

Clay County Board of Supervisor's Minutes from Meeting 25 held on September 10, 2020

The Clay County Board of Supervisors met pursuant to adjournment September 10, 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 Auditor Marjorie Pitts as clerk for the meeting. Chairperson Skelton led the meeting in the Pledge of Allegiance. Vern Pepper, Sheriff Raveling, Treasurer Black, Recorder Weeks, Conservationist Will Horsley, Environmental Coordinator McKeever, Emergency Management Director Tigges.

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

Motion by Matthew, seconded by Hamrick that the Board meeting agenda for September 10, 2020 be received and placed on file with the County Auditor as approved. Motion carried.

Motion by Anderson, seconded by Swanson that the minutes of the Board Meeting #24 held August 25, 2020 are hereby approved as submitted. Motion carried.

Motion by Swanson, seconded by Hamrick 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 September 10, 2020. Ayes: Anderson, Hamrick, Matthews, Skelton, Swanson. Nays: None. Abstentions: None. Resolution adopted.

Publication List by Vendor

A & M Laundry	Parts	176.68
Advanced Network Professionals	Data Processing Serv.	400.00
Alliant Energy	Electric Light & Power	239.09
Alpha Wireless Comm	Radio & Related Equip.	296.25
Barry Anderson	Flex	138.51
Arctic Ice Company	Food & Provisions	523.00
Arnold Motor Supply	Lubricants	25.01
Aronson Painting	Buildings	5580.65
Asher Motor Co	Lubricants	25.90
Axon Enterprise	Radio & Related Equip.	828.30
Ayrshire Farmers Mutual	Telephone	337.33
Judy Bang	Election Officials	212.50
Black Hills Energy	Natural & Lp Gas	33.74
Susie Brinkley	Election Officials	172.25
Tim Brinkley	Election Officials	189.50
Bud's Service	Fuels	49.05
C & B Operations	Parts	38.36
Campus Cleaners & Launderers	Custodial Supplies	482.26
Canon Fin Services	Copier Contract	163.71
CenturyLink	Telephone	140.22
Marlee Christoffel	Flex	338.00
Cintas Corporation	Uniforms	60.00
Cintas Corp	Safety Supplies	37.53
City of Everly	Natural & Lp Gas	87.15
City of Royal	Water & Sewer	52.50
City of Spencer	Other Long-Term Debt	59357.52
City of Webb	Water & Sewer	91.50

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Clay Co Fair	LOSST	16775.82
Clay Co Sec Road Fund	Fuels	117.67
Coast to Coast Computer Prod	Office Supplies	249.99
Audrey Coffman	Flex	30.00
Cooperative Energy Company	Natural & Lp Gas	151.96
Corban Technologies	Radio & Related Equip.	2779.00
Crescent Electric Supply	Parts	47.63
Culligan of Spencer	Office Supplies	47.30
Carole Curry	Election Officials	172.25
Custom Welding & Repair	Engineering Services	21.75
Daily Reporter	Publications	1521.13
Debra M Mc Keever	Depositions	61.50
Diamond Mowers	Parts	2257.29
Diamond Vogel	Parts	411.80
Don Pierson Ford	Parts	267.69
Darlene Enderton	Election Officials	182.75
Equipment Blades	Parts	3014.40
Evertex	Telephone	794.40
Fareway Stores	Food & Provisions	40.87
FASTENAL	Buildings	58.05
FleetPride	Parts	328.80
FMX	Buildings	5040.00
Foundation Analytical Lab	Safety Supplies	133.10
Frontier Precision	Employee Travel Expenses	590.00
Galen's Pro-Mow	Parts	10.25
GFC Leasing	Copier Contract	493.24
Goodwill of the Great Plains	WIOA Payment	2817.25
Gordon Flesch Company	Copier Contract	801.63
Gordon Flesch Company	Copier Contract	424.17
Graham Tire Co	Tires & Tubes	977.09
Billy Gunnerson	Flex	201.00
H & N Chevrolet Buick	Parts	523.28
Hartley Sentinal	Publication	991.43
Robert Heintz	Election Officials	21.00
Henry M Adkins & Son	Ballot Printing	1022.61
Carissa Huse	Flex	187.00
Iowa Lakes Community College	Buildings - Rental	3078.45
IA Lakes Regional Water	Water & Sewer	617.54
IA Municipalities Workers Comp	Workmens' Comp. Ins.	6532.00
ISAC	Educational	150.00
I & S Group	Planning & Consulting	5041.60
J.R. Jim Howe Septic Tank	Buildings	350.00
Janitors Closet	Custodial Supplies	873.77
Jennifer Jensen	Custodial	960.00
Johnston Automotive	Parts	203.51
Donna Jones	Election Officials	192.50
Ken Borth Auto Body Ltd	Parts	63.95
Kiesler Police Supply	Safety Supplies	758.22
Kirkham Michael & Assoc	Roads	4368.00
Knight Protection	Buildings	300.00
Steve Launderville	Election Officials	172.25
Sheryl Lee	Employee Travel Expenses	6.33
Lexis Nexis	Subscription	899.52
Melissa Loehr	Flex	117.00
Lube-Tech & Partners	Lubricants	3244.72

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Mail Services	Postage & Mailing	614.99
Mar-Lin Business Supply	Office Supplies	102.82
Marcus News	Publication	1102.58
Martin Yale Industries	Office Equip	4299.00
The Master's Touch	Postage & Mailing	1783.72
Brian Mehan	Employee Travel Expenses	11.81
Menards - Spencer	Custodial Supplies	145.48
Merryman Bridge Construction	Roads	43131.78
Ryan Moran	Rent Payments	200.00
Kathryn Murphy	Employee Travel Expenses	31.71
No Limits Outdoors	Recreational Supplies	3.27
NW IA Youth Emergency Serv	Detention	1656.50
Maureen Oechslein	Election Officials	134.80
Patricia Olson	Election Officials	238.05
Pitney Bowes	Postage & Mailing	152.34
Plumbing & Heating Wholesale	Parts	825.41
Daina Powers	Election Officials	178.10
Dennis Powers	Election Officials	228.60
Premier Communications	Telephone	638.27
Presto X Company	Buildings	50.00
PRI Management Group	Educational	149.00
Quadient Leasing	Postage & Mailing	419.88
William Rabenberg	Flex	210.00
Rainbow Bait	Recreational Supplies	70.00
Rent-All Inc	Machinery & Mech. Equip.	500.00
Eric Ring	Flex	312.14
Rossie Feed & Grain	Cover Aggregate/Sand/Mate	1550.00
Darrel Santage	Flex	98.74
Annette Schaeffer	Election Officials	21.00
Schoeneman Bros	Parts	522.80
Secretary of State	Dues & Memberships	30.00
Darla Sheasley	Employee Travel Expenses	86.10
Claudia Simon	Election Officials	164.75
Carl Simons	Grounds Maintenance	2421.00
Sioux County Sheriff	Sheriff Fees	50.88
Solutions	Data Processing	15353.44
Speed Printers	Office Supplies	1822.90
Spencer Auto Parts	Parts	248.55
Spencer Family Care	Medical & Health Services	135.00
Spencer Hospital	Medical & Health Services	540.91
SMU	Utilities	9163.12
Spencer Office Supplies	Office Supplies	1287.11
Spencer Red Power	Parts	748.13
Star Energy LLC	Fuels	368.19
State Public Defender Office	Fees	2582.00
Streicher's	Safety Supplies	129.49
Laura Taylor	Election Officials	23.00
Terril Telephone Coop	Telephone	8.04
Thrifty White Stores	Inmate Medical	88.90
Toft Electric	Buildings	1400.00
Town & Country Disposal	Sanitation & Disposal	1511.21
Truck Center Companies	Parts	267.18
US Cellular	Telephone	670.08
U S Postmaster	Postage & Mailing	114.00
Verizon	Telephone	511.05

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Warner Funeral Home	Medical & Health Services	990.00
Warren Meier Electric	Buildings	95.00
Webster Co Sheriff	Sheriff Fees	30.00
Wells Fargo	Motor Vehicle	577.12
Wessels Oil Co	Cover Aggregate/Sand/Mate	402.50
Windstream	Telephone	41.69
Marla Woelber	Election Officials	192.50
Woodbury County	Medical & Health Services	200.00
Woodward Youth Corporation	Detention	279.90
James Worm	Flex	262.50
88 Tactical	Employee Travel Expenses	220.00
Grand Total		243970.00

8:45 a.m. Sheriff Raveling gave the Board a departmental update.

Motion by Anderson, seconded by Matthews to approve the re-appointment of Heather Warren, 818 4th Street SW, Spencer, IA to the Clay County Veterans Affairs Commission for a three-year term ending June 30, 2023. Motion carried.

Motion by Hamrick, seconded by Swanson to approve drainage expenditure from Joint Drainage District #61 CDE, Branch 61 dated September 2, 2020 totaling \$1,308.40 for August engineering services on ditch cleanout payable to 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 Anderson, seconded by Matthews to approve drainage expenditures from Joint Drainage District #61 CDE, Branch 61 dated June 29, 2020 of \$107,874.63 for Estimate No. 3 (Revised) and of \$18,402.67 for Estimate No. 4 on ditch cleanout payable to 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 Hamrick, seconded by Anderson to approve drainage expenditure from Joint Drainage District #61 CDE, Branch 61 dated September 3, 2020 totaling \$50.87 for Completion Hearing publication payable to The Daily Reporter, PO Box 197, Spencer, Iowa 51301. County Auditor is instructed to send the billing to Dickinson County for payment after approval. Motion carried.

Motion by Anderson, seconded by Matthews to adopt the following resolution: BE IT HEREBY RESOLVED by the Board of Supervisors to approve DRAINAGE expenditures and that the County Auditor be hereby authorized and directed to issue warrants, against the various settlement of such claims as allowed January 29, 2019. County Auditor is directed to issue stamped warrants from drainage districts which currently have insufficient funds. Ayes: Supervisors Anderson, Hamrick, Matthews, Skelton, Swanson. Nays: None. Abstentions: None. Resolution adopted.

Goodwin Law Offices, 311 W Lincoln Way, Suite 1, Ames, Iowa, 50010

Drainage District #37	Professional Services	\$13,285.00 Stamped
Clay County Secondary Roads, 300 W 4 th Street, Spencer, IA 51301		
Drainage District #119	Manually open dams-6 hours	\$ 210.00
Drainage District #104	Tile Repair-1 hour	\$ 35.00
Drainage District #104	Beaver grate materials & labor	\$ 68.00

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Drainage District #93	Tile Repairs	\$ 240.00
JB Excavating, PO Box 1482, Spencer, IA 51301		
Drainage District #93	Tile Repairs	\$ 246.22
	Tile Repairs	\$ <u>253.78 Stamped</u>
Total Drainage Warrants:		\$ 14,338.00

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

RESOLUTION NO. 2020-42

A RESOLUTION OF THE CLAY COUNTY, IOWA BOARD OF SUPERVISORS TO ESTABLISH POLICIES REGARDING THE RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN (RARA); A PROCUREMENT POLICY OF GOODS AND SERVICES; A CODE OF CONDUCT; THE PROHIBITION OF THE USE OF EXCESSIVE FORCE; AN AFFIRMATIVE FAIR HOUSING POLICY; AND AN EQUAL EMPLOYMENT OPPORTUNITY DURING THE EXECUTION OF FEDERALLY ASSISTED PROJECTS.

WHEREAS: The City of Ruthven as the lead applicant has been awarded a Community Development Block Grants (CDBG) to assist in making improvements to the wastewater treatment sewer system that also serves residents residing within the County that are connected to the Lost Island Sanitary District (LISSD) for treatment; and

WHEREAS: Clay County seeks to follow sound business practices and be in compliance with all applicable rules and regulations; and,

WHEREAS: The Community Development Block Grant program requires the County as an applicant of the CDBG to adopt an "Anti-Displacement and Relocation Assistance Plan," in accordance with the Housing and Community Development Act Of 1974, as amended and HUD Regulations at 24 CFR 42.325, an "Affirmative Fair Housing Policy," a "Policy Prohibiting the Use of Excessive Force in Non-Violent Civil Rights Demonstrations," and an "Equal Employment Opportunity Policy": and,

WHEREAS: Community Development Block Grant program regulations require the County to adopt a "Code of Conduct" that applies to all officers, employees, or agents of the County engaged in the award or administration of contracts supported by federal grants to ensure the efficient, fair, and professional administration of federal grant funds in compliance with 2CFR 200.318 and other applicable federal and state standards, regulations, and laws.

WHEREAS: The CDBG program requires the County to adopt a "Procurement Policy" for the County to follow in the acquisition of goods and services for said CDBG-assisted project which sets out sound business practices for the procurement of goods and services for federally assisted projects; and,

WHEREAS: Clay County Board of Supervisors seeks to assure federally assisted County projects are executed following sound business practices which will be facilitated through adherence to each of the above listed policies.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF CLAY COUNTY, IOWA, that the County does adopt and adhere to each of the attached policies or plans: "Residential Anti-Displacement and Relocation Assistance Plan", "Code of Conduct", "Procurement Policy", "Policy Statement Regarding Excessive Force", "Affirmative Fair Housing Policy", and an "Equal Employment Opportunity Policy" and that said policies will be adhered to during the

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execution of the City of Ruthven's Community Development Block Grant Project and the County gives the Board Chairperson authority to sign each policy document.

AYES: Supervisors Anderson, Hamrick, Matthews, Swanson, and Skelton

NAYES: None.

PASSED AND APPROVED THIS 10th DAY OF SEPTEMBER 2020.

/s/Dan Skelton , Chairperson

/s/Marjorie A. Pitts, Auditor

The Chairperson announced that an amendment to the County's plan for the Clay County Urban Renewal Area had been prepared, related to adding new property and describing new urban renewal projects and that it was necessary to set a date for a public hearing on that amendment. Accordingly, Supervisor Matthews moved the adoption of the following resolution entitled "Resolution setting date for a public hearing on 2020-1 Amendment to the Clay County Urban Renewal Area and plan," and the motion was seconded by Supervisor Anderson.

Following due consideration, the Chairperson put the question on the motion and the roll being called, the following named Supervisors voted:

Ayes: Supervisors Anderson, Matthews, Hamrick, Swanson, and Skelton

Nays: None.

Whereupon, the Chairperson declared the resolution duly adopted, as follows:

RESOLUTION NO. 2020-43

Setting date for a public hearing on 2020-1 Amendment to the Clay County Urban Renewal Area and Plan

WHEREAS, the Board of Supervisors of Clay County, Iowa (the "County") has established the Clay County Urban Renewal Area (the "Urban Renewal Area") and has approved an urban renewal plan for the Urban Renewal Area; and

WHEREAS, Chapter 403 of the Code of Iowa requires that, before a county approves any new urban renewal project or adds new property to an urban renewal area, a county must amend the existing urban renewal plan to describe the new property and to include that new project; and

WHEREAS, an amendment to the urban renewal plan for the Urban Renewal Area has been prepared which proposes to add new property and describes new county urban renewal projects to be undertaken, related to financing improvements to County buildings, and it is necessary that a date be set for a public hearing on this proposal;

NOW, THEREFORE, Be It Resolved by the Board of Supervisors of Clay County, Iowa, as follows:

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Section 1: This Board will meet at the County Administration Building, Spencer, Iowa, on October 6, 2020, at 10:30 o'clock a.m., at which time and place it will hold a public hearing on the proposed 2020-1 amendment to the Urban Renewal Area and plan

Section 2: Notice of the hearing shall be published, the same being in the form attached to this resolution, which publication shall be made in a newspaper of general circulation in Clay County, which publication shall be not less than four (4) nor more than twenty (20) days before the date set for the hearing.

Passed and approved September 10, 2020.

/s/Dan Skelton, Chairperson, Board of Supervisors

Attest:/s/Marjorie A. Pitts, ClayCounty Auditor

NOTICE OF A PUBLIC HEARING ON 2020-1 AMENDMENT TO THE CLAY
COUNTY URBAN RENEWAL AREA AND PLAN

Notice Is Hereby Given: That at 10:30 o'clock a.m., at the Clay County Administration Building, Spencer, Iowa, on October 6, 2020, the Board of Supervisors of Clay County will hold a public hearing on the question of amending the Clay County Urban Renewal Area (the "Urban Renewal Area") and the urban renewal plan for the Urban Renewal Area, pursuant to Chapter 403 of the Code of Iowa, to add new property and to describe new county urban renewal projects that will be undertaken.

The following County buildings would be added to the Urban Renewal Area:

County Services Building, 505 2nd Avenue West

Governmental Services Center, 217 West 5th Street

County Courthouse, 215 West 4th Street

Administration Building, 300 West 4th Street

County Attorney, Sheriff's Department and Jail, 3115 and 3121 West 4th Street

In addition, certain property would also be added on which a Secondary Roads Maintenance Facility would be constructed.

The new urban renewal projects involve the use by the County of statutory authority provided in Chapters 331 and 403 of the Code of Iowa to issue general obligation bonds to finance improvements and renovations to the five existing buildings and the construction of the Secondary Roads Maintenance Facility.

At the hearing any interested person may file written objections or comments and may be heard with respect to the subject matter of the hearing.

/s/Marjorie Pitts, Clay County Auditor

9:00 a.m. County Attorney Kristi Busse reviewed the County Employee Policy regarding Covid 19 with the Board that had been discussed with fellow officials and department heads prior to the Board meeting. The Board was encouraged to establish formal COVID policies that could be followed and compliance with the policies of the Center for Disease Control and local school districts and cities. The Board asked the County Attorney, Emergency Management Director, and the Environmental Health/Safety Director to work together in writing a policy to present to the Board at a future meeting.

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10:00 a.m. ISG Senior Architect Bryan Paulsen presented space allocation reports developed for the upcoming purchase of the NW Bank building to the Board. The reports were made possible after meetings and conversations with the Clay County Attorney and the Director of the Clay County Department of Human Services as to their anticipated needs within the building located at 505 2nd Ave West. ISG will present draft floor plan drawings at a future meeting. Architect Paulsen also presented drawings and explanations for the Governmental Services Center building roof replacement project.

Motion by Matthews, seconded by Swanson to authorize and approve the Governmental Services Center (GSC) building re-roof project for bidding with the direction and assistance of ISG Inc. Motion carried.

Motion by Anderson, seconded by Hamrick to set the publication dates for Governmental Services Center (GSC) building re-roof project bidding for September 15, 2020, September 22, 2020 and September 29, 2020 in the Spencer Daily Reporter newspaper. Motion carried.

Motion by Hamrick, seconded by Matthews to set a special board meeting on September 29, 2020 at 11:00 a.m. in the Clay County Administration Building, 300 West 4th Street, Spencer, Iowa 51301 to open bids and award the Governmental Services Building (GSC) re-roof project. Sealed bids will be received at the office of the Auditor of Clay County, Iowa for furnishing of materials and construction until 11:00 a.m. on September 29, 2020. Motion carried.

Motion by Matthews, seconded by Anderson approve and authorize Chairperson to sign the amended purchase agreement for the Northwest Iowa Bank building. Motion carried.

Motion by Anderson, seconded by Hamrick to approve and authorize the Chairperson to sign a twelve month lease agreement of \$1,190.72 per month from Goodwill of the Great Plains, 3100 West 4th Street, Sioux City, IA 51103 for 1,633 square feet of the first floor, modern office space located at 217 West 5th Street, Spencer, IA 51301. Motion carried.

Motion by Matthews, seconded by Swanson to approve the estimate of \$3,288.00 from Toft Electric, 314 Main Street, PO Box 200, Royal, IA 51357 to install fixture winch on stairway chandelier and twenty (20) GE LED bulbs rated for enclosed fixture in the Clay County Courthouse. Motion carried.

Motion by Swanson, seconded by Anderson to approve the Preventative Maintenance Proposal from Woodman Controls Company, 11009 Aurora Avenue, Urbandale, Iowa 5322 for \$8,880.00 per year Pricing includes four (4) on-site 2-day visits per year to perform preventative maintenance and eight (8) hours of free phone support. Motion carried.

Supervisors discuss/share information from committees and boards they have attended. Supervisor Swanson reported had no report. Supervisor Matthews reported on the Seasons Board meeting, and the Iowa Lakes Corridor Board meeting. Supervisor Anderson reported on the Workforce Iowa Opportunities Act (WIOA) board meeting, the Juvenile Drug Court meeting, the YES Center board meeting, and will soon attend a NW IA Care Connection board meeting. Supervisor Hamrick reported on the County Safety meeting, Early Childhood board meeting, and the 3rd Judicial Correctional Board meeting. Supervisor Skelton reported on the Daily COVID Task Force meeting and the meeting with landowners in Drainage District 37.

The Chairperson adjourned the meeting at 12:22 p.m. to convene at the next Auditor's called meeting September 15, 2020 at 10:00 a.m.
/s/Marjorie A. Pitts, County Auditor

/s/Dan Skelton, Chairperson