

August 20th, 2019

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: Steve Kenkel, Chairman; Charles Parkhurst, Vice-Chairperson; Darin Haake, Supervisor; 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 Parkhurst and seconded by Haake to approve the agenda with no additions. AYES: Unanimous NAYES: None

A motion was made by Haake with a second by Parkhurst, to approve the minutes of the regular meeting on August 6th, 2019. AYES: Unanimous NAYES: None

It was moved by Parkhurst, seconded by Haake, to approve the Claims of August 16th, 2019 as listed in the Claims Register. AYES: Unanimous NAYES: None

Knowing the employee handbook requires the Supervisors to approve every fiscal year the motion that states the following: "The Board of Supervisors may annually authorize a "buy-back" of up to eighty (80) hours of vacation. If an employee elects to participate in this program, the employee shall comply with all procedures set by the Board. The value of the vacation "buy-back" shall be placed into the employee's deferred compensation account or health savings account." A motion was made by Haake and seconded by Parkhurst to approve the program for fiscal year 2020. A vote was held with Kenkel, Haake and Parkhurst voting in favor of approving the program.

Mike Holgorsen from the Metro Area Planning Commission was on hand to share the responsibilities of his organization, which Shelby County is a member. His presentation included what MAPA does for Shelby County. Mr. Holgorsen also fielded general questions from the Supervisors.

Todd Valline, representing the Shelby County Chamber of Commerce, let the board know of upcoming events and projects of interest to Shelby County including the rural housing 360 presentation addressing Shelby County's housing needs. As well as the FEMA presentation August 21<sup>st</sup> at 6:00 PM. This presentation is to inform Shelby County of how organizations can play a part in disaster recoveries.

Brandon Burmeister, Shelby County Engineer reported on current projects in his department including the reworking of oiled surfaces and compliance with the County oiled road ordinance.

Alex Londo, Emergency Management Coordinator for Shelby County, was on the agenda to ask for Board of Supervisors approval for a Basic County Disaster Plan that is State mandated guidelines updating the Disaster manuals used by Shelby County. This approval would be for the basic plan that references the other manuals to be approved when updated. A motion was made by Parkhurst and seconded by Haake to approve the following resolution.

**SHELBY COUNTY COMPHENSIVE EMERGENCY MANAGEMENT PLAN  
Resolution number 2019-24**

WHEREAS, the Board of Supervisors of Shelby County, Iowa, pursuant to Iowa Code is vested with the authority of administering the affairs of Shelby County, Iowa, and WHEREAS, it has been determined that a County Comprehensive Emergency Management Plan has been developed in order to provide for a coordinated response to a disaster or emergency in Shelby County. WHEREAS, the Board of Supervisors of Shelby County, deems it advisable and in the best interest of Shelby County to approve said Comprehensive Emergency Management Plan; NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Shelby County, Iowa, the Shelby County Comprehensive Emergency Management Plan be, and hereby is, approved. Passed and

approved this twentieth day of August, 2019. Haake, Kenkel and Parkhurst voting Aye. No Nays were cast in this vote.

The courthouse security report was previously reviewed by the Supervisors and submitted to the State Court System. A motion was made to approve the contents of the report as submitted by the Auditor Maxwell by Parkhurst and seconded by Haake to approve the report. A unanimous vote in favor of approval was counted. No nays were cast.

More discussion was held about County employees that use their personal phones for County use. There is no blanket policy at this time. Each department decides how to reimburse for usage or pays for phones. The Supervisors are attempting to get county policy in place for reimbursement or possible purchase of county cell phones to be used for county department services. No formal actions were taken, Auditor Maxwell as Clerk to the Board was directed to have policy constructed for consideration at a later date.

Auditor Maxwell then asked for some time to update the Supervisors on some projects being investigated as building and grounds lead for Shelby County. Maxwell mentioned that quotes are being obtained for a new jail roof next year. That is at the end of its lifespan and has caused issues and repair expenses in the last 2-3 years. Expected cost 40-50 thousand dollars.

The exterior painting of the Courthouse is still scheduled for later this summer. Some of the landscaping block has come loose and is scheduled for repair, the glass replacement in the Courthouse is going to happen in the coming weeks also.

Next year Maxwell will ask the Supervisors to budget \$100,000.00 to replenish the Capital fund designated for Building and Grounds. The current balance is \$38,000.00. The current projects on schedule will eliminate much of that balance.

The heating/cooling units in the courthouse are nearing the end of their lifecycle as units are beginning to plug and motors are failing at an increasing rate. A request has been made for estimates for replacing the units with new units. There are an estimated 60 units in the Courthouse. It was suggested by the board to replace some of the units each year to spread out the cost of the replacements. In attendance Kyle Lindberg, Jail Administrator and Sheriff Neil Gross commented that the heating and cooling units in the Sheriffs building were installed in 1983 and require much maintenance. The sewer manifold system at the Courthouse will cost an estimated \$30,000 to replace and is over 50 years old and patched in places, and has much repair and maintenance over the last 3 years. Securing bids for the sewer and Courthouse radiators has been burdensome because of the age, availability and accessibility in the Courthouse.

Auditor Maxwell as Budget Director informed the Board that the yearly scheduled transfer to Capital, Conservation and Secondary Roads have been made from the General Basic fund. The special funding from Rural Basic to the Capital fund has been made to purchase additional rock for county roads. A transfer has been made in that amount of \$100,00.00 for the last three years.

As Election Commissioner Maxwell noted that law changes have increased the education needed for the Auditors office, combining of the school and city election procedures and election security requirements are the bulk of the topics being studied. The new combined elections on November 5<sup>th</sup> will be followed by Shelby County Cavass on November 12<sup>th</sup> at 1:00 PM and a final Canvass on November 19<sup>th</sup>.

Having no further business to discuss the Supervisors adjourned at 9:54 A.M .