

## Clay County Board of Supervisor's Minutes from Meeting 15 held on May 5, 2020

The Clay County Board of Supervisors met pursuant to adjournment May 5, 2020 at 8:30 a.m. in the boardroom with Chairperson Skelton presiding and with the following other members present: Supervisors Swanson, Anderson, Matthews, Hamrick, Assistant County Attorney Barry Sackett, and Deputy Auditor Ann Baschke as clerk for the meeting. Chairperson Skelton led the meeting in the Pledge of Allegiance. Other attendees: County Auditor Marjorie Pitts, Auditor staff Alison Kutzbach.

Due to the protective measures taken by the Clay County Board of Supervisors from the COVID-19 Pandemic the Board of Supervisor members and guests are attending the meeting via video conferencing.

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

Motion by Swanson, seconded by Hamrick that the Board meeting agenda for May 5, 2020 be received and placed on file with the County Auditor as approved with the addition of setting the date and time for a public hearing on the DNR construction permit for Daybreak Foods and setting a hearing date and time for a public hearing for a change in zoning from commercial to residential at 4895 227<sup>th</sup> Avenue (Cornell). Motion carried.

Motion by Matthews, seconded by Anderson that the minutes of the Board Meeting #14 held April 21, 2020 are hereby approved as submitted. Motion carried.

Motion by Anderson, 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 allowed April 21, 2020. Ayes: Anderson, Hamrick, Matthews, Skelton, Swanson. Nays: None. Abstentions: None. Resolution adopted.

### Publication List by Vendor

Alliant Energy	Electric	289.93
Barry Anderson	Flex	177.68
Arnold Motor Supply	Buildings	180.77
Asher Motor Co	Parts	128.47
Ayrshire Farmers Mutual Tele	Telephone	29.54
Black Hills Energy	Utilities	201.66
Dale Blair	Roads	150.00
Blue Lake Websites	service	132.17
Bomgaars	misc	259.44
Bradley Brunk	Safety	150.00
C & B Operations	Parts	1500.00
CenturyLink	Telephone	465.65
Cintas Corporation	Uniforms	60.00
City of Royal	Water & Sewer	52.50
City of Spencer	Com Center chgs	22702.92
City of Webb	Water & Sewer	88.50
Clay County Treasurer	Taxes	2096.35
U S Postal Service	Postage	950.00
Consumers Lumber Company	maint	236.50
Copper Cottage	Buildings	801.66
Crescent Electric Supply	Buildings	114.44
Culligan of Spencer	water	34.80
Daily Reporter	Publications	138.71

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Debra M Mc Keever	services	123.00
Michael Determan	flex	287.48
Dixon Construction Co	Roads	74399.00
Everttek	internet, cable, phone	261.22
Fareway Stores Inc	Food & Provisions	32.27
FASTENAL	Buildings	409.06
Galen's Pro-Mow LLC	parts	137.70
Global Security Glazing	Buildings	774.62
Gordon Flesch Company	copier charges	460.54
Harrison Truck Centers	Parts	75.98
Hy-Vee	inmate meals	5739.75
ICEA Service Bureau	expenses	100.00
Iowa DNR	expenses	130.00
Janitors Closet	Supplies	75.67
Jaycox Implement	Parts	92.59
Johnston Automotive	Parts	70.35
Mail Services LLC	renewals	555.27
Mar-Lin Business Supply	Supplies	45.30
Mastercard	Expenses	183.52
Menards	Buildings	378.42
Michael Todd & Co	Parts	292.93
Monroe County Sheriff's Office	Service	150.00
Tim Murphy	consv park cust	900.00
Kathryn Murphy	mileage	18.20
North Central Int'l Inc	Parts	2883.20
NW IA Youth Emergency Serv Ctr	services	2217.50
Osceola Co Sheriff	services	60.00
Pixler Electric Inc	Buildings	5.88
Premier Communications	Telephone	572.82
Presto X Company	Buildings	189.00
Proforma	masks	185.40
River Valley Telecom Coop	Telephone	200.41
Royal Telephone Co	Telephone	30.00
Darrel Santage	flex	230.42
SEAT	Dues & Memberships	150.00
Secure Shred Solutions	shredding	48.00
Solutions	services	1563.97
Spencer Hospital	IDPH funding	5984.52
SMU	phone	578.30
Spencer Office Supplies	supplies	3436.01
Staples	supplies	3.49
State Steel Supply Co.	Parts	192.43
Kathy Swanson-Joenks	Uniforms	355.62
Terril Telephone Coop	Telephone	8.04
US Cellular	Telephone	696.83
Van Diest Supply Co	Chemicals	11386.20
Teresa VanNess	flex	80.98
Vanguard Appraisals	services	4875.00
Verizon	Telephone	82.55
VISA	Misc	3146.88
Warner Funeral Home	Services	1800.00
Warren Meier Electric	Buildings	300.00
Wells Fargo Vendor Fin Serv	Payment	577.12
Wessels Oil Co	oil	977.50
911 Custom	Supplies	82.00
Grand Total		159534.63

Motion by Hamrick, seconded by Matthews to adopt the following resolution: BE IT HEREBY RESOLVED by the Board of Supervisors approve expenditures for the bi-weekly payroll covering  
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April 17, 2020 through April 30, 2020 payable on May 5<sup>th</sup>, 2020 and that the County Auditor be hereby authorized and directed to issue the warrants. Ayes: Anderson, Hamrick, Matthews, Skelton, Swanson. Nays: None. Abstentions: None. Resolution adopted.

Motion by Anderson, seconded by Swanson 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 May 5, 2020. The County Auditor is directed to issue stamped warrants from drainage districts which currently have insufficient funds.

JH Excavating, PO Box 1482, Spencer, IA 51301			
D.D. #7	Tile Repairs 5.5 ft of 14" tile	\$ 250.00	Stamped
Brian Bland, 3845 340 <sup>th</sup> Ave, Ruthven, IA 51358			
Jt. D. D. #22	Beaver Trapping Bounty – 8 beaver	\$ 400.00	
Goodwin Law Office, 311 W. Lincoln Way, Suite 1, Ames, IA 50010-3317			
D. D. #37	Professional Services thru 3/26/2020	\$3,515.00	Stamped
Koenig Portable Toilets, PO Box 1312, Spencer, IA 51301			
D. D. #37	Jet Tile Lake 31, NE ¼	\$ 175.00	Stamped
Total Drainage Warrants:		\$4,340.00	

Ayes: Anderson, Hamrick, Matthews, Skelton, Swanson. Nays: None. Abstentions: None. Resolution adopted.

Motion by Hamrick, seconded by Matthews to approve drainage expenditures from Joint Drainage District #61 CDE, Branch 61 dated May 01, 2020 for \$655.00 for engineering services on ditch cleanout Jacobson-Westergard & Associates, Inc., 105 South 6th Street, Estherville, IA 51334. County Auditor is instructed to send the billing to Dickinson County for payment after approval. Motion carried.

Motion by Swanson, seconded by Anderson to approve the allowance of \$25.00 per month to Melissa Loehr for the use of her personal cell phone for employment uses. The allowance will be processed through payroll effective May 1, 2020. Motion carried.

Motion by Anderson, seconded by Matthews to set the date and time for a public hearing on the IDNR Master Matrix application from Daybreak Foods for Tuesday, May 19, 2020 at 10:00 a.m. by video conferencing that will be provided in the public hearing notice. Motion carried.

Motion by Hamrick, seconded by Matthews to set the date and time for a public hearing on changing the zoning from commercial to residential on a property located at 4895 227<sup>th</sup> Avenue, Cornell, IA for Tuesday, May 19, 2020 at 10:15 a.m. by video conferencing that will be provided in the public hearing notice. Motion carried.

**8:45 a.m.** Assistant County Attorney Barry Sackett gave the Board a departmental update from the civil division of the County Attorney's office.

County Engineer William Rabenberg joined the Board meeting at 8:50 a.m.

Motion by Matthews, seconded by Swanson to enter closed session at 9:09 a.m. pursuant to Iowa Code Chapter 21.5(c) to discuss strategy with counsel in matters that are presently in litigation. Motion carried.

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**9:09 a.m. Closed Session for Drainage District #37 Pursuant to Iowa Code Chapter 21.5(c) to discuss strategy with counsel in matters that are presently in litigation**

Motion by Anderson, seconded by Swanson to exit the closed session at 9:54 a.m. Motion carried.

Chairperson Skelton reconvened the regular board meeting at 9:58 a.m.

**10:00 a.m. FY2020 Budget Amendment Hearing**

This being the time and place for the hearing upon the budget amendment for fiscal year 2020. There was present a quorum as required by law. Thereupon the board investigated and found that the notices of the time and place of hearing have, according to law and as directed by the Board, been published on April 24, 2020 in the Spencer Daily Reporter and on April 23, 2020 for Everly-Royal News and the Peterson Patriot, official newspapers, in said county, and the affidavits of said publications are on file with the Clay County Auditor. There were no written objections and the Board Chair allowed oral comments to be heard. After due consideration and discussion Supervisor Hamrick made a motion, seconded by Supervisor Anderson to adopt the following resolution:

**RESOLUTION NO. #2020-30**

**Approval of FY2019-2020 Budget Amendment**

WHEREAS, the Clay County Board of Supervisors have considered the proposed FY2019/2020 county budget amendment, and

WHEREAS, the Clay County Board of Supervisors met on May 5, 2020 to adopt an amendment to the current County budget as summarized below. The amendment is in compliance with the public notice, public hearing, and public meeting provisions as required by law.

NOW THEREFORE BE IT RESOLVED by the Clay County Board of Supervisors that the county budget amendment for FY2019/2020, as set forth in the budget amendment summary, and that adopted expenditures do not exceed published amounts for any of the 10 individual expenditure classes, or in total. It is hereby adopted, and the Clay County Auditor is directed to file said budget amendment and to establish records in accordance with the attached schedules.

BE IT FURTHER RESOLVED that the Chairperson and the County Auditor be and are hereby authorized to sign the approved FY2019/2020 county budget amendment.

The above and foregoing resolution was adopted by the Board of Supervisors of Clay County, Iowa, this 5<sup>th</sup> day of May 2020 and the vote thereon being as follows:

Ayes: Anderson, Hamrick, Matthews, Skelton, Swanson. Nays: None. Abstentions: None.

/s/Dan Skelton, Chairperson, Clay County Board of Supervisors

ATTEST: /s/Ann Baschke, Deputy County Auditor

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**10:20 a.m. William Rabenberg – County Engineer**

Motion by Anderson, seconded by Hamrick to approve amendment #1 of the FY19-20 Clay County Secondary Roads Budget. Motion carried.

Motion by Matthews, seconded by Swanson to approve and sign the plan sheet for Gillett Grove Bridge Replacement Project BRS-SWAP-2912(601)--FF-21. Motion carried.

Motion by Hamrick, seconded by Anderson to approve and authorize the Chairperson to sign the revised Iowa Department of Transportation Agreement for City Bridge Federal-Aid Swap Funding (Gillett Grove Bridge Replacement Project BRS-SWAP-2912(601)--FF-21, Agreement No. 3-19-HBP-SWAP-17). Motion carried.

Motion by Matthews, seconded by Swanson to approve the engineering proposal from Kirkham Michael for bridge design work for bridge HB1-1 (FHWA No.: 116470) on 340<sup>th</sup> Ave. (N18) over Lost Island Lake Waterway in Sec. 1 of Freeman Township, and authorize the County Engineer to sign bridge design work proposal. Motion carried.

Engineer Rabenberg updated the Board on approved permits for Windstream, Interstate Power and Light Company, and Iowa Lakes Electric Coop. Rabenberg also informed the Board that he and Emergency Manager Tigges had been approached by Shannon Clark to seek permission to use Thunder Bridge to take free Prom photos for those students who were not able to enjoy Prom this year. Clark will practice appropriate social distancing and only photograph one person at a time. Logistics of how to accomplish this safely would be worked out with Sheriff Raveling and Engineer Rabenberg. The Board was in agreement to allow the photo event.

Assistant NWIACC CEO Melissa Loehr joined the Board meeting at 10:20 a.m.

NWIACC CEO Kim Wilson joined the Board meeting at 10:30 a.m.

Clay County Conservation Director Will Horsley joined the Board meeting at 10:30 a.m.

At this time, Clay County Conservation has a part-time staff who wishes to become a full-time Clay County employee. Northwest Iowa Care Connections MHDS Region is searching for a qualified candidate to work up to 40 hours a month (.3 FTE) to perform claims processing duties for the Region. Through discussion with the Clay County Conservation Director and an interview with recommended staff, it has been determined this would be a beneficial arrangement for all parties concerned. If Clay County will agree to this arrangement, Regional staff will address this hiring with the NW IA Care Connections Governance Board on or before their May 28th meeting with plans for this individual to start full-time June 1st, 2020. Since Clay County would be considered the employer of record for this individual within the Regional system, the Region's pro-rated salary and benefits would be withheld by Clay County for the County's contribution to NW IA Care Connections.

Motion by Anderson, seconded by Matthews for Clay County Board and County Department to collaborate with NW IA Care Connections hours for a current Clay County Employee to serve as the Region's Claims Processor. Motion carried.

To maintain adequate coverage for the County's General Assistance Department within the parameters of the FY 21 projected budget, there is a need to hire a .5 FTE part-time Director position. The successful and qualified candidate will be solely responsible as a Department Head for General

Assistance for the day-to day functions of the department, preparing the budget, processing claims, coordinating services internally as well as with community stakeholders, and support the Juvenile Drug Court as the local Clay County Coordinator

Motion by Hamrick, seconded by Swanson to authorize the search and hiring for a qualified part-time General Assistance Director. Motion carried.

No Board action taken to approve and authorize the Chairperson to sign the NW IA Care Connections 28E Agreement for Clay County.

Environmental Health Coordinator Tammy McKeever joins the Board meeting at 10:45 a.m.  
County Sheriff Chris Raveling and County Treasurer LeAnn Black join the Board meeting at 11:00 a.m.

**2020 Peace Officers Memorial Day & Law Enforcement Week Proclamation**

Motion by Swanson, seconded by Matthews to authorize the Chairperson to sign the Peace Officers Memorial Day and Law Enforcement Officers Week Proclamation in recognition of the May 10-16, 2020 dates honoring the officers for their dedicated service to their communities and to pay respect to the survivors of our fallen heroes. Motion carried

**2020 Correctional Officers & Employees Week Proclamation**

Motion by Hamrick, seconded by Matthews to authorize the Chairperson to sign the Correctional Officers and Employees Week Proclamation in recognition of the May 3 through May 9, 2020 dates. The National Correctional Officers and Employee Week honors the work of correctional officers and correctional personnel for their service with honor, respect, and integrity. Motion carried.

Emergency Management Director Eric Tigges joins the Board meeting at 11:12 a.m.

**2020 Emergency Medical Services Week Proclamation**

Motion by Matthews, seconded by Swanson to authorize the Chairperson to sign the Emergency Medical Services (EMS) Week Proclamation in recognition of the May 17 through May 23, 2020 dates. The Emergency Medical Services Proclamation recognizes the value and accomplishments of emergency medical services providers within Clay County. Motion carried.

GIS Coordinator James Worm joins the Board meeting at 11:13 a.m.

**11:30 a.m. Emergency Management Director Eric Tigges**

Tigges and the Board discussed a timeline for re-opening County buildings to the public. Attending department heads and officials were involved in the discussion. No re-opening date was set at this time. Tigges and the Board will re-visit opening the buildings to the public at the May 19, 2020, Board meeting as re-opening could depend on the current Proclamation issued by Iowa Governor Reynolds which is set to expire on May 15, 2020. The Board and department heads also discussed bringing staff back to working in office and potential safety measures for staff and public.

Supervisors discuss/share information from committees and boards they have attended. Supervisor Matthews reported on the Seasons Board meeting, various ISAC meetings and other conference calls with legislators and committees. Supervisor Hamrick had no report of meetings. Supervisor Anderson updated on the NWIACC Board meeting, IWD Regional Board, and the YES

Center Board meeting. Supervisor Swanson reported on the Spencer Industries meeting and the daily COVID-19 Task Force meeting. Supervisor Skelton also reported on the COVID-19 Task Force meeting.

The Chairperson adjourned the meeting at 12:23 p.m. to convene at the next Auditor's called meeting May 19, 2020 at 8:30 a.m.

/s/Ann Baschke, Deputy County Auditor

/s/Dan Skelton, Chairperson