

LYON COUNTY AUDITORS OFFICE
June 24, 2013

ROCK RAPIDS, IOWA

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

The minutes of the June 10th, 2013 meeting were reviewed. Motion made by Peters to approve minutes, seconded by Koedam. Motion carried.

Chairman Bosch presented employment changes received by the Board. Jailer Craig Bontje has been employed as a full time jailer for 3 years as of April 29, 2013. Bontje will be moved up to 79% of the jail administrator's wage per the pay schedule. Bontje's new pay will be \$17.45/hour as of April 29, 2013. Jailer Richard Vanden Top has been employed as a full time jailer for 2 years as of June 1, 2013. Vanden Top will be moved up to 76% of the jail administrator's wage per the pay schedule. Vanden Top's new pay will be \$16.79/hour as of June 1, 2013.

Sheriff Vander Stoep has hired Gonzalo Morales as a full time jailer to fill the position left open by Jeremy Spaans. Morales has worked numerous times as an interpreter for the department in the past and has over 5 years experience as a jailer at the Sioux Falls Penitentiary. Morales's first day was June 19th, 2013 at a pay of \$13.48/hr until July 1, 2013 and then move to the new pay schedule of \$13.88/hr until certified in Iowa.

The Board has received a cigarette permit from Tri-State Golf, Inc. doing business as Meadow Acres Golf Course. The permit will run from July 1, 2013 to June 30, 2014. Motion by Michael to approve and accept cigarette permit, seconded by Koedam. Motion carried.

Lisa Rockhill, CPC, joined the Board meeting. Rockhill reported that Hope Haven and Iowa DD Council will be holding public meetings to inform the public on the changes happening in the new fiscal year with the legislation passed in the last 2 years and how those changes will affect the service delivery system.

Rockhill also recommended that the Board sign the contract for targeted case management with DHS. Motion by Behrens, seconded by Peters for Chairman to approve and sign the contract for one year. The contract reads three years, but the Board will only commit to a one year contract. Michael wondered if there would be any other language changes with changing from 3 year to 1 year. The Board would like to check on the language and will sign the contract once Rockhill checks with DHS. Motion carried.

Supervisor Bosch talked about the reorganizational meeting for mental health redesign. The governance board would like to have one person as the administrator not three as previously discussed. The fiscal agent information was also discussed and auditors that are interested in having their county be the fiscal agent are invited to a July 12th meeting in Everly. Smit will talk with Butler County regarding the administrative duties of

being a fiscal agent of a region as Butler County currently is in that capacity for CSS.

Rockhill also asked the Board if they would be willing to let Lyon County sign a contract with DHS as part of their Regional Technical Assistance to be used for the upcoming statewide CPC meeting in September. DHS needs a county to be a fiscal agent for these dollars. Rockhill is currently the Iowa Community Services Association Treasurer and was asked if Lyon County would be willing to be the fiscal agent for the dollars to flow through. Lisa stated that it would not be any cost to the county as dollars will be reimbursed from the State. Rockhill will have the County Attorney look at the contract once it is received.

Engineer Sievers and Road Superintendent Vogel joined the Board meeting. Sievers recommended the Board sign the employment contract for Gary Vogel as Road Superintendent. Supervisor Michael commended Vogel on his work. The employment contract will start July 1, 2013 and commence June 30, 2014. The hourly rate is to be not less than \$28.61/hour. Motion to sign and approve the Road Superintendent employment contract made by Koedam, seconded by Michael. Motion carried.

Sievers requested the Board to sign a federal-aid agreement #03-13-HBRRS-024 for a bridge project over Tom Creek on Jackson Avenue. The project has a preliminary estimated cost of \$188,000. The project is still in the design phase and will be let in the fall. Motion by Peters to approve and have Chairman sign federal-aid agreement #03-13-HBRRS-021 for project #BROS-CO060(98)-8J-60, seconded by Behrens. Motion carried.

The discussion turned to the three bridge project on Ibex. Sievers said there has been a hiccup in the project as one of the land owners has contacted the DNR. As a result, the DNR is requiring more paperwork from the county. Sievers is getting concerned as to the time this project is taking getting moving. The longer it takes to get the project moving, the farther out the project gets placed. The Board will wait to see what the DNR will say about the project before changing their project as they feel this is the best option for the area.

Sievers is questioning the declination of the claim from June 10th. She has done some research into the reasons to decline retirement gifts. Sievers asked the Board if she does all that is required through the IRS would the Board reconsider the claim. Chairman Bosch told Sievers that the Board's intent was not to portray the feeling that the gift was not warranted. The Board asked Sievers to resubmit the claim and the Board will discuss it with DeNoble.

Vogel reported that Kooiker construction has completed the repair on bridge approaches and wing walls that were damaged from the May rain/flooding event. The secondary road crew has finished repairing the culverts that were damaged. They are almost complete with the rebuilding the roads that were washed out and debris removal will be completed as time allows.

Chairman Bosch opened the Public Hearing at 10:44 a.m. In attendance were Craig Van Otterloo, LeAnn Krull, Verdonna Kelly and Sam Chase. The interfund loan to Conservation from earlier in the year will not be repaid before the end of this fiscal year. This year's revenues are way down from last year. Some of the factors are the weather and the lake project. Director Van Otterloo said the number of campers has been way less than last year at this time. Van Otterloo said projects planned for FY2013/2014 will be put off until the loan is repaid and some projects will be moved back a year. There being no other comments or questions, Chairman Bosch closed the hearing at 10:49 a.m.

Chairman Bosch presented Resolution 2013-16 authorizing the Interfund Loan.

Resolution 2013-16

Authorizing Noncurrent Debt

WHEREAS, The Lyon County Board of Supervisors held a public hearing on June 24, 2013 for the purpose of instituting proceedings to incur noncurrent debt in a principal amount not to exceed \$20,000. Said debt will be repaid in the next fiscal year with payment from Fund 71, CS Projects and Acquisition Fund.

The Noncurrent Debt will be incurred pursuant to authority contained in Section 331.478 and 331.479 of the Iowa Code.

THEREFORE BE IT RESOLVED by the Lyon County Board of Supervisors to approve Noncurrent Debt in a principal amount not to exceed \$20,000. The funds will be repaid in fiscal 2013/2014.

Passed and approved this 24th day of June, 2013.

Randy Bosch
Chairman
Lyon County Board of Supervisors

ATTEST: _____
Jen Smit
Lyon County Auditor

Motion by Peters to sign Resolution 2013-16, seconded by Behrens. Motion carried.

Sam Chase from Frontier Bank joined the meeting for the ICAP renewal. Chase reviewed the liability, property and work compensation coverages. The insurance renewal increased about 2% over last fiscal year. The total policy will cost \$173,869 after a credit voucher of \$10,141.49. The work comp premium will increase greatly to \$191,151 over 101,827 from last fiscal year. Motion by Michael to approve and Chairman sign the insurance renewal, seconded by Peters. Motion carried. The Board thanked Sam for coming.

David DeNoble and Carmen Austin from DeNoble & Company P.C., presented the audit for FY 2011/2012. DeNoble went over the county's financial status in comparison to last fiscal year. DeNoble also provided the Board with recommendations on policies to implement. The Board thanked David and Carmen for coming.

Auditor Smit presented a 28E Agreement for Iowa Precinct Atlas Consortium. The purpose of the agreement is to provide an organizational structure to purchase a copyright license for distribution and use within Iowa in order to facilitate the Members' use of the computer software programs known as Precinct Atlas and Absentee Atlas. Essentially Cerro Gordo County created and owns Precinct Atlas and is giving an exclusive rights license to the group of counties (Iowa Precinct Atlas Consortium) who use the program. The amounts paid to Cerro Gordo will remain the same dollar amount but will now be paid to IPAC. Smit told the Board that this agreement will allow the counties in IPAC to have more control and input into changes made to Precinct Atlas programs. Smit recommended signing Resolution 2013-15 which authorizes the Chairman to sign the 28E agreement. Resolution 2013-15 authorizing the chairman to sign the 28E Agreement was read by Chairman Bosch.

RESOLUTION 2013-15

**RESOLUTION AUTHORIZING THE CHAIR TO SIGN THE
28E AGREEMENT FOR
IOWA PRECINCT ATLAS CONSORTIUM**

WHEREAS, the purpose of the agreement is to provide an organizational structure to purchase a copyright license for distribution and use of Precinct Atlas within the State of Iowa; and,

WHEREAS, authority for this agreement is contained in Chapter 28E of the Code of Iowa.

NOW, THEREFORE, BE IT RESOLVED by the Lyon County Board of Supervisors to authorize the Chair to sign the 28E Agreement for Iowa Precinct Atlas Consortium.

Resolution adopted this ____ day of _____ 2013.

Chairman, Board of Supervisors

ATTEST:

Auditor

Motion to approve and sign Resolution 2013-15 was made by Behrens, seconded by Michael. Motion carried.

The City of George has requested a street closure from the Board for their Freedom Days Celebration in July. The closure is for July 6th. Motion made by Behrens to approve the road closure request, seconded by Peters. Motion carried.

It was brought to the Auditor's Office attention by David DeNoble that the Courthouse Disaster Plan needs to be updated with the new officials. Auditor Smit told the Board that she would like to work with EMA Director Kopischke on the plan as she has some questions about the details. The Board was in agreement that Kopischke should be included. Smit will work with Kopischke and bring the completed plan back to the Board.

Supervisor Bosch attended the legislative district meeting.

Supervisor Peters attended the Lyon County safety meeting and a YES meeting.

Supervisor Behrens attended Northwest Iowa Regional Housing Authority meeting.

Supervisor Michael attended the conservation meeting.

Supervisor Koedam attended the conservation meeting.

Payroll dated 6-14-2013 was reviewed and approved.

Payroll Disbursement Register in the amount of \$27,967.53 is listed by fund.

General Basic Fund	4,775.75
Rural Service Basic Fund	6,431.56
Secondary Road Fund	16,760.22

Payroll Warrant Register in the amount of \$65,501.07 is listed by Fund.

General Basic Fund	12,486.15
Rural Services Basic Fund	14,805.97
Secondary Road Fund	38,208.95

Claims dated 6-11-2013 in the amount of \$11,918.27 were reviewed and approved. Check sequence #103971-104004.

Ag-Grow	Fertilizer	359.18
Alliance Communications	LPRA Telephone, LD, Inter	75.52
Arctic Glacier Ice Payments Pr	Concessions - Ice	497.06
AT & T Mobility	Cell Phone	146.53
Campbell Supply	Housing Kit, Tape, Hdw	43.10
Chesterman Co	Concessions - Pop	129.75
City of Rock Rapids Municipal	Office Utilities	216.71
Coca-Cola	Pop Machine Change	34.00
Cooperative Energy Company	103.6 G Gasahol/tires/mounting	651.26
Dave's Bulk Service	250G OffRoad Dies/249G gasohol	1776.13
Denny's Sanitation Inc.	3/4 May Garbage	247.84
Farmers Elevator Co	Fertilizer	872.95

Sean Grotewold	FY12/2013 Mileage - 315 M	157.50
Joel Heidebrink	FY12/2013 Mileage - 314 M	157.00
Heitritter Graphix Attn: Bret	2 Banners	300.00
HickoryTech	Office Telephone/Internet	117.64
Michael G. Hoing	FY12/2013 Mileage - 522 M	261.00
Iowa Prison Industries	Archery Rules Signs	75.50
John Deere Financial	Parts	8.96
Lyon & Sioux Rural Water	24,000 G Water	107.65
Lyon County Title Co. Inc	Nagel Abstract	181.00
Lyon Rural Electric Coop	LPRA Electric	1900.22
Menards	Cabin Window & Supplies	215.45
Oak Street Station	Tire Repairs	21.00
Todd Reinke	FY12/2013 Mileage - 483 M	241.50
Rock Rapids Ace Hardware	Plaster Paris/misc hardware	81.89
Sam's Club	4 Memberships	190.80
Denny Sauers Painting	Paint 10 Shop Doors	750.00
Jeff Schram	FY12/2013 Mileage - 65 Mi	32.50
Schwan's	Concessions - Ice Cream	472.51
Pamela R. Tille	Mtg at LP-40 Miles	20.00
Todd's True Value	Bits, Misc Hdw/misc concessions	61.98
US Bank - Purchase Card Purcha	EE expense/cedar chips/postage	1431.64
WebClimber Services c/o Scott	Setup New Emails	82.50

General Basic Fund 11,918.27

Claims dated 6-18-2013 in the amount of \$3,925.72 were reviewed and approved. Check sequence #104071-104086.

Dennis Altman	Mileage July2012-June2013	12.00
American Legion Post #316 c/o	Grave Markers	205.65
Jerry M. Baatz	Mileage (20) June Mtg	10.00
Corner Rexall Drugs	RX Provision Jan-June	39.50
George Office Products	Supplies,Printer Toner,	904.29
Dennis Hansmann	Mileage (30) June Mtg	15.00
Corey Heimensen	Office Space Rent July 20	161.60
HickoryTech	Telephone/faxes - May	44.19
HippieBoy Design c/o Chris Rad	Advertising - Business Cards	35.00
IACCVVA Patty Hamann, Treasurer	Dues FY2013/2014	50.00
Iowa Dept of Veteran's Affairs	Return unused Allocation	955.08
Marco	Quarterly Maint Contract	119.34
MidAmerican Energy	Utility Provision	173.00
Wilma Miller	Lodging/meals/mileage-Nat. VA	851.07
Rocky Schlichter	Rent Provision	350.00

General Basic Fund 3,925.72

Claims dated 6-24-2013 in the amount of \$701,171.94 were reviewed and approved. Check sequence #104087-104240.

AED Brands	AED Pads 4 Adult/1 Child	258.80
Air Conditioning & Heating Inc	repair fixtures - RR shop	491.88
Alliant Energy	GE/IW shops	310.35
AT & T	911 Recurring #233-0016	35.32
Auditor of State	FY2012 Audit Filing Fee	625.00
Barnes Distribution	cable ties,grease fitting	213.87
Clarence Boer	Assessor B.O.R Mileage	45.00

Vicki Borman	6/1-6/16 Mileage - 402 Mi	201.00
Boyer Trucks	blower motor/AC compressor	442.44
Butler Machinery Company	oil pressure/temp sensors	274.27
Calhoun-Burns & Associate Inc.	bridge design-Emery 64W	6287.10
Century Link	911 Recurring 6/3-7/12/13	395.77
Chase Companies	LCED Business Rec Photo	75.00
City of George	utilities	21.25
City of Rock Rapids City Offic	6/25/13 Rent Comm Room/flyers	189.05
Coffman's Locksmith Shop	29 pc set - drill bits	180.47
Companion Life Insurance Co ER	ExcessRisk July Ins Binder	25848.67
Culligan Soft Water Serv.	3/22-5/30 Salt @ Jail	168.00
D-P Tools Inc.	repair 3/4 dr impact-Inw	199.92
Dakota Fluid Power Inc.	cylinder repair #13	270.15
Tim DeBruin	Assessor B.O.R. Mileage	45.00
Deep Clean Inc. c/o Jerry Smit	May & June Jail Cleaning Contr.	2166.66
DeGooyer Hearing Aid Service	Hearing Test - Zech	45.00
DeNoble & Company PC	FY2012 Audit Services	32715.00
Diede Temperature Control c/o	Annex Compressor Problems	372.50
Doon Press	Zoning BOA Hrg/Brd minutes/ad	737.51
Robert Dreesen	Fill Well	369.83
Electronic Engineering	New Radio Equipment & install/ Console payment/logger	53654.46
Emergency Medical Products, Inc	Medical Supplies	614.76
Employee Data Forms of MO LLC	25 calendar forms	23.00
First Administrators, Inc. ACH	6/18/13 Claim Run	61430.76
Jody Folkens	6/1-6/19 Mileage - 17 Mil	8.50
Frontier	June 911 Recurring/GE phone	171.66
GeoComm, Inc.	GPS Modems for Patrol Car	12600.00
George Office Products	Toner/supplies	1160.92
Gerald Grave Jr.	safety glasses	250.00
Griggs Environmental Strategie	Emery Creek wetland inves	6569.00
Hancock Concrete Products Co	30' 10X8 Box, ends, bolts	63314.90
Allen D. Hansman	May Transportation	780.00
Ordel Harberts	Add'l Well closing costs	257.00
Amy Hartter	6/1-6/19 Mileage	88.00
Heather Heimensen	IA VictimWitness Mtg	270.03
Hope Haven	May Service	14867.74
Hopkins Medical Products	Health Supplies	670.66
Char Huisman	6/1-6/16 Mileage - 511 Mi	255.50
I Wireless	Cell Phones/track phone	631.82
Iowa Communities Assur Pool	additional ins-2 tractors	30.00
Iowa County Attorney's - Case	FY2014 Annual Fee	2800.00
Iowa Dept. of Human Services D	May 2012 Service	41790.57
IA Natural Heritage Foundation	Membership	150.00
Iowa Prison Industries	signs/bolts	8239.20
Iowa State Bar Association	FY2013/2014 Annual Dues	170.00
Lance Iwen	6/5/13 Mileage/Hillyard mtg	112.50
JCL Solutions-Janitors Closet	Liners	66.60
JEO Consulting Group Inc	Project Management	5538.00
Jim Hawk Tr Trailers Inc.	AC machine w/manifold/parts	4489.16
Chad Klosterbuer	5/16-5/17 Transport Toll	29.80
Kone, Inc.	5/17/13 Annual Safety Ins	668.00
Arden Kopischke	Assessor B.O.R. Mileage	45.00
Jolene Korthals	6/1-6/16 Mileage - 518 Mi	259.00
Kris Engineering Inc.	Blades, curved carb inserts, Flat carb inserts	30521.68
Marilyn Lafrenz	6/1-6/16 Mileage - 354 Mi	177.00

Lewis Family Drug, LLC	May Inmate RX	24.00
LexisNexis	May on-line service	103.00
Lyon County Engineer	FY2013 911 Sign Work	3000.00
Lyon County News	Office Ads/notices	148.20
Lyon County Sheriff Dept.	Sheriff Fees/EMA rent FY13/ 911 supplies	5244.56
Lyon Rural Electric Coop	utilities - Lester shop	109.00
M.D. Products	fender kits #55	2476.80
Mail Services. LLC	July renewal notices	390.14
Matheson Tri-Gas Inc	6/13/13 Oxygen	75.33
Paul Metzger	Assessor B.O.R. Mileage	45.00
MidAmerican Energy	IW/AV shops utilities	127.85
Mitchell & Huss Excavation	Fill Well	400.00
Jenna Mumm Certified Reporting	5/16/13 Deposition	107.50
My Techware, Inc.	1Yr Symantec Antivirus	887.25
Colette Nath	IA Ag Values 6/12-6/13 Mi	233.14
New Century Press	Brd Min/hearings/ads	749.40
North Iowa Transition Center	April Service	233.50
Northwest Iowa Planning & D	6/6 & 6/12 CPR/AED Training	418.00
Nyhart Attn: Finance Departmen	GASB 45 FY2013 Disclosure	2650.00
PCC, Inc. Physician's Claim Co	5/25-6/14 Amb billing	1959.24
Peters Enterprises, LLC	Cat 5 Cable/Ends	44.00
Pitney Bowes	Apr-June postage meter lease	370.59
Pitney Bowes Inc.	postage machine rental	53.85
PJGreufe & Associates	Employee Handbook	1250.00
Premier Communications	New Phone System Crth/Ann	30409.88
Quartermaster	Jail Uniforms	480.17
Rapid Auto Repair Michael D. K	4 Firestone Tires/99 Tahoe	531.60
Reliable Office Supplies	Office Supplies	109.98
Reserve Account/Pitney Bowes	Postage for Meter	5800.00
Sam's Club	Membership Fee S.Palmer	45.00
Sanford Health	2 Autopsy/drug tests/physicals	2373.76
Sanford USD Medical Center	Health Supplies/May PT & OT	997.72
Marilee Schleusner	Meals-IA Ag mtg	23.10
Scotty's Paint & Body c/o Scot	windshield #6	250.70
Seasons Northwest Iowa Mental	April Service/June consults	6949.00
Shield Technology Corporation	FY13/2014 Shieldware Supp	7670.00
Laura Sievers	486 mi @ .50 Des Moines	243.00
Sioux Commercial Sweeping Inc.	crackfilling L-14	60000.00
Sioux County Engineer	May Septic Inspections	324.92
Vicki Slack	June Amb Laundry	100.00
Solutions, Inc.	6/10/13 email issues	42.55
Melissa Stillson	6/1-6/19 Mileage - 285 Mi	142.50
Sturdevant's	Floor Mats 6010	29.68
Sunshine Foods	Office Supplies #178	156.22
Sunshine Services, Inc.	May Service	1089.28
Swisher Chemical Sanitizing Sy	Dishwasher Fluid	183.15
SYSCO Lincoln	5/9/13 & 5/30/13 Inmate Food	1473.57
E. J. Terrazzo & Tile	Terrazzo Flooring EastEnt	8950.00
Trane	June Serv Agr./Ins. Claim-gener	4962.16
U.S. Cellular	5/22-6/21 Cell Phone #505	100.83
US Bank - Purchase Card Purcha	Fuel/4 computers/meals/lodging/ LA Gear/cell phone	13238.40
VanderLee Motors Inc.	New Front Axle 05 Pontiac	372.61
J.C. VanderZee D.D.S. Family D	6/18/13 Sharp Disposal	38.00
Chris VanderZee	6/1-6/19 Mileage - 792 Mi	396.00
Melissa VanHolland	6/1-6/19 Mileage - 85 Mil	42.50

John C. VanVeldhuizen	6/8/13 Mileage - 87 Miles	43.50
Verizon Wireless	Patrol Air Cards/cell phone	1047.09
Village Northwest Unlimit	May Service	700.75
Wall Street Printers	Immunization Magnets	110.00
Ziegler Inc.	12M2AWD Cat Motorgrader	150000.00
Ziegler Inc.	Parts/labor/supplies	1953.94
Grand Total		708171.94

General Basic Fund	69,688.74
General Basic Sub Fund	1,644.00
Mental Health Fund	687.67
Rural Services Basic Fund	37,110.00
Economic Development Fund	1,430.32
Secondary Road Fund	71,749.42
Debt Service Fund	228,661.25
Surcharge on E911	7,231.31
Emergency Management Services	152.08
Sheriff Assesst Forfeiture	865.90
Co. Assessor Agency Fund	1,214.47
Health Insurance Fund	130,107.00

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

ATTEST _____	APPROVED _____
County Auditor	Chairman