

**AGENDA – REGULAR SESSION of the CLAY COUNTY BOARD of SUPERVISORS,  
Spencer, IA, to be held in the BOARD ROOM, 300 West 4<sup>th</sup> Street, Spencer, IA at 8:30 a.m.  
January 3, 2012 Meeting #1**

**General Rules for Public Participation:**

1. You may address any item on the agenda after recognition by the Chair, state your name, address and group affiliation (if appropriate) and speak clearly.
2. You may speak one (1) time for a maximum of three (3) minutes.
3. Keep comments germane and refrain from personal, impertinent or slanderous remarks.
4. Questions concerning these rules or any agenda item may be directed to the Auditor's Office at 712-262-1569.

**8:30 a.m. Open Meeting**

- I. Elect Board Chairperson for 2012**
- II. Appoint Board Vice-Chairperson for 2012**
- III. Agenda received as proposed or as amended**
- IV. Minutes approved – Meeting #41 dated December 27, 2011**
- V. Other Business – For Discussion / Possible Board Action**

Supervisors discuss/share information from committees and boards they have attended

Approve Resolution #2012-01 Empowering Co. Eng Scott Rinehart to execute Certificates of Completion of work in connection with all Farm to Market construction projects

Approve Resolution #2012-02 to Determine Depositories of Public Funds with maximum limitations

Approve Resolution #2012-03 to Determine Depositories for Conservation, Recorder & Sheriff with maximum limitations

Approve Resolution #2012-04 Construction Evaluation Resolution relating to a Confinement Feeding Operation Structure

Appoint Lay Person to Season's Board for a one (1) year term

Appoint member to the Clay County Conservation Board for five (5) year term

Appoint member to the Webb Benefitted Fire District for a three (3) year term

Appoint member to the Herdland Benefitted Fire District for a three (3) year term

Appoint two members to Clay County Zoning Board for a term of three (3) years

Appoint Clay County Zoning Board of Adjustment member for a term of five (5) years

Appoint Medical Examiner for two (2) year term

Appoint Official Medical Investigators for two (2) year term

Appoint member to Civil Service Board for six (6) year term

Designate the official newspapers for Clay County for the 2012 year

Designate the Co Eng as representative on the NW IA Planning & Development Commission Intermodule Surface Transportation Efficiency Act (ISTEA) Committee for 2012.

Authorize Chairperson to sign all Farm to Market road vouchers and Co Engineer to act in all Farm to Market road projects for the year 2012

Authorize that paved & gravel portions of secondary roads system be placed under a local embargo effective when appropriate signs are erected.

Appoint board member to serve on 3<sup>rd</sup> Judicial District Dept of Correctional Services for 2012

Appoint the list of Clay County residents, by category, to serve on the Commission to Assess Damages pursuant to Section 6B.4 of the *Iowa Code* for the year 2012.

Appoint Clay County Representatives to Iowa Lakes Resource Conservation & Development Board

Approve Transfer of \$8,745.71 from GSC Building fund to Capital Projects fund

Approve Drainage Claim for Joint Drainage Ditch #60 Lateral No. 8 Tile for Professional Services to Kuehl & Payor

**10:00 a.m. Randy Wiemers & Bob Goeken– Compensation Board Report**

**11:00 a.m. John Hansen – Midwest Construction**

Review/approve construction consultant contract with Midwest Construction Consultants, Houghton, IA

**VI. Adjournment**

Del Brockshus -Chair  
1808 11<sup>th</sup> St SE  
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**AGENDA – REGULAR SESSION of the CLAY COUNTY BOARD of SUPERVISORS,  
Spencer, IA, to be held in the BOARD ROOM, 300 West 4<sup>th</sup> Street, Spencer, IA at 8:30 a.m.  
January 10, 2012 Meeting #2**

**General Rules for Public Participation:**

1. You may address any item on the agenda after recognition by the Chair, state your name, address and group affiliation (if appropriate) and speak clearly.
2. You may speak one (1) time for a maximum of three (3) minutes.
3. Keep comments germane and refrain from personal, impertinent or slanderous remarks.
4. Questions concerning these rules or any agenda item may be directed to the Auditor's Office at 712-262-1569.

**8:30 a.m. Open Meeting**

- I. Agenda received as proposed or as amended**
- II. Minutes approved – Meeting #1 dated January 3, 2012**
- III. Claims, Drainage Claims and payments – Resolution by Board to Approve**
- IV. Other Business – For Discussion / Possible Board Action**

Supervisors discuss/share information from committees and boards they have attended  
Accept County Auditor's Report of Fees Collected for quarter ending December 31, 2011  
Accept County Sheriff's Report of Fees Collected for quarter ending December 31, 2011  
Accept County Sheriff's Commissary Report for quarter ending December 31, 2011  
Accept County Recorder's Report of Fees Collected for quarter ending December 31, 2011  
Accept County Treasurer's Semi-Annual Report for period ending December 31, 2011  
Accept Clay Co Clerk of District Court's Report of Fees Collected for quarter ending Dec. 31, 2011  
Appoint member to serve on the Clay Co Zoning Board for a term of three (3) years

**9:00 a.m. Valerie Newhouse – Iowa Lakes Community College President - ILCC Update**

**9:30 a.m. Cindy McGranahan – Museum Director– Parker Historical Society Update**

**10:00 a.m. Julie Christensen – Clay County Regional Events Center Update**

**10:15 a.m. Kim Wilson – Central Point Coordinator – Burial Assistance Appeal & Dept Update**

**11:00 a.m. Steve Davis – HMN Architects, Inc, 7400 West 110<sup>th</sup> St., Suite 200, Overland Park, KS**

**Marjorie Pitts – County Auditor – Dept Update**

Approve transfer of \$4,307.39 from G.S.C. Building fund to the Capital Project fund  
Approve transfer of \$20,264.21 from G.S.C. Building fund to the Capital Project fund.  
Approve Resolution 2012-05 Authorizing Loan Agreement for Government Services Center (GSC)  
Building Renovation Loan

**Eric Tigges – EMA Coordinator**

Approve Protection System Proposal for DHS & VA Offices from Knight Protection, Spencer, IA

**Randy Krukow – County Sheriff**

Approve & authorize County Sheriff to Sign Jail Food Contract for 2012-2013

**Scott Rinehart – County Engineer**

1. Authorize the Chairperson to sign Iowa Department of Transportation Detour Revocation Sheet.

**James Worm – GIS Coordinator – Dept update**

**V. Adjournment**

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**AGENDA – REGULAR SESSION of the CLAY COUNTY BOARD of SUPERVISORS,  
Spencer, IA, to be held in the BOARD ROOM, 300 West 4<sup>th</sup> Street, Spencer, IA at 8:30 a.m.  
January 17, 2012 Meeting #3**

**General Rules for Public Participation:**

1. You may address any item on the agenda after recognition by the Chair, state your name, address and group affiliation (if appropriate) and speak clearly.
2. You may speak one (1) time for a maximum of three (3) minutes.
3. Keep comments germane and refrain from personal, impertinent or slanderous remarks.
4. Questions concerning these rules or any agenda item may be directed to the Auditor's Office at 712-262-1569.

**8:30 a.m. Open Meeting**

- I. Agenda received as proposed or as amended**
- II. Minutes approved – Meeting # 2 dated January 10, 2012**
- III. Claims and payments – Resolution by Board to Approve**
- IV. Other Business – For Discussion / Possible Board Action**

Supervisors discuss/share information from committees and boards they have attended

**8:45 a.m. Don Etler – Kuehl & Payor**

Accept Drainage Ditch #8 Brand 4 pilot project report

**9:00 a.m. Dan Heissel – County Conservation Director - Dept Update**

**10:15 a.m. Kim Wilson – Central Point Coordinator – Burial Assistance Appeal**

**10:30 a.m. BUDGET WORKSHOP**

**Tammy McKeever – Zoning, Environmental Health & Safety Department EMS Coordinator**

Review budget & Authorize Chairperson to sign the OSHA 300A Form Log

**11:30 a.m. Mike Houchins – County Attorney Dept Update**

**V. Adjournment**

Del Brockshus -Chair  
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**AGENDA – REGULAR SESSION of the CLAY COUNTY BOARD of SUPERVISORS,  
Spencer, IA, to be held in the BOARD ROOM, 300 West 4<sup>th</sup> Street, Spencer, IA at 8:30 a.m.  
January 24, 2012 Meeting #4**

**General Rules for Public Participation:**

1. You may address any item on the agenda after recognition by the Chair, state your name, address and group affiliation (if appropriate) and speak clearly.
2. You may speak one (1) time for a maximum of three (3) minutes.
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4. Questions concerning these rules or any agenda item may be directed to the Auditor's Office at 712-262-1569.

**8:30 a.m. Open Meeting**

- I. Agenda received as proposed or as amended**
- II. Minutes approved – Meeting # 3 dated January 17, 2012**
- III. Claims, Drainage Claims and payments – Resolution by Board to Approve**
- IV. Other Business – For Discussion / Possible Board Action**

Supervisors discuss/share information from committees and boards they have attended

Discuss Iowa Negotiations Services, LLC review of Clay County's handbook

Discuss/approve RFP-2 from Cannon Moss Byrger Architects, Spencer, IA for GSC Bldg Renovation Project

Discuss request for additional Courthouse security for the Clerk of Court's office with glass dividers

**9:00 a.m. Hugh Livey – RIDES Update**

**9:30 a.m. Ted Kourousis – Northwest Planning & Development – GSC Building Renovation Project**

**10:00 a.m. Kelly McCarty - Revolving Loan Request**

**10:45 a.m. Kim Wilson – Central Point Coordinator – Dept Update**

**11:00 a.m. Burial Assistance Appeal**

**11:15 a.m. Steve Davis – HMN Architects, Inc. & John Hansen – Midwest Construction**

Jail Project Update

Authorize HMN Architects, Inc to send final plans of Sheriff's Office & Jail Project with fee to State of IA

**Marjorie Pitts – County Auditor - Dept Update & Discuss Election Equipment**

**Scott Rinehart – County Engineer**

1. Review and approve the contract for sanitary landfill services between the City of Spencer and Clay County and authorize the Chairperson to sign the contract.
2. Review and approve Preconstruction Agreement between the Iowa Department of Transportation and Clay County in conjunction with the proposed PCC overlay project on US Hwy 71 from Spencer to Milford and authorize the chairperson to sign the agreement.
3. Approve maintenance gravel contract with Stratford Gravel Inc. and authorize the Chairperson to sign the contract.

**V. Adjournment**

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**AGENDA – SPECIAL SESSIONS of the CLAY COUNTY BOARD of SUPERVISORS,  
Spencer, IA, to be held in the BOARD ROOM, 300 West 4<sup>th</sup> Street, Spencer, IA at 8:30 a.m.  
January 25 & 26, 2012 Meeting #5 & #6**

**General Rules for Public Participation:**

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**January 25, 2012 Meeting #5**

**8:30 a.m. Open Meeting**

- I. Agenda received as proposed or as amended**
- II. Other Business – For Discussion / Possible Board Action**

***Budget Workshop-Review Departmental Budgets with Elected Officials & Department Heads***

8:45 a.m. Randy Krukow – County Sheriff

9:45 a.m. Marjorie Pitts – County Auditor

10:00 a.m. Break

10:30 a.m. Shirley Goyette – County Recorder

11:00 a.m. James Worm – GIS Coordinator

11:15 a.m. Clerk of Court-DHS-Health Board-Data Processing

11:30 a.m. Buildings – Grounds – Non-Department

12:00 Noon – 1:45 p.m. Lunch

1:45 p.m. Scott Rinehart – County Engineer

**III. Adjournment**

**January 26, 2012 Meeting #6**

**8:30 a.m. Open Meeting**

- I. Agenda received as proposed or as amended**
- II. Other Business – For Discussion / Possible Board Action**

***Budget Workshop-Review Departmental Budgets with Elected Officials & Department Heads-cont.***

8:45 a.m. Kim Wilson – Central Point Coordinator

9:15 a.m. Daniel Heissel – Conservation Director

9:45 a.m. Joan Waller – Veteran Affairs Director

10:00 a.m. Break

10:15 a.m. Sandra Geidl – County Treasurer

12:00 Noon – 1:30 p.m. Lunch

1:30 p.m. Tour Heritage Center

**III. Adjournment**

Del Brockshus -Chair  
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**AGENDA – SPECIAL SESSION of the CLAY COUNTY BOARD of SUPERVISORS,  
Spencer, IA, to be held in the BOARD ROOM, 300 West 4<sup>th</sup> Street, Spencer, IA at 8:30 a.m.  
January 31, 2012 Meeting #7**

**General Rules for Public Participation:**

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**8:30 a.m. Open Meeting**

**I. Agenda received as proposed or as amended**

**II. Minutes approved – Meeting # 4 dated January 24, 2012 and Meetings #5 & #6 held on January 25 & 26, 2012**

**III. Other Business – For Discussion / Possible Board Action**

Set hearing date & time for Fund Year 2012 Budget Amendment

*8:45 a.m. Budget Workshop*

*9:30 a.m. Jeremy Parsons - Clay County Fair Secretary/Manager*

*10:00 a.m. Anita Jorgensen – Upper Des Moines*

*10:30 a.m. Clay County Libraries*

Approve Clay County - City Library Agreement & Authorize Chairperson to sign

**IV. Adjournment**

Del Brockshus -Chair  
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**AGENDA – REGULAR SESSION of the CLAY COUNTY BOARD of SUPERVISORS,  
Spencer, IA, to be held in the BOARD ROOM, 300 West 4<sup>th</sup> Street, Spencer, IA at 8:30 a.m.  
February 7, 2012 Meeting #8**

**General Rules for Public Participation:**

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4. Questions concerning these rules or any agenda item may be directed to the Auditor's Office at 712-262-1569.

**8:30 a.m. Open Meeting**

- I. Agenda received as proposed or as amended**
- II. Minutes approved – Meeting #7 dated January 31, 2012**
- III. Claims and Drainage payments – Resolution by Board to Approve**
- IV. Other Business – For Discussion / Possible Board Action**

Supervisors discuss/share information from committees and boards they have attended

Accept resignation of Robert Swan from the Eminent Domain Commission

Appoint new member to the Eminent Domain Commission

Approve Fund Transfer #263 from Local Option-Rural Use to Secondary Roads in the amount of \$726,727.51

Approve Fund Transfer #264 from Capital Projects to GSC Building Fund in the amount of \$51,571.06

Authorize Chairperson to sign Clay County Sheriff's Office Law Contract

*Kim Wilson – Central Point Coordinator – Dept. Update*

*Scott Rinehart – County Engineer – Dept Update*

**V. Adjournment**

Del Brockshus -Chair  
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**AGENDA – SPECIAL SESSION of the CLAY COUNTY BOARD of SUPERVISORS,  
Spencer, IA, to be held in the BOARD ROOM, 300 West 4<sup>th</sup> Street, Spencer, IA at 8:30 a.m.  
February 14, 2012 Meeting #9**

**General Rules for Public Participation:**

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**8:30 a.m. Open Meeting**

**I. Agenda received as proposed or as amended**

**8:45 a.m. Robert Fagen- Spencer City Manager - Discuss Spencer Urban Revitalization**

**II. Adjournment**

Del Brockshus -Chair  
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**AGENDA – REGULAR SESSION of the CLAY COUNTY BOARD of SUPERVISORS,  
to be held in the BOARD ROOM, 300 West 4<sup>th</sup> Street, Spencer, IA at 8:30 a.m.  
February 21, 2012 Meeting #10**

**General Rules for Public Participation:**

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4. Questions concerning these rules or any agenda item may be directed to the Auditor's Office at 712-262-1569.

**8:30 a.m. Open Meeting**

- I. Agenda received as proposed or as amended**
- II. Minutes approved – Meeting # 8 dated Feb 7, 2012 and Meeting #9 dated Feb 14, 2012**
- III. Claims, Drainage Claims and payment as presented – Resolution by Board to Approve**
- IV. Other Business – For Discussion / Possible Board Action**

Supervisors discuss/share information from committees and boards they have attended.

**9:00 a.m.**

- Board -** Discuss/authorize fiscal agent responsibilities for Clay County Local Housing Trust Fund  
Appoint new member to the Eminent Domain Commission
- Auditor - Marge Pitts:** Department Update  
Approve Change Order #1-Governmental Services Center Renovation
- EMA - Eric Tigges:** Authorize Chairperson to sign the Clay County Multijurisdictional Hazard Mitigation Grant Plan submitted to FEMA for extension for the activity completion timeframe Project extended through August 3, 3012.
- CPC - Kim Wilson:** Review/approve cell phone allocation to community services  
Review/Approve request from Magellan for contract amendment
- Sheriff - Randy Krukow:** Discuss inmate medical insurance
- Engineer -** Accept or reject Underground Construction Permit for Iowa Lakes Regional Water to install water service line to 1855 470<sup>th</sup> Street in Clay County Secondary Roads right-of-way by drilling under 470<sup>th</sup> Street, Section 16, Douglas TWP.

**10:00 a.m. FY12 Budget Hearing**

**V. Adjournment**

Del Brockshus - Chair  
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**AGENDA – SPECIAL SESSION of the CLAY COUNTY BOARD of SUPERVISORS,  
Spencer, IA, to be held in the BOARD ROOM, 300 West 4<sup>th</sup> Street, Spencer, IA at 9:30 a.m.  
February 28, 2012 Meeting #11**

**General Rules for Public Participation:**

1. You may address any item on the agenda after recognition by the Chair, state your name, address and group affiliation (if appropriate) and speak clearly.
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4. Questions concerning these rules or any agenda item may be directed to the Auditor's Office at 712-262-1569.

**9:30 a.m. Open Meeting**

**I. Agenda received as proposed or as amended**

**II. Other Business – For Discussion / Possible Board Action**

*9:45 a.m. Arvin Druvenga – Winther, Stave & Co., LLP - FY11 Audit Presentation*

*11:00 a.m. Sheriff's Office & Jail Project Pre-Construction Meeting*

*Discuss Governmental Services Center (GSC) Building Leases*

**III. Adjournment**

Del Brockshus -Chair  
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**AMENDED AGENDA – REGULAR SESSION of the CLAY COUNTY BOARD of SUPERVISORS,  
Spencer, IA, to be held in the BOARD ROOM, 300 West 4<sup>th</sup> Street, Spencer, IA at 8:30 a.m.  
March 6, 2012 Meeting #12**

**General Rules for Public Participation:**

1. You may address any item on the agenda after recognition by the Chair, state your name, address and group affiliation (if appropriate) and speak clearly.
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4. Questions concerning these rules or any agenda item may be directed to the Auditor's Office at 712-262-1569.

**8:30 a.m. Open Meeting**

- I. Agenda received as proposed or as amended**
- II. Minutes approved – Meeting #10 dated Feb 21, 2012 and Meeting #11 dated Feb 28, 2012**
- III. Claims, Drainage Claims and payments – Resolution by Board to Approve**
- IV. Other Business – For Discussion / Possible Board Action**

Supervisors discuss/share information from committees and boards they have attended  
Appoint Michael White to the Eminent Domain Commission

***Marjorie Pitts – County Auditor***

Set hearing date and time for the Proposed Fiscal Year 2013 County Budget

Accept & Authorize Chairperson to sign Employee Payroll Requests from Secondary Roads Dept for Gene Fliss & Aaron Rutter

Approve renewal license #BB0018578 - Class B Beer permit for Lost Island Corner Store & Café

***Tammy McKeever –Zoning, Environmental Health & Safety Dept***

Set Fee for Flood Plain Permits

Set hearing date and time for zoning change from A-1 Agricultural to I-2 Heavy Industrial in NW ¼ of Sect 28, Summit Twp for Cory Climer

***9:30 a.m. Hearing for Cory Climer, 1855 310<sup>th</sup> St, Spencer, IA for change in zoning from A-1 Agricultural to I-2 Heavy Industrial for appliance de-manufacturing in NW ¼ of Section 28 Summit Township, Clay Co***

***10:00 a.m. Kim Scorza - Season's Center – Update***

***10:30 a.m. Kim Wilson – Central Point Coordinator – Department Update***

***11:00 a.m. Mike Houchins - County Attorney – Future Budget Procedures for Hourly Employees***

***Scott Rinehart – County Engineer***

Authorize Chairperson to sign SAFTEA-LU application for Federal Highway funds for resurfacing M54 from Hwy 18 north one mile to B24 then 5 miles west into Spencer City Limits and terminating at 10<sup>th</sup> Ave West.

**V. Adjournment**

Del Brockshus -Chair  
1808 11<sup>th</sup> St SE  
Spencer, IA 51301  
712/262-3478  
delstree@pionet.net

Ken Chalstrom  
2750 470th Street  
Webb, IA 51366  
712/838-7720  
kntryc@webbwireless.net

Burlin H. Matthews  
812 East 18<sup>th</sup> Street  
Spencer, IA 51301  
712/262-8219  
mattheb@ncn.net

Joe Skow  
1609 West 15<sup>th</sup> Street  
Spencer, IA 51301  
712/264-0933  
trooperj@smunet.net

Linda K. Swanson  
1410 440<sup>th</sup> Street  
Peterson, Iowa 51047  
712/933-5586  
swsnfarm@royaltelco.net

**AGENDA – SPECIAL SESSION of the CLAY COUNTY BOARD of SUPERVISORS,  
Spencer, IA, to be held in the BOARD ROOM, 300 West 4<sup>th</sup> Street, Spencer, IA at 1:15 p.m.  
March 13, 2012 Meeting #13**

**General Rules for Public Participation:**

1. You may address any item on the agenda after recognition by the Chair, state your name, address and group affiliation (if appropriate) and speak clearly.
2. You may speak one (1) time for a maximum of three (3) minutes.
3. Keep comments germane and refrain from personal, impertinent or slanderous remarks.
4. Questions concerning these rules or any agenda item may be directed to the Auditor's Office at 712-262-1569.

**1:15 p.m.      Open Meeting**

- I.      Agenda received as proposed or as amended**
- II.     Other Business – For Discussion / Possible Board Action**
- III.**

Approve storm sewer services to be connected to the roof drain outlet of Clay Co Administration Bldg be constructed concurrently with the City of Spencer's storm sewer separation project & authorize chairperson to sign letter to the City of Spencer requesting these improvements and that the county will reimburse the City for any additional cost

*Receiving, Opening & Announcing of Bids for Sheriff's Office & Jail Project*

**IV.    Adjournment**

Del Brockshus -Chair  
1808 11<sup>th</sup> St SE  
Spencer, IA 51301  
712/262-3478  
delstree@pionet.net

Ken Chalstrom  
2750 470th Street  
Webb, IA 51366  
712/838-7720  
kntryc@webbwireless.net

Burlin H. Matthews  
812 East 18<sup>th</sup> Street  
Spencer, IA 51301  
712/262-8219  
matheb@ncn.net

Joe Skow  
1609 West 15<sup>th</sup> Street  
Spencer, IA 51301  
712/264-0933  
trooperj@smunet.net

Linda K. Swanson  
1410 440<sup>th</sup> Street  
Peterson, Iowa 51047  
712/933-5586  
swsnfarm@royaltelco.net

**AGENDA – REGULAR SESSION of the CLAY COUNTY BOARD of SUPERVISORS,  
Spencer, IA, to be held in the BOARD ROOM, 300 West 4<sup>th</sup> Street, Spencer, IA at 8:30 a.m.  
March 20, 2012 Meeting #14**

**General Rules for Public Participation:**

1. You may address any item on the agenda after recognition by the Chair, state your name, address and group affiliation (if appropriate) and speak clearly.
2. You may speak one (1) time for a maximum of three (3) minutes.
3. Keep comments germane and refrain from personal, impertinent or slanderous remarks.
4. Questions concerning these rules or any agenda item may be directed to the Auditor's Office at 712-262-1569.

**8:30 a.m. Open Meeting**

- I. Agenda received as proposed or as amended**
- II. Minutes approved – Meeting #12 dated March 6, 2012**
- III. Claims, Drainage Claims and payments – Resolution by Board to Approve**
- IV. Other Business – For Discussion / Possible Board Action**

Supervisors discuss/share information from committees and boards they have attended  
Re-appoint Marc E. Gustafson, 3855 180<sup>th</sup> Ave., Spencer, IA as Clay County Weed Commissioner &  
Authorize chairperson to sign 2012 County Weed Commissioner Certification Form  
Approve Resolution 2012-07 to change County Attorney status from part-time to full time  
Approve storm sewer services to be connected to roof drain outlet of Clay Co Administration Bldg be  
constructed concurrently with City of Spencer's storm sewer separation project & authorize chairperson to  
sign letter requesting these improvements and that county will reimburse the City for any additional cost  
Approve exception to Employee Policy Section XII (C). Voluntary Retirement for Gina Ean

***Marjorie A. Pitts – County Auditor***

Approve & authorize Chairperson to sign Change Order #2 for GSC Building Renovation  
Approve & authorize Chairperson to sign Letter of Intent from Farmers Trust & Savings Bank to  
purchase Old Clay County Jail building

**9:00 a.m. FY13 Budget Hearing**

**9:45 a.m. Scott Rinehart – County Engineer**

Accept 28E Agreement between Clay Co and City of Everly for resurfacing M27 within corporate limits of  
City of Everly & authorize Chairperson to sign agreement  
Accept or reject Underground Construction Permit for Barb Schomaker to install water service line and  
electrical line in Clay Co ROW by boring under 260<sup>th</sup> Ave, Sects 26 & 27, Gillett Grove TWP

**10:00 a.m. Mark Fredricks – Henry Adkins – Presentation of New Unisyn Voting Equipment**

**10:45 a.m. Kim Wilson – Central Point Coordinator**

Review/ Approve/ Authorize Chairperson to sign updated 28 E Agreement with Northwest Iowa Contracting  
Consortium

***Roger Morris - Spencer Municipal Utilities & Randy Krukow – County Sheriff***

Approve Conveyance of Easement for Utilities in Sheriff's Office & Jail Project from Spencer Utilities and  
authorize Chairperson to sign

**11:00 a.m. John Hansen – Midwest Construction Consultants -Hearing on Proposed Sheriff's Office &  
Jail Plans, Specifications, Form of Contract, Estimate of Cost for the Project and Considering Bids  
Received & Award Contractors**

**11:45 a.m. Iowa Negotiations Services, LLC Conference Call – Postponed to 10:00 a.m. on April 3, 2012**

**V. Adjournment**

Del Brockshus -Chair  
1808 11<sup>th</sup> St SE  
Spencer, IA 51301  
712/262-3478  
delstree@pionet.net

Ken Chalstrom  
2750 470<sup>th</sup> Street  
Webb, IA 51366  
712/838-7720  
kntryc@webbwireless.net

Burlin H. Matthews  
812 East 18<sup>th</sup> Street  
Spencer, IA 51301  
712/262-8219  
mattheb@ncn.net

Joe Skow  
1609 West 15<sup>th</sup> Street  
Spencer, IA 51301  
712/264-0933  
trooperj@smunet.net

Linda K. Swanson  
1410 440<sup>th</sup> Street  
Peterson, Iowa 51047  
712/933-5586  
swsnfarm@royaltelco.net

**Amended AGENDA – REGULAR SESSION of the CLAY COUNTY BOARD of SUPERVISORS,  
Spencer, IA, to be held in the BOARD ROOM, 300 West 4<sup>th</sup> Street, Spencer, IA at 8:30 a.m.  
April 3, 2012 Meeting #15**

**General Rules for Public Participation:**

1. You may address any item on the agenda after recognition by the Chair, state your name, address and group affiliation (if appropriate) and speak clearly.
2. You may speak one (1) time for a maximum of three (3) minutes.
3. Keep comments germane and refrain from personal, impertinent or slanderous remarks.
4. Questions concerning these rules or any agenda item may be directed to the Auditor's Office at 712-262-1569.

**8:30 a.m. Open Meeting**

- I. Agenda received as proposed or as amended**
- II. Minutes approved – Meeting #14 dated March 20, 2012**
- III. Claims, Drainage Claims and payments – Resolution by Board to Approve**
- IV. Other Business – For Discussion / Possible Board Action**

Supervisors discuss/share information from committees and boards they have attended

***Scott Rinehart – County Engineer***

1. Approve 2013 Fiscal Year Iowa DOT Sec Roads Budget & 5-Year Construction Program as presented by Co Engineer & authorize Chairperson & Co Auditor to sign budget and construction programs.
2. Accept low bid of \$1,834,465.73 from Flynn Company Inc of Dubuque, IA for PCC Overlay projects FM-CO21(123)--55-21 and STP-S-CO21(124)--5E-21 & authorize Chairperson to sign contract & Bond.
3. Accept work of Graves Construction on projects LST-5812C-1(16-2), LST-5812C-1(17-1), LST-5712C-2 & LST-6512C-3 as completed on Dec 2, 2011 with seeding yet to be completed
4. Approve Resolution 2012-11 for Temporary Traffic Controls

***8:45 a.m. Bob Fagen & Brian Weuve - City of Spencer***

Approve Resolution supporting River Enhancement Grant and Development of Spencer Riverfront

***9:00 a.m. Mark Fredricks – Henry Adkins – Presentation of New Unisyn Voting Equipment***

***9:30 a.m. Libby Stricker – Spencer Insurance – Jail Project Builder's Risk Ins & Volunteer Ins Coverage***

***10:00 a.m. Iowa Negotiations Services, LLC Conference Call- Clay County Policy Handbook***

***Kim Wilson – Central Point Coordinator – Dept Update***

Review, Approve, Authorize Chairperson to sign 2012 County Government Month proclamation

***Tammy McKeever –Zoning, Environmental Health & Safety Dept***

Set Fee for Flood Plain Permits

Set Date & Time for DNR Construction Permit Application Hearing for New Fashion Pork, LLP located in the SE ¼ of NE1/4 of Section 23 Logan Twp, Clay County, IA

***Marjorie Pitts – County Auditor***

Approve waiving payment of real estate tax penalty for county property

Approve transfer of \$9079.46 from Debt Service fund to Capital Project fund

Authorize Co Auditor to sign ICAP Builder's Risk Supplement coverage for erection of Jail & Sheriff Office

Accept County Auditor's Report of Fee Collected for Period Ending March 31, 2012

Approve Estimate for Landscaping work at Clay Co Courthouse from Krebsbach Landscaping

Discuss estimates obtained for window shades / blinds at the Governmental Services Center building.

Discuss plans for the two County Government Month events

***2:30 p.m. Continuation of Drainage Ditch #8, Branch 4 Hearing from March 5, 2012***

***4:00 p.m. Groundbreaking for the New Sheriff's Office & Jail***

**V. Adjournment**

Del Brockshus -Chair  
1808 11<sup>th</sup> St SE  
Spencer, IA 51301  
712/262-3478  
delstree@pionet.net

Ken Chalstrom  
2750 470th Street  
Webb, IA 51366  
712/838-7720  
kntryc@webbwireless.net

Burlin H. Matthews  
812 East 18<sup>th</sup> Street  
Spencer, IA 51301  
712/262-8219  
mattheb@ncn.net

Joe Skow  
1609 West 15<sup>th</sup> Street  
Spencer, IA 51301  
712/264-0933  
trooperj@smunet.net

Linda K. Swanson  
1410 440<sup>th</sup> Street  
Peterson, Iowa 51047  
712/933-5586  
swsnfarm@royaltelco.net

**AGENDA – SPECIAL SESSION of the CLAY COUNTY BOARD of SUPERVISORS,  
Spencer, IA, to be held in the BOARD ROOM, 300 West 4<sup>th</sup> Street, Spencer, IA at 5:00 p.m.  
April 11, 2012 Meeting #16**

**General Rules for Public Participation:**

1. You may address any item on the agenda after recognition by the Chair, state your name, address and group affiliation (if appropriate) and speak clearly.
2. You may speak one (1) time for a maximum of three (3) minutes.
3. Keep comments germane and refrain from personal, impertinent or slanderous remarks.
4. Questions concerning these rules or any agenda item may be directed to the Auditor's Office at 712-262-1569.

**5:00 p.m. Open Meeting**

**I. Agenda received as proposed or as amended**

**II. Other Business – For Discussion / Possible Board Action**

Approve Resolution 2012-13 Supporting River Enhancement Grant and Development of Spencer Riverfront

**III. Adjournment**

Del Brockshus -Chair  
1808 11<sup>th</sup> St SE  
Spencer, IA 51301  
712/262-3478  
delstree@pionet.net

Ken Chalstrom  
2750 470th Street  
Webb, IA 51366  
712/838-7720  
kntryc@webbwireless.net

Burlin H. Matthews  
812 East 18<sup>th</sup> Street  
Spencer, IA 51301  
712/262-8219  
mattheb@ncn.net

Joe Skow  
1609 West 15<sup>th</sup> Street  
Spencer, IA 51301  
712/264-0933  
trooperj@smunet.net

Linda K. Swanson  
1410 440<sup>th</sup> Street  
Peterson, Iowa 51047  
712/933-5586  
swsnfarm@royaltelco.net



**AGENDA – REGULAR SESSION of the CLAY COUNTY BOARD of SUPERVISORS,  
Spencer, IA, to be held in the BOARD ROOM, 300 West 4<sup>th</sup> Street, Spencer, IA at 8:30 a.m.  
April 17, 2012 Meeting #17**

**General Rules for Public Participation:**

1. You may address any item on the agenda after recognition by the Chair, state your name, address and group affiliation (if appropriate) and speak clearly.
2. You may speak one (1) time for a maximum of three (3) minutes.
3. Keep comments germane and refrain from personal, impertinent or slanderous remarks.
4. Questions concerning these rules or any agenda item may be directed to the Auditor's Office at 712-262-1569.

**8:30 a.m. Open Meeting**

- I. Agenda received as proposed or as amended**
- II. Minutes approved – Meeting #15 dated April 3, 2012 and Meeting #16 held April 11, 2012**
- III. Claims, Drainage Claims and payments – Resolution by Board to Approve**
- IV. Other Business – For Discussion / Possible Board Action**

Supervisors discuss/share information from committees and boards they have attended

Accept Co Sheriff's Report of Fees Collected for quarter ending March 31, 2012

Accept Clay Co Sheriff's Commissary Account Report for Quarter Ending March 31, 2012

Accept Clay Co Clerk of Court's Report of Fee Collected for quarter ending March 31, 2012

Accept Co Recorders Report of Fees Collected for Period ending March 31, 2012

**9:00 a.m. Jill Irlbeck-Convention & Visitor's Bureau & Bill Campbell – Spencer Chamber**

**9:30 a.m. Megan Hess – Primary Election Republican Candidate for State Representative District 002**

**9:45 a.m. Construction Application Permit Hearing for New Fashion Pork, LLP located in Sect 23 of Logan Twp**

**10:15 a.m. Scott Rinehart – County Engineer**

1. Accept or reject Underground Construction Permit for MasTec/CenturyLink to install phone service line in Clay Co Sec Roads right-of-way from pedestal at NE corner of 440<sup>th</sup> St & 190<sup>th</sup> Ave, north on east side of 190<sup>th</sup> Ave, then boring under 190<sup>th</sup> Ave to provide service to 4385 190<sup>th</sup> Ave. Sect 27 & 28, Lincoln Twp.
2. Accept or reject Underground Construction Permit for Windstream Communications Inc to install phone service line in Clay Co Sec Roads right-of-way along 130<sup>th</sup> Ave, then boring under 130<sup>th</sup> Ave, Sect 21, Peterson Twp.
3. Accept or reject Underground Construction Permit for Iowa Lakes Electric Cooperative to place electric power line in Clay Co Sec Roads right-of-way by boring under 350<sup>th</sup> St from north ROW line to south ROW line to replace overhead line to 2650 350<sup>th</sup> St. Sect 11 & 14, Sioux Twp
4. Accept or reject low Culvert Metal Pipe quotes.

**10:30 a.m. Drainage Ditch #98 Meeting – Iowa Department of Natural Resources to request alteration to tile outlet**

**Marjorie Pitts – County Auditor**

Authorize Chairperson to sign Project Cost Recaps from Midwest Construction for invoices & work completed as of April 1, 2012

Authorize Chairperson and County Auditor to sign County Substance Abuse Prevention Service Request for Bid FY13

**James Worm – GIS Coordinator – Dept Update**

**Kim Wilson – Central Point Coordinator**

Review/Approve option for FamilyWize prescription drug discount card usage in Clay County

**11:00 a.m. Volunteer Appreciation Coffee**

**1:30 p.m. Denise Ballard – Two Rivers Insurance - Renewal**

**V. Adjournment**

Del Brockshus -Chair  
1808 11<sup>th</sup> St SE  
Spencer, IA 51301  
712/262-3478  
delstree@pionet.net

Ken Chalstrom  
2750 470th Street  
Webb, IA 51366  
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kntryc@webbwireless.net

Burlin H. Matthews  
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Spencer, IA 51301  
712/262-8219  
mattheb@ncn.net

Joe Skow  
1609 West 15<sup>th</sup> Street  
Spencer, IA 51301  
712/264-0933  
trooperj@smunet.net

Linda K. Swanson  
1410 440<sup>th</sup> Street  
Peterson, Iowa 51047  
712/933-5586  
swsnfarm@royaltelco.net

**AGENDA – REGULAR SESSION of the CLAY COUNTY BOARD of SUPERVISORS,  
Spencer, IA, to be held in the BOARD ROOM, 300 West 4<sup>th</sup> Street, Spencer, IA at 8:30 a.m.  
May 1, 2012 Meeting #18**

**General Rules for Public Participation:**

1. You may address any item on the agenda after recognition by the Chair, state your name, address and group affiliation (if appropriate) and speak clearly.
2. You may speak one (1) time for a maximum of three (3) minutes.
3. Keep comments germane and refrain from personal, impertinent or slanderous remarks.
4. Questions concerning these rules or any agenda item may be directed to the Auditor's Office at 712-262-1569.

**8:30 a.m. Open Meeting**

- I. Agenda received as proposed or as amended**
- II. Minutes approved – Meeting # 17 dated April 17, 2012**
- III. Claims, Drainage Claims and payments – Resolution by Board to Approve**
- IV. Other Business – For Discussion / Possible Board Action**

Supervisors discuss/share information from committees and boards they have attended

***Marjorie Pitts – County Auditor***

Approve transfer of \$1,226.63 from Debt Service fund to Capital Projects fund  
Authorize Chairperson to sign lease agreement for Iowa Vocational Rehabilitation Services  
Accept Employee Payroll Request forms from Sec Roads Dept for Brad Viet, Greg Maassen, Joshua Kruse, Caleb Batschelet, Leroy Dailey, Gary Findley & Clifton Albrecht  
Accept Employee Payroll Request form from Conservation Dept for Justin Howing  
Approve quote from Steffen's Furniture for blinds in the GSC Building Renovation Project-**Postponed to 5-15**  
Approve quote from Y.K. Padilla to clean courthouse outside windows  
Discuss Clay County Employee Handbook draft

***Set Construction Application Permit Hearings for Bergamott Farm, LLC in Section 23 of Peterson Twp and Section 26 of Peterson Twp***

***9:00 a.m. Approve & Authorize Chairperson to sign the National Law Enforcement Week Proclamation for May 13-19, 2012***

***10:00 a.m. Kim Wilson – Central Point Coordinator – Mental Health Update***  
Approve option for FamilyWize prescription drug discount card usage in Clay County

***10:30 a.m. Drainage Ditch #98 and Drainage Ditch #8, Branch 4 Meetings***

***11:00 a.m. John Hansen & Mike Adkins from Midwest Construction Consultants***  
Update on Sheriff's Office & Jail Project  
Geo Thermo Discussion & Approve Engineer's Proposals

***11:30 a.m. Joan Waller – Veterans Affairs – Dept Update***

***Scott Rinehart – County Engineer***

Accept or reject Underground Construction Permit for Iowa Network Services to install fiber optic line in Clay Co Secondary Roads right-of-way along 370<sup>th</sup> St, 240<sup>th</sup> Ave, 380<sup>th</sup> St and 260<sup>th</sup> Ave, Sections 29, 32, 33, 34, 35 Sioux Twp; Sections 2, 11, 14, 23, 26, 35 Gillett Grove Twp and Sections 2, 11, 14, 23, 26, 27 Herdland Twp.

**V. Adjournment**

Del Brockshus -Chair  
1808 11<sup>th</sup> St SE  
Spencer, IA 51301  
712/262-3478  
delstree@pionet.net

Ken Chalstrom  
2750 470th Street  
Webb, IA 51366  
712/838-7720  
kntryc@webbwireless.net

Burlin H. Matthews  
812 East 18<sup>th</sup> Street  
Spencer, IA 51301  
712/262-8219  
matheb@ncn.net

Joe Skow  
1609 West 15<sup>th</sup> Street  
Spencer, IA 51301  
712/264-0933  
trooperj@smunet.net

Linda K. Swanson  
1410 440<sup>th</sup> Street  
Peterson, Iowa 51047  
712/933-5586  
swsnfarm@royaltelco.net

**Amended AGENDA – REGULAR SESSION of the CLAY COUNTY BOARD of SUPERVISORS,  
Spencer, IA, to be held in the BOARD ROOM, 300 West 4<sup>th</sup> Street, Spencer, IA at 8:30 a.m.  
May 15, 2012 Meeting #19**

**General Rules for Public Participation:**

1. You may address any item on the agenda after recognition by the Chair, state your name, address and group affiliation (if appropriate) and speak clearly.
2. You may speak one (1) time for a maximum of three (3) minutes.
3. Keep comments germane and refrain from personal, impertinent or slanderous remarks.
4. Questions concerning these rules or any agenda item may be directed to the Auditor's Office at 712-262-1569.

**8:30 a.m. Open Meeting**

- I. Agenda received as proposed or as amended**
- II. Minutes approved – Meeting #18 dated May 1, 2012**
- III. Claims, Drainage Claims and payments – Resolution by Board to Approve**
- IV. Other Business – For Discussion / Possible Board Action**

Supervisors discuss/share information from committees and boards they have attended  
Authorize chairperson to sign Paul Coverdell Forensic Science Improvement Act Grant application

**9:00 a.m. Tammy McKeever - EMS Proclamation**

Set Construction Application Permit Hearing for Brad Smith in Section 14 of Lake Twp, Clay County, IA

**9:15 a.m. Kim Wilson – Central Point Coordinator – Departmental Update**

Approve FamilyWize prescription drug discount card usage in Clay County  
Review/Approve & Authorize Chairperson to sign Community Mental Health Center Affiliation Waiver Form  
Set Public Hearing for review of the Clay County MH/DD Managed Care plan

**9:30 a.m. Melissa Lynch – Season's Center Representative - Case Management Update**

**10:00 a.m. Hearing for Construction Application Permit for Bergamott Farm, LLC in Sect 23 of Peterson Twp**

**10:15 a.m. Hearing for Construction Application Permit for Bergamott Farm, LLC in Sect 26 of Peterson Twp**

**10:30 a.m. Marjorie Pitts- County Auditor**

Accept Employee Payroll Request form from the Auditor's Office for Kris Toay  
Accept Employee Payroll Request form from Conservation Dept for Michael Sundall & Brandon White  
Approve quote from Steffen's Furniture for blinds in the GSC Building Renovation Project  
Authorize Chairperson to sign Memorandum of Understanding between Clay Co & Elaine Orthmann  
Authorize Chairperson to sign lease agreement with Iowa Workforce Development  
Certify November 8, 2011 City Election expenses  
Authorize Chairperson to sign Farmers Bank Letter of Intent to purchase real estate occupied by current Clay Co Jail  
Authorize Chairperson to sign Project Cost Recaps from Midwest Construction work completed as of May 1, 2012  
Set hearing date & time for Fund Year 2012 Budget Amendment

**10:45 a.m. Recess for Drainage Ditch Levy Assessments from Multiple Ditches**

**11:00 a.m. Drainage Ditch 8 Branch 4 Bid Letting**

**11:30 a.m. John Torbert–Executive Director of Iowa Drainage District Assoc-Annual Drainage Report  
Scott Rinehart – County Engineer**

1. Approve amendment to the FY11-12 Budget.
2. Approve amendment to the FY11-12 five-year construction program.
3. Accept or reject Underground Construction Permit for Iowa Lakes Electric Cooperative to place electric power line in Clay County Secondary Roads right-of-by boring under 270th Street, Section 4, Lake Twp.

**V. Adjournment**

Del Brockshus -Chair  
1808 11<sup>th</sup> St SE  
Spencer, IA 51301  
712/262-3478  
delstree@pionet.net

Ken Chalstrom  
2750 470th Street  
Webb, IA 51366  
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Spencer, IA 51301  
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trooperj@smunet.net

Linda K. Swanson  
1410 440<sup>th</sup> Street  
Peterson, Iowa 51047  
712/933-5586  
swsnfarm@royaltelco.net

**AGENDA – REGULAR SESSION of the CLAY COUNTY BOARD of SUPERVISORS,  
Spencer, IA, to be held in the BOARD ROOM, 300 West 4<sup>th</sup> Street, Spencer, IA at 8:30 a.m.  
May 29, 2012 Meeting #20**

**General Rules for Public Participation:**

1. You may address any item on the agenda after recognition by the Chair, state your name, address and group affiliation (if appropriate) and speak clearly.
2. You may speak one (1) time for a maximum of three (3) minutes.
3. Keep comments germane and refrain from personal, impertinent or slanderous remarks.
4. Questions concerning these rules or any agenda item may be directed to the Auditor's Office at 712-262-1569.

**8:30 a.m. Open Meeting**

- I. Agenda received as proposed or as amended**
- II. Minutes approved – Meeting #19 dated May 15, 2012**
- III. Claims, drainage claims and payments – Resolution by Board to Approve**
- IV. Other Business – For Discussion / Possible Board Action**

Supervisors discuss/share information from committees and boards they have attended

Authorize chairperson to sign fireworks permit for: Linda Cushing, 2506 298<sup>th</sup> St., Spencer, IA;  
Frank Lehman, 2420 365<sup>th</sup> St, Spencer, IA; Daniel & Michele Mayes, 417 1<sup>st</sup> Ave SW, Fostoria, IA; Randall  
& Kathy Anderson, 102 5<sup>th</sup> Ave NW, Fostoria, IA;

Discuss Employee Policy Handbook

Approve/Dis-approve Clay Co Conservation Board Overtime Policy

Accept Employee Payroll Request from Secondary Roads Dept for John Fogarty

Accept Employee Payroll Requests from Sec Roads Dept for Joshua Kruse, Caleb Batschelet & Ryan  
Edwardson

Accept Employee Payroll Request from Conservation Dept for Zach Boltjes, Teresa Martindale, Luanna  
Nair, Anne Skonohvd, Karen Bauermeister & Becky Conley

**8:40 a.m. Board Picture with the C.A.T.**

**9:00 a.m. Sheriffa Jones- Iowa Lakes RC & D - Glacial Trail Scenic By-Way Information**

**10:00 a.m. Brad Smith Construction Permit Application Hearing for Section 14 Lake Twp**

**10:30 a.m. Public Hearing to review of the Clay County MH/DD Managed Care plan**

**11:00 a.m. Libby Stricker – Spencer Insurance – ICAP Deductible Study**

**11:30 a.m. Kelly McCarty – Revolving Loan Request**

**Kim Wilson – Central Point Coordinator**

- 1) Review, Approve, Authorize Chairperson to sign 2012 Clay Co Upper Des Moines Opportunity Food  
Pantry Contribution Agreement
- 2) Review, Approve, Authorize Chairperson to sign FY 13 Projected Clay Co Targeted Case Management  
Cost Report
- 3) Review, Approve discontinuation of Clay Co's affiliation with AARP to provide Representative  
Payee/Bill Payer Program
- 4) Review, Approve and Authorize Chairperson to rescind 28E agreement with Humboldt Co that  
discontinues our partnership to provide AARP Rep Payee/Bill Payer Program to our mutual counties

**Marjorie A. Pitts – County Auditor**

Set time for June 5, 2012 Primary Election Canvass

Transfer \$121,883 from General Basic fund to Secondary Road fund

Transfer \$996,814 from Rural Basic fund to Secondary Road fund

Authorize Chairperson to sign the NW IA Planning Development Council Lease Agreement

Authorize Co Auditor to sign Facility Usage Agreement with Clay Co Regional Events Center for 2012 Primary

**Scott Rinehart – County Engineer**

Accept or reject Underground Construction Permit for Great Lakes Communications to install a fiber optic line  
in Clay County Secondary Roads right-of-way from 1713 McNaughton Way, crossing 340<sup>th</sup> then west to 210<sup>th</sup>  
Ave, then north to the Dickinson County line

- V. Adjournment**

**AGENDA – SPECIAL SESSION of the CLAY COUNTY BOARD of SUPERVISORS,  
Spencer, IA, to be held in the EOC Room in the Lower Level of the Clay Co Administration Building,  
300 West 4<sup>th</sup> Street, Spencer, IA at 8:00 a.m.  
June 1, 2012 Meeting #21**

**General Rules for Public Participation:**

1. You may address any item on the agenda after recognition by the Chair, state your name, address and group affiliation (if appropriate) and speak clearly.
2. You may speak one (1) time for a maximum of three (3) minutes.
3. Keep comments germane and refrain from personal, impertinent or slanderous remarks.
4. Questions concerning these rules or any agenda item may be directed to the Auditor's Office at 712-262-1569.

**8:00 a.m. Open Meeting**

- I. Agenda received as proposed or as amended**
- II. Other Business – For Discussion / Possible Board Action**

**8:00 a.m. John Hansen – Midwest Construction Consultants – Sheriff's Office & Jail Project Update**

- III. Adjournment**

Del Brockshus -Chair  
1808 11<sup>th</sup> St SE  
Spencer, IA 51301  
712/262-3478  
delstree@pionet.net

Ken Chalstrom  
2750 470th Street  
Webb, IA 51366  
712/838-7720  
kntryc@webbwireless.net

Burlin H. Matthews  
812 East 18<sup>th</sup> Street  
Spencer, IA 51301  
712/262-8219  
matheb@ncn.net

Joe Skow  
1609 West 15<sup>th</sup> Street  
Spencer, IA 51301  
712/264-0933  
trooperj@smunet.net

Linda K. Swanson  
1410 440<sup>th</sup> Street  
Peterson, Iowa 51047  
712/933-5586  
swsnfarm@royaltelco.net

**AGENDA – REGULAR SESSION of the CLAY COUNTY BOARD of SUPERVISORS,  
Spencer, IA, to be held in the BOARD ROOM, 300 West 4<sup>th</sup> Street, Spencer, IA at 8:30 a.m.  
June 12, 2012 Meeting #22**

**General Rules for Public Participation:**

1. You may address any item on the agenda after recognition by the Chair, state your name, address and group affiliation (if appropriate) and speak clearly.
2. You may speak one (1) time for a maximum of three (3) minutes.
3. Keep comments germane and refrain from personal, impertinent or slanderous remarks.
4. Questions concerning these rules or any agenda item may be directed to the Auditor's Office at 712-262-1569.

**8:30 a.m. Open Meeting**

- I. Agenda received as proposed or as amended**
- II. Minutes approved – Meeting #20 dated May 29, 2012 and Meeting #21 dated June 1, 2012**
- III. Claims, drainage claims and payments – Resolution by Board to Approve**
- IV. Other Business – For Discussion / Possible Board Action**

Supervisors discuss/share information from committees and boards they have attended

***Marjorie Pits – County Auditor***

Authorize chairperson to sign fireworks permit for: Valerie Paulsen, 2511 298<sup>th</sup> St., Spencer, IA; Mary Smith, 15 4<sup>th</sup> Ave NW, Fostoria, IA; Jeff & Patti Mohr, 3040 490<sup>th</sup> St, Webb, IA; Jason Hass, 1215 430<sup>th</sup> St, Peterson, IA

Authorize Request for Proposal 10 for the GSC Building Renovation Project

Accept Employee Payroll Request for Presley Herrig and Allie Swanson from Secondary Roads Dept

Authorize Co Auditor to sign John Deere Rental Agreement for 310 Tractor Mower

Authorize Chairperson to sign Certification of 2011 Cost Allocation Plan submitted by Cost Advisory Services

Approve renewal application for Iowa Retail Cigarette Permit presented by legal owner: Gary Sanderson,

3299 335<sup>th</sup> Ave, Ruthven, IA 51358 d/b/a Lost Island Corner Store & Café

**9:00 a.m. FY12 Budget Amendment Hearing**

**9:30 a.m. Kim Scorza – Season's Center – Information & Update**

**10:00 a.m. June 5, 2012 Primary Election Canvass**

**10:30 a.m. Kim Wilson – Central Point Coordinator - Mental Health Re-design Informational**  
Review/ Approve request for county funding for partial registration of a Clay County legal settlement resident to attend the Iowa Empowerment Conference in August 2012 in Des Moines, Ia.

**11:00 a.m. Libby Stricker – Spencer Insurance-** Authorize Co Auditor to sign 2012 alternate Deductible Coverage Waiver

**11:30 A.M. Joan Waller – Veterans Affairs Director**

Accept resignation of Bruce Lamport from Clay Co Veterans Affairs Commission effective June 30, 2012

Accept appointment of Heather Warren to Clay Co Veterans Affairs Commission thru June 30, 2014

Reappoint J. Doug Hart to Clay Co Veterans Affairs Commission for a 3 year term effective July 1, 2012

***Scott Rinehart – County Engineer***

1. Accept/reject Underground Construction Permit for NW Iowa Power Coop to place fiber optic line in Clay Co Sec Roads right-of-way from 100<sup>th</sup> Ave east to 160<sup>th</sup> St. then north to WAPA Bldg, Sec's 31, 32, 33, 34, 35, 36 of Lone Tree TWP & Sec's 30, 19, 18, 7, 6 of Riverton TWP.

2. Accept/reject Underground Construction Permit for IA Lakes Electric Coop to place single phase conductor in Clay Co Sec Roads right-of-way from intersection of Hwy 18 and 240<sup>th</sup> Ave. north 600'. Also placing three phase electric line by boring under 240<sup>th</sup> Ave on south side of its intersection with 350<sup>th</sup> St. and under 350<sup>th</sup> St. on west side of its intersection with 240<sup>th</sup> Ave., Sec's 17, 16 & 8 of Sioux TWP.

3. Accept/reject Underground Construction Permit for IA Lakes Electric Coop to place electric power line in Clay County Secondary Roads right-of-way by boring under 335<sup>th</sup> Ave. from west side to east at 3214 335<sup>th</sup> Ave., Sec 36, Lake Twp.

4. Accept/reject Overhead Construction Permit for IA Lakes Electric Coop to place single phase single phase overhead power line in Clay Co Sec Roads right-of-way along the west ROW line of 140<sup>th</sup> Ave., Sec 15, Waterford TWP.

5. Accept/reject Underground Construction Permit for IA Lakes Electric Coop to place single phase power line in Clay Co Sec Roads right-of-way by boring under 140<sup>th</sup> Ave., Sec's 14 & 15, Waterford TWP.

6. Accept/reject low fuel quotes.

**V. Adjournment**

Del Brockshus -Chair  
1808 11<sup>th</sup> St SE  
Spencer, IA 51301  
712/262-3478  
delstree@pionet.net

Ken Chalstrom  
2750 470th Street  
Webb, IA 51366  
712/838-7720  
kntryc@webbwireless.net

Burlin H. Matthews  
812 East 18<sup>th</sup> Street  
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712/262-8219  
mattheb@ncn.net

Joe Skow  
1609 West 15<sup>th</sup> Street  
Spencer, IA 51301  
712/264-0933  
trooperj@smunet.net

Linda K. Swanson  
1410 440<sup>th</sup> Street  
Peterson, Iowa 51047  
712/933-5586  
swsnfarm@royaltelco.net



**Amended AGENDA – SPECIAL SESSION of the CLAY COUNTY BOARD of SUPERVISORS,  
Spencer, IA, to be held in the BOARD ROOM, 300 West 4<sup>th</sup> Street, Spencer, IA at 11:00 a.m.  
June 19, 2012 Meeting #23**

**General Rules for Public Participation:**

1. You may address any item on the agenda after recognition by the Chair, state your name, address and group affiliation (if appropriate) and speak clearly.
2. You may speak one (1) time for a maximum of three (3) minutes.
3. Keep comments germane and refrain from personal, impertinent or slanderous remarks.
4. Questions concerning these rules or any agenda item may be directed to the Auditor's Office at 712-262-1569.

**11:00 a.m. Open Meeting**

**I. Agenda received as proposed or as amended**

**II. Other Business – For Discussion / Possible Board Action**

Authorize vice-chairperson to sign letter appointing Kristi Franker as Clay County's At-large Representative to the Northwest Iowa Planning & Development Commission Policy Council

**11:00 a.m. John Hansen - Midwest Construction Consultants**

Sheriff's Office & Jail Project Update & Approve Recommendations

**Frank Rouse - Discuss D.D. #2 clean-out**

**Marjorie Pitts – County Auditor**

Authorize Chairperson to sign Change Order #4 for the Government Services Center (GSC) building renovation project in the amount of \$906.00 re-sheetrock, tape, texture & paint room 131; to remove/disconnect water faucet; to increase labor costs for installation of base; and to add 12 ft of sheetrock where walls between rooms did not align.

Authorize Chairperson to sign Certificate of Substantial Completion for Government Services Center (GSC) building renovation project.

Authorize chairperson to sign Annual Licensed Code Support Agreement between Clay County and Solutions, Inc., 2311 West 18<sup>th</sup> Street, Spencer, IA.

Authorize chairperson to sign annual Information Technology Services Statement of Work between Clay County and Solutions, Inc., 2311 West 18<sup>th</sup> Street, Spencer, IA.

**III. Adjournment**

Del Brockshus -Chair  
1808 11<sup>th</sup> St SE  
Spencer, IA 51301  
712/262-3478  
delstree@pionet.net

Ken Chalstrom  
2750 470th Street  
Webb, IA 51366  
712/838-7720  
kntryc@webbwireless.net

Burlin H. Matthews  
812 East 18<sup>th</sup> Street  
Spencer, IA 51301  
712/262-8219  
mattheb@ncn.net

Joe Skow  
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712/264-0933  
trooperj@smunet.net

Linda K. Swanson  
1410 440<sup>th</sup> Street  
Peterson, Iowa 51047  
712/933-5586  
swsnfarm@royaltelco.net



**AGENDA – REGULAR SESSION of the CLAY COUNTY BOARD of SUPERVISORS,  
Spencer, IA, to be held in the BOARD ROOM, 300 West 4<sup>th</sup> Street, Spencer, IA at 8:30 a.m.  
June 26, 2012 Meeting #24**

**General Rules for Public Participation:**

1. You may address any item on the agenda after recognition by the Chair, state your name, address and group affiliation (if appropriate) and speak clearly.
2. You may speak one (1) time for a maximum of three (3) minutes.
3. Keep comments germane and refrain from personal, impertinent or slanderous remarks.
4. Questions concerning these rules or any agenda item may be directed to the Auditor's Office at 712-262-1569.

**8:30 a.m. Open Meeting**

**I. Agenda received as proposed or as amended**

**II. Minutes approved – Meeting #22 dated June 12, 2012 and Meeting #23 dated June 19, 2012**

**III. Claims and payments – Resolution by Board to Approve**

**IV. Other Business – For Discussion / Possible Board Action**

Supervisors discuss/share information from committees and boards they have attended

Re-appoint county representative to Western Iowa Tourism Region

Approve appointment of Scott Rinehart as Clay County Engineer

Authorize Board to accept & sign Secondary Roads payroll wage schedule submitted for fiscal year 2013

***Marjorie Pitts, County Auditor***

Authorize chairperson to sign fireworks permit for: Roberta Shearer, 1227 10<sup>th</sup> Ave SE, Spencer, IA; David J. Norgaard, 4650 200<sup>th</sup> Avenue, Sioux Rapids, IA; Norma & Allan Otto, 3330 165<sup>th</sup> Ave, Everly, IA; Randy Schultz, 1030 492<sup>nd</sup> St, Peterson, IA; Carol L. Orris, 3035 190<sup>th</sup> Ave, Spencer, IA; Jeremy & Sharlene Walters, 3140 100<sup>th</sup> St., Hartley, IA; Gary L. Holck, 1406 St Luke Dr., Spencer, IA; David Bronner, 1190 350<sup>th</sup> St., Hartley, IA; Patricia Jacobsen, 3580 200<sup>th</sup> Ave., Spencer, IA; Pete Norgaard, 2930 Hwy 18, Dickens, IA

Approve Resolution 2012-18 to appoint Audrey Coffman as Elections Deputy

Adopt Resolution 2012-19 to establish the Fiscal Year 2013 expenditure appropriations by department

Adopt Resolution 2012-20 to approve funding for economic development purposes for fiscal year 2013

Approve payment for Courthouse loan #2 payoff

***Discuss Drainage Stamped Warrants for Drainage Ditch #8 Lateral 4 Project***

**9:00 a.m. Libby Stricker – Spencer Insurance Services – ICAP Renewal**

**9:30 a.m. Tammy McKeever–Zoning, Environmental Health, & Safety Dept EMS Coordinator –Update**

**9:45 a.m. Sandra Geidl – County Treasurer – Tax Sale Update**

**10:00 a.m. Eric Tigges-Emergency Management Agency Coordinator – Update**

**10:30 a.m. Scott Rinehart – County Engineer**

1. Accept or reject Underground Construction Permit for Premier Communications Inc to place fiber optic line in Clay County Secondary Roads right-of-way along 260<sup>th</sup> Ave. south to 500<sup>th</sup> St. west to 250<sup>th</sup> Ave, north to 495<sup>th</sup> St. west to 245<sup>th</sup> Ave., south to 500<sup>th</sup> St., Sec's 26, 27, 28, 29, 30, Herdland TWP.

2. Accept or reject Underground Construction Permit for Iowa Lakes Electric Cooperative to place electric power line in Clay County Secondary Roads right-of-way 720' south of the intersection of 330<sup>th</sup> Ave. and 320<sup>th</sup> St., by boring under 330<sup>th</sup> Ave., Sec. 36, Lake TWP.

3. Accept or reject Overhead Construction Permit for Iowa Lakes Electric Cooperative to place overhead power line in Clay County Secondary Roads right-of-way along 290<sup>th</sup> St., Sec's 14 & 15, Lake TWP.

**11:00 a.m. James Worm – GIS Coordinator – Update**

**11:30 A.M. Kim Wilson – Central Point Coordinator**

Review/Approve/Authorize Chairperson to sign Seasons Center for Community Mental Health FY 13 contract  
Review/Approve exceptions to policy for reimbursement to NW Iowa Youth Emergency Services Center for Clay Co residents' transportation costs for mental health civil commitments pending signed memorandums of understanding/contracts between Clay County and the NW IA YES Center for said services

**V. Adjournment**

Del Brockshus -Chair  
1808 11<sup>th</sup> St SE  
Spencer, IA 51301  
712/262-3478  
delstree@pionet.net

Ken Chalstrom  
2750 470th Street  
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712/838-7720  
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Burlin H. Matthews  
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Spencer, IA 51301  
712/262-8219  
matthbe@ncn.net

Joe Skow  
1609 West 15<sup>th</sup> Street  
Spencer, IA 51301  
712/264-0933  
trooperj@smunet.net

Linda K. Swanson  
1410 440<sup>th</sup> Street  
Peterson, Iowa 51047  
712/933-5586  
swsnfarm@royaltelco.net

**AGENDA – SPECIAL SESSION of the CLAY COUNTY BOARD of SUPERVISORS,  
Spencer, IA, to be held in the BOARD ROOM, 300 West 4<sup>th</sup> Street, Spencer, IA at 8:30 a.m.  
July 9, 2012 Meeting #25**

**General Rules for Public Participation:**

1. You may address any item on the agenda after recognition by the Chair, state your name, address and group affiliation (if appropriate) and speak clearly.
2. You may speak one (1) time for a maximum of three (3) minutes.
3. Keep comments germane and refrain from personal, impertinent or slanderous remarks.
4. Questions concerning these rules or any agenda item may be directed to the Auditor's Office at 712-262-1569.

**8:30 a.m. Open Meeting**

**I. Agenda received as proposed or as amended**

**II. Other Business – For Discussion / Possible Board Action**

*Discuss Employee Policy Handbook*

**III. Adjournment**

Del Brockshus -Chair  
1808 11<sup>th</sup> St SE  
Spencer, IA 51301  
712/262-3478  
delstree@pionet.net

Ken Chalstrom  
2750 470th Street  
Webb, IA 51366  
712/838-7720  
kntryc@webbwireless.net

Burlin H. Matthews  
812 East 18<sup>th</sup> Street  
Spencer, IA 51301  
712/262-8219  
matheb@ncn.net

Joe Skow  
1609 West 15<sup>th</sup> Street  
Spencer, IA 51301  
712/264-0933  
trooperj@smunet.net

Linda K. Swanson  
1410 440<sup>th</sup> Street  
Peterson, Iowa 51047  
712/933-5586  
swsnfarm@royaltelco.net

**AGENDA – REGULAR SESSION of the CLAY COUNTY BOARD of SUPERVISORS,  
Spencer, IA, to be held in the BOARD ROOM, 300 West 4<sup>th</sup> Street, Spencer, IA at 8:30 a.m.  
July 10, 2012 Meeting #26**

**General Rules for Public Participation:**

1. You may address any item on the agenda after recognition by the Chair, state your name, address and group affiliation (if appropriate) and speak clearly.
2. You may speak one (1) time for a maximum of three (3) minutes.
3. Keep comments germane and refrain from personal, impertinent or slanderous remarks.
4. Questions concerning these rules or any agenda item may be directed to the Auditor's Office at 712-262-1569.

**8:30 a.m. Open Meeting**

**I. Agenda received as proposed or as amended**

**II. Minutes approved – Meeting #24 dated June 26, 2012 and Meeting #25 dated July 9, 2012**

**III. Claims and payments – Resolution by Board to Approve**

**IV. Other Business – For Discussion / Possible Board Action**

Supervisors discuss/share information from committees and boards they have attended

Authorize chairperson to sign ESRI quotation to issue a software support invoice

Authorize chairperson to sign renewal for Inukshuk Technologies Sheriff's Website Maintenance Agreement

Accept County Auditor's Report of Fees Collected for quarter ending June 30, 2012

Accept County Sheriff's Report of Fees Collected for quarter ending June 30, 2012

Accept County Sheriff's Commissary Report for quarter ending June 30, 2012

Accept County Recorder's Report of Fees Collected for quarter ending June 30, 2012

Accept County Treasurer's Semi-Annual Report for period ending June 30, 2012

Accept Clay Co Clerk of District Court's Report of Fees Collected for quarter ending June 30, 2012

Accept Employee Payroll Request form for Annette Vassar & Christian Carlson from Sheriff's Dept

Accept Employee Payroll Request form for Monica Rehnstrom & Kathy Schwarting from Co Attorney's Office

Close Main St/B14 in Fostoria from 7 a.m. 7-21, 2012 to 7 a.m. 7-22, 2012 for Centennial Celebration

Authorize Chairperson to sign Display Fireworks Permit for Alberta Baxter, 2516 298<sup>th</sup> St, Spencer, IA

**9:00 a.m. Sandra Geidl – County Treasurer - Department Payroll Update**

**9:30 a.m. Jon Bang - Revolving Fund Loan Request**

**10:00 a.m. Doug Jones & Cary Kottler, Clean Line Energy and Harold Prior, President of Iowa Wind Energy**

**Michael Houchins, County Attorney**

Approve Resolution 2012-21 approving full time assistant county attorney

**Marjorie Pitts, County Auditor**

Discuss/Set Canvass for November 6, 2012 General Election

**Eric Tigges – EMA Director – Approve Planning Grant Agreement between Iowa Homeland Security & Emergency Management Division (HSEMD) & Clay County**

**Kim Wilson – Central Point Coordinator**

Review/ Approve/ Authorize exception to policy for medical transportation and lodging for Clay Co resident to Iowa City for medical care at University of Iowa Hospitals and Clinics

Review/Approve/Authorize Chairperson to sign Seasons Center for Community Mental Health FY 13 contract

**V. Adjournment**

Del Brockshus -Chair  
1808 11<sup>th</sup> St SE  
Spencer, IA 51301  
712/262-3478  
delstree@pionet.net

Ken Chalstrom  
2750 470th Street  
Webb, IA 51366  
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kntryc@webbwireless.net

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Spencer, IA 51301  
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1609 West 15<sup>th</sup> Street  
Spencer, IA 51301  
712/264-0933  
trooperj@smunet.net

Linda K. Swanson  
1410 440<sup>th</sup> Street  
Peterson, Iowa 51047  
712/933-5586  
swsnfarm@royaltelco.net

**AGENDA – REGULAR SESSION of the CLAY COUNTY BOARD of SUPERVISORS,  
Spencer, IA, to be held in the BOARD ROOM, 300 West 4<sup>th</sup> Street, Spencer, IA at 8:30 a.m.  
July 24, 2012 Meeting #27**

**General Rules for Public Participation:**

1. You may address any item on the agenda after recognition by the Chair, state your name, address and group affiliation (if appropriate) and speak clearly.
2. You may speak one (1) time for a maximum of three (3) minutes.
3. Keep comments germane and refrain from personal, impertinent or slanderous remarks.
4. Questions concerning these rules or any agenda item may be directed to the Auditor's Office at 712-262-1569.

**8:30 a.m. Open Meeting**

- I. Agenda received as proposed or as amended**
- II. Minutes approved – Meeting #26 dated July 10, 2012**
- III. Claims and Drainage payments – Resolution by Board to Approve**
- IV. Other Business – For Discussion / Possible Board Action**

Supervisors discuss/share information from committees and boards they have attended

**9:00 a.m. Tammy McKeever – Zoning, Envir Health & Safety Dept; EMS Coordinator - Dept update**

Authorize Chairperson to sign the LEAD firm certification paperwork

Approve/deny exception to employee policy for Mental Health Department

**Michael Houchins, County Attorney**

Authorize Chairperson & County Sheriff to sign the Transport Agreement with NW Iowa Youth Emergency Services Center

**Marjorie Pitts, County Auditor**

Authorize Chairperson to sign the purchase contract with Henry M Adkins & Son, Inc for Unisyn Voting Equipment

Approve Certificates of Adjustments #2179, #2180, #2181 regarding taxes payable 2012/2013

Rescind 6/26/2007 motion regarding the designation of funds from Local Option to the Revolving Loan fund

Authorize Chairperson to sign county departmental payroll wage schedules as submitted for wages & salaries for FY2013

Approve Interfund transfer from General Basic Fund to Capital Projects Fund

**Scott Rinehart, County Engineer**

Accept or reject Underground Construction Permit for Iowa Lakes Regional Water install water line by boring under 330<sup>th</sup> Ave. from private property to private property in Section 36, Lake TWP.

Accept or reject Underground Construction Permit for Iowa Lakes Electric Cooperative to place power line in Clay County Secondary Roads Right-of-Way at 3560 260<sup>th</sup> Avenue by boring under 260<sup>th</sup> Avenue, Section 14 & 15, Sioux TWP.

Accept or reject Underground Construction Permit for Iowa Lakes Electric Cooperative to place power line in Clay County Secondary Roads Right-of-Way at 3660 200<sup>th</sup> Avenue by boring under 200<sup>th</sup> Avenue, Section 22 & 23, Riverton TWP.

Accept or reject Underground Construction Permit for Iowa Lakes Electric Cooperative to place power line in Clay County Secondary Roads Right-of-Way at 2545 470<sup>th</sup> Street by boring under 470<sup>th</sup> Street, Section 10 & 15, Herdland TWP

**10:30 a.m. Randy Krukow, County Sheriff – Departmental Update**

Review fireworks permit language regarding fire burn bans

Rescind firework permits scheduled during a county burn ban

**11:30 a.m. John Hansen-Midwest Consultants – Sheriff's Office & Jail Project Update**

Approve any available change orders

Authorize Chairperson to sign the Project Cost Recap reports as of July 1, 2012.

**V. Adjournment**

Del Brockshus -Chair  
1808 11<sup>th</sup> St SE  
Spencer, IA 51301  
712/262-3478  
delstree@pionet.net

Ken Chalstrom  
2750 470th Street  
Webb, IA 51366  
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kntryc@webbwireless.net

Burlin H. Matthews  
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Spencer, IA 51301  
712/262-8219  
mattheb@ncn.net

Joe Skow  
1609 West 15<sup>th</sup> Street  
Spencer, IA 51301  
712/264-0933  
trooperj@smunet.net

Linda K. Swanson  
1410 440<sup>th</sup> Street  
Peterson, Iowa 51047  
712/933-5586  
swsnfarm@royaltelco.net

**AGENDA – REGULAR SESSION of the CLAY COUNTY BOARD of SUPERVISORS,  
Spencer, IA, to be held in the BOARD ROOM, 300 West 4<sup>th</sup> Street, Spencer, IA at 8:30 a.m.**

**Monday - August 6, 2012 Meeting #28**

**General Rules for Public Participation:**

1. You may address any item on the agenda after recognition by the Chair, state your name, address and group affiliation (if appropriate) and speak clearly.
2. You may speak one (1) time for a maximum of three (3) minutes.
3. Keep comments germane and refrain from personal, impertinent or slanderous remarks.
4. Questions concerning these rules or any agenda item may be directed to the Auditor's Office at 712-262-1569.

**8:30 a.m. Open Meeting**

- I. Agenda received as proposed or as amended**
- II. Minutes approved – Meeting #27 dated July 24, 2012**
- III. Claims and payments – Resolution by Board to Approve**
- IV. Other Business – For Discussion / Possible Board Action**

Supervisors discuss/share information from committees and boards they have attended

Approve RFP #7 regarding concrete ceilings about the epic ceilings

Approve RFP# 8 regarding light poles and fixtures

Approve RFP# 9 regarding concrete bases for light fixtures

Rescind Certificate of Adjustment #2180 regarding taxes payable 2012/2013

Approve Certificate of Adjustment #2182, #2183 & 2184 regarding taxes payable 2012/2013

**8:45 a.m. Dan Heissel – Conservation Director - Dept Update on Kindlespire addition and sale of bridge**

**9:00 a.m. Kelly McCarty – Approve Revolving Loan Application**

**9:30 a.m. Anita Jorgeson & Jamey Whitney – Upper Des Moines Opportunity**

**10:00 a.m. Kim Wilson – Central Point Coordinator – Dept Update**

Review/Approve claim as “an exception to policy” for a Clay County part-time employee to recoup wages due to out-of-town workman’s compensation mandatory follow-up visit

**Michael Houchins, County Attorney**

Terminating Clay County Agricultural Leases – Anderson, Meyer, Elser and Maurer as tenants  
& Authorize Chairperson to Sign Termination Notices

**Marjorie Pitts, County Auditor – Dept Update**

**Scott Rinehart – County Engineer**

1. Accept/reject Underground Construction Permit for IA Lakes Electric Cooperative to place power line in Clay Co Sec Roads Right-of-Way at 1785 470<sup>th</sup> St by boring under 470<sup>th</sup> St, Sect 8 & 17, Douglas TWP.
2. Accept/reject Underground Construction Permit for IA Lakes Electric Cooperative to place power line in Clay Co Sec Roads Right-of-Way at 4660 180<sup>th</sup> Ave by boring under 180<sup>th</sup> Ave, Sect 8&9, DouglasTWP.
3. Review and pass Resolution #2012-22 for traffic control on the West Beltway and River Bend Estates.

**V. Adjournment**

Del Brockshus -Chair  
1808 11<sup>th</sup> St SE  
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Joe Skow  
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Linda K. Swanson  
1410 440<sup>th</sup> Street  
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**Amended AGENDA – REGULAR SESSION of the CLAY COUNTY BOARD of SUPERVISORS,  
Spencer, IA, to be held in the BOARD ROOM, 300 West 4<sup>th</sup> Street, Spencer, IA at 8:30 a.m.  
August 21, 2012 Meeting #29**

**General Rules for Public Participation:**

1. You may address any item on the agenda after recognition by the Chair, state your name, address and group affiliation (if appropriate) and speak clearly.
2. You may speak one (1) time for a maximum of three (3) minutes.
3. Keep comments germane and refrain from personal, impertinent or slanderous remarks.
4. Questions concerning these rules or any agenda item may be directed to the Auditor's Office at 712-262-1569.

**8:30 a.m. Open Meeting**

- I. Agenda received as proposed or as amended**
- II. Minutes approved – Meeting #28 dated August 6,2012**
- III. Claims, Drainage Claims and payments – Resolution by Board to Approve**
- IV. Other Business – For Discussion / Possible Board Action**

Supervisors discuss/share information from committees and boards they have attended  
Authorize chairperson to sign Facility Usage Agreement and food expense for Clay Co Regional Events Center for August 22, 2012  
Approve Resolution 2012-24 to appoint County Reserve Deputy for Sheriff

**8:45 a.m. Eric Tigges-EMA Director and Libby Stricker–Spencer Insurance – EMA Insurance Renewal**

**9:00 a.m. Arvin Druvenga – Winther, Stave & Co. LLP**

Authorize chairperson to sign 3 year letter of engagement with Winther, Stave & Co., LLP for Audit Services

**Michael Houchins, County Attorney**

Approve move of FY13 budgeted spending power from account of Wages-Collections in Co Attorney dept to Wages-Other Help in Co Attorney dept in general basic fund  
Approve move of FY13 budgeted spending from part-time to full-time status in Co Attorney dept in General fund

**Marjorie Pitts, County Auditor**

Approve updated Clay County Security Voting System Security Policy  
Approve transfer of funds from Debt Service to Capital Projects fund for interest earned on Jail G.O. Bond  
Approve & Authorize chairperson to sign Actuarial Services Agreement between SilverStone Group & Clay Co  
Accept & authorize chairperson to sign Employee Payroll Request for Barb Treybal from Conservation Dept  
Accept & authorize chairperson to sign Employee Payroll Request for Chelsey Kuhlman from Sheriff's Dept  
Authorize Chairperson & Co Auditor to sign FY13 Contract with Compass Pointe  
Authorize Chairperson to sign Project Cost Recap as of August 1, 2012

**John Lawson – County Assessor – Dept Update**

**Scott Rinehart – County Engineer**

Accept or reject Underground Construction Permit for Premier Communications to place fiber optic lines in Clay Co Sec Roads right-of-way along 505<sup>th</sup> St, 270<sup>th</sup> Ave and 510<sup>th</sup> St, Section 35 & 36, Herdland TWP.

**Kim Wilson – Central Point Coordinator**

Approve Resolution #2012-23 Approving Participation in Planning  
Authorize creation of fund 01002 described as Clay Co Case Management with no opening cash balance.  
Set budget public hearing on Sept 18<sup>th</sup>, 2012 to address funding of Clay Co Case Management

**V. Adjournment**

Del Brockshus -Chair  
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Peterson, Iowa 51047  
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**AGENDA – SPECIAL SESSION of the CLAY COUNTY BOARD of SUPERVISORS,  
Spencer, IA, to be held in the BOARD ROOM, 300 West 4<sup>th</sup> Street, Spencer, IA at 8:30 a.m.  
August 24, 2012 Meeting #30**

**General Rules for Public Participation:**

1. You may address any item on the agenda after recognition by the Chair, state your name, address and group affiliation (if appropriate) and speak clearly.
2. You may speak one (1) time for a maximum of three (3) minutes.
3. Keep comments germane and refrain from personal, impertinent or slanderous remarks.
4. Questions concerning these rules or any agenda item may be directed to the Auditor's Office at 712-262-1569.

**8:30 a.m. Open Meeting**

**I. Agenda received as proposed or as amended**

**II. Other Business – For Discussion / Possible Board Action**

*John Hansen – Midwest Construction Consultants - Sheriff's Office & Jail Project Update*  
Approve RFP # 12 & #17 from Midwest Construction Consultants for Sheriff's Office & Jail Project

*John Lawson – County Assessor – Dept Update*

*Scott Rinehart – County Engineer – Dept Update*  
Approve underground construction permits for Iowa Lakes Electric Coop, Evertek and Allegiant Energy.

*Marjorie Pitts – County Auditor*  
Transfer \$33,000 from General Basic fund to Targeted Case Management fund

*Kim Wilson – Central Point Coordinator – Dept Update*

**III. Adjournment**

Del Brockshus -Chair  
1808 11<sup>th</sup> St SE  
Spencer, IA 51301  
712/262-3478  
delstree@pionet.net

Ken Chalstrom  
2750 470th Street  
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712/264-0933  
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Linda K. Swanson  
1410 440<sup>th</sup> Street  
Peterson, Iowa 51047  
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**AGENDA – REGULAR SESSION of the CLAY COUNTY BOARD of SUPERVISORS,  
Spencer, IA, to be held in the BOARD ROOM, 300 West 4<sup>th</sup> Street, Spencer, IA at 8:30 a.m.  
September 4, 2012 Meeting #31**

**General Rules for Public Participation:**

1. You may address any item on the agenda after recognition by the Chair, state your name, address and group affiliation (if appropriate) and speak clearly.
2. You may speak one (1) time for a maximum of three (3) minutes.
3. Keep comments germane and refrain from personal, impertinent or slanderous remarks.
4. Questions concerning these rules or any agenda item may be directed to the Auditor's Office at 712-262-1569.

**8:30 a.m. Open Meeting**

- I. Agenda received as proposed or as amended**
- II. Minutes approved – Mtg #29 dated August 21, 2012 and Mtg #30 dated August 24, 2012**
- III. Claims and payments – Resolution by Board to Approve**
- IV. Other Business – For Discussion / Possible Board Action**

Supervisors discuss/share information from committees and boards they have attended

Discussion on Employee Handbook 2<sup>nd</sup> draft

Rescind 8-24-2012 motion to set budget hearing on September 18, 2012

Approve move of Targeted Case Management spending power from mental health fund to the newly created Targeted Case Management fund.

**11:30 a.m. Joan Waller – VA Director – Dept Update**

***Marjorie Pitts, County Auditor***

Accept & Authorize chairperson to sign estimate from Steffen Furniture for blinds in Judge Borth's chambers in Courthouse

Approve move of fiscal year 2013 budgeted spending power of Longevity Pay in Conservation Dept to Wages Other Help in the same department in general basic fund

***Sandra Geidl – County Treasurer – Revolving Loan Late Fees & Stamped Drainage***

***Kim Wilson – Central Point Coordinator***

Review/ Approve/ Authorize Chairperson to sign the annual Clay County Targeted Case Management Contract with subcontractor, Seasons Center for Behavioral Health

***James Worm – GIS Coordinator – Dept Update***

**V. Adjournment**

Del Brockshus -Chair  
1808 11<sup>th</sup> St SE  
Spencer, IA 51301  
712/262-3478  
delstree@pionet.net

Ken Chalstrom  
2750 470th Street  
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Linda K. Swanson  
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Peterson, Iowa 51047  
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**AGENDA – REGULAR SESSION of the CLAY COUNTY BOARD of SUPERVISORS,  
Spencer, IA, to be held in the BOARD ROOM, 300 West 4<sup>th</sup> Street, Spencer, IA at 8:30 a.m.  
September 18, 2012 Meeting #32**

**General Rules for Public Participation:**

1. You may address any item on the agenda after recognition by the Chair, state your name, address and group affiliation (if appropriate) and speak clearly.
2. You may speak one (1) time for a maximum of three (3) minutes.
3. Keep comments germane and refrain from personal, impertinent or slanderous remarks.
4. Questions concerning these rules or any agenda item may be directed to the Auditor's Office at 712-262-1569.

**8:30 a.m. Open Meeting**

- I. Agenda received as proposed or as amended**
- II. Minutes approved – Meeting #31 dated September 4 ,2012**
- III. Claims, Drainage Claims and payments – Resolution by Board to Approve**
- IV. Other Business – For Discussion / Possible Board Action**

Supervisors discuss/share information from committees and boards they have attended

**9:00 a.m. Mike Adkins - Midwest Construction Consultants** – Sheriff's Office & Jail Project Update & Authorize Chairperson to sign Change Orders 3.1, 4.1 and 7.2

**10:00 a.m. Daniel Heissel – Conservation Executive Director** – Dept Update

**Michael Houchins, County Attorney**

**Marjorie Pitts, County Auditor**

Accept & authorize chairperson to sign Employee Payroll Request from Sheriff's Dept for Joseph Schueller  
Accept & authorize chairperson to sign Employee Payroll Request from Conservation Dept for Randal Strough  
Approve transfer from Local Option-Any Lawful Use to Quality Housing Initiative fund  
Authorize Chairperson to sign Project Cost Recaps from Midwest Construction for invoices & work completed as of September 1, 2012

**Sandra Geidl – County Treasurer**

Approve Resolution 2012-25 regarding Drainage Stamped Warrants

**Scott Rinehart – County Engineer**

Accept or reject Underground Construction Permit for Ayrshire Farmers Mutual Telephone Company to place telephone cable in Clay County Secondary Roads right-of-way along 280<sup>th</sup> Avenue, Section 25, Gillett Grove TWP.

**Kim Wilson – Central Point Coordinator**

Review, Approve, Authorize Chairperson to sign Targeted Clay County Case Management Provider Renewal form to the Iowa Department of Human Services/ Iowa Medicaid Enterprise.

Review, Approve, Authorize Chairperson to sign an exception to policy to provide rental assistance to a Clay County legal settlement client to secure housing following discharge from placement.

Authorize Chairperson to sign the FY13 Agreement between Seasons Center for Community Mental Health Services

**V. Adjournment**

Del Brockshus -Chair  
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Spencer, IA 51301  
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del@delsgardencenter.com

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Linda K. Swanson  
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**AGENDA – REGULAR SESSION of the CLAY COUNTY BOARD of SUPERVISORS,  
Spencer, IA, to be held in the BOARD ROOM, 300 West 4<sup>th</sup> Street, Spencer, IA at 8:30 a.m.  
October 2, 2012 Meeting #33**

**General Rules for Public Participation:**

1. You may address any item on the agenda after recognition by the Chair, state your name, address and group affiliation (if appropriate) and speak clearly.
2. You may speak one (1) time for a maximum of three (3) minutes.
3. Keep comments germane and refrain from personal, impertinent or slanderous remarks.
4. Questions concerning these rules or any agenda item may be directed to the Auditor's Office at 712-262-1569.

**8:30 a.m. Open Meeting**

- I. Agenda received as proposed or as amended**
- II. Minutes approved – Meeting #32 dated September 18, 2012**
- III. Claims, Drainage Claims and payments – Resolution by Board to Approve**
- IV. Other Business – For Discussion / Possible Board Action**

Supervisors discuss/share information from committees and boards they have attended

Authorize Chairperson to sign King Construction contractor's application for payment on D D #8, Branch #4

**9:00 a.m. Kathy Evert – IA Lakes Corridor Executive Director**

**9:30 a.m. Libby Stricker & Fred Dozeal – ICAP Insurance Dividend Presentation**

**10:00 a.m. Jeff Heil - Northland Securities - Phone Conference**

**10:30 a.m. Jill Toft - Tourism Director Clay County Convention & Visitors Bureau**

**Michael Houchins, County Attorney**

**Marjorie Pitts, County Auditor**

Approve Adjustment #2185 for late filing of Elderly Credit.

Accept & Authorize Chairperson to sign Employee Payroll Request for Matt Dehrkoop from Sec Roads Dept

Accept & Authorize Chairperson to sign Employee Payroll Request for Jami Grady from Assessor's Office

Discuss mental health region letter of intent and potential letter to NW IA Consortium

Review/Approve/Authorize Chairperson to sign Clay Co/Spencer Hospital FY 13 contract for acute and sub-acute inpatient mh services and emergency room evaluation to serve eligible Clay Co legal settlement residents.

Approve Resolution authorizing use of preliminary official statement with sale of General Obligation Bonds

**Sandra Geidl – County Treasurer**

Approve Resolution 2012-25 to add Investment Policy Amendment

Approve Resolution 2012-26 for Tax Abatement for TriState Energy

**Scott Rinehart-County Engineer**

Discuss Title VI Non-Discrimination requirements for IDOT

1. Accept or reject Underground Construction Permit for Windstream Communications Inc to place telephone cable in Clay County Secondary Roads right-of-way along 480<sup>th</sup> St, Sections 14 & 23, Peterson TWP.

2. Accept or reject Underground Construction Permit for Iowa Lakes Electric to place power lines in Clay County Secondary Roads right-of-way by boring under 190<sup>th</sup> Avenue (Sec's 27 & 28, Riverton TWP), 190<sup>th</sup> Avenue (Sec's 33 & 34, Riverton TWP), 190<sup>th</sup> Avenue (Sec's 3 & 4, Lincoln TWP), 380<sup>th</sup> Street (Sec's 28 & 33, Riverton TWP), 390<sup>th</sup> Street (Sec 34, Riverton & 3, Lincoln TWP).

3. Close 240<sup>th</sup> Avenue from the intersection of 470<sup>th</sup> Street north of the Little Sioux River to the intersection of 470<sup>th</sup> Street south of the river due to bridge damage.

**V. Adjournment**

Del Brockshus -Chair  
1808 11<sup>th</sup> St SE  
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del@delsgardencenter.com

Ken Chalstrom  
2750 470th Street  
Webb, IA 51366  
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Spencer, IA 51301  
712/264-0933  
trooperj@smunet.net

Linda K. Swanson  
1410 440<sup>th</sup> Street  
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swsnfarm@royaltelco.net

**AGENDA – SPECIAL SESSION of the CLAY COUNTY BOARD of SUPERVISORS,  
Spencer, IA, to be held in the BOARD ROOM, 300 West 4<sup>th</sup> Street, Spencer, IA at 10:00 a.m.**

**October 9, 2012 Meeting #34**

**General Rules for Public Participation:**

1. You may address any item on the agenda after recognition by the Chair, state your name, address and group affiliation (if appropriate) and speak clearly.
2. You may speak one (1) time for a maximum of three (3) minutes.
3. Keep comments germane and refrain from personal, impertinent or slanderous remarks.
4. Questions concerning these rules or any agenda item may be directed to the Auditor's Office at 712-262-1569.

**10:00 a.m. Open Meeting**

- I. Agenda received as proposed or as amended**
- II. Other Business – For Discussion / Possible Board Action**

***10:00 a.m. Jeff Heil – Northland Securities***

Approve Resolution 2012-28 approving Bond Purchase Agreement

**III. Adjournment**

Del Brockshus -Chair  
1808 11<sup>th</sup> St SE  
Spencer, IA 51301  
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Ken Chalstrom  
2750 470th Street  
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Spencer, IA 51301  
712/264-0933  
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Linda K. Swanson  
1410 440<sup>th</sup> Street  
Peterson, Iowa 51047  
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swsnfarm@royaltelco.net

**AGENDA – REGULAR SESSION of the CLAY COUNTY BOARD of SUPERVISORS,  
Spencer, IA, to be held in the BOARD ROOM, 300 West 4<sup>th</sup> Street, Spencer, IA at 9:00 a.m.  
October 16, 2012 Meeting #35**

**General Rules for Public Participation:**

1. You may address any item on the agenda after recognition by the Chair, state your name, address and group affiliation (if appropriate) and speak clearly.
2. You may speak one (1) time for a maximum of three (3) minutes.
3. Keep comments germane and refrain from personal, impertinent or slanderous remarks.
4. Questions concerning these rules or any agenda item may be directed to the Auditor's Office at 712-262-1569.

**9:00 a.m. Open Meeting**

- I. Agenda received as proposed or as amended**
- II. Minutes approved – Meeting #33 dated October 2,2012 and Meeting 34 dated October 9, 2012**
- III. Claims and payments – Resolution by Board to Approve**
- IV. Other Business – For Discussion / Possible Board Action**

Supervisors discuss/share information from committees and boards they have attended

Discuss Employee Handbook

Accept Sheriff's Quarterly Report for period ending September 30, 2012

Accept Sheriff's Commissary Report for quarter ending September 30, 2012

Accept Auditor's Report of Fees Collected for quarter ending September 30, 2012

Accept Recorder's Report of Fees Collected for quarter ending September 30, 2012

Accept Clerk of Court's Report of Fees Collected for period ending September 30, 2012

Adopt Resolution 2012-29 Construction Evaluation Resolution

*Michael Houchins, County Attorney-Dept Update*

*Scott Rinehart – County Engineer – Dept Update*

*Shirley Goyette – County Recorder – Dept Update*

***Marjorie Pitts, County Auditor***

Approve Transfer of Funds from Debt Service to Capital Projects fund

Authorize Chairperson to sign FY13 contract for substance abuse prevention with IA Dept of Public Health

Approve Certificate of Adjustment #2186 for late filing of Elderly Credit

Authorize Co Auditor to sign Clay Co Reg Events Center Facility Usage Agreement for 2012 General Election

***9:30 a.m. Kim Wilson – Central Point Coordinator***

Review/ Approve/Authorize Chairperson to sign the FY 2012 Clay County Targeted Case Management

Actual Cost Report Certification page

***10:00 a.m. Clay Geographical Information Group (CGIG) Update***

***11:00 a.m. Mike Adkins – Midwest Construction Consultants Sheriff's Office & Jail Project Update***

Approve Change Order 9-3 to Design Supply and Change Order 8-3 to Midwest Mechanical for Sheriff's Office & Jail Project

**V. Adjournment**

Del Brockshus -Chair  
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Linda K. Swanson  
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Peterson, Iowa 51047  
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**AMENDED AGENDA – REGULAR SESSION of the CLAY COUNTY BOARD of SUPERVISORS,  
Spencer, IA, to be held in the BOARD ROOM, 300 West 4<sup>th</sup> Street, Spencer, IA at 8:30 a.m.  
October 30, 2012 Meeting #36**

**General Rules for Public Participation:**

1. You may address any item on the agenda after recognition by the Chair, state your name, address and group affiliation (if appropriate) and speak clearly.
2. You may speak one (1) time for a maximum of three (3) minutes.
3. Keep comments germane and refrain from personal, impertinent or slanderous remarks.
4. Questions concerning these rules or any agenda item may be directed to the Auditor's Office at 712-262-1569.

**8:30 a.m. Open Meeting**

- I. Agenda received as proposed or as amended**
- II. Minutes approved – Meeting #35 dated October 16, 2012**
- III. Claims, Drainage Claims and payments – Resolution by Board to Approve**
- IV. Other Business – For Discussion / Possible Board Action**

Supervisors discuss/share information from committees and boards they have attended

Accept Petition on JT Drainage Ditch 61 and set meeting with Dickinson & Emmet Co to appoint Engineer

Approve 2012 Weed Commissioner Report & authorize Chairperson to sign certification form

**8:45 a.m. Michael Houchins, County Attorney & Monica Rehnstrom, Legal Secretary - Collections Update  
& Employee Handbooks Discussion**

***Scott Rinehart County Engineer***

1. Accept/reject Underground Construction Permit for Evertex to place new fiber optic lines in Clay Co Sec Roads ROW along 120<sup>th</sup> Ave and then boring under 120<sup>th</sup> Ave to provide service to 3225 120<sup>th</sup> Ave.
2. Accept/reject Underground Construction Permit for IA Lakes Electric to place power lines in Clay Co Sec Roads ROW by boring under 120<sup>th</sup> Ave to provide service to 3225 120<sup>th</sup> Ave.
3. Accept/reject Underground Construction Permit for IA Lakes Reg Water to place water lines in Clay Co Sec Roads ROW by drilling under 440<sup>th</sup> St to 1935 and 350<sup>th</sup> St to 1810.
4. Approve purchase of 2 Western Star Tandam Axel trucks from Boyer Trucks of Sioux Falls, SD
5. Accept or reject low pickup quote.
6. Approve & Authorize Chairperson to sign Title 6 Contract and Assurance Agreement
7. Authorize Chairperson to sign Agreement with Spencer for Street Improvements W 4<sup>th</sup> St, W 18<sup>th</sup> St & M-44

**9:30 Kim Wilson – Central Point Coordinator**

**Action Item:** Review/ Approve/Authorize Chairperson to sign the Application to the Department of Human Services for Redesign Transition Funds.

**Action Item:** Review/Approve/Authorize Chairperson to sign the Clay County/Spencer Hospital FY 13 contract for acute and sub-acute inpatient mental health services and emergency room evaluation to serve eligible Clay County legal settlement residents.

**Action Item:** Review/Approve exception to policy to reimburse Echo-Plus Inc. for omitted September 2011 work activity claims for 3 Clay County legal settlement residents.

**Action item:** Review/ Approve/Authorize Chairperson to sign exception to policy for burial assistance.

**10:00 a.m. Marjorie Pitts, County Auditor**

Approve Resolution 2012-30 Resolution authorizing and approving a Loan Agreement and providing for the issuance of \$1,065,000 General Obligation County Purpose Bonds, Series 2012A

Approve signage for the DHS office at the Gateway North Mall

Approve Certificate of Adjustment #2187 for late filing of Elderly Credit

**10:45 a.m. Ted Kourousis, Northwest Planning & Development Commission-Revolving Loan Fund Proposal**

**11:15 a.m. John Hansen – Midwest Construction Consultants – Sheriff's Office & Jail Project Update**

**V. Adjournment**

Del Brockshus -Chair  
1808 11<sup>th</sup> St SE  
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Linda K. Swanson  
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Peterson, Iowa 51047  
712/933-5586  
swsnfarm@royaltelco.net



**AGENDA – REGULAR SESSION of the CLAY COUNTY BOARD of SUPERVISORS,  
Spencer, IA, to be held in the BOARD ROOM, 300 West 4<sup>th</sup> Street, Spencer, IA at 8:30 a.m.  
November 13, 2012 Meeting #37**

**General Rules for Public Participation:**

1. You may address any item on the agenda after recognition by the Chair, state your name, address and group affiliation (if appropriate) and speak clearly.
2. You may speak one (1) time for a maximum of three (3) minutes.
3. Keep comments germane and refrain from personal, impertinent or slanderous remarks.
4. Questions concerning these rules or any agenda item may be directed to the Auditor's Office at 712-262-1569.

**8:30 a.m. Open Meeting**

- I. Agenda received as proposed or as amended**
- II. Minutes approved – Meeting #36 dated October 30, 2012**
- III. Claims, Drainage Claims and payments – Resolution by Board to Approve**
- IV. Other Business – For Discussion / Possible Board Action**

Supervisors discuss/share information from committees and boards they have attended  
Discuss Spencer Hospital Ambulance

***Michael Houchins, County Attorney***  
Discuss Employee Handbook

***Marjorie Pitts, County Auditor***

Accept Employee Payroll Request form from Conservation Dept for Deb Lanus, 112 Pine St, Peterson, IA  
Authorize Chairperson to sign Project Cost Recaps from Midwest Construction for invoices & work completed as of November 1, 2012.

***Kim Wilson – Central Point Coordinator*** - Dept Update

1)Review/Approve/Authorize Chairperson to sign a resolution to participate as legislated in SF2315 in planning for an MH/DS region with six NW Iowa counties.

***Scott Rinehart – County Engineer***

Pass resolution #2012-31 for changes to resolution #2011-42 establishment of level “B” roads.

***10:00 a.m. Kim Scorza – Season's Center Update***

***10:45 a.m. Sheriff's Office & Jail Project Update***

**V. Adjournment**

Del Brockshus -Chair  
1808 11<sup>th</sup> St SE  
Spencer, IA 51301  
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Ken Chalstrom  
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Linda K. Swanson  
1410 440<sup>th</sup> Street  
Peterson, Iowa 51047  
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**AGENDA – SPECIAL SESSION of the CLAY COUNTY BOARD of SUPERVISORS,  
Spencer, IA, to be held in the BOARD ROOM, 300 West 4<sup>th</sup> Street, Spencer, IA at 9:00 a.m.**

**November 14, 2012 Meeting #38**

**General Rules for Public Participation:**

1. You may address any item on the agenda after recognition by the Chair, state your name, address and group affiliation (if appropriate) and speak clearly.
2. You may speak one (1) time for a maximum of three (3) minutes.
3. Keep comments germane and refrain from personal, impertinent or slanderous remarks.
4. Questions concerning these rules or any agenda item may be directed to the Auditor's Office at 712-262-1569.

**9:00 a.m. Open Meeting**

**I. Agenda received as proposed or as amended**

***November 6, 2012 General Election Canvass***

***Michael Houchins, County Attorney***

Discuss Employee Handbook

**II. Adjournment**

Del Brockshus -Chair  
1808 11<sup>th</sup> St SE  
Spencer, IA 51301  
712/262-3478  
del@delsgardencenter.com

Ken Chalstrom  
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**AGENDA – REGULAR SESSION of the CLAY COUNTY BOARD of SUPERVISORS,  
Spencer, IA, to be held in the BOARD ROOM, 300 West 4<sup>th</sup> Street, Spencer, IA at 8:30 a.m.  
November 27, 2012 Meeting #39**

**General Rules for Public Participation:**

1. You may address any item on the agenda after recognition by the Chair, state your name, address and group affiliation (if appropriate) and speak clearly.
2. You may speak one (1) time for a maximum of three (3) minutes.
3. Keep comments germane and refrain from personal, impertinent or slanderous remarks.
4. Questions concerning these rules or any agenda item may be directed to the Auditor's Office at 712-262-1569.

**8:30 a.m. Open Meeting**

- I. Agenda received as proposed or as amended**
- II. Minutes approved – Mtg #37 dated Nov 13, 2012 & Mtg #38 dated Nov 14, 2012**
- III. Claims and payments – Resolution by Board to Approve**
- IV. Other Business – For Discussion / Possible Board Action**

Supervisors discuss/share information from committees and boards they have attended

Authorize Chairperson to sign Amendment #2 to 28E Agreement between Clay County Board of Supervisors as Trustees for Drainage District 8 and the Division of Soil Conservation, Iowa Department of Agriculture and Land Stewardship

***Spencer Chamber DVD Presentation***

***Michael Houchins, County Attorney***

Discuss Employee Handbook

***Marjorie Pitts, County Auditor***

Set Budget Amendment Public Hearing for January 15, 2012

Approve closing Clay Co Admin offices at 12 Noon on Monday, Dec 24, 2012 in observance of Christmas.

Accept & authorize chairperson to sign Employee Payroll Request from Sheriff's Office for Diane Dekam

Accept & authorize chairperson to sign Employee Payroll Requests from Sec Roads Dept for Thomas Myers, Chad Huckfelt & Stacy Baas

Approve renewal application #LC0030988/LE0001039 for Liquor, Wine or Beer and Sunday Sales Privilege from Randy R. & Julie Dillingham, 1290 Hwy 18, Everly, Iowa, d/b/a: Barb's Service

***John Lawson – County Assessor*** – Discuss Assessor's County Car

Accept Co. Assessor recommendation of new & disallowed family farm credit claims filed prior to Nov 1st

***Kim Wilson – Central Point Coordinator*** – Dept Update

Review/Approve Clay County's Health Insurance Portability and Accountability Act

(HIPAA) policy updates which designate specific county departments subject to HIPAA compliance

***Scott Rinehart – County Engineer***

1. Accept or reject Underground Construction Permit for IA Lakes Reg Water to place 2" water line in Clay Co Sec Roads right-of-way by directionally drilling under 250<sup>th</sup> Ave, Sections 33 & 34, Meadow Twp

2. Accept or reject quote for repairs to the high truss bridge on 470<sup>th</sup> St and 240<sup>th</sup> Ave for a lump sum of \$88,000.00 from Graves Construction of Spencer, Iowa.

**9:30 a.m. Julie Schulenberg – CAASA- FY14 Funding and Department Update**

**11:30 a.m. John Hansen – Midwest Construction Consultants**

Sheriff's Office & Jail Project Update

**V. Adjournment**

Del Brockshus -Chair  
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**AGENDA – REGULAR SESSION of the CLAY COUNTY BOARD of SUPERVISORS,  
Spencer, IA, to be held in the BOARD ROOM, 300 West 4<sup>th</sup> Street, Spencer, IA at 8:30 a.m.  
December 11, 2012 Meeting #40**

**General Rules for Public Participation:**

1. You may address any item on the agenda after recognition by the Chair, state your name, address and group affiliation (if appropriate) and speak clearly.
2. You may speak one (1) time for a maximum of three (3) minutes.
3. Keep comments germane and refrain from personal, impertinent or slanderous remarks.
4. Questions concerning these rules or any agenda item may be directed to the Auditor's Office at 712-262-1569.

**8:30 a.m. Open Meeting**

- I. Agenda received as proposed or as amended**
- II. Minutes approved – Meeting #39 dated November 27, 2012**
- III. Claims, Drainage Claims and payments – Resolution by Board to Approve**
- IV. Other Business – For Discussion / Possible Board Action**

**8:40 a.m. Kim Wilson – Central Point Coordinator – Dept Update**

**Michael Houchins, County Attorney - Discuss Employee Handbook**

**Marjorie Pitts, County Auditor**

Accept the Third Judicial District Dept. of Correctional Services Annual Report for fiscal year 2012  
Review/Approve Carey's Electronics Technology Upgrade for the Courtroom  
Approve Fund Transfer #274 from the Debt Service fund to the Capital Projects fund  
Accept & authorize Chairperson's signature on Jail Project Recap Report for work accomplished  
Accept & authorize Chairperson to sign Employee Payroll Request form from the Auditor's office for  
Kristine Toay  
Authorize co auditor to sign lease agreement for Sharp MX-3110N Digital Imager for Clay Co DHS

**Randy Krukow – County Sheriff**

Approve & authorize Sheriff to sign IA Great Lakes Drug Task Force Multi-Jurisdictional 28E Agreement

**Scott Rinehart – County Engineer – Dept Update**

**Tammy McKeever - Set Public hearing date & time for Construction Permit Application for Morgan & Evan McCarty for existing confinement feeding operation located at 1760 440<sup>th</sup> St, Linn Grove, IA**

**10:00 a.m. Val Newhouse - Iowa Lakes Community College President**

**11:00 a.m. Bonnie Dalager & Jo Engel – Clay County Extension - Update & Funding**

**11:30 a.m. John Hansen & Mike Adkins – Midwest Construction Consultants – Sheriff's Office & Jail Project Update**

Supervisors discuss/share information from committees and boards they have attended

**V. Adjournment**

Del Brockshus -Chair  
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**AGENDA – REGULAR SESSION of the CLAY COUNTY BOARD of SUPERVISORS,  
Spencer, IA, to be held in the BOARD ROOM, 300 West 4<sup>th</sup> Street, Spencer, IA at 8:30 a.m.  
December 26, 2012 Meeting #41**

**General Rules for Public Participation:**

1. You may address any item on the agenda after recognition by the Chair, state your name, address and group affiliation (if appropriate) and speak clearly.
2. You may speak one (1) time for a maximum of three (3) minutes.
3. Keep comments germane and refrain from personal, impertinent or slanderous remarks.
4. Questions concerning these rules or any agenda item may be directed to the Auditor's Office at 712-262-1569.

**8:30 a.m. Open Meeting**

- I. Agenda received as proposed or as amended**
- II. Minutes approved – Meeting #40 dated December 11, 2012**
- III. Claims, Drainage Claims and payments – Resolution by Board to Approve**
- IV. Other Business – For Discussion / Possible Board Action**

Supervisors discuss/share information from committees and boards they have attended  
Discuss Season's Center Lay Person Position

***Michael Houchins, County Attorney***

Approve Employee Handbook policies effective January 1, 2013  
Authorize Chairperson to sign waiver or variance for Morgan & Evan McCarty for existing confinement feeding operation located at 1760 440<sup>th</sup> St, Linn Grove, IA  
Review/Approve Carey's Electronics Technology Upgrade for the Courtroom

***Marjorie Pitts, County Auditor***

Discuss/approve outside or inside window treatment for south side Governmental Services Center (GSC) bldg  
Approve voiding of a prior year's warrant #134450 for \$400.00 to Zenor & Houchins, PC  
Review/Approve/Authorize Chairperson to sign Magellan Health Services, Inc. Organization Provider Application for Targeted Case Management Services.  
Approve Certificate of Adjustment #2188 on tract located in 10-96-37 L & I, Clay Co, IA for Nystrom Leasing  
Authorize chairperson to sign addendum to contract for Case Management Services to clients who are medicade eligible between Clay Co and NW Iowa Mental Health Center d/b/a Seasons Center  
Accept Employee Payroll Request form from Sec Roads Dept for David Glienke

***Eric Tigges – EMA Director*** - Dept Update

**9:00 a.m. Honorable Senator David Johnson** – Mental Health Redesign

**10:30 a.m. Kelly McCarty – Revolving Loan Plan Update**

Approve Resolution 2012-33 Requesting Assistance from NW IA Planning & Development for Administration of Clay County's Revolving Loan Fund

**11:30 a.m. Scott Rinehart – County Engineer**

1. Review and approve 2013 Maintenance Agreements with cities, schools and township trustees and authorize Chairperson to sign agreements.
2. Approve contract with CAT to rebuild a 143H Motor Grader.

**V. Adjournment**

Del Brockshus -Chair  
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