

LYON COUNTY AUDITORS OFFICE
May 28, 2013

ROCK RAPIDS, IOWA

Chairman Randy Bosch convened the adjourned session with Peters, Bosch, Behrens, and Michael present. Supervisor Koedam is absent. Motion carried assumes unanimous vote unless otherwise stated.

The minutes of the May 13, 2013 meeting were reviewed. Motion made by Behrens to approve minutes, seconded by Peters. Motion carried.

Lisa Rockhill joined the meeting to give an update on regionalization for mental health. Behrens and Rockhill have been attending the governance board meetings regarding setting up the region that Lyon County will be a part of. Two major questions of the group are: who will be the financial administrator and whether or not funds should be pooled. The general consensus of members of the region feel that the administrator should be a current CPC. In regards to pooling dollars, it is a feeling that state dollars could be pooled but not property tax dollars. Pooling of all dollars will happen eventually, but probably not right away. The governance board will continue to meet every month and Behrens and Rockhill will continue to attend the meetings to keep the Board up to date.

The Board has received employment changes from numerous county offices. Health Services has received an official resignation letter from Leah Van Der Brink. She will no longer serve as a staff nurse as of May 1, 2013.

The Recorder's office has appointed Amie Griesse as a full time employee as of May 13, 2013 at \$13.25 per hour.

The Sheriff's office has received resignation letters from Chris Lincecum as a Deputy Sheriff effective May 14, 2013 and Jeremy Spaans as a jailer effective June 7, 2013. Spaans has been hired as a police officer for the Rock Valley Police Department. Charles F. Zech has been hired as a full time Deputy Sheriff. Zech's start date will be June 6, 2013 with a pay at 70% (\$52,427) of Sheriff's salary (\$74,895). Carissa Carey was hired as a part time jailer. Carey's first day was May 24, 2013 at \$13.48 per hour.

Lyon County Conservation has hired their summer help as listed below. Brandon Koel and David Schoo as park attendants at \$10.50 per hour starting May 6, 2013. Dana Landegent as a gate attendant at \$8.50/hour starting May 10, 2013. Ashley Boom as a gate attendant at \$8.50/hour starting May 11, 2013. MacKenzie Moore as a gate attendant at \$8.00/hour starting May 11, 2013. Ronnie McKenzie as maintenance at \$9.00/hour starting May 6, 2013. Ken Kramer for mowing and other maintenance at \$9.00/hour starting May 10, 2013. Rayna Summers as a Naturalist Intern at \$9.30/hour starting May 14, 2013.

The Sheriff's quarterly reports from January and May were reviewed and approved.

The Board decided that the sign for the Lyon County Riverboat Foundation should not be correlated with county property as it is two separate entities and does not want confusion for residents. Smit will let the Riverboat Foundation know that the Board respectfully declines the request for moving the sign to county property.

At 10:00 a.m. Chairman Bosch opened the Public hearing for the FY 2012/2013 Budget Amendment. Verdonna Kelly and Deputy Krull were in attendance. Bosch commented that Deputy Krull did a great job on the breakdown and explanation of the amendment. The Board discussed the dollars for Conservation. It was noted that the Conservation Department had some unexpected happenings this fiscal year with the fish kill, ice storm, new shop overruns and unusual spring weather. Supervisor Peters explained that the shop overruns essentially aren't overruns as much as additions to the original bid as the costs were due to items not found until after bids were let and the building was started. The Board approved moving the requested items from General Basic to 71000 per Conservation's request. There being no other questions or comments, Chairman Bosch closed the public hearing at 10:29 a.m.

Chairman Bosch presented Resolution 2013-13 Budget Amendment.

**Resolution 2013-13
Budget Amendment & Appropriations
FY 12/2013**

Whereas, Iowa Code Section 331.435 provides for Budget Amendments. Lyon County's meeting for the Budget Amendment was held May 28, 2013 at 10:00 a.m. Notice was published in the Lyon County Reporter on May 15, 2013 and in the Doon Press on May 16, 2013. The required 10 nor more than 20 days for publication has been met.

Whereas, Iowa Code Section 331.434 provides for department appropriations. The following department appropriations will change due to the budget amendment:

<u>Changes</u>	<u>Department</u>
\$ 3,740	Supervisors - Department 01
4,100	Recorder - Department 07
0	Engineer - Department 20
87,003	Conservation - Department 22
10,200	Ambulance - Department 36
34,250	Brd Control - Casino - Department 55
20,000	NonDepartment - Department 99

\$ 159,293	Total department increases due to amendment

THEREFORE BE IT RESOLVED by the Lyon County Board of Supervisors:

1. The May 28, 2013 budget amendment is approved.
2. Department appropriations are increased due to the budget amendment.

Passed and approved this 28th day of May, 2013.

ATTEST: Jen Smit
Lyon County Auditor

Randy Bosch, Chairman
Lyon County Board of Supervisors

Motion by Michael to approve and have chairman sign Resolution 2013-13, seconded by Peters. Motion carried.

The Board discussed the employee evaluations and the safety manual brought by Michael Raner. Peters said he believes they both need to be approved and instituted. Peters has talked with Raner about the manual and feels it is a great tool that the county should use. The Board discussed making it a part of the new employee packet. The Board would also like to have a safety component added to the last statement of the employee evaluation. Peters will be in contact with Raner to make corrections to the safety manual.

County Engineer Sievers drove county roads with Road Superintendent Vogel yesterday and presented the Board with pictures she had taken. Due to large amounts of rain county roads have had slides, been covered with debris and there has been eroding under bridges. Sievers stated that on Buchanan Avenue half the road is gone between 160th and 180th due to washout. Her office has started documenting as they would for FEMA funds. She will get the documents out to shops so they can start documenting right away rather than back documenting. There was eroding under bridges A26 and K 12. Sievers has already scheduled an inspection for those bridges to see the extent of the damage.

Sievers updated the Board on the sale of the Doon shop. She handed out sale bills that the auctioneer has made.

The public information meeting for the project on 220th and Ixex Avenue was held on May 20th. Sievers and Supervisor Behrens both commented that they thought the meeting went well. Most of the attendees were okay with the project, but there were concerned citizens as well. Sievers stated she reminded residents that the agencies involved with the project look into all aspects of the project and take them into account when working the plans. Currently the project would be 80% federal funds, 20% local. Sievers talked to the Board about their feelings regarding condemnation. She wants to know if it is an option they are willing to use if land owners are not willing to sell. Sievers also commented that she would like to know what the county has done in the past and what the formula is to figure out how land values are figured for purchasing. Once Sievers has the written agency approvals then she can talk to landowners about buying land needed for plan. Before considering going to condemnation, the board feels they should know all options and related cost that are available. It was discussed that decisions should be made that are in the best interest of the county while still regarding the feelings of land owners. The Board asked Sievers to gather all options and costs of each to give the Board a more educated decision on how to proceed.

Sievers stated that the next culvert projects will be opened and let on July 8th. Chairman Bosch stated that would work as the Board plans to meet that

day. The costs for the projects will be the debt that is certified in December 2013.

Health Services has requested the Board look at a sample policy received from DeNoble & Company regarding purchasing food for the Board of Health meetings out of their budget. Prior directors have supplied meals to the Board of Health at their meetings out of their own money. DeNoble said this is a process that can be done if the county passes a policy stating the rules. Meals for Boards or meetings should not be taken out of the budgets if there is no policy in place. The Board decided that it would be a practice they would allow after Attorney Mayer wrote a policy and the Board passes it. Smit will pass the sample policy on to Attorney Mayer.

Auditor Smit was contacted by a citizen regarding the property to the south of the courthouse on the corner of 3rd Avenue and Marshall Street. The citizen thought maybe the county should purchase it for additional parking as it is for sale and in ill repair. The Board agreed the county has no need for additional parking and the no use for the property. They suggested the citizen approach the city council about the property.

Auditor Smit reported that Micah Vis with Colonial Insurance met with her and Deputy Krull to present an option for employees for dental insurance. The insurance would be like all of the other optional insurances available from Colonial. Vis also presented a benefits summary that can be done for each employee. The summary explains not only the salary of the employee but also includes the value of vacation days, comp. time, sick leave and insurance. The Board agreed that it would be fine to offer the dental insurance to the employees but Vis should contact them on non-work hours. Smit will let Vis know that Colonial Life can go ahead and set up times with the employees.

Chairman Bosch presented Resolution 2013-14 to propose the sale of the Doon Shop at public auction and to set a public hearing date.

Resolution 2013-14

Resolution Proposing the Sale of Property of Lyon County, Iowa At Public Auction

&

Fixing Date for Public Hearing

WHEREAS, Lyon County, Iowa is the owner of the following described real estate:

Lot 3 except West 21' and including 15' vacated alley, Block 8,
Original Town (now City) of Doon, Lyon County, Iowa

WHEREAS, Lyon County is not currently using said real estate and sees not future use for said premises which would benefit Lyon County, Iowa; and

WHEREAS, the Lyon County Board of Supervisors propose it is in the best interests of the residents of Lyon County to sell said property at public auction and

WHEREAS, before said sale can be implemented it is necessary that a public hearing be held thereon and that due notice be given in accordance with the requirements of Sections 331.361 and 331.305 of the Code of Iowa.

NOW THEREFORE, BE IT RESOLVED by the Board of Supervisors of Lyon County, Iowa:

- It is proposed that it would be in the best interests of the residents of Lyon County, Iowa to sell said property at public auction.
- It is determined that it is in the best interests of the residents of Lyon County to hold a public hearing on the matter on the 10th day of June, 2013 at 10:15 A.M. in the Board of Supervisors Room, Lyon County Courthouse, Rock Rapids, Iowa.

BE IT FURTHER RESOLVED that the Auditor be and is hereby directed to publish notice of such hearing at least once, and not less than four (4) nor more than twenty (20) days before the public hearing as provided in Section 331.305 of the Code of Iowa, and that said Notice is attached hereto and is identified as Exhibit "A".

Dated this 28th day of May, 2013.

ATTEST: Jen Smit
Lyon County Auditor

Randy Bosch, Chairman
Lyon County Board of Supervisors

The Board will hold a public hearing at 10:15 am on June 10th to discuss selling the Doon shop at public auction. Motion made by Peters to approve and have chairman sign Resolution 2013-14, seconded by Behrens. Motion carried.

The third amendment to the law enforcement contract with the City of Rock Rapids needs to be signed for Fiscal Year 2012/2013. Sheriff Vander Stoep noticed that there was no signed contract between the county and Rock Rapids. Vander Stoep brought it to the attention of the city and now the Board needs to sign the contract. The city has been paying the 2011 contract price \$114,610 so will need to make additional payments to fulfill the 2012 contract price of \$118,942. The third amendment removes the administrative fee that was previously paid directly to the Sheriff. Motion to approve and sign contract for 2012 made by Michael, seconded by Behrens. Motion carried.

The Auditor's office had published public notices for audit proposals for the next three fiscal years (FY 2013/2014, 2014/2015 and 2015/2016). The only proposal received was from DeNoble & Company for \$41,000 per year. The Board would like more clarification regarding the price. Smit will contact DeNoble & Company to get the clarification needed. The Board also requested Smit to get more information on having the State do the county audit. The audit proposal was tabled until the next meeting.

Supervisor Michael went to the ambulance meeting on May 20th. Michaels stated the concerns he received were: finding call cover, new people aren't dedicated and new students passing the certification testing. Privatization of the service was talked about and is not wanted or liked by the squad, but

it might be the only answer down the road. The Board would like more information on other companies that could also supply the same service. They want to make sure they research all the opportunities available. The Board discussed many aspects of the ambulance and the pros and cons of using a private service including: recruitment, write offs, EMT testing, revenue, work comp. and different levels of patient care (BLS versus ALS). Smit was asked to contact other companies which would offer the same services that MedStar can.

Supervisor Michael attended a Consortium meeting.

Supervisor Peters attended the Safety meeting and a NW IA Planning and Development meeting.

Supervisor Beherns attended the Mental Health redesign meeting.

Supervisor Bosch attended a Seasons meeting.

Payroll dated 5-28-2013 was reviewed and approved.

Payroll Warrant Register in the amount of \$58,507.44 is listed by fund.

General Basic Fund	8,557.97
Rural Service Basic Fund	15,283.69
Secondary Road Fund	34,665.78

Payroll Disbursement Register in the amount of \$25,653.02 is listed by Fund.

General Basic Fund	3,287.88
Rural Services Basic Fund	6,619.27
Secondary Road Fund	15,745.87

Claims dated 5-14-2013 in the amount of \$15,414.86 were reviewed and approved. Check sequence #103545-103564.

Alliance Communications	LPRR Telephone, LD & Inte	78.17
AT & T Mobility	Cell Phone	156.24
Black Hills Ammunition	Ammo	189.50
Campbell Supply	Sprayer Parts,Fittings,Ki	194.91
Kyle Ciesielski	Reimb:Boots	166.94
City of Rock Rapids Municipal	Office Utilities	261.78
Cooperative Energy Company	74.89 G Gasahol	255.02
Dave's Bulk Service	250 G Gasahol/250 G off road diesel	1620.00
HickoryTech	Office Telephone/Internet	117.64
Lyon & Sioux Rural Water	21,000 Gallons Water	99.85
Lyon County Fair	Fair Booth	175.00
Lyon County Treasurer - ACH I	Pahoja Shop Reimb GB and 10% fish jetty Reimb	10253.30
Lyon Rural Electric Coop	LPRR Electric	775.81
Marco	Copier Contract	76.86
Oak Street Station	Oil	660.00
Rock Rapids Ace Hardware	Scissors/Extension saw repair	146.47

Sturdevant's	Washer Fluid/Masks	26.61
Sunshine Foods	EE Supply	7.62
US Bank - Purchase Card	EE - postage/supplies	153.14

General Basic Fund	5,161.56
REAP	2,435.20
CS Projects & Acquisition Fund	7,818.10

Claims dated 5-21-2013 in the amount of \$915.48 were reviewed and approved. Check sequence #103565-103572.

Alliant Energy	Utility Provision #0062	182.10
Jerry M. Baatz	Mileage (20) May mtg	10.00
Dennis Hansmann	Mileage (30) May mtg	15.00
Corey Heimensen	Office Space Rent - June	161.80
HickoryTech	Telephone - April	48.58
Mid American Energy	Utility provision #0008	173.00
Wanda Schlichter	Rent Provision #0062	325.00

General Basic Fund	915.48
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Claims dated 5-28-2013 in the amount of \$161,449.88 were reviewed and approved. Check sequence #130574-103670.

A & R Snow Removal & Sanding	March/April Snow Removal	720.00
Ethan J Ageson	steel toe shoes	50.00
Alliant Energy	LR/GE shops	606.06
Mark A. Behrens	Brd Mileage/Mar/Apr/May	137.50
Larry Boeve	5/21 LCED AdvBrd Mileage	27.50
Randy Bosch	Brd Mileage/Feb/Mar/Mayle	490.00
Business Forms & Systems Co.	11,000 Tax Statements/envelopes	298.50
Carpenter Uniform/Promotional	Uniform Pants 609/uniform shirts	209.36
Century Link	5/13-6/12 & 911 Recurring	396.35
City of George	utilities	21.25
City of Rock Rapids Municipal	Utility Assistance	137.58
City of Sioux City, Iowa Sioux	2nd Half FY2013 HAZMAT	4921.93
Clearview Windshield Inc.	6012 Glass Repair	200.00
Continental Research Corp	Insect Spray	202.29
D-P Tools Inc.	tool repair/temp gun/trigger kit	226.23
Dakota Fluid Power Inc.	hydraulic couplers/sander motor	500.33
Doon Press	4/18 & 4/25 Magistrate Notice	26.56
Barb Dreke	5/15-5/16 TreasMtg Mileag	38.00
Ed Roehr Safety Products	Digital Magazine Battery	69.90
First Administrators, Inc.	5/21/2013 claims	45370.18
First Administrators, Inc.	June Insurance 25s/65f	23503.10
First Administrators, Inc.	June Admin Fees	1966.50
George Office Products	Yearly Wall Calendar/filters	46.00
Grainger	drum dolly	84.35
Allen D. Hansman	April Transportation	720.00
Richard Heidloff	5/14-5/17 TreasMtg Mileag	127.00
Hillyard / Sioux Falls	Cust. Supplies-Annex/crthouse	997.90
Hope Haven	April Service	15591.53
I Wireless	5/8-6/7/13 Cell Phone Service	726.93
Iowa Counties P.H. Association	FY13/2014 Membership Fee	75.00
Iowa Dept. of Human Services	April 2012 Services	34434.54
Iowa Department of Inspection	CD Telephone Transcript	10.00
ISAC	Dist#3 ISAC Legis mtg reg	150.00

ISCTA Attn: Judy Crain	FY13/2014 Dues	325.00
JCL Solutions-Janitors Closet	Marble Cleaner	15.09
Jim Hawk Tr Trailers Inc.	parts	573.63
Wes Koedam	5/21 LCED AdvBrd Mileage	20.00
Hedy Kruger	5/15 TreasMtg Mileage	19.00
Cody Lupkes	steel toe shoes	42.39
Lyon County Sheriff Dept.	Sheriff Fees	237.16
Lyon County Title Co. Inc	abstract fee - Doon shop	267.00
Lyon County Treasurer	5/6/13 Checks/deposit slips	67.41
Lyon Rural Electric Coop	utilities - Lester shop	361.86
Marco	service agreement	208.84
Matheson Tri-Gas Inc	5/2/13 & 5/16/13 Oxygen	150.66
Steve Michael	March Brd Mileage - 30 Mi	140.00
Mid American Energy	Doon Shop	125.55
Myrl & Roy's Paving Inc.	211.03 tons RR Ballast/ 27.39 tons Class B Riprap	2737.03
New Century Press	Brd minutes/notices/want ads	1068.92
Northern States Supply Inc.	hardware	76.46
Northwest Iowa Comm. College	2013 Storm Watch Classes	150.00
PCC, Inc. Physician's Claim Co	4/20-4/30 Ambulance Billing	285.18
Kirk J. Peters	Brd Mileage Mar/Apr/May	242.00
Carolyn Plueger Schuetts Repor	2/14/13 Transcript	33.00
Postmaster	Stamps	204.00
Premier Network Solutions d/b/	June IT Contract - Sheriff	850.00
Rapid Auto Repair	A1 High Pressure Injector	1176.07
Xochitl Robison	April contract Hours 2.75	60.50
Rock Rapids Ace Hardware	Lawn Rake/supplies/sealer	44.25
Sam's Club	Office Supplies	7.88
Sanford Health	drug tests/2 autopsies/ Inmate lab work	4893.60
Sanford USD Medical Center	April Physical Therapy/supplies	596.11
Marilee Schleusner	4/30 Ag Mtg/5/17 Dist mtg	243.50
Seasons Northwest Iowa Mental	May Consultation/March service	7019.55
Siebring Electric & Lock	3rd Fl Cabinet-ReKey	117.00
Sirchie Finger Print Laborator	DustPrint Kit	657.67
Vicki Slack	May Ambulance Laundry	125.00
Smile Makers	Stickers	47.73
Solutions, Inc.	5/3 IT/Tech help	239.20
Southwest District ISAA	Registration 6/12-6/13 Ag	175.00
Jeremy Spaans	5/6 Meal Shieldware Class	10.59
Sara Sprock	5/22 Solutions Mtg Mileag	223.00
Stern Oil Co Inc.	Hydrex XV All Season 55/1	690.05
Michele Stewart	5/15/13 TreasMtg Mileage	15.00
Sturdevant's	Car Parts 609	11.58
Sunshine Foods	dish soap, paper towels	7.94
Sunshine Services, Inc.	April Service	1041.92
Trane	May Gen. Maint/damage assmt	1295.75
Vanguard Appraisals Inc.	4/14-5/11 Brd of Review	100.00
Brent VanRegenmorter	5/21 LCED AdvBrd Mileage	16.00
Verizon Wireless	Cell phone service Sec. Roads	313.81
Village Northwest Unlimit	April Service	756.81
WebClimber Services c/o Scott	Computer Service Health Service	82.50
Wells Hearing Aid Service	Hearing Test - Munneke	25.00
Kathi Wilke	5/21 LCED AdvBrd Mileage	12.50
Ziegler Inc.	filter/seals/vbelt/plates #87	161.82

General Basic Fund

17,368.45

Mental Health Fund	59,564.35
Economic Development Fund	199.20
Secondary Road Fund	7,200.92
Surcharge on E911	396.35
Emergency Management Services	5,334.62
Co. Assessor Agency Fund	546.24
Health Insurance Fund	70,839.78

There being no further business there was a motion by Michael, seconded by Peters to adjourn. Motion carried.

ATTEST _____ APPROVED _____
County Auditor Chairman