

March 13th, 2018

The Board of Supervisors of Shelby County, Iowa, met pursuant to the law and rules of said board in regular session at 9:00 A.M. in the Supervisors Chambers of the Shelby County Courthouse with the following members present: Charlie Parkhurst, Chairman; Roger Schmitz Vice-Chairman; Steve Kenkel, and Mark Maxwell, Clerk.

The Chair asked that any conflict of interest be stated concerning any item on the agenda. No conflicts were stated.

It was moved by Kenkel, seconded by Schmitz, to approve the agenda. Ayes: Schmitz, Parkhurst, and Kenkel. Nays: None

The Chairman then recessed the meeting and called to order the Public hearing addressing the proposed budget for FY 2019. Mr. Jeff Branstetter addressed the board asking for an explanation on some of the budget details. The Auditor and Board explained that union contracts and health insurance agreements were allowed to expand, the rest of the budget has been and continues to be cut including fiscal year 2020. The total cut from each department budget at that time will be 10%. The hearing was then closed and the regular meeting resumed at 9:10 A.M.

It was moved by Schmitz, seconded by Kenkel, to approve following resolution after reading by Budget Director Maxwell.

RESOLUTION NO. 2018-8
ENTRY RECORD OF THE HEARING AND DETERMINATION
OF THE COUNTY BUDGET FOR FISCAL YEAR 2019

BE IT REMEMBERED, on the 13th day of March, 2018, A.D., at the hour of 9:00 A.M. of said day, the Board of Supervisors of Shelby County, Iowa, met for the purpose of the hearing upon the county budget as filed with the Board. There was present a quorum as required by law.

WHEREAS, the Board investigated and found that the notice of time and place of hearing had, according to law, and as directed by the Board, been published in the official county newspapers published in Shelby County and that affidavits of publication, therefore, are on file with the County Auditor.

THEREFORE, on said day, the budget was taken up and considered. Present were interested parties and various department heads. There were no other written or oral comments. After discussion, the Chairman declared the hearing closed and the County Budget for Fiscal Year 2019 adopted, along with the Shelby County Compensation Board recommendation. The above and foregoing resolution was adopted by the Board of Supervisors of Shelby County, Iowa, the vote thereon being as follows: AYES: Schmitz, Kenkel, Parkhurst NAYES: None

It was moved by, Schmitz and seconded by Kenkel to approve the minutes of February 20, 2018 and the supervisors meeting with the Farm Bureau on March 8th, as presented. AYES: Schmitz, Kenkel, Parkhurst. NAYES: None

It was moved by Kenkel and seconded by Schmitz, to approve the Claims of February 28, 2018, as listed in the claims register. AYES: Schmitz, Kenkel, Parkhurst NAYES: None

Southwest Iowa Mental Health report (Steve Kenkel Delegate), Kenkel advised they approved the budget and looked at hiring new personnel, the next meeting will be April 2nd.

Representatives from two County libraries were on hand. Amanda Brewer from the Harlan Library was appreciative of the Counties contributions, they currently have over 3,000 patrons and around 23% are rural residents. Auditor Maxwell noted that rural residents are mandated to pay a minimum levy included in their property taxes by the State of Iowa, these are the taxes levied by his office. Brewer noted that the children's programs put on by the Harlan Library are very popular and well attended. Alissa LaCanne updated the Board on local activities and progress at the Elk Horn Library. The Library is having some growing pains. That fact was accepted and embraced by LaCanne. After school and summer programs have been very successful. Last year a grant was secured for an adult craft program that was very popular. LaCanne reiterated that the necessity for more room is getting closer.

Todd Valline advised the board about current Chamber of Commerce activities, including Saturday March 17th at 10 AM, Representative Schultz and Holt will be at the Chamber building to update everyone on their work in Des Moines. The initial moving of utilities and earth moving will soon begin in earnest on the Harlan Plaza development. The downtown façade improvement has a target date of completion of April 15th.

The Board considered renewing the liquor license of the Harlan Inn and Suites. A motion was made by Schmitz and a second by Kenkel to renew the license. A unanimous vote was received in favor of the renewal.

Chris Nelson of Gronewald, Bell and Kyhnn & Co. P.C . presented the board with the county audit for the fiscal year ending June 30th, 2017. Mr. Nelson had several positive comments from the Audit. Reserves are in line where they are targeted to be and debt is limited to a 3 year lease for equipment now with a balance of less than \$100,000.00. No issues of non-compliance were found to be reported to the State Auditor's office. Supervisor Kenkel made a motion to accept the findings of the audit, Supervisor Schmitz then seconded the motion. A vote was taken with Ayes by Schmitz, Parkhurst and Kenkel. No Nays were cast.

Brandon Burmeister, County Engineer, was available to update the Board on activities of the county road crews and the status of current maintenance and construction projects. Burmeister presented his 5 year plan for construction and bridge replacement. A motion was made by Supervisor Schmitz to accept the plan, a second was made by Kenkel. Parkhurst, Kenkel and Schmitz voted in favor of acceptance. No Nays were cast.

Burmeister then asked the Board for approval to lease for a period of 5 years the gravel stock pile yard north of Irwin on M47 . The land owner has been receiving \$352.50 a year for the lease since the 1980s. The owner has asked for an increase, the new 5 year lease asking is for \$493.50 a year. A motion was made by Kenkel and a second by Schmitz to approve the new price. A vote was taken with the following results; Ayes: Parkhurst, Kenkel, Schmitz. No Nays were cast.

A briefing of a new oiled road policy was presented by Burmeister. Shelby County is one of the few Iowa counties in allowing private oiling of county roads. If there are concerns with the condition of the oiled road by their property, contact will be made with the landowners.

Mark Maxwell presented a brief report concerning his the building and grounds. A leak was discovered in the roof of the Jail/Sheriffs building. Estimated cost to repair will be \$36,000. Upon further consultation with RL Craft the roof may last 1, 2 or even 3 years more. But budgeting that amount for future years budgets will be needed. Warranty is soon to expire on that roof. Schmitz directed Maxwell to file a claim.

Auditor Maxwell asked the Supervisors for their approval in resolution form to transfer funds from the TIF fund. This was initiated from advice to get the County Urban Renewal Plan to be administered properly going forward. Schmitz made a motion and Kenkel gave a second to approve the following resolution.

RESOLUTION NO. 2018-9

AUTHORIZE AUDITOR TO TANSFER FUNDS

WHEREAS, it is desired to transfer monies from the General Fund and from the Rural Basic Fund, and

WHEREAS, said operating transfers are in accordance with Sections 331.432, Code of Iowa,

NOW THEREFORE BE IT RESOLVED by the Board of Supervisors of Shelby County, Iowa, as follows:

SECTION 1. The Auditor is hereby authorized to transfer funds from the TIF fund to General Basic to satisfy a loan made by Resolution number 2014-18 to cover beginning cash flow. \$300.00 in payments have been made leaving the repayment balance of \$199,700.00.

SECTION 2. The Auditor is hereby authorized to transfer funds in fiscal year 2018 from the TIF fund to Secondary Roads to repay Secondary Roads for payments made to TIF projects from the Secondary Roads fund. The account balance, after repayment to General Basic in section one, as of this date is \$138,778.56. This balance and any future apportionments in fiscal year 2018 may be transferred also.

The above and foregoing resolution was adopted by the Board of Supervisors of Shelby County, Iowa, on March 13th, 2018 the vote thereon being as follows: AYES: Schmitz, Kenkel, Parkhurst NAYES: None.

Concerning the IT department, Maxwell noted that notices of proposals have been sent to 3 different companies to provide IT services to Shelby County. This will be a 3 year commitment, payable quarterly to the company awarded the contract.

Auditor Maxwell then asked the board, as head custodian of the courthouse, for consideration and Board acceptance of an on call part time maintenance person. The tasks performed being light repairs and maintenance such as cleaning radiators, painting, broken windows, minor flooring repairs in the Courthouse. The current rates quoted for cleaning radiators was \$85.00 an hour. This maintenance person needs to be on payroll for insurance purposes. Hiring insured maintenance companies cost, depending on the project anywhere from \$50 to \$100 dollars an hour. This person would also deliver and pick up election equipment at polling places eliminating some compensation time and overtime to full time employees. The intended actual payroll cost to the County for the on-call part time position, stated by Maxwell, will be less than \$3,000.00 with savings justifying the hire being in lower hired expenses and better facility upkeep. This hiring would be will be limited to the Courthouse. A motion was made to allow the hiring of this on-call part time position with the expected hiring to offset hired costs for routine maintenance, by Schmitz, a second was made by Kenkel and a unanimous vote was counted in favor of the motion. The motion passed.

Maxwell then informed the Board of Cost Advisory Services and their recovering of over \$16,900 dollars for Shelby County last year for various administrative costs the County incurred in fiscal year 2017. The cost for their services and the report presented to the Supervisors is \$4,125.00. Kenkel made a motion to accept and sign the needed paper to get the recovery of fund coming back to the County. Schmitz seconded the motion. Parkhurst, Schmitz and Kenkel all voted in favor of the motion.

As Election Commissioner Maxwell presented the Board with a presentation of the old ADA compliant voting machines. There are tablet enabled voting machines available now at a discounted price until the end of the year. This would increase the ease for all registered voters to vote, the old machines are cumbersome for anyone to use and any voter is permitted to use these ADA compliant machines. The new machines make voting on them the same procedure for all voters including the disabled. There was only one instance when inquiring to some of the County PEOs, of the old ADA compliant machines even being used. The plan with these easy to use machines is to make them available to everyone to use. This could possibly lower printing costs as use of these increases, because these machines print the ballot itself created by the voter. Kenkel noted that if adequate reserve are in the Election capital account the decision is Maxwell's as Election Commissioner. Kenkel made a motion that the Board agrees with Maxwell's intentions, Schmitz seconded the motion. Parkhurst held a vote with Parkhurst, Kenkel and Schmitz all in agreement with the purchase as needed at a cost to stay fully compliant with ADA requirements.

Meeting was adjourned at 10:39 A.M.

Charlie Parkhurst, Chairman

ATTEST:

Mark L Maxwell
Clerk to the Board of Supervisors

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.