

LYON COUNTY AUDITORS OFFICE  
April 23, 2019

ROCK RAPIDS, IOWA

Chairman Mark Behrens convened the adjourned session with Feucht, Koedam, Birkey, and Herman present. Motion carried assumes unanimous vote unless otherwise stated. County Attorney Mayer was also present.

Chairman Behrens noted that Auditor Smit has requested to have an appointment for medical examiner added to the agenda. By adding the item the Board would be able to have a medical examiner appointed before the end of the month when Sanford's services will end. Board agreed to add the agenda item.

The minutes of the April 9, 2019 meeting were reviewed. Motion made by Birkey to approve minutes, seconded by Herman. Motion carried.

The Board received liquor license applications from Grand Falls Casino and Resort for Class B and Class E licenses. Motion by Feucht, second by Koedam to approve and Chairman sign license applications. Motion carried.

Employment changes:

Nate Rozeboom has transferred to the Engineering Tech position within the Engineer's Office. Rozeboom's title will be Engineering Aid. Rozeboom started the position on March 28, 2019 at \$24.04/hour.

Barb Dreke, Motor Vehicle Deputy, has submitted a retirement letter stating May 31, 2019 will be her last day with Lyon County.

It was noted in the Veteran Affairs minutes that Director Jared Ageson may need to resign. The minutes also state that the Veteran Affairs Board moved to start the replacement process. No dates were given.

Lyon County Economic Development Director Steve Simons reminded the Board of the League of Cities meeting tonight at 7:00 p.m. in Inwood. Simons also noted the Lyon County Economic Development Business Recognition Banquet will be June 25<sup>th</sup> this year.

Lyon County Ambulance Director Amy Borman informed the Board that the charge for an emergency ambulance transport will be increasing as of July 1, 2019 to \$607.00 as per notice from MCS. The Board agreed to the increase as this amount is approved by Wellmark and Medicare.

Attorney Mayer also informed the Board that Mayer has been in contact with Hope Haven and they have stated that they will no longer be needing the office at the annex building, however the CEO is out until next week to have that information verified. Mayer also noted that she has reached out to Creative Living Center but has not yet heard back. The leases should be reviewed and the Board will need to determine how they wish to proceed once the County has an idea as to how many offices Creative Living Center wishes to rent.

Auditor Smit requested the Board to appoint Dr. David Springer as the Chief Medical Examiner for Lyon County effective 5-1-2019. Springer has agreed to fill the position when he is on call at the hospital. Smit would like to continue conversation with Dr. Grossman and contact Osceola and Sheldon hospitals in an effort to make sure there will be someone available when Dr. Springer is not on call. The Board agreed that Smit should continue looking for additional examiners. Smit also stated that Avera may have RNs and PAs

that might be interested in taking the medical investigator class. They would then be able to do the field work and have the paperwork signed by the medical examiner. Smit will continue discussion with Avera on this as well. Motion by Birkey, second by Herman to approve appointment of Dr. David Springer. Motion carried.

Attorney Shayne Mayer proposed that the Board enter a closed session with Katherine Beenken, Attorney with Ahlers & Cooney Law Firm, pursuant to Iowa Code Section 21.5(1)(c), to discuss strategy with counsel in matters where litigation is imminent. Chairman Behrens asked for a motion to move into closed session as requested. Motion by Koedam, second by Feucht to move to closed session. Motion carried. Closed session started at 9:33 a.m.

Motion by Herman, second by Koedam to move out of closed session. Motion carried. Closed session ended at 9:56 a.m.

Attorney Mayer suggested that the Board move into closed session with Hopkins and Huebner, pursuant to Iowa Code Section 21.5(1)(c), to discuss strategy with legal counsel for matters in litigation. Chairman Behrens asked for a motion to move into closed session. Motion by Feucht, second by Birkey to move into closed session. Motion carried. Closed session began at 10:06 a.m.

Motion by Koedam, second by Herman to move out of closed session. Motion carried. Closed session ended at 10:36 a.m.

The Board discussed the micro surfacing agreements with Mayer and Engineer Sievers. The county is signing agreements with George, Larchwood, and Rock Rapids regarding the portions of the micro surfacing project that will happen within their city limits. The agreements outline the distance to be done with in each city and the estimated reimbursement amount to the county. It was noted that the resolutions noted on the agenda will not be needed as the county only needs to sign an agreement. Motion by Herman, second by Birkey to approve and Chairman sign the agreements. Motion carried.

Engineer Sievers suggested the following wording changes to the handbook for better explanation of road crew/secondary roads in sections 3.2 and 5.4.  
Current wording of 3.2 OVERTIME / COMPENSATORY TIME

Secondary Road Crew: 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 hours. Overtime shall be compensated at the rate of time and one-half (1-1/2) the employee's straight time hourly rate. All paid time shall count as time worked for purposes of computing overtime.

CHANGE TO: 3.2 OVERTIME / COMPENSATORY TIME

Secondary Roads: With the exception of the Engineer and Office Manager, 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 hours. Overtime shall be compensated at the rate of time and one-half (1-1/2) the employee's straight time hourly rate. All paid time shall count as time worked for purposes of computing overtime.

Current wording of 5.4 SICK LEAVE

Secondary Roads: 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 after 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 using 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.

CHANGE TO: 5.4 SICK LEAVE

Secondary Roads: Union covered employees positions 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 after 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 using 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.

Sievers also proposed a new section requiring that full time employees reside in Lyon County. New section would be as follows: 9.5 LYON COUNTY RESIDENCY REQUIREMENT: It is the intent of the Lyon County Board of Supervisors to have all full-time employees be a resident of Lyon County. Full-time employees must maintain residence within Lyon County to continue employment with Lyon County.

Upon discussion of the proposed wording changes and new section addition, Auditor Smit asked that new section (9.5) not be approved now as there are other amendments that need to be done to the handbook and it would be easier if all were done at one time. As far as sections 3.2 and 5.4 the Board felt that it pertained to only one department and would be easier to notice those employees of the wording changes. Motion by Feucht, second by Koedam to approve the proposed wording changes for sections 3.2 and 5.4. Motion carried. Smit will add the proposal of 9.5 to the other possible changes for the handbook.

Sievers and the Board discussed the areas of A34 that would have the shoulder widened during the PCC project for that road. Sievers pointed out that if the Board wishes to have a concrete road, they have to widen those areas. There are about 6 landowners that would need to be contacted regarding the widening process and easement purchases. The Board told Sievers to go ahead and contact owners regarding the project.

Sievers brought a proposed tile boring contract. Sievers proposed getting quotes from contractors to see how much borings would cost. Sievers would like to have a designated contractor to contact when they receive boring applications/permits. The Board would like Sievers to get them information on how other counties in our area do tile crossings. Info such as: What portion of the cost does the county pay, do they allow cutting through roads, do they only allow boring, how many quotes do they require the owner to obtain for the work? The Board tabled making a decision on the contract until more information can be given to them.

Sievers gave a brief construction update. The contractor has moved to the A52 bridge location and work should begin soon. There are a couple TIF culverts and FEMA culverts that should be started and finished by early July per contracts. The micro surfacing projects are also supposed to be finished before July. Sievers talked about the Lester project and the BNSF Railroad. Sievers stated that Lester has added a sidewalk to the project for their walking trail. Being that the railroad is part of the project, it will require separate insurance and separate road flaggers. Sievers will be meeting with the Lester City Council in May to inform them of the project details thus far. Sievers noted that the County could get insurance for the contractor for anything that happens, or the county can require the contractor to purchase their own insurance. The contractor cannot purchase the insurance until after being awarded the contract, so it could take 60 days after the bid to get insurance to start the project. This could push the project into next season. Supervisor Herman asked if the project could be started if work didn't get within a certain distance to the railroad. Sievers will try to find out.

Conservation Director Craig Van Otterloo and Conservation Board member Jeff Schram were present to talk to the Board regarding the bids received for the nature center project slated for this spring/summer at Lake Pahoja. Van Otterloo gave a synopsis of the bids for the nature center. Bids came in at \$2,320,000 plus \$109,330 for professional services for a total of \$2,429,330. Van Otterloo and the conservation board feel this is unacceptable. The bids have been tabled until May 8<sup>th</sup>. They are under negotiations to drop the overall bid by approximately \$700,000. If this cannot happen, the project will be put on hold until next year. Van Otterloo stated they were very disappointed with some of the specs put in the bid. The Conservation Board asked for a common sense approach to a building, but the specs included items that were above and beyond what is needed. Van Otterloo stated that the Conservation Foundation will continue raising funds and looking into other grant/revenue opportunities. Van Otterloo will keep the Board of Supervisors updated as the May 8<sup>th</sup> bid determination date approaches.

Chairman Behrens awarded Conservation Director Craig Van Otterloo a certificate for 30 years of service.

The Board recessed for lunch at 12:30 p.m.

The Board reconvened at 1:15 p.m. for a FY2018 audit presentation by David DeNoble of DeNoble, Austin and Company. DeNoble gave an overview of the financials of Lyon County for fiscal year 2018. Comments were also reviewed by DeNoble of items that departments should consider implementing if possible. In summary, Lyon County had no major infractions noted. A full copy of the audit is available through the Auditor's Office.

Supervisor correspondence: Koedam-NW IA Planning and Development, Rides; Behrens-Landfill, Avera ribbon cutting; Birkey-Avera ribbon cutting; Feucht and Herman - Compass Pointe dissolution mtg.

Payroll dated April 15, 2019 was reviewed and approved.

Payroll Warrant Register in the amount of \$73,089.82 is listed by fund.

General Basic Fund	9,345.20
Rural Service Basic Fund	19,482.19
Secondary Road Fund	44,262.43

Payroll Disbursement Register in the amount of \$29,882.97 is listed by Fund.

General Basic Fund	3,988.15
Rural Services Basic Fund	8,798.40
Secondary Road Fund	17,096.42

Handwritten claims dated 4-16-2019 in the amount of \$12,516.10 were reviewed and approved. Check sequence #139474-139475.

IBC Innovative Business Consul	2019 Flex Claims	1199.95
Wellmark BlueCross BlueShield	4/6/19-4/12/19 Medical Cl	11316.15
Grand Total		12516.10

Health Insurance Fund	11,316.15
Flex Benefits Account	1,199.95

Conservation claims dated 4-18-2019 in the amount of \$6,480.82 were reviewed and approved. Check sequence #139486-139497.

Advanced Systems	Copier Contract	130.00
Alliance Communications	LPRA Phone, LD, Internet	25.00
Campbell Supply	Wrecking Bar, Powerwasher	176.48
Central Iowa Distributing	Floor Squeegee, Soap, Glo	369.00
Cole Papers, Inc	Toilet Paper & Paper Towe	1225.06
Cooperative Energy Company	Tire Repair	20.50
DRG PLBG HVAC	Boiler Maint/replace gask	294.00
Dusty's Auto Body David Dreesm	Chip Repair	35.00
Iowa Department of Revenue -	1st Q 2019 Lodging Tax	268.00
John Deere Financial	Blades	87.42
Lyon & Sioux Rural Water	19,000 Gallons Water	140.50
Lyon Rural Electric Coop	LPRA Electric	1011.86
Menards	Valve, adapter, couplin, hos	64.93
Menards - Sioux Falls East	1x12-8's	61.32
New Century Press	Legal Ads - Public Hearin	174.57
Pfeifer Implement	Kubota Repairs	556.68
Premier Communications	Office Phone, LD, Interne	92.34
Rock Rapids Ace Hardware	Roughneck Tote	26.99
Todd's True Value	Deck Screws	55.96
Uline	Ear Plugs	48.29
US Bank - Purchase Card Purcha	Fuel, EE surplies/training	1525.29
Verizon Wireless	Cell Phone Bill	91.63
Grand Total		6480.82

General Basic Fund	6,480.82
--------------------	----------

Veteran Affairs claims dated 4-19-2019 in the amount of \$1,064.53 were reviewed and approved. Check sequence #139498-139506.

Jared Ageson	Mileage Spring School	348.00
Alpha Media	Advertising	150.00
American Legion Post #704 c/o	Grave Markers	354.77
Jerry M. Baatz	Mileage (30) April Mtg	15.00
Douglas W. Hilbrands	Mileage (30) April Mtg	15.00
Little Rock Free Lance	Advertising	16.00
Lyon County News	Advertising	30.00
New Century Press	Advertising	48.00
Premier Communications	Office Phone VA	87.76
Grand Total		1064.53

General Basic Fund 1,064.53

Claims dated 4-23-2019 in the amount of \$327,787.42 were reviewed and approved. Check sequence #139507-139605.

A & B Business Solutions	Q usage Richoh Copier	66.79
Access Systems Leasing	Lease Monthly Fee	142.38
Advanced Systems	Monthly Xerox Copier Cont	158.23
Advanced Systems, Inc.	Firmware Update & clean #	364.04
Alliant Energy	LR shop	201.80
Auditor of State State Capitol	FY2018 Audit Filing Fee	625.00
Ban-Koe Systems, Inc.	FY2020 Fire Alarm Test/In	1153.00
Mark A. Behrens	ISAC Reimb, Mileage (372)	572.94
Bound Tree Medical, LLC	AED & Cabinet, Stop Bleed Kit	919.03
Butler Machinery Company	plug #76	461.58
Chase Companies	EMT group photo/new EMTS	13.59
City of Doon	2nd Half FY2019 Library A	4155.00
City of George Attn: Library D	2nd Half FY2019 Library A	6819.00
City of Inwood	2nd Half FY2019 Library A	8072.00
City of Larchwood Attn: Librar	2nd Half FY2019 Library A	6522.00
City of Little Rock	2nd Half FY2019 Library A	4214.50
City of Rock Rapids Attn: Libr	2nd Half FY2019 Library A	10217.50
City of Sioux City, Iowa Sioux	2nd Half Hazmat FY2019	5285.25
Construction Products & Consul	55 gal Pentrahard Sealer	880.00
Cooperative Energy Company	March Fuel - 82.63 G Dyed	248.57
Cooperative Farmers Elevator A	2nd Half TIF Alvord 450-0	14979.16
Corner Rexall Drugs	65 Syringes for Admin TB	9.75
Corner Service Merlin VerSteeg	Tow - EMA Pickup	109.50
Culligan Soft Water Serv.	Salt(16)/Water(20) Jail	265.00
Custom Truck Equipment Inc.	push arm, mount plate #11	2060.70
DeNoble, Austin & Company PC	FY2018 Audit	56380.00
DRG PLBG HVAC	Front Lobby B.R. Water le	307.00
Elanco US Inc Eil Lilly and Co	TIF Final #080-001 / B&C	23910.00
Electronic Engineering	Equipment New F-150 60-8	5320.26
Joshua A. Feucht	January Board Mileage (89	44.50
Arthur E. Flier	March Snow Removal - Sher	308.75
Frank Dunn Company Frank Dunn	2 pallets - hi perf patch	1598.00
Frontier	April 911 Recurring	129.95
GeoComm, Inc.	4/1/19-3/31/20 GIS Maint	3490.00
George Office Products	Toner Cartridge, chairs	417.07
GlaxoSmithKline	10 Doses of Shingrix Vacc	1384.94
Graves Construction Co. Inc.	Bridge 17R & 18R Voucher #6	58978.96
H.T.C. Inc.	Shouldering Mach S/NBQ125	31196.70

I-State Truck Center	wiper motor assy #26	148.35
IBC Innovative Business Consul	4/17/19-4/21/19 Flex Clai	785.02
Inwood Body Shop	License Plate bracket	35.83
Iowa Dept. of Public Safety AT	Jan-March Terminal	1380.00
Iowa Division of Labor Service	4/8/19 Boiler Inspect #10	80.00
Iowa Information Inc.	HelpWant Ads PT Nurses	160.72
Iowa Law Enforcement Academy S	2/22/19 MMPI Test - A.W.	150.00
Iowa Secretary of State	NCOA Cards(175),Notary App	85.66
Johnson Controls Fire Protect	05/01/19-04/30/20 Sprinkl	469.55
Merle Koedam	Board Mileage(2,029 mi)	1014.50
Eldon E. Kruse	4/9/19 Dist Mtg Mileage (	77.00
Larchwood Mini Mart	30 Certificates - Incenti	37.50
Lyon County News	Renew sub,RE Tax due,Help Ad	114.00
Lyon County Sheriff Dept.	Sheriff Fees	110.92
Lyon Rural Electric Coop	Utilities - Lester/LWood shop	644.40
Matheson Tri-Gas Inc	Oxygen Cylinders	158.45
McCarty Motors	Mower Parts	299.85
Debra M. McKeever, CSR,RPR McK	Transcription - St vs Mee	472.50
MidAmerican Energy	Alvord/Inwood shops	439.62
Neopost USA Inc	Postal Equip Rent 4/30-7/	61.93
New Century Press	Board Minutes	421.49
Papik Motors	Service 2004 Tahoe,Gloplug A2	814.69
PCC, Inc. Physician's Claim Co	March Amb Billing	1667.99
Precision Graphics	5 Large K-9 Shirts 6010	176.00
Premier Communications	Fortigate Server for RR s	1450.94
Premier Network Solutions d/b/	VM Host Server #2	6975.32
RB Electric Inc.	Fan in Crthouse Basement	272.56
Rock Rapids Municipal Housing	One time Rental Assistanc	153.00
Sanford Health	Inmate Medical	2434.90
Sanford Health Occupational -	PreEmployment Test - N.Ba	122.00
Sanford USD Medical Center	Inmate D.S.	25.00
Sturdevant's Auto Parts	DEF Fuel Additive	45.96
Sudenga Industries	2nd Half TIF 185-001	18690.25
Sunshine Foods	HF Program Supplies	5.58
The Shop	tire repair #40	15.00
The West Lyon Focus	HelpWant Ads PT Nurses	392.00
Thrifty White Pharmacy	Inmate RX	553.82
Todd's	100 Certificates-Incentiv	125.00
Trackside Repair & Towing - D	Abandoned Vehicle towing	900.00
Trane	April Maint - Sheriff	428.41
TransUnion Risk & Alternative	On-line Search Database	576.10
US Bank - Purchase Card Purcha	NACE Registration, ISAC lodging,	
	Meals,Fuel,postage,Canine exp	10803.20
Verizon Business	acct 4512330	5.05
Verizon Wireless	4/7-5/6/19 Cell Phone - M	2022.96
Wall Street Printers	Envelopes #10 Window	149.50
Warntjes Paint & Body Inc.	Decals on New Explorer 60	525.00
Wellmark BlueCross BlueShield	4/13/19-4/19/19 Medical C	18038.26
Ziegler Inc.	rollers #87, labor	1289.20
Grand Total		327787.42
General Basic Fund	93,738.55	
Rural Services Basic Fund	45,320.26	
Economic Development Fund	112.00	
Capital Project-Roadway Fund	58,978.96	
Secondary Road Fund	42,976.80	
Surcharge on E911	3,619.95	

County Tifs-Novartis & Sudenga	42,600.25
Casino TIF	14,979.16
Emergency Management Services	5,879.76
Co. Assessor Agency Fund	724.06
Health Insurance Fund	18,072.65
Flex Benefits Account	785.02

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

NOTE: These minutes are as recorded by the Clerk to the Board of Supervisors and are subject to Board approval at the next regular meeting.