

LYON COUNTY AUDITORS OFFICE
June 26, 2017

ROCK RAPIDS, IOWA

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

The minutes of the June 12, 2017 meeting were reviewed. Motion made by Behrens to approve minutes, seconded by Michael. Motion carried.

The Auditor and Assessor have been working with the HR attorney Katherine Beenken to create a shared employee. Because the Assessor office is governed by the Conference Board, the County and the Conference Board can make an agreement to share an employee. Carrie Johnson will be working 2-3 days a week in both offices depending on the work load for each office during the year. It is expected that Johnson will start with 3 days in the Auditor office and 2 days in the Assessor office. Motion by Koedam, second by Behrens to sign and approve a shared employee agreement between the Assessor and Auditor. Motion carried. Supervisor Michael voted No. The agreement will begin 7-1-2017.

Engineer Sievers gave the supervisors motor grader quotes from both Ziegler Cat and RDO John Deere. Brad Gietzen with RDO John Deere was also present. The George shop grader is on the rotation to be replaced in 17/18. The current grader will be kept as a secondary machine to be used during breakdowns or excess work. The current secondary machine has a few issues that have never quite been completely fixed. As the current grader is one that is smaller than the past ones they have bought, Sievers has quoted both sizes in each make. Zieler Cat has quoted a 12M3AWD with Max 255 horsepower of 225 for \$296,520 and a 140M3AWD with max horsepower of 276 for \$318,620. RDO John Deere quoted a 672GP with max horsepower at 255 for \$274,853 and a 772GP with 275 max horsepower for \$296,337. The quotes include a trade in amount. After discussion there was a motion by Behrens, second by Koedam to accept the low bid of the John Deere 672GP Motor Grader at \$274,853 inclusive of the trade in amount of \$17,600 for the current secondary grader #66. Motion carried.

The utility accommodation application was withdrawn.

Sievers will continue to work with Supervisor Peters regarding the new Rock Rapids maintenance shop.

Sievers presented her employment contract for 7-1-2017 to 6-30-2018 with the only change being the salary FY18 salary of \$104,053. Motion by Behrens, second by Michael to approve and sign employment contract with Sievers for FY18. Motion carried.

Sievers also presented the employment contract for Road Superintendent Gary Vogel. Sievers again stated there were no changes with the exception of updating the wage to \$33.01/hr. Motion by Koedam, second by Behrens to approve and sign employment contract with Gary Vogel for FY18. Motion

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carried. Sievers will get the Auditor's Office a copy of the contract once it has been signed by Vogel.

Sievers commented that the bridges on A34 are moving along and should be done by early fall.

Auditor Smit informed the Board that the office has received a request for an exception to the 30 day occurrence period to enroll in health insurance. The individual is requesting the Board allow a family member to enroll onto the health insurance outside of the occurrence period and outside of the open enrollment. The Board understands the situation, but respectfully denied the request. The individual will have to enroll during the open enrollment period starting November 15th. Auditor Smit will notify the individual.

The Board received road closure requests from the City of George and the City of Inwood for their 4th of July celebrations. Motion by Behrens, second by Koedam to approve the closure requests. Motion carried.

Motion by Koedam, second by Michael to reappoint Dennis Altman to the Veteran Affairs Commission with a term of 7-1-2017 to 6-30-2020. Motion carried.

Motion by Michael, second by Behrens to appoint Josh Feucht-Supervisor appointee, Sheila Klaassen-Supervisor appointee, Jen Wippert-Attorney appointee, and Bernie Weier-Auditor appointee to the Compensation Board. Term will be 7-1-2017 to 6-30-2021. Motion carried.

Motion by Koedam, second by Behrens to appoint Pam Tille as Zoning Administrator from 7-1-2017 to 6-30-2018. Motion carried.

Motion by Behrens, second by Koedam to appoint Kent Harms to fill the unexpired term of Harley Behrens on the Zoning Board until 12-31-2017. Motion carried.

Chairman Bosch introduced Resolution 2017-26

Resolution 2017 - 26 Authorization to Transfer Funds

Whereas, Iowa Code Section 331.432 provides for other transfers; said transfer must be authorized by a resolution from the board.

Lyon County currently uses Fund 21000 - Debt Service Fund for the General Obligation Bond for the Law Enforcement Center. Since this debt has been retired this month; any dollars remaining in this fund can be transferred into the General Basic Fund (01000). Currently this fund has a balance of \$736.02 as of 6-22-2017. In discussions with the Treasurer's Office they would like to clear out this fund on 6-30-17 and transfer the fund balance to the General Basic Fund. This will provide a clear accounting for this fiscal year and start the new fiscal year with a zero balance.

On July 1, 2017 any funds collected from the Debt Service Fund will be used to pay off the \$4,500,000 General Obligation Bond for Roadway Capital Projects.

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THEREFORE BE IT RESOLVED by the Lyon County Board of Supervisor to authorize a transfer as follows:

- Transfer the fund balance on 6-30-2017 from the Debt Service Fund (21000) to the General Basic Fund (01000).

Passed and approved this 26th day of June, 2017.

/s/Randy Bosch, Chairman
Lyon County Board of Supervisors

ATTEST: /s/Jen Smit
Lyon County Auditor

Motion by Michael, second by Koedam to approve and Chairman sign Resolution 2017-26. Motion carried.

Resolution 2017-27 was introduced by Chairman Bosch.

**Resolution 2017 - 27
Resolution to Authorize the County Auditor to Issue Checks
To Make Payments without Prior Board Approval**

Whereas Iowa Code Section 331.506(3) provides that the Board may authorize the County Auditor to issue checks without Board approval for specific purposes, and

Whereas Lyon County receives services that have fixed charges including, but not limited to, freight, express, postage, water, light, telephone service or contractual services.

Whereas Lyon County receives health claims during the year.

Whereas salaries and payrolls for fiscal year 2017/2018 will be set and approved by the Board of Supervisors on July 10, 2017; the first board meeting for fiscal year 2017/2018. The employee's salary or hourly rate shall be certified to the board by the Department Head.

Whereas the Sheriff's Office at different times will request a check for Investigation/Confidential Funds. The Sheriff will sign the requisition requesting the funds, when the request is received in the Auditor's Office, the Chairman of the Board of Supervisors will be contacted and the Chairman's signature and approval will be received before a Handwritten check for Investigation/Confidential Funds will be issued to the Sheriff's Office.

Whereas the bills paid shall be submitted to the board for review and approval at its next meeting following the payment. The action of the board shall be recorded in the minutes of the board.

Therefore be it resolved by the Lyon County Board of Supervisors to authorize the County Auditor to issue checks for the above listed payments prior to Board approval effective 7-1-2017.

Passed and approved this 26th day of June, 2017.

/s/Randy Bosch, Chairman
Lyon County Board of Supervisors

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ATTEST:/s/Jen Smit
Lyon County Auditor

Motion by Behrens, second by Michael to approve and Chairman sign Resolution 2017-27. Motion carried.

Resolution 2017-28 Department Appropriations for FY18 was introduced.

Resolution 2017-28 2017/2018 Department Appropriations

Whereas Departments will need their 17/2018 appropriations for the new fiscal year as provided by Iowa Code Section 331.434.

The amounts deemed necessary for each of the departments are as follows:

Department 01, Supervisors	250,318	
Department 02, Auditor	338,970	
Department 03, Treasurer	397,291	
Department 04, Attorney	297,912	
Department 05, Sheriff	2,653,328	
Department 07, Recorder	190,348	
Department 15, Courthouse Annex	22,050	
Department 16, Courthouse Security	24,650	
Department 20, County Engineer	7,873,260	
Department 21, Veteran Affairs	63,550	
Department 22, Conservation Board	705,016	
Department 23, Co. Nurse	465,450	
Department 24, Weed Commissioner	13,828	
Department 25, Social Services	22,160	
Department 28, Medical Examiner	14,500	
Department 30, Environmental/Sanitarian	38,456	
Department 31, District Court	10,000	
Department 33, County Library	80,000	*
Department 34, Historical Society	7,000	*
Department 36, Ambulance	205,269	
Department 37, Zoning Commission	14,678	
Department 50, Board Control	4,990,590	*
Department 51, Courthouse	257,507	
Department 53, County Economic Development	130,071	
Department 55, Board Control - Casino	1,446,850	
Department 60, Mental Health	252,121	
Department 61, Juvenile Probation	21,650	
Department 65, Substance Abuse	25,745	
Department 99, Non-departmental	3,484,946	*
Total Expenditures for FY 17/2018		\$24,297,514

Therefore be it resolved by the Lyon County Board of Supervisors to **appropriate 90%** of the above mentioned department budgets for **FY 17/2018 effective July 1, 2017** with the following exceptions; A 100% Appropriation is needed for (1) Department 33, County Library, (2) Department 34, Historical Society, (3) Department 50, Board Control for organization contributions and (4) Department 99, Non-departmental for Property Insurance payments and Transfers.

Passed and approved this 26th day of June 2017.

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/s/Randy Bosch, Chairman
Lyon County Board of Supervisors

ATTEST:/s/Jen Smit
Lyon County Auditor

Motion by Behrens, second by Koedam to approve and Chairman sign Resolution 2017-28. Motion carried.

Resolution 2017-29 authorizing a transfer of funds from the capital projects fund to the debt service fund was introduced.

Resolution 2017-29 Authorization to Transfer Funds

Whereas, Iowa Code Section 331.432 provides for other transfers; said transfer must be authorized by a resolution from the board.

After discussions with Dave DeNoble regarding bond expenditures; it has been discovered that the Department of Management forms do not allow bond expenditures to come out of a Capital Project Fund. DeNoble and Company has also contacted the State Auditor's Office for verification. To correct this a transfer will be needed from the Capital Project Fund to the Debt Service Fund. Expenditures will appear under Debt Service and a reimbursement will be made back to the Capital Project Fund.

Said expenditures paid this fiscal year -

- Speer Financial \$17,265.00
- Moody \$11,500.00
- Bankers Trust \$250.00
- Underwriter Discount \$21,825.00

The County currently has not received a billing for the Bonding Attorney.

THEREFORE, BE IT RESOLVED by the Lyon County Board of Supervisor to authorize a transfer as follows:

- Transfer \$50,840 from the Capital Project Fund (17000) to the Debt Service Fund (21000).

Passed and approved this 26th day of June, 2017.

/s/Randy Bosch, Chairman
Lyon County Board of Supervisors

ATTEST:/s/Jen Smit
Lyon County Auditor

Motion by Koedam, second by Michael to approve and Chairman sign Resolution 2017-29. Motion carried.

Supervisor correspondence: Behrens-Regional Housing Authority; Michael, Bosch, Koedam and Peters all attended the Conservation annual meeting.

Supervisor Michael brought forward Attorney Mayer's information on the gun control legislation as she was currently in court. Mayer joined the conversation during the discussion. In light of the Supreme Court order prohibiting all weapons in courtrooms, court controlled spaces, and public areas of courthouses, Mayer wanted to revisit the current stance the county is taking regarding prohibiting weapons in all county buildings. After discussion, Mayer was asked to create a resolution which according to her legal opinion would be the best route for the county regarding where to prohibit weapons. Mayer would also like to see something put into the handbook in relation to employees carrying firearms during working hours.

In light of the firearm addition to the handbook and the request for default language giving a floor to the hours where health insurance will be given if the ACA rules are changed, the handbook approval was tabled. Attorney Mayer will contact the HR attorney, Katherine Beenken, to create wording for the handbook regarding the non-allowance of employees carrying firearms during work hours.

Sam Chase presented the 2018 ICAP insurance renewal. Chase reviewed the coverages and the discounts received for the 17-18 renewal. The general liability portion will be \$179,236.83, the work comp portion will be \$105,977 for a total premium of \$285,213.83.

As per the minutes of 4-24-2017, Secondary Roads hired Jesse Schrick for summer help, it was incorrectly stated in the minutes as Jesse Schram.

Treasurer Russ Hopp updated the Board regarding the tax sale held last week. The County obtained 4 properties at the sale due to no purchase at the sale.

Conservation claims dated 6-14-2017 in the amount of \$140,284.23 were reviewed and approved. Check sequence #128492-128538.

A & J Electric	Allen VanEngen	E. Shelter Elect,update power	8012.42
Alliance Communications		LPRA Phone, LD, Internet	80.00
Arctic Glacier Ice Payment Pro		Ice	479.80
Black-Top Paving Company	Journ	Pahoja Asphalt Overlay	59162.50
Brown & Saenger		Nature Camp T-shirts	1368.30
Central Iowa Distributing		Scrim Wiper	280.44
Chesterman Company		Pop	283.20
Computer Clinic		Refurbished Laptop	349.00
Cooperative Energy Company		May Fuel 113.17 G Gasahol	251.02
Cooperative Farmers Elevator		Seed & Fertilizer - Pahoj	2422.92
Creative Product Source, Inc.		250 Pens	247.50
Dave's Bulk Service		May Fuel 535G Off-Road Diesel	
		490G Gasahol	1984.40
DeJong Construction, Inc		Cement Floor East Shelter	15260.20
Denny's Sanitation Inc.		Dumpster Pickups	352.00
DRG PLBG HVAC		Finish HVAC,plumb,septic	19538.24
Garage Force Charles Zech		Shelter House Floor	5784.00
George Office Products		Copy Paper	34.85
Hiller Lumber		10-2x4x8 Studs	38.80
Holdahl Company		Lacquer Thinner	36.35
ICON Ag & Turf Attn: Mark DeSm		JD 1550 Mower	5260.15
Inwood Hatchery & Feed Store		Manure Fork	27.45

K D Designs Stacey DeBoer	12 Caps, Polos, T-Shirts/	462.00
KO Bait & Tackle	Wax Worms, Crawlers	106.00
Lyon & Sioux Rural Water	70,000 Gallons Water	262.75
Lyon Rural Electric Coop	LPRA Electric	2734.31
Martin Gardner Architecture	Schematic Design	2425.00
Menards	Vinyl Base	377.09
Menards	Garbage Bags, Mattress Cover	1078.66
Moonlite Landscaping LLC	Overseed Camp Pads	200.00
Osceola SWCD	Grass Drill - 17 Acres @\$	204.00
Pheasants Forever c/o Matt O'C	The Iowa Mix Seed	1750.00
Premier Communications	Office Phone, LD & Intern	92.21
RJ Thomas Mfg Co	Firerings	2030.00
Rock Rapids Ace Hardware	Fridge, Range, Microwave Ho	1668.05
Rock Rapids Machine & Welding	Canoe Repair Labor/Materi	174.89
Rock Valley Rent All	Skid Loader, Stump Grinder	423.00
Sam's Club	Concessions	554.45
Schwan's Attn: HSAR	Ice Cream	113.89
Stensland Gravel Co.	50.42 Fill Sand	486.47
Sturdevant's Auto Parts	Blue Refill	12.49
Sunshine Foods	EE Supplies	38.42
Tessman Company	Annual Rye	59.14
Todd's True Value	Caulk, Rope	23.98
Town & Country Implement	Kit Blade	46.88
US Bank - Purchase Card Purcha	Kyle Boots, FormaTop, supplies	2236.12
Valley Sand & Gravel	Concrete Fines/Landscape	1395.34
Verizon Wireless	Cell Phone Plan	75.55
Grand Total		140,284.23

General Basic Fund	102,818.12
General Basic Sub Fund	12,466.11
CS Projects & Acquisition Fund	25,000.00

Handwritten claim dated 6-14-2017 in the amount of \$41,961.07 was reviewed and approved. Check sequence #128539.

Wellmark BlueCross BlueShield	6/3/17-6/9/17 Claims	41961.07
Grand Total		41961.07

Health Insurance Fund	41,961.07
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Payroll dated 6-15-2017 was reviewed and approved.

Payroll Warrant Register in the amount of \$75,505.37 is listed by fund.

General Basic Fund	10,054.97
Rural Services Basic Fund	18,754.49
Secondary Road Fund	46,695.91

Payroll Disbursement Register in the amount of \$34,835.95 is listed by Fund.

General Basic Fund	4,272.06
Rural Services Basic Fund	8,955.44
Secondary Road Fund	21,608.45

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Handwritten claim dated 6-21-2017 in the amount of \$34,837.78 was reviewed and approved. Check sequence #128540.

Wellmark BlueCross BlueShield	6/10/17-6/16/17 Claims	34837.78
Grand Total		34837.78

Health Insurance Fund 34,837.78

Veteran Affairs claims dated 6-22-2017 in the amount of \$1,298.62 were reviewed and approved. Check sequence #128541-128550.

Jared Ageson	Mileage (154) National Sc	123.30
American Legion Post #310 c/o	Graves Markers Case #0063	523.10
American Legion Post #404 c/o	Grave Markers	374.45
Corner Rexall Drugs	RX Assistance - Case #001	84.22
Doon Press	Advertising	32.00
Focus Newspaper	Advertising	56.00
Douglas W. Hilbrands	Mileage (30) June Mtg	15.00
Little Rock Free Lance	Advertising	20.00
Lyon County News	Advertising	22.55
New Century Press	Advertising	48.00
Grand Total		1298.62

General Basic Fund 1,298.62

Claims dated 6-26-2017 in the amount of \$504,374.60 were reviewed and approved. Check sequence #128620-128737.

A & B Business Solutions	Copier Contract 6/21-7/20	601.77
Advanced Systems, Inc.	3/22/17-6/21/17 copier	4296.61
Alliant Energy	acct 9912001000	110.86
Anoka County Sheriff	Service of Crt Papers JV5	70.00
AT & T	911 Recurring 712-233-001	41.61
Bankers Trust ACH	Initial Fee 6/8/17 GO Bon	250.00
Mark A. Behrens	Brd Mileage (228)	114.00
Randy Bosch	Brd Mileage (448)	224.00
Capital Armament Co, LLC	Ammo	1001.58
Carpenter Uniform/Promotional	Uniforms - 602	191.90
Century Link	911 Recurring 712-233-001	398.59
Cherokee County Sheriff	Sheriff Fees - Fluit	19.00
City of George	utilities	26.25
City of Rock Rapids City Offic	6/27/17 Room Rent BusReco	125.00
CMBA Architects	May Contract Documents (9	22400.00
Cooperative Farmers Elevator	Install/Dispose Tires Red	180.00
Crop Production Services	Transline	740.00
Culligan Soft Water Serv.	4/28-5/23 Salt/Water	184.25
Dave's Bulk Service	Propane Tank for E Shelte	708.50
Dusty's Auto Body David Dreesm	Windshield 6010	450.40
Electronic Engineering	FY2018 Serv Contract,equip	14429.08
Fred Pryor Seminars	Online Training	199.00
George Office Products	Office Supplies,paper,chair,	
	Toner	4401.98
GlaxoSmithKline	Private Purchase Vaccines	1404.40
Heather Grafing	Fill Well	382.06
Graham Tire Worthington	New Tires Red Impala,Tahoe	742.68
Sean Grotewold	FY2017 Brd Mileage (315)	157.50

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Ground Effects LP	Plants Amb Garage/Chouse	594.79
Joel Heidebrink	FY2017 Brd Mileage (344)	172.00
Hillyard / Sioux Falls	Cleaning supplies,floor seal	4953.77
Michael G. Hoing	FY2017 Brd Mileage (324)	327.00
ICIT Treasurer c/o Alissa Holt	FY2018 Membership	50.00
Iowa Dept of Natural Resources	Well Permit - L.Groeneweg	25.00
IPAC Iowa Precinct Atlas Conso	FY2018 Precinct Atlas Fee	1669.14
ISAC	8/23-8/25 Registrations 4	830.00
ISACA Denise Fraise	SEAT 2017 Annual Dues	150.00
ISCTA Attn: Sharon Gonzalez	ISCTA Dues FY2017-2018	300.00
Carrie Johnson	6/9/17 Mile Dist Mtg (32.5)	65.00
Merle Koedam	Brd Mileage (510)	255.00
Lewis Family Drug, LLC	May Meds for Inmates	22.42
Lyon County Engineer	FY2017 911 Sign Maintenanc	3000.00
Lyon County Sheriff Dept.	Sheriff Fees	40.00
Lyon County Treasurer - ACH I	Reimb Bond expenses,GO dis.	72666.25
Lyon Rural Electric Coop	utilities Lester/LR shop	177.30
Manitou Carpets	Carpet - Justin/Kyle	2289.00
Master Roof Innovations Martin	Sheet Metal Fab & Install	1800.00
Shayne Mayer	Mileage Okoboji conf (336)	168.00
McCarty Motors	6/21/17 Mower Filter/Oil	36.40
McDonald Roofing Company	Rock Rapids Shop roof rep	23658.00
Merck Sharp & Dohme	10 Doses of Varivax - Pri	1151.58
MidAmerican Energy	Alv/Inw shops	132.86
Midwest Contracting LLC	Bridge 15R - Voucher #1	143918.32
Joel Moser	Mileage Jan-June (956)	478.00
New Century Press	Brd Minutes,Zoning,bid let	537.33
NW Iowa Care Connection % O'Br	4th Q FY2017 Allocation	53842.47
PCC, Inc. Physician's Claim Co	May Amb Billing	1587.31
Kirk J. Peters	Brd Mileage (403)	201.50
Police Legal Sciences	FY2018 Renew Dispatch Leg	1680.00
Porter Funeral Home	6/5/17 Transport Body	275.00
Premier Network Solutions d/b/	Dell MD3820i Server (3yrW	25930.00
Quest Software Inc	Rapid Recovery Server Sof	4587.00
Rapid Auto Repair Michael D. K	Repair Front Wheel Bearin	309.23
RB Electric Inc.	Replace Ballast 5/31 Supv	81.29
Todd Reinke	FY2017 Brd Mileage (468)	234.00
RELX Inc DBA LexisNexis	May on-line subscription	145.44
Rock,Paper,Scissors	1,000 Office Pens - Treas	388.28
Rock Rapids Ace Hardware	Refrigerators for Cabins,tree	
	Pole trimmer,edger blades	2605.37
Sanford USD Medical Center	5/13/17 RN Transfer	39.50
Sanitation Products, Inc.	Quick-tach,Wing, 5th Wh #	79134.00
Sanofi Pasteur, Inc.	10 Doses HIB Vaccine/Priv	101.65
Marilee Schleusner	6/16/17 Dist Mtg Mileage	50.00
Jeff Schram	FY2017 Brd Mileage (67)	33.50
Schwan's Attn: HSAR	Ice Cream	341.27
Daryl Spaans	Fill Well	279.13
State Hygienic Laboratory	Water Test - Martens	27.00
Sunshine Foods	Coffee (10)	89.90
Three Rivers Pheasants Forever	Short Grass Mix	1400.00
Thrifty White Pharmacy	May Meds for Inmate E.C.	25.80
Trackside Repair & Towing -	Drug Invest. Tow Pickup	350.00
Trane	Fix Air Conditioner (Jail	1765.39
Turner Marketing Consulting	LCED Website Redo/upgrade	1500.00
US Bank - Purchase Card Purcha	Uniforms,EE supplies, VA conf	
	Expenses,fair promos,scanner	5172.10

US Bank Equipment Finance	June Ricoh Copier Maint	249.24
Valley Sand & Gravel	Concrete Fines	1400.00
Terry VanBeek	Fill 2 Wells	803.06
VanderLee Motors Inc.	Rep HeadLamps,service,battery	602.87
Vericor LLC	3 Cool Cube Coolers/Grant	3546.00
Verizon Business	acct 4512330	4.94
Verizon Wireless	6/7-7/6/17 Cell Phones	656.03
Verizon Wireless - VSAT North	SMS Preservation	100.00
Wall Street Printers	Pub Health Banner,env,magnets	771.75
Woodward Youth Corporation	5/1-5/17/17 Juv Shelter N	746.40
Grand Total		504374.60

General Basic Fund	96,201.98
General Basic Sub Fund	22,400.00
County MHD Services Fund	53,842.47
Rural Services Basic Fund	2,182.69
Economic Development Fund	342.88
Capital Project - Roadway Fund	165,993.32
Secondary Road Fund	105,333.59
Debt Service Fund	50,840.00
Surcharge on E911	4,175.20
Development Project Fund	1,806.93
Emergency Management Services	309.23
Co. Assessor Agency Fund	945.06
Flex Benefits Account	1.25

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

ATTEST _____	APPROVED _____
County Auditor	Chairman