

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. Vaughn 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