

LYON COUNTY AUDITORS OFFICE
November 23, 2015

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 November 9, 2015 meeting were reviewed. Motion made by Behrens to approve minutes, seconded by Peters. Motion carried.

County Attorney Shayne Mayer stated that initial union negotiations will begin at 10:30 a.m. today. Mayer and Mr. Hubbard (union representative) have each given their written initial proposals to the Board.

The Union's proposal included changes and/or additions to Article 9-Overtime; Article 11-Leave; Article 15-Health and Safety; Article 21-Call in Pay; Article 23-Wage Rate; Article 24-Deferred Compensation Plan; Article 26-Duration as follows:

Changes/Additions Article 9-Overtime: Removal of sentence from paragraph 1: Overtime for the custodian will be approved by the Auditor.

Changes/Additions to Sub-section 3: Changed to read: An employee shall be allowed to accumulate a balance of unlimited hours of compensatory time. (previous contract has 96 hr limit.)

Changes/Additions to Article 11-Leave:

Sick Leave Sub-section 4: Change to read: Sick leave shall not be accumulative for more than one hundred fifty (150) working days. (previous contract states 90 days)

Sick Leave Sub-section 13: Sick leave shall apply for a period of not more than twenty (20) workdays per year when an employee's spouse, children (as defined by the Family and Medical Leave Act) or parents require the assistance of the employee due to any of the reasons stated in item 1. Above and such time taken shall reduce the employee's accumulated sick leave by the same amount. (previous contract states four (4) days.)

Changes/Additions to Article 15-Health and Safety: Change to paragraph 2 to read: The total reimbursement amount will not exceed \$250.00 every twelve (12) months. (previous contract states \$180.00 every 12 months).

Change to paragraph 3 to read: Each employee shall be allowed to be reimbursed up to \$325.00 every two (2) years for the purchase of prescription safety glasses. (previous contract states \$250.00 every 2 years)

Changes/Additions to Article 21-Call in Pay: Changes to read: Any employee called in outside of his/her regular work schedule shall receive a minimum of four (4) hours call in pay for each such call in. (previous contract states one and one-half hours (1 ½)

Additions to Article 23-Wage Rate: The Union seeks to increase the employee's wages in each class by \$1.50 per hour per classification beginning July 1st 2016.

Changes/Additions to Article 24-Deferred Compensation Plan: change to paragraph 4 to read: Effective July 1, 2010, Lyon County shall contribute \$100.00 per month to each employee who also contributes at least \$100.00 per

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month to their deferred compensation plan. (previous contract states \$50.00 per month)

Changes/Additions to Article 26-Duration: Change to read: This agreement shall be in full force and effect from July 1, 2016 and shall continue until its expiration on June 30, 2017. The Union is seeking a one year deal, but is open to a multi-year agreement as a package deal.

The County's initial proposal is as follows:

Changes/Additions Article 11 (1) (d) Leave-

ADD: 14. All employees seeking to use sick leave for doctor's appointments shall provide to the County Engineer a note from a doctor or nurse from the facility or entity in which they were seen. The note shall contain signed verification from the above provider of the employee's check in and check out times for said appointment. Failure of the employee to provide the County Engineer with the above shall result in the above time being attributed/classified as vacation and time shall be documented and paid as such. Should the employee fail to provide the above documentation, and not have vacation time in which to use; the employee shall be required to take said time unpaid. The employee shall be able to use sick leave for the travel time to and from the appointment.

ADD: 15. All employees acknowledge, recognize, and agree to abide by Lyon County's Return to Work Policy as identified in the Safety Manual provided to all Secondary Road Employees. Employees are directed to refer to said Safety Manual for additional information regarding said policy.

Changes/Additions Article 23-Wage Rate-

The contract shall be changed to reflect a two-percent (2%) wage increase beginning on July 1, 2016. Said wage increase shall be based on the currently established hourly rate.

Changes/Additions Article 15-Health and Safety-

Sentence to be added to the end of the last paragraph on page 16 as follows:

ADD: The Safety Committee will amend the current Memorandum of Understanding as requested and as agreed upon by the parties.

ADD: The parties understand agree the ability to safely and effectively effectuate one's job duties is essential to a safe work environment for all employees. Therefore, all Lyon County Secondary Road employees shall participate and successfully complete a job function testing every four (4) years from employees' hire date.

Changes/Additions Article 14-Cafeteria Plan-

REMOVE as indicated below:

To be eligible to participate in the cafeteria plan an employee must enroll before December 1st preceding the Plan year. An employee has the option of reenrolling prior to December 1 of each year of this contract. ~~The employee will be notified of the status of their cafeteria account by November 5th of each year.~~ The Plan year shall be from January 1 to December 31. (Union Contract 2014-2016)

Changes/Additions Article 2-Recognition-
REMOVE and ADD (outlined in CAPS) as indicated below:

The Employer hereby recognizes the Union as the exclusive bargaining representative for wages, hours, and other terms and conditions of employment permitted by the Act for all of the Secondary Road Department regular full-time County road maintenance employees, including: Maintenance I and II, Mechanic, Utility I and II. All other personnel are excluded from the bargaining unit under Section 4 of the Public Employees Relations Act of Iowa. (Union Contract 2014-2016)

Changes/Additions Article 9-Overtime-
REMOVE as follows:

All employees shall begin overtime after completion of eight (8) hours worked in any given day and for time worked on Saturdays and Sundays. There will be no pyramiding of overtime. Overtime shall be compensated at the rate of time and one-half (1-1/2) the employee's straight time hourly rate. ~~Overtime of the Maintenance Engineer - Effective November 16, 2010, overtime shall be paid at the rate of one and one-half (1 1/2) times the employee's normal hourly rate of pay for hours worked in excess of forty (40) hours in a workweek. All paid time shall count as time worked for purposes of computing overtime. Overtime for the custodian will be approved by the Auditor.~~

Changes/Additions Article 26-Duration-

ADD: This Agreement shall be in full force and effect from July 1, 2016, and shall continue until its expiration on June 30, 2017.

CHANGE: Should either party desire to modify, amend, or terminate this Agreement, written notice must be served on the other party not less than sixty (60) days before November 15, ~~2015~~ 2016. Any and all Letters of Understanding and/or Memorandums of Understanding shall continue through the term of this Agreement until July 1, ~~2016~~2017, subject to the terms and conditions of modification contained herein.

Changes/Additions Article 12-Group Insurance-

Following the sentence ending with "the grievance procedure" the contract shall be amended to read as follows:

ADD/CHANGE: In the event an employee selects dependent coverage, also known as a "family plan" the employer shall pay all but \$202.00 per month beginning July 1, 2016, through June 31, 2017. In the event an employee selects single coverage, also known as a "single plan" the employer shall pay all but \$35.00 per month beginning July 1, 2016, through June 31, 2017.

Attorney Mayer will keep the Board informed on the negotiation process.

County TIF certifications were reviewed and approved for FY 16/17. Motion by Michael, second by Behrens. Motion carried

The Board received a letter from Lyon County Ambulance stating Marlene Bowers would be retiring as an EMT as of December 7, 2015. Bowers has been with the squad 31 years.

In regards to Lisa Rockhill's pay for November and December 2015, Rockhill will be paid a monthly salary at the same hourly rate she received as, but the hours are cut to 30 hours per week. If Rockhill has any questions or

concerns, Rockhill is to talk with the administrator of the mental health region, Kim Wilson. If Rockhill chooses to remain an employee of the county after 1-1-2016 at two days a week, Rockhill will have until 12-30-2016 to use accrued benefits as of 10-30-2015 (vacation hours, personal days). The consensus for using benefits was based on actions taken in previous reductions in hours. As for Rockhill's wage as of 1-1-2016, that has not been decided at this time.

Jim McConnell, Lyon County Compensation Board President, met with the Board to give the 16/17 fiscal year salary recommendations. The compensation board recommended an increase as follows: Auditor 2% (\$1,160/\$59,147), Recorder 2%(\$1,160/\$59,147), Treasurer 2%(\$1,160/\$59,147), Sheriff 2%(\$1,637/\$83,476), and Supervisors 2%(\$519/\$26,477); and a 1.5% to Attorney(\$1,438/\$97,324). Motion by Koedam, second by Michael to approve the compensation board recommendation of 2% for Auditor, Treasurer, Recorder, Sheriff, and 1.5% increase for County Attorney, but will decrease the Supervisor 2% to a 1% increase(\$259/\$26,187; chair \$270/\$27,262). Motion carried.

Engineer Sievers joined the Board to ask for permission to start negotiations with landowners for the bridge over Larch Avenue in Elgin Township, project #249-LOKFC06 Elgin 14Y. Due to the approving agencies requirements, the bridge will be replaced with an 80' x 28' concrete slab bridge. Sievers states this will about double the length of original structure. Easements are needed from: Lowell and Diane Drenth for .09 Acres of perpetual easement and .84 Acres of temporary easement; Matthiessen Trust for .52 Acres of perpetual easement. The Board agreed that Sievers should start the process to keep the project moving.

Sievers needs a signature on the formal DOT certification for ER-CO60(111)-58-60. These were slides from the 2014 flood that have been repaired and paid for by the county. Motion by Peters, second by Koedam to approve and sign the final payment certification form for project ER-CO60(111)-58-60 for the DOT. Motion carried.

Sievers reported the office has received numerous applications for the Little Rock position. The applications are due Wednesday.

Sievers wanted the Board's opinion on removing some of the planks from the Emery Creek bridge that is closed. The concrete barriers that the county has placed continue to be moved by someone which leads Sievers to believe that the bridge is being used even though it has been closed. The county could be held liable if the bridge should collapse when being crossed. By removing some planks, it would make the bridge uncrossable. The Board decided to leave the decision to Sievers.

Larry Burgers with Speer Financial, Inc. joined the meeting to give the Board ideas on bonding for roads and bridges. Burgers talked about options the county would have to bond for roads, bridges, equipment, and other related costs of a project as well as how payment structures would look. The Board thanked Mr. Burgers for coming.

Supervisor correspondence: Peters: ISAC, YES Center; Behrens: Landfill, NWIA Regional Housing Authority; Bosch: Board of Health; and Koedam: MidSioux legislator lunch.

Conservation claims dated 11-10-2015 in the amount of \$22,057.22 were reviewed and approved. Check sequence #118866-118891.

Alliance Communications	LPRA Telephone, LD & Internet	62.00
Campbell Supply	Gloves	7.88
City of Rock Rapids Municipal	Utilities Old Office	35.55
Cooperative Energy Company	78.12 G Gasahol	180.75
Cooperative Farmers Elevator	Strike 3 - 2.5 Gallons	77.20
Denny's Sanitation Inc.	Garbage Service	264.00
George Office Products	Calendars and Desk Calend	182.37
Gleason's Instant Tree Co,INC.	Tree Moving	2625.00
Iowa Law Enforcement Academy S	Firearms Instruc. Recert	150.00
ISAC	ISAC Mtg Registration	180.00
Klein's Corner	Wax Worms, Pre-packs,Craw	113.69
Lyon & Sioux Rural Water	55,000 Gallons Water	215.75
Lyon Rural Electric Coop	LPRA Electric	2362.23
Marco	Copier Contract	105.30
Menards	Welded Wire for Trees	511.84
Emily Ostrander	Reimb:MasterGarden Class, 6 mth cellphn stipend	370.00
Premier Communications	Office Phone, LD & Intern	104.19
Rock Rapids Machine & Welding	Straighten PTO	14.00
Rock Valley Rent All	Scissorlift & Trailer Ren	114.49
Shari's Kitchen	Field Day Lunch	172.50
Todd's True Value	Grass Seed	388.61
Town & Country Implement	Kubota Mower	11474.00
Ultramax	Speer 40 S&W 180 GR/Flood	399.00
US Bank - Purchase Card Purcha	Stain for Cabins,fuel,lodging	1761.19
Craig A. VanOtterloo	Reimb: Meal	9.18
WebClimber Services c/o Scott	LED Monitor - Emily	176.50
Grand Total		22057.22

General Basic Fund 22,057.22

Handwritten claims dated 11-10-2015 in the amount of \$113,022.62 were reviewed and approved. Check sequence #118892-118893.

Kooiker Inc.	3 Culvert2016-1 proj	88821.00
Wellmark BlueCross BlueShield	11-1-15 to 11-6-15 Claims	24201.62
Grand Total		113022.62

Rural Sevices Basic Fund 88,821.00
Health Insurance Fund 24,201.62

Payroll dated 11-13-2015 was reviewed and approved.

Payroll Warrant Register in the amount of \$62,412.86 is listed by fund.

General Basic Fund	8,702.64
Rural Service Basic Fund	15,106.66
Secondary Road Fund	38,603.56

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Payroll Disbursement Register in the amount of \$28,683.77 is listed by Fund.

General Basic Fund	3,502.02
Rural Services Basic Fund	7,257.63
Secondary Road Fund	17,924.12

Handwritten claim dated 11-18-2015 in the amount of \$23,342.57 was reviewed and approved. Check sequence #118949.

Wellmark BlueCross BlueShield	11/7/15 - 11/13/15 Claims	23342.57
Grand Total		23342.57

Health Insurance Fund	23,342.57
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Claims dated 11-23-2015 in the amount of \$400,301.79 were reviewed and approved. Check sequence #118950-119041.

Advanced Systems, Inc.	Copier Overages/maint	96.92
Bradley Ageson	steel toe shoes	180.00
AirgasUSA LLC	welding helmet,tips	237.40
Alliant Energy	GE/LR shop	211.36
Allied Oil & Tire Company	55 gal antifreeze	412.50
AT & T	911 Recurring 712/233-001	40.78
Mark A. Behrens	June-Sept Brd Mileage (698)	349.00
Vicki Borman	Oct Cell Phone Reimb.	15.00
Randy Bosch	June-Oct Brd Mileage (700	350.00
C.J. Cooper & Associates	post accident/preemply test	70.00
City of George	utilities	39.25
City of Rock Rapids City Offic	Rent 11/16/15 AB Rm HF Ev	40.00
Culligan Soft Water Serv.	LR/RR rental/salt	105.75
Dan's Electric Daniel L. Peder	security lite - Inwood sh	354.61
Do-Write Imaging	Printer Toner Cartridge	369.02
DRG Mechanical, Inc.	Boiler repair LW shop	284.50
DRG Mechanical, Inc	10/12/15 Relief Valve/Dra	295.54
DRG Mechanical, Inc.	Courthouse disposal	271.62
Dusty's Auto Body David Dreesm	New Windshield A-3	257.50
Ed Roehr Safety Products	New Taser - New Deputy	1028.70
Equipment Blades Inc.	sharq blades #67	1290.00
FleetPride	tail light #21	26.40
Frontier	911 Recurring	177.08
GCC Alliance Concrete Inc.	13.5 yds conc-widen culverts	1354.50
George Office Products	Election supplies, office supp	61.20
Gerber Insurance Agency	10/25/15-1/1/16 Govt Crim	216.00
Grabtec	quick coupler kit, hoses	700.00
Hillyard / Sioux Falls	Liners,paper towels,gloves	410.38
I-State Truck Center	hose assembly,filters #4	381.11
Inwood Body Shop	Tow Abandoned Vehicle/Sko	200.00
Iowa Dept of Transportation At	recert/certification fees	3275.00
Iowa Dept of Human Services At	FY12/13 Medicaid CostRepo	17.00
Iowa Dept of Public Health Bur	Security Paper / Recorder	71.23
ISU Extension - Lyon County	11/18/15 Comm.Pesticide R	35.00
Jack's Uniforms & Equipment	Equipment for New Deputy	364.75
Jim Hawk Tr Trailers Inc.	spring, steering pin,bolt	550.64
John Deere Financial	window,switch,isolator,door	457.25

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Merle Koedam	June-Nov Brd Mileage (1473)	736.50
Kooiker Inc.	Culvert 2016-1 #515 Rock	78165.00
Lampert Lumber	Lumber, plywood, rerod	511.01
Lems Auto Recyclers	Rim for 2011 Crown Vic 60	104.50
Little Rock Free Lance	11/3/15 LR City Election	40.50
Lyon County News	11/3/15 GE city elect,ad	126.07
Lyon County Sheriff Dept.	Sheriff Fees	170.10
Lyon Rural Electric Coop	utilities - Lester/LR shop	127.15
Matheson Tri-Gas Inc	Oxygen	68.90
Shayne Mayer	11/4/15 Mileage LeMars (88)	44.00
Medical Excess	Nov Transplant Ins 23s/60f	1472.85
Steve Michael	Aug-Oct Brd Mileage (60)	30.00
MidAmerican Energy	DN shop acct 11930-66002	92.75
Mills & Miller, Inc.	82.05 tons salt	5169.15
Modern Gas Company	125 gal LP gas	111.25
Myrl & Roy's Paving Inc.	280.25 Ton Ballast	3573.23
New Century Press	job vacancy notice	189.12
North Central International	filter kit, hydr filter	77.34
Northern Iowa Construction Pro	18" CMP, 18' bands	8534.40
Northwest Iowa Planning & D	SHIELD 3rd Draw FY2016	2000.00
Osceola County Rural Water	water - Little Rock shop	31.46
PCC, Inc. Physician's Claim Co	10/12/15-11/5/15 Amb Clai	1719.93
Kirk J. Peters	July-Nov Brd Mileage (648)	324.00
Precision Auto, Inc.	paint, materials, labor box #2	1350.00
RDO Equipment Company	2016 John Deere 772G grad	255848.33
Reserve Account/Pitney Bowes	Postage for Meter / Elect	100.00
Rock Rapids Ace Hardware	Cordless Hedgetrimmer, paint	170.95
Rosenboom Frame & Body, Inc	Tow Chevy Trailblazer/Joh	310.00
Sanford Health Occupational -	2 Job Function tests	200.00
Sanford USD Medical Center	1-3.5 Volt Rechargable/Ja	32.38
Marilee Schleusner	11/13/15 Mileage DistMtg	122.00
Daniel Schreurs	steel toe shoes	180.00
Sioux Falls Two Way Radio	New Pager LR EMS	477.99
Dr. Dave Springer	Medical Exam Fee/milege	218.50
State Hygienic Laboratory	Water Test #1 - Slaathaug	20.00
The Shop	tire repair #10	35.00
Thrifty White Pharmacy	2 Inmate RX	246.25
Trackside Repair & Towing - D	Tow - Abandoned Vehicles	550.00
Trane	Nov Generator Maint	322.15
US Bank - Purchase Card Purcha	Lodging, computers, fuel, uniforms	
	postage, background invest	6653.92
John C. VanVeldhuizen	Weed Comm Mileage (495)	247.50
Verizon Wireless	11/10-12/9/15 Cell phone	330.89
Vogel Paint & Glass	LawAnnex Front Door	719.67
Vogel Traffic Services, INC	pavement markings	10472.50
Wall Street Printers	Amb Run Reports (500)	650.00
Wally's	Oak Tree/Amb Garage	115.00
Woodward Youth Corporation c/o	10/1-10/31/15 Juv Shelter	1295.80
Ziegler Inc.	backup alarm, valve, oil	1616.76
Grand Total		400301.79
General Basic Fund	17,595.49	
General Basic Sub Fund	719.67	
General Supplemental Fund	216.00	
Rural Services Basic Fund	78,467.50	
Economic Development Fund	369.02	
Secondary Road Fund	298,667.27	

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Surcharge on E911	1,568.03
Emergency Management Services	296.60
Co. Assessor Agency Fund	929.36
Health Insurance Fund	1,472.85

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

ATTEST _____ APPROVED _____
County Auditor Chairman