

LYON COUNTY AUDITORS OFFICE
February 24, 2014

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.

Lyon County Economic Development Director Steve Simons came to the Board to ask the Board to sign an agreement letter with the cities of Lester, Larchwood and the Municipal Utilities for Rock Rapids for a feasibility study for a natural gas project. Motion by Michael, seconded by Koedam to approve and have Chairman sign agreement letter. Motion carried.

Paul Greufe, owner of P.J. Greufe and Associates, joined the Board meeting to discuss services he can provide for the next 3 months. Greufe stated that the handbook needs to be finished. Once that project is done, Greufe will also present it to the external boards (Conservation Board, Board of Health, Conference Board, etc.) in hopes that these external boards will also adopt it as their policy.

Over the next three months Greufe would like to meet with the department heads regarding a 40 hour work week and staffing. Department heads and the Board would have unlimited access to Greufe for HR needs. Greufe would like to hold trainings for FMLA, sexual harassment, and other trainings related to hiring personnel that would be beneficial for all department heads. Attorney Mayer stated that the Sheriff's Office could really benefit by having Greufe update their operating procedures manual and the Officers Bill of Rights. For additional costs, Greufe would also handle union negotiations and such things as salary and compensation studies.

Greufe stated he works for about 22 counties as an HR consultant. In some counties he is like a part time HR person by visiting the county every month and in other counties he is available by phone or email. Monthly cost to have Greufe as a part time HR person with Greufe meeting with the Board and or Department heads monthly would be \$1500. The services could run monthly and if the Board at some point would like to change or end services with Greufe, they would just have to notify Greufe. Greufe would be in Lyon County monthly working on projects with department heads or the supervisors. Motion by Michael to hire P.J. Greufe & Associates at a cost of \$1500/month, starting on 2-24-2014, second by Peters. Motion carried.

The minutes of the February 10th and 13th, 2014 meeting were reviewed. Motion made by Peters to approve both sets of minutes, seconded by Behrens. Motion carried.

At 10:00 a.m. Chairman Bosch presented the bids for the bid opening. In attendance for the opening was: Verdonna Kelly, Mike Estep, Fred Landis, Kristi Landis, County Attorney Shayne Mayer, and County Engineer Laura Sievers. There were two bids received. Chairman Bosch proceeded to open the sealed bids. Bid #1 was received on 2-20-2014 at 11:20 a.m. from Frederick and Kristi Landis for \$20,000. Bid #2 was received on 2-24-2014 at 8:53 a.m.

from Michael Estep for \$7,777.77. Chairman Bosch asked Attorney Mayer to verify that the bids were acceptable. Mayer reviewed both bid packets and stated that both bids were acceptable. Motion by Behrens to accept the highest bid from Frederick and Kristi Landis of \$20,000, second by Peters. Motion carried. Chairman Bosch pointed out that payment needs to be received by 4:00 p.m. February 25th, 2014 by a cashier's check made out to Lyon County Treasurer.

Engineer Laura Sievers informed the Board that Joel Moser will be hired as the Environmental Health contractor. Moser is currently attending meetings to be certified.

There was more discussion regarding the Farm to Market extensions in cities. Sievers is still looking for more concrete numbers and answers. When she learns more, she will update the Board.

Sievers and her office have also been working on their 5 year bridge plans. Sievers stated the plans must be in place in the event there is an issue with one of the bridges to receive any federal dollars. Sievers estimates there are roughly 70 bridges (wood/timber structures) that need plans.

The Board recessed at 11:00 a.m. to take part in the Assessor's Budget hearing.

Board reconvened at 11:47 a.m.

Mike Estep met with the Board to question the discussion at the public hearing on 1-20-2014 regarding payment for the parcel that was sold this morning by sealed bid. Estep feels that the Board changed their decision on what details the bids should contain and what would be required. Board members explained that the public hearing was to take comments regarding the proposal to sell the parcel. The Board explained that they decided to have Attorney Mayer and Auditor Smit put together the ad for the sale of the property and a bid packet containing the conditions of the bid process.

Weed Commissioner for the East side of the county expires 2-28-2014. John Smidstra and Jacob Gerken have both applied. Smidstra currently holds the commissioner position. The Board feels that Smidstra has done a great job in the past and feel he should be reappointed. Motion by Peters to rehire John Smidstra as the Weed Commissioner for the East side of the county, second by Behrens. Motion carried.

Chairman Bosch presented a Class A liquor license application from Rock River Golf and Country Club with outdoor service and Sunday sales. Motion by Peters, second by Behrens to approve license. Motion carried.

Chairman Bosch presented a Class C liquor license application from Otter Valley Country Club with outdoor service and Sunday Sales. Motion by Behrens, second by Peters to approve license. Motion carried.

Notice was received from Sheriff Vander Stoep that dispatcher Heather Stubbe has passed her NCIC testing and should receive a pay raise of \$.50/hour. This increase is effective as of 2-10-14 making Stubbe's pay \$14.38/hour.

Sheriff Vander Stoep also gave notice to the Board that Nyron Moore has been hired as a Deputy Sheriff with a start date of February 17, 2014. Moore is not yet a certified officer and salary will be set at 70% (\$54,261) of the Sheriff's salary as per the set schedule.

Since the February 13th meeting, the Sioux Rivers Region has stated that Lyon County's request to join that region did not go forward due to a lack of a motion to bring it to a vote. Supervisor Peters is against having to pool all of the mental health dollars up front, but realizes that changing the 28E Agreement with the Northwest Iowa Care Connections Region is not possible as all other counties involved have signed it. Motion by Behrens, second by Michael to approve and have Chairman sign the Northwest Iowa Care Connections 28E Agreement. Motion carried, Peters Nay. The Governance Board will let the county know when they are to make their first contribution.

Auditor Smit informed the Board of a phone conference that she and Deputy Auditor Krull had with Group Services on 2-20-2014. Smit had contacted Group Services regarding their consulting services for healthcare reform. Group Services would like to do an assessment of Lyon County's current practices for healthcare reform and Cobra. The Board decided to go ahead with the assessment for a cost of \$450. The Board requested after the assessment is done they would like Group Services to come visit with Board for the recommendations.

Supervisor Koedam attended RIDES and Northwest Iowa Planning and Development meetings.

Supervisor Behrens attended Landfill, NW IA Regional Housing Authority and Northwest Iowa Care Connections meetings.

Supervisor Peters attended monthly safety and YES Center meetings.

Supervisor Bosch attended DCAT and NW Iowa Early Childhood meetings.

Payroll dated 2-14-2014 was reviewed and approved.

Payroll Disbursement Register in the amount of \$25,715.69 is listed by fund.

General Basic Fund	3,181.17
Rural Service Basic Fund	6,887.99
Secondary Road Fund	15,646.53

Payroll Warrant Register in the amount of \$56,345.50 is listed by Fund.

General Basic Fund	8,675.36
Rural Services Basic Fund	13,439.30
Secondary Road Fund	34,230.84

Claims dated 2-11-2014 in the amount of \$5,779.79 were reviewed and approved.
Check sequence #108084-108105.

Air Conditioning & Heating Inc	Office Water Heater/Labor	677.18
Alliance Communications	LPRA Telephone,LD,Internet	70.00
Campbell Supply	Sand Belt	5.99
CCDA c/o Scott Nelson	Director Membership Dues	40.00
City of Rock Rapids Municipal	Office Utilities	357.56
Cooperative Energy Company	Jan Fuel 98.36 G Gasahol	309.72
DRG Mechanical, Inc.	Water Softner/Labor N House	905.14
H & S Homebuilding Center	Plywood	42.24
Hiller Lumber Company	Plywood,Underlayment Bee	171.50
I Wireless	Cell Phones	116.04
Lyon & Sioux Rural Water	24,000 G Water	111.65
Lyon Rural Electric Coop	LPRA Electric	807.14
Marco	Copier Contract	73.05
Menards	Material for Duck Boxes	196.85
Premier Communications	Office Phone, LD, Internet	98.89
Rock Rapids Ace Hardware	Smoke Alarms, Chainsaw Repair	363.41
Sioux Falls Two Way Radio	Installed PM1500 & Siren	419.97
Sturdevant's	Battery - Taurus	126.35
Sunshine Foods	EE Supplies	10.10
Todd's True Value	Materials for Wood Duck Boxes	35.53
US Bank - Purchase Card Purcha	Office Postage, Supplies	710.73
WebClimber Services c/o Scott	Setup Copier/Computer at Park	130.75

General Basic Fund 5,779.79

Claims dated 2-11-2014 in the amount of \$378,777.43 were reviewed and approved. Check sequence #108108-108197.

A & B Business, Inc.	Samsung Copier Contract	136.71
Alex Power Equipment	Snow EX SD-600 Spreader	2500.00
Alliance Communications Attn:	Feb 911 Recurring	300.00
Alliant Energy	LR shop/shed	935.52
AT & T	911 Recurring	40.98
Barnes Distribution	shop supplies	450.88
Allen Blauwet	1/29/14 LCED Mtg Mileage	13.50
Rod Borer	1/29/14 LCED Mtg Mileage	15.50
Amy Borman	2/6/14 Mileage/Casino Grant	22.50
Briggs Corporation	UB04 Forms	39.31
Carpenter Uniform/Promotional	Uniform Shirts/tie	127.17
City of George	utilities	27.75
Cooperative Energy Company	411.94 G Gasahol/brake pads	1626.23
Culligan Soft Water Serv.	11/27-2/7/14 Salt/Jail	138.00
Deep Clean Inc. c/o Jerry Smit	Feb Jail Cleaning	1083.33
Doon Press	Semi Treas Rep/Brd min/Ads	744.29
First Administrators, Inc. ACH	2/11/14 Claim Run	5312.41
Foundation 2	Jan Juv Care (31 Days)	1446.15
Frontier	Feb 911 Recurring	129.95
Frontier Bank	1/30-31/14 Snow Removal	60.00
George Office Products	Office supplies	68.49
George/Little Rock Comm.School	Reimb School	25.00
H & S Homebuilding Center	Shelving for Storage Rm	195.58
Allen D. Hansman	Dec & Jan Transportation	2100.00

Heather Heimensen	Mileage 2/13/14 Conf (166mi)	83.00
Home Instead	January Support Services	1570.00
Hope Haven	January Service	10925.71
I Wireless	2/3/14-3/2/14 Cell Phone SO	779.62
Iowa Secretary of State	3 Notary renewal	90.00
ISAC	Spring Registration/Rockhill	140.00
JCL Solutions-Janitors Closet	Gloves & Bleach for Jail	141.69
Wes Koedam	1/29/14 LCED Mtg Mileage	12.50
LexisNexis	Jan On-Line Services	106.00
Lyon County News	PT Dispatch WantAd	23.40
Lyon County Sheriff Dept.	Sheriff Fees	54.54
Lyon County Sheriff Dept.	Cash for Drug Investigation	1500.00
Lyon County Treasurer	taxes 35-98-46	15.00
Lyon Manor & Rehab Center	Jan Inmate Meals 236 x \$4	1062.00
Lyon Rural Electric Coop	utilities - Lester shop	759.94
Mail Services. LLC	March Renewals	397.77
Matheson Tri-Gas Inc	2/6/13 Oxygen Amb/welding tips	175.72
MidAmerican Energy	Alv/Inw shop	1147.66
Midwest Contracting LLC	Stockpiled RCB, aprons	305065.44
New Century Press	Brd Minutes/Pub Hring notices	336.97
Northern Iowa Construction Pro	750' - 18" CMP	8008.00
Northern Truck Equip Corp	strobe light, valve	288.09
Oak Street Station	Fuel 126.1 G E-10,Battery,wipers	683.37
Petersen Court Reporters, Inc	6/27/13 Deposition FECR00	345.00
Phoenix Supply	Inmate Supplies	603.24
Postmaster	Stamped PostCard 30 \$0.38	11.40
Rapid Auto Repair Michael D. K	A2 Oil Change/Service	133.84
Rock Rapids Car Wash c/o James	70 Wash Tokens/Ambulance	100.00
Sanford Health	random drug test	24.00
Sanford USD Medical Center	Jan Speech/OT/PT Therapy	4442.52
Marilee Schleusner	1/24/14 Dist Mtg Mileage	100.50
Scott's Dumpster LLC Freedom T	tire disposal	265.00
Seasons Northwest Iowa Mental	February Consultation	6750.00
Siebring Electric & Lock	Annex NW Door Deadlatch	205.00
Siebring Manufacturing Inc.	hose - hi pressure washer	125.10
Laura Sievers	524 mi @ .50 Altoona/meal	291.33
Steve Simons	1/21/14 Lunch Mtg-Naturalgas	41.56
Vicki Slack	Feb Amb Laundry 4x\$25/detergent	127.98
Megan R. Spick, DSR, RPR	Transcript	413.00
Sara Sprock	New Zipper EMT/Heidloff	15.00
State Bar of South Dakota	2014 Bar Dues/Bar Assessment	531.50
Sturdevant's	Bulbs for Snowblower	1.98
Sunshine Foods	Emergency Food Voucher	97.50
SYSCO Lincoln	1/9/14 Inmate Meals	676.98
Trane	Feb Generator Maint	313.25
U.S. Cellular	1/22-2/21/14 Cell Phone	120.96
US Bank - Purchase Card Purcha	Fuel/postage/Computers/lodging	6236.26
Brent VanRegenmorter	1/29/14 LCED Mtg Mileage	18.00
Verizon Wireless	2/3/14-3/2/14 Cell Phone	29.97
Village Northwest Unlimit	Dec & Jan Service	994.33
Wall Street Printers	Laminate Check	5.59
Wellmark Inc/Flexible Benefits	2014 Annual Flex Admin Fee	400.00
Wells Fargo Bank	Custodial Fees 1/1/14-6/30/14	375.00
Ziegler Inc.	switches/blades/springs/filters	4075.97
General Basic Fund		26,771.83
Mental Health Fund		22,601.00

Economic Development Fund	101.06
Secondary Road Fund	321,712.63
Surcharge on E911	490.23
Emergency Management Services	117.28
Sheriff Assesst Forfeiture	1,500.00
Co. Assessor Agency Fund	170.99
Health Insurance Fund	5,312.41

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

ATTEST _____ APPROVED _____
County Auditor Chairman