

# Clay County Board of Supervisors Minutes from Meeting 19 held on June 19, 2018

The Clay County Board of Supervisors met pursuant to adjournment June 19, 2018 at 8:28 a.m. in the boardroom with Chairperson Anderson presiding and with the following other members present: Supervisors Anderson, Matthews, Skelton, Skow, Swanson, Assistant County Attorney Barry Sackett, and Auditor Marjorie Pitts as clerk for the meeting. Chairperson Anderson led the meeting in the Pledge of Allegiance. Guest: Matt Anderson

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

Motion by Matthews, seconded by Skow that the Board meeting agenda for June 19, 2018 be received and placed on file with the County Auditor as approved. Motion carried.

Motion by Swanson, seconded by Skelton that the minutes of the Board Meeting #17 held June 6, 2018 and Board Meeting #18 held June 12, 2018 are hereby approved as submitted with corrections. Motion carried.

The Board met with Matt Anderson regarding his concerns with the need to clean a drainage outlet of corn stalks, tree roots and other debris in Drainage District 32. After discuss of the issue the Board recommended that Anderson submit a request for a study to be accomplished in Drainage Districts 32 and 14-42 to the County Engineer.

Motion by Skelton, seconded by Swanson to adopt the following resolution: BE IT HEREBY RESOLVED by the Board of Supervisors approve expenditures and that the County Auditor be hereby authorized and directed to issue warrants, against the various settlement of such claims a allowed June 19, 2018. Ayes: Anderson, Matthews, Skelton, Skow, Swanson. Nays: None. Abstentions: None. Resolution adopted.

### Publication List by Vendor

A & M Laundry Inc.	uniforms	231.38
A-1 Portables	Sanitation & Disposal Ser	30.00
Adrienne Babbitt	Election Officials	189.52
Advanced Network Professionals	Hardware	100.00
Advanced Systems	copier charges	393.30
Airgas USA LLC	supplies	30.00
All About Computers	Office Supplies	516.00
Alliant Energy	Electric	292.41
Alpha Wireless Comm	Hardware	1045.10
Barry Anderson	Emp Expenses	137.20
Patricia Applegate	Election Officials	108.75
Arnold Motor Supply	Parts	96.50
Ayrshire Farmers Mutual Tele	Telephone	308.60
Nancy Bell	Election Officials	102.50
Kathleen Berger	Election Officials	239.90
Judith Bevers	Election Officials	258.40
Black Hills Energy	Utilities	1332.41
Brianne Blom	Rec Supplies	23.96
Boyer Trucks	Parts	351.03
Paul Brenner	Election Officials	103.25
Bradley Brunk	Flex	300.00

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Bud's Service	Service	575.20
Genevieve Burger	Election Officials	129.70
Kristi Busse	flex	141.26
Canon Fin Services	Data Processing Serv.	478.14
Carroll Construction Supply	Buildings	89.00
Bill Caskey	Rent Payments	340.00
Helen Castenson	Election Officials	254.25
Rod Castenson	Election Officials	196.00
Leah Cauthron	Flex	131.04
CenturyLink	Telephone	4450.89
Heidi Chapman	Flex	35.00
Jim Christensen	Zoning Board	93.60
Cintas Corporation	Uniforms	44.50
Cintas Corp	Supplies	61.80
City of Everly	utilities	60.55
City of Royal	Utilities	49.50
City of Spencer	Comctr/garbage	50360.28
Clay Co Emerg Mgt Agency	Allocation	8752.00
Clay Co Fair & Event Center	Election Supplies	819.00
Clay Co Mental Health Fund	Correction	665.20
Clay Co Sec Road Fund	Fuels	1833.49
Joni Click	Election Officials	116.70
Audrey Coffman	Mileage	28.35
Cooperative Energy Company	gas	37371.64
Christian Copper	Flex	250.00
Crittenton Center	care	1446.15
Crysteel Truck Equipment	Parts	234.00
CTS Language Link	service	9.92
Carole Curry	Election Officials	219.00
Custom Welding & Repair	service	230.00
Daily Reporter, The	Publication	1903.74
Dakota Riggers & Tool Sup	Supplies	359.80
Karen Dardar	Election Officials	186.45
Michael Determan	flex/Elec Off	200.12
Diamond Mowers, Inc.	Parts	2483.15
Don Pierson Ford	service	90.00
Elderbridge	allocation	2894.25
Darlene Enderton	Election Officials	175.00
Equipment Blades Inc	Parts	885.60
Mareen Erwin	Election Officials	118.75
Raymond D Essick	flex	318.28
Evertex	Telephone	890.00
Exhaust Pros	service	244.86
Lois Fairchild	Election Officials	99.00
Fire Proof Plus, Inc	Safety	117.00
Larry Flaharty	Zoning Board	59.60
FleetPride	Parts	35.10
Galen's Pro-Mow LLC	Parts	30.54
Galls an Aramark Company	Uniforms	177.91
Bill Gerdeman	Zoning Board	48.40
Graham Tire Co	Tires & Tubes	536.35
Jim Graham	Election Officials	259.15
Sharon Green	Election Officials	103.75
Greer Law Office	Fees	225.00
Greg's Repair	Buildings	108.45
Jerry Groenewold	Mileage	52.85
Brenda Grover	Election Officials	197.75
Terry Gruhn	Election Officials	108.65

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Marc E Gustafson	Flex	80.00
GW "Pete" Howe Sanitation	Disposal Ser	230.00
H & N Chevrolet Buick	Service	1134.12
Hancock Concrete Products LLC	Product	25941.24
Rollie Hanson	Election Officials	45.50
Adam Harris	Election Officials	43.96
Hartley Sentinal	Publication	1914.06
Robert Heintz	Election Officials	50.00
Cindy Heiter	Election Officials	229.55
Thomas Herrig	Safety Sup	50.00
Michael Heuck	Ins premiums	152.42
Julie Hill	Election Officials	123.75
Hoffman Filter Service LLC	Parts	55.00
Will Horsley	Supplies	27.09
Lorrie (Delores) Huffman	Election Officials	158.75
Hy-Vee	supplies	80.84
Iowa Lakes Community College	rent	3092.43
IA Lakes Electric Coop	Utilities	73.00
IA Lakes Regional Water	Water & Sewer	586.37
IA Prison Industries	Hardware	2480.00
IA State Bar Assoc	Dues & Memberships	260.00
Donna Ibel	Election Officials	194.25
IGL Teleconnect	Radio & Related Equip.	3780.00
IA Municipalities Workers Comp	Workmens' Comp. Ins.	21141.00
IDS	Sanitation & Disposal Ser	61.00
IPAC Johnson County Auditor	Voter Registration Servic	1734.16
ISAC	Educational & Train.Serv.	700.00
Bruce Iverson	Election Officials	93.50
Judy Iverson	Election Officials	99.00
J&T Rentals	Buildings	1500.00
Jack's Uniforms & Equipment	Uniforms	168.50
Janitors Closet	Custodial Supplies	797.26
Jeremy Jensen	Election Officials	57.75
Pat Jensen	Election Officials	213.20
Ann Johnke	Election Officials	252.30
Travis Johnson	flex	174.57
Clinton Jones	Zoning Board	60.00
Donna Jones	Election Officials	274.75
David Kaus	Zoning Board	40.00
Kirkham Michael & Assoc, Inc	Engineering Services/Cont	11280.00
Robert Kluender	Flex	722.76
Kodak Alaris Inc	Maint agreement	1509.00
Florence Kramer	Election Officials	221.05
Keith Kruse	Zoning Board	55.40
Zachary Larsen	Office Supplies	304.26
Steve Lauderville	Election Officials	42.70
LOSST Rev Bond Sinking Fund	Future Funds move	7424.00
Lube-Tech & Partners LLC	Lubricants	487.56
Kevin Maassen	Flex	196.64
Mac Tools Nick Lane	Minor Equip & Hand Tools	91.54
Mary Marske	Election Officials	188.50
Mastercard	misc	422.38
Burlin H Matthews	flex	1026.74
Cody McCall	Election Officials	40.95
Sharon McKeever	Zoning Board	20.00
Tammy McKeever	Election Officials	35.00
Menards	Minor Mv Parts & Access	24.39
Midwest Card & ID Solutions	Supplies	1000.00

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Nielsens Tire & Appliance	Engineering Services/Cont	50.95
North Central Int'l Inc	Parts	953.22
Noteboom Implement	Lubricants	62.45
NW IA Planning & Devlpmnt Comm	plans	10000.00
Maureen Oechslin	Election Officials	217.55
Russell Oechslin	Election Officials	218.30
John Olson	Zoning Board	56.80
Judy Olson	Election Officials	199.00
Mary Olson	Election Officials	133.25
Patricia Olson	Election Officials	278.30
Sheldon Olson	Election Officials	123.15
OMNI Engineering	Engineering Services/Cont	1200.75
Diane Osborne	Election Officials	188.55
Janice Peterson	Election Officials	216.85
LaVonne Peterson	Election Officials	225.00
Pitney Bowes	Postage & Mailing	152.34
Chuck Pitts	Election Officials	50.75
Marjorie Pitts	Flex	231.40
Daina Powers	Election Officials	197.20
Dennis Powers	Election Officials	282.95
Premier Communications	Telephone	69.97
Presto X Company	Buildings	44.00
Quill	Office Supplies	328.88
William Rabenberg	Mileage	112.00
Rage Inc Bubbles Dry Cleaning	Custodial Supplies	127.40
Retriever LLC	Parts	723.00
Ricoh USA, Inc.	Copier charges	96.09
John Roberts	Election Officials	215.10
Glenn Rouse	Flex	322.84
Royal Telephone Co	Telephone	1048.12
Bev Rutter	Election Officials	232.95
Safeguard Business Systems	service	117.44
Safety-Kleen Systems Inc.	Parts	523.82
Annette Schaeffer	Election Officials	52.00
Chris Schoelerman	Election Officials	238.95
Mary Schomaker	Election Officials	111.10
Schwan's Home Service	Food & Provisions	136.89
Doreen Scribner	Election Officials	190.30
Secure Shred Solutions	shredding	48.00
Darla Sheasley	Flex	185.00
Shield Technology Corp	Hardware	500.00
Sidwell Company	Data Processing Serv.	1673.00
David Simington	Zoning Board	76.80
Claudia Simon	Election Officials	199.50
Sioux Sales Co	Uniforms	187.75
Daniel Skelton	Flex	300.00
Beverly Skinner	Election Officials	200.75
Michael Skonhovd	Flex	306.11
Joe Skow	Flex	497.67
Rita Smith	Zoning Board	82.00
Snap On Tools Corp	Minor Equip & Hand Tools	12.25
Solutions, Inc	Data Processing Equipment	83427.11
Ellen Sorenson	Election Officials	195.40
LeRoy E Spears	Fuels	23.40
Spencer Area Jobs Trust	Quality Housing	2500.00
Spencer Auto Parts Inc	Construction & Maint.	1870.97
Spencer Family Care	Medical	166.00
Spencer Hospital	Allocation/medical	17208.17

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SMU	Utilities	2768.82
Spencer Office Supplies	supplies	1467.46
Spencer Ready-Mix Inc	Concrete	155.00
Cheryl Stanley	Election Officials	200.95
Star Energy LLC	Fuels	5150.38
State Hygienic Laboratory	Supplies	315.00
Roger Stoner	Election Officials	234.35
Amy Strohman	Emp Expenses	72.03
David Susie	Election Officials	196.50
Linda Susie	Election Officials	179.00
Bonny Swart-Bailey	Election Officials	19.00
Connie Sylvester	Election Officials	215.60
Tactical Shit	Uniforms	106.20
Laura Taylor	Election Officials	33.00
Mark Thompson	Flex	192.38
Thrifty White Stores	Inmate meds	2498.47
Eric Tigges	Election Officials	35.00
David Toay	Election Officials	35.00
Sheryll Toft	Election Officials	207.60
Darrel Tonderum	Election Officials	196.50
Town & Country	Disposal Ser	604.16
Nancy Triggs	Election Officials	113.75
Unity Point Clinic Occupationa	Services	42.00
Upper DesMoines O E O	Allocations	5525.00
U S Postmaster	Postage	456.00
Van Diest Supply Co	Chemicals	852.75
Megan VanSchepen	Flex	19.80
Verizon	Telephone	580.21
VISA	Supplies	3201.09
Walmart Community	Rec Supplies	829.71
Warner Funeral Home	Services	2655.00
Danika Welsch	Emp Expenses	216.07
Marilyn White	Election Officials	242.80
Kathleen Whittenburg	Election Officials	126.50
The Wildwood Lodge	mtg expenses	145.60
Kimberly Wilson	flex	495.74
Arlene Wimmer	Election Officials	197.60
Agatha Winter	Election Officials	200.55
Marla Woelber	Election Officials	274.75
Woodman Controls Company	Buildings	11400.00
Woodward Youth Corporation	Detention	6764.25
James A Worm	Election Officials	355.28
David Wyatt	Zoning Board	31.20
Ziegler Inc	Parts	11726.42
Grand Total		412532.02

Motion by Matthews, seconded by Skelton to appoint Pamela R. Virelli, 203 King Ave, Royal, IA to serve on the NW IA Regional Housing Commission, representing the private sector, for a term beginning June 14, 2018 for three (3) years expiring June 30, 2021. Motion carried.

Motion by Swanson, seconded by Skelton to adopt the following resolution: BE IT HEREBY RESOLVED by the Board of Supervisors to approve DRAINAGE expenditures and that the County Auditor is hereby authorized and directed to issue warrants, against the various settlement of such claims as allowed June 19, 2018. The County Auditor is directed to issue stamped warrants from drainage districts which currently have insufficient funds. Ayes: Supervisors Anderson, Matthews, Skelton, Skow, and Swanson. Nays: None. Abstentions: None.

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Iowa Drainage District Association		
DD#51999	County Dues	\$ 3,450.00
Bernard Campbell, 1060 400 <sup>th</sup> Street, Hartley, IA 51346		
DD#113	½ day & Mileage	\$ 111.20 Stamped
David Simington, 2955 210 <sup>th</sup> Avenue, Spencer, IA 51301		
DD#113	½ day & Mileage	\$ 105.60 Stamped
Bill Geredman, 2965 300 <sup>th</sup> Street, Dickens, IA 51333		
DD#26	½ day & Mileage	\$ 104.90 Stamped
Art Hamrick, 2365 290 <sup>th</sup> Street, Spencer, IA 51301		
DD#26	½ day & Mileage	\$ 103.50 Stamped
Bill Geredman, 2965 300 <sup>th</sup> Street, Dickens, IA 51333		
DD#26	½ day & Mileage	\$ 104.90 Stamped
Art Hamrick, 2365 290 <sup>th</sup> Street, Spencer, IA 51301		
DD#108	½ day & Mileage	\$ 103.50 Stamped
Drainage District Revolving Fund, Spencer, IA 51301		
DD#32 Lat. 81	Jet District Tile	\$ 175.00 Stamped
Koenig Portable Toilets, PO Box 1312, Spencer, IA 51301		
DD#51999	Jet District Tile	\$ 175.00
The Daily Reporter, PO Box 197, Spencer, IA 51301		
DD#26	Annex & Reclass Notification	\$ 351.79 Stamped
The Daily Reporter, PO Box 197, Spencer, IA 51301		
DD#108	Annex & Reclass Notification	\$ 703.56 Stamped
The Daily Reporter, PO Box 197, Spencer, IA 51301		
DD#113	Reclass Notification	\$ 255.84 Stamped
Total Drainage Warrants:		\$ <b>5,639.89</b>
Resolution adopted. Motion carried.		

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

Motion by Matthews, seconded by Skelton to accept Clay County Secondary Roads wages for fiscal year 2018-2019. Motion carried.

Engineer Rabenberg gave the Board a departmental update regarding recent hail damage to vehicles and other equipment and also discussed the status of the Dickens bridge.

Supervisor Matthews leaves the meeting.

**9:15 a.m.** Conservation Director Will Horsley gave the Board a departmental update regarding Scharnberg Park campsite revenues, the Naturalist summer camps directed by Brianne Blom, and the progress on the Oneota Learning Center design and funding. Director Horsley reported on the dedication of the Heissel Addition to the Kindlespire Complex that was conducted by the Clay County Conservation Board on June 16, 2018. The new 412 acres public recreational area was named to honor former Conservation Director Dan Heissel for his work and guidance during the land acquisition to implement a strong wildlife habitat and watershed protection plan.

**9:50 a.m.** Sheriff Chris Raveling gave the Board a departmental update regarding hail damage to vehicles and the intent to purchase an analog component to the phone system for the jail facility as a backup to the current voice over IP (VoIP) system.

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**9:30 a.m.** County Treasurer Sandra Geidl gave the Board a report on the outcomes from the 2018 Annual Tax Sale that was held June 18, 2018. This was the fourth year that the tax sale was conducted solely on line managed by GTS. One hundred ninety-five (195) bidders participated to sell one hundred thirty-one (131) real estate parcels. Real estate sales totaled \$105,869.34 with zero mobile home properties sold.

**10:00 a.m. Libby Stricker- Spencer Insurance – ICAP Insurance Renewal**

Spencer Insurance Services Broker Libby Stricker discussed the fiscal year 2019 Iowa Communities Assurance Pool (ICAP) renewal with the Board. The coverage with various departments had been reviewed compared with last year's renewal, the schedules show an increase in value of almost 1.5 million. This increase is due to many various changes though out the year including vehicle and equipment changes as well as the addition of a new building at Oneota. This year's renewal premium is \$174,238.11. There is a credit voucher to be applied in the amount of \$18,120.00 bringing the net premium to \$156,118.11 in comparison with last year, the premium increased only \$1,800.00. The Emergency Management Agency policy premium for fiscal year 2019 will be a net \$2,090.28 which includes the Member Distribution voucher subtraction of \$412.42. IMWCA increased their discount from .82 to .90. The County's Workers' compensation policy (IMWCA) premium for fiscal year 2019 will be substantially decreased while the expected payroll increased by \$162,000.00. The IMWCA premium decreased from \$109,357 to \$84,540 due to an improved Experience Modification Factor of 84 from 92. This premium is shared between Secondary Roads and the County General Supplemental funds at a ratio of 55% Secondary Roads and 45% General Supplemental. A 25% deposit of \$21,141 due July 1, 2018 will be followed by seven (7) payments of \$9,057. The Board and Broker Stricker further discussed county vehicle usage, hail damage claims, and a requested review of the sheriff vehicle values.

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

**10:30 a.m.** The Board met with Matt Gumm from SetPoint Mechanical Solutions of Ankeny, IA regarding a proposal to accomplish retrofit study of the Courthouse chiller system. The head pressure control is currently not functioning causing the chiller to cycle too much and consequently locking out. The proposed study could tie to a future bid package. The Board consensus was to do the study, install a new head pressure control and then plan for a new chiller in the next 3-5 years.

**Marjorie A. Pitts – County Auditor**

Motion by Swanson, seconded by Skelton to approve and authorize the Chairperson to sign the 2018 Business Associates Agreement between Clay County and the Iowa Counties Technology Services (ICTS). Motion carried.

Motion by Skelton, seconded by Skow to approve Transfer #377 of \$2,500 from LOSST-Any Lawful Use to fund the Quality Housing Initiative fund for Laubenthal. Motion carried.

Motion by Swanson, seconded by Skow to approve Transfer #378 totaling \$142,421.00 from General Basics fund to the Secondary Roads fund for the Fund Year 2018 allocation. Motion carried.

Motion by Skelton, seconded by Skow to approve Fund Transfer #379 totaling \$1,306,858.00 from Rural Basic fund to the Secondary Roads fund for the Fund Year 2018 allocation. Motion carried.

Motion by Skelton, seconded by Skow to accept and authorize the Chairperson to sign the Employee Payroll Change Request form from Secondary Roads Department for Tom Herrig for a change in hourly wages to \$23.07 effective June 28, 2018. The change is due to longevity increase to \$.69 for 25 years of service per Union Contract. Motion carried.

Motion by Skow, seconded by Swanson to accept and authorize the Chairperson to sign the Employee Payroll Change Request form from Secondary Roads Department for Glen Rouse for a change in hourly wages to \$23.63 effective July 12, 2018. The change is due to longevity increase to \$.69 for 25 years of service per Union Contract. Motion carried.

Motion by Skelton, seconded by Swanson to accept and authorize the Chairperson to sign the Employee Payroll Request form from the Conservation Department for Melissa Fox for Scharnberg Park Seasonal Employee Beach staff with Temporary/Seasonal status at \$9.50 per hour, starting June 8, 2018. Motion carried.

Motion by Swanson, seconded by Skelton to authorize the Chairperson to sign the annual Licensed Code Support Agreement between Clay County and Solutions, Inc., 2311 West 18<sup>th</sup> Street, Spencer, IA. This agreement is effective July 1, 2018 at a total cost of \$37,930.00 which covers the computer software modules used by each county office or department according to Exhibit A of the Agreement and is the same amount as fiscal year 2017. Motion carried.

Motion by Skelton, seconded by Swanson to authorize the Chairperson to sign the annual Information Technology Services Statement of Work between Clay County and Solutions, Inc., 2311 West 18<sup>th</sup> Street, Spencer, IA. This agreement is effective July 1, 2018 at a total cost of \$30,066.00 which covers the Web Hosting Agreement with four domain names at no additional cost, the IBM I Server Management at \$2,400.00, and the "Silver" Managed Services Agreement at \$27,666.00 with discounted travel of \$250.00 per technician per day. Motion carried.

Motion by Swanson, seconded by Skelton to authorize the Clay County Sheriff to sign the annual Information Technology Services Statement of Work between Clay County and Solutions, Inc., 2311 West 18<sup>th</sup> Street, Spencer, IA. This agreement is effective July 1, 2018 at a total cost of \$13,362.00 which covers the "Silver" Managed Services Agreement with discounted travel of \$250.00 per technician per day. Motion carried.

The Board discussed the All American Turf Beauty emerald ash borer evaluation that had been recently conducted. Twenty-one (21) Ash trees were identified on the grounds of the Administration Building, the Courthouse, and the Governmental Services Building. One tree on the Administration Building grounds is showing signs of infection. The evaluation report suggested a bi-annual treatment plan for each tree. The Board will determine what trees should be treated and those that may be removed.

Motion by Swanson, seconded by Skow to approve the proposal from Alpha Wireless, 1115 Cross St, North Mankato, MN 56003 for forty (40) single wireless button duress alarm system with Wave



Plus control panel, on site set-up and training and two (2) repeaters at a cost of \$13,440.00. Motion carried.

Motion by Skelton, seconded by Skow to approve the estimate from A.S.I. Tire Center, 1907 10<sup>th</sup> St., Emmetsburg, IA 50536 for 6.5 foot BOSS snow plow with blade, plow box, control kit, mount, and power/ground extension at a cost of \$3234.00. Motion carried.

Motion by Skow, seconded by Swanson to deactivate the VPN connectivity access of Ashley Neulieb from Control System Specialists, LC, 3710 SE Capitol Circle, Suite C, Grimes, IA 50111 to the Clay County Sheriff's Office & Jail facility relating to the HVAC System that was established September 13, 2016. Access deactivated upon approval. Motion carried.

Motion by Skelton, seconded by Swanson to activate the VPN connectivity access of Woodman Control Company, 813 SW Ordnance Road, Ankeny, IA 50023 to the Clay County Sheriff's Office & Jail facility relating to the HVAC Automation System monitored by Woodman Control Company. Access activated upon approval. Motion carried.

Motion by Skow, seconded by Skelton to authorize the VPN connectivity to the Clay County Sheriff Office and Jail facility HVAC control application by Woodman Controls System for Mike Determan, Dave Decker, and Jeremy Jensen effective upon approval. Motion carried.

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

Supervisor Skow reported about the County Department Head, County Safety and the Third Judicial meetings he attended. Supervisor Swanson spoke of the CCVB, Housing Trust and Flight Breakfast meetings. Supervisor Skelton updated the Board on the Regional 3 Emergency Planning Commission and the Heissel-Hoffman dedication. Supervisor Anderson reported on the Early Childhood and the YES Centers.

The Chairperson adjourned the meeting at 12:12 p.m. to convene at the next Auditor's called meeting June 29, 2018 at 8:30 a.m.

/s/Marjorie A. Pitts, County Auditor

/s/Barry Anderson, Chairperson