

LYON COUNTY AUDITORS OFFICE  
April 25, 2013

ROCK RAPIDS, IOWA

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

The minutes of the April 22, 2013 meeting were reviewed. Motion made by Peters to approve minutes, seconded by Behrens. Motion carried.

There were some employment letters received by the Auditor's office. One for Kyle Munneke as a new deputy sheriff. Munneke is a certified police officer and has 6 years with the Rock Valley Police Department. His first day was April 15<sup>th</sup> with pay at 73% of Sheriff's at \$54,673.35. There was also a letter of resignation from Douglas Wiarda. Wiarda's resignation is effective as of June 11, 2013. Wiarda thanked the Board for the kindness and consideration he was given during his employment with the county.

IMWCA Representatives, Dean Schade, Loss Control and Matt Jackson, Claims Manager joined the meeting along with Michael Raner, Safety Coordinator through Northwest Iowa Planning & Development to talk to Department Heads and the Board on ways to help lower the county's work comp premiums. There was much discussion on policies that the county can implement such as working with a Designated Clinic, Return to work system, temporary alternate duty and pre-employment physicals. It was decided to have Smit contact Sanford Rock Rapids to have them join us at the next safety meeting to go over the designated clinic details. The Board thanked Schade, Raner, Jackson and the department heads for attending the meeting. There was discussion following the meeting regarding adding a safety component to the employee evaluation.

Auditor Smit asked the Board if she could start the process of updating the county handbook with the assistance of PJ Greufe & Associates. The company will review the current handbook and make suggestions as to what should be updated to make it current with laws. Greufe will come and meet with Department Heads and the Board to discuss needed changes for \$2,500.00. Motion by Behrens to start the process with PJ Greufe & Associates for the handbook, seconded by Peters. Motion carried.

The Supervisors had more discussion on combining the duties of Emergency Management, E911 and incorporating the duties of an ambulance director into one full time position.

Claims dated 4-25-2013 in the amount of \$51,049.85 were reviewed and approved. Check sequence #103167-103183.

Alliant Energy	Utility Provision/shop	Void	490.12
Arrow Manufacturing, Inc.	switch #6		11.80
Century Link	911 Recurring 4/13-5/12		391.50
Tim Dammann	steel toe shoes		50.00
First Administrators, Inc.	4/23/2013 Claim run		44488.25
George Office Products	window envelopes		63.20
HickoryTech	offices phones & fax		169.71

I Wireless	4/16-5/15 Cell Phone #667	225.23
J.R.B. Rentals LLC	Rent Provision - #0060	325.00
Mid American Energy	Doon shop utilities	211.90
Modern Gas Company	150.1 gal LP gas - Larchwood	195.13
Northern Truck Equip Corp	sander chain assy #19	2294.20
Verizon Wireless	acct 586802200-00001	313.61
Vermeer Equipment	muffler, exhaust #108	531.37
Ziegler Inc.	vee belt sets #83/filters	1288.83
Grand Total		51049.85

General Basic Fund	516.73
Economic Development Fund	113.07
Secondary Road Fund	5,517.87
Surcharge on E911	391.50
Co. Assessor Agency Fund	22.43
Health Insurance Fund	44,488.25

Handwritten warrants in the amount of \$102.00 and \$388.12 to Alliant Energy were reviewed and approved. Check sequences 103184 and 103185. Handwritten warrants were necessary as two checks were needed. The checks were to replace the voided check #103167 for \$490.12.

General Basic Fund	102.00
Secondary Road Fund	388.12

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

ATTEST \_\_\_\_\_ APPROVED \_\_\_\_\_  
County Auditor Chairman