

LYON COUNTY AUDITORS OFFICE
January 2, 2018

ROCK RAPIDS, IOWA

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

Motion by Koedam, second by Peters to nominate Randy Bosch as Chairman. Motion carried.

Motion by Behrens, second by Peters to nominate Steve Michael as Vice Chair. Motion carried.

The minutes of the December 18, 2017 meeting were reviewed. Motion made by Michael to approve minutes, seconded by Peters. Motion carried.

County Attorney Shayne Mayer requested a closed session according to Chapter 20.17(3) to discuss strategy for the union contract proposal. Motion by Michael, second by Peters to enter closed session to discuss strategy. Motion carried all "Aye". Closed session was entered at 9:10 a.m.

Closed session was ended at 9:48 and the Board entered open meeting to formally approve the initial proposal to the Union.

The Board determined in closed session to make the following changes to the 2018-2019 Collective Bargaining Agreement:

Article 1 Agreement: Leave

Article 2 Recognition: The County Engineer, Assistant to the Engineer, Inspector No. 1, Inspector No. 2, Office Clerk, Temporary Employees and all other personnel are excluded from the bargaining unit.

Article 3 Management Rights: Strike entire article.

Article 4 Employment: Strike entire article.

Article 5 Transfer-Promotion-Job Selection Procedure: Strike entire article.

Article 6 Seniority: Strike entire article

Article 7 Hours of Work: Strike entire article. The hours of work will be covered in the Lyon County Employee Handbook and will identify hours specific to Lyon County Secondary Roads.

Article 8 Breaktime: Strike entire article. Breaks specific to the Lyon County Secondary Roads Department will be covered by the employee handbook.

Article 9 Overtime: Strike entire article.

Article 10 Reduction in Force: Strike entire article.

Article 11 Leave: Strike and amended as follows: Employees who have accumulated sick leave prior to and up through June 30, 2018, shall have the option of using the aforesaid accumulated sick leave, up to a maximum of ninety (90) days, at the time of separation towards the extension of health insurance, provided the employee was currently enrolled in the health insurance plan at the time of separation. As of July 1, 2018, sick leave accumulated prior to July 1, 2018, cannot be used to extend health insurance. Employees with accumulated sick leave, accumulated prior to July 1, 2018, shall be required to use said sick leave first, the intention of the parties being that an employee will use banked pre-July 1, 2018 sick leave prior to sick leave accumulated after July 1, 2018. Sick leave accumulated after

July 1, 2018, shall be allowed to accumulate in accordance with the Lyon County Handbook, but shall not be used towards the extension of health insurance.

Article 12 Family and Medical Leave: Strike entire article. FMLA will governed according the Lyon County Employee Handbook.

Article 13 Group Insurance: Strike entire article. Positions covered by the contract would be subject to the Lyon County Employee Handbook and would pay the same amount for employee contribution as other county employees.

Article 14 Cafeteria Plan: Strike entire article.

Article 15 Health and Safety: Strike entire article. Safety and reimbursement for safety items/clothing will be covered by the safety manual.

Article 16 Grievance Procedure: Strike entire article.

Article 17 Authority of Arbitrator: Strike entire article.

Article 18 General Provision: Strike entire article.

Article 19 Dues Checkoff and Indemnification: Strike entire article.

Article 21 Call in Pay: Strike entire article.

Article 22 Federal Commercial Drivers License: Strike entire article.

Article 23 Wage Rate: A 0% increase for all positions.

Article 24 Deferred Compensation Plan: Strike entire article.

Article 25 Reporting Time: Strike entire article.

Article 26 Duration: THIS AGREEMENT shall be in full force and effect from July 1, 2018 and shall continue until its expiration on June 30, 2019. 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, 2018. Any and all Letters of Understanding and /or Memorandums of Understanding shall continue through the term of this agreement until July 1, 2019.

Motion by Michael, second by Koedam to approve the Lyon County's Initial Proposals for the 2018-2019 Collective Bargaining Agreement Lyon County Road Department. Motion carried. A complete copy of the initial proposal can be viewed at the Lyon County Attorney's Office.

Russ Hopp, Lyon County Treasurer joined the Board to count cash as of 12-29-2017. Motion by Behrens, second by Peters to approve and sign Treasurer's cash report. Motion carried.

Engineer Sievers shared information with the Board regarding the new RR shop. CMBA stated a monoslope roof is a better plan and will give a cost savings for the project. Sievers currently in 17/18 has \$1.5 million plus the \$300,000 transfer from Dept. 55 budgeted for the project. The first estimate received from CMBA is \$2.3 million. Due to the proposed use of the building and the fact that it is over 5,000 sq. feet, there are mandates that certain equipment (HVAC systems, sprinklers, etc) have to be included in the building. It was decided to have Peters and Sievers talk with CMBA to determine if parts of the project can be bid as alternates to better break down costs. Board agreed to have Sievers move forward with getting the project bid out.

The Board broke out and counted cash in the different county departments.

At 11:00 a.m., Cara Elbert, Northwest Iowa Planning and Development and Lisa Sexton, Iowa Homeland Security joined the meeting via phone conference to discuss with the Board, Attorney Mayer, EMA Arden Kopischke, and Engineer Sievers proposed changes to the current procurement policy. Attorney Mayer

will rework the current polity to include the wording needed for EMA while looking at requirements within secondary road requirements for FEMA grants. Sexton encouraged the county to refer to CFR 2 for required items that should be addressed. The policy needs to include wording to use state and federal funding dollars alike. Mayer will work on changes and bring to the Board on Jan 22nd.

Dave Jorgenson, Baker Group was present to give a construction update on the courthouse improvement project. Jorgenson informed the Board that this would be his last day with the Baker Group as he has taken a job with another company. Jorgenson thanked the Board for the opportunity to work with Lyon County and introduced Dale Drenth as the new project manager. Michael Gustafson will also be coming to the site during the week when Drenth cannot. Jorgenson stated the project is about 2 weeks out from being finished. The boiler is running great and was put to the test with the cold weather over the weekend. Parts of the boiler system still need to be insulated, but cannot be finished until chiller bundle is finished. The chiller will not be tested until spring, but pipes will be tested to make sure no leaks are present. The copper on roof needed new panels as re-bending wasn't going to work to fix the problem of the panels being off on fit at the end. The skylight in men's 3rd floor bathroom still needs to be put in and small items yet to be finished include trimming out the units and minor wall repairs where old thermostats were. As far as painting, the inside top of the dome is finished and the painter is working down the walls to the marble. Painting should be done by the end of this week.

The Board of Supervisors makes various appointments to different boards to do County business. Motion by Behrens, seconded by Peters to approve the following appointments and committee assignments. All "Aye" motion carried. Auditor Smit noted that the gender balance notification was put into the official papers.

Committee	Supervisor(s)	Alternate
Compass Pointe	Peters, Koedam	
Blood Run	Michael	Behrens
Building and Grounds	Peters, Behrens	
Courthouse Security	Michael	
County Hotel / Motel Tax	Bosch, Koedam	
DHS Decatorization Board	Bosch	Koedam
Emergency Medical Board	Michael	Peters
Empowerment Board	Bosch	Koedam
Iowa County Engineer Association	Peters	
Lyon County Board of Health	Bosch	Michael
Lyon County Conservation Board	Michael	
Iowa Work Force Development	Koedam	
Lyon County Economic Advisory Brd	Michael, Peters	
Lyon County Economic Development Consortium	Michael	
MidSioux	Koedam	
NW IA Area Waste Agency	Behrens	Peters
NWIP & Development Board	Koedam	Bosch

NW IA Housing Trust Fund	Michael	
NW IA Regional Housing Authority	Behrens	
REAP	Michael	Behrens
NWIA Care Connections Regional Mental Health Governance Board	Behrens	Bosch
Regional Transit Authority	Koedam	Behrens
Roadside Management	Behrens	
Safety & Wellness	Peters	Michael
Season's Mental Health Center	Bosch	Michael
SYNERGY	Peters	Michael
Third Judicial District Dept. of Corrections	Vacant	Koedam
Youth Emergency Services	Peters	Behrens

Per Iowa Code 6B.4 the Lyon County "Compensation Commission Board" a/k/a Condemnation Board is a yearly appointment. As there are a few people that

FARMERS

Russell Pedersen, Rock Rapids
Steve Johnson, Little Rock
Dennis Schrick, George
Arnold VanVelhuizen, Larchwood
Kent Harms, George
Marv ManMaanen, Doon
Arie Blik, Larchwood
Greg DeBoer, Little Rock

REALTORS

David Sieperda, Rock Rapids
Tim DeBruin, George
Darrel VandeVegte, Doon
Sam Chase, Little Rock
Damon Pederson, Rock Rapids
Craig Schneidermann, Rock Rapids
Mike Baumgaars, Inwood

CITY PROPERTY

Leonard Hasselman, Rock Rapids
Marlene Bowers, Rock Rapids
Jim Cuttell, George
Wes Koedam, Alvord
Donald Metzger, Lester
Lyle Grotewold, Larchwood
Eugene Eisma, Inwood
Jason Faber, Alvord

BANKERS OR PEOPLE KNOWING VALUE OF LAND

Mark Dominey, Larchwood
Eugene Metzger, Rock Rapids
Scott Postma, Doon
George Schneidermann, Rock Rapids
Sheila Klaassen, Little Rock
Daniel Moen, Inwood
Kathi Wilke, Lester

Conservation Board: Jordan Dammann 1-1-2018 to 12-31-2022

Zoning Board of Adjustment: Dave Korthals, George 1-1-2018 to 12-31-2022

Planning and Zoning Board: The Planning and Zoning Board asked for staggered terms in order to avoid having multiple members leaving the Board at once.

John Madden 1-1-2018 to 12-31-2020 (3 yrs)
Leroy Hassebroek 1-1-2018 to 12-31-2021 (4 yrs)
Kent Harms 1-1-2018 to 12-31-2022 (5 yrs)
County Engineer 1-1-2018 to 12-31-2022

2017 Valuations were reviewed. Motion by Michael, second by Peters to approve valuations. Motion carried.

The Board set the FY2018/2019 mileage rate at \$0.50. Motion by Peters, second by Behrens to set at \$0.50. Motion carried.

The Board received 2 applications for the official newspapers. Motion by Koedam, second by Michael to approve the Lyon County Reporter and the Doon Press to be the official county newspapers for 2018. Motion carried.

Employee health insurance contribution rates will be set at \$224/month for family plan and \$35/month for single plan. Motion by Koedam, second by Behrens to approve the employee contribution rates for FY18/2019. Motion carried.

Resolution 2018-01 was introduced by Chairman Bosch.

RESOLUTION 2018-01 CONSTRUCTION EVALUATION RESOLUTION

WHEREAS, Iowa Code section 459.304(3) sets out the procedure if a Board of Supervisors wishes to adopt a "construction evaluation resolution" relating to the construction of a confinement feeding operation structure; and

WHEREAS, only counties that have adopted a construction evaluation resolution can submit to the Department of Natural Resources (DNR) an adopted recommendation to approve or disapprove a construction permit application regarding a proposed confinement feeding operation structure; and

WHEREAS, only counties that have adopted a construction evaluation resolution and submitted an adopted recommendation may contest the DNR's decision regarding a specific application; and

WHEREAS, by adopting a construction evaluation resolution the Board of Supervisors agrees to evaluate every construction permit application for a proposed confinement feeding operation structure received by the Board of Supervisors between February 1, 2018 and January 31, 2019 and submit an adopted recommendation regarding that application to the DNR; and

WHEREAS, the Board of Supervisors must conduct an evaluation of every construction permit application using the master matrix created in Iowa Code section 459.305, but the Board's recommendation to the DNR may be based on the final score on the master matrix or may be based on reasons other than the final score on the master matrix;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF LYON COUNTY that the Board of Supervisors hereby adopts this construction evaluation resolution pursuant to Iowa Code section 459.304(3).

ATTEST: /s/ Jen Smit,
County Auditor

/s/Randy Bosch, Chair
Lyon County Supervisors

Motion by Peters, second by Koedam to approve and sign Resolution 2018-01. Motion carried.

Resolution 2018-02 was introduced by Chairman Bosch.

Resolution 2018 - 02 Authorization for Short Term Interfund Loan

Effective January 1, 2018 Fund 91000 will again be used for Flex Benefits. With Lyon County banking the funds and paying Innovative Business Consultants

(IBC) weekly for the processed claims. Handwritten checks will be issued weekly.

WHEREAS Lyon County needs to make a payment to Fund 91000 to pre-fund county employee flex claims. The first deposit into this account will be January 15, 2018; but employees can submit claims January 1st. Once the County closes the account with Secure Benefits any remaining funds will be deposited in Fund 91000.

At the present time Fund 91000 has a Zero balance. A short-term loan is needed from Fund 89000, Health Insurance Fund to Fund 91000, Flex Benefit Fund.

THEREFORE, BE IT RESOLVED by the Lyon County Board of Supervisors to approve a Short-Term Loan in the amount of \$5,000.00 to Fund 91000. The funds should be repaid before the end of the current fiscal year.

Passed and approved this 2nd day of January, 2018.

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

ATTEST: /s/Jen Smit
Lyon County Auditor

Motion by Behrens, second by Michael to approve and sign Resolution 2018-02. Motion carried.

Correspondence: Peters-met with Supervisor Behrens and Sievers regarding the new RR shop; also met with Behrens, Justin Christensen, Sheriff VanderStoep, Conservation Director Van Otterloo, VA Director Jared Ageson, and Auditor Smit to discuss the law annex parking lot project. The estimate for the parking lot is \$100,000 and bid documents will be put out by DGR today; Behrens-mental health meetings and City of George daycare meeting.

The Board made a statement that zero increases to salaries for FY2018/2019 includes any employees that are on a percentage step increase.

The Board will be meeting January 8, 15, 22, and 29 for budget work.

Employment changes:

Bobby Gruis has been hired to fill the George shop road crew spot. Gruis's first day was 12-11-2017 and will be paid at \$20.95/hour.

David Jackson was hired as the new Road Superintendent and begins the position on 12-22-2017 at \$30.00/hour.

Eric Abrahamson has resigned from the part time jailer position as of 12-5-2017.

Handwritten claim dated 12-20-2017 in the amount of \$21,268.50 was reviewed and approved. Check sequence #131583.

Wellmark BlueCross BlueShield	12/9/17-12/15/17 Claims	21268.50
Grand Total		21268.50

Health Insurance Fund 21,268.50

Veteran Affairs claims dated 12-21-2017 in the amount of \$517.06 were reviewed and approved. Check sequence #131584-131593.

1-2-2018

Alpha Media	Veterans Day Ad.	150.00
Jerry M. Baatz	Mileage (30) Dec Mtg	15.00
City of Doon	Utility Assistance - Case	67.31
Corner Rexall Drugs	RX Assistance - Case #12	35.73
Douglas W. Hilbrands	Mileage (30) Dec Mtg	15.00
Little Rock Free Lance	Advertising	16.00
Lyon County News	Advertising	22.55
MidAmerican Energy	Utility Assistance - Case	109.01
New Century Press	Advertising	6.00
Premier Communications	Office Phone	80.46
Grand Total		517.06

General Basic Fund 517.06

Handwritten claim dated 12-27-2017 in the amount of \$29,495.69 was reviewed and approved. Check sequence #131594.

Wellmark BlueCross BlueShield	12/16/17 to 12/22/17 Clai	29495.69
Grand Total		29495.69

Health Insurance Fund 29,495.69

Payroll dated 12-29-2017 was reviewed and approved.

Payroll Warrant Register in the amount of \$198,465.83 is listed by fund.

General Basic Fund	122,972.11
County MHD Services Fund	1,331.54
Rural Service Basic Fund	19,610.65
Economic Development Fund	3,408.57
Secondary Road Fund	39,118.29
Emergency Management Service	2,504.85
Co. Assessor Agency Fund	9,519.82

Payroll Disbursement Register in the amount of \$282,074.64 is listed by Fund.

General Basic Fund	101,321.49
General Supplemental Fund	52,605.50
County MHD Services Fund	1,335.05
Rural Services Basic Fund	33,841.99
Economic Development Fund	4,364.24
Secondary Road Fund	73,796.98
Emergency Management Service	3,135.11
Co. Assessor Agency Fund	11,674.31

Handwritten claim dated 12-29-2017 in the amount of \$36.96 was reviewed and approved. Check sequence #131730.

Eric Abrahamson	Refund NOV employee IPERS	36.96
Grand Total		36.96

General Basic Fund 36.96

1-2-2018

Claims dated 1-2-2018 in the amount of \$483,577.66 were reviewed and approved. Check sequence #131731-131764.

Alliant Energy	acct 3128711000	352.79
Calhoun-Burns & Associate Inc.	92Y/30R/61Y bridge des	32986.50
Century Link	911 Recurring 712-233-001	395.93
City of George	utilities	26.25
City of Rock Rapids Municipal	utilities	747.37
Dakota Fluid Power Inc.	cylinder repair #17	402.43
DGR Engineering	K-30 PCC Overlay	1491.77
Flynn Company Inc.	A44 / 1RCC060(109)	79147.09
George Office Products	staples	4.29
H & H Dirt Work	Box Extension/wing repair	18903.83
Henning Construction Inc	22.87 tons Class 3 RipRip	508.86
Innovative Benefit Consultants	PreFund of Debit Card	1400.00
Intek Cleaning & Restoration	Mold Remediation-3rd Fl M	282.58
Iowa Communities Assur Pool	Govt CrimeBond Policy 3rd	1769.05
Iowa Prison Industries	50 reflect stripes/stop s	540.00
Ironhawk Industrial Dist LLC E	60 - 4' carbide inserts	13476.00
Cole Knudson	TV mount	33.07
Eldon E. Kruse	12/20/17 Dist Mtg Mileage	77.50
MD Products & Solutions, Inc.	fender, mud guards	1157.08
Meyer Electric Inc.	Electrical-Crthouse Proje	27091.43
MidAmerican Energy	acct 11930-66002	382.00
Northern States Supply Inc.	bandsaw blades	104.70
Prahm Construction Inc.	L-(TIF38R&39R)--73-60 Est	240013.66
Rock Rapids Ace Hardware	shop supplies	356.13
Sanford Health	random drug test	21.59
Schmillen Construction Inc.	12" road bore	8200.00
Sioux City Foundry Co.	bridge rails,beams,steel	604.71
US Bank Equipment Finance	12/9/17-1/9/18 Copier Mai	265.28
Verizon Wireless	12/10-1/9/18 Cell Phone A	363.51
Wheeler Lumber LLC	128 - 3X12X18' bridge plans	44495.26
Ziegler Inc.	tube,seal,filters,gear,labor	7977.00
Grand Total		483577.66
End of Report		

General Basic Fund	414.51
General Basic Sub Fund	27,374.01
General Supplemental Fund	1,769.05
Capital Project - Roadway Fund	48,791.19
Secondary Road Fund	403,432.97
Surcharge on E911	395.93
Health Insurance Fund	1,400.00

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

ATTEST _____ APPROVED _____
 County Auditor Chairman