

# Clay County Board of Supervisors Minutes from Meeting 30 held on November 7, 2018

The Clay County Board of Supervisors met pursuant to adjournment November 7, 2018 at 8:30 a.m. in the boardroom with Chairperson Anderson presiding and with the following other members present: Supervisors Matthews, Skelton, 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. Guests: Jill Barr, Art Hamrick, and Jeremy Leu.

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

Motion by Matthews, seconded by Swanson that the Board meeting agenda for November 7, 2018 be received and placed on file with the County Auditor as approved. Motion carried.

Motion by Skelton, seconded by Matthews that the minutes of the Board Meeting #28 held October 22, 2018 are hereby approved as corrected and submitted. Motion carried.

Motion by Swanson, seconded by Skelton 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 November 7, 2018. Ayes: Anderson, Matthews, Skelton, Swanson. Nays: None. Abstentions: None. Resolution adopted.

### Publication List by Vendor

Advanced Network Prof	Backups	100.00
Advanced Systems	copier charges	269.07
Advanced Systems	copier charges	746.49
Alliant Energy	Electric	279.65
Barry G Anderson	Mtg expenses	274.69
Arnold Motor Supply	parts	285.94
Atlas Stamp & Seal Co	Office Supplies	16.45
Auto Glass Center	Parts	269.83
Ayrshire Farmers Mutual Tele	Telephone	32.32
Bankers Trust	General Obligations	77233.75
Ann Baschke	Flex	60.50
Black Hills Energy	Utilities	198.47
Blackhawk Sprinklers	Buildings	313.00
Bomgaars	Buildings	794.67
Bound Tree Medical	EMS supplies	117.36
C & B Operations LLC	Tractor & Lease	96825.00
CenturyLink	Telephone	439.85
Lucas Christensen	Employee expense	11.93
Christians Sheet Mtl	misc	187.50
City of Royal	Water & Sewer	49.50
City of Sioux City	Hazmat	7428.15
City of Spencer	Water & Sewer	24395.85
City of Webb	Water & Sewer	85.50
Clay Co Extension Service	Training	140.00
Clay Co Fair & Event Center	Election misc	259.00
Clay Co Flex Plan	Allocation	5000.00
Clay Co Sec Road Fund	Fuels	1073.91
Clay County Homes	Rent	260.00
Clay County Treasurer	Taxes	3194.00

Community State Bank	documents	53.20
Maggie Cook	transcripts	171.50
Culligan of Spencer	service	119.00
Michael Determan	Mileage	11.55
Diamond Mowers	Parts	3069.12
Emmet County Sheriff	shrf fees	40.00
Employee Benefit Systems	509A/Cobra chgs	1041.20
Everttek	utilities	247.42
Fareway Stores	jv drug ct meal	37.74
FASTENAL	misc	808.48
FleetPride	Parts	1527.13
Sandra Geidl	Mtg Expenses	398.95
General Traffic Control	Traffic & St Sign Mater.A	180.00
Goal Kick Sporting Goods	Uniform	116.58
Jami Grady	Mileage	40.95
Graham Tire Co	Tires	921.90
Marc Gustafson	Flex	83.25
H & N Chevrolet Buick	service	3611.01
Hargens Court Reporting	transcripts	153.00
Tyler Heck	flex	152.00
Henry M Adkins & Son Inc	Election Supplies	168.00
Hoffman Filter Service	filters	55.00
Holiday Inn	Mtg Expenses	386.40
Nicole Huckfelt	flex	600.00
Carissa Huse	flex	10.00
Iowa Lakes Community College	rent/utilities	3093.37
IA Law Enforcement Academy	Training	400.00
IA Prison Industries	Hardware	5427.80
IA Municipalities Workers Comp	Workmens' Comp. Ins.	9057.00
Interstate Battery/Sioux City	Parts	535.80
ISAC	Mtg expense	212.06
ISACA	misc expense	150.00
Janitors Closet	supplies	552.80
Jaycox Implement Inc	Parts	1791.24
Jennifer Jensen	cabin cleaning	280.00
Jeremy Jensen	Flex	81.99
Johnston Automotive	Parts	1033.44
Jeremy Kelley	Rent	200.00
Ken Borth Auto Body Ltd	service	52.34
Kirkham Michael & Assoc, Inc	Engineering Services	8247.00
Koenig Portable Toilets	toilets	218.75
Legislative Services Agency	code books	200.00
Lexis Nexis	law library	889.96
Mac Tools Nick Lane	tools	278.99
Macke Motors, Inc.	dodge Truck	14780.00
Mar-Lin Business Supply	supplies	88.61
Marcus News	Publication	980.80
Mastercard	Misc	986.67
Burlin Matthews	Mileage/expenses	148.40
Menards	Misc	577.56
Mid Country Machinery Inc	const/maint	16167.24
Nielsens Tire & Appliance	Tires	22170.38
North Central Int'l Inc	Parts	4934.11
Northwest Iowa Sprinkler	service	225.00
NW IA Planning & Devlpmnt Comm	loan service	110.00
OMNI Engineering	Engineering Services	907.50
Performance Car & Truck Acc	truck accessories	892.26
Plumbing & Heating Wholesale	misc service	5777.40

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PQL	Buildings	69.28
Premier Communications	Telephone	637.82
Presto X Company	Buildings	135.00
Proforma	Office Supplies	514.24
William Rabenberg	flex	275.00
Rage Inc Bubbles Dry Cleaning	rugs/mops	213.11
Christopher L Raveling	Office Supplies	8.54
Monica Rehnstrom	Postage/mileage	81.66
Cheryl Riley	flex	41.05
River Valley Telecom Coop	Telephone	259.81
Safelite AutoGlass	glass repair	74.98
Sandy Law Firm	services	75.00
Darla Sheasley	Mtg expenses	750.71
Shield Technology Corp	Radio service	7186.00
Michael M Skonhovd	flex	25.00
Snap On Tools Corp	tools	67.49
Solutions, Inc	web hosting	500.00
Spencer Auto Parts Inc	Parts	4573.95
Spencer Hospital	PHN alloc/funding	33781.54
SMU	utilities	9073.24
Spencer Office Supplies	Supplies	1582.05
SS Collision & Cycle Works	service	150.00
Amy Strohman	Flex	51.74
TacticalGear.com	uniforms	104.99
Terril Telephone Coop	Telephone	9.66
Thomson Reuters Tax & acct	Manuals	695.00
Kristine Toay	Flex	240.00
US Cellular	cell phones	701.79
U S Postmaster	Postage	100.00
Vander Haag's Inc	Parts	1383.09
Laura Ver Mulm	flex	600.00
Verizon	cell phone	82.34
VISA	Fuels	1936.29
Marlin Voss	Mileage	4.90
Warren Meier Electric	Buildings	844.16
Danika Welsch	Expenses	137.90
West Des Moines Marriott	Expenses	273.28
Jeffrey Wiemann	flex	30.76
Windstream	Telephone	41.69
Grand Total		403107.29

Motion by Swanson, seconded by Skelton to approve drainage expenditure from Joint Drainage District #61 CDE, dated November 2, 2018 totaling \$5,873.90 for engineering services on ditch cleanout payable to Jacobson-Westergard & Associates, Inc., 105 South 6<sup>th</sup> Street, Estherville, IA 51334. County Auditor is instructed to send the billing to Dickinson County for payment after approval. Motion carried.

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

**9:00 a.m.** Clay County Treasurer Sande Geidl introduced Loree Zwemke as a new employee in the Treasurer's office since October 3, 2018 that is being trained in the motor vehicle and tax departments. Geidl also gave the Board a departmental update regarding driver's license activity and delinquent tax notices volume.

Auditor Marjorie Pitts gave the Board a departmental update regarding the progress of the November 6, 2018 general election, the upcoming December 11, 2018 special election polling location, and the County's audit firm's request to have the Board develop an internal audit process for the Clay County Revolving Loan fund accounts. During this time the Board also discussed and formed consensus on the opportunity to allow county offices to be closed on Monday, December 24, 2018 in observance of Christmas.

Motion by Skelton, seconded by Swanson to change the time of the 2018 General Election Canvass to 2:00 p.m. on November 14, 2018 in the board room of the Clay County Administration Building, 300 West 4<sup>th</sup> Street, Spencer, Iowa. Motion carried.

Motion by Matthews, seconded by Skelton to acknowledge the decision of the Committee consisting of the County Treasurer, County Auditor and County Recorder to hold a special election on December 11, 2018 for the County Supervisor's Vacancy pursuant to Iowa Code 69.8(4) and 69.14A. Motion carried.

Motion by Swanson, seconded by Matthews to authorize County Auditor Marjorie Pitts to sign the Facility Usage Agreement between the Clay County Regional Events Center and the Clay County Auditor's Office for use and to occupy the facility on December 11, 2018 for the sole purpose of the Special Clay County Supervisor's Election on December 11, 2018. There will be no charge for the use of the facility. Motion carried.

Motion by Matthews, seconded by Skelton to appoint Dr. David Keith as the Clay County Board of Health physician to fill the unexpired term of Dr. Darrel Forslund thru December 31, 2020. Motion carried.

Motion by Skelton, seconded by Matthews to appoint Supervisor Randy Swanson as the representative to the Clay County Board of Health to fill the unexpired term of Supervisor Joe Show thru December 31, 2018. Motion carried.

It was moved by Swanson, seconded by Skelton, to adopt the following resolution:

**RESOLUTION 2018-18**  
**REPORTING POLICY**

**PURPOSE**

The purpose of this Reporting Policy is to ensure that Clay County complies with Code of Federal Regulations, 2 CFR, Section 200.313 that requires reporting of violations of federal criminal law involving fraud, bribery, or gratuity potentially affecting a federal grant.

**POLICY**

Clay County departments and/or employees are required to disclose, in writing and in a timely manner, all violations of federal criminal law involving fraud, bribery, or gratuity potentially affecting a federal award. This requirement applies to violations involving Clay County, its employees, and any sub-recipients of a federal grant.

If a Clay County department or employee learns of a violation of federal criminal law involving fraud, bribery, or gratuity potentially affecting a federal grant, the department or employee must report the violation to the Clay County Attorney (designated Clay County contact). Reportable violations include not only those violations concerning Clay County or its employees, but also include violations relating to sub-recipients of award monies.

The Clay County Attorney is responsible for reporting the violation to the relevant federal agency in writing and in a timely manner.

Ayes: Supervisors Skelton, Swanson, Matthews, Anderson. Nays: None. Abstains: None.

Passed and adopted this 7th day of November 2018.

/s/Barry G. Anderson, Chairperson

ATTEST: /s/Marjorie A. Pitts, County Auditor

Motion by Skelton, seconded by Matthews to approve Iowa Department of Transportation Agreement for HMA Resurfacing/Cold-In-Place Recycling on B17 for STBG-SWAP-CO21(140)--FG-21 and authorize Clay County Board Chair and Clay County Auditor to sign agreement. Motion carried.

Motion by Matthews, seconded by Swanson to Approve Iowa Department of Transportation Agreement for paved shoulders with safety edge, 12-inch shoulder rumble strips, centerline rumble strips, and grooved-in pavement markings, including 6-inch edgeline markings on B53 from M54 to Palo Alto County Line for HSIP-SWAP-CO21(139)-FJ-21. Authorize Clay County Board Chair and Clay County Auditor to sign agreement. Motion carried.

Motion by Skelton, seconded by Matthews to approve Federal-aid Agreement with the Iowa Department of Transportation and Clay County for project BROS-SWAP-CO21(138)--SE-21, replacement of County Bridge #MB26-1 and authorize the Chairperson to sign agreement. Motion carried.

Motion by Swanson, seconded by Skelton to approve Federal-aid Agreement with the Iowa Department of Transportation and Clay County for project BROS-SWAP-CO21(137)--SE-21, replacement of County Bridge #DB25-1 and authorize the Chairperson to sign agreement. Motion carried.

Motion by Matthews, seconded by Skelton to authorize the Chairperson to sign the Commercial Pesticide Applicators License. Motion carried.

Engineer William Rabenberg gave the Board a departmental update regarding utility permits issued.

**10:00 a.m.** The Board met with Director Julie Sheib and Bob Shaw, Chairman of the Discovery House Board who thanked the Board for their support each year and offered an update regarding their efforts to help those in need by providing transitional housing for up to six months for homeless men and women and those recovering from alcoholism and other additions. In 2017 the

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organization added a second facility, the Daniel House, located next to the Discovery House. The Board of Supervisors have been allocating discretionary funds to the Discovery House since fiscal year 2017.

The Chairperson recessed the regular board meeting at 11:15 a.m. to convene as Trustees of Drainage District #6.

**11:15 a.m. Drainage District #6 Meeting – Site Repair Request**

The Chairperson recessed the regular board meeting at 11:16 a.m. to convene as Trustees of Drainage District #6. Members present: Supervisors Anderson, Matthews, Skelton and Swanson. Guests: Aaron Rutter-Drainage Technician, County Engineer William Rabenberg.

Motion by Skelton, seconded by Swanson to appoint Supervisor Anderson as Chairperson and Marjorie Pitts, Clay County Auditor as Secretary for this meeting. Motion carried.

The Trustees discussed a site repair request regarding the Ocheyedon River bank erosion nearly property lines. Estimate of 250 ton of rib wrap at a cost of \$10,000. There may be FEMA funding available. Consensus of the Trustees that the request is legitimate and asked Rutter and Rabenberg to approach FEMA that would probably look at the repair as a mitigation improvement.

The Chairperson recessed the Drainage District #6 meeting at 11:21 a.m. to convene the regular Board of Supervisors meeting.

The Board reconvened the regular board meeting at 11:21 a.m.

Supervisors discuss/share information from committees and boards they have attended. Supervisor Skelton reported on the Season’s Board meeting and the EMS Advisory Board meeting. Supervisor Swanson updated on the Jobs Trust meeting and the Regional Housing Trust Board meeting. Supervisor Matthews reported on the Conservation Board meeting. Supervisor Anderson updated on the NWIACC Board meeting and the YES Center Board meeting.

The Chairperson adjourned the meeting at 11:26 a.m. to convene at the next Auditor’s called meeting November 14, 2018 at 2:00 p.m.

/s/Marjorie A. Pitts, County Auditor

/s/ Barry Anderson, Chairperson