include the other phases. Sheriff advised Benton has no objection to an agreement for only Phase 1. Auditor passed around email from Benton advising he needs more time to review the current Proposal. Grasty confirmed Benton is fine with a Phase 1 Agreement; however, Benton wants to review it before the Supervisors sign it. Lewis explained the phase process. He pointed out there are natural break points. Phase 1 compiles information, so the Sheriff and Supervisors can make decisions. Lewis reassured Supervisors that Shive will not proceed to the next phase without approval from the County. Shive will not go beyond the scope of any phase without prior approval. Lewis confirmed he can modify the Proposal to remove the other phases. Grasty pointed out Benton prefers this. Lewis also commented he can clarify the language which states Shive will not proceed without approval. Lewis explained Phase 1 will define multiple options. This will put the County in a better position to decide the proper course of action. Phase 1 will include analysis of the inmate population profile. In particular, who are the inmates and what are the types of offenses. Shive also will project out the inmate population for the next twenty (20) and thirty (30) years. Lewis talked about addressing the classification issues, so the facility meets the State of Iowa Jail Standards. Phase Two (2) is the programming phase. It depends on which option the County chooses after Phase 1. Lewis stated Shive will do a life cycle cost analysis in Phase 1 too. Shive also will prepare a cost projection for each scenario and/or viable option during Phase 1. Grasty emphasized Supervisors want to see the long-term projections for all four (4) options. Lewis confirmed Shive will credit the County a portion of the cost for Phase 1-3, if Supervisors hire Shive to design the facility. Lewis explained half of the work Shive does during the study phases directly applies to the design phase. The County will get the benefit of this work if it carries on with Shive. Grasty reiterated Benton wants to review the current Proposal further, if Supervisors opt to move forward with more than Phase 1. Carney clarified Phase 1 will cost \$14,000 plus expenses. Lewis stated there will be mileage expenses for the two (2) trips from West Des Moines. He confirmed the table is a list of standard expenses and mileage is charged at the government rate. Lewis estimated incidentals will be \$200-\$300. Carney confirmed Shive will look at the current Jail to determine if repairing and/or rehabilitating is an option. Lewis stated Shive also will calculate the cost to transport inmates to other Counties. Furthermore, Shive will determine the cost to build a new, stand-alone facility which is independent of the existing Jail. These cost analyses will help determine the best course of action. Grasty confirmed the needs assessment will address the long-term life cycle of the Jail. Lewis stated Shive

will propose four (4) options: 1) Do nothing and ultimately close the existing Jail; 2) Renovation of the existing facility; 3) Adding onto the Courthouse to meet the needs; and 4) Construction of a new, stand-alone facility which is independent from the Courthouse. These are typically the four (4) scenarios. As part of the first scenario, Shive will determine the cost to house inmates in other Counties based on the population projection. Carney inquired about the timeline. Lewis stated it should take two (2) months to go through Phase 1. Phase 2 will take the most viable option and lay out a floor plan around the chosen site. Lewis commented on the value of Shive continuing on with the project. When Shive starts developing the specific site, it can draw from the work already done for the County. Therefore, Shive will discount its fee. Grasty inquired about the process if the County just does Phase 1 and then decides, at a later date, to proceed with Phase 2. Lewis explained the Proposal, as written, sets the cost at \$28,000. If the County retains Shive, after a successful bond referendum, Shive will credit the County for \$14,000 against the design cost. If Shive just completes Phase 1, the County will not receive any credit. It only applies if the County continues to work with Shive. Lewis assured Supervisors that Shive will put maximum effort into Phase 1. He reiterated it will cost \$14,000 plus expenses. Lewis is fine with just doing Phase 1. Grasty expressed concerns about not knowing the needs yet. He also is unsure the Proposal allows the County to stop after Phase 1. Lewis pointed out the right to stop is described in the bullet points under the Fee Type section in the current Proposal. Sheriff acknowledged Benton wants to review the Proposal before the County proceeds with the project. Lewis confirmed the County can proceed with just Phase 1 and still get the benefit of the credit, if Supervisors opt to move forward with Shive at a later date. Sheriff reiterated Benton wants an Agreement for just Phase 1. Sheriff pointed out he wants specific language regarding the credit, particularly if the County proceeds with Shive. Lewis stated he can revise the current document, and he is happy to speak with Benton about it. Lewis acknowledged the process is new to the County. He reassured Supervisors it is Shive's job to find the right solution. Shive will submit all four (4) viable options and give the County all the necessary information to make the right choice. Lewis admitted he has advised against a new facility as the right option in the past. The goal is to work through all four (4) scenarios and provide all the necessary information, so the County can make an informed decision. Carney inquired about Shive doing the needs assessment and the County opting to go with another company to construct the facility. In particular, will the new company use Shive's needs assessment or does the County have to pay for another assessment. Lewis could not answer this question. Carney emphasized he wants to make sure the County is using the right company. Lewis agreed Shive must help promote the project to the entire County. Lewis briefly talked about being contacted by a county in western Iowa to give a second opinion on another company's needs assessment. Shive's needs assessment reached a different result, so the County decided to move forward with Shive for Phase 2 and Three (3). Grasty likes the idea of everything in one (1) envelope. Carney inquired about adding onto the Courthouse. In particular, does the Courthouse need to be updated too. Lewis advised the type of addition dictates the applicable standards. Carroll County's proposed facility will be separate from the Carroll County Courthouse, so the County does not have to remodel the Courthouse. Lewis stated he needs to study the existing Guthrie County Courthouse and Jail to see if Shive can accomplish the same thing. Shive will analyze the building to determine if there are break points. Carney cautioned he does not want hidden cost to bite the County. Grasty questioned how Shive determines its fees for the total project; especially, if the County decides to hire Shive for the entire project. Lewis explained the cost to construct a new facility is different than the cost to renovate an existing facility. Shive will provide a cost estimate for each scenario. He also will include an explanation of the credit process. Lewis estimated the fee for new construction is six point five percent (6.5%) and the fee to renovate is eight percent (8%). Shive will set the rate for each scenario. Grasty confirmed it takes more work to renovate an existing structure than design a new facility. Carney pointed out Sheriff Ken Pingrey, Carroll County Sheriff, advised Carroll County had to bring the Courthouse "up to code", if it opted to renovate the existing jail. Lewis confirmed Carroll County would need to bring the Courthouse into compliance, if Supervisors opted to renovate the existing space. He clarified Carroll County is proposing an addition onto the Courthouse. Carney asked if the addition will be separate from the Courthouse. Lewis explained Shive incorporated a connecting link between the two (2) structures which includes a stairwell and an elevator. Lloyd confirmed Carroll County will vote on the bond referendum during the General Election in November 2018. Supervisors briefly discussed the Proposal. The consensus is to re-write the Proposal as an Agreement for Phase 1 only. Lewis wants to speak with Benton to determine which provisions Benton wants in the Agreement. Lewis will think about a way to leave the language concerning the credit but remove any language regarding Phase 2 and Phase Three (3). He will make sure Benton is comfortable with the language. Carney emphasized he does not want the County tied to Shive for the entire project at this point. He simply is trying to protect the County. Rutledge pointed out the termination clause. Lewis understands a great deal depends on the scope of the document at this time. Grasty emphasized the County needs to do Phase 1. Sheriff advised he has been approached about a Jail Committee. He asked Lewis if the County

needs a committee before Phase 1 and/or if the Committee is even necessary. Lewis advised a committee is important to the process. It helps the County gauge how citizens feel about the options. Lewis explained the Sheriff and Supervisors can evaluate the Phase 1 material, but he thinks the County needs input from the community as it transitions from Phase 1 to Phase 2. It is not critical to have a committee now, but it is nice to have it. Sheriff asked who makes a good committee member. Lewis suggested attorneys which work in the criminal justice system as well as a representative from Farm Bureau. He also recommended including people who may be opposed to a new facility. Part of the education process is explaining the reasoning behind the different options. A committee needs a cross section of people who play a part in criminal justice along with good community stakeholders. Lewis recommends eight to ten (8-10) people from the community. Grasty confirmed the Supervisors, Auditor and Facilities Manager should participate too. Lewis stated Carroll County included councilmembers from the City of Carroll because the County wanted feedback from the business community. Lloyd thinks it will look lopsided if all the members are government employees. Lewis suggest utilizing people involved in the business community. Grasty confirmed the County has time to form a committee. Lewis reiterated the first step in Phase 1 is gathering information from the Sheriff's Office regarding the cost to operate the existing facility for the last five (5) years. He also must do a detailed analysis of the existing building. Lewis admitted he toured the facility, but he needs to spend time walking around and documenting his observations. In short, the first step is the operational piece and analysis of the existing building. After he collects all the information, Shive will calculate the inmate profile and crime trends. Lewis will return to the County and do a workshop to present the findings. He also may start a discussion about possible options. Phase 1 will include two (2) trips to the County. The first trip is when he will do the analysis. During the second trip, he will start a dialogue of possible scenarios with a focus group. Lewis estimates he will spend the first month doing the analysis. Sheriff advised he and Benton will be on the Agenda for the next regular meeting to discuss the revised Agreement for Phase 1. Lewis stated he will prepare same, so Benton may review it. Sheriff advised inmates sent letters to the State regarding the jail conditions. Carney confirmed the fee is \$14,000 plus expenses. Lewis pointed out the reimbursable fee schedule. Grasty confirmed the main expense will be mileage. In the Agreement, Lewis will state the only anticipated expense is mileage. Rutledge does not think Lewis needs to do this because it is not a big deal. Lewis estimated the round trip is eighty-five (85) miles and confirmed Shive charges the government rate. Grasty directed Lewis to draft an agreement and discuss it with Benton. Supervisors appreciate Lewis taking the time to meet with them to discuss the Proposal. Sheriff stated working with Lewis has been a good experience. Grasty commented this a new process, so Supervisors have many questions. Lewis stated he is happy to answer questions and realizes there are always things to discuss when it is a new process. Sheriff will get the revised Phase 1 Agreement from Lewis and forward it to Benton.

There was no other discussion regarding the Guthrie County Jail Project.

Jotham Arber, Guthrie County Transfer Station (TS) Executive Director, along with Brandon Thompson, Guthrie County Facilities Manager, joined the meeting to present the contract with Jorgensen Brothers Concrete Construction to repair the floor in the Garbage Building. Arber passed around the contract. The total cost is \$13,225. Arber advised it contains the standard language regarding breach of contract and remedies for said breach. It specifies Jorgensen shall remove the old broken pieces and replace it with a new section. Contract also stipulates where Jorgensen shall place the old pieces. Arber advised TS staff is cleaning out the Garbage Building today. He booked extra trucks from Koster Grain, Inc. to haul the garbage to the Carroll County Landfill. Customers and Haulers can dump garbage until Wednesday, 11 July 2018, at 12:00 p.m. (noon). The Recycling Building will remain open on Thursday, 12 July 2018, and Friday, 13 July 2018, for the Haulers to dump recyclables. The plan is to load garbage directly into the trucks on Tuesday, 10 July 2018, and Wednesday, 11 July 2018. Arber advised it was cost prohibitive to clean out the Recycling Building and temporarily use it as the "Garbage Building". Arber also made arrangements for the Haulers to take garbage directly to the Carroll County Landfill. If the Haulers do this, TS will bill the Hauler the same rate Carroll County bills it – thirty dollars (\$30). Arber sent a list of Haulers to Carroll County. He does not anticipate Haulers taking advantage of this option since Thursdays and Fridays are not heavy garbage days. Monday is the biggest garbage day. Arber coordinated the timeline for the concrete project with the Haulers. The plan is to remove the old floor on Wednesday and pour the new floor on Thursday. TS will reopen at 8:00 a.m. on Monday, 16 July 2018, and remain open until 7:00 p.m. Carney confirmed Benton reviewed and approved the Contract. Arber stated he is working with Benton to create a standard contract for these types of projects. It will help streamline the process. Rutledge pointed out the only items which change are the contractor, description of work, and amount. Motion by Rutledge second by Carney to approve and sign the contract with Jorgensen Brothers Concrete

Construction, in the amount of \$13,225, to repair the floor in the Garbage Building. Motion carried on a vote: Ayes: 4 Nays: 0.

Arber passed around an aerial view of the proposed Transfer Station fence project. Arber or Thompson can prepare a request for proposal (RFP) to replace the east and northeast sections first and/or an RFP for the whole fence. Supervisors briefly discussed the matter and opted to do the whole fence. Arber thinks a contractor can salvage and reuse some of the good posts. He will request a bid with all new materials as well as a bid to reuse existing materials. Carney inquired about building the new fence before removing the old fence. Arber stated this only is possible if the fence is moved to the east. Carney suggested moving it five feet (5') to the west. Arber expressed concern about moving the fence to the west because the staff will have to mow on an incline. Arber confirmed the fence could move five feet (5') to the east. Supervisors and Arber discussed the mowing area. Grasty pointed out the tenant will have more pasture now. Arber suggested the next step is to get opinions from fence builders since IDNR approved the plan. Carney expressed concerns about a contractor being able to build the entire fence in one (1) day. Supervisors directed Arber to get opinions from potential contractors. Rutledge verified Thompson will get bids. Thompson confirmed he will use the updated bidder list.

Arber delivered the TS update. He passed out the preliminary Billable Tonnage Report for Fiscal Year 2017-2018. The report does not include the 800 to 1,000 tons of non-billable garbage from providers like the Guthrie County Secondary Roads Department (SRD). Arber will submit the final report in September 2018. He pointed out April through June definitely are the largest months, and it drops after September. Arber and Supervisors assume the "City Clean Up Days" as well as overall spring cleaning account for the increased tonnage. Most people tend to get rid of unwanted items in April. Grasty confirmed there is a twenty-five dollar (\$25) service charge for ten (10) or more tires. He also verified the policy states a customer shall be billed the per tire rate. Grasty stated the last time he took tires to TS, he was charged by weight. Grasty questioned if the per tire rate is the best practice since TS pays by the ton to dispose of tires. Arber is willing to charge by weight. He will research the matter and re-evaluate the policy. Grasty assumed the tonnage rate is different for tires than garbage. He also suggested it may be easier to track the cost if the customer's disposal rate is based on the same factor as TS. Grasty thinks TS should continue to charge extra for rims. Arber will ensure TS staff follow the policy. He will report back to the Supervisors on this issue.

Arber reminded Supervisors about the Guthrie County Health Fair on 21 July 2018 from 4:00 p.m. to 7:00 p.m. at the AC/GC Football Stadium. Guthrie County Public Health has everything ready to go for the Fair. Arber sent out an email asking Guthrie County Elected Officials and Department Heads to participate in the dunk tank. He has several volunteers including himself. Arber really wants everyone to participate in the event.

Joshua Sebern, Guthrie County Engineer, joined the meeting. He presented Resolution 19-05: Resolution to Revise Guthrie County 2019 Five Year Road Program. Said Resolution, in accordance with Iowa Code section 309.22, initiates and recommends modification of the STBG-SWAP-C039(92)--FG-39/F51 Rehabilitation project (F51: From Hwy 25 to P28/Monteith Rd Rehabilitation) in the accomplishment year (State Fiscal Year 2019), for approval by the Iowa Department of Transportation (Iowa DOT), per Iowa Code 309.23 and Iowa DOT Instructional Memorandum 2.050. Unforeseen circumstances have arisen since adoption of the approved Secondary Road Construction Program, and previous revisions, requiring changes to the sequence, funding and timing of the proposed work plan. Said modification reduces the Farm-to-Market funding amount by \$100,000 dollars and increases the SWAP funding amount by \$100,000. The total net change is zero dollars (\$0). Sebern advised the new Five (5) Year plan went into effect 1 July 2018. After the United States Legislature passed the Continuation of Transportation Bill, it increased the federal funding for roads. SRD received an additional \$100,000 for the Monteith Road project. The Resolution makes the necessary revisions to the Plan. Carney verified the Farm-to-Market fund balances is negative. Sebern hopes it will be positive next year. This extra money will help finance future Farm-to-Market projects. Motion by Carney second by Lloyd to approve Resolution 19-05: Resolution to Revise Guthrie County 2019 Five Year Road Program. Motion carried on a roll call vote: Ayes: 4 (Carney, Grasty, Lloyd and Rutledge) Nays: 0 Absent: 1 (Dickson).

The full text of all Resolutions adopted by the Guthrie County Board of Supervisors after 1 July 2018 are available on the Guthrie County website at <http://www.guthriecounty.org/supervisors/index.html> .

Sebern submitted a Wind Farm Tax Increment Financing (TIF) Advance Request for \$500,000. Auditor passed around the Iowa County Ledger for June 2018 reporting the status of Fund 0150 – Wind Farm Urban Renewal. The Ending Balance is \$17.61. She also passed around the latest Statement on the Guthrie County Wind Farm General Obligation Bond provided by Chris Carlson, Credit Analyst at the Guthrie County State Bank on 6 July 2018. The Total Advance is \$7,670,000 and the Balance is \$7,193,000. The Advance will fund project LFM-BG199AT- -7X-39, a box culvert in Bear Grove Township, as well as the purchase of right-of-way for project L-SCA116T--73-39 in south Cass Township. The contractor just started BG199A. Sebern is requesting \$500,000 even though the construction cost is \$430,000, so there is flexibility to do little projects and/or to cover increased construction costs. The current balance in the Wind Farm Savings Account is low. Sebern advised SRD also is attempting to negotiate the purchase of right-of-way for SCA116T. Carney stated Sebern has \$1,830,000 left to request from the original \$10,000,000. Motion by Carney second by Lloyd to approve the Wind Farm Tax Increment Financing (TIF) Advance Request for \$500,000. Motion carried on a vote: Ayes: 4 Nays: 0.

Sebern provided a brief SRD update. Rutledge advised Duane Frantum called regarding the trees obstructing the sight distance at 110th Street and Victory Road. Sebern stated he thinks the obstruction is not in the right-of-way. It is the bushes in a yard. Lloyd pointed out it is a controlled intersection with “STOP” signs. Grasty questioned why there are no traffic control signs at Willow Avenue and 248th Trail. Sebern advised he anticipates he will submit another Wind Farm Tax Increment Financing (TIF) Advance in the near future. He also advised the landowner removed the barriers from the right-of-way within the City of Jamaica. Sebern stated SRD is moving forward with several projects. He continues to try to find asphalt contractors willing to do seal coating and patching jobs. Grasty reminded Sebern about the driveway washing next to the bridge east of Monteith. He wants Sebern to see if SRD can repair or move the driveway. Sebern is concerned about the erosion, but it is not threatening the bridge yet. Sebern stated SRD may need to address the problem similar to Dale City. Sebern confirmed the County needs to maintain the driveway, if it washes out. SRD may use concrete riprap to protect the bridge. Grasty pointed out the river is flooding the farm land on the east side. Sebern advised the Army Corps of Engineers straightened the river years ago, but it returned to its meandering ways. Sebern confirmed the contractor dug the hole and set the bottom grade for BG199A. It is a big box culvert.

Auditor submitted the Iowa Counties Technology Services Business Associate Agreement. She passed around the Memorandum explaining the need for the Agreement as well as an email from Benton. On advice of outside counsel, Iowa Counties Technology Services (ICTS) requested all Counties, for whom ICTS store protected health information (PHI) and/or completes claims as well as payment services, enter into a Business Associate Agreement with ICTS. It is the opinion of outside counsel that ICTS is a separate legal entity and therefore the agreement is necessary for ICTS to store or have access to the PHI. Additionally, the Agreement should be between ICTS and the County. The Agreement sets forth the terms and requirements to ensure the County meets its Health Insurance Portability and Accountability Act (HIPAA) requirement to obtain satisfactory assurances that ICTS will appropriately safeguard all PHI as well as Electronic PHI disclosed by, or created or received by ICTS on behalf of the County. Benton’s email stated he reviewed the proposed Agreement and the Supervisors can approve it. Carney will verify the Heart of Iowa Region has executed an agreement too. Motion by Lloyd second by Rutledge to approve and sign the Business Associate Agreement between Guthrie County and Iowa Counties Technology Services. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors reviewed the Application for Fireworks Permit submitted by Paula Martinson. She will set off the fireworks at 3016 340th Street, Menlo, Iowa on 11 August 2018 at dark. She did not provide an alternative rain date. Motion by Rutledge second by Lloyd to approve and sign the Fireworks Permit submitted by Paula Martinson. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors considered the Application for Fireworks Permit submitted by Karla Lane. She will set off the fireworks at 2420 Teek Avenue, Panora, Iowa on 3 August 2018. The alternative rain date is 4 August 2018. Motion by Grasty second by Lloyd to approve and sign the Fireworks Permit submitted by Karla Lane. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors briefly discussed pending county projects. Carney announced the pond at the County Farm is an artificial wetland because it is manmade, according to the United States Department of Agriculture’s Farm Service Agency

Office (USDA/FSA). Therefore, Supervisor can tear out the pond and push the dirt up the hill. Per Carney, Dickson wants “Digger Doug” Jirak to provide an estimate because he will offer an unbiased opinion. Rutledge will take him to look at the pond. Supervisors will create an RFP and get bids to install tile lines, remove trees, and perform other necessary work to return the area to crop ground. They will turn the project over to Thompson once they have a good idea of the scope. Rutledge confirmed the County does not need additional information from Natural Resource Conservation Service (NRCS).

The Supervisors reviewed the Fourth Quarter of Fiscal Year 2017-2018 Budget Report. Auditor announced none of the Departments exceed the FY2018 Amended Budget by Department, Service Area or Amended Appropriations. Auditor also provided Supervisors with copies of the Fiscal Year 2018-2019 Budget Report.

Motion by Carney second by Lloyd to approve the Minutes from 3 July 2018 as presented by Auditor. Motion carried on a vote: Ayes: 4 Nays: 0.

Joe Hanner, Guthrie County Conservation Director, dropped off the Guthrie County Conservation Board (GCCB) Minutes from the meeting on 11 June 2018. Due to the Hunter’s Safety Class, he was unable to attend this meeting.

There being no further business to come before the Board at this time, the Board adjourned at 11:55 a.m. until its regularly scheduled meeting on Tuesday, 17 July 2018. Motion by Carney second by Lloyd. Motion carried on a vote: Ayes: 4 Nays: 0.

Everett L. Grasty, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

17 July 2018

The Guthrie County Board of Supervisors met this 17th day of July, 2018, 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 Carney second by Lloyd to approve the Agenda for 17 July 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

Sheriff Marty Arganbright, Guthrie County Sheriff, joined the meeting to discuss the Guthrie County Jail Project. He passed out the revised Shive Hattery Architecture & Engineering Professional Services Agreement. Sheriff provided a copy to Tim Benton, Assistant Guthrie County Attorney, late in the day on Friday, 13 July 2018. At this time, Benton has not provided a response. Since Benton prefers an agreement for only Phase One (1), Michael S. Lewis, Institutional Team Leader, Shive Hattery Architecture & Engineering, redrafted the proposal. Sheriff assumes the Assistant County Attorney will review the revised Agreement. Auditor advised she transcribed Shive’s portion of her notes from the last regular meeting on 10 July 2018 and provided a copy to the County Attorney’s Office. Sheriff pointed out the revised Agreement does address Phase Two (2) through Four (4), so the County has all the necessary information about the process. Carney questioned if the revised Agreement only applies to Phase 1. Rutledge pointed out the Compensation only covers Phase 1. Furthermore, the revised Agreement specifies additional compensation for Phase 2 and Phase Three (3). Carney inquired about funding this project. Auditor advised she will account for all the expenses in Dept: 05 – Sheriff. More likely than not, she will create a new line item for the Dept: 05 Fiscal Year (FY) 2018-2019 Budget. Sheriff pointed out there was \$50,000 remaining in Dept: 05 of Fund: 0001 - General Basic of the

FY2018 Budget. He wants Supervisors to restrict these funds for the Project. Carney pointed out the terms of the revised agreement expire thirty (30) days from 13 July 2018.

Sheriff provided a brief update. He reported a vehicle sustained three (3) separate deer hits. All the damage will be fixed at the same time. Sheriff also talked about the semi accident involving the stock trailer loaded with pigs. He pointed out Guthrie's River Ruckus is the weekend of 28 July 2018. The goal is to ensure all participants and residents remain safe. Carney inquired about the expiration of the Guthrie Center Law Enforcement 28E Agreement. Sheriff confirmed it will terminate at the end of FY 2018-2019. Carney directed Sheriff to review the 28E Agreement to determine if it is necessary to make any changes. Sheriff reassured Supervisors he will discuss it with them. He stated the 28E Agreement works out well for the County and the City of Guthrie Center. The two (2) additional Deputies, provided by the 28E Agreement, enable the Sheriff's Office to provide twenty-four (24) hours seven (7) days a week coverage for the County as well as Guthrie Center. He thinks the City is happy with the services. Sheriff advised he received a check for \$5,000 from the City of Casey. He also reported there are still break-ins at unoccupied residences and buildings with contents. Sheriff recommends any resident with an unattended structure needs to secure it. Deputy Kent Gries had several arrests during the past week. Due to the overcrowded jail, the Guthrie County Magistrate released the arrestees or Deputy Gries cited and released the offender. Sheriff emphasized the Jail is full and there are two (2) Guthrie County inmates being housed in the Adair County Jail. In addition, the Jail will receive two (2) more long-term inmates on Monday, 23 July 2018. Sheriff confirmed an inmate may be sentenced to a term of confinement for no more than one (1) year in a county jail.

Joshua Sebern, Guthrie County Engineer, joined the meeting to present the contract for Bridge Replacement Project BROS-C039(90) - - 8J-39 signed by Murphy Heavy Contracting. This is the bridge East of Panora by Dennis and Kelly Mleynek's property. The Supervisors awarded the bid to Murphy during the regular meeting on 19 June 2018, and Sebern sent the contract to Murphy. The amount of the contract is \$461,000. This project is a Federal Aid project, so the funding will be eighty percent (80%) Federal Bridge Replacement funds and twenty percent (20%) local match. The late start date is 1 April 2019, and the timeline is seventy-five (75) working days. Sebern thinks Murphy probably will start on or around the late start date. Motion by Grasty second by Lloyd to approve the contract for Bridge Replacement Project BROS-C039(90) - - 8J-39 with Murphy Heavy Contracting in the amount of \$461,000. Motion carried on a vote: Ayes: 5 Nays: 0.

Sebern provided a Secondary Roads Department (SRD) update. He reviewed all the semi-truck and trailer bids. The Volvo truck is the low bid at \$115,000. Its base bid was close to the Mack truck; however, the Volvo included an auto shift manual transmission. Dickson inquired about the number of automatic transmission in the fleet. Sebern advised SRD has one (1) other auto shift. This type of transmission works good in a semi-truck, but the operators need a fully automatic transmission in a plow truck. Furthermore, a fully automatic transmission is not worth the cost in a semi-truck. The Trail King trailer is the low bid at \$43,300. At this time, SRD plans to pull the low boy trailer with the Freightliner semi-truck. Sebern will auction the unneeded semi-truck. Dickson confirmed it will cost approximately \$150,000 for the semi-truck and trailer. Sebern advised the new road grader should arrive later in the week. The grader will come with a "V" plow and wing. Grasty inquired if a wing exceeds its life expectancy by the time SRD trades a grader. Sebern advised he sells the wing with the grader. Sebern stated SRD still is cleaning ditches southwest of Guthrie Center. SRD is using the dirt to level off a dirt road. Sebern was hoping to extend the culvert, but it was so bad, SRD had to remove it. It was replaced with a stock pipe from the SRD yard. Representatives from the Living Road Trust Fund and the Iowa Department of Transportation (IDOT) which administer the Integrated Roadside Vegetative Management (IRVM) program will be conducting an inspection. They want to see various types of projects undertaken around the County. In addition, Sebern advised the program administration recommended approval of both the Guthrie County grant requests. Since the Iowa Legislature reduced the funding, Sebern did not budget for both grants because it sounded like each County only would receive one (1) grant. The first grant is \$24,000 for the hydro-seeder. The second grant is \$15,000 for the forestry head. It is a grinder like the utility companies use in ditches. It mounts on the skid loader. Sebern needs to figure out the grant timeframe. Lloyd questioned if the head will fit on the existing skid loader. Sebern admitted the head will not work on it. SRD/IRVM will need to get a new skid loader with better hydraulics. It also will remedy other issues. Sebern will research the matter and find a good option. Carney confirmed Sebern intends to get a new hydro-seeder. Sebern pointed out the old seeder lasted a couple of years, so it gave IRVM time to determine the best type of replacement option. IRVM will get a new seeder close in size to the existing seeder, but it will be a different brand with better accessibility to parts and

service within the area. Sebern advised SRD is moving full speed ahead. Grasty questioned where Sebern is at with the Iowa Department of Natural Resources (IDNR). Sebern has not received a response yet, so he will call IDNR today. Currently, there is no large equipment to assign to the task; however, Sebern will get all the necessary information to plan the project. There was a large pour on County Road N54 (Adair Road) last week, and there will be a little pour this week. SRD continues to work with the utility companies. Sebern advised there is damage on Redfield Road. He has a good working relationship with the company and will work with them to fix it. The "Patchers" will be available in August 2018. The company will pay for the patching. Carney talked about the slurry on White Pole Road. He cannot find the edge. Dickson concurred it is fairly level. The slurry is functional but not pretty. The contractor is grinding off the bumps today. Grasty inquired about the long-term plan for the bridge over Middle River on White Pole Road near the City of Casey. Sebern advised nothing is planned for the near future; although it does need work done to it. Grasty confirmed the contractor installed the pilings west of the City of Menlo. Carney inquired if there will be new utility poles along White Pole Road. Sebern advised numerous utility companies are working in the area. Rutledge confirmed IRVM is actively spraying ditches. Sebern stated IRVM is mowing, spraying and seeding right now. He verified Steve Stringham is the supervisor. He advised IRVM has detailed maps and records of all the spraying.

Supervisors reviewed the Annual Report of Marci Schreck, Guthrie County Treasurer, for the Period of July 1, 2017 – June 30, 2018. Motion by Rutledge second by Lloyd to approve the Annual Report of Marci Schreck, Guthrie County Treasurer, for the Period of July 1, 2017 – June 30, 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

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 Lloyd second by Grasty 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 2018 through 30 September 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors discussed pending county projects. Lloyd inspected the trees at 110th Street and Victory Road. Lloyd verified SRD will trim the trees. Brandon Thompson, Guthrie County Facilities Manager joined the meeting. He provided an update on the floor in the Garbage Building at the Guthrie County Transfer Station (TS). The contractor installed the new section of floor, and TS is using it. He advised some portions of the old floor are eight inches (8") thick while other sections are five inches (5"). Thompson ensured the new section is a good eight inches (8") thick. As the contractor removed the old floor, a small section outside the repair area cracked, so he removed it. He replaced an additional eight feet by ten feet (8'x10') section. Thompson fixed the exhaust fan which no longer worked in the Garbage Building. Thompson advised fence contractors are examining the fencing project. Two (2) contractors will visit the site this week. At this time, there is nothing else to report about the fence. Thompson will report back to Supervisors next week. Thompson anticipates he will have bids as well as an agreement in the next couple of weeks. Rutledge verified the current fan is a manual fan. Thompson explained he wants to install another fan which blows into the building to pressurize it. There already is an opening cut for louvers. Thompson serviced the Telehandler. He created monthly, weekly, and daily checklists, so TS staff can stay ahead of the service. He will do the same with the new mower. The contractor almost is finished with the Guthrie County Courthouse roof. Thompson plans to do a quick inspection with the contractor this morning. He did receive a couple of complaints regarding the odor from the glue. Thompson continues to work on the new Adair/Guthrie County Emergency Management Agency (EMA) Office. Robert Kempf, the Adair/Guthrie County Emergency Management Coordinator, wants temporary access to the space for Ruckus. Thompson advised Rob Tallman is at Boiler recertification training this week. Thompson along with Ron Allen, Guthrie County Custodial Supervisor, are going to Boiler continuing education training on Thursday, 19 July 2018. Thompson advised things are functioning decent at TS. A great deal of items were cleaned up in preparation for the new floor. Thompson does not want items to pile up again. Carney verified Tallman needs to renew his Boiler certification. Thompson wanted Tallman to go through the recertification class as a refresher too. Carney inquired if there were any complaints about TS being closed during the week. Thompson thinks there were a couple of complaints. TS told the complaining parties about the option to haul garbage to the Carroll County Landfill for a discounted rate. Thompson advised TS staff was busy on Wednesday, 11 July 2018. They loaded out four (4) trucks. Dickson suggested Thompson plan a maintenance shut down for TS once a year. Thompson concurred with him.

Rutledge briefed Supervisors about EMA Meeting on 12 July 2018. Kempf brought up the idea of a succession plan. He questioned what will happen when he retires. The current Dept: 69 - Emergency Management Services FY2019 Budgeted includes funding for part-time hours to cover Kempf, if he is unavailable or simply needs help. Kempf agreed to gather the information and report back to the Commission. Rutledge stated the Counties need to think about a succession plan. Since Kempf may have to request additional funding for the part-time position, the Commission must understand the needs and requirements. Rutledge pointed out the mandate for formal training only came about in the last several years. Previously, Coordinators learned their skills through training and seminars. Rutledge acknowledged Kempf has a great deal on his plate with training as well as other requirements. This position has evolved over time. Lloyd pointed out Kempf has been involved in the emergency management system for years.

Motion by Carney second by Rutledge to approve the Minutes from 10 July 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Rutledge second by Carney to approve the Claims from 30 June 2018 – 17 July 2018 in the amount of \$730,186.32. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Report for 17 June 2018 – 30 June 2018 as well as the Courthouse and Assessor Payroll Reports for 23 June 2018 – 6 July 2018. Auditor advised the Courthouse and Assessor Payroll is split between FY2018 and FY2019, so only half of the pay period accrued to FY2018. SRD Payroll is two (2) weeks behind, so it all accrued back to FY2018. From this point forward, all Courthouse and Assessor employees pay periods will end one (1) week prior to the week of pay day. In addition, the work week will start on Saturday.

There being no further business to come before the Board at this time, the Board adjourned at 11:12 p.m. until its regularly scheduled meeting on Tuesday, 24 July 2018. Motion by Rutledge second by Lloyd. Motion carried on a vote: Ayes: 5 Nays: 0.

Everett L. Grasty, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

24 July 2018

The Guthrie County Board of Supervisors met this 24th day of July, 2018, 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 9:05 a.m.

Motion by Rutledge second by Carney to approve the Agenda for 24 July 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Sheriff Marty Arganbright, Guthrie County Sheriff, and Tim Benton, Assistant Guthrie County Attorney joined the meeting to discuss the Shive Hattery Architecture & Engineering Professional Services Agreement. Chief Deputy Jeremy Bennett and Deputy Michael Herbert were also present for the discussion. Benton stated he was asked to review the Agreement regarding Phase One (1) of the Guthrie County Jail Project. He handed out a memo containing proposed additional language for the Agreement. He expressed concerns about the initial proposal locking the County into more steps than Supervisors want at this time. He proposed additional language stating the Agreement does not require the County to engage Shive for further services beyond Phase 1. Supervisors concurred with this recommendation, so Benton will forward the language to Michael S. Lewis, Institutional Team Leader, Shive Hattery

Architecture & Engineering. Benton advised the remaining proposed paragraphs are boiler plate gleaned from other legal materials. Benton pointed out he wants Lewis to acknowledge Shive is an independent contractor, and its people shall NOT be considered employees of the County. Benton also wants Shive to maintain the appropriate insurance coverage and provide certificates of insurance. In addition, he wants Shive obligated to hold in trust and confidence any confidential and/or proprietary information. Finally, Benton wants the Agreement to specify it is governed pursuant to the laws of the State of Iowa with venue in Guthrie County. Benton had several questions for Supervisors. The Agreement calls for the designation of a project representative. Benton pointed out this person will have the authority to act on behalf of the County. He explained Lewis will call this person for immediate answers, if an issue arises, so Lewis does not have to wait for a decision from the Supervisors. Benton wants Supervisors to realize the project representative will have full authority to act on behalf of the County. Therefore, Supervisors need to consider this fact when they select a person. Grasty asked about directing all questions in Phase 1 to Sheriff. Rutledge inquired if the project representative can change after Phase 1. It is Benton's opinion any decisions beyond Phase 1 shall be part of a separate agreement. He pointed out paragraph two (2), Additional Service Considerations, under Scope of Services. This paragraph authorizes additional work through a contract amendment. Benton thinks Supervisors should enter into a separate contract for the next Phases. Shive only should be allowed to undertake separate services after it enters into a new contract with the County. Benton suggested Sheriff should be the project representative for Phase 1. If Supervisors execute a separate contract for Phase Two (2) and beyond, Supervisors may designate a new project representative. Supervisors concurred Sheriff should be appointed project representative for Phase 1. Benton inquired about the format of the Phase 1 end product. Auditor advised it will be a "bound" document. Benton asked about a projected completion date. Supervisors believe Phase 1 will take approximately two (2) months. Grasty thinks Lewis will make three (3) trips to the County, so he can compile all the necessary information. Benton wondered if there should be a specific end date. Carney wants to leave the Agreement without a date certain in case issues arise during Phase 1. This will provide Shive with flexibility, so there is no reason to rush the job. Benton agreed Supervisors should give Shive plenty of time to do the work, so the County obtains all the necessary information to make an informed decision. Benton inquired about the Fee Schedule as well as the expenses required for Phase 1. Benton asked if these expenses extended beyond mileage. Supervisors advised there will be no lodging expenses. Auditor pointed out Lewis is willing to state the only anticipated expense is mileage. Benton assumes the County will pay for computer generated presentations. He also advised he has not spoken to Lewis. Benton confirmed Shive will charge the government mileage rate. Supervisors have no objection to language stating Shive shall not exceed a specified amount. Benton emphatically advised against the County consenting to the waiver of liability set forth in the Other Terms section; especially, if the Project progresses beyond Phase 1. He recommends Shive strike those two (2) paragraphs. Rutledge directed Benton to draft a document setting forth all the proposed changes and send it to Lewis. Benton is willing to do it. Supervisors agreed to all the proposed changes. Sheriff clarified the Agreement is for only Phase 1. Benton directed Supervisors to think about the bullet points under the Fee Types in the Compensation section. Benton pointed out it will cost \$28,000 if Supervisors only complete Phase 1. There will be no credit unless the County moves forward with Shive for the remainder of the project. Supervisors and Benton briefly discussed the cost. Benton was confused about the cost for the Pre-Bond scope of services. Rutledge pointed out the initial cost for the project was \$28,000. Auditor directed Benton's attention to paragraph two (2), Additional Service Considerations, under Scope of Services. It says Phase 2 will cost \$7,000 and Phase 3A plus 3B will be \$3,500 each. Carney's notes from the original presentation indicated the total will be \$28,000. In particular, the Needs Assessment will cost \$14,000 and the Plan along with the Bond Assistance will cost \$7,000 each. Benton will work with Auditor to clarify facts from Lewis' last presentation. He also will contact Lewis. Sheriff thinks Lewis will be receptive to proposed changes. Carney confirmed Benton approves of the Agreement subject to the recommended changes. Sheriff thanked Benton for taking the time to review the agreement. Benton left the meeting.

Sheriff briefly discussed the Guthrie County Jail Project. Lloyd inquired about the public touring the existing Jail. Sheriff advised the public is welcome to tour the facility. Grasty stated he spoke with individuals about the regulations as well as the fact Guthrie County cannot hold certain inmates. Sheriff pointed out he has not held female inmates for the last three (3) months because the Jail is full of male inmates. Since there is no room for females, the Guthrie County Magistrate releases female offenders on their own recognizance. Sheriff also expressed concern about the Jail being full with Guthrie's River Ruckus this weekend. Sheriff talked about relocating a female staying in the Dallas County Jail because she caused problems. He also advised there will be more inmates arriving because multiple defendants need to serve sentences. Sheriff advised his staff does a really good job eliminating problems. They try to separate inmates which do not get along to avoid possible conflicts. Sheriff thinks it is a good step to move forward

with Phase 1. Sheriff advised Sheriff Chad Leonard, Dallas County Sheriff, is willing to meet with Supervisors. Sheriff will invite him to a Board of Supervisors Meeting. Grasty suggested Shive complete Phase 1 first, and then Supervisors can meet with Leonard. Sheriff concurred with this plan. Grasty also wants the Guthrie County Jail Committee to meet with Leonard. Carney confirmed it will take a minimum of three (3) years to build a new jail. He questioned what Sheriff will do in the meantime. Sheriff explained he will need to house inmates in other Counties during the interim. Grasty confirmed there are seventeen (17) beds in the Adair County Jail. Carney inquired about the Cass County Jail. Sheriff thinks it is too far away. Sheriff talked about inmates needing medical attention once they are in jail. Lloyd asked if Shive will pad the price, so the County can make cuts, if the first bond referendum is unsuccessful. Lloyd does not want to overprice the new jail, but in turn, he does not want to be forced to cut too much out of it. Grasty advised Carroll County proposed a modular jail. Sheriff pointed out the price for Carroll County's proposed jail already increased and the bond referendum is not until November 2018. Sheriff advised Leonard stated some citizens will never agree with the jail project. Others may not vote for it, even if they understand it. Public does not understand why inmates have certain rights. Grasty acknowledged he and the Sheriff have a difference of opinion regarding meals. Sheriff pointed out the Iowa Legislature passed laws mandating how a sheriff shall run a jail. Rutledge concurred law-abiding citizens will not want to spend the money. Grasty pointed out Legislators want low tax levies but continue to push unfunded mandates on the Counties. Sheriff reiterated he must adhere to Iowa Code Chapter 50 which sets forth the jail standards. He also emphasized it is very important to have a jail in the County. Grasty prefers to keep the jobs in Guthrie County and not provide employment opportunities for other Counties. Sheriff advised the Jail is full along with the warrant drawers. Lloyd was surprised by the amount of congestion in the Jail when he toured it. Grasty pointed out the bottom line is the Sheriff and County are stuck with the situation. Rutledge stressed there are costs and manpower issues associated with housing inmates in other Counties. Sheriff advised he works well with the other County Sheriffs. Carney confirmed the current Guthrie County Courthouse was built in 1963.

Sheriff provided a brief update. There was a flash mob theft at the convenience store in the City of Casey. He explained there were so many people in the store, the employees could not keep track of everyone. Furthermore, participants knocked items off the shelves to cause a distraction. He advised White Oak Station bought out the convenience store because it was a smaller store which did not meet the larger chains' minimum profit requirements.

Supervisors examined the Fiscal Year (FY) 2018-2019 County Substance Abuse Prevention Services Contract. This Contract authorizes the Iowa Department of Public Health (IDPH) to provide funds to Guthrie County for county-operated substance abuse programs. It sets forth the terms and conditions to facilitate the administration of the County Substance Abuse Programs FY 2019 Grant awarded by IDPH. The County contracts with New Opportunities, Inc. to administer the programs. This Contract is commensurate with the contract reviewed and approved by Benton last year. Motion by Rutledge second by Lloyd to approve and authorize the Auditor to electronically sign the Fiscal Year 2018-2019 County Substance Abuse Prevention Services Contract. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors reviewed the Year End Report for Fiscal Year 2017-2018 County Substance Abuse Prevention Grant. Said report sets forth the Service Area, Project Workplan Goals, Objectives and Activities. Motion by Rutledge second by Carney to approve and the Year End Report for Fiscal Year 2017-2018 County Substance Abuse Prevention Grant. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors looked over the Veteran Affairs Commission Quarterly Report ending June 2018. Motion by Lloyd second by Rutledge to accept the Veteran Affairs Commission Quarterly Report ending June 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Auditor presented a revised letter from Rachel Chase, Business Manager, Herald Publishing Company, correcting the new title of the merged publication. She originally announced the title as the Guthrie Center Times Vedette. She subsequently discovered the correct name is the Guthrie County Times Vedette. Motion by Carney second by Lloyd to correct the designation to the Guthrie County Times Vedette along with The News Gazette as the official newspapers for Guthrie County per Iowa Code Section 349. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors briefly discussed pending county property projects. Jotham Arber, Guthrie County Public Health (PH) Director and Transfer Station (TS) Executive Director, along with Brandon Thompson, Guthrie County Facilities

Manager, joined the meeting. Thompson advised the Guthrie County Courthouse roof is complete and the contractor is picking up all the materials. Thompson is researching the cost to replace the overhead doors on the Blue Building at TS. Staff cannot safely and efficiently access the building through the current doors. Two (2) contractors visited TS and examined the fences. The contractors walked the area with Thompson. He also provided a copy of the aerial map with the fence diagrams. Thompson proposed a barbed wire fence with alternating steel and wood posts in a two to one (2:1) pattern. The bottom wire shall be fourteen inches (14") from the ground. He also requested bracing on the east and north fences. Thompson briefly discussed the perimeter fence with the two (2) high tensile wires. Thompson received a bid from each contractor. The bids address the type of materials to be used as well as removal of the old fence. The contractor shall ensure the County's pasture tenant receives all his posts. Thompson advised the tenant is aware of the timeline. Grasty confirmed the contractor will construct the fence with all new materials. The contract will specify what the contractor shall do with the old posts. Arber advised the County can junk or salvage the old post. He also is willing to give the old posts to the tenant. Thompson will look at the old posts and decide how to proceed with the matter. Arber confirmed the new fence location will add extra acres to the pasture. Thompson stated he walked the area with the contractors, so there is no confusion. Thompson is comfortable with the two (2) contractors. Arber advised the County needs to finish the perimeter fence around the Guthrie County Landfill because it is time to renew the TS Permit. Arber advised the Guthrie County Public Health Building does not have a storm shelter. The closest shelter is the Guthrie County REC storm shelter. Supervisors acknowledged the Guthrie County Secondary Roads Department (SRD) erected a similar structure. In addition, there is a cave at TS. Arber passed around a packet with a proposed storm shelter. He is researching options. Arber advised a storm shelter must be fastened to a twelve inch (12") slab of concrete with piers under it. He wants to erect it next to the entrance of the PH Building. Rutledge inquired about grants. Arber advised he is researching grants as well as the option to use emergency preparedness funds. He does not anticipate the need to request a budget amendment to finance the project. Rutledge confirmed it will cost approximately \$10,000. In his opinion, PH needs it. Carney questioned the need to install electricity in the shelter; especially if a tornado wipes out the power lines. Thompson explained there must be low voltage lights as well as a ventilation system. Arber advised PH has a small generator. Rutledge pointed out there may not be a loss of power during a storm. Arber may speak with surrounding business about utilizing the shelter and contributing to the cost. Grasty asked if Arber looked at the Tire Disposal Policy. Arber will present a revised policy during the next regular meeting on Tuesday, 31 July 2018. Rutledge inquired about the Guthrie County Health Fair. Arber stated eighty (80) families attended the Fair, so there were approximately 100 to 125 people. PH handed out one (1) pass to each family. Carney was in the Dunk Tank. Rachel Rumelhart, PH Intern, will give an overview at the next regular meeting. Arber stated there was a Bounce House, Dunk Tank, live music, and food. PH gave away radon kits as well as water test kits. The car set checks went well too. Arber thinks the Fair was a great success. Next year the fair will be in the City of Panora and the year after, it will be in the City of Stuart. Arber plans to hold the Fair in a different City each year to increase interest. He admitted PH needs to rethink when it holds the raffle. Rumelhart will announce the winners at a later date. Arber stated PH might try to do car seat checks at other locations like pre-school roundup.

Motion by Rutledge second by Carney to approve the Minutes from 17 July 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 4 Nays: 0.

Robert Kempf, the Adair/Guthrie County Emergency Management Coordinator, joined the meeting to discuss concerns about Ruckus. He met with Guthrie County Hospital, the City of Guthrie Center Administrator as well as the County's insurance agent. Kempf has not received a copy of the Emergency Operations plan. Grant Sheeder, Coordinator for Guthrie's River Ruckus, told Kempf he will send out the Plan tonight. Kempf offered to help Sheeder prepare the Plan, but he declined the offer. Kempf reminded Sheeder of all the things Kempf did behind the scenes. Sheeder reassured Kempf he took care of everything. Kempf assured Supervisors he will do what is necessary to protect the participants including monitor the weather. Rutledge confirmed the County has no liability regarding the Plan. Kempf reiterated he has not seen the Plan yet. Kempf advised he plans to carry out his normal operations. Carney verified Kempf handled the emergency operations for the Guthrie County Fair. Since this is a private event, Kempf advised Sheeder can prepare the Plan. Kempf did prepare the Plan in the past and ensured it met all the criteria. Kempf briefly explained the contents of the Plan. Carney inquired about the new 700 Megahertz (MHz) radio system. Kempf advised it will cost \$5 million to \$8 million to upgrade the entire system throughout the County. Kempf already collected a list of approved users for Adair and Guthrie Counties. He plans to start buying radios. Each radio will cost \$3,000 to \$5,000. Kempf assumes the County will never be completely converted to the 700 MHz system.

He advised other Counties are adopting general obligation bonds to pay for it. Kempf advised it cost Dallas County approximately \$8,400,000 to convert its system. Guthrie County will have a patchwork system. The goal is to convert all the law enforcement radios. At this time, there is no paging system available for 700 MHz. Kempf assumes a company will manufacture pagers as soon as there is a large enough market. Dallas County gave Guthrie County a 700 MHz radio, so Guthrie County can communicate with Dallas County. Kempf advised it is possible to patch 700 MHz to Very High Frequency (VHF) and vice-versa. Kempf advised the County can take some interim steps. Carney inquired about the advantages of 700 MHz. Grasty confirmed the County will need to spend money on 700 Mhz upgrades in the future. Kempf will continue to make sure all the entities can communicate amongst themselves. This includes SRD, the Cities, the Schools and the Utilities. Kempf was complimented on the Application he submitted to reserve frequencies on the 700 MHz system because he accounted for the future as well as the big picture. His Application was the first application approved by the State. Since he was the Applicant, he is the Administrator of the 700 MHz system for Guthrie County. Kempf plans to meet with the Sheriff to iron out a usage plan. Kempf has a spreadsheet to assign the frequencies. Kempf advised he asked EMA to hire a part-time person because he continues to be very busy. He averages sixty to seventy (60-70) hours per week. In addition, he has no time to attend City Council Meetings. Furthermore, there is no money in Dept: 69 - Emergency Management Services of Fund: 4000 - Emergency Management Services to pay for overtime. Also, Kempf has accrued the maximum amount of Compensation Time. Kempf advised he is six (6) years from retirement. Kempf emphasized EMA needs to develop a succession plan. Kempf provided examples of EMA Coordinators retiring or leaving the position with no succession plan. Kempf advised EMA started discussing the matter in April 2018. He has several ideas. Furthermore, he does not think a plan will necessitate more money from the Counties. He can shift funds already in the Budget. Kempf continues to work through the specifics. Kempf emphasized the need to start teaching, training and preparing another person now. Kempf plans to do it within the existing Budget. Kempf has funds from which he pays a part-time person to cover for him, if he is out of the area or otherwise unavailable. EMA needs to decide its level of investment now. Kempf just completed the five (5) year strategic plan. He is thinking ahead, so EMA is ready when it is time. Kempf explained EMA has the authority to hire and fire as well as coordinate the manpower. Kempf thinks everything will work out this weekend. He just wanted to keep Supervisors apprised of the situation.

There being no further business to come before the Board at this time, the Board adjourned at 11:01 a.m. until its regularly scheduled meeting on Tuesday, 31 July 2018. Motion by Carney second by Lloyd. Motion carried on a vote: Ayes: 4 Nays: 0.

Everett L. Grasty, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

31 July 2018

The Guthrie County Board of Supervisors met this 31st day of July, 2018, 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 Carney second by Lloyd to approve the Agenda for 31 July 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Tim Benton, Assistant Guthrie County Attorney, along with Sheriff Marty Arganbright, Guthrie County Sheriff, joined the meeting to discuss the revised Shive Hattery Architecture & Engineering Professional Services Agreement. Benton passed out a copy of the revised Agreement. Lewis was agreeable to the changes and sent the revised version

on Friday, 27 July 2018. Lewis amended Paragraph 2, Additional Service Considerations by Separate Agreement, of Scope of Services, to state any additional services requested by the County will be provided through a separate contract. Benton reminded Supervisors he advised against any waiver of liability and limitation on damages language in the Agreement. Lewis indicated the parties will need to revisit the pricing, if this language is omitted from the Agreement. Since Phase One (1) only includes evaluations, gathering data, and site inspections, Benton is willing to leave the language in this Agreement. In Benton's opinion, it is not a "big deal" because this is not a construction contract. Benton stated the County reserves the right to object to this language in future agreements. If Supervisors proceed with Shive, Lewis wants to revisit the matter for future agreements. Lewis acknowledged the County has the right to object to the language and is willing to discuss it. Lewis provided Benton with this Agreement. Benton advised everything is in order with it, and Supervisors can enter into this Agreement with Shive. Motion by Lloyd second by Carney to approve and sign the Shive Hattery Architecture & Engineering Professional Services Agreement which enters the County into the Phase One (1) Agreement at a cost of \$14,000 plus expenses. Motion carried on a vote: Ayes: 4 Nays: 0.

Rutledge arrive at 9:06 a.m..

Sheriff provided a brief update. Grasty inquired about last weekend. Sheriff advised the Guthrie County Sheriff's Deputies arrested some offenders, but not because of Guthrie's River Ruckus. The arrests were the result of methamphetamine distribution charges. The offenders were not local residents. The female is being housed in the Dallas County Jail. The two (2) males are in the Guthrie County Jail. Sheriff explained the inmates Skype with the Guthrie County Magistrate to do their initial appearances. Sheriff's Office also is dealing with a mental health committal. The individual currently is at the Guthrie County Hospital because there are no beds available at any of the facilities. Deputies were at the Hospital all night. The Hospital as well as Breanna Morman, Coordinator of Disability Services for Guthrie County, still are trying to find a bed this morning. Sheriff stated he is frustrated with the committal process. He confirmed Morman utilized Mobile Crisis to try and find a bed. Sheriff explained his staff coordinates with Moore, and she works the system. Sheriff stated there were large crowds at Ruckus. The weather was great, and the campground was full. There were a few ambulance calls. Sheriff thinks the Iowa State Patrols' (ISP) presence helped minimize issues. There only were one (1) or two (2) arrests because of Ruckus. Sheriff pointed out there was a new security group. In Sheriff's opinion, as long as the participants stay safe and nobody gets hurt, the event was successful. Sheriff explained ISP covers Ruckus and the Deputies patrol the County. Rutledge pointed out the Sheriff's Office does not have enough man power to handle the event, so it is a good deal Sheeder hires outside assistance. Sheriff mentioned Lake Panorama Days is this weekend. Rutledge asked if the City of Panora still hires the Guthrie County Reserve Deputies. Sheriff confirmed ISP will monitor the Highway 141 Garage Sales.

David Garland, IT Technician, Guthrie Center Communications (GCC), joined the meeting. Garland presented the July 2018 Information Technology (IT) Report. Garland explained the Report is missing the traffic graphs. The server which monitors the traffic crashed yesterday, so Garland could not provide the history for the past month. The Server will start to graph everything moving forward from the crash. Garland advised GCC updated the anti-virus security sweep. It will improve the forward software compatibility. The County is in a better place now because the anti-virus software should be compatible with the updates. In addition, the County gained thirty gigabytes (30 GB) of data as a result of GCC changing the way it handles updates. Garland advised the servers are positioned for Tyler Technologies to move forward with the Eagle Recorder System conversion. GCC replaced the UPS Battery Backup Unit which failed for the Guthrie County Sheriff's Office. Garland confirmed the equipment was moved back onto it. Garland notified Unplugged Wireless too, so it can finish moving equipment. Carney asked about the health of the Image Server. Garland explained the data available on the Server is fine because the files are stored in the Tagged Image File (TIF) format, so the files are small. Carney inquired about freeing up space on the servers. Garland reminded Supervisors, when GCC took over, the Guthrie County Board of Supervisors did not want anything stored in the "Cloud" or other type of third level storage. GCC accounts for additional storage in its planning, so it can continue to store the old data. Garland stated the Tyler Server, Win 2k3, is the priority. It needs to be updated since it still runs Windows 2003. Garland explained GCC spun up a new server for Eagle. The Win 2k3 server will move to this larger server with room for three (3) years of storage. Garland pointed out the Guthrie County Treasurer uses the Image Server. She pays an annual support fee to Imagetek Papervision.

Brandon Thompson, Guthrie County Facilities Manager, joined the meeting to award the bid for the Guthrie County Transfer Station's fence project. He handed out copies of the bids. Grasty confirmed both companies bid the same items. Sunds Custom Fencing bid \$6,865.97 and Willms Fencing LLC bid \$5,053.70. Thompson advised both bidders looked at the fence plus he provided the aerial drawing. Thompson requested twelve feet (12') spacing with alternating steel and wood posts in a two to one (2:1) pattern. The bottom wire shall be fourteen inches (14") from the ground. He also specified six (6) braces and anchors on the east fence as well as four (4) on the north fence. The pasture fences shall have six (6) strands of barbwire. The contractor also will install new wire on the existing posts west of the buildings to straighten the posts. Thompson pointed out some of the posts already have two (2) high tensile wires. Thompson stated the bids are based on these parameters. The successful bidder will work with the Landfill Pasture Tenant to replace the existing fence. Carney confirmed the pasture fence will be barbwire, and the perimeter fence will be high tensile wire. Thompson pointed out the new fence configuration will increase the size of the pasture. Thompson thinks the prices are fair and both bidders will do a good job. Rutledge confirmed the bids are "apples to apples". Thompson replied the bids are within a few posts. Carney asked when Willms can start working on the fence. Thompson thinks Willms can do it within the next three to four (3-4) weeks. Thompson pointed out he needs to prepare the contract and get Benton's approval before Supervisors to sign it. Rutledge asked if there is a generic contract. Thompson stated they have not finished it. Carney asked if the bid/request for proposal (RFP) can serve as the contract. Thompson stated there needs to be more details in the contract. He also needs a copy of the contractor's liability insurance. Motion by Carney second by Rutledge to accept the bid and award the contract for the Guthrie County Transfer Station's fence project to Willms Fencing LLC at a cost of \$5,053.70. Motion carried on a vote: Ayes: 4 Nays: 0.

Thompson provided a Facilities Management update. Robert Kempf, the Adair/Guthrie County Emergency Management Coordinator is moving into his new office at the Guthrie County Public Health Building. He set up a temporary workspace, so he could be on standby for Ruckus. Kempf has internet connectivity now. Thompson almost is finished with Kempf's new Office. Thompson stated Schafer Roofing finished the Guthrie County Courthouse roof. Thompson had Cory Schafer execute a Lien Waiver when he picked up the check. Thompson stated he authorized Schafer to fix a few extra issues. It will cost less than \$1,000, and Schafer will submit a bill. Schafer discovered the issues when they pulled up the existing roof. Thompson said this is not unusual with an old roof. Thompson and Tallman continue to work on little repairs at Transfer Station (TS). Thompson talked about replacing the doors in the Blue Building. He plans to construct a shop and install a heater in the building too. Carney asked about a skid loader. Thompson is considering wheels versus tracks. He is researching the price of scratch and dent or demonstration models. He wants a loader which will perform and take the abuse. He confirmed TS still needs a skid loader because there is a great deal of work for it. In addition, a skid loader will help limit the wear and tear on the telehandler because it can remain in the Garbage Building. Rutledge inquired about extendable arms. Since the Guthrie County Engineer is looking for another skid loader, Rutledge asked if Thompson considered that old skid loader. Thompson does not want it because it does not have extendable arms. He wants a loader which can fill higher trucks. Thompson will continue to research the matter and report back to Supervisors. Thompson and Supervisors briefly discussed tracks versus tires. Thompson acknowledged a solid rubber tire does not have as large a footprint as a track. Thompson wants to use the skid loader for multiple purposes, and a track loader can be used for any and all of his intended purposes. Thompson admitted it is expensive to fix a broken track, but the under carriage is built to take the abuse. Thompson advised Star Equipment, LTD. is willing to work with the County and allow him to try the various options.

Jotham Arber, Guthrie County Public Health Director and Transfer Station Executive Director, joined the meeting along with Rachel Rumelhart, Public Health Intern, to present the overview of the Guthrie County Health Fair. Arber introduced Rachel Rumelhart. She provided handouts about the Health Fair. Arber stated there are pictures and videos on Public Health's Facebook page. Rumelhart stated the event occurred at the AC/GC track on 21 July 2018 from 4:00 to 7:00 p.m. There were nine (9) stations – Guthrie County Public Health (PH)/Passports; PH Nurses; Guthrie County Hopes Program; Guthrie County Environmental Health; Lakeshore Family Dentistry; New Opportunities; Guthrie County Hospital; Allen Family Chiropractic and Car Seat Checks. Businesses throughout the County donated prizes for the drawing. As participants visited the booths, they received a sticker to participate in the drawing. Twenty-eight (28) people won prizes. There were numerous sponsors which donated money or food. Several organizations and people volunteered to work at the event, including the Royal Neighbors and Twyla Brede. Ms. Brede painted faces. A complete list of donors is available at PH. Rumelhart estimates the event raised \$1,100.

Approximately 100 people attended the event. Many people came for the grill-out. The AC/GC Cheerleaders worked at the grill-out for a free will donation from the public and raised \$225.46. The AC/GC Booster Club allowed PH to use the concession stand to store food and supplies. Tiffany Arber made the T-Shirts as well as almost all of the logos for the flyers and posters. PH used its three dimensional (3-D) printer to make the signs. Arber and Rumelhart think the event was a good success. PH did not spend any County funds as the event raised more than enough money to cover all the expenses. PH donated the leftover food. Arber thanked Rumelhart for her hard work. In his opinion, the intern program at PH is a phenomenal success.

Arber presented the Guthrie County Transfer Station Tire Intake and Fees Policy. He passed out a copy of the Policy. After researching the matter, Arber determined other transfer stations charge per pound. Grasty thinks this is a good idea since the Guthrie County Transfer Station (TS) is charged per pound to dispose of the tires. Arber advised Chaplain Tires is the designated tire disposal contractor, and it charges ten cents per pound (\$0.10/lb) or \$200 per ton. Therefore, Arber set the current per pound rate at eleven cents per pound (\$0.11/lb) to cover any handling expenses. Arber explained TS stores the tires for approximately two (2) months or until the tire storage area is full. Chaplain removes the tires and transports same to a rubber recycling facility. Arber plans to convert the old office in the Garbage Building into the tire storage area. He will review the current per pound rate as well as the Policy annually. Arber pointed out the Policy sets forth the specific procedures for intake and disposal of tires. Grasty inquired if the Policy addresses wheels/rims. Arber thinks the per pound rate charge will cover the cost to dispose of wheels/rims. Arber explained TS does not dismantle the tires. Chaplain takes the wheels/rims with the tires. There is an additional processing fee. Lloyd thinks it looks good at TS. Arber advised staff is working hard to keep it nice. Rutledge questioned if eleven cents (\$0.11) is a high enough rate. Arber stated it is the same rate charged by the Audubon County Transfer Station. Furthermore, he does not think there is much overhead. Arber explained the customer weighs the load upon entering TS. Staff inspects and cleans the tires, if necessary. Therefore, Arber does not think TS needs to charge a higher rate. Grasty expressed concerns about finding tires in the road ditches, if the rate is too high. Carney wants to ensure Arber covers the costs, including the time spent handling the tires. He also asked about the need to increase the rate if the tires are wet and/or filled with water. Arber pointed out he set the intake rate based on the disposal rate, but he will do a cost analysis. Carney expressed concerns about "breaking even". Arber stated he wanted to set a policy first, so everyone knows the rules. He can re-evaluate the cost at a later date. Grasty concurred with Arber. TS can implement the proposed rate and increase the price later, if necessary. Arber will do a quarterly audit and revisit the matter. Lloyd inquired if it will benefit TS to remove the rims as scrap metal. Grasty expressed concerns about the cost to do it. Arber thinks it poses the same conundrum as demanufacturing due to the labor costs. In short, it is better to have the designated tire disposal contractor get rid of the tires and rims. Arber thinks citizens are more likely to reduce the weight by removing the rims, if TS charges per pound rather than a convenience fee. Grasty does not think eleven cents (\$0.11) will cover the cost to remove the rims. Arber pointed out TS does not take in many rims each month. Guthrie County Secondary Roads Department (SRD) usually brings the most rimmed tires. SRD finds these tires in road ditches. Farmers only tend to bring tires. At this point, Arber just wants Supervisors to adopt a policy. He will do a cost analysis at a later date. He pointed out the Policy states tire intake will be charged at a rate per pound as determined by Supervisors during the annual review of rates. Therefore, Supervisors can change the rate, if necessary. Arber will base the rates on quarterly reviews. Carney agrees with the per pound rate. Arber assured Supervisors the rate will cover the cost to dispose of the tires. Motion by Rutledge second by Carney to approve the Guthrie County Transfer Station Tire Intake and Fees Policy. Motion carried on a vote: Ayes: 4 Nays: 0.

Arber discussed renewal of the Guthrie County Transfer Station Permit. He is working with Cindy Turkle, Turkle Clark Environmental Consulting, to complete the process. Currently, TS is permitted to accept 6,500 tons. Arber opted to raise the limit to 8,000 tons. He may need to increase the limit even more in the future. The goal is to ensure TS does not accept more waste than allotted in the permit. Arber advised he also left demanufacturing in the plan, but he does not intend to renew the license. Grasty does not think TS should mess with it. Arber will re-evaluate the issue and determine if it is possible to charge more for demanufacturing. If not, it is not cost effective to do it. Arber will leave it in the plan, so he can reactivate the license, if necessary. Arber advised he is investigating the septic holding tank in the truck bay. He thought it was a sump pit, but actually it drains to a tank in the pasture. Arber wants to remove the pasture tank and replace it with a sealed pit. The pit will need to be pumped more frequently. Arber is working with the Iowa Department of Natural Resources (IDNR) on this matter. TS also needs to replace the cracked septic risers.

Supervisors talked about the National Incident Management System (NIMS) FFY2018 Statement of Compliance. Rutledge talked to Kempf about the matter. The deadline for the 2017 compliance check is today. Rutledge wants to table approval of the Statement. He has a couple of ideas about requiring new employees to complete the training. Rutledge directed Auditor to add an item to the Agenda for the next regular meeting regarding a policy for completion of NIMS training during an employee's probationary period. In his opinion, the compliance with NIMS should be part of an employee's successful completion of the probationary period. The policy will apply to all regular full-time and part-time employees. Auditor stated she is unsure if Elected Officials and Department Heads require part-time and seasonal employees to complete a probationary period. Rutledge emphasized the County must be compliant in order to receive Federal Emergency Management Agency (FEMA) funds. Grasty suggested Supervisors schedule a meeting with Elected Officials and Department Heads to discuss the importance of NIMS compliancy. Motion by Rutledge second by Carney to table approval of the National Incident Management System (NIMS) FFY2018 Statement of Compliance. Motion carried on a vote: Ayes: 4 Nays: 0.

There was no additional discussion about any county projects.

Supervisors reviewed the Secondary Roads Department Payroll Report for 1 July 2018 -14 July 2018, Courthouse Payroll Report for 8 July 2018 - 21 July 2018 as well as the Assessor Payroll Reports for 7 July 2018 – 20 July 2018.

Auditor briefed Supervisors about issue with numerous employee's not receiving new insurance cards. She talked with fellow Auditors at the Iowa State Association of County Auditors (ISACA) Summer Conference. Guthrie County seems to be the only County experiencing an issue. Auditor also discussed the matter with Cindy Allen, Iowa Governmental Health Care Plan (IGHC) Group Liaison, multiple times. At this point, Auditor's Office is requesting and receiving temporary insurance cards for specific individuals. The issue primarily impacted SRD.

Motion by Rutledge second by Carney to approve the Minutes from 24 July 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 4 Nays: 0

Auditor and Supervisors had a brief discussion regarding use of the postage meter. All Departments in the Guthrie County Courthouse are using it now. The Auditor may need to amend the budget line item in the future. Motion by Carney second by Lloyd to approve the Claims from 18 July 2018 – 31 July 2018 in the amount of \$586,183.70. 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 11:16 a.m. until its regularly scheduled meeting on Tuesday, 7 August 2018. Motion by Rutledge second by Carney. Motion carried on a vote: Ayes: 4 Nays: 0

Everett L. Grasty, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

7 August 2018

The Guthrie County Board of Supervisors met this 7th day of August, 2018, 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 Lloyd second by Carney to approve the Agenda for 7 August 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Mary Benton, Guthrie County Attorney, joined the meeting to present an update. Curt Thornberry, Technology Development Director, Guthrie Center Communications (GCC), and David Garland, IT Technician, GCC, also joined the meeting. Benton advised her office is very busy right now. In fact, her staff is working on Sundays. GCC is attending the meeting because of an issue on Sunday, 5 August 2018. Benton explained the computers were very slow. It appeared as though the server needed to be restarted by GCC. Benton's secretary, Johanne Godwin, called the help number and was told to call back on Monday, 6 August 2018. Godwin called again after Benton arrived at the office. This time the support person told Godwin it was a "Microsoft issue". On Monday, Benton subsequently learned Auditor was at work on Sunday night too and was able to create a support ticket when she called the help number. Godwin only finished half of the intended work because the computers took so long. Benton emphasized her office needs to work on the weekends. She addressed the issue with Garland on Monday. Grasty confirmed GCC is working to fix the issue. Thornberry stated GCC will prepare instructions for the support process and disseminate same to all the Departments. Benton is satisfied with the reply and proposed plan.

Brandon Thompson, Guthrie County Facilities Manager, joined the meeting to award the bid for the garage doors on the Blue Building at the Guthrie County Transfer Station (TS). Midwest Overhead Garage Doors bid \$5,674. Overhead Door Company of Des Moines bid \$6,435. Thompson requested the companies bid to replace the two (2) overhead doors on the south side of the Blue Building. He also needs to make some repairs to the Building. In particular, he needs to replace eight inches (8") of "C" channel and five (5) sheets of tin. Thompson confirmed the Building is a heavy built, old structure with metal framing. Lloyd inquired about the bent framing. Thompson advised it is the result of the door being hit by equipment. He plans to replace the "C" channel in the southeast door. He located the appropriate channel and can purchase it for ninety-eight dollars (\$98) through the local lumberyard. In addition to installing the channel, he needs to remove and replace the beam. Since the gussets are bent due to wear and tear, he will straighten these pieces too. Thompsons advised both companies have an approximate lead time of three (3) weeks. He also pointed out Midwest installed the doors in the new Cold Storage Building at the Guthrie County Secondary Roads Department. Thompson thinks both bids look good. He advised Overhead will charge an additional fifty-five dollars (\$55) per window, and there will be three (3) windows in each door. Carney questioned the need for windows. Thompson replied the windows are necessary for additional light since the shop only has three (3) lights. Lloyd verified Midwest submitted the lowest bid. He also confirmed Thompson can install the beam, channel, and tin. Carney recommended Midwest as long as the bid is for comparable doors. Motion by Carney second by Lloyd to accept the bid and award the contract for the new garage doors on the Blue Building at the Guthrie County Transfer Station to Midwest Overhead Garage Doors at a cost of \$5,674. Motion carried on a vote: Ayes: 4 Nays: 0.

Thompson provided a Facilities Management update. He spoke with Willms Fencing LLC about the TS fence project. Willms is acquiring all the supplies. Thompson hopes the contract will be finalized next week. Rob Tallman completed the boiler training and certification. He also satisfied all the National Incident Management System (NIMS) requirements. Thompson stated he is finishing the flooring in the Adair/Guthrie County Emergency Management Coordinator's new office at the Guthrie County Public Health Building. He still needs to finish the trim. Thompson confirmed the Coordinator, Robert Kempf, set up a temporary workspace, so he could be on standby for Guthrie's River Ruckus. Thompson stated there are multiple other repairs underway throughout the facilities.

Joshua Sebern, Guthrie County Engineer, joined the meeting to present the Agreement with the Iowa Department of Transportation (IDOT) for Bridge Replacement Project BRS-SWAP-C039(89) -- FF-39. The Agreement is between Guthrie County and the Iowa Department of Transportation for a Federal Aid Bridge to replace the structure on County Road N-46 (Coon Road) over the South Raccoon River. IDOT will administer the money because it is part of the SWAP funds. Guthrie County must abide by all the rules and regulations set forth by IDOT. Carney inquired if the bridge will be higher. Sebern advised there is no problem with the capacity to handle water because the site is so deep. Sebern expressed frustration with the site - not because it is a large hole or has any drainage issues. The true source of the problems is the way the river hits the bridge as well as the bad soil. It will cost approximately \$1 million of which eighty percent (80%) is Federal Aid Bridge funds and the remaining twenty percent (20%) will be Farm to Market funds. Sebern advised IDOT had to lengthen the site to achieve stable slopes which will not slough dirt. The project also will require a ton of limestone rip-rap. Since there is no good limestone in the area, it will be hauled from the

Ames area. IDOT as well as the Federal Emergency Management Agency (FEMA) requires Class “E” limestone or broken concrete because the local limestone is not good quality rip-rap. Sheet pile as well as slurry also will be used on portions of the project. Furthermore, the project will have a Hungry Canyons style structure incorporated into it. In fact, Hungry Canyons will help fund that piece of the project. This will help protect the soils at the bottom of the site. Sebern explained the river is straight once it passes the bridge; however, there is a bend fifty feet (50’) from the bridge in addition to a hard turn. There will be a weir to protect the bridge. It also will protect the stream bed and stop it from dropping further down. Sebern advised the local limestone deteriorates too fast due to the freeze/thaw cycle. Motion by Carney second by Lloyd to approve and sign the Agreement with the Iowa Department of Transportation (IDOT) for Bridge Replacement Project BRS-SWAP-C039(89) -- FF-39. Motion carried on a vote: Ayes: 4 Nays: 0.

Sebern addressed staffing changes in SRD. He hired a laborer to replace the most recent retiree. When SRD took over Integrated Roadside Vegetative Management (IRVM), Sebern reassigned Steve Stringham as the IRVM Supervisor. Since the reassignment, there has been no additional manager in SRD Maintenance. Sebern is ready to fill the position again. He is taking a two (2) prong approach to prepare for the future. He wants to fill Stringham’s former position and elevate a current Shop employee to Lead Man. The later position still will be a Union position. The Lead Man will have the authority to oversee and maintain the SRD Buildings and Yard. He also will direct the mechanics and employees regarding maintenance of the equipment as well as scheduling of events. The Lead Man will not be responsible for any disciplinary matters. He will receive a one dollar per hour (\$1.00/hr) increase in his pay rate. Sebern and Randy Clipperton, SRD Supervisor, do not have the time to handle these duties. Sebern is busy with administrative duties while jobs and projects occupy Clipperton’s time. Sebern advised the new “Manager” will be more hands on with SRD equipment. He will approach this position differently than in the past. Sebern admits this is the third attempt to fill the position. In his opinion, it is the hardest job in SRD. He wants the “Manager” to be more hands on with the crews, so he can learn the jobs. Sebern wants to go back to when the foreman had tools and equipment in his truck. This enabled him to be more hands-on with the crews. Lloyd pointed out the Lead Man was always a working foreman and not just a supervisor. Grasty thinks it will be better if the “Manager” works with the crew. Sebern also wants a working foreman in the Shop. Sebern advised he needs the “Manager” to travel from site to site and have authority over the jobs. This will enable the “Manager” to learn all the jobs and ultimately become the Maintenance Superintendent. The Superintendent will have authority over all aspects of Maintenance and be responsible for coordinating projects. He also will lineup pre-requisites for all the jobs and direct the crews. The Superintendent will report directly to Clipperton. Sebern thinks it is a necessary position. Dickson thinks the Superintendent should report to Sebern and not Clipperton. Sebern wants the position under Clipperton, so he has authority and control over the person as the individual learns the position. Grasty and Dickson stated they do not like pecking orders. Sebern explained there currently is a flat hierarchy. There are no steps to climb, and thus no incentive to advance in the future. The top position is semi driver. These employees earn a higher pay rate (operator). Sebern thinks there needs to be incentive for employees to advance at SRD. The “Manager” will not have all of Clipperton’s responsibilities. Grasty pointed out the disadvantage of the current union positions. He concurred it is a flat structure which stays flat. Grasty struggles with the fact Sebern has tried this multiple times, but he continues to expect a different result. In Sebern’s opinion, it is easy to deal with the construction aspects of the job as well as the crews. The remaining responsibilities make it hard. Sebern wants the “Manager” to focus on learning to coordinate materials, arrange locates, and how to deal with landowner. As the “Manager” becomes more comfortable, he can help deal with the complaints and learn to interact with the public outside regular business hours. Dickson questioned the reason behind moving a person into the position to create a succession plan. In his opinion, training a replacement may lead to doing the same things over and over again. Dickson thinks it will limit new ideas because he is learning under an established system. Sebern does not think it will limit the ideas. Clipperton still will be responsible for Maintenance. The “Manager” will learn how to do the actual work which is necessary to move forward with jobs. Sebern does not expect Clipperton’s replacement to operate the same as Clipperton. The person will be their own individual and will need to develop their own methods. He expects the new “Manager” will do things differently. Dickson thinks the person may be reluctant to change, if he is under the existing Supervisor. Grasty thinks it is a “catch 22” because the person must learn from the existing Supervisor, but the individual may want to try different ideas too. Grasty and Dickson are hesitant about the individual taking new ideas through Clipperton first. Sebern is confident the new ideas will get to him. Sebern is afraid “the wheels will come off”, if there is no succession plan. Sebern emphasized he cannot do his job and Clipperton’s job too. Lloyd expressed concerns about the new Lead Man being an individual who never did the jobs; yet he tries to tell experienced employees how to do it. Dickson assumes the person already

will know how to do most of the jobs. Sebern advised he is considering an existing employee who can do all the jobs. Dickson thinks employees will be more receptive, if they know the person is capable of doing the work. Sebern plans to keep two (2) Supervisors plus an additional Lead Man in the Union possibly. Sebern advised the "Manager" role is a complicated job. He is not proposing the position earn wages equal to Clipperton. Sebern pointed out the "Manager" does not have to follow the same exact steps as Clipperton as long as he does the project right. Clipperton will remain the overall superintendent. At this time, Sebern does not have a specific title for the position. It will be a general title and not as focused like last time. Sebern emphasized SRD needs a succession plan. Supervisors acknowledged Sebern wanted to fill Stringham's former position in the future. Carney verified Sebern wants a general project supervisor. Grasty asked if Sebern has noticed a reduction in the engineering cost. Sebern advised he has not done a cost comparison yet. Grasty stated he wants numbers by the end of the year. Sebern confirmed SRD is paying fewer engineering bills. Grasty pointed out all the Departments have more duties but the funding continues to get even tighter. Lloyd confirmed Sebern plans to fill the position from within SRD. Sebern advised he already spoke with both the prospects, and they are interested in the positions. Dickson requested a week to think about it. Sebern verified he is proposing the Lead Man will receive an additional one dollar per hour (\$1/hr). The "Manager" is a separate position. The person will receive a one dollar and fifty cent (\$1.50) increase with the new salary. There will not be a probationary period for the Lead Man. Grasty verified the "Manager's" salary will be \$46,000 or so plus benefits. Dickson asked if Sebern plans to advertise the position. Sebern stated he will promote from within SRD. Lloyd verified Sebern plans to backfill the open position. Carney confirmed Sebern will not replace the Lead Man. Grasty expressed concerns about the cost to backfill the position. He also expressed concerns about past attempts to fill the position from within SRD. Sebern stated it is hard to pull a person from the public and thrust the person into government life as a foreman. He already has employees which are ready and capable to do the jobs. In the end, it will help the internal morale; even though, employees may buck the change initially. It will give employees hope for advancement in the future because it provides a chance to move up at SRD. There are not many opportunities like it. Grasty pointed out limited opportunities area a part of life. Carney inquired if the designers and technicians always are working on projects. Sebern explained these employees are not capable of doing maintenance work all the time; however, they can step in and help out, if necessary. Carney verified the "Manager" could grade roads or plow snow. Sebern only wants him doing it, if SRD is in a bind. Sebern does not want the "Manager" in the equipment on a long term basis. Grasty asked if the Iowa Department of Natural Resources (IDNR) marked the trees. Sebern replied IDNR does not want SRD to remove the trees. SRD only can trim back the trees. Sebern advised a crew will trim the trees with a pole saw and clear the area with a mower tractor. Lloyd received a complaint about roots invading the sewer system at the intersection of County Road N70 and Highway 141. The complainant wants SRD to kill the trees. Lloyd will investigate it. Grasty and Dickson want to wait a week before the Supervisors make a decision about the personnel changes, so they can think about it. Carney thinks Sebern needs to reinstate the position, but he is willing to wait a week. Carney understands what Sebern wants and agrees with Sebern's decision to promote a person from within SRD. Grasty questioned what will happen to SRD, if something happens to Sebern or Clipperton. On the other hand, Grasty acknowledged the public already complains about property taxes, so they will not want SRD to institute another position with a \$60,000 to \$70,000 salary. People clearly are not happy about their tax bills. Grasty thinks it will reach a point of diminishing returns. In Sebern's opinion, he is responsible for providing the best, most efficient, service while maintaining the County's infrastructure. He is not proposing these changes just to make his life easier or waste tax money. Grasty pointed out the public may have a different opinion, if they knew more about the jobs. Sebern stated he is pulled in multiple directions administratively. Dickson is not against the position. He just has concerns about the way Sebern wants to structure it. Lloyd pointed out Kempf gave the Adair/Guthrie County Emergency Management Commission five to six (5-6) years warning, so the Commission can make arrangement before his retirement. Sebern advised he has no timeline yet. Lloyd agreed there will be a "dog fight", if there is no succession plan. Grasty requested the actual amount of the proposed salary.

Sebern provided a Secondary Roads Department (SRD) update. He spoke with the landowner regarding the entrance by Monteith. It will work for harvest. SRD will move the entrance by bumping it over or make a completely separate entrance. Contractor poured the big box culvert on County Road N54 and is starting to backfill it. SRD is testing the site and doing moisture control to ensure it meets the compaction requirements. The new grader is in the field. There are a couple of wrinkles with the new truck. SRD is cleaning ditches. The Contractor completed Bear Grove 199A project. SRD also plans to work on a dead end, low water crossing. Hungry Canyons will pay for the sheet pile, and SRD will do the work. IRVM is hydroseeding and spraying now. The mowers are busy too. Sebern found an asphalt contractor to do some work. He also got a price to seal coat the "Green Bridge" by Stuart. Sebern advised the timber

deck is in good shape, but it is wearing very fast because of the gravel. The seal coat will provide a protective layer. Contractor also will patch the bridge approach on White Pole Road by Casey. Sebern wants to review the budget before patching Spring Brook Rd. The contractor will do the patching during mid-August. Grasty commented the striping looks nice. Sebern advised SRD striped all the roads but 190th Street. He wants to patch it before striping it. Carney received a complaint about a chunk missing from County Road F63. Sebern advised a contractor will patch it. He also wants to patch the Yale Rd where it blew up, but there are no Farm to Market funds available to do it. Sebern admits SRD needs to fix 190th Street before it deteriorates too much. The cracks pose a different issue than the wheel ruts on White Pole Road.

Auditor presented the 2018 Homestead Tax Credit Applications spreadsheets. The Guthrie County Assessor submitted same to the Auditor along with a written recommendation to allow/approve all the applications. Motion by Lloyd second by Carney to approve all the 2018 Homestead Tax Credit Applications set forth in the spreadsheet. Motion carried on a vote: Ayes: 4 Nays: 0.

The Auditor offered the 2018 Military Exemption Applications spreadsheets. The Guthrie County Assessor submitted same to the Auditor along with a written recommendation to allow/approve all the applications. Motion by Lloyd second by Dickson to approve all the 2018 Military Exemption Applications set forth in the spreadsheet. Motion carried on a vote: Ayes: 4 Nays: 0.

The Auditor presented the 2018 Disabled Veteran Homestead Tax Credit Applications spreadsheets. The Guthrie County Assessor submitted same to the Auditor along with a written recommendation to allow/approve all the applications. Motion by Lloyd second by Carney to approve and sign all the 2018 Disabled Veteran Homestead Tax Credit Applications set forth in the spreadsheet. Motion carried on a vote: Ayes: 4 Nays: 0.

The Auditor offered the 2018 Business Property Tax Credit Applications. The Guthrie County Assessor submitted same to the Auditor along with a written recommendation to allow/approve all the applications except for the three (3) applications filed for agricultural parcels. The Auditor advised Parcel Numbers 0000545201, 0000545300, and 0000545400 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 agricultural property. Motion by Carney second by Lloyd to deny the 2018 Business Property Tax Credit Applications for Parcel Numbers 0000545201, 0000545300, and 0000545400 because the parcels are classified and taxed as residential property. Motion carried on a vote: Ayes: 4 Nays: 0. Motion by Carney second by Lloyd to approve all the remaining 2017 Business Property Tax Credit Applications. Motion carried on a vote: Ayes: 4 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 by Month July 2017 – June 2018. Christy Jenkins, Prevention Director, New Opportunities, Inc. prepared said report. The total expenses for this period are \$3,131.00. The State will reimburse Guthrie County for \$782.75 (twenty-five percent (25%)), and the County will match the remaining \$2,348.25 (seventy-five percent (75%)). Motion by Dickson second by Lloyd to approve the 4th Quarter Expense Report from the New Opportunities, Inc. – Prevention Program – Iowa Department of Public Health/Iowa Grants.gov Expenditure Report by Month July 2017 – June 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

The Supervisors reviewed the new Liquor License Application submitted by Adair Casey Tour Abroad Group, Adair, Iowa. The application is for a Class “C” Liquor License (Commercial) during a twelve (12) month period effective 15 August 2018. Motion by Carney second by Lloyd to approve the new Liquor License Application submitted by Adair Casey Tour Abroad Group, Adair, Iowa. Motion carried on a vote: Ayes: 4 Nays: 0.

Auditor presented the Office of Auditor of State of Iowa Engagement Letter for Fiscal Year 2017-2018 Audit. This letter confirms the services which the State Auditor’s Office will provide to Guthrie County for Fiscal Year 2017-2018. In short, the State Auditors will audit the basic financial statements of the County. They also will prepare certain Required Supplementary Information (RSI), including Management’s Discussion and Analysis (MD&A), to place the basic financial statements in an appropriate operational, economic and historical context. The letter sets forth the Audit Objects as well as Audit Procedures, including General, Internal Control and Compliance. The letter specifies Other Services as well as Management Responsibilities. Finally, it covers Other Matters. Motion by Dickson

second by Carney to approve and sign the Auditor of State of Iowa Engagement Letter for Fiscal Year 2017-2018 Audit. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors considered a policy for National Incident Management System (NIMS) compliance during the employee probationary period as well as the NIMS FFY2018 Statement of Compliance. Carney thinks there needs to be a policy which requires an employee to complete all the NIMS requirements during the probationary period. Since Rutledge was unavailable to discuss the matter, Supervisors opted to table the discussions. Motion by Dickson second by Lloyd to table discussion of a policy for NIMS compliance during the employee probationary period. Motion carried on a vote: Ayes: 4 Nays: 0. Motion by Lloyd second by Dickson to table approval of the National Incident Management System (NIMS) FFY2018 Statement of Compliance. Motion carried on a vote: Ayes: 4 Nays: 0.

There was no discussion about pending county property projects.

Auditor advised Iowa Governmental Health Care Plan (IGHCP)/ Employee Benefit Systems (EBS) still is working on the insurance card issue. She also advised IGHCP/EBS unexpectedly discontinued the Consolidated Omnibus Budget Reconciliation Act (COBRA) credit on 1 July 2018. The County will need to absorb the increase in the premium. Auditor advised she may need to re-appropriate additional funds available in the Fiscal Year 2018-2019 Guthrie County Budget. Dickson thinks Wellmark must have pulled the credit.

Auditor submitted the Guthrie County Auditor's Report of Fees Collected for Fourth Quarter Ending 30 June 2018. Total fees collected are \$136,246.06. Motion by Lloyd second by Dickson to approve Guthrie County Auditor's Report of Fees Collected for Fourth Quarter Ending 30 June 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Motion by Dickson second by Carney to approve the Minutes from 31 July 2018 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 11:36 a.m. until its regularly scheduled meeting on Tuesday, 14 August 2018. Motion by Carney second by Lloyd. Motion carried on a vote: Ayes: 4 Nays: 0.

Everett L. Grasty, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

14 August 2018

The Guthrie County Board of Supervisors met this 14th day of August, 2018, 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 Lloyd second by Carney to approve the Agenda for 14 August 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Joe Hanner, Guthrie County Conservation Director, joined the meeting and submitted the Guthrie County Conservation Board (GCCB) Annual Report for July 1, 2017 – June 30, 2018. Hanner is required by law to submit this report to GCCB and Supervisors. Grasty inquired about the number of campers. Hanner stated the numbers increased this year. In his opinion, more people are finding the parks. Furthermore, the wind farm projects draw more contractors who stay for extended periods. Hanner and Supervisors briefly discussed potential flooding concerns.

Hanner reported the stream at Lenon Mill reached “bank full” but never went beyond it. Grasty asked about the root grapple. Hanner explained the staff use it and like it. Carney asked if expenses increased along with the camping fees. He assumes the electric bills are higher because more people plug in recreational vehicles (RV’s). Grasty pointed out installation of the new water line as well as the repair costs for the house at Nations Bridge Park also added to the expenses. Carney asked about the \$3,668 in expenditures from Fund: 0023 - Resource Enhancement & Proct. (REAP). He assumes it was for the Raccoon River Valley Trail (RRVT) crossings. Hanner affirmed it was for the completion of one (1) approach. He explained GCCB wanted Larry Wolfe to perform the work before the busy season. Due to the weather transition, only one (1) crossing, by the Greene County line, could be completed before riders took over the RRVT. Hanner hopes to continue with the crossings this fall. The entire process takes time because Hanner must give the public adequate notice before closing the RRVT. He plans to do the next crossing project in October or November when there are fewer riders. Hanner advised GCCB discussed Fund: 0027 - County Conservation Reserve Fund as well as the Restricted Use Account. GCCB approved the transfer of the remaining funds in the Fiscal Year (FY) 2017-2018 budget, \$5,420, to Fund 0027 subject to Supervisors’ approval. GCCB also contemplated transferring an additional \$10,807.35, for a grand total of \$16,227.35, to Fund 0027. Finally, GCCB wants Supervisors to set aside the RRVT revenues, \$13,426.45, in the Restricted Use Account. Hanner confirmed the expenditure from Fund 0027 was for the water line project at Nations. He discussed the need to grow Fund 0027. GCCB only utilizes the Fund for upgrades in the parks. In addition, it is a way to plan ahead, in case of unexpected problems, and/or provide local matches for grants. Hanner discussed his observations of the massive crowds at Nations this spring. These crowds place a huge demand on the electrical circuits. Grasty expressed his surprise over the electrical lasting this long. Hanner acknowledged GCCB upgraded some of the boxes. Carney inquired about the FY2018 Budget Amendment. Grasty pointed out the Amendments added revenues into Dept: 22 - Conservation Board. Auditor confirmed the May 2018 Budget Amendment only increased one (1) of the Employee Group Ins - Co Contribu-Health Insurance line items by \$5,787 in Fund: 0002 - General Supplemental. In addition, there was \$1,797.56 remaining in Fund: 0001 - General Basic, Dept: 22 at the end of FY2018. Auditor explained the increase in Fund 0002 was due to the addition of Ethan Vander Pol to the County’s health insurance. Hanner explained the reasons behind the transfers. Carney expressed concerns about depleting the reserves and Dickson concurred with him. Carney does not object to a budget amendment, if it is necessary; however, he wants the unused funds returned to the reserves. Hanner pointed out the alternative is budgeting for all eventualities which impacts the tax levy. Carney just wants to maintain the reserves at an appropriate level and not overly deplete it. Hanner stated he simply is advising Supervisors of GCCB’s thoughts. He also reminded Supervisors the Restricted Use Account enables RRVT fees to finance RRVT maintenance. Dickson as well as Carney want to think about the transfers and agreed to address the matter at a later date. Hanner advised GCCB wants Auditor to create an official Restricted Use Account. Auditor replied she already is working with the State Auditor to accomplish it. Carney reiterated he is not against the Restricted Use Account. He just wants to ensure Supervisors are not excessively depleting the reserves.

Hanner also presented the GCCB Minutes from the meeting on 9 July 2018. Carney questioned the need for a little harrow. Hanner stated it would be more appropriate for odd seeding projects because the staff can load it into a truck rather than using a trailer. He explained a small piece of harrow, which is mobile, could be towed with an All-Terrain Vehicles (ATV) or Utility Terrain Vehicle (UTV). He is not interested in a spring tooth harrow because it needs to be more heavy duty. He prefers a spike harrow. A four to five feet (4’-5’) piece of an old tine harrow is acceptable too. Mobility is the key factor. At this time, Hanner has not found a suitable replacement. If anyone knows of a small used harrow, please notify him.

Jotham Arber, Guthrie County Transfer Station Executive Director, joined the meeting to provide the Guthrie County Transfer Station (TS) update. Arber declared the Iowa Department of Natural Resources (IDNR) renewed the TS Permit and authorized it for two (2) years. He provided a copy of the documents. Arber also confirmed the fence project is underway since IDNR approved it. Arber announced he wants to switch the location of the tires and the appliances. The plan is to move trailers onto the concrete slab. Eventually, there will be a carport erected on the slab. In Arber’s opinion, the new arrangement provides a better place for tires and enhances the staff’s ability to monitor both collection areas. Furthermore, it will be better for fire safety. Arber also set forth his proposal to demolish the old office in the Garbage Building. It will be replaced by a shop in the Blue Building. Grasty confirmed a provider removes appliances on a regular schedule. Arber explained there must be a minimum of twelve (12) appliances to schedule a pickup. Arber advised a representative from Iowa Communities Assurance Pool (ICAP) insurance did a walk-through yesterday. Arber confirmed he increased the permitted tonnage to 8,000. He will monitor the increase,

so TS does not accept more than the permitted tonnage. Lloyd questioned whether the permit covered oil. Arber stated TS does not get a large amount of oil. Usually, TS only fills the container once a year. The used oil is stored outside the Garbage Building. IDNR prefers TS specify all its services on the permit. Arber submitted the same diagram of the old facility. If TS needs to change or modify the permit, Arber can request an amendment by using previous aerial views. Arber passed out a draft 28E Agreement For Use Of The Guthrie County Solid Waste and Recycling Agency. Arber gathered information from several sources. He reviewed the existing agreement and gathered examples from other entities. Arber compiled all the information and will work with the Assistant County Attorney (ACA) to finish it. The 28E outlines the history behind the Agreement as well as the applicable disposal sites. In particular, it specifies TS as the appropriate waste disposal location for the Cities within the TS Comprehensive Planning Area. The 28E also discloses how TS sets the per capita rate. Arber assumes the rate will be a discussion topic. Arber analyzed both the per capita rate and Tipping Fee. In his opinion, a per capita rate is more advantageous than a higher Tipping Fee. Arber recommends readopting the current per capita rate of twenty-three dollars (\$23). In addition, he does not anticipate changing the Tipping Fee. Arber even outlined the cost of delivering garbage to the Carroll County Landfill. Arber hopes the agreement will be approved by October or November 2018. He plans to meet in the evenings when most people are available to discuss it. Dickson inquired about adding language restricting a Tipping Fee increase until a specified date. Arber will get the ACA's opinion on this option. Arber advised the FY2019 Dept: 79 - Transfer Station Budget is doing well so far. He acknowledged the large budget amendments last year. Dickson mentioned TS ran at a deficit. Arber advised he shifted the repair expenses to Dept: 53 - Facilities Management. He pointed out, the \$15,000 expense for the concrete project was paid from the Dept: 53 Budget. Supervisors inquired about tracking these costs. Auditor explained TS accounts for all the Fund: 0011 - Rural Services line items in Dept: 53. Arber stated the proposed 28E is a starting point and meant to facilitate a discussion. He referenced the cost analysis which he presented during the last meeting with the Cities. Arber advised the Koster Grain contract will expire on 30 June 2019. He wants to formulate a new proposal by January or February 2019. Lloyd inquired about the average number of trips per week. Arber stated Koster makes three (3) trips per day during the summer, and one (1) trip per day in the winter. Therefore, Koster averages two (2) trips per day at a cost of \$315 per trip. Construction season is the main reason for more trips. TS only may keep trash on the floor for forty-eight (48) hours. Arber just wants to ensure TS is transporting the garbage in the most economical way. He will consider all the costs associated with an employee driving the truck. Another option is to bid the contract. He will research the matter and present his conclusions to Supervisors.

Joshua Sebern, Guthrie County Engineer, joined the meeting to present the Right-of-Way (R-O-W) Purchase Agreements to procure land for Bridge Replacement Project L-SC116T--73-39. This project replaces the South Cass 116 Pony truss bridge which is southeast of Panora. The County reached agreements with all the landowners. The Agreements cover four (4) parcels and three (3) landowners. The total cost of the R-O-W is \$3,400 and will be funded entirely by Tax Increment Financing (TIF). It will be a concrete slab bridge. Since the bridge is narrow, the abutments must extend further which requires more land. Motion by Grasty second by Carney to approve the Right-of-Way Purchase Agreement to procure land for Bridge Replacement Project L-SC116T--73-39 from Alfred Jr and Sally Meixner for \$902.76 (Parcel No. 0000251600). Motion carried on a vote: Ayes: 4 Nays: 0. Motion by Grasty second by Lloyd to approve the Right-of-Way Purchase Agreement to procure land for Bridge Replacement Project L-SC116T--73-39 from Trudy Huan and the Lennox Family Trust for \$1,614.34 (Parcel No. 0000257600). Motion carried on a vote: Ayes: 4 Nays: 0. Motion by Grasty second by Dickson to approve the Right-of-Way Purchase Agreements to procure land for Bridge Replacement Project L-SC116T--73-39 from McCarty Investments for \$710.72 (Parcel No. 0000253101) and \$188.18 (Parcel No. 0000252800). Motion carried on a vote: Ayes: 4 Nays: 0.

Sebern provided the Secondary Roads Department (SRD) update. Sebern received official notice from the Teamsters Local Union No. 238 of intent to negotiate the next Collective Bargaining Agreement. There will be another recertification vote this fall. The box culvert project on County Road N54 (Adair Road) is backfilled and rocked, so it will reopen in the next few days. Sebern wants to inspect it before he decides when to reopen it. The contractor mixed a chemical with the limestone to make it tight and help stabilize it. SRD will continue to add rock and blade the section for quite some time. There may be a rock patch all winter. Sebern advised the area must thoroughly settle before seal coating it. Therefore, the project may not be completed this winter. Lloyd pointed out the spring weather will hurt the seal coat too. Sebern stated the section is fairly firm; however, there is a great deal of fill in it. Grasty does not want to apply the seal coat too soon and have to redo it. Sebern assured Supervisors the rock will have time to setup and cure adequately. SRD will apply calcium chloride to help minimize dust in the area. Sebern stated the

entire project, including the slopes, look good. Grasty asked about the status of a tree trimming project. Sebern is unsure if that particular area is finished because he has not spoken with Steve Stringham, Integrated Roadside Vegetative Management (IRVM) Supervisor, in a couple of days. Grasty notified the complainant that IRVM had permission to trim the trees. Sebern is unsure if the mower tractor reached the location, but it is definitely on the list. Grasty asked about the Cold Storage Building. Sebern stated there are no pending projects. At some point, he wants to install a concrete floor. The garage doors are installed and SRD did some grading around the building. Sebern reported the Iowa Department of Transportation (IDOT) was impressed with the seed and chemical storage. Since IDOT reimburses some of the expenses, the visitors wanted to see how SRD utilized the funds. Sebern advised SRD started the Well Water Crossing for the Hungry Canyons' project, so the bridge is out. This is a Hungry Canyons cost share project. Dickson asked about a flag along White Pole Road near Flint Hills Resources. Sebern explained the flag means the spot sloughed, so it needs more dirt. In Carney's opinion, there are too many stripes on White Pole. He is impressed with the smoothness as well as the lack of edges. The slurry seems to be working well. Sebern thinks it may need to be redone in a few years due to the increased traffic.

Sebern presented the Guthrie County Secondary Roads Department New Employee Payroll Notice for James Jones. He will be classified as a Laborer and fill the remaining opening created by Don Slaybaugh's retirement. As a bonus, Jones already knows how to plow snow. Motion by Lloyd second by Dickson to approve the Guthrie County Secondary Roads Department New Employee Payroll Notice for James Jones authorizing a wage of \$17.96 per hour effective 20 August 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Sebern provided the Guthrie County Secondary Roads Department Payroll Change Notice for Todd Plowman (Position Change). Lloyd inquired if Sebern will need to hire more personnel. Dickson thought Sebern and Supervisors were going to discuss the matter before Sebern took any action. Dickson explained he is not against the position, but he does not agree with the way Sebern wants to structure it. He went on to say he is not prepared to take any action on it. Dickson reiterated he thought Supervisors were going to think about it for a week and then discuss it again. Grasty concurred with Dickson's comments. Dickson stressed he was not happy about it. Grasty stated he understands where Sebern is at as well as the need for it. Sebern explained he wants to move someone into the position now and begin the training because changes are in the near future. Supervisors acknowledged Sebern cannot pluck a person from the public who will possess all the requisite knowledge. Supervisors expressed concerns about Sebern trying to fill the position twice and having no success with it. Supervisors admitted everyone thought they selected the right person both times. Dickson thinks Sebern put him in bad position because Plowman is a good person, and he will do a good job. He went on to say he probably will not vote in favor of the change; however, he emphasized it has nothing to do with Plowman. Sebern explained this is what SRD needs in order to be the best, most efficient department. Plowman is the right man for the job. Sebern reiterated it is the hardest job in SRD because the person constantly is in a "no-win" situation. The position faces constant criticism, and the public frequently confronts the person about issues. Sebern explained there will not be a title in the beginning, so Plowman can ease into the position. This will allow him to learn how to handle the job as well as other SRD matters with less public interaction during the transition. Lloyd pointed out this is a very "thankless" job. Grasty reiterated he understands the need for it. Sebern acknowledged it falls back on him, if this is unsuccessful. He admitted Plowman may not want any part of it. There simply are no guarantees. Lloyd concurs the person must be "thick" skinned in this position. Sebern commented it is difficulties to predict the outcome when an entity tries to fill a high-level management position. It is a great deal of trial and error on both sides. Sebern thinks Plowman is the best candidate for the position. Furthermore, he really needs to move forward with it. In Grasty's opinion, the ability to pick the right person is part of being a manager. Sebern thinks Plowman is more than capable of doing the job. The issue is handling all the extra stuff which comes with it. Lloyd suggested filling Plowman's job with Jones. Sebern stated there is no reason Jones cannot apply because there is no seniority condition. Lloyd reiterated he does not want to create any new positions. Grasty struggles with spending more money. It only is a good deal if it works. Sebern pointed out SRD already had this position. He just never filled it after Stringham moved to IRVM, but he maintained he wanted to fill it in the future. There is room in the budget for the position; however, he did not actually budget for it because he did not know when he was going to fill it. Sebern stated this will help address the criticisms about why SRD is not doing more because it will help get things done. Grasty stated it looks bad when equipment sits along the road waiting to load a truck. SRD is only efficient, if it keeps people busy. Sebern countered he cannot keep equipment busy, if he does not hire more people. Sebern feels like he is getting it from both sides. Grasty pointed out Supervisors asked if he needed more help. Sebern admitted he was not anxious to jump on the offer at that time. He prefers to change the way SRD does things. He wants to implement

shorter hauls and use more trucks to keep the excavator busy. Grasty acknowledges Sebern is very busy, so he does not have time to look into increasing efficiency. Sebern stated it all comes down to working within the boundaries as well as the Union policies. Everyone is trying to do the best job possible. Carney asked about giving dirt to the landowners. Sebern explained people stop by and request dirt as soon as SRD moves the excavator to a new location. SRD uses the dirt on its projects first and then hauls the remainder to landowners which are close as well as convenient. In Lloyd's opinion, Sebern needs to train Plowman because Randy Clipperton, SRD Supervisor, will retire and it takes time to train a replacement. Plowman needs to go through a couple of seasons in order to understand the scheduling and organization. Sebern advised Plowman will get his old truck, and he will keep the Tahoe. Sebern really likes the Tahoe; except it is only two-wheel drive. Otherwise, Sebern will purchase another truck for Plowman. It will not change the amount earmarked for vehicles. Grasty inquired if this will enable Sebern to spend more time looking at efficiencies. Sebern hopes it will give him more time. Right now, Sebern is covering for Clipperton. If he makes this change, Plowman can help do it. Sebern stated it has been pretty taxing to do both jobs. Sebern's next step is increasing the responsibilities of Evan Subbert, Engineering Technician. Sebern plans to shift more duties to Clipperton, Subbert, Plowman, and Brad Shirbroun. This will allow him to concentrate in other areas. It has been a fire storm since Supervisors created the Tax Increment Financing (TIF). SRD's budget used to be \$4.5 million and now it is \$10 million. In addition, there are thirty-five (35) employees. The administrative duties continue to increase. This position change is not a silver bullet, but it definitely will help with things. Sebern reminded Supervisors he wants to add one dollar fifty cents per hour (\$1.50/hour) to Plowman's rate. Carney likes the idea of promoting from within SRD. It is an incentive for employees to do a good job because there is a chance to move up within SRD. Sebern will need to fill the open Equipment Operator position. He can do it internally, if an employee wants it. Otherwise, Sebern will advertise it. Motion by Lloyd second by Carney to approve the Guthrie County Secondary Roads Department Payroll Change Notice for Todd Plowman (Position Change) authorizing a pay increase from \$21.26 per hour to \$22.76 per hour effective 14 August 2018. Motion carried on a vote: Ayes: 3 (Carney, Grasty, Lloyd) Nays: 1 (Dickson). Dickson advised he has nothing against Plowman. He just does not support the structure of the new position.

Sebern submitted the Guthrie County Secondary Roads Department Payroll Change Notice for Brad Shirbroun (Position Change - Leadman). Sebern wants to promote Shirbroun to Lead Man. It will increase Shirbroun's hourly rate by one dollar and three cents per hour (\$1.03/hr). Shirbroun will continue to do his regular job, welding. It will not create an open position. The promotion will be an extension of authority in the SRD Shop and Yard. He will be responsible for overseeing the daily activities. Dickson inquired about Shirbroun's background. Sebern advised Shirbroun has worked at SRD for the last ten to fifteen (10-15) years. Grasty asked if there currently is a Lead Man position, and Sebern stated "No". At this time, Sebern just wants to institute one (1) Lead Man for the Shop. It is a step above the mechanics for oversight of day to day activities. Shirbroun will organize workloads and maintain inventories. He will oversee the SRD Yard as well as the Buildings. The current mechanics have worked at SRD for three (3) and ten (10) years respectively. Shirbroun has been there longer than both mechanics. Sebern believes he is capable of doing the job. Shirbroun also will oversee the interaction between the mechanics and the other SRD employees. Lloyd pointed out Shirbroun runs the Shop and oversees the Yard now. The promotion gives him the credit as well as authority for the duties. Carney verified Shirbroun currently maintains the inventory. Sebern advised Shirbroun tracks the inventory and Subbert or Sebern order the pipe. Shirbroun also handles the grader blades. Motion by Carney second by Lloyd to approve the Guthrie County Secondary Roads Department Payroll Change Notice for Brad Shirbroun (Position Change - Leadman) authorizing a pay increase from \$20.95 per hour to \$21.98 per hour effective 14 August 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Auditor presented the Designation of Entity Administrator For System for Awards Management (SAM) (SAM.GOV Account). The account tracks certain federal grants and contracts. She asked to table the matter, so Glenda Edwards, Office Manager, Guthrie County Secondary Roads Department, can do more research. Auditor spoke with Jo Rasmussen, Guthrie County Public Health Finance Coordinator, Robert Kempf, Adair/Guthrie County Emergency Management Coordinator, as well as Edwards about the account. It is unclear if the County is required to maintain the account. Carney does not want to terminate the account in case the County needs it. Auditor recommended Edwards continue maintaining the account, even though Edwards does not want to do it, because Auditor does not use it. Motion by Carney second by Dickson to table approve and sign Designation of Entity Administrator For System for Awards Management (SAM) (SAM.GOV Account). Motion carried on a vote: Ayes: 4 Nays: 0. Auditor submitted email sent by Edwards at 9:36 a.m. Edwards spoke with Kempf about the account. Kempf advised it is

needed for some federal grants, but not all federal grants. He suggested the County keep the account in case a federal grant requires it. At this time, Adair, Audubon, Dallas and Greene Counties all have accounts. Edwards advised the notarized Designation of Entity is unnecessary unless the County changes the Administrator. Since there are minimal obligations, Edwards is willing to continue administering the account. If Supervisors concur, no other action is necessary. Edwards wants all Departments made aware of the account in case a federal grant requires it. Motion by Carney second by Dickson to rescind the Motion to table approve and sign Designation of Entity Administrator For System for Awards Management (SAM) (SAM.GOV Account). Motion carried on a vote: Ayes: 4 Nays: 0. Motion by Carney second by Lloyd to designate Glenda Edwards as the Entity Administrator for the System for Awards Management (SAM) (SAM.GOV Account). Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors considered the Application for Fireworks Permit, dated 6 August 2018, submitted by Karla Lane. She will set off the fireworks at 2420 Teek Avenue, Panora, Iowa on 2 September 2018. The alternative rain date is 1 September 2018. Motion by Grasty second by Lloyd to approve and sign the Fireworks Permit submitted by Karla Lane. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors briefly discussed compensation of Guthrie County Township Trustees and Township Clerks. Grasty spoke with Mike Johnson, Johnson Family Funeral Home & Cremation Services. He advised most cemeteries have a really good set of rules. The interment fee to mark a grave as well as the fee to mark the headstone is an upfront cost provided to the funeral home. In turn, the funeral home includes it in the total cost for the funeral services. Johnson will provide Grasty with a good set of cemetery rules. Grasty also received a phone call from J.D. Kuster, Baker Township Clerk, he asked Grasty to table the discussion. Kuster was unable to attend the meeting; however, he wants to address Supervisors about the matter. Grasty requested Supervisors table the discussion, so he can gather more information. Dickson mentioned he spoke with Township Trustees and Clerks too. He determined there are ways to handle tasks without Trustees/Clerks paying expenses out of their own pockets. Many Townships contract for services, so the Trustees/Clerk are not doing the work for free. Dickson is unhappy about some Townships requesting additional compensation after the fact. In Grasty's opinion, the Townships can establish fees which will cover the costs. Grasty acknowledged Supervisors cannot tell a Township how to handle its business. Motion by Grasty second by Lloyd to table Compensation of Guthrie County Township Trustees and Township Clerks. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors canvassed the City of Bayard Special Election held on 7 August 2018. The public did not attend the canvass. Danielle Fink, Deputy Auditor, conducted the canvass. Fink advised overall the election went well. Fink reported the voter turnout was twenty-one point thirty-five percent (21.35%) of the total registered voters in the City. The vote count was as follows: Jack Stone - 48; LeeRoy Wagner - 5; and Write-in - 4.

The Supervisors briefly discussed pending County Projects. Carney and Brandon Thompson, Guthrie County Facilities Manager, will draft a Request for Proposal (RFP) addressing the drainage tile lines near the pond at the Guthrie County Farm. Supervisors opted to advertise for bids.

Supervisors reviewed the Secondary Roads Department Payroll Report for 15 July 2018 -28 July 2018, Courthouse Payroll Report for 22 July 2018 – 4 August 2018 as well as the Assessor Payroll Report for 21 July 2018 – 3 August 2018.

Motion by Lloyd second by Dickson to approve the Minutes from 7 August 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 4 Nays: 0.

Motion by Carney second by Dickson to approve the Claims from 1 August 2018 – 14 August 2018 in the amount of \$702,758.85. 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 12:02 p.m. until its regularly scheduled meeting on Tuesday, 21 August 2018. Motion by Dickson second by Carney. Motion carried on a vote: Ayes: 4 Nays: 0.

Everett L. Grasty, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

21 August 2018

The Guthrie County Board of Supervisors met this 21st day of August, 2018, 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 Lloyd second by Dickson to approve the Agenda for 21 August 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Marci Schreck, Guthrie County Treasurer, joined the meeting to request the abatement of delinquent property taxes owed by the City of Guthrie Center for Parcel 0001145700 located at 1307 North Street and Parcel 0001218000 located at 206 S 8th Street. Treasurer sent a letter to the City concerning the delinquent property taxes. She received a written response from the City Attorney, David Bruner, advising the City will not pay the delinquent taxes pursuant to Iowa Code Section 445.63. This section states if the City fails to immediately pay the taxes due, the Board of Supervisors shall abate all of the taxes. This Section applies regardless of how the City takes title to the property. Treasurer has no indication of what the City plans to do with the property. City maintains it costs more to acquire the properties and get them back on the tax rolls than the County loses through the tax abatement. The taxes due on Parcel 0001145700 located at 1307 North Street which the City took Deed to in January of 2017 is \$428 and on Parcel 0001218000 located at 206 S 8th Street which the City took Deed to in November of 2017 is \$240 both for Tax Year 2017. Motion by Lloyd second by Carney to abate all the taxes due and owing, in the amount of \$428, for Parcel 0001145700 located at 1307 North Street, Guthrie Center, Iowa, pursuant to Iowa Code Section 445.63. Motion carried on a vote: Ayes: 4 Nays: 0. Motion by Carney second by Dickson to abate all the taxes due and owing, in the amount of \$240, for Parcel 0001218000 located at 206 S 8th Street, Guthrie Center, Iowa, pursuant to Iowa Code Section 445.63. Motion carried on a vote: Ayes: 4 Nays: 0.

Schreck presented Resolution 19-06: Approve Financial Institutions As Depositories And Specify Maximum Amounts Per Iowa Code 12C for adoption by the Supervisors. The Guthrie County Board of Supervisors is required by Iowa Code Section 12C to approve financial institutions as depositories of public funds and specify the maximum amount that may be kept in each depository. Said Resolution approves the following list of financial institutions used as depositories for Guthrie County. Furthermore, the Resolution authorizes the Guthrie County Treasurer to deposit county funds in the following institutions in amounts not to exceed the specified maximums. Guthrie County State Bank (Guthrie & Panora): \$20,000,000; Farmers State Bank (Yale): \$5,000,000; First State Bank (Stuart): \$5,000,000; Rolling Hills Bank & Trust (Casey): \$5,000,000; Iowa Savings Bank (Bayard & Coon Rapids): \$5,000,000; Exchange State Bank (Adair): \$5,000,000; Panora State Bank: \$5,000,000; Peoples Trust & Savings Bank (Guthrie Center): \$5,000,000; and Iowa Public Agency Investment Trust: \$5,000,000. The State Auditor requested an updated copy of this Resolution. The County only has been updating it every seven (7) or eight (8) years. Schreck will begin doing it each year. The amounts are the same as the previous Resolution. Motion by Dickson second by Carney to adopt Resolution 19-06: Approve Financial

Institutions As Depositories And Specify Maximum Amounts Per Iowa Code 12C. Motion carried on a roll call vote: Ayes: 4 (Carney, Dickson, Lloyd and Rutledge) Nays: 0 Absent: 1 (Grasty).

Marci L. McClellan, Guthrie County Auditor, and Jotham Arber, Guthrie County Public Health Director, joined the meeting to discuss the Commercial Repayment Center (CRC) Check received by the County. This check is the result of an insurance claims filed in 2013. Centers for Medicare & Medicaid Services (CMS) thought the County owed \$38,763.13. Auditor resolved the matter in August 2017; however, CMS did not provide notice to the United States Treasury within a timely manner. Therefore, the Treasury withheld approximately \$24,000 from Guthrie County Public Health's Medicare funds. Auditor successfully contested the matter with Treasury, and County began to receive checks reimbursing PH. In July, County received two (2) checks totaling \$38,763.13. This is the original amount of the past due principal. At this time, PH only needs approximately \$8,000 to repay the withheld funds. Auditor contacted the Commercial Repayment Center about the checks and was instructed to mail the checks to a post office box in Oklahoma along with a letter requesting an explanation of the payments. Auditor is not comfortable with this course of action. In particular, she is afraid County will never receive the remaining funds. She recommends depositing the check in Fund 8500 – Health Insurance, and then issuing a check to Guthrie County Public Health for the amount due. Auditor discussed this course of action with State Auditors who approved it. Dickson expressed concern with retaining the whole amount. He is afraid CRC will request the County to return the balance plus interest when it discovers the issue. Rutledge inquired about the amounts. Arber advised Treasury/CRC owed the County \$24,000 based on the amount withheld from the Medicare funds. He assumes CRC applied interest to the repayment since the County did not owe the money. Dickson is fine with keeping what CRC owes the County and returning the balance to CRC. Arber pointed out Medicare and Treasury do not communicate with each other. Carney inquired about how much to return to CRC. Arber explained the original repayment came check by check, so it could be matched to claims. Treasury originally withheld the funds from Veterans Affairs (VA) assistance, but these were only minimal funds dispersed on a regular basis. Auditor needs to accrue the amount retained to Fiscal Year 2017-2018 revenues. Arber pointed out he only can speculate on the process. Auditor confirmed there is no date on the check specifying when it is void. Supervisors want Auditor to discuss the matter with the Guthrie County Attorney. Arber confirmed the County still needs \$10,000 for Veterans Choice, but this is a completely separate issue.

Jotham Arber, Guthrie County Transfer Station (TS) Executive Director, joined the meeting to provide the Guthrie County Transfer Station update. Joyce Miller also was present for the discussion. Arber announced he is considering personnel changes at TS. In particular, he wants to re-evaluate the scheduling, so it meets the staffing needs better. If he makes Steve Rummans a fulltime employee, Arber can bridge any gaps. Furthermore, the employees only will work one (1) Saturday a month. If Rummans becomes a fulltime employee, TS will need to provide another family insurance. TS will need to rotate the Saturday schedule until winter. This means all the staff, including Arber, will work one (1) Saturday. As for hauling, Arber thinks TS can handle the duties when TS has its own trucks; especially, if there are three (3) fulltime personnel. TS should not need to hire more help. Arber plans to hire an additional part-time person for spring. Arber allowed the staff to provide input into the process. Rutledge verified TS only will be open one (1) Saturday a month starting in November. Lloyd asked if Rummans is the right person. Arber thinks Rummans is doing a fantastic job and deserves the fulltime position with a raise. Rummans always does what is asked and has great customer service skills. Furthermore, Rummans is willing to do the training. Arber said the budget will remain as is unless something unforeseen happens at TS. Arber pointed out the job description for non-salary employee specifies the employees will be scheduled thirty-six to forty (36 to 40) hours per week. Supervisors concur with Arber's idea to try this change. Carney questioned if staff will try to clock in early to make up the extra time. Arber does not think the employees will try to "game" the system. Arber will match the hours to fit the needs. Auditor will do a Payroll Change Notice for Rummans' new wage. At this time, there is no approved job description for TS. Arber acknowledged he needs to establish policies to govern the employees. Arber will present the policies to Supervisors for their approval. Carney stated Supervisors hired Arber to manage TS, so he should do what needs to be done as long as he does not go over budget. Furthermore, Supervisors should support Arber's decision. Arber stated he does not expect people to do more for less. Arber provided Supervisors with a copy of the 1995 28E Agreements with the Cities. Arber advised he probably will push the 28E Agreement meetings

back to September. He plans to hold the meeting in the evening. Carney asked about Adair County's Agreement which is dated 2004. Arber stated he will get a copy of it.

Bob Kempf, Adair/Guthrie County Emergency Management Coordinator, joined the meeting. Kempf and Brandon Thompson, Guthrie County Facilities Manager, have been working on grants for a generator at the Guthrie County Public Health (PH) Building. These Grants are very hard to acquire and seldom are funded by the sponsors. Kempf is working with the State of Iowa to access a nationally competitive program. In addition, he is working with the Federal Emergency Management Agency (FEMA); however, there usually is not enough money to fund generators and sirens. Kempf and Thompson have bids for the project. The total cost will be just under \$69,000. Kempf handed out a fact sheet which showed the local match will be from ten percent (10%) to twenty-five (25%) depending on the program. This means the County's match will be between \$6,900 and \$17,000. Other costs associated with the project include bringing the building up to code because it requires an exterior disconnect. The cost to upgrade the building is \$6,012.53. In addition, Alliant Energy requires a trench from the pole to the generator pad which will cost \$1,625. Thompson is researching additional prices. Kempf can submit the Pre-Disaster Mitigation Grant as the Emergency Management Agency (EMA) signatory. The Hazard Mitigation Grant must be sponsored by the County. Kempf needs Supervisors to sign a document authorizing him submit the Grant. One of the grants is due by the end of this week, and the other is due on Tuesday of next week. Rutledge verified Kempf is sending in the applications for both grants. Kempf will apply for both grants but pointed out both are a long shot. There is a slim chance the County will receive either grant. Thompson will work with the County regarding the out of pocket costs. Kempf thinks both the Guthrie County Emergency Management Commission and the Guthrie County Board of Health should help with the out of pocket costs. Carney verified the project still need to be done, even if the County does not receive the grants. Kempf advised some of the work must be done because the building currently does not meet code, and the power line is not in a good place. At this time, PH only has a small generator large enough to run a refrigerator, and EMA has no emergency power. Kempf plans to install a backup radio, so there must be emergency power eventually. He wants to complete the project within the next two (2) years. Kempf and Thompson are considering a Caterpillar (CAT) generator which runs on Natural Gas. Thompson compiled the specifications on the generator to ensure it is the appropriate size. Kempf advised the State is trying to find ways to fund these types of improvements. Supervisors do not have any issues with Kempf applying for these grants. Kempf stated he may get a decision in three (3) months or three (3) years. Since there was another Presidential Declaration, it will bring more money into the State. At this time, there constantly is federal money flowing into the State. Kempf confirmed some of the work must be done regardless of whether PH gets a generator. Motion by Carney second by Lloyd to designate Kempf as County representative in order to apply for these grants. Motion carried on a vote: Ayes: 4 Nays: 0.

The Supervisors discussed the Policy for National Incident Management System (NIMS) Compliance During Employee Probationary Period which was tabled from last week. The Supervisors left the item tabled along with the approval and signing of the National Incident Management System (NIMS) FY2018 Statement of Compliance.

Brandon Thompson, Guthrie County Facilities Manager, joined meeting. Thompson reported Kempf can move to PH Building. He only needs to complete a few minor items. Dickson advised there is talk about creating a storm shelter at PH, so Thompson may want to ensure the generator is expandable. Arber wants to involve the neighboring businesses. Thompson advised he ordered the tin and beam for TS Blue Building. He is waiting to hear on the availability of the doors. He assumes it will be after 1 September 2018. Thompson advised there are no leaks in the Guthrie County Courthouse roof. Thompson currently is researching prices for skid loaders. He will be testing a few loaders tomorrow to see which loader will fit TS's needs. Rutledge asked about the other equipment at TS. Thompson reported there have been no additional large repairs. In addition, staff is following the maintenance check lists. Thompson continues to provide regular reports to Arber. Thompson announced they removed the old office in the Trash Building and are currently moving the tools to the Blue Building. The contractor will start working on TS fence this Friday and plans to finish on Saturday. Thompson reported Breanna Morman, Coordinator of Disability Services for Guthrie County, wants to remain in her office downstairs. This will give Thompson more time to strip the floors in Kempf's old office. Carney questioned if

there are plans for the room. Thompson stated he plans to arrange it like a normal office. Thompson reported the old Ford Ranger is at TS now. In addition, he replaced the mirror on the PH's old Chevy truck. Thompson advised he wants to install a generator for the Courthouse. He will research possible grants for the project. Ron Allen, Guthrie County Custodian, escorted a representative from Shive Hattery Architecture & Engineering around the Courthouse last Friday. Thompson advised Shive has his phone number, in case there are any questions. In addition, he provided old drawings of the building. Thompson repaired a toilet in the Guthrie County Jail bullpen last week. The issue was due to wear and tear on the toilet. Thompson also met with a new elevator company representative. She will provide Thompson with the pricing for a new control module. The representative is from the same company; however, she is more senior than the usual representatives. Thompson is preparing a list of projects which need to be included in the budget for next year. Thompson advised there are issues with the PH parking lot because some of the sections are heaving up. Jorgenson Brothers Concrete Construction will inspect it and provide estimates. In addition, the entrance is rough and buckled too. These issues make it hard to clear snow out of the lot. Dickson verified half of the parking lot belongs to the bowling alley. Thompson reminded Supervisors the Courthouse parking lot also needs repairs. Carney thinks Supervisors should wait with the Courthouse parking lot until there is a plan for the jail. Thompson wants to incorporate the parking lot with the Jail to ensure there is proper drainage. He thinks the parking lot will be all right for a couple more years provided they continue to use cold patch as a temporary fix. Thompson plans to do the sidewalk repairs this spring. Thompson advised there will be another monument base installed at some point. It will be poured north of the current monument. He pointed out the sidewalks in the general area of the new monument are heaving too. In Thompson's opinion, Supervisors should repair the sidewalk when the contractor pours the base. The monument plans include the incorporation of a ramp to connect the monuments, so it will comply with the Americans with Disabilities Act (ADA). Thompson has not seen any plans for the project yet. Carney verified the Committee knows Thompson must approve the plans before the contractor does any work. The current deadline for the project is Memorial Day 2019. Carney advised he will meet with Thompson regarding the Request for Proposal (RFP) concerning tiling around the pond at the County Farm. Carney wants to present it to the Supervisors next week. Rutledge will get a list of contractors.

There was no other discussion about pending county property projects.

Marty Derry joined the meeting. Derry thought his matter was on the Agenda because the Guthrie County Planning and Zoning Commission approved a recommendation to Rezone Parcel Number 0000661201 in the Town of Herndon from Agricultural (AG) to Heavy Industry (M-2). He assumed the Zoning Administrator put together the paperwork. The Supervisors directed Auditor to add Chris Whitaker, Guthrie County Zoning Administrator, to the Agenda for next regular meeting on Tuesday, 28 August 2018. Derry stated Iowa Department of Transportation (IDOT) grandfathered his location on Highway 4. Derry acknowledged Whitaker is addressing the Recycling License, but he does not understand why Whitaker cannot provide a Letter of Zoning Compliancy for the Dealer's License. Derry just needs the letter to complete his application. Rutledge will call Whitaker about the matter. Auditor advised all the documentation must be complete before Supervisors can set the Public Hearings to rezone the parcel.

Auditor presented the Fee Agreement For Iowa Precinct Atlas Consortium (IPAC) Members Fiscal Year 2019. The Agreement sets forth the three (3) support package options as well as the Terms and Conditions. Auditor recommends the Platinum Package for \$3,500 plus two cents per voter (.02/voter). It includes the Base Package plus half a day of training and thirty (30) hours of additional support. The Base Package includes the software plus upgrades, five (5) hours of support, access to the website, tutorials/manuals, and regional training/webinars, as needed. She spoke with Curt Thornberry, Technology Development Director, Guthrie Center Communications (GCC), about the Agreement. He recommended Auditor select the Platinum Package this year. Since GCC is unfamiliar with the software, Thornberry thinks the County should pay for the additional support during the initial setup phase. Auditor advised she can select a different level next year, if she does not need the extra assistance. Thornberry advised GCC wants to participate in the training and become familiar with the software before trying to maintain the system. Thornberry thinks it is a very competitive price. Auditor advised there are enough funds in the current budget to cover it. Dickson questioned if Auditor needs

the Platinum Package. Auditor pointed out Thornberry recommended this Package, and she thinks it is necessary during the initial setup. Motion by Lloyd second by Carney to approve and sign the Fee Agreement For Iowa Precinct Atlas Consortium (IPAC) Members Fiscal Year 2019 with the Platinum Package at a cost of \$3,500 plus two cents per voter (.02/voter). Motion carried on a vote: Ayes: 4 Nays: 0

Motion by Carney second by Dickson to approve the Minutes from 14 August 2018 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 11:56 a.m. until its regularly scheduled meeting on Tuesday, 28 August 2018. Motion by Carney second by Dickson. Motion carried on a vote: Ayes: 4 Nays: 0.

Tom Rutledge, Vice-Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

28 August 2018

The Guthrie County Board of Supervisors met this 28th day of August, 2018, 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 Carney second by Lloyd to approve the Agenda for 28 August 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

David Garland, IT Technician, Guthrie Center Communications (GCC), joined the meeting. Garland presented the August 2018 Information Technology (IT) Report. Garland advised the network monitoring server is graphing the network again, so the graphs are back in the report. He continues to work on the monitoring server because it is not graphing all the equipment. GCC is researching another free version of network monitoring software. GCC will test the software before installing it. Guthrie County Assessor's Geographic Information System (GIS) Server used all its available space this month. GCC cleaned files to create free space. GCC also opened a support ticket with Schneider Geospatial regarding the augmentation of space, so GCC can get ahead of the issue. Carney inquired about the backup files. Garland advised the cleaning of infected files created seven (7) backup files. Garland announced the State of Iowa resources are deployed to all the infrastructure in the Guthrie County Courthouse. He will deploy the resources at Guthrie County Public Health this Thursday. Garland plans to install the intrusion detection software next Thursday. This software operates in the background and analyzes all the activity. In particular, the intrusion detection software looks at the traffic hitting the router. It can block or filter out malicious data, so it does not reach the County. It also alerts the State if there is suspicious activity on a computer, so GCC can take it off the network.

Chris Whitaker, Local Assistance Director, Region XII Council of Governments, joined the meeting and presented the Adair and Guthrie Counties Multi-Jurisdictional Hazard Mitigation Plan 2018. Whitaker advised the Plan needed to be updated in 2018. Since the Adair/Guthrie County Emergency Management Commission (EMC) operates as a joint board, Region XII combined the old Guthrie County plan from five (5) years ago and the Adair County plan from 2017 into one (1) document. They also condensed and reformatted it. The Plan identifies natural or manmade disaster which effect the various entities in the planning area. It also identifies any mitigation factors such as tornado sirens/shelters, removal of structures from flood plains, and installation of generators. The purpose of the Plan is to identify these factors, so the entities are eligible for hazard mitigation grant money. If the Plan does not identify a

factor, the entity is not eligible for grant funds to address it. Lloyd asked if an entity can apply for post disaster funds, if the particular issue is not addressed in the Plan. Whitaker clarified the funds apply to preventative actions. Carney confirmed the Plan applies to all the entities in both Counties. Whitaker advised Region XII is working with all the Cities and School Districts to adopt the Plan. He reiterated an entity is not eligible for mitigation grant funds if it does not adopt the Plan. Grasty inquired about the available funds. Whitaker explained the high priority actions are removal of structures in the flood plain as well as tornado safe rooms. Whitaker advised the City of Panora used mitigation funds to bury power lines. The West Central Valley School District also received money for a tornado shelter. Lloyd asked if the mitigation funds can be used for expenses not covered by Federal Emergency Management Agency (FEMA). Whitaker clarified mitigation funds are for preemptive actions. Supervisors requested time to read and review the Plan. If Supervisors have questions, they can ask Whitaker or Robert Kempf, the Adair/Guthrie County Emergency Management Coordinator. Auditor verified there is no direct cost associated with adoption of the Plan. Whitaker stated the EMC contracted with Region XII to prepare the Plan.

Supervisors opted to table Resolution 19-07: Resolution Adopting The Adair & Guthrie Counties Multi-Jurisdictional Hazard Mitigation Plan 2018 for one (1) week, so they have more time to review the Plan. Motion by Rutledge second by Carney to table Resolution 19-07: Resolution Adopting The Adair & Guthrie Counties Multi-Jurisdictional Hazard Mitigation Plan 2018 until the next regular meeting on 4 September 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

Chris Whitaker, Guthrie County Zoning Administrator, presented the Last Outpost LLC's Request to Rezone Parcel Numbers 000066120 and 0000711200 in the Village of Herndon from Agricultural (AG) to Heavy Industry (M-2). Marty Derry was present for the discussion. The property is legally described as Parcel "B" of the North Half (N½) of Section Nine (9), Township Eighty-One (81) North, Range Thirty (30) West of the 5th P.M., Guthrie County, Iowa, and Lot Five (5), except the South Thirty-Three (33) feet thereof, and the South 118 feet of the West 165 feet of Lot Three (3), except the East Fifty (50) feet of the North Eighty-Five (85) feet thereof, all in the Northwest Quarter (NW¼) of Section Nine (9), Township Eighty-One (81) North, Range Thirty (30) West of the 5th P.M., Guthrie County, Iowa. Whitaker advised the Guthrie County Planning and Zoning Commission meet on 14 August 2018 at 1:00 p.m. to address the matter. Whitaker provided a copy of the Meeting Minutes. After a public hearing, the Commission adopted the recommendation to rezone the two (2) parcels. Whitaker advised the next step requires Supervisors to set a public hearing to consider the request. Whitaker emphasized rezoning the parcels does not grant Last Outpost the authorization to open a salvage yard. Per the Guthrie County Zoning Ordinance, Last Outpost must submit an Application for a Conditional Use Permit to the Guthrie County Zoning Board of Adjustment. Whitaker read the appropriate provisions of the Ordinance (Section 8.041030.05). Whitaker pointed out the Ordinance requires a six feet (6') screen as well as an open and maintained front yard. There also is a minimum number of required parking spaces. Auditor insisted all the documentation must be in order before Supervisors set the public hearing, so it can be uploaded to the website for the public to review it. She also verified the Public Hearing Notice must be published not less than four (4) or more than twenty (20) days before the hearing per the Ordinance. Whitaker will send notices to the adjoining property owners at least ten (10) days prior to the hearing. He also will prepare the Public Hearing Notice and forward it to Auditor for publication in the official newspapers on 6 September 2018.

Supervisors reviewed the recommendation of the Guthrie County Planning and Zoning Commission to Rezone Parcel Number 0000661201 and 0000711200 in Village of Herndon from Agricultural (AG) to Heavy Industry (M-2). Supervisors read the Meeting Minutes as well as a letter from a concerned citizen. Whitaker advised he only received one (1) letter from the public, and he read it aloud during the Commission's Public Hearing. He also provided a copy to the Commission. Rutledge verified the Commission is not required to attend Supervisors' Public Hearing on the matter.

Supervisors briefly discussed scheduling the Public Hearing regarding the rezoning of Parcels Number 0000661201 and 0000711200 in the Village of Herndon from Agricultural (AG) to Heavy Industry (M-2). Supervisors opted to hold the Public Hearing on 18 September 2018 at 9:00 a.m. Supervisors will hold the first reading on the amended ordinance following the Public Hearing at 9:15 a.m. Auditor recommends Supervisors hold the second reading during the following regular meeting on 25 September 2018. Motion by Carney second by Lloyd to schedule the Public Hearing regarding the rezoning of Parcels Number 0000661201 and 0000711200 in the Town of Herndon from

Agricultural (AG) to Heavy Industry (M-2) on 18 September 2018 at 9:00 a.m. in the Public Meeting Room at the Guthrie County Courthouse. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors inquired about a Letter of Zoning Compliancy for Parcel Number 0000234011 (2046 Highway 4, Panorama). Derry owns the property and needs the letter to complete his Iowa Department of Transportation (IDOT) Application for Dealer's License. IDOT will not process his registrations without it. Derry clarified this License is separate and distinct from an IDOT Recycler's License. Derry acknowledged this property is zoned AG, but he has a letter from IDOT stating his property is "grandfathered" as a non-conforming junkyard. Whitaker clarified the Herndon properties must be rezoned because the business was closed for more than a year. Derry also advised the IDOT letter stated he is not required to address any screening issues because his property is "grandfathered" by IDOT. Derry emphasized he needs the Dealer's license regardless of the outcome for the Herndon properties. This license enables him to transfer vehicles. A Recycler's License only governs the salvage of vehicles. At this time, Derry is waiting on a Letter of Zoning Compliancy from the County. He has met all the other requirements for a Dealer's license. Grasty asked if IDOT can grandfather a property under county zoning. Whitaker verified Derry is referring to a 2015 IDOT letter. He read said letter to Supervisors. Auditor explained IDOT has some control over the area because it is part of the State's highway system. The property only is "grandfathered" under Iowa Code Chapter 306C. If Derry changes the footprint, he will lose this status. In particular, he must screen the area and possibly relocate his business if he changes the footprint. Auditor explained the difference between complying with the Zoning Ordinance and Iowa Code. She clarified there are two (2) different Chapters in the Iowa Code which govern dealers and salvagers. Derry verified he wants Herndon to be a salvage business. He only plans to rebuild and resell vehicles at the Highway 4 property. All the recycling will be relocated to Herndon. Rutledge questioned if the issue centers on the zoning classification. Whitaker explained the issue is whether the operation existed prior to enactment of the Guthrie County Zoning Ordinance on 21 June 1972. If so, the property also is "grandfathered" under the Zoning Ordinance. He pointed out the IDOT Letter only applies to IDOT's jurisdiction. Carney requested Whitaker's recommendation. Whitaker asked for time to review the land use map to determine the property's zoning classification. Derry acknowledged the previous owners did not operate a dealership on the property before June 1972, so it probably is not "grandfathered" under the Zoning Ordinance. Derry pointed out there are several commercial businesses across the Highway. In Derry's opinion, he is paying the price for past discrepancies. Whitaker pointed out a previous Guthrie County Assessor administered the Zoning Ordinance when Derry purchased the property in 2000. Derry stated he must have both licenses to cover all his intended activities. Supervisors directed Whitaker to research the matter. Auditor will include item on the Agenda for the next regular meeting on 4 September 2018. Whitaker confirmed this is not a variance issue. He advised the Commission may need to look at the proposal. Typically, the Commission compares the proposal to the Guthrie County Comprehensive Use Plan and accepts comments from neighboring property owners before making a decision. Whitaker confirmed the Guthrie County Land Use Map was adopted in 2005. Carney stated he wants Derry to start his business; however, he also wants to make sure it is legal and right. Rutledge confirmed Whitaker will research the map and keep the matter moving forward. Whitaker addressed Supervisors about timing issues. He explained he struggles to complete projects in a timely manner because it is very difficult to get Commission and Adjustment members to attend the meetings. Whitaker emphasized he is doing his best to follow the Ordinance. He will have an opinion by the next regular meeting. If he cannot issue the Letter, he will set forth the process to address the matter.

Jotham Arber, Guthrie County Transfer Station (TS) Executive Director, joined the meeting and submitted the Guthrie County Transfer Station Payroll Change Notice for Stephen Rummans (Position Change - Fulltime). Arber pointed out Rummans will work thirty-six to forty (36-40) hours per week, so he will be eligible for full-time benefits. This will increase the Employee Group Ins - Co Contribu-Health Insurance line item. Arber also pointed out Rummans will learn the duties as well as responsibilities assigned to other staff, so he can substitute for staff, as necessary. This enables Arber to shift staff and fill openings created by retirements. It provides continuity as well as a succession plan. Motion by Dickson second by Rutledge to approve the Guthrie County Transfer Station Payroll Change Notice for Stephen Rummans (Position Change - Fulltime) authorizing a pay increase from \$12.85 per hour to \$14.25 per hour effective 1 September 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

Arber provided the Guthrie County Transfer Station (TS) update. Arber announced he worked with Ahlers & Cooney, P.C. to create job descriptions. He passed out the proposed documents. The descriptions include the expected hours of work, duties/responsibilities as well as essential functions and requirements. It also addresses expectations and terms

of work. Arber created a job description for Transfer Station Operator and Transfer Station Scale Operator. The Descriptions sets forth the salary grade which is based on the national average. Arber wants Supervisors to approve and sign the Descriptions at the next regular meeting. Arber pointed out language in the Scale Operator description specifies a new hire may be required to clean the recycling building and operate the equipment. Arber is working with Brandon Thompson, Guthrie County Facilities Manager, to establish a safety program. They are utilizing materials available through Iowa Communities Assurance Pool (ICAP). Eventually, TS staff will attend off-site training. Dickson inquired if staff must maintain any licenses. Arber acknowledged it is a good practice to have certifications. The Descriptions specify a new employee must complete all the necessary safety training within one (1) year. The Administrative Staff will track it. Arber advised all the staff must complete a training regarding blood borne pathogens as well as standard Occupational Safety and Health Administration (OSHA) safety training. Rutledge verified the current employees will sign the Job Descriptions. Grasty asked about the implications of an employee not signing the documents. The Guthrie County Personnel Policy stipulates the appropriate course of action, if an employee does not follow through with the requirements. In addition, all the documents specify changes may occur without prior notice. Arber assured Supervisors he did extensive work with Ahlers to ensure the Descriptions comply with State and Federal regulations as well as laws.

Brandon Thompson, Guthrie County Facilities Manager joined the meeting to provide a TS update. The TS fence project is complete. He and Arber walked the fence to ensure there were no issues. He provided pictures of the completed project. It reduced the mowing by a couple of acres. The perimeter fence is complete too. The Iowa Department of Natural Resources (IDNR) is fine with one (1) or two (2) high tensile wires on this fence. The main goal is to mark the perimeter. Pursuant to a request, Arber handed out slides setting forth the Five (5) Year Objectives. Thompson advised repairs are coming along. He pointed out the repairs of the concrete floor in Garbage Building are complete. The fan also works now. Thompson will add another fan to help pressurize the building. It will help with air quality when the big door is open. Thompson also plans to finish the push wall on the west side of the Garbage Building during the winter. Arber pointed out the office is being removed from the Garbage Building and moved to the Blue Building. Furthermore, Thompson will heat the new Shop in the Blue Building. Arber is considering moving the appliances to the old office area in Garbage Building, so staff can monitor these items better. In addition, tires will go in the old appliance area or the scrap area. Arber advised tires must be moved away from the buildings to mitigate any fire hazard. Grasty asked if Arber plans to cover the tire area. There will be a carport style building eventually erected to keep out the rain. Arber and Thompson are researching options. Arber also will get approval from IDNR. Arber explained the Five (5) Year Objectives show what TS anticipates doing along with completed projects. He explained Year One (1) covered January to July 2018, so it is complete. Year Two (2) is the current Fiscal Year. Arber advised he still is researching software for the scale. In addition, he is researching a credit card machine and wants the scale to interface with it. Arber reminded Supervisors the 28E Meeting with the Cities will be 6 September 2018.

Supervisors received a certified letter from the Iowa Department of Administrative Services (IDAS). It was official notice of IDAS' intent to terminate the Targeted Case Management Division Lease between IDAS and Guthrie County on behalf of the Iowa Department of Human Services (IDHS). The letter is dated 24 August 2018. As required by the Lease, IDAS provided sixty (60) day written notice to terminate the lease and vacate the facility on 23 October 2018. The reason for the action is IDHS "is experiencing a 44.5% reduction on revenue (approximately \$13.5 million in FY18 to approximately \$7.5 million in FY19) to fund Medicaid targeted case management (TCM) which directly impacts the ability to maintain a presence in the leased facility in Guthrie Center." Supervisors acknowledged receipt of the letter. Auditor advised she received an email from Dave Wells, Social Work Supervisor, Division of Mental Health and Disability Services, IDHS, on 27 August 2018, advising "IDHS may have furniture and office equipment in the space until the effective date of the termination of the lease." At this time, there have been no requests for the space.

Supervisors discussed compensation of Guthrie County Township Trustees and Clerks. J.D. Kuster, Baker Township Clerk, was present for the discussion. Grasty handed out the Cemetery Rules and Regulations for Stuart Municipal Cemeteries as well as the Bear Grove Cemetery Interment Rights Policy. Grasty wondered if there should be a representative from each Township present for the discussion. He wants everyone included in the conversation. In Carney's opinion, each Township should maintain the necessary funds to perform extra duties like a cemetery. He thinks a Township should charge its own citizens and not the whole County to handle business within the Township.

Kuster explained each Township levies for the care of the cemeteries within its borders. Baker Township has a work day at Bear Grove Cemetery. The Trustees and Clerk do not receive any pay for working that day. Dickson explained several Trustees told him there are ways to compensate personnel for working without directly paying a salary. Kuster explained the process to mark a grave. The Funeral Director contacts Kuster about a burial, and he marks the plot. The Funeral Director charges the family for the service and then compensates Baker Township. Kuster pays any private individual or business which does work for the Township. It is the same process to place a monument. Supervisors acknowledged each Township handles its business differently. Some Townships do not charge for cemetery services. Carney pointed out Townships like Grant only handle fence disputes because there is not a cemetery within the Township. Auditor passed around an excerpt from the Iowa State University Township Trustee and Clerk Reference Manual regarding compensation as well as Iowa Code Section 359.46 Compensation of Township Trustees. Carney inquired when Supervisors set the current rate. Kuster stated he has been a Trustee/Clerk for over thirty to forty (30-40) years, and the rate has remained the same during his entire tenure. Kuster explained Township meetings last approximately one (1) hour or so. Therefore, the Trustee compensation is generous for the meeting. Clerks have more duties because the Clerk must organize the meeting and prepare the Township Budget. Grasty spoke with other Trustees who stated a budget meeting takes a couple of hours. Auditor advised Clerks receive \$100 each year plus the meeting fees. Kuster pointed out Clerks have to do a Township Annual Financial Report too. Dickson advised most of the people he spoke with treat the role as a volunteer project. Dickson reiterated a Township can charge the funeral home to recover the cost of cemetery duties. In fact, most cemeteries do it. Dickson does not want to expend more County funds when a Township can charge a fee for services. Kuster concurred with Supervisors. Each Township can address cemetery costs through fees and the levy. Auditor advised Trustees and Clerks currently receive twenty dollars (\$20) per meeting. Grasty wonder about the equivalent rate after inflation. Kuster pointed out many people do not want to be Trustees because they do not want to be involved in a fence dispute. Dickson has no issue with increasing the meeting rate to twenty-five dollar (\$25) per meeting and Clerks to \$125. Carney suggest thirty dollars (\$30) per meeting and \$150 for Clerks. Grasty pointed out it is hard to find people willing to serve as Trustees and Clerks. Kuster confirmed a Township charges fees for a fence dispute. In Kuster's opinion, money is not an issue for people willing to be Trustees or Clerks. These people do not get involved for the money. Dickson pointed out Trustees/Clerks can charge mileage to attend the meetings. Grasty wants a higher rate. Auditor advised Supervisors will need to amend the Guthrie County Fiscal Year 2019 Budget or make the new rate effective for Fiscal Year 2020. Motion by Carney second by Rutledge to increase the Township Trustee/Clerk meeting rate to thirty dollars (\$30) per meeting and the Township Clerks annual rate to \$150 effective 1 July 2019. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors briefly discussed pending county projects. In particular, Supervisor compiled a list of contractors for excavation and drainage tile work. Carney and Thompson will forward a Request for Proposal (RFP) concerning the drainage tile project at the Guthrie County Farm to these contractors.

Supervisors considered the Guthrie County Secondary Roads Department Payroll Change Notice for Ryan Cline (Position Change). Cline will be the newest equipment operator. Motion by Lloyd second by Carney to approve the Payroll Change Notice for Ryan Cline (Position Change) authorizing a pay increase from \$18.96 per hour to \$21.00 per hour effective 23 August 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Rutledge second by Dickson to approve the Minutes from 21 August 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Rutledge second by Carney to approve the Claims from 15 August 2018 – 28 August 2018 in the amount of \$212,119.94. Motion carried on a vote: Ayes: 5 Nays: 0.

Guthrie County Attorney, Mary Benton, briefly joined the meeting to apprise Supervisors of anticipated expenses associated with the upcoming felony trial moved to a different venue.

There being no further business to come before the Board at this time, the Board adjourned at 12:14 p.m. until its regularly scheduled meeting on Tuesday, 4 September 2018. Motion by Rutledge second by Dickson. Motion carried on a vote: Ayes: 5 Nays: 0.

Everett L. Grasty, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

4 September 2018

The Guthrie County Board of Supervisors met this 4th day of September, 2018, 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 Dickson second by Lloyd to approve the Agenda for 4 September 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Chris Whitaker, Local Assistance Director, Region XII Council of Governments, joined the meeting to discuss the Adair and Guthrie Counties Multi-Jurisdictional Hazard Mitigation Plan 2018. Supervisors acknowledged they reviewed the Plan and had no additional questions. Whitaker explained the Plan will go to the State of Iowa as well as the Federal Emergency Management Agency (FEMA) for approval as soon as all the entities adopt it. He assured Supervisors FEMA will return the Plan, if there are any issues. Dickson inquired about the status of the other entities. The Cities of Guthrie Center and Panora have adopted the Plan. Region XII will meet with the remaining entities. The Southern Iowa Council of Governments will meet with the entities in Adair County.

Supervisors considered Resolution 19-07: Resolution Adopting The Adair & Guthrie Counties Multi-Jurisdictional Hazard Mitigation Plan 2018. Said Resolution adopts the Adair & Guthrie Counties Multi-Jurisdictional Hazard Mitigation Plan, incorporating citizen comments and recommendations. Supervisors authorized the development of a multi-jurisdictional hazard mitigation plan. It was prepared in compliance with the Hazard Mitigation Planning Requirement of the Disaster Mitigation Act of 2000 provided by the Iowa Homeland Security and Emergency Management Division. All the meetings of the Guthrie County Planning Committee were open to the public. The municipalities which participated in the multi-jurisdictional plan process will each pass their own resolutions to approve and adopt the plan. Motion by Carney second by Lloyd to approve Resolution 19-07: Resolution Adopting The Adair & Guthrie Counties Multi-Jurisdictional Hazard Mitigation Plan 2018. Motion carried on a roll call vote: Ayes: 4 (Carney, Dickson, Grasty and Lloyd) Nays: 0 Absent: 1 (Rutledge).

The full text of all Resolutions adopted by the Guthrie County Board of Supervisors after 1 July 2018 are available on the Guthrie County website at <http://www.guthriecounty.org/supervisors/index.html> .

Chris Whitaker, Guthrie County Zoning Administrator, submitted a draft Zone Compliancy Letter regarding Parcel Number 0000234011 (2046 Highway 4, Panora) addressed to the Iowa Department of Transportation (IDOT). Marty Derry was present for the discussion. Whitaker advised the parcel is zoned Highway Commercial (C-1). The letter contains a list of principal permitted uses including, but not limited to, automotive, boat, motor, travel trailer and mobile home display, sales, service as well as repair. There are no conditional uses approved for the property. The letter also contains a list of possible conditional uses including, but not limited to, body and fender repair shops, motor vehicle wrecking or used parts yards and outside storage of component parts. Whitaker pointed out all signage must comply with Guthrie County, Iowa, Zoning Ordinance Chapter 8.090. Whitaker advised the property complies with the Zoning Ordinance as to motor vehicle and/or travel trailer sales. Grasty verified all Applications For Conditional Use Permit must be approved by the Guthrie County Zoning Board of Adjustment. He also confirmed Derry may conduct automotive display, sales, service as well as repair on the property. Whitaker clarified Derry may sell vehicles, but he cannot operate a body shop, wrecking yard or sell used parts without a Conditional Use Permit.

Carney verified Derry will submit the Zone Compliancy Letter to IDOT along with his Application for a Motor Vehicle or Travel Trailer Dealer License. Grasty confirmed the Letter will allow Derry to obtain the Dealer License. Whitaker will put the Letter on Region XII's letterhead and send it to Derry. Motion by Dickson second by Lloyd to approve the Zone Compliancy Letter regarding Parcel Number 0000234011 (2046 Highway 4, Panorama) addressed to the Iowa Department of Transportation (IDOT). Motion carried on a vote: Ayes: 4 Nays: 0.

Jotham Arber, Guthrie County Transfer Station Executive Director, joined the meeting to discuss the Transfer Station Operator and Transfer Station Scale Operator Job Descriptions. Supervisors acknowledged they reviewed the job descriptions he provided during the last regular meeting on Tuesday, 28 August 2018. Arber confirmed the Descriptions set the salary grade as well as his ability to flex an employee's hours between thirty-six to forty (36-40) hours each week. Arber pointed out the duties and responsibilities primarily stayed the same. He added a weight component to the Scale Operator's Job Description. A new employee must be able to lift fifty to 100 pounds (50-100 lbs), so the person can help with recycling too. Joyce Miller, TS Scale Operator, will be "grandfathered" as an existing employee. Grasty verified Arber intends to cross train the staff. Arber pointed out this will allow staff to rotate jobs; especially during the cold weather. Motion by Dickson second by Carney to approve the Guthrie County Transfer Station Operator and Transfer Station Scale Operator Job Descriptions. Motion carried on a vote: Ayes: 4 Nays: 0.

Arber provided a Transfer Station update. The fences are finished at TS. Pursuant to the recommendation of the Iowa Department of Natural Resources as well as Cindy Turkle, Turkle Clark Environmental Consulting, Arber had the natural gas line to the Garbage Building disconnected for safety reasons. Arber reminded Supervisors of the meeting with the Cities to discuss the 28E Agreement for Use of the Guthrie County Solid Waste and Recycling Agency on Thursday, 6 September 2018, at the Guthrie County Public Health Building. Grasty and Lloyd plan to attend the meeting. Arber stated the new 28E Agreement must be adopted by January 2019 per the 1995 version of the Agreement. Carney inquired if there is a specific renewal date. Arber wants to include a provision which requires renewal of the Agreement ever five (5) years. Grasty verified the Koster Grain Contract will expire in June 2019. He wants to ensure the Cities are aware of any additional costs, so he encouraged Arber to research future hauling expenses. Arber plans to set the per capita rate for five (5) years barring any unforeseen issues. Dickson is glad Arber compiled all the necessary data to justify the new 28E Agreement. In Arber's opinion, the per capita rate is the best system.

Marci Schreck, Guthrie County Treasurer, joined the meeting to request the assignment of the Tax Sale Certificates for Parcel Number 0001424400, Parcel Number 0001424500 and Parcel Number 0001424600 held by the County. TF 14, an investment company, currently owns Parcels 0001424400 and 0001424600. TF 04 currently owns Parcel 0001424500. The parcels are located at Diamondhead Lake. Ed Eustice wants the County to sign over the Tax Sale Certificates in exchange for payment of the balance due, \$3,485.00. Treasure advised the breakdown of the balance due is \$1,321 for Parcel 0001424400, \$1,371 for Parcel 0001424500 and \$793 for Parcel 0001424600. Historically, the Supervisors assign a Tax Sale Certificate in exchange for payment of the balance due. The County has held the Certificates since 2013. Treasurer clarified the taxes have remained outstanding since Tax Year 2012. Dickson confirmed there is a shed on Parcel 0001424400. Carney verified the balance due will satisfy the total outstanding back taxes to date. Treasurer explained Eustice can serve the Ninety (90) Day Notice and then receive a Tax Sale Deed for the parcels upon expiration of the time period. Motion by Dickson second by Carney to assign Guthrie County's Tax Sale Certificates for Parcel Number 0001424400, Parcel Number 0001424500 and Parcel Number 0001424600 to Ed Eustice for the balance due, \$3,485.00. Motion carried on a vote: Ayes: 4 Nays: 0.

Joshua Sebern, Guthrie County Engineer, joined the meeting to present the SRD update. Grasty inquired about a road northeast of Panorama. He received a complaint about wash boarding on it. Sebern advised SRD blades from Lake Lumber to the Stop Sign on Utopia Avenue, even though, it is within the city limits. He will check on it. Sebern advised he received several citizen concerns since the weather went from dry to wet. SRD is working to transition the roads back to a proper state of maintenance. Sebern advised SRD continues to collect traffic data at Lake Panorama. The counters were out all summer and will remain until the end of August. Sebern will compile the data and present it to Supervisors. Sebern advised all the construction projects currently are delayed because of the weather. Grasty inquired about progress on the dead end, low water crossing. Sebern advised it only should take a couple weeks to complete in good weather. SRD will place an old boiler pipe in the creek to make the crossing. The crew will not remove the crossing until they are sure there is a clear stretch of weather which gives them time to replace it. Sebern

confirmed there are farms on the south side of the creek. Sebern also advised SRD is working on a dirt road in Grant Township. The crew is reshaping the area and installing a new pipe. Sebern verified seeding is delayed due to the weather. At this time, SRD is hauling sand from the stock pile in the north. The crews also are cutting brush to stay busy. Grasty wants Integrated Roadside Vegetative Management (IRVM) to know the complainant is happy IRVM addressed the issue. Sebern advised Eric Whitver finished work for this season. In addition, John Lyall only can spray at this time. Steve Stringham, IRVM Supervisor, is trying to do the remaining work. Carney verified IRVM continues to spray trees. Sebern advised IRVM will finish spraying soon because some of the trees are dropping leaves. Lloyd advised he checked the trees near the City of Bayard, but SRD cannot address the matter until it is frozen because the area is a swamp. Lloyd confirmed SRD only needs to address the trees in the ditch. Sebern advised IRVM received a total of \$39,000 in grants from the IDOT Living Road Trust Fund Grants. The first grant is for a hydro-seeder in the amount of \$15,000. The second grant is for a rotary forestry head in the amount of \$24,000. Sebern did not budget for a skid steer on which to mount the forestry head. He will work through the details as part of the overall brush program. Lloyd inquired about the total cost of the forestry head. Sebern advised the grant only covers part of it. He estimates a skid steer will cost approximately \$100,000. The grant did not cover a skid steer because it is too multi-purpose, so there is no guarantee IRVM will be the only Department to use it. In Grasty's opinion, it will make a great addition. Sebern advised he took bids for Randy Clipperton's truck. Karl Chevrolet of Stuart submitted the lowest bid. Karl's beat New Way Ford by \$400. The new truck will be a half (1/2) ton diesel with an extended cab, and it is in stock. Clipperton's old three quarter (3/4) ton truck will go to Todd Plowman. Sebern advised the new belly dump trailer was in stock and arrived at SRD. Sebern will auction the old truck and trailer rather than trade it, so SRD can finish the season with it. The new semi-truck will not arrive until winter because the company is so far behind schedule. SRD finally took delivery on the new Volvo plow truck from FY2018. There are problems with the tailgate. Sebern is unsure if it is the hydraulics or the truck. Sebern advised the patching contractor is supposed to start in a couple of weeks. Sebern reminded Supervisors the Monteith Road will not be patched until next year as part of the overall contract. 190th Street (Wichita Road), 310th Street (Diamondhead), 280th Road (Redfield) and County Road F63 will be patched this year. 310th Street has a long stretch which is broken and moving around freely. County Road P28 is not in the contract. Contractor also will do something with the dip by 310th Street and Maple Avenue. In addition, Contractor will patch the intersection of County Road F63 and Highway 25. This patching will be all concrete. Carney inquired why there are no asphalt chips in County Road N54 (Adair Road). Sebern has concerns about the area settling and forming a solid base. He wants to cover it with seal coat before the winter; however, he does not want to waste money if it is not ready. The rainy weather will help settle the area. SRD also needs to address the potholes. Since the seal coat contractor is delayed, the area will have more time to settle before the contractor is ready to cover it. SRD will not use asphalt millings on Chestnut Road (Coon Road). Sebern advised his staff continues to work on the Middle River Bridge plans. The staff completed the preliminary plans, so they can apply for the permits. In addition, the Monteith Road plans are almost at the "check plan" stage. Sebern advised Murphy Heavy Contracting may have openings to do repairs this winter. Sebern continues to work with utilities. ITC broke the inside radius of some curves on 280th Road. ITC will reimburse SRD for patching work SRD already planned to do this year. Dickson advised there is a section of shoulder washed out along White Pole Road. Carney stated he wants the road graders to work on the gravel and dirt roads as soon as possible, so the roads are in good shape before November. Sebern advised it is too wet to work on these roads at this time. Grasty briefly talked about wash boarding in the roads. Lloyd commented he seen the shoulder maintenance truck. Grasty wondered if it is more efficient to have one (1) truck dump gravel and another truck spread the gravel; rather than the first truck back up to spread it. Sebern commented it steals manpower from other jobs, if a crew maintains the shoulders. In particular, it will take away from ditch cleaning. Grasty thinks his idea may save time. Sebern stated it is a balancing act. He is unsure if it is better to pave the shoulders or just spread gravel. The truck can redress an entire area, if necessary. There are several areas, such as 190th Street and County Road P28, which wash out regularly. Grasty and Sebern concurred they have seen worse in other Counties. Sebern cautioned an edge with a drop off is dangerous. Dickson mentioned there are big chunks of road broke out on White Pole Road. He is waiting for the chunks to pop out. Sebern stated the pieces may sit for a while, if the pieces are sitting fine. He confirmed the concrete is eight inches (8") thick in that area.

Grasty inquired about the Human Resources position. Sebern advised he has a solid job description from Madison County. In his opinion, it fits the County's needs. Dickson advised he drafted an email which he wants to send to the Elected Officials/Department Heads (EO/DH) requesting input on the duties and responsibilities of the position. The deadline for replies will be two (2) weeks. Sebern proposed an EO/DH meeting to discuss the matter. Afterwards, Sebern and Auditor will compile the feedback, so they can present a unified proposal to Supervisors. Grasty thinks it

is a good idea for EO/DH's to discuss the matter amongst themselves. This way experienced EO/DH's can offer insights. Dickson expressed concerns about trying to implement too many responsibilities during the first year. In his opinion, there will be plenty of human resource duties, so he does not want to entertain other tasks. Sebern thinks it will be good for EO/DH to discuss it. He pointed out EO/DH need to understand it will take time to develop the position. Sebern will setup the meeting after Dickson sends his email.

Sebern advised the Teamsters Local Union No. 238 election will be this fall. SRD provided a list of employees and will post all the requisite notices. Sebern confirmed the Union pays for the election. There only is a minimal expense for the County. Auditor admonished Supervisors not to discuss the election with any employees and to refer all questions to the Iowa Public Employment Relations Board (PERB).

Brandon Thompson, Guthrie County Facilities Manager, joined the meeting. He provided a copy of an email chain discussing the New Veteran's Memorial Project. In particular, it contained a discussion with the contractor hired to install the concrete slab. Thompson noticed utility locates were done last week, so he requested the specifications for the slab. Thompson advised there is money in Dept: 53 - Facilities Management to pay for sidewalk repairs in the area. He wants to collaborate with the contractor to install a new sidewalk at the same time as the concrete pad for the Memorial. Thompson also wants to install a sidewalk to the Memorial, so it is Americans with Disabilities Act (ADA) accessible. He plans to replace eighty-five feet (85') of sidewalk and pour it five inches (5") thick. This will enable it to handle more weight. The projected price is \$4,012. Thompson had the contractor assess the sidewalk when he poured the slab for the last Veteran's Monument. The contractor quoted the same price again. Thompson also notified Supervisors about the New Veteran's Memorial Project. Lloyd inquired about who is coordinating the Project. Thompson advised Trudi Tam along with several other people are doing it. Michael Johnson is doing the planning. The group will pay for the concrete slab. Thompson advised there needs to be fill around the west end due to the grade change. Dickson inquired about the patch of grass. Thompson explained this is caused by the flag holders being installed outside of the original concrete slab for the last Veteran's Monument. The new slab will have the flag holders mounted in it. Thompson said the patch is a good place for flowers or a table. Tam's group wants to pour the slab this fall. Thompson expects the project to start soon. Dickson verified there is no drop on the west side. Thompson advised the contractor will bring in dirt to fill to the slab. Carney verified the corners are square and not round. In Thompson's opinion, this is a better way to do it, if there is a need to add onto the slab. Carney pointed out Supervisors already agreed to the new Veteran's Memorial. Thompson advised he will address the elevation changes with the new sidewalk. Motion by Dickson second by Carney to authorize Thompson to undertake the Sidewalk Project in collaboration with the new Veteran's Memorial. Motion carried on a vote: Ayes: 4 Nays: 0.

Carney inquired about the Drainage Tile Project at the County Farm. Thompson advised he received maps from Dickson this morning. Thompson cannot visit the area, at this time, because it is a terribly, muddy mess. He will take contractors to assess it when the area is drier. Thompson prefers to find the title outlets ahead of time, but the contractors may need to find the outlets during the job. Thompson concurred the map does not show a great amount of detail. Thompson will meet with contractors on the Supervisors' list to get cost estimates and projects ideas. Thompson advised Supervisors will need to address the fence along the area because there are numerous trees in it.

There was no other discussion about pending county property projects.

Auditor presented the 2017/18 GASB #75 OPEB Service Agreement with SilverStone Group. Auditor advised County must switch to a different provider because Robert Hopson could no longer provide the service. His reports do not meet the new Governmental Accounting Standards Board (GASB) Statement No. 75 requirements. Hopson acknowledged there are significant changes to the reporting requirements, so he sent the County's information to the SilverStone Group. At this time, County does not have a choice because Hopson did not notify Auditor until the end of July 2018, and the report must be complete by the end of Calendar Year 2018. Tim Benton, Assistant Guthrie County Attorney, reviewed, modified and approved the Agreement. The fee for the 2018 fiscal year valuation will be \$3,000. The Agreement sets out the Actuarial Services along with Additional Actuarial and Consulting Services provided by SilverStone. In addition, the Agreement sets forth the Fees, Terms, as well as standard legal language, such as Termination, Confidentiality, Indemnity, Assignment, Limitation of Liability, Governing Law and Dispute Resolution. Auditor explained SilverStone will perform a full actuarial valuation of the retiree health plan for FY2018. The report will include the information necessary to meet the GASB 75 Other Post-Employment Benefits (OPEB)

disclosure requirements as of 30 June 2018. In addition, the report will contain a static “roll forward” of the 2017/2018 actuarial results that will normally be suitable for the 2018/2019 disclosures. County must request any additional actuarial and consulting Services for supplemental costs. SilverStone also will respond to the State Auditor’s request for information regarding the annual actuarial valuation and financial disclosure which may be needed to provide the audit confirmation. Supervisors do not understand why the County needs to pay for an additional report, if the State Auditor’s Office conducts the audit. Auditor advised the County previously paid Hopson \$1,800 in June 2016 to complete an OPEB Actuarial Report under the GASB 45 reporting requirements. It was paid from Dept: 51 – General Services just like the audit. Auditor pointed out SilverStone is willing to meet the deadline. Motion by Carney second by Lloyd to approve and sign authorize the 2017/18 GASB #75 OPEB Service Agreement with SilverStone Group. Motion carried on a vote: Ayes: 4 Nays: 0.

Motion by Dickson second by Carney to approve the Minutes from 28 August 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors briefly discussed a possible meeting with Guthrie County Township Trustees and Clerks. Carney suggested scheduling the meeting during the budgeting season. Supervisors will send a letter inviting Trustees and Clerks to discuss cemetery funding. Carney still thinks Townships should fund the cemetery(s) within its borders. In Grasty’s opinion, it is the Townships choice, if it wants to do its own work. Grasty noted it is hard to find people to do the work. In addition, he thinks the Townships should get bids for mowing because Townships pay for the service with public funds. Finally, Grasty believes it may avoid future problems, if Trustees and Clerks received the same raise as the County employees.

Supervisors reviewed the Secondary Roads Department Payroll Report for 29 July 2018 – 11 August 2018, Courthouse Payroll Report for 5 August 2018 – 18 August 2018 as well as the Assessor Payroll Report for 4 August 2018 – 17 August 2018.

There being no further business to come before the Board at this time, the Board adjourned at 11:59 a.m. until its regularly scheduled meeting on Tuesday, 11 September 2018. Motion by Carney second by Dickson. Motion carried on a vote: Ayes: 4 Nays: 0.

Everett L. Grasty, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

11 September 2018

The Guthrie County Board of Supervisors met this 11th day of September, 2018, 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 Carney second by Lloyd to approve the Agenda for 11 September 2018. 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 13 August 2018. Grasty asked about the bridge approaches. Hanner advised the approaches are not finished because there is too much traffic on the Raccoon River Valley Trial (RRVT). The contractor will begin working again in October or early November 2018. Grasty commented it is good there is too much traffic. Hanner advised RRVT usually slows down after RAGBRAI. It benefits everyone including the

contractor if there is less congestion on RRVT. Lloyd inquired about the electrical study. Hanner advised it is not setup yet. He wants camping to slow down before doing the study. Hanner wants to review the electrical needs thoroughly. This includes evaluating existing as well as future plans. The Memorial Day weekend brought a large crowd and put a huge load on the electrical system. Hanner explained GCCB needs to upgrade the older parks such as Nations Bridge Park which was developed in the 1960's/1970's. Carney suggested Hanner research the electrical demands of modern campers. GCCB authorized Hanner to upgrade the 2011 truck with 14,400 miles. It will cost approximately \$26,000 to replace this truck with a similar extended cab vehicle. This is the "State Bid". Hanner contacted Karl Chevrolet of Ankeny, and the General Manager thinks he can beat the "State Bid". He provided a quote for approximately \$25,000. In addition, Hanner can trade in the old truck at Karl Chevrolet of Stuart and receive approximately \$10,200. The General Manager at Karl thinks Hanner should trade vehicles every two to three (2-3) years; especially when the "State Bid" is so low. GCCB discussed the matter and opted to do it. Supervisors and Hanner briefly discussed the Fund: 0027 - County Conservation Reserve Fund as well as the "Restricted Use Account". Hanner acknowledged a couple of GCCB members understand Carney's point regarding the health insurance amendment. Auditor confirmed she is working to establish a formal "Restricted Use Account". She also advised Supervisors should not transfer the balance of the Fiscal Year (FY) 2017-2018 Fund: 0002 - General Supplemental, Dept: 22 - Conservation Board Budget (\$3,070.73) to Fund: 0027 since it just funds the County's share of the health insurance premiums. Supervisors simply should transfer the balance of FY2018 Fund: 0001 - General Basic, Dept: 22 (\$1,797.56). Hanner also wants to transfer the excess Camping Fees (\$10,807.35) too. Grasty directed Auditor to put these items on the Agenda for the next regular meeting on Tuesday, 18 September 2018. Auditor will notify Hanner of Supervisors' decision via email.

Jotham Arber, Guthrie County Transfer Station (TS) Executive Director, joined the meeting. Arber handed out the DRAFT 28E Agreement for Use of the Guthrie County Solid Waste and Recycling Agency. He met with the Cities on Thursday, 6 September 2018 and presented the Draft Agreement at the Meeting. Arber advised he added a clause specifying the Agreement shall be negotiated and updated by all the parties every five (5) years. In addition, the per capita rate is twenty dollars per person (\$20/person) for each participating City. The new Agreement will take effect 1 July 2019. Arber confirmed all the Cities will pay the same per capita rate. In the past, each City paid a different rate. There was a six dollar (\$6) variance among all the Cities. Arber compared the expenditure and revenues over the last three (3) fiscal years to justify the new per capita rate. Based on the data provided, the County contributed \$262,913 over this time and the Cities contributed a combined total of \$240,000. Some of the Cities suggested the County should remit a per capita rate. Arber explained the County provides its share from Fund: 0011 - Rural Services. In his opinion, this is fair because the County typically contributed more than all the Cities. In addition, it should not change because the County makes up the difference in those years when TS makes large purchases. Arber briefly discussed an alternative option. Without the per capita rate, Arber must raise the Tipping Fee to ninety-five dollar per ton (\$95/ton) to account for the difference between the revenues and operating expenses. Arber offered to attend City Council Meetings to discuss the Agreement. The Cities of Guthrie Center and Panora were the only Cities at the Meeting. Arber is unaware of any objections to the Agreement. He will have the Guthrie County Attorney review it. Upon approval, Arber will disseminate the Agreement. The goal is to finish signing all the Agreements by January 2019. Grasty commented it was a good meeting.

Arber provided the Guthrie County Transfer Station update. Arber stated he is in the process of changing the way TS does business. In particular, he is revising staff hours and schedules. At this time, Arber turned the update over to Brandon Thompson, Guthrie County Facilities Manager. Thompson advised new brakes were installed on the recycling truck. In addition, the contractor finished installing the new doors on the Blue Building. Thompson will finish replacing the tin next week. He also purchased and will install a new heater in the Blue Building. Thompson advised there was an issue with the air-conditioner in the Telehandler. Something punctured a hole in the line. Thompson had to order a new specialty line. The warranty did not cover this incident. He plans to install an expanded metal cover on the bottom of the Telehandler to prevent further damage. At this time, he is unsure of the total repair costs. Rutledge asked how much it has cost to repair the Telehandler due to operator error. Thompson estimated the total cost is approximately \$5,000. He pointed out, the machine has not been at fault for these issues. Furthermore, it only has been in use since March 2018. Thompson confirmed the staff does keep a detailed service log and follows the maintenance schedule.

Thompson expressed concerns about some recent projects in the Guthrie County Courthouse. In particular, he found a \$330 invoice from Unplugged Wireless Communications LLC on his desk. It was for the installation of a camera system. There was no explanation accompanying the bill. In addition, there was no communication between the Guthrie County Sheriff's Department and Thompson regarding the project. Thompson is unsure exactly what Unplugged Wireless installed at the Courthouse. Grasty inquired if the switch allows the Guthrie County Dispatchers to switch amongst all the security cameras. Thompson emphasized he was not notified of any work ahead of time. He also alerted Supervisors about the installation of a new phone system in the Sheriff's Department. It happened last week. Once again, Thompson was unaware of the project. Thompson explained he would have notified the Guthrie County Sheriff about the plan to upgrade the phone system throughout the entire Courthouse. Thompson is unaware if the Sheriff Department's phone system has not worked properly in the past. Auditor passed around the claim for the new phone system approved on 26 June 2018. It cost \$8,626.78 and was paid from the FY2018 Dept: 05 – Sheriff Budget. Rutledge commented the Shive Hattery Architecture & Engineering Needs Assessment should have included a new phone system. In addition, Rutledge questioned why Sheriff installed a new phone system now. Dickson thought Supervisors made it clear all Elected Officials and Department Heads within the Courthouse need to discuss all projects with Thompson. Grasty advised he had a direct conversation with Sheriff about it. Thompson just wants to be notified about projects; especially if the cost will be borne by the Dept: 53 - Facilities Management Budget. He just wants everyone to work together. Supervisors emphasized coordination and supervision of these projects is part of Thompson's duties. Thompson advised he reviewed the first invoice from Shive. He wants a better explanation of the services provided during the billing period. Thompson stated Shive has not requested any information from him. He confirmed Shive has all his contact information. Carney inquired if the Needs Assessment will be done shortly. Thompson advised it is supposed to take a couple of months. Supervisors thought Auditor sent out an email regarding the Facilities Manager position. Auditor pointed out it specifically was discussed at a Department Head Meeting. In Rutledge's opinion, Thompson should be notified about all work in the Courthouse. This applies even if something actually broke, and a Department needs to replace it. Thompson advised he will draft a notice and Auditor will disseminate it to the vendors. It will require all vendors to contact Thompson prior to commencing any work plus a vendor must provide proof of insurance and a copy of any license(s), if applicable. Supervisors directed Auditor to send a reminder email to all Elected Officials and Department Heads stating any work done in the Courthouse and/or paid from the Dept: 53 Budget must be approved by Thompson. Rutledge mentioned the capital asset procurement policy. At this time, Supervisors have not set a minimum value. Dickson concurred he wants notices sent to all the vendors. Supervisors briefly discussed whether or not vendors can be held accountable for doing unapproved work in the Courthouse. Rutledge confirmed Auditor will send notices to vendors.

Thompson provided a Facilities Management update. The walls are finished in the Information Technology (IT) Office at the Guthrie County Public Health Building (PH). Thompson plans to install the ceiling when it is cooler. In addition, Arber will help Thompson paint the exterior of PH. Thompson spoke with Caliber Concrete LLC regarding replacement of the sidewalk adjacent to the new Veteran's Memorial. He is unsure if Caliber still is adhering to its schedule. Caliber will notify Thompson prior to commencing the work. The Memorial will rest on a twenty by twenty (20x20) concrete slab. The group installing the Memorial will pay for the slab. County will cover the cost to make the Memorial Americans with Disabilities Act (ADA) accessible. Thompson advised the State Elevator Inspector completed the evaluation. Thompson received an updated list of necessary repairs and upgrades. He will meet with the elevator repair company about the report. Thompson will determine the appropriate course of action. County may be able to pay for a portion of the work from FY2019 and FY2020 Dept: 53 Budgets. All the mandatory repairs must be completed by 2020. Thompson will have more information next week. Grasty suggested incorporating a new elevator with the new Jail. Grasty inquired about the truck. Thompson stated it is doing fine. To date, it needed front brakes and a few other minor repairs. Thompson advised he needs to begin preparing the boilers for fall. Carney inquired if the extra space in the basement could impact the Needs Assessment. In Thompson's opinion, it is possible, but it depends on the plans. Carney pointed out the newly acquired space may change everything. Grasty expressed reservations about the cost to remodel the existing area.

Joshua Sebern, Guthrie County Engineer, joined the meeting. He presented Resolution 19-08: Resolution Approving an Agreement Between Guthrie County Secondary Roads Department and the Iowa Department of Transportation (IDOT) for a Living Road Trust Fund Grant. Said Resolution approves the project development agreement and authorizes Sebern to sign as well as execute the project development agreement. Furthermore, the Resolution specifies the Guthrie County Secondary Road Department (SRD) is responsible for the Integrated Roadside Vegetation

Management (IRVM) program and for managing certain roadside properties. In addition, IDOT provides funding assistance through the Living Roadway Trust Fund for some expenses related to these responsibilities. Finally, SRD has applied for and been awarded a Living Roadway Trust Fund grant for the amount of \$15,000.00 for a forestry mulcher. Sebern explained the Resolution approves the agreement with IDOT to administer the Grant. Dickson verified the Grant is administered by IDOT. Sebern explained it is a hodgepodge of groups which provide grants to IRVM through the Living Roadway Trust Fund. He pointed out the native prairie seed is paid for through a federal grant. Motion by Lloyd second by Carney to approve Resolution 19-08: Resolution Approving an Agreement Between Guthrie County Secondary Roads Department and the Iowa Department of Transportation (IDOT) for a Living Road Trust Fund Grant. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Rutledge) Nays: 0.

Sebern submitted Resolution 19-09: Resolution Approving an Agreement Between Guthrie County Secondary Roads Department and the Iowa Department of Transportation (IDOT) for a Living Road Trust Fund Grant. Said Resolution is identical in form and content to Resolution 19-08 except SRD applied for and been awarded a Living Roadway Trust Fund grant for the amount of \$24,000.00 for a hydro-seeder. Motion by Lloyd second by Rutledge to approve Resolution 19-09: Resolution Approving an Agreement Between Guthrie County Secondary Roads Department and the Iowa Department of Transportation (IDOT) for a Living Road Trust Fund Grant. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Rutledge) Nays: 0.

The full text of all Resolutions adopted by the Guthrie County Board of Supervisors after 1 July 2018 are available on the Guthrie County website at <http://www.guthriecounty.org/supervisors/index.html> .

Sebern provided a SRD update. Grasty inquired about a road. Sebern confirmed it was not rutted out and not dangerous. In particular, there was nothing too squishy; however, there were some bald areas. All in all, it seemed hard. The Equipment Operator will monitor and blade it. Traffic causes the wash boarding when there is so much rain. The vast majority of gravel roads just need a good blading. Gus Construction Company is moving to the Grant 112 project. Gus will replace the bridge with a box culvert. The concrete patching contractor will be arriving soon. Several areas need to be patched and the count continues to increase. Contractor cannot address all the areas this fall, so the contract will carry over into next spring. Contractor will address the worst areas now. By extending the contract, it allows contractor to deal with the areas which blow up during this winter. Dickson inquired if SRD must amend the contract. Sebern stated he just needs to send IDOT an email. The breaks caused by the utility company increased the count. Rain also caused a delay in the contractor's expected arrival time. Rutledge confirmed Sebern hired a different contractor than the contractor which patched Highway 44. In Rutledge's opinion, there are rough spots in those patches. Sebern explained those type of patches always are rough. Sebern advised IRVM will continue spraying until the leaves fall off the trees. In addition, IRVM still is seeding too. Grasty inquired if Sebern intends to develop a plan for brush and tree control during this winter. Sebern stated he is working on it now. At this time, he is developing a "big picture scope" since he has supervised IRVM for over a year and began to improve the equipment. Sebern cautioned there will never be completely clear road right-of-way. He pointed out IRVM moves into an area and then cannot leave because neighbors request additional work in the area. This makes it difficult to address issues across the County. Sebern is trying to figure out how to prioritize areas and address complaints too. He wants to develop a pattern and a system which allows IRVM to work throughout the County. Sebern needs to figure out what will work best and how he needs to arrange the schedule to get the most work complete but still address the "hot spots". He will continue the planning process he started last winter. The Monteith Road project goes to IDOT for "check plans" today. This means the design phase is ninety percent (90%) complete. Sebern advised the Teamsters Local Union No. 238 election is moving forward. SRD is trying to finish the low water crossing and move off the dirt roads. SRD also continues to shape these roads before harvest. Dickson confirmed SRD will blade the gravel roads too. There are potholes all over the roads due to the weather. Sebern stated SRD will work the gravel if there is enough moisture. If not, it is too hard for the blade to cut without scarifying the road. Dickson confirmed SRD hits the bad spots first and then blades the entire road. He also asked if it is harder to work with the white rock. Grasty confirmed the road by the Morrisburg Church (268th Street) is a Farm to Market Road. If so, why is there no white rock on it? Sebern advised the truck traffic destroys the white rock. Rutledge verified it was part of the rock haul. Sebern pointed out the Street gets a great deal of semi-truck traffic. Grasty received complaints from property owners regarding the speed and danger posed by the truck traffic. Sebern advised the Street is wide, but it has a tight right-of-way. Lloyd pointed out the rock on high traffic roads does not last because the traffic "beats it to death". Sebern

explained it costs a great deal to buy the right-of-way, reshape the road, and rock it. Supervisors do not understand why semi-trucks use 268th Street. It appears to be mostly Landus Cooperative trucks. Auditor suggested Sebern call Landus. Sebern advised the Elected Official/Department Head Meeting regarding the new Human Resources position will be Wednesday, 19 September 2018 at 9:00 a.m. Carney asked if the Equipment Operators are doing spot blading to fix problem areas. Sebern confirmed there are a couple of operators who like to spot blade. He advised there is a time and place for it; however, it is not the right practice to use all summer. Lloyd inquired about the gravel pile. Sebern confirmed there is a fair amount. SRD needs to run the pile dry because the best rock is under the pile. Randy Clipperton, SRD Supervisor, and Sebern continue to check on patrols as well as look into Supervisors' complaints. All in all, the roads drive fine. Some just need to be bladed when the weather permits it.

Supervisors reviewed the 2018 Guthrie County Zoning Permits Report through August. Auditor is unsure why Guthrie County Zoning Administrator sent the report prior to the end of the Third Quarter. Grasty pointed out the Report includes a valuation amounts now.

There was no additional discussion about any county projects.

Motion by Rutledge second by Carney to approve the Minutes from 4 September 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor advised she cut the check to Willms Fencing LLC last week, at the request of Thompson, because Willms needed the payment right away. Motion by Rutledge second by Dickson to approve the Claims from 29 August 2018 – 11 September 2018 in the amount of \$253,208.01 and check to Willms Fencing LLC in the amount of \$5,464.15. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed the Secondary Roads Department Payroll Report for 12 August 2018 – 25 August 2018 as well as the Courthouse and Assessor Payroll Reports for 18 August 2018 – 31 August 2018.

There being no further business to come before the Board at this time, the Board adjourned at 11:23 a.m. until its regularly scheduled meeting on Tuesday, 18 September 2018. Motion by Rutledge second by Carney. Motion carried on a vote: Ayes: 5 Nays: 0.

Everett L. Grasty, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

18 September 2018

The Guthrie County Board of Supervisors met this 18th day of September, 2018, 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. The Supervisors began the meeting in the Public Meeting Room to hold the Public Hearing re Amending the Guthrie County, Iowa, Official Zoning Map.

Motion by Rutledge second by Lloyd to approve the Agenda for 18 September 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Dickson second by Rutledge to open the Public Hearing re Amending Guthrie County, Iowa, Official Zoning Map to Rezone the following described real estate in Guthrie County, Iowa: Parcel "B" of the North Half (N¹/₂) of Section Nine (9), Township Eighty-One (81) North, Range Thirty (30) West of the 5th P.M., Guthrie County,

Iowa, AND Lot Five (5), except the South Thirty-Three (33) feet thereof, and the South 118 feet of the West 165 feet of Lot Three (3), except the East Fifty (50) feet of the North Eighty-Five (85) feet thereof, all in the Northwest Quarter (NW¼) of Section Nine (9), Township Eighty-One (81) North, Range Thirty (30) West of the 5th P.M., Guthrie County, Iowa (Parcels Number 0000661201 and 000071120) from Agricultural Production District (A-1) to Industrial Park or Heavy Industrial District (M-2) at 9:01 a.m. Motion carried on a vote: Ayes: 5 Nays: 0. Chris Whitaker, Guthrie County Zoning Administrator, explained the reason for amending the Official Zoning Map. In particular, the area is being rezoned from A-1 to M-2 at the request of Marty Derry. Whitaker did not receive any written or oral comments. The Guthrie County Planning and Zoning Commission meet on 14 August 2018 at 1:00 p.m. to hold a Public Hearing on the matter. Subsequent to the Public Hearing, the Commission adopted the recommendation to rezone the area. Jolene Welder inquired about how the amendment will impact her property taxes. Auditor advised there will be no impact on a neighbor's property taxes. Welder's property value only will increase if she does something to trigger it. The amendment may impact Derry's property taxes. Auditor cannot speak to the fair market value of the property, if Welder opts to sell it. She also asked about the M-2 District. Whitaker read the list of Principal Uses set forth in Section 8.041.020 of the Guthrie County, Iowa, Zoning Ordinance. He also read the list of Conditional Uses set forth in Section 8.041.030. Whitaker confirmed a junk yard and automotive wrecking yard requires a Conditional Use Permit (CUP). Rezoning alone is not enough for Derry to operate a junk yard/wrecking yard. Grasty verified each conditional use necessitates CUP. Welder asked how the County plans to ensure Derry will keep junk and debris off the road. She explained residents had a problem with the previous owner and the recycling operation. Welder was content Derry will contain his loads but expressed concerns about other people hauling junk into the area. Mike Webb advised Environmental Services of Iowa (ESI) did not maintain the road. In fact, ESI mixed debris into the road. Lori Bishop expressed concerns about damage to the road as well as debris. She mentioned pictures depicting the condition of the road, but she never provided any pictures. Grasty inquired if these issues may be address in CUP. Derry pointed out there have been no issues with the road since he purchased the property. Bishop also asked about the front yard being an open, landscaped area per the Zoning Ordinance. Webb presented pictures taken late on Sunday afternoon, 16 September 2018. The pictures showed the current state of the property including vehicles and containers in the front yard. Webb advised ESI also caused large cracks in the road by moving a car crusher across it. Whitaker read the Special Requirements set forth in Section 8.041.090 of the Zoning Ordinance concerning screening and open, landscaped required yards. He pointed out these Special Requirements are mandatory. Bishop expressed concerns about the current "fences" being just trees. She pointed out there is no fence after the leaves fall from the trees. Lloyd inquired about the old scale left from the elevator. Webb advised Derry purchased it with the property. Bishop and Webb assume it will be part of the junk yard. Bishop talked about the causes of debris on the road. In particular, debris is left behind as vehicles traverse back and forth from the scale. Welder also talked about picking up debris in her yard and along the road. Webb provided a more in-depth explanation of the problems with ESI's past process. Webb did acknowledge Derry has done a good job keeping the area clean. In his opinion, Derry will keep his word and do it. Bishop reiterated her concerns about Derry only having trees as a fence. Webb advised he shares a driveway across from the main entrance to the property. He inquired about which entity will monitor and/or oversee Derry's operation to make sure it runs properly. In fact, he spoke with Richard Stone at the Guthrie County Transfer Station about Iowa Department of Natural Resources (IDNR) regulations. Webb expressed concerns about the property possibly turning into a landfill. Grasty advised IDNR will be contacted if issues arise with the property. Bishop also expressed concerns about the dumpster. Derry assured Supervisors and residents there only will be scrap in the dumpsters. Carney inquired about the fence. Derry advised there is a fence around the property; however, some stretches are better than others. In his opinion, the trees are sufficiently thick to constitute a screen. Eventually, Derry wants to fence the entire area to keep people out of it. At this time, he is working on cleaning the yards and removing trash left by the previous owner. He plans to rock the front. This will help eliminate any mud and/or debris on the road. Derry assured everyone he wants to maintain a good road. Derry advised the area is a work in progress. Since it has been a junk yard for years, nothing will happen overnight. Dickson inquired how often Derry must renew the Recycler License. Derry advised the Iowa Department of Transportation (IDOT) issues the Dealer as well as the Recycler License. Derry explained he must work with IDNR, IDOT and the County. Carney inquired about what will happen if Derry does not install a fence. Rutledge pointed out the Zoning Ordinance mandates he shall do it. Whitaker explained the Guthrie County Zoning Board of Adjustment may set more restrictive requirements in CUP. Bill Welder inquired about Derry having to put a fence around the recycling areas. Dickson reminded citizens and Supervisors the only issue before Supervisors is rezoning the area. Whitaker reiterated the site must be screened and the front yard must be free of all debris. Auditor advised all violations of the Zoning Ordinance or CUP should be handled as a county infraction. Bishop inquired about CUP. Whitaker advised he cannot answer specific questions

until Derry applies for it. J Welder inquired if Derry must screen the area around the bins or the entire area all the way to the road. Derry asked if there is a preference regarding the type of fence. This triggered a brief discussion. Webb wants the fence to screen the property from the Raccoon River Valley Trail (RRVT), so visitors do not have to look at it. This is contrary to past practice. Dickson verified Derry still needs to apply for CUP, even if Supervisors rezone the area. He also confirmed the citizen concerns may be addressed by CUP. Whitaker reiterated rezoning starts the process. It does not end it. Webb inquired about the status of a County Road. J Welder thinks the County closed a portion of it. Supervisors briefly discussed the road. Webb passed around an aerial map generated from Beacon. Rutledge asked if Beacon shows vacated alleys. Auditor advised vacated streets and alleys usually are denoted on Beacon. J Welder advised she lives across the street south and west of the main property. Webb inquired if Derry plans to use the three (3) acre open area for recycling. If so, he thinks the area shall be hidden from public view. Webb also asked why Derry did not put the old cars in a different location while he cleaned the property. Grasty stopped the line of inquiry because it does not pertain to the rezoning issue. Carney clarified Supervisors must rezone the area before Derry can apply for CUP. Whitaker explained all the rules will apply if Board of Adjustment grants CUP. Grasty verified Board of Adjustment will hold a Public Hearing concerning CUP. There were no further questions. Motion by Carney second by Lloyd to close the Public Hearing re Amending Guthrie County, Iowa, Official Zoning Map at 9:30 a.m. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor conducted the First Reading of Ordinance No. 34 – An Ordinance to Adopt the Amended Guthrie County, Iowa, Official Zoning Map Setting Forth the Revised Boundaries of the Zoning Districts Established by the Guthrie County, Iowa, Zoning Ordinance for all the Unincorporated Area of Guthrie County, Iowa. Motion by Rutledge second by Dickson to accept the First Reading of Ordinance No. 34. Motion carried on a vote: Ayes: 4 (Carney, Dickson, Grasty and Rutledge) Nays: 1 (Lloyd).

Auditor advised Supervisors cannot waive the Second Reading of Ordinance No. 34. Furthermore, the Second Reading must be done at a separate regularly scheduled meeting. She will put it on the Agenda for the next regularly scheduled meeting on Tuesday, 25 September 2018 at 9:30 a.m. Carney verified the Ordinance becomes official after Supervisors waive the Third Reading and adopt it. Lloyd advised he voted Nay because he is concerned the Village of Herndon will experience issues like the City of Jamaica.

Breanna Morman, Coordinator of Disability Services for Guthrie County, joined the meeting to discuss her duties and responsibilities. Morman also coordinates the Jail Diversion Services for the County. Her primary responsibilities are coordinating Disability Services and Jail Diversion Services. In particular, she works with inmates. She arranges mental health assessments, if necessary. Morman works with inmates to ensure they get the proper services and supportive medications. Morman will work with tele-psych as well as other providers to continue pre-existing services. She also will set up substance abuse treatment, if the substance abuse evaluation requires it. Dickson inquired about how much time she spends performing these duties. Morman advised her week is split fifty/fifty (50/50). She also assists with mental health committals and/or people struggling with mental health symptoms. She will help arrange services to assist a person in mental health crisis in an effort to keep the person out of jail. Often, she will utilize the Hope Wellness Center in these situations. Morman also will help with referrals for higher level services. Carney asked if the Crisis Center meets the County's needs. Morman explained it depends on the individual's needs as well as willingness to commit to the services. Morman stated she thinks Woodward Resource Center is a worthwhile facility. Morman advised Woodward accepts after hours calls to assist County Sheriff Departments. It is very beneficial to transport an individual directly to Woodward the same night, if the person is in crisis. Morman pointed out there are long waiting list for Intellectual Disability Waivers. She explained most people are placed on waiver before reaching eighteen (18) years of age. Morman pointed out Integrated Home Health (IHH)/Medicaid does not pay for one on one (1 on 1) services. Morman shared various scenarios with Supervisors. She pointed out Country View Estates and Genesis Development have group homes in the area. Morman advised she does not work with Country View a great deal. In addition, Country View has not asked her for funding assistance to support any existing clientele. The best practice is for the Heart of Iowa Region to pay for services until all the other funding mechanisms are arranged for a new client. Carney inquired about what the Region typically funds as well as the process to receive it. Morman explained the Region funds most things, like first month's rent if client has a job, through the Service Coordination budget. Genesis also pays for the Discovery Program. The Region will pay for one on one (1 on 1) since most sources do not fund it. The Region also covers all tele-psych appointments. If an individual needs therapy, but the person is not near a provider within the insurance network, the Region will help pay

for therapy as well as medication management. Dickson asked about reoccurring charges. Morman provided a list of several services, such as daytime habilitation, SCL services, payee services, therapy, medication management appointments as well as transportation from home to daytime habilitation programs. The Region also provides funding to allow some individuals to remain in Residential Care Facilities (RCF). In particular, the Region provides funding for services other providers do not cover, so the individual can remain at the RCF. Morman explained the procedure for requesting funding. The request includes notes with specific justification for it. Morman also verifies if the person has insurance. If so, she uncovers why the insurance will not pay for the services. Usually, the service provider is not within the network of approved providers. Morman confirmed all funding requests are reviewed by Darci Alt, Chief Executive Officer, Heart of Iowa Region. Morman assured Supervisors she is conservative with her funding requests. She is confident the County is receiving adequate coverage. Morman advised she just began working within the Schools two (2) weeks ago. She met with the Principals. The goal is to begin setting up preventative programs, so children with needs are identified early. This way the child may not need as many services as an adult. The goal is to make children and families aware of the services. In addition, service providers can meet with children at school rather than home. Morman confirmed she only works in Guthrie County. Dickson reiterated he wants more answers from the Region. He does not think the issue is centered on clients within the County. In addition, he does not understand why Country View requests funding; especially if the staff does not complete the Managed Care Organizations (MCO's) or Medicaid renewal documentation properly. Country View must request assistance if it is losing insurance funding. Supervisors think Morman has a good handle on daily operations. They are happy with her service. Morman instructed Supervisors to call her, if there are any questions. Supervisors briefly discussed Morman's comments as well as the billing issues at Country View. Morman did not provide any additional update.

Lloyd left the meeting at 10:07 a.m.

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). The County is required to file this report annually. It certifies the County is a public entity which self-funds the health plan. Furthermore, the plan meets the requirements of Iowa Code Section 509A.14 and 509A.15 as well as other applicable provisions of the Iowa Administrative Code. 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 Rutledge second by Carney to approve and 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.

Supervisors discussed transferring remaining funds from Guthrie County Conservation Board (GCCB) Fiscal Year (FY) 2017-2018 Budget to Fund: 0027 - County Conservation Reserve Fund. Auditor provided a packet containing the FY2018 Budget Reports for Dept: 22 - Conservation Board, Dept: 47 - Guthrie Co Historical Village, Dept: 49 - Resource Enhancement Board, and Dept: 50 - Conservation Reserve Fund. The packet also included a copy of both FY2018 budget amendment requests for said Departments. During the last regular meeting on 11 September 2018, Hanner advised GCCB authorized the transfer of the excess Camping Fees from line item 0001-1-22-6120-520000 in the amount of \$10,807.35 subject to Supervisors' approval. GCCB also authorized the transfer of \$5,420.87, the remaining balance in Dept: 22 (\$4,868.29) and Dept: 47 (\$552.58) FY2018 Budgets, during its meeting on 9 July 2018, subject to Supervisors' approval. The grand total of the requested transfer is \$16,227.35. Auditor confirmed Supervisors amended \$5,787 into Dept: 22, Fund: 0002 - General Supplemental for insurance. Therefore, the remaining \$3,070.73 in Fund: 0002, Dept: 22 is the balance left over from the amendment. According to Grasty, GCCB acknowledges there is a reason to leave this balance in the Fund: 0002 reserves. Auditor provided the historical revenues for Camping Fees and Trail User Fees (line item 0001-1-22-6120-529100). Dickson pointed out GCCB used resources in Fund: 0027 to pay for a portion of the water line project at Nations Bridge. Furthermore, GCCB also may have used it for the electrical upgrade. Dickson is fine with transferring money into Fund: 0027 as long as GCCB is willing to use the funds for improvements. Auditor advised Supervisors must adopt a Resolution authorizing any inter-fund transfer. Dickson also is fine with shifting the excess Camping Fees into Fund: 0027. Dickson asked if Joe Hanner, Guthrie County Conservation Director, is increasing the revenue estimates each year based on collected revenues. Auditor provided the historical estimated revenues for Camping Fees. Dickson has no objection to transferring \$1,797.56, the remaining balance in Fund: 0001 - General Basic, Dept: 22, but he wants to retain the remaining balance in Fund: 0002, Dept: 22. Carney concurs with Dickson and thinks the balance of Fund: 0002

should fall back into the reserves. Dickson is unwilling to transfer the remaining balance of Dept: 47. Grasty disagrees with Carney and Dickson because it differs from the conversation with Hanner during the last regular meeting. Auditor reminded Supervisors that they discussed keeping the Fund: 0002 balance with Hanner. Carney questioned why GCCB wants all the Trail Fees but only the excess Camping Fees. Auditor advised the Dept: 22 expenses totaled \$329,458.71 and Dept: 47 expenses totaled \$68,340.42. The revenues for Dept: 22 were \$68,560.32 while the revenues for Dept: 47 totaled \$8,849.04. Carney pointed out the entire cost for both Departments was \$320,389.77. Rutledge suggested transferring the balance of Fund: 0001, Dept: 22 plus the excess Camping Fees for a total of \$12,604.91. Supervisors directed Auditor to draft a Resolution for next week authorizing the transfer of \$12,604.91.

Supervisors discussed transferring the Trail User Fees into GCCB "Restricted Use Account". The account reserves Trail User Fees for improvements to the RRVT. GCCB authorized the transfer of all the Trail User Fees, \$13,268.45, into the Account, subject to Supervisors' approval during its regular meeting on 9 July 2018. Dickson does not want these revenues in a separate account. He thinks the revenue should remain in Fund: 0001 and pass through the budget. Auditor verified the revenues are part of Fund: 0001, and GCCB cannot utilize the funds without including same in the Dept: 22 Budget. Auditor advised Hanner tracks this Account, and she provides him reports on a regular basis. She provided Supervisors with a copy of the latest email she sent Hanner on 2 July 2018. In Grasty's opinion, GCCB will need all the Trail User Fees to fix the north portion of RRVT. Auditor advised it is difficult to track the balances of these unofficial accounts. She wants to convert these accounts to formal accounts which are part of the County Budget, or Supervisors need to terminate the accounts. Auditor reminded Supervisors that they authorized a transfer of \$14,127.05 in Trail User Fees to the Account on 12 September 2017. The current balance is \$30,051.05. Supervisors discussed the purpose of this account. Dickson and Carney do not want to commit the Trail User Fees to it. Grasty asked if Supervisors are willing to approve a budget amendment, so GCCB can repair and maintain RRVT. Auditor recommended Supervisors table this matter until they can discuss it with Hanner. Rutledge questioned why GCCB does not balance the difference between the Camping Fees and Trail User Fees. He suggested transferring this excess revenue in Dept: 22 which is \$6,184. Carney inquired about the funds in Dept: 49. In particular, what expenses may be paid for from the Resource Enhancement and Protection (REAP) money. Rutledge stated he will research the matter. He provided a preliminary list of uses from the Iowa Department of Natural Resources (IDNR) website. County can use REAP money as match for habitat grants. Website stated REAP allocations are thirty percent (30%) divided equally among all Counties, an additional thirty percent (30%) is allocated by population, and the final forty percent (40%) is allocated by grant. Motion by Dickson second by Rutledge to table transferring funds to the Guthrie County Conservation Board "Restricted Use Account". Motion carried on a vote: Ayes: 4 Nays: 0.

There was no additional discussion about pending county property projects.

Grasty briefed Supervisors on the Midwest Partnership (MWP) meeting in Audubon, Iowa. MWP discussed allowing the City of Coon Rapids to join the group. The consensus was it should not be an issue. Dickson expressed concerns about losing business to other areas with better incentives; especially, if MWP gets too large. In Grasty's experience, businesses look at multiple locations when contemplating a move into a new region. Dickson thinks it will make member entities compete with each other for new businesses. He also is concerned about MWP needing to hire more staff which will increase MWP's budget. Grasty advised there needs to be more entities supporting MWP in order to generate more revenue. Besides, Coon Rapids may not be interested in joining MWP.

Rutledge advised Adair/Guthrie County Emergency Management Commission is considering whether to hire a part-time person and begin the training process. Supervisors discussed the pro's and con's of hiring an additional person.

Grasty inquired about the status of the National Incident Management System (NIMS) training. Rutledge stated Supervisors need to create a policy regarding new employees completing the training during the probationary period. The FY2019 NIMS Compliance Letter will be sent out in October.

Supervisors reviewed the Guthrie County Secondary Roads Department Payroll Report for 26 August 2018 – 8 September 2018 as well as the County and Assessor Payroll Reports for 1 September 2018 – 14 September 2018.

Motion by Dickson second Carney by to approve the Minutes from 11 September 2018 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 11:53 a.m. until its regularly scheduled meeting on Tuesday, 25 September 2018. Motion by Rutledge second by Dickson. Motion carried on a vote: Ayes: 4 Nays: 0.

Everett L. Grasty, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

25 September 2018

The Guthrie County Board of Supervisors met this 25th day of September, 2018, 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 Carney second by Lloyd to approve the Agenda for 25 September 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

David Garland, IT Technician, Guthrie Center Communications (GCC), was unable to attend the meeting. Auditor will reschedule this item for 9:00 a.m. at the next regularly scheduled meeting on 2 October 2018.

Marci Schreck, Guthrie County Treasurer, joined the meeting to request the assignment of the Tax Sale Certificates for Parcel Number 0001424800 and Parcel Number 0001424900 held by the County. TF 6, an investment company, currently owns Parcel 0001424800. TF 5 currently owns Parcel 0001424900. The parcels are located at Diamondhead Lake. Leslie Ferguson wants the County to sign over the Tax Sale Certificates in exchange for payment of the balance due, \$1,719.00. Treasure advised the breakdown of the balance due is \$693 for Parcel 0001424800 and \$1,026 for Parcel 0001424900. Historically, the Supervisors assign a Tax Sale Certificate in exchange for payment of the balance due. The County has held the Certificates since 2015. Treasurer clarified the taxes have remained outstanding since Tax Year 2014 when TF quit paying the taxes after taking deed to the Parcels. She advised TF is a tax sale investment company which bought numerous lots; however, TF no longer maintains contact with her. These are empty lots. Carney verified the balance due will satisfy the total outstanding taxes to date. He also confirmed the County has held the Certificates long enough to transfer same into Ferguson's name if she follows all the proper steps. Treasurer explained Ferguson can serve the Ninety (90) Day Notice and then receive a Tax Sale Deed for the parcels upon expiration of the time period. Supervisors briefly discussed the Tax Sale process. Motion by Dickson second by Carney to assign Guthrie County's Tax Sale Certificates for Parcel Number 0001424800 and Parcel Number 0001424900 to Leslie Ferguson for the balance due, \$1,719.00. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor conducted the Second Reading of Ordinance No. 34 – An Ordinance to Adopt the Amended Guthrie County, Iowa, Official Zoning Map Setting Forth the Revised Boundaries of the Zoning Districts Established by the Guthrie County, Iowa, Zoning Ordinance for all the Unincorporated Area of Guthrie County, Iowa. No members of the public attended the Second Reading except Doris Messinger. Motion by Carney second by Lloyd to accept the Second Reading of Ordinance No. 34. Motion carried on a vote: Ayes: 5 Nays: 0. Motion by Rutledge second by Dickson to waive the Third Reading of Ordinance No. 34. Motion carried on a vote: Ayes: 5 Nays: 0.

Auditor passed around Ordinance No. 34 along with the associated map. Carney inquired about the process to adopt an ordinance. Auditor advised the Ordinance will become effective upon publication in the official newspapers.

Grasty mentioned Marty Derry must apply for a Conditional Use Permit (CUP) too. Carney verified all the regulations set forth in the Zoning Ordinance will apply to Derry, and there may be additional requirements if he receives CUP. Dickson reiterated the Ordinance only rezones Derry's property, so Derry must get CUP to utilize the property as a junk yard. Auditor confirmed the Guthrie County Zoning Board of Adjustment can address citizen concerns through CUP. Motion by Dickson second by Carney to adopt Ordinance No. 34 – An Ordinance to Adopt the Amended Guthrie County, Iowa, Official Zoning Map Setting Forth the Revised Boundaries of the Zoning Districts Established by the Guthrie County, Iowa, Zoning Ordinance for all the Unincorporated Area of Guthrie County, Iowa. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Rutledge) Nays: 0.

Doris Messinger, a citizen, joined the meeting to discuss the assessed value for Parcel Number 0000155400. Nikki Carrick, Guthrie County Assessor, was present for the discussion. In Messinger's words, she wants to complain about the assessed value of her house. She does not think the Guthrie County Assessor's Office did a fair comparison among houses in her area. There are five (5) other house within two (2) miles. Messinger explained her house is a modular home, and she has lived in it for twelve (12) years. The assessed value increased over \$28,000 this year, but the house is thirteen (13) years old. Furthermore, she has not done anything inside her house during this time. Messinger talked about the inside of her home. In her opinion, land is not worth the high price paid by some buyers. She believes the buyers paid such a high price because they wanted the land. In her opinion, the land only may be worth \$5,000 per acre even though the buyer paid \$10,000 per acre. She does not understand why the fair market value effects the assessed value. She also does not understand why her house was the only house which received an increased assessed value in her area. Messinger pointed out she sits in the middle of five (5) houses. Dickson inquired about the reason why the Assessor increases assessed values. Carney asked if Messinger house was the same age as the other houses in her area. Messinger advised the other house was a year or so newer then her house. Messinger stated Assessor's Office told her the description of her house could only be manufactured or stick-built. She explained it all started a couple of years ago. When she bought the home, there were three (3) available options - manufactured home, modular, or other style which came in multiple sections. Since she was in a hurry, she opted for a two (2) piece house. In her opinion, her house in not the same quality as a stick-built house. Therefore, it should not be assessed the same as a stick-built house. Carney verified the classifications for a house. Assessor explained a manufactured home is the new term for a mobile home. A modular house comes in two (2) pieces, but it is assessed the same as a single story, stick-built house. Carney inquired about the value of neighboring homes. Assessor advised these houses are not close in assessed value. A similar neighboring home actually is higher in assessed value because it has a higher grade. That particular home is closer to the proper grade. Assessor pointed out the assessed dwelling value is higher for Tax Year 2016-2017 too. Messinger admitted the neighbor did not tell her about the increased assessed value. Messinger pointed out her house is described as a one (1) story frame house with a basement. Assessor confirmed the other house is also a one (1) story frame house with a basement too. Dickson acknowledged Assessor must work with the assessed value, so it is within the acceptable range per State rules. Assessor advised the assessed values must be plus or minus five percent (5%). Dickson explained the County has been low for years. If Assessor does not increase the values to within tolerance, State will raise all the assessed values by ten to fifteen percent (10-15%) across the entire County. Messinger stated she understands the Assessor must raise values. She just does not agree with the amount of increase and does understand it; especially since she has done nothing to the house. In her opinion, Beaver Township is a large Township. Furthermore, Assessor's Office only has been through her property twice. She thinks \$28,000 is a big jump. She reiterated she does not understand why Assessor increased the assessed value of her house. Assessor explained she considers the value of Agricultural Dwellings (AD) across the entire County. She also evaluates the sales throughout the County as well as each Township and City. This accounts for some houses selling better than other houses. She reevaluates the sales every two (2) years. In this case, there have been only five (5) similar sales within the time period. The sales were approximately sixty-two point sixty-eight percent (62.68%). Dickson clarified the sales are higher than the assessed value. Therefore, the State could equalize Beaver Township which is at fifty-five percent (55%). Assessor advised she must look at the whole County. Construction costs are higher now. In addition, she updated the depreciation tables. These tables consider the condition and age of the house. It is all driven by the market. Assessor analyzes the data and makes the necessary adjustments. Therefore, Beaver Township increased to eighty-six point nine percent (86.9%). The goal is for the whole County to be within tolerance. Before any adjustments, sales were at eighty-nine to ninety percent (89-90%). In order for the County to be within tolerance, Assessor had to increase the assessed values so the County is at ninety-eight percent (98%). Assessor tries very hard to do the best job. She understands \$28,000 is a sizeable increase in value. She makes adjustments across the entire County. Carney asked if Messinger received the largest bump in value. Assessor did not have the necessary

information to answer the question. According to Assessor's records, the neighbors increase was approximately \$27,200 on the AD. Therefore, Messenger is comparable to her neighbors. As a taxpayer, Assessor does not like the valuation increases; however, it is out of her hands, and she must make the adjustments. Assessor explained Messenger can protest the assessed valuation to the Guthrie County Board of Review. Rutledge asked if there was an increase on all dwellings. Assessor confirmed the valuation increased on all AD. She explained the agricultural land and building value decreased due to the productivity formula. Grasty pointed out the State dictates how the Assessor carries out her duties. Grasty admitted he disagrees with the valuation process too. Assessor stated the County simply could accept an equalization order; however, she believes this is akin to not doing her job. Assessor continues to adjust her methods to reach the best outcome for the County. Messenger questioned why AD value increased, if there was a decrease in land values. Grasty pointed out there is a difference between land and dwelling values. Dickson added land values may go down, but acreage values may not do the same. Carney mentioned the buildings add value which increase acreage values above and beyond bare land. Assessor confirmed land and dwelling values involve completely different figures. She must consider fair market value when assessing dwellings. Agricultural lands is based on productivity. Messenger insisted properties are not selling in the County. Dickson pointed out there is more of a demand for acreages in the County. This impacts the fair market value which the State considers as part of assessed value. Grasty reiterated the County will get an equalization order, if the Assessor does not adjust the assessments. In Grasty's opinion, the system needs to be changed at the State level. Carney pointed out a higher purchase price increases the overall average value. Auditor clarified her comment about utilizing properties from other Counties. A fee appraiser can base calculations on properties from other Counties, but the Assessor only may compare values within the County. Dickson hopes the values are getting equalized, so there will not be as many jumps. Assessor advised the current third quarter (3rd Qtr) sales median is approximately ninety percent (90%). This means people continue to pay more than assessed value when purchasing property in the County. It will depend on the total annual sales. Carney verified there has been a little change in sales this quarter. Assessor pointed out a couple of sales outside the range will skew the numbers. Dickson advised there is nothing Supervisors can do for Messenger. Grasty stated he was unhappy when he got his assessment too. He does not like the way the system works, but it is fair.

Joshua Sebern, Guthrie County Engineer, joined the meeting and provided a Human Resources (HR) Administrator Update. He met with all the Elected Officials (EO) and Department Heads (DH). The group had a good discussion about the position. They talked about what each Department would like to see for this position, the process for filling the position, and how the position should be organized within the County structure. The meeting generated a lot of questions. Sebern spoke with the Madison County HR Administrator. In his opinion, Madison has a good structure. The HR role is filled by a single person. She began as a part-time employee; however, within a year, Madison quickly determined the position needed to be full-time. Dickson requested a list of other duties which EO/DH expect the HR Administrator to perform for the County. He confirmed the HR Administrator will assist with administration of the insurance plans. Jotham Arber, Guthrie County Public Health (PH) and Environmental Health (EH) Director as well as Transfer Station (TS) Executive Director, was present for the discussion. He does not object to the HR Administrator assuming the Health Insurance Portability and Accountability Act (HIPAA) compliance responsibilities. Arber will share the HIPAA resources and training materials. HR Administrator also could be responsible for tracking the National Incident Management System (NIMS) compliance. This will ensure the County adheres to these ancillary requirements. Dickson wants the list of additional duties, so he can modify the job description. Sebern advised the Assistant Guthrie County Attorney was at the meeting and questioned the proper method to create the position. He wants to insure the individual has the necessary authority to carry out duties and responsibilities. Auditor will discuss the issue with Ahlers & Cooney P.C. Grasty wants to verify HR Administrator will have authority over EO too. Carney inquired about who will supervise the HR Administrator. Dickson thinks HR Administrator should report to Supervisors. Sebern stated Madison's HR Administrator reports to Madison County Board of Supervisors and makes \$60,000. The salary range for the Madison County position is \$55,000 to \$75,000. According to Arber, \$52,000 to \$56,000 is the national average for an individual with zero to five (0-5) years of experience. Carney asked if the surrounding Counties have HR Administrators. Sebern stated the position is starting to filter into the smaller counties.

Sebern provided a Guthrie County Secondary Roads Department (SRD) update. A new employee, Austin Willms, started today. He will backfill Ryan Cline, as a laborer, because Cline took Plowman's equipment operator position. Chad Redfern gave notice too. Sebern posted Redfern's position internally, and it will remain open until close of business on Thursday. Sebern will need to hire another laborer after he fills Redfern's grader position. SRD pulled the

traffic counters at Lake Panorama today. Sebern will begin analyzing the data. Grasty asked if the data helps determine road maintenance or just enables Sebern to understand the big picture. Sebern stated he has received numerous reports about the Lake roads being busy. The counters collected data from June until the end of September. Usually, traffic is less during the winter months because fewer people spend time at the Lake. Since this was a very long-term count, it should provide an accurate set of numbers. Sebern stated there are thresholds, common within the industry, which denote when maintenance becomes a nuisance. Sebern plans to have an open discussion about the Lake roads after he analyzes the data. Grasty commented on the need to determine which roads SRD must address at the Lake. Grasty wants a cost benefit analysis on all three (3) types of surfaces before Sebern settles on a plan. Sebern admitted County Road P28, with a concrete surface, was not done correctly, so SRD has spent a large amount of money patching it. Grasty questioned why the contractor was allowed to do a bad job, and then cause the County to throw good money at the problem to fix it. He wants a long term cost benefits analysis as well as a longevity study. Sebern concurs the County needs to address the Lake roads one way or the other. Grasty pointed out this is an issue with residents at the Lake. These citizens believe they generate a great deal of tax revenue; however, they do not receive an equal amount of maintenance in their area. They do not understand why the County spends their tax revenue in the rest of the County. Sebern wants to take the emotion and politics out of it. He wants to focus solely on logic and numbers. Sebern advised he needs to speak with representatives from Diamondhead Lake regarding the trade of lots in lieu of an easement. He received an email from Jim Moisser offering to purchase the lots from the County for a nominal fee. Sebern has a title report on the parcels. The County has title pursuant to a Tax Sale. Rutledge pointed out Sebern may need to consult outside legal counsel about the matter. Dickson questioned if the County needs more than an easement. Sebern explained Diamondhead must hold an election, if the County purchases the lots outright. Diamondhead prefers to avoid an election with an easement. Sebern assured Supervisors that County will receive a permanent easement. Dickson inquired if this will make it more difficult in the future. Sebern thinks an easement is sufficient because County will always have the right to enter and maintain the structure. Grasty verified County does not need an easement for the structure. Sebern stated SRD only needs to add riprap or a small piece of pipe. Sebern reported the original start date for the Victory 237 Tax Increment Financing (TIF) project is delayed due to the weather; however, Gus Construction Company is expressing intent to start the project. Rutledge asked about the ramifications if Gus passes the late start date. Sebern is being flexible as long as Gus can work on County Road N54 (Adair Road). He is pushing to get N54 done before the school year. Gus poured the floor of Grant 112 this morning. Sebern advised the rock patch will remain on N54. It is firming up but still soft in one (1) spot. This may delay the seal coat until next spring. SRD finished the low water crossing at a Bear Grove bridge. Now there is one (1) less bridge on a dead-end dirt road. The spot patching contractor will continue working as long as weather permits it. Integrated Roadside Vegetative Management (IRVM) continues to spray but will be finishing up shortly. In addition, IRVM did some hydro-seeding and placed blankets around the N54 box culvert. Sebern currently is gathering information on a forestry head. SRD is finalizing the plans for the Monteith Road.

Lloyd left the meeting at 10:56 a.m.

Auditor presented Resolution 19-10: Resolution Authorizing The Periodic Transfer Of Funds From The Guthrie County General Basic Fund To The Guthrie County Conservation Reserve Fund. Said Resolution authorizes the Guthrie County Auditor to make a transfer of \$12,604.91 from the Guthrie County General Basic Fund (To Other Budgetary Funds-Misc Expense: 0001-99-0300-000-814990) to the Conservation Reserve Fund (General Basic Fund: 0027-0-50-6000-900000) in October 2018. The total transfers shall not exceed \$12,604.91. Furthermore, the Resolution directs the Auditor to notify the Guthrie County Treasurer, Marci Schreck, as well as Guthrie County Conservation Director, Joe Hanner, upon completion of said transfers. Finally, it authorizes said transfer to commence upon approval of this Resolution. Motion by Rutledge second by Carney to adopt Resolution 19-10: Resolution Authorizing The Periodic Transfer Of Funds From The Guthrie County General Basic Fund To The Guthrie County Conservation Reserve Fund. Motion carried on a roll call vote: Ayes: 4 (Carney, Dickson, Grasty and Rutledge) Nays: 0 Absent: 1 (Lloyd).

The full text of all Resolutions adopted by the Guthrie County Board of Supervisors after 1 July 2018 are available on the Guthrie County website at <http://www.guthriecounty.org/supervisors/index.html> .

Supervisors reviewed the Report of Veteran Affairs Commission for Quarter Ending September 2018. Motion by Rutledge second by Carney to accept Report of Veteran Affairs Commission for Quarter Ending September 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Auditor presented Chris Brault's written resignation from the Guthrie County Regional Airport Authority Board. Supervisors acknowledge receipt of the resignation and will work with the Authority Board to identify a replacement.

Auditor advised the United States Department of Agriculture (USDA) – Guthrie County Farm Service Agency (FSA) needs Supervisors' authority to speak with Brandon Thompson, Guthrie County Facilities Manager, about the County Farm as well as the current tiling project. At this time, Carney is the only individual authorized by Supervisors to work with FSA concerning the Farm. Motion by Carney second by Rutledge to authorize Brandon Thompson, Guthrie County Facilities Manager, in addition to Supervisor Clifford Carney, to act on behalf of Guthrie County Board of Supervisors regarding all matters associated with the County Farm. In particular, Thompson and Carney have the authority to interact with the United States Department of Agriculture (USDA) – Guthrie County Farm Service Agency (FSA), including but not limited to, discussing and deciding matters as well as signing all necessary documents, concerning the County Farm and projects associated with it. Motion carried on a vote: Ayes: 4 Nays: 0.

There was no additional discussion about pending county property projects.

Barry Chalfant joined the meeting to request an All-Terrain Vehicle (ATV) and Off-Road Utility Vehicle (UTV) Ordinance. Sheriff Marty Arganbright, Guthrie County Sheriff, also was present for the discussion. Chalfant wants Supervisors to consider adopting an ordinance which allows citizens to operate ATV/UTV's on county roads. Carney inquired about the purpose. Chalfant pointed to the popularity as well as the fact people already do it. In Chalfant's opinion, it will help farmers because the current law states the farmer's ground must be contiguous with the home. Hunters will appreciate it too. Finally, there are not many ATV/UTV trails in the State of Iowa. Chalfant advised he emailed copies of the ordinances enacted by Audubon and Cass Counties. Dickson inquired if ATV's and UTV's are characterized as the same vehicles. Sheriff explained an individual can operate an ATV on a county road if there is adjoining land and it is for a farm purpose. Chalfant thinks the law may have changed recently. Sheriff explained the difference between ATV and UTV. Grasty pointed out people have to utilize trailers to transport UTV's between locations. Chalfant commented more farmers have UTV's now. He referenced the map he provided Supervisors. It depicts which Counties have a similar ordinance. Carney inquired about the pro's and con's. Chalfant stated people currently are riding these vehicles on county roads. Sheriff advised his Deputies do not bother riders unless the rider is tearing up the road or driving recklessly. He cannot speak for the Iowa State Patrol (ISP). People also may get stopped for riding these vehicles within a city. Grasty inquired about safety issues. Chalfant and Sheriff concurred safety is a disadvantage. It is an issue regardless if there is an ordinance. Sheriff talked about an accident, a couple of years ago, which resulted in a fatality. Chalfant and Sheriff agreed the operator must be a licensed driver, and there must be an age limit. In addition, the owner must have insurance. These stipulations must be in the ordinance. The County also may require the use of lights at all times. Furthermore, the County could require all operators under eighteen (18) years of age to complete a safety class. In Chalfant's opinion, UTV's are safer than motorcycles. Carney asked if the seatbelt law applies to UTV's. Sheriff recommended the County specify the mandatory use of seatbelts in the ordinance. Sheriff briefly spoke about the City of Panora's Golf Cart Ordinance only lasting one (1) year. He did not support it. Grasty reiterated safety is his biggest concern. It is all about how the individual operates the vehicle. In Chalfant's opinion, the County should limit operation to licensed drivers and require the use of safety equipment, including lights. In addition, the owner should have insurance. Sheriff wants the ordinance to provide sufficient rules to safely operate the vehicle. He confirmed law enforcement can ticket operators now. Chalfant advised he lives in the City of Casey and can operate his ATV on the streets but not drive it to his farm. Dickson inquired about licensing UTV's. Sheriff confirmed an owner can register a UTV with the State of Iowa. Carney asked if an operator may drive an ATV/UTV to a gas station within a city. Sheriff stated the County only may dictate rules within the rural areas. Chalfant advised the Cities of Guthrie Center and Casey have ordinances which allow people to operate these vehicles on streets. Casey requires the vehicle to be registered with the State and be covered by insurance. Carney asked for Sheriff's recommendation. Sheriff stated he has no preference regarding an ordinance. Carney expressed concerns about people thinking they can drive an ATV/UTV on any road/street. He expressed concerns about safety, but admitted people already operate these vehicles on county roads. Chalfant reiterated State has very limited trails. Dickson stated he does not want the gravel roads turned into trails. Sheriff pointed out an

ordinance should allow for the ticketing of an individual tearing up roads. Dickson is fine with an ordinance as long as it includes all the necessary rules. Carney concurred and wants the County's ordinance to be similar to Audubon County's Ordinance. Sheriff asked Rutledge for his opinion. Rutledge agreed these vehicles already are on the county roads, so the best safety regulation is an ordinance. He does not think it will trigger more people to ride these vehicles. The ordinance also needs to cover proper procedure when crossing a highway as well as the interplay with other State regulations. Chalfant prefers the combination of both sample ordinances. He reiterated the need to require insurance since most owners do not have it. Supervisors will discuss the matter and work towards a proposed ordinance. Sheriff pointed out he meets these vehicles all the time, every day. Sheriff acknowledged he operates a fully insured ATV for farm purposes. Chalfant admitted he wants to use it during hunting season, but more importantly, he wants an ordinance so it is legal. Supervisors agreed to research the matter. Sheriff emphasized ATV/UTV's cannot operate on the Raccoon River Valley Trail (RRVT). In Sheriff's opinion, an ordinance will give law enforcement more options. He also thinks owners must have insurance. Dickson expressed concerns about requiring the operator to be a licensed driver; especially since people may not carry their license when operating these vehicles. Sheriff advised it is not a problem to verify an operator's status through the Guthrie County Communications Center. Supervisors briefly discussed a possible ordinance.

Supervisors reviewed the Guthrie County Secondary Roads Department New Employee Payroll Notice for Austin Willms. Motion by Carney second by Dickson to approve the Guthrie County Secondary Roads Department New Employee Payroll Notice for Austin Willms authorizing a wage of \$17.96 per hour effective 25 September 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Lloyd returned to the meeting at 11:46 a.m.

Auditor presented the Guthrie County Fair Board Claims and passed around the packet of invoices. She advised it did not include any invoices generated during the Guthrie County Fair. Supervisors reviewed the invoices and discussed which invoices will be part of the reimbursement. Supervisors do not want to subsidize any items associated with sponsorship fees and/or for which the Fair Board received donations. Supervisors directed Auditor to strictly construe Iowa Code Sections 174.13 and 174.14. In addition, Supervisors want some of the invoices to contain more detailed information. Auditor recommended Fair Board only submit invoices which fit the criteria, and then Auditor will review same. Supervisors authorized Auditor to pay 4-H claim for \$8,000 from line item 0001-77-6420-000-493990 4-H Premiums-Misc Expense. Supervisors directed Auditor to hold the Fairgrounds claim in the amount of \$30,000. Auditor will review all the associated invoices. Auditor pointed out Fair Board should provide a financial statement per Iowa Code Section 174.19.

Motion by Dickson second by Lloyd to approve the Claims from 12 September 2018 – 25 September 2018, except the Fairgrounds claim (\$30,000) in the amount of \$134,157.26. Motion carried on a vote: Ayes: 5 Nays: 0.

Dickson left the meeting at 12:10 p.m.

Motion by Lloyd second by Rutledge to approve the Minutes from 18 September 2018 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 12:26 p.m. until its regularly scheduled meeting on Tuesday, 2 October 2018. Motion by Rutledge second by Carney. Motion carried on a vote: Ayes: 4 Nays: 0.

Everett L. Grasty, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

2 October 2018

The Guthrie County Board of Supervisors met this 2nd day of October, 2018, 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 Carney second by Lloyd to approve the Agenda for 2 October 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

David Garland, IT Technician, Guthrie Center Communications (GCC), joined the meeting. Garland presented the September 2018 Information Technology (IT) Report. The Geographic Information System (GIS) server was low on space and it impacted the program. Garland allocated fifty gigabytes (50GB) of server capacity to the GIS function to resolve the issue. Garland included a page in the Report which lists the email addresses added to the blocked list. GCC blocks the whole country, if a malicious email comes from a foreign domain. If the problematic email account is within the United States, GCC just blocks the email address. Garland advised GCC is aware of the concerns regarding election security. They will monitor these concerns and continue to work with the Auditor's Office. Rutledge and Auditor will meet with Curt Thornberry, GCC Technology Development Director, next week to discuss the first round of computer upgrades. Rutledge inquired about the time span covered by the blocked email address list. Garland stated it only covers last month. Garland advised he attended the Precinct Atlas, electronic pollbook, training on Wednesday, 26 September 2018. In his opinion, the software is very intuitive. Garland advised GCC prepared all the laptop computers according to the specifications provided by Precinct Atlas Consortium. It turned out the laptops did not work properly, so the Consortium took the laptops and reloaded same. Auditor advised the problem rested with the Consortium and not GCC. Carney asked about the 50GB server expansion. Garland explained it was a reallocation of resources within the physical machines. Since the servers were sized beyond the County's original needs, there are extra resources GCC can utilize in these situations. In short, he reallocated some of the extra capacity for the GIS function.

Marshall Burgess, President, Guthrie County Regional Airport Authority Board, along with Lance Levis joined the meeting to discuss Chris Brault's resignation and the appointment of a new Authority Board Member. Auditor passed around Brault's resignation. She reminded Supervisors they did not accept Brault's resignation last week because he was willing to serve until the Supervisors appointed a new person to take his place on the Authority Board. Motion by Lloyd second by Carney to accept Chris Brault's Resignation as one (1) of the Guthrie County representatives to the Guthrie County Regional Airport Authority Board. Motion carried on a vote: Ayes: 4 Nays: 0.

Burgess recommended Supervisors appoint Lance Levis to replace Brault. Levis was a member of the Audubon County Airport Authority Board for several years and also held the position of Treasurer for said Board. He is willing to assume the duties of Treasurer for the Authority Board. Carney inquired if the Authority Board had a full complement of members. Burgess reported there currently is not a representative from the City of Yale because the Iowa Code requires a representative to live within the appointing district. The City of Guthrie Center appointed Matt Pearey to replace Dr. David Ahrens. If the Supervisors appoint Levis, the Authority Board almost will be at full strength with four (4) members. Rutledge verified the County appointees were Allen Darrow and Chris Brault. He also confirmed Brault's term began 1 January 2016 and is a four (4) year term. Therefore, Supervisors will appoint Levis for the balance of Brault's term. This means Levis will serve until 31 December 2019. Rutledge verified Guthrie Center faced the same situation. Burgess advised his term along with Darrow's will expire 31 December 2018. William Labath's (Yale) term should expire in 31 December 2019. Motion by Carney second by Rutledge to appoint Lance Levis to fill the Guthrie County vacancy on the Guthrie County Regional Airport Authority Board for the balance of the four (4) year term ending 31 December 2019. Motion carried on a vote: Ayes: 4 Nays: 0.

There was no discussion regarding the Guthrie County Regional Airport Authority Agreement. Auditor passed around the proposed amendment to the Aviation Authority 330A Agreement as well as the First Amendment to Agreement

Creating the Guthrie County Regional Airport Authority dated 14 November 1989. Brault emailed both documents to Supervisors along with his resignation.

Burgess provided a brief Guthrie County Regional Airport Authority update. Authority Board currently is working on the budget. In addition, McClure Engineering Co., continues to design the runway project. Authority Board also is researching a new agreement. It needs to figure out how to fund the ten percent (10%) project match. At this time, the estimated project cost is \$3,000,000, so Authority Board must contribute \$300,000 to the project. The projected life expectancy of the new runway is thirty-five to forty (35-40) years. Burgess plans to have a representative from McClure address Supervisors. Carney inquired about extending the runway. Burgess explained Authority Board decided to delay the extension due to issues with the Lake Panorama wells. The Lake is in the process of abandoning the wells because it will have new wells within eighteen (18) months. The next step is to tear out the old runway and install the new runway. It is equivalent to two-thirds (2/3) of a mile of highway. The runway entails a little thicker and wider concrete path with more internal structure than a county road. Burgess hopes the Federal Aviation Administration (FAA) will allow the Authority Board to install new electrical infrastructure too because the current electrical is outdated. Burgess plans to speak with the other member entities too. Levis commented he thinks the well issues will resolve itself since the Lake opted to build a new treatment plant. Levis confirmed the Lake plans to complete its project in the next eighteen (18) months.

Joe Hanner, Guthrie County Conservation Director, joined the meeting to discuss the transfer of Trail User Fees to the Guthrie County Conservation Board (GCCB) "Restricted Use Account". According to Auditor, the current balance is \$30,051.05. Hanner provided a brief history of the Account. At this time, GCCB wants to add \$13,268.45 which is the Fiscal Year (FY) 2017- 2018 Trail User Fees. Hanner advised most trail grants require a twenty to twenty-five percent (20-25%) match. Hanner hopes GCCB can secure federal funds which finance eighty percent (80%) of a project. The most readily available avenue is a state-wide trails grant. Rutledge verified GCCB requested Supervisors transfer the Fees into Fund: 0027 - County Conservation Reserve Fund in 2012. Hanner assumes GCCB will be fine with it now. Hanner expressed frustration over the Account not being formalized in 2012. Hanner asked if transferring the entire \$43,319.50 is doable from a budget management stand point. He reiterated the goal is to plan ahead for major unforeseen expenses as well as grant matches. Dickson has no objection to using the Fees for maintenance and repairs of Raccoon River Valley Trail (RRVT). Furthermore, he is comfortable with transferring the Fees to Fund: 0027. Dickson verified GCCB used Fund: 0027, Dept: 50 - Conservation Reserve Fund, to help pay for the Nations Bridge Park water line project as well as a possible re-pavement job. Hanner confirmed GCCB may use Fund: 0027 for maintenance and repairs of RRVT. Hanner also verified he budgets a portion of Fund: 0027 in Dept: 50 each FY, so GCCB can spend it. Auditor fully supports transferring the Fees into Fund: 0027. Rutledge verified the total Fees collected in line item 0001-1-22-6120-529100 for FY2018 were \$13,268.45. Supervisors discussed the transfer. Supervisors reached a consensus to transfer the FY2018 Fees and direct Auditor to prepare a resolution, for the next regular meeting on Tuesday, 9 October 2018, authorizing the transfer of \$13,268.45 into Fund: 0027. Dickson requested an accounting of the General Fund Reserve Balance before Supervisors decided if they will transfer the remaining \$30,051.05.

Hanner did not provide an additional Conservation Department update.

Joshua Sebern, Guthrie County Engineer, joined the meeting and presented a Tax Increment Financing (TIF) Advance Request. The request is for \$850,000. Auditor passed around the current spreadsheet prepared by Chris Carlson, Credit Analyst at the Guthrie County State Bank, detailing the current balance of the Wind Farm TIF Line of Credit. She advised the total advance is capped at \$10,000,000. The current total advance is \$8,170,000. Therefore, Supervisors may need to speak with the Bank before approving a subsequent TIF Advance. It will depend on the amount. Auditor confirmed the interest rate will increase on 1 June 2019. The Bank will notify Supervisors of the new rate; however, there is a cap on the maximum increase in the interest rate. Sebern advised SRD will let a bridge project this Winter. He estimates it will cost \$425,000. He will speak with the Bank before he lets the project. The current Advance will cover the remaining costs for the County Road N54 (Adair Road) box culvert as well as the Grant 112 box culvert. It also includes the Victory 237 project which replaces four (4) bridges with three (3) box culverts. All three (3) projects are active. The concrete is poured at Grant 112 and the contractor is ready to backfill the area. Victory 237 just got underway. Sebern also requested a little extra funding to get through November. Carney reminded Supervisors that Sebern cannot advance any funds in November, so it does not mess with the

County's payment in November. Motion by Dickson second by Carney to approve an \$850,000 advancement from the Wind Farm Tax Increment Financing General Obligation Bond. Motion carried on a vote: Ayes: 4 Nays: 0.

Supervisors considered the Guthrie County Secondary Roads Department Payroll Change Notice for James Jones (Position Change to Equipment Operator). Jones is the new Seely Township grader operator. Dickson requested a list of updated Secondary Roads Department (SRD) duty assignments. Sebern confirmed Ryan Wheatley will plow White Pole Road. Motion by Carney second by Lloyd to approve the Payroll Change Notice for James Jones (Position Change to Equipment Operator) authorizing a pay increase from \$17.96 per hour to \$20.00 per hour effective 1 October 2018. Motion carried on a vote: Ayes: 4 Nays: 0.

Sebern provided the SRD update. Gus Construction Company is working on Grant 112 and started Victory 237. SRD proof rolled the rock patch on the Adair Road. The grader found a couple of soft spots. The patch will not be chip sealed before Winter and will remain a rock patch until Spring. Since the rock still is settling out, there is no reason to pave it. In addition, SRD may need to address soft spots which keep coming back. Sebern advised SRD probably will have to core, tile and backfill the patch with rock. Carney inquired if there is other tiling in the area. Sebern stated this particular portion has no tiling. There may be water seeping from the hill too. Lloyd asked if Guthrie County REC placed signs warning of wires crossing the road. Rutledge thinks the new windfarm contractor is doing it. Sebern advised the patching contractor continues to work in the County. Sebern assumes the contractor will finish soon; however, the contractor will return this Spring to finish the contract. Most projects are behind due to the rain. Sebern advised SRD will rock spots where manure is an issue on the road. Sebern hopes to patch the road through Spring Brook State Park. It will be dependent on the weather, but Fall is a good time to do it. Several sections are breaking apart. Sebern confirmed the County owns the entire road. Since the roads is not traveled heavily, the patching should hold for quite a while. It was patched before the last time RAGBRAI came through the area. SRD continues to mow and cut brush. Sebern met with Calhoun-Burns and Associates regarding the Orange 391A box culvert. The bridge options require way too much riprap. Sebern opted for a big box culvert like the Menlo Dump Bridge. In addition, there will no longer be a need for a guard rail, and it will keep the project away from the house. Sebern anticipates it will be a sixteen feet by twelve or fourteen feet (16'x12'/14') double box culvert. SRD is finalizing the Monteith Road plans. Sebern will tally the total designs for Winter. He also continues to deal with utility installation issues as well as permits. It requires a great deal of coordination. At this time, there are three (3) major power lines being built within the County. Sebern dealt with multiple administrative issues this past week. The Teamsters Local Union No. 238 recertification vote will be in a couple of weeks. Sebern continues to digest the data from the counters on Sage Trail. Dickson inquired if SRD will be able to do any grading before it starts raining again. He also asked if SRD is checking for spots needing to be graded and rocked now. Sebern advised SRD is blading in the edge ruts along the Highways today. Unfortunately, the Edger Truck was down most of the Summer due to multiple repairs. SRD may put the Edger on a different truck next year. Carney confirmed the Edger Truck runs all year. Sebern advised there have not been maintenance issues in the past, so it usually keeps up with the edge ruts.

Brandon Thompson, Guthrie County Facilities Manager, joined the meeting. He discussed the County Farm tiling project. Natural Resources Conservation Service (NRCS) will help with the planning and engineering. Thompson wants a set of specifications for the bidding process. Thompson scheduled the Guthrie County Transfer Station telehandler for air conditioning repairs this Friday. It will take most of the day to fix it, so the staff will not be able to use it. Carney inquired if the repair is covered by the warranty. Thompson replied this was not a design flaw. Rather, something damaged the line. Thompson advised Robert Kempf, the Adair/Guthrie County Emergency Management Coordinator, will be moving to his new office next week. The newly remodeled space is ready for him. The elevator company provided preliminary prices. Thompson needs to review the bid and possibly modify it. John Mackres with Unplugged Wireless contacted Thompson regarding the installation of a camera by the new Veterans Memorial. The Guthrie County Sheriff wants to install a pole, so cameras can monitor the Memorials, the west entrance to the Guthrie County Courthouse and the intersection of Highways 44 and 25. Mackres is preparing a bid, and Thompson will review it. Thompson advised he did not budget for this project. He will discuss it further with Supervisors when he gets the estimate. Lloyd inquired if the cameras are wireless. Thompson stated there still must be power to the pole in order to run it. Thompson thinks there will be three (3) cameras. The goal is to monitor the Memorials. Carney inquired about the parking lot lighting. Thompson stated there is a light on the eastside of the building which shines towards the parking lot, and a light on the west side which shines towards the Courthouse as well as the Memorials. In

Thompson's opinion, there is decent lightening. In addition, some lightening spills off the Courthouse. Thompson suggested Supervisors may want to revisit the lighting, if they decide to revamp the parking lot.

There was no other discussion about pending county property projects.

Auditor presented Resolution 19-11: Resolution Authorizing The Guthrie County Sheriff's Office To Charge An Additional Fee For Cancellation Of A Sheriff's Sale. Said Resolution states it is in the best public interest for the Guthrie County Sheriff's Office to charge an additional fee, in the amount of seventy-five dollars (**\$75.00**), for the cancellation of Sheriff's sales. Said amount will reimburse the Sheriff's Office for paperwork and research done prior to the sale. In addition, Iowa Code Section 331.655(1)(k) increased said fee from fifty dollars (\$50.00) to seventy-five dollars (\$75.00) on July 1, 2017. Therefore, said Resolution authorizes the Guthrie County Sheriff's Office to charge an additional fee of seventy-five dollars (**\$75.00**) for the cancellation of a Sheriff's sale. Finally, said Resolution is retroactive to July 1, 2017. Motion by Lloyd second by Dickson to adopt Resolution 19-11: Resolution Authorizing The Guthrie County Sheriff's Office To Charge An Additional Fee For Cancellation Of A Sheriff's Sale. Motion carried on a roll call vote: Ayes: 4 (Carney, Dickson, Lloyd and Rutledge) Nays: 0 Absent: 1 (Grasty).

The full text of all Resolutions adopted by the Guthrie County Board of Supervisors after 1 July 2018 are available on the Guthrie County website at <http://www.guthriecounty.org/supervisors/index.html> .

Lloyd left the meeting at 11:02 p.m.

Motion by Dickson second by Carney to approve the Minutes from 25 September 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 3 Nays: 0.

Auditor notified Supervisors that Stacey Armstrong resigned as the Clerk of Court in and for Guthrie County and the Honorable Arthur E. Gamble, Chief Judge, Fifth Judicial District of Iowa appointed Anna Butler as the Interim Clerk of the District Court for Guthrie County effective Monday, 1 October 2018.

There being no further business to come before the Board at this time, the Board adjourned at 11:57 a.m. until its regularly scheduled meeting on Tuesday, 9 October 2018. Motion by Dickson second by Carney. Motion carried on a vote: Ayes: 3 Nays: 0.

Thomas D. Rutledge, Vice-Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor

Guthrie County Board of Supervisors

Regular Session

9 October 2018

The Guthrie County Board of Supervisors met this 9th day of October, 2018, 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 Dickson second by Lloyd to approve the Agenda for 9 October 2018. Motion carried on a vote: Ayes: 5 Nays: 0.

Jotham Arber, Guthrie County Transfer Station (TS) Executive Director, joined the meeting to discuss the 28E Agreement For Use Of The Guthrie County Solid Waste and Recycling Agency. At this point, Arber is working through the 28E with the Cities. He started early, so he could have an open discussion with the Cities and get feedback. He proposed a four dollar (\$4) raise in the per capita rate to increase revenue. This will sustain growth and fund the necessary equipment. Arber analyzed TS expenses to establish the new per capita rate. The County has not increased the rate since 1995. Most of the Cities are agreeable to the 28E. The City of Panora wanted more explanation, so Arber attended the Panora City Council Meeting. He handed out a packet of information. It included pictures as well as the Five (5) Year Plan. In Arber's opinion, it was a good meeting. The Council seemed agreeable. They asked good questions regarding saving money as well as plans to move forward. Panora is not opposed to the increase. The Council just wants to implement the increase gradually over four (4) years, and the Supervisors must agree to it. From Panora's perspective, it is a twenty-five percent (25%) increase which seems like a large, single jump. Panora did not object to reviewing the rate and the 28E every five (5) years. Grasty inquired about the timeline for replying to Panora. Arber wants Supervisors' opinion, and then he will meet with the Cities again. Arber's goal is to ensure all the Cities have a voice in the negotiations. He hopes to iron out the terms of the 28E by December 2018. Then, the Cities can approve it during the City Council Meetings in January 2019. Dickson questioned what happens if a City does not adopt the 28E. Arber stated the City must enter into another Agreement with a different landfill/TS. In short, the City will have to contact the Iowa Department of Natural Resources (IDNR) to find another location for its garbage. This would not be beneficial to any entity which is party to the current 28E. The closest locations are near the City of Perry or the South Dallas County Landfill. The latter is dedicated to the City of Adel though. If a City does not adopt the 28E, it will mean lost revenue which must be absorbed by the remaining entities or the County. Arber also pointed out most of the Cities use Jensen Sanitation, L.L.C as a hauler. This means Jensen will need to transport any garbage from a non-member City to another location. Arber advised the Mayor of Panora wants a 28E Agreement which applies across the board. Arber advised there is nothing stopping a City from negotiating a separate 28E Agreement. In Arber's opinion, if the County gradually increases the new per capita rate for Panora, then it should do the same for all the Cities. Dickson pointed out the rate should increase, so it is equal for all the parties including the County. If the rate gradually increases, the County will bear more of the cost than the Cities. Arber pointed out the County has contributed less than the Cities some years; however, it becomes a wash after the number of years when the County had to contribute more than the Cities. Not to mention, TS even made a profit in the past. Arber advised the total increased revenue due to the per capita raise will be approximately \$15,000. It will be allocated to purchasing equipment along with the five dollars (\$5) reserved from the Tipping Fee. Arber admits the County will have to absorb additional expenses, if there are unforeseen circumstances. Grasty commented the funding tends to balance out over the years. He also advised Panora talked about the total number of residents in the City versus the County last night. Arber advised there are more urban (5,100) than rural (1,300) residents. He also explained the other 4,200 residents in the County's southern tier use the facility in Adair County. Arber stated he used the 2010 census data. According to Arber, Lake Panorama has the lion's share of rural residents which utilize TS. Carney pointed out the City of Adair uses TS. Arber advised the next step is Supervisors must decide if the new per capita rate should increase gradually or be a straight amount. Rutledge verified Panora is the only City to request a gradual increase. Arber stated the Cities of Guthrie Center and Bayard were the only other Cities which attended the last meeting. Arber thinks he should meet with the other Cities too. Dickson verified the increase to use TS is one dollar (\$1) per month, and it has not increased in twenty (20) years. Grasty pointed out the problem is the lack of steady increases over the years. Carney questioned if TS breaks even with the current revenue. Arber reminded Supervisors about raising the Tipping Fee by five dollars (\$5) which generated an additional \$40,000 of extra income. The per capita rate increase will be utilized for maintenance and other expenses associated with the equipment, like the Telehandler. Arber projects the costs will continue to increase steadily from \$89,000, the current amount. In addition, the County must plan ahead to purchase new equipment to replace the old, worn out equipment. Grasty asked if Arber will meet with the City of Guthrie Center. Arber advised Guthrie Center has made no comments regarding the new per capita rate. Arber's next step is to meet with each City Council to get its input. He does not want the Cities to think the County just mandated an increase without providing any explanation. Grasty wants the Cities treated like partners in this process. Arber requested Supervisors provide an answer regarding gradually increasing the per capita rate. Dickson wants all the entities to be the same, so he wants to wait until Arber finds out how the other Cities want to handle it. Arber will try to meet with the other Cities. According to Arber, Adair currently pays twenty dollars (\$20) and the remaining Cities pay sixteen dollars (\$16) per capita. Supervisors concur it should be the same per capita rate for all the Cities, so it is equitable. In short, the cost will be placed on all the parties as well as the contractors utilizing TS. Lloyd inquired about the haulers raising their prices. Grasty and Arber do not think it is the County's business.

Arber pointed out the haulers only pay the Tipping Fee. The per capita rate is meant to insulate the Cities and not impact the haulers directly. Grasty stated he attended the Panora City Council Meeting and thinks Panora really wants the County to increase the rate gradually. Arber will talk to the other Cities and determine which option is agreeable to all the entities. He will meet with the Cities and bring the information back to Supervisors. Arber still plans to finalize the 28E in December 2018; however, it could continue until July 2019, if necessary. Actually, there is no expiration date in the original 28E. The problem is the current 28E does not address the present issues.

Arber provided the TS update. Brandon Thompson, Guthrie County Facilities Manager, was present too. TS has a credit card machine now. Arber tried to use it last Saturday; however, there were a few glitches. He was able to work through the issues with help from customer support. Currently, it will not print to the printer. This is a problem because TS needs receipts for the patrons as well as the County. Therefore, he did not process any credit card transactions on Saturday. Arber's goal is to have the machine working by the end of the week. Arber thinks more people will use credit cards rather than checks. There is a two dollar (\$2) fee for use of a debit card and a percentage associated with credit card transactions. This is the same process and type of machine used by the Guthrie County Treasurer's Office. The money goes into an account set up with the Treasurer. Arber thinks the new scheduling is working well and the employees are doing a good job maintaining it. TS is keeping the floors cleaner since it is starting to slow down. Arber believes the dirty floors caused the rat infestation last year. Staff are loading more trucks in order to help keep the floor cleaner. There were a few issues with the Telehandler. Arber and Thompson are developing training which should avoid these issues. Some of the problems are due to the Telehandler being a good loader which can lift more garbage. In addition, the hood is fiberglass not metal. Thompson is working on a way to protect the hood and stop any breakage. Thompson recommends all items must be cut into pieces no longer than six feet (6'). In addition, Thompson is trying to address the issue of metal in the big roll-off bins. There has been a large amount of metal arriving in these containers. Currently, TS adds a surcharge to address this matter. Thompson explained it takes time to pull all the metal out of the garbage piles. Metal is not good for the Telehandler, so staff must remove it. Arber and Thompson are doing safety trainings and working on ways to run the garbage area more efficiently. Currently, the staff is working on cleaning up the recycling area. There has been an increase in recycling; however it is not "good" recycling. Most of it is dirty and/or not able to be recycled at the Carroll County Landfill. In particular, TS cannot recycle pesticides. Thompson plans to install security lights by the recycling bins, so people can see the signs. Arber also wants to place trail cameras, so he can see what happens at the bins. Arber plans to install more signs to educate people about what can and cannot be put in the bins. Arber also is working on an education program for the Schools. The Guthrie County Public Health website has a TS section which includes a video about recycling. It also lists the rates, hours, and other information pertinent to TS. Arber advised both City and County residents use the recycling bins. Arber believes the more recycling people do the better it is for the County. He just needs more buy in from people to use the bins correctly. If Arber and Thompson cannot solve the problem, TS may need to pull the bins and make people take their recycling to TS where it can be monitored by staff. Recently, TS had to dump three (3) bins of recycling due to contamination. Carroll County Landfill will not take any "dirty" recycling because the Landfill cannot sell it. Rutledge advised this is not a new problem. Supervisors tried to work with the former director on this issue. A past suggestion was to place a garbage bin by the recycling bin. Arber expressed concerns about people not knowing what may be recycled, so they just throw all the items in the garbage bin. Another thought was to lock the bins and only have the bins open during certain hours. In Arber's opinion, the first step is to educate people. He does not want to stop recycling because if the County does not recycle enough IDNR can mandate a recycling program. Supervisors concurred people always will throw items into bins which do not belong in recycling. Carney asked what Arber meant by throwing out bins. Arber explained the issue is the co-mingling of recyclables. People do not understand what this means. For example, you cannot recycle pizza boxes because any item with food directly on the surface must be thrown away. In addition, TS has found wood and dry wall in the co-mingled bins. In Rutledge's opinion, the televisions and furniture are intentional. Arber does not want to take away the recycling bins, but he needs to find a solution. Grasty thinks the idea about the garbage bins is a good idea because people will not have to pay to dispose of non-recyclables. Dickson expressed concerns about the garbage bins. Rutledge thinks the trail cameras are the best idea. Arber advised the Guthrie County Attorney is researching the trail cameras. In particular, can she prosecute individuals based on what is captured on the cameras? The main goal is to stop people from throwing garbage in the ditches. Another solution is to increase curbside pick-up. Panora thinks the Lake Panorama area needs its own recycling bins. Arber will work with the Lake Panorama Association (LPA). Panora believes its excess recycling is due to the Lake. Arber stated he is writing a grant to purchase more bins to replace the existing bins. He will speak with LPA and determine if LPA is willing to pay for a portion of the bins.

Arber will continue to explore ways to improve recycling. Carney does not like the idea of locking the bins; especially, if the bins only will be open during work hours. Rutledge pointed out most residents are good and passionate about recycling. The rest just need a reminder that TS is watching the bins. In short, Arber simply needs to figure out the best method to address the issues. Lloyd pointed out how much junk ends up with the weekly garbage. Thompson advised the Telehandler was damaged again. He explained the hood was mangled due to metal hidden in the garbage. It wrapped around the tire and cracked the hood when it hit the Telehandler. There was no internal damage. Thompson is researching a forestry guard to protect the hood. The old Telehandler had a plastic hood and was scared from being hit by debris. Thompson thinks the piece was a cubicle wall divider. There was a dumpster full of dividers brought to TS. Thompson also discussed monthly training as well as safety training. He may need to evaluate new ways to load the garbage. In addition, he may need to look at keeping loads separate and not mixing garbage. Thompson emphasized TS needs to enforce the surcharge. Lloyd verified the windshield is protected and not damaged in the incident. Thompson reported there were no injuries and staff notified him as well as Arber immediately. Therefore, staff are following the new procedures. The Telehandler was supposed to be repaired for other reasons last Friday, but the repairs were rescheduled to this Friday. TS got backed up with garbage because Carroll County shut down due to high winds. Thompson will get an estimate to repair the hood and to prevent future damage.

Joshua Sebern, Guthrie County Engineer, joined the meeting and presented the Iowa Department of Transportation (IDOT) Agreement for Surface Transportation Block Grant Program STBG-SWAP-C039(92)--FG-39. This agreement is for the Monteith Road project. Since the project switched from federal funding to SWAP, the County must sign a new agreement. SRD is currently submitting final plans for bid. Sebern advised the project still uses federal aid; however, IDOT receives the funds and then passes it onto the County. This is much more user friendly for the County. Grasty verified the County will still receive the same amount of funding. Sebern reported the Federal Transportation Bill increased the amount of funding, so the County received an additional \$100,000. This project will be paid for through SWAP and Farm to Market funds. The total project cost will be \$2,900,000 of which \$1,100,000 will come from SWAP and the remainder will be Farm to Market. Motion by Lloyd second by Grasty to approve the Iowa Department of Transportation (IDOT) Agreement for Surface Transportation Block Grant Program STBG-SWAP-C039(92)--FG-39. Motion carried on a vote: Ayes: 5 Nays: 0.

Sebern provided a SRD update. Sebern commented about the on-going rain. Lloyd inquired about issues with flooding. Sebern reported SRD has not experienced any problems yet. Really, the only problem with the big rivers is debris getting caught on the abutments. There is a big pile of debris at Nations Bridge Park. Sebern expects it will get bigger. Gus Construction Company began working on Victory 237. Grant 112 basically is complete except for a little shaping and some rock. Patching is done for now, and the Contractor has moved out of the County. The Contractor will be back in the Spring. Grasty confirmed the Contractor finished Redfield Road. Carney said the dip by County Road F63/310th Road is gone. Lloyd confirmed Victory 237 is underway. Sebern stated Gus will start with the box culvert. Gus is working with the landowner who still has crops on all four (4) corners. SRD will make sure the landowner has access to the fields and Gus can continue working at the same time. Sebern spoke with the City of Stuart regarding where SRD stopped maintaining 340th Street. There have been several complaints about the road quality. Sebern reminded Supervisors about voting to stop maintaining a portion of the Street. The debate is where SRD should stop maintaining it. At this time, SRD stopped 250 feet short of the City limits because there is a driveway where the grader can turn around. Grasty received a call stating the map shows the City limit goes to the middle of the Street. Sebern said the County and City own a combination of all, part or half of the right-of-way. Dickson thinks there is 150 feet between the driveway and the boundary which SRD does not grade at this time. Dickson thought the City would maintain the Street to the City limits. Recently, he was told the City limits extend to the bottom of the hill and then it is split. He did not understand a portion belonged to the County from the very beginning. Dickson thought Sebern looked into this. Sebern advised there was no pre-existing agreement. Grasty pointed out SRD should maintain through the area. SRD should not stop at a driveway or stop mid-stretch because it cannot be done consistently. Grasty does not understand which part is the County's responsibility. He is confused about part of the Street belonging to the City and other portions belonging to the County. Sebern advised the road around Guthrie Center is the same way. According to Sebern, the road to the race track belongs to the City. Dickson thinks the road to the track is half and half. According to Dickson, when this Street was dirt there was a gentlemen's agreement the County would shape the ditch and rock the road. Then, it became the City's responsibility. There is no written agreement. The County needs to enter into a 28E Agreement to do it right. Dickson thinks the County should

maintain the east side and the City maintain the west. Sebern does not disagree with this idea. Grasty said the Street was not good, even after the County rocked it. The Street is a steep, old, dirt road. Rutledge thought SRD maintained to the City limits. Grasty thought SRD went to a line in the middle. Regardless, Supervisors need to decide if SRD should go to the driveway or the intersection. Dickson pointed out locations on a map in the Plat Book. According to Dickson, SRD used to grade from the top of the hill all way to the intersection. Then, the City installed a STOP sign. The vehicles cannot stop at the STOP sign without creating washboards, so the City replaced the STOP sign with a YIELD sign. Dickson did not agree to maintain the Street if there is a STOP sign. Sebern pointed out the grader cannot go just part way. It worked before when the grader bladed to the intersection. Sebern has received complaints from County residents. Grasty thinks the County needs to do a 28E. Sebern stated SRD has the same issues with every City. Carney confirmed it is a gravel road, so it makes sense for the County to maintain it. Supervisors concurred a 28E is a good idea, so the County will not have to deal with this issue again. Carney suggested the County should take 340th Street and give Stuart the road by the track. Dickson thinks there should be a maintenance agreement. Grasty questioned what constitutes the City's street. Rutledge wants Sebern to research the matter and provide a map showing the boundary lines. Dickson advised there are no recorded documents. Sebern added there is nothing in the SRD Stuart file. It was just a hand shake agreement. Sebern asked if SRD may grade to the intersection again. Dickson thinks SRD only should grade to the intersection for now. Auditor advised Supervisors need a motion to undue the previous motion passed during the regular meeting on 21 December 2017. Dickson stated he was caught off guard during the Stuart City Council Meeting. Sebern remembered talking about this matter at a previous meeting. Dickson thinks SRD needs to maintain it, and he wants a detailed formal 28E. Dickson reiterated the hand shake deal stated the City shall blade the Street twice a year; however, the City no longer has a grader. Dickson admits the City does rock it. Sebern does not object to helping the City and working out an agreement. Dickson wants to sign a formal agreement. Grasty thinks the YIELD sign should remain because it is a safety issue. Dickson explained traffic laws dictate the person coming from the south must stop for person coming from west. Dickson questioned why the City stopped through traffic. Grasty agreed the City should not stop traffic going uphill. Sebern stated he has no jurisdiction because it is within the City limits. Dickson wants the traffic control to be part of the agreement. Carney pointed out a vehicle approaching from the tail of a "T" intersection should yield. Grasty stated he received complaints about people speeding through the area when there was no sign. He thinks the City should have the police monitor it. Sebern asked for guidance. Supervisors want Sebern to begin discussing the matter with the City. Dickson also wants Sebern to draft a 28E. Carney questioned if there are similar issues with other Cities. Sebern advised these issues exist with all the Cities. Sebern will start conversations with the City. Supervisors discussed whether they can pass a motion if it was not on the Agenda. Motion by Dickson second by Carney to authorize SRD to grade 340th Street until the County can enter into a 28E Agreement with the City of Stuart. Motion carried on a vote: Ayes: 4 (Carney, Dickson, Grasty, and Lloyd) Nays: 1 (Rutledge). Rutledge agrees with the decision but voted Nay because it was not on the Agenda.

Carney mentioned the patch on County Road N54 (Adair Road) is not as soft as he thought. The hard rain helped settle the soft spots. Sebern advised he is working with Hallett Material to make arrangements for gravel at the Monteith Pit. Grasty asked if SRD is trying to get a better price on white rock or if it costs too much to use it. Sebern stated he is not a big fan of all white rock on the roads. Dickson thinks it is why the roads are sloppy right now. In Sebern's opinion, the quarry needs to mix another substance with the white rock. Rutledge pointed out there is material in the Monteith Pit. Hallett just needs to open the pit and not overcharge SRD. Sebern stated he only wants to buy the gravel rights. The negotiations have been difficult. Grasty thinks Hallett took a great deal of sand from the Pit. Dickson thinks Hallett can take pee gravel out of it too. According to Rutledge, Hallett only dozed out the last round of road gravel because it tried to avoid having to crush anything. Currently, Hallett needs to peel sand off or add rock into the mix. Lloyd asked if there was an issue with the holding pond, so Hallett cannot wash the rock. Sebern stated he has not been out there lately. Grasty is glad Hallett is expressing interest in moving rock. Supervisors concurred people complain about both gravel and white rock.

Dickson inquired about the Human Resources meeting. Sebern reported he added National Incident Management System (NIMS) tracking to the job description but not the Title Six (6) role since it mostly deals with Federal Aid given to SRD. Sebern plans to present the revised job description and reach a consensus prior to submitting the description to Supervisors.

Auditor presented and explained the spreadsheet she created to organize the Guthrie County Fair Grounds and Buildings claims. She stated Supervisors budgeted \$30,000. She questioned if rock is a permanent improvement. Grant Sheeder, Chairman, Guthrie County Fair Board was not present for the meeting. Rutledge told Sheeder not to attend the meeting because he did not realize Auditor completed the spreadsheet. Auditor also passed around the Guthrie County Attorney's opinion. Dickson questioned if the Campground and Shower House are part of the Fair Grounds and buildings. Supervisors discussed if rock was considered building maintenance or a permanent improvement. Carney thinks rock is a permanent improvement. Rutledge thinks the rock is necessary to make the roads. Rutledge prefers to reimburse for the rock invoices rather than the camper power outlets for the Campground. Dickson thinks the Beef Barn invoices qualify for reimbursement. Auditor pointed out the invoice from Irlmeier Construction was made out to the Guthrie County Cattlemen's Association. Rutledge is unsure which groups contributed to the Beef Barn. Auditor advised Thompson helped her review the invoices. Auditor and Thompson agree with the claims under Buildings. Dickson confirmed building repairs are authorized by Iowa Code. Supervisors approved the claims under Buildings, totaling \$14,147.96. Auditor advised the claims under Campgrounds include all the associated repairs. In Rutledge's opinion, the Campground is part of the Fairgrounds. Auditor passed around all the invoices and highlighted some of the items. According to Rutledge, the Fair Board will have a new secretary next year. Dickson has no problem with paying for claims related to the Shower House but pointed out the Fair Board is making money on the Campground. Grasty questioned if the electric code requires Ground Fault Circuit Interrupter (GFI). Rutledge wants Supervisors to review the spreadsheet. He will give a copy to Sheeder and have him research the Beef Barn expansion. Carney and Dickson do not want to pay any sign related expenses. Lloyd thinks most of the signs are for advertisement anyway. Dickson inquired if the Fair Board received donations for the signs. Rutledge thinks the signs are part of an advertisement deal. Rutledge does not think the Fair Board intended to submit all of the invoices. The person who handle it just provided all of it. According to Rutledge, the County was not supposed to receive a copy of all the receipts for the entire year. Grasty thinks Sheeder needs to meet with Supervisors and justify the Fair Board request. Rutledge thinks the Fair Board should present a list of requested reimbursements. Dickson wants to see a revenue report too. He does not want to reimburse for any item which the Fair Board receives revenue. Lloyd questioned if the Fair Board gave away tickets and charged the County for it. Motion by Rutledge second by Carney to table the Guthrie County Fair Grounds and Buildings Claim. Motion carried on a vote: Ayes: 5 Nays: 0

There was no Guthrie County Fair Board update.

Auditor presented Resolution 19-12: Guthrie County Conservation Reserve Fund Transfer of Trail User Fees. Said Resolution authorizes the Guthrie County Auditor to make a transfer of \$13,268.45 from the Guthrie County General Basic Fund (To Other Budgetary Funds-Misc Expense: 0001-99-0300-000-814990) to the Conservation Reserve Fund (General Basic Fund: 0027-0-50-6000-900000) in October 2018. The total transfers shall not exceed \$13,268.45. Furthermore, the Resolution directs the Auditor to notify the Guthrie County Treasurer, Marci Schreck, as well as Guthrie County Conservation Director, Joe Hanner, upon completion of said transfers. Finally, it authorizes said transfer to commence upon approval of this Resolution. Motion by Rutledge second by Dickson to adopt Resolution 19-12: Guthrie County Conservation Reserve Fund Transfer of Trail User Fees. Motion carried on a roll call vote: Ayes: 5 (Carney, Dickson, Grasty, Lloyd and Rutledge) Nays: 0

The full text of all Resolutions adopted by the Guthrie County Board of Supervisors after 1 July 2018 are available on the Guthrie County website at <http://www.guthriecounty.org/supervisors/index.html> .

Supervisors briefly discussed appointment of the Penn Township Clerk. Auditor advised the Penn Township Trustees do not object to the appointment of Martin W. Doud. Motion by Dickson second by Grasty to appoint Martin W. Doud as the Penn Township Clerk, effectively immediately, for a term of four (4) years ending 31 December 2022. Motion carried on a vote: Ayes: 5 Nays: 0.

Thompson provided an update on County Projects. Robert Kempf, the Adair/Guthrie County Emergency Management Coordinator, moved into his new office at the Guthrie County Public Health Building. The Facilities Management Team will start servicing the boiler in the Guthrie County Courthouse, so it will be ready for Winter. The County Farm tenant provided a farm plan to Natural Resource Conservation Service (NRCS). NRCS needs Carney's signature to move forward with the tiling project. Thompson reiterated he will research options for the TS Telehandler. He will look at optional guards to help prevent exterior damage. Grasty questioned if a company even manufactures guards.

Thompson reported the JCB forestry model had guards. Thompson thinks he can get the same tubular guards for the Telehandler. Thompson will research the matter and notify Supervisors of the repair costs. Carney asked if there is a machine specifically for garbage. Thompson advised this Telehandler is the premier machine used in the landfills of Europe. The John Deere version has more of a composite fiberglass to handle the impacts better. The Telehandler has a different composite fiberglass. Dickson questioned why the machines are not built out of metal. Rutledge thinks these are the same repairs, as in the past. The only difference is Supervisors were never told about it. Thompson confirmed the old Telehandler was repaired numerous times too. The current Telehandler will need a new set of tires in February or March 2019. The new tires will have foam and should last. In addition, these tires are cheaper than the solid rubber version. Dickson wants TS to work with haulers to separate loads. Thompson also wants to spread out the garbage piles, so staff does not drive quite so deep into a pile. A secondary loader can help sift through and the move piles. In Thompson's opinion, a skid loader will need repairs at the same rate. He thinks it should be outfitted with extra guards also and is researching it. If Thompson can get a handle on the Telehandler and there is a damage free period, it will indicate how to outfit a skid loader. Thompson continuously tries to gain on the problem.

There was no additional discussion about any county projects.

The Supervisors reviewed the First Quarter of Fiscal Year 2018-2019 Budget Report. Auditor stated the he Fee Agreement For Iowa Precinct Atlas Consortium (IPAC) Members Fiscal Year 2019 was not anticipated when she submitted the budget.

Motion by Dickson second by Lloyd to approve the Minutes from 2 October 2018 subject to the changes made by the Supervisors. Motion carried on a vote: Ayes: 5 Nays: 0.

Motion by Rutledge second by Carney to approve the Claims from 26 September 2018 – 9 October 2018 in the amount of \$240,236.10. Motion carried on a vote: Ayes: 5 Nays: 0.

Supervisors reviewed the Secondary Roads Department Payroll Report for 9 September 2018 – 22 September 2018 as well as the County and Assessor Payroll Reports for 15 September 2018 – 28 September 2018.

There being no further business to come before the Board at this time, the Board adjourned at 11:48 a.m. until its regularly scheduled meeting on Tuesday, 16 October 2018. Motion by Rutledge second by Dickson. Motion carried on a vote: Ayes: 5 Nays: 0.

Everett L. Grasty, Chair
Guthrie County Board of Supervisors

ATTEST: Marci L. McClellan,
Guthrie County Auditor