

Clay County Board of Supervisors Minutes from Meeting #4 held on January 16, 2018

The Clay County Board of Supervisors met pursuant to adjournment January 16, 2018 at 8:30 a.m. in the boardroom with Chairperson Anderson presiding and with the following other members present: Supervisors Anderson, Matthews, Skelton, Skow, Swanson, Assistant County Attorney Barry Sackett, and Auditor Marjorie Pitts as clerk for the meeting. Chairperson Anderson led the meeting in the Pledge of Allegiance.

Unless otherwise indicated, all of the motions offered at this meeting were carried with the following vote: Ayes: Anderson, Matthews, Skelton, Skow and Swanson. Nays: None. Abstentions: None.

Motion by Matthews, seconded by Swanson that the Board meeting agenda for January 16, 2018 be received and placed on file with the County Auditor as approved with the addition of approving Transfer #370 of \$4,000.00 from Pioneer Cemetery Fund to the General Basic Fund. Motion carried.

Motion by Skelton, seconded by Matthews that the minutes of the Board Meeting # 1 held January 2, Board Meeting #2 held January 9 and Board Meeting #3 held on January 11, 2018 are hereby approved as submitted. Motion carried.

Motion by Skow, seconded by Swanson to adopt the following resolution: BE IT HEREBY RESOLVED by the Board of Supervisors approve expenditures and that the County Auditor be hereby authorized and directed to issue warrants, against the various settlement of such claims a allowed January 16, 2018. Ayes: Anderson, Matthews, Skelton, Skow, Swanson. Nays: None. Abstentions: None. Resolution adopted.

Publication List by Vendor

A & M Laundry	Grounds Maintenance	145.16
A-1 Portables	Sanitation & Disposal	167.00
Advanced Systems	Copier Contract	418.68
Advanced Systems	Photographic Supplies	470.39
Airgas USA	Grounds Maintenance	30.00
All-American Turf Beauty	Buildings	2313.79
Alliant Energy	Utilities	1315.27
Alpha Wireless	Radio & Related Equip.	6769.87
Appriss	Other	1548.00
Arnold Motor Supply	Parts	61.99
Asphalt Paving Assn of IA	Employee Travel Expenses	795.00
Safelite Fulfillment	Parts	885.26
Axon Enterprise	Other	1368.02
Black Hills Energy	Natural & Lp Gas	4698.44
Brianne Blom	Flex	158.00
Bomgaars	Construction & Maint.	321.21
Bound Tree Medical	Safety Supplies	43.49
Bud's Service	Towing	267.00
Canon Fin Services	Copier Contract	478.14
Christina Carter	Flex	100.00
CenturyLink	Telephone	74.96
Christians Sheet Mtl	Construction & Maint.	2315.98
City of Everly	Natural & Lp Gas	329.22
City of Royal	Water & Sewer	44.50

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City of Spencer	Contract Carriers	6392.00
City of Webb	Water & Sewer	92.84
Clay Co Emerg Mgt Agency	Allocation	8752.00
Clay County General Fund	Custodial Supplies	263.39
Clay Co Sec Road Fund	Fuels	6205.43
Clay County Fair Assn	Allocation	34519.77
Maggie Cook	Deposition	26.25
Cooperative Energy Company	Parts	22426.97
Crescent Electric Supply	Construction & Maint.	358.94
Crysteel Truck Equipment	Engineering Services	952.00
CTS Language Link	Protection/Security Serv.	4.53
Daily Reporter	Board Proceedings	625.87
Daniels-Olsen	Buildings	564.00
David Decker	Flex	300.00
Des Moines Stamp Mfg Co	Office Supplies	68.00
Diamond Vogel	Parts	128.96
Dist III Recorders Assn	Dues & Memberships	50.00
Don Pierson Ford	Parts & Access	634.41
Duin Family LTD Partnership	Well Closure	443.59
Employee Benefit Systems	Emp Grp Health Ins	205.70
Joe Etherington	Well Closure	411.95
Everttek	Telephone	693.64
Fareway Stores	Drug Court Meals	70.00
FASTENAL	Buildings	871.51
FleetPride	Parts	800.06
Galen's Pro-Mow	Engineering Services	19.24
Galls an Aramark Company	Uniforms	414.48
Graham Tire Co	Tires & Tubes	79.95
Greer Law Office	Legal Services	225.00
Marc Gustafson	Flex	80.00
H & N Chevrolet Buick	Parts & Access	1997.98
Hartley Sentinel Inc	Board Proceedings	942.68
Holmes Lock & Safe Co	Buildings	320.00
Carissa Huse	Flex	35.00
IA Concrete Paving Assn	Employee Travel Expenses	780.00
IA Dept of Justice Prosecuting	Legal Services	200.00
IA Dept Natural Resources	Permits	125.00
Iowa Lakes Community College	Buildings - Rental	3282.02
IA Lakes Electric Coop	Electric Light & Power	932.91
IA Lakes Regional Water	Water & Sewer	522.83
IA Negotiation Services	Consulting	1200.00
IA Off State Medical Examiner	Services	1593.00
IA Workforce Development	Unemployment Compensation	150.28
IA Municipalities Workers Comp	Workmens' Comp. Ins.	11738.00
IDS - Info Dog Security	Sanitation & Disposal	131.00
ISAC	Educational	190.00
ISU Ext & Outreach-Clay Co	Educational	35.00
J&T Rentals	Buildings - Rental	1500.00
Janitors Closet	Buildings	286.59
Jeremy Jensen	Flex	72.07
Johnston Automotive	Parts	287.20
Knight Protection	Buildings	102.00
Kolb Electric	Construction & Maint.	178.65
Sheryl Lee	Mileage	9.98
Lexis Nexis	Periodical	847.96
Loughlin Law Firm	Legal	150.00

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Mail Services	Postage & Mailing	559.62
Maintainer Corp of IA	Parts	115.12
Mar-Lin Business Supply	Office Supplies	60.59
Marcus News	Board Proceedings	971.44
MaxYield Cooperative	Fuels	2368.59
Tammy McKeever	Flex	955.40
Menards - Spencer	Construction & Maint.	974.70
Mid-States Org Crime Info	Dues & Memberships	100.00
Midwest Fence & Gate Company	Buildings	184.09
M P H Industries Inc	Radio & Related Equip.	1749.00
MSC Industrial Supply Co	Grounds Maintenance	99.47
Kathryn Murphy	Mileage	34.75
NAI Heartland Region	Educational	275.00
Nielsens Tire & Appliance	Tires & Tubes	385.00
Noteboom Implement	Fuels	171.87
NW IA Youth Emergency Serv Ctr	Detention	3051.25
Office Systems Company	Office Supplies	100.55
P & H Fixture Co	Buildings	11.00
Palo Alto County Sheriff	Sheriff Fees	36.61
Pitney Bowes	Postage & Mailing	417.39
Pitney Bowes Purchase Power	Postage & Mailing	2000.00
Premier Communications	Telephone	649.29
Rage Inc	Custodial Supplies	147.75
Remillard Signs	Construction & Maint.	260.00
Ricoh USA, Inc.	Copier Contract	169.91
Royal Telephone Co	Telephone	31.26
Setpoint Mechanical Services	Buildings	994.50
Solutions	Data Processing Serv.	6398.30
Speed Printers	Office Supplies	72.00
Spencer Auto Parts	Lubricants	3424.31
Spencer Hospital	Medical & Health Services	21122.18
SMU	Utilities	12465.00
Spencer Office Supplies	Office Supplies	1357.17
Spencer Signs	Buildings	30.00
Ann Spooner	Flex	86.20
Sta-Mel Enterprises	Cover Aggregate/Sand/Mate	3268.80
Staples	Office Supplies	121.12
Star Energy	Fuels	92.16
State Steel Supply Co.	Parts	40.90
Amy Strohmman	Employee Travel Expenses	19.27
Temple Apartments	Rent Payments	240.00
Thrifty White Stores	Inmate Medical	21.83
Titan Machinery	Parts	196.93
Town & Country	Sanitation & Disposal	69.00
Treas - State of Iowa	Hotel / Motel Tax	335.00
Underground Vaults & Storage	Data Processing Serv.	294.00
Unified Contracting	Buildings	515.00
Unity Point Clinic	Medical & Health Services	60.00
US Cellular	Telephone	525.83
U S Postmaster	Postage & Mailing	410.00
Randy Van Kley	Flex	382.15
Vander Haag's	Parts	1847.06
Verizon	Telephone	820.60
Joan Waller	Flex	300.00
Walmart	Custodial Supplies	101.10
Sheila Weeks	Flex	200.00

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Windstream	Telephone	41.69
Amy Zenor	Flex	300.00
Ziegler	Construction & Maint.	7021.00
Grand Total		218462.75

Motion by Swanson, seconded by Matthews to adopt the following resolution: BE IT HEREBY RESOLVED by the Board of Supervisors approve drainage expenditures and that the County Auditor be hereby authorized and directed to issue warrants, against the various settlement of such claims allowed January 16, 2018. County Auditor is directed to issue stamped warrants from drainage districts which currently have insufficient funds. Ayes: Anderson, Matthews, Skelton, Skow, Swanson. Nays: None. Abstentions: None. Resolution adopted.

Abel Drainage & Excavating, Inc., 2380 440 th Street, Greenville, IA:			
DD #47	Tile Repair	\$ 2,302.40	
The Daily Reporter, PO Box 197, Spencer, IA:			
DD #80	Notice to Bidders	\$ 130.59	Stamped
Koenig Portable Toilets, PO box 1312, Spencer, IA:			
DD#32 Br#43	Jet 14" Tile in Section 33, Garfield Twp	\$ 218.75	Stamped
Total Claims		\$2,624.74	

Motion by Skow, seconded by Skelton to accept County Auditor's Report of Fees Collected for quarter ending December 31, 2017 totaling \$520.00 with detail on file at the County auditor's office. Motion carried.

Motion by Swanson, seconded by Matthews to accept the December 31, 2017 Sheriff's Quarterly Report of Fees collected in the amount of \$42,972.79 with detail found in the County Auditor's office. Motion carried.

Motion by Matthews, seconded by Skelton to accept the December 31, 2017 Sheriff's Quarterly Commissary Account Report with September 29, 2017 beginning account balance of \$8,480.36; total deposits of \$11,871.58; total disbursements of \$9,887.07 and ending bank balance of \$10,464.87. Full account detail on file in the County Auditor's office. Motion carried.

Motion by Skelton, seconded by Matthews to accept County Recorder's Report of Fees Collected for period ending December 31, 2017 totaling \$35,700.44 with detail on file at the auditor's office. Motion carried.

Motion by Swanson, seconded by Skow to accept the County Treasurer's Semi-Annual Report for period ending December 31, 2017 with detail on file at the auditor's office. Motion carried.

Motion by Skelton, seconded by Matthews to approve the Clay County Clerk's Report of Fees Collected for the quarter ending December 31, 2017 totaling \$21,446.69 for surcharge, county ordinance fines, court cost and reimbursement of sheriff fees, depositions, filing fees, and blood test. Detail on file at the auditor's office. Motion carried.

Motion by Matthews, seconded by Skelton to re-appoint Marc E. Gustafson, 3855 180th Ave., Spencer, IA as Clay County Weed Commissioner pursuant to Code of Iowa, Chapter 317.3 for calendar year of 2018, upon approval of the Clay County Conservation Board and authorize the

Chairperson to sign the 2018 Weed Commissioner Certification form. There shall be an annual compensation of \$2,000.00 for the responsibilities. Motion carried.

8:45 a.m. Assistant County Attorney Barry Sackett

Motion by Skelton, seconded by Matthews to approve the Iowa Great Lakes Trail (310th Street – 300th Street) Trail Design, Construction and Maintenance Agreement between the City of Spencer and Clay County to set forth their respective obligations, responsibilities and payment requirements in connection with the County’s portion of the project. Motion carried.

Assistant County Attorney Barry Sackett gave the Board a departmental update from the civil division of the County Attorney’s office.

9:00 a.m. William Rabenberg – County Engineer

Motion by Skow, seconded by Skelton to set the letting date of February 27, 2018 @ 10:00 a.m. for Bridge Deck Overlay & Bridge Floor Repair, Project Number LFM-2018DO-7X-21. Bridge #EB10-2, EB14-1, BB23-1, FB18-1, FB34-2 and MB15-2. Motion carried.

Motion by Matthews, seconded by Swanson to accept and authorize the Chairperson to sign the Employee Payroll Request from the Secondary Roads Department for Jason Quinn as a new full time employee for a union road crew position in Everly at an hourly rate of \$21.38. Motion carried.

Motion by Skelton, seconded by Matthews to accept and authorize the Chairperson to sign the Employee Payroll Request from the Secondary Roads Department for Garret Seaman as a new full time employee for a union mechanics position at an hourly rate of \$21.38. Motion carried.

Engineer Rabenberg gave the Board an update on an electrical utility permit that will cross 290th Avenue and North 500th Street, the archeological clearance related to the Gillett Grove bridge project, and the mitigation of wetlands.

9:30 a.m. The Board met with Kenneth Chalstrom, Pioneer Cemetery Committee Chairperson. Chalstrom gave the Board an update on the Burr Oak and Methodist cemeteries. The fiscal year 2019 proposed budget expenditures was reviewed.

10:00 a.m. Tammy McKeever –Zoning, Environmental Health, Safety & EMS Director

Motion by Swanson, seconded by Skow to authorize the Chairperson to sign the OSHA 300A Form Log that will be posted February 1, 2018. Motion carried.

Director McKeever gave the Board an update on Safety grants, Emergency Medical Services, and Zoning. McKeever also revealed opening positions on the Zoning Board of Adjustments and the Planning and Zoning Commission that will require Board of Supervisor action to fill the remaining terms.

10:30 a.m. Mark Frederick, sales representative for Henry Adkins & Son gave a demonstration and answered questions from the Board of the new Unisyn OpenElect Freedom Vote (FVT) assessable election equipment. FVT provides voters the option to initialize their ballot by scanning the bar code created by a poll book, navigate through the ballot like a touchscreen, use custom designed braille encoded keypad or populate your ballot by scanning a bar code from your personal

electronic device. Unisyn Voting Solutions is the first company to offer a precinct based digital scanning system certified to the 2005 Voluntary Voting System guidelines set forth by the U.S. Election Assistance Commission (EAC).

Supervisor Matthews leaves the meeting at 11:00 a.m.

11:00 a.m. The Clay County Library Association gave the Board their Annual Report for 2017. Librarians from Everly, Peterson, and Spencer were in attendance. Spencer Librarian Mandie Muehlhausen gave explanations to the report and submitted the Library Association request for funding in fiscal year 2019 as \$52,090 that would be divided in accordance with the current Clay County Library contract.

Motion by Skelton, seconded by Skow to approve Transfer #369 of \$27,022.81 from Targeted Case Management Fund to the General Basic Fund. This transfer will return General Basic the balance of monies originally transferred to create the Targeted Case Management fund in August, 2012. Motion carried.

Motion by Swanson, seconded by Skow to approve Transfer #370 of \$4,000.00 from Pioneer Cemetery Fund to the General Basic Fund. This transfer is an interfund loan "repayment" transfer. The original transfer #365 was made on September 26, 2017. Motion carried.

Motion by Skow, seconded by Skelton to certify the 2017 City Election cost of \$ 17,099.65 to be invoiced to the respective cities for the November 7, 2017 elections as follows: Dickens \$1,197.20; Everly \$1281.64; Fostoria \$1,308.90; Gillett Grove \$976.10; Greenville \$1,166.90; Peterson \$1,447.34; Rossie \$1,001.30; Royal \$1,400.05; Spencer \$6,090.17; Webb \$1,250.05. Motion carried.

Motion by Swanson, seconded by Skelton to approve the proposal of \$2,646.00 from SetPoint Mechanical Solutions, 1450 69th PL, Suite 56, Ankeny, IA 50021 for Samsung -40 Cooling Split System for the computer room in the lower level of the Clay County Administration Building and the proposal from Miller Plumbing & Heating, 512 East Milwaukee Street, Spencer, IA of \$1,025.00 for the installation, recovering refrigerant in old unit and the disposal of old unit for a total of \$3,671.00. Motion carried.

Motion by Skow, seconded by Swanson to approve a proposal of lease payments for 63 months at \$139.96 a month (\$419.88 per quarter) for Neopost IN600AF in the Clay County Administration Building from Claritus, 4100 S Elmwood Place, Sioux Falls, SD. Price includes intelligent mailing solution, 10 pound scale, differential weigh, meter rent, rate protection, service agreement, installation and training. Motion carried.

Supervisors discuss/share information from committees and boards they have attended. Supervisor Skelton reported on the Emergency Medical Services Board meeting. Supervisor Swanson updated on the Clay County Visitors Bureau Board meeting. Supervisor Skow reported on the County Safety and County Department Head meetings. Supervisor Anderson updated on the YES Center Board meeting and the NWIACC Regional Board meeting.

The Board recessed at 11:40 a.m. to return by 1:30 p.m.

The Board reconvened their meeting at 1:30 p.m. to conduct a budget workshop for fiscal year 2019.

The Chairperson adjourned the meeting at 4:10 p.m. to convene at the next Auditor's called meeting January 23, 2018 at 8:30 a.m.

/s/Marjorie A. Pitts, County Auditor

/s/Barry Anderson, Chairperson