

August 21st, 2018

The Board of Supervisors of Shelby County, Iowa, met pursuant to 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: Charles Parkhurst, Chairman; Roger Schmitz, Vice-Chairperson; 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.

A motion was made by Kenkel and seconded by Schmitz to approve the agenda with additions of 5a and 5b. 5a is to set hearing date and change normal meeting date to September 11<sup>th</sup>, replacing the September 4<sup>th</sup> regular meeting. 5b to discuss bridge naming policy. AYES: Unanimous NAYES: None

A motion was made by Schmitz with a second by Kenkel, to approve the meeting minutes of August 7<sup>th</sup> AND SPECIAL MEETING August 8<sup>th</sup>, 2018. AYES: Unanimous NAYES: None

It was moved by Kenkel, seconded by Schmitz, to approve the Claims of August 16<sup>th</sup>, 2018 as listed in the claims register. AYES: Unanimous NAYES: None

Chairman Parkhurst then discussed with the other board members the application for construction of a livestock confinement in Shelby County. State regulations demand that a board recommendation be made on or before September 17<sup>th</sup>. A public hearing is not required, but the Supervisors will have one on September 11<sup>th</sup>. Supervisor Kenkel suggested moving the regular September 4<sup>th</sup> meeting to September 11<sup>th</sup>, this would give time for County consideration as well as time to publish public hearing notices.

Supervisor Schmitz then informed the Board that the naming of bridges for fallen service member, policy is written and will be put in front of the Shelby County Veteran Affairs Board for their approval before any more consideration by the Board of Supervisors.

Steve Kenkel informed the Board that the Southwest Iowa Mental Health Board will have an upcoming two day meeting and conference that he will be attending, this led to the cancellation of their regular meeting earlier this month.

Todd Valline then addressed the board concerning recent Chamber Board resignations and appointments.

Mark Maxwell, Shelby County Auditor, then asked for approval of the county credit card policy crafted by his office. Maxwell asked if the board had read through the policy and asked for any questions. Maxwell highlighted points in the policy such as: purchasing in Shelby County will always be the first option in making purchases. All cards are issued from a single vendor to facilitate ease in payment and billing questions his office may have. A motion to be was made by Kenkel and seconded by Schmitz to approve the following policy.

### **Shelby County Policy 35**

#### **SHELBY COUNTY CREDIT CARD POLICY**

##### **I. Purpose:**

This policy lists the procedures for County credit card accounts that are currently active, as well as issuance and usage of future credit card accounts in the name of Shelby County for purchases/expenditures related to the operations of county government.

##### **II. Objectives:**

Credit card accounts will allow Shelby County to:

- A. Conduct business with vendors or service providers who may not accept purchase orders or direct billing payments.
- B. Take advantage of cost-saving opportunities by being able to purchase on the Internet and through catalogs as this practice is much more prevalent than in past years. Purchasing within Shelby County will always be the first option.

##### **III. Procedures:**

- A. County credit cards shall not be applied for or obtained without the prior approval of the Board of Supervisors. The maximum credit limit for each department shall not exceed \$5,000, unless written justification by the Department Head is approved by the Board of Supervisors. Credit cards shall not carry an annual fee.
- B. With regard to credit card accounts that exist as of the effective date of this policy, Department Heads shall immediately provide the Auditor's Office with the number of cards that are currently issued to his/her department, as well as all pertinent information for each card, including: bank/company name, bank/company address, credit limit, card number, expiration date and authorized users. Department Heads and every employee who is an authorized user of a credit card must sign a "Shelby County Credit Card Agreement" form for each open account, setting forth their obligations under this program, with a copy provided to the Auditor's office. The Department Head shall follow this same procedure as new credit card accounts are approved and obtained.
- C. Each Department Head will be responsible for the County credit cards issued to his/her department and will assume responsibility for their department's expenditures as well. The designation of other authorized users within a department is up to the discretion of the Department Head. The Department Head and any employee who is an authorized user shall be responsible for protecting the cards from unauthorized use. Lost or stolen cards shall be immediately reported to the Department Head so the proper procedure can be followed to cancel the card. For recordkeeping purposes, Department Heads shall notify the Auditor's office of lost or stolen cards and, if needed, for assistance to cancel the cards.
- D. Any Department Head or employee charging through the credit card system is responsible for arranging the sales tax-exempt status of Shelby County. Any tax charged due to his/her failure to arrange for tax exempt status will be his/her responsibility.
- E. Credit cards are to be used strictly for official County purposes. Use of the card should be limited to goods and services which cannot efficiently be purchased by methods such as purchase orders or direct billing. Allowable expenditures include but are not limited to:
1. Motel/hotel expenses and guarantee of reservations
  2. County vehicle expenses
  3. Meals
  4. Airline reservations
  5. Car rental
  6. Registration fees
  7. Departmental expenses as approved by Department Heads. (Pre-authorization from The department head shall be obtained for any expenditure over \$500.)
- F. Misuse of a County credit card may result in disciplinary action, including termination of employment. Restrictive charges include, but are not limited to, the following:
1. Personal or family member's expenses
  2. Cash advances
  3. Where, under normal circumstances, a competitive bid is required
- G. To avoid late fees and finance charges, Department Heads and any authorized users are responsible for timely submission of credit card statements with original, detailed, itemized receipts for each charge on the statement to the Auditor's office. Charges not accompanied with a receipt will be the responsibility of the employee and may be withheld from the employee's wages. Repeated occurrences of untimely submission of statements and receipts may result in suspension or cancellation of card privileges as deemed necessary by the Board of Supervisors or Auditors office.
- H. Prior to a Department Head or authorized user changing departments or ending employment with the County, a "Cancellation of Authorized Use" form must be signed, and a copy must be provided to the Auditor's office.
- I. Any points, cash back, rewards or other benefits earned on a County credit card account are to be redeemed strictly for County purposes.

#### **IV. Summary:**

These are overall guidelines for the issuance and usage of Shelby County credit cards. Department Heads will implement, in writing and acknowledged by his/her authorized users,

more restrictive policies and procedures, but shall not adopt any that are less restrictive. A copy of any restrictions should be provided to the Auditor's office.

These guidelines and procedures cannot cover every possible situation that may occur in using County credit cards. Common sense and good judgment should always be used when acting as an agent for Shelby County.

Grandfather clause: Secondary Roads has a credit card not associated with the credit card company used by the rest of the County employees. This card must still have the proper documentation for payment and be used for internal shop expenses. This card offers discounts and rewards dollars that will be used for County purposes only.

A vote was counted with Ayes by Kenkel, Parkhurst and Schmitz. No Nays were cast

Brandon Burmeister Shelby County Engineer informed the Board of Supervisors of many current projects as well as reviewing and approving plans for letting: Irwin west bridge BRS-C083(72)--60-83; bridge replacement on F-24 west of M-47 0.2 miles, over Elk Creek. A motion was made by Schmitz and seconded by Kenkel to approve the planned letting. Schmitz, Kenkel and Parkhurst all voted in favor of the approving the plans. No Nays were cast.

There being no further business appearing the Chairman declared the meeting adjourned.

---

Charles Parkhurst, Chairman

ATTEST:

---

Mark L. Maxwell Clerk to the Board of Supervisors