

December 15th, 2020

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. at the Therkildsen center in Harlan, Iowa to accommodate social distancing and allow for room to hold the auction for County farm ground for the 2021 crop year. The following members were present Charles Parkhurst, Chairman; Darin Haake, Vice-Chairperson; Supervisor Steve Kenkel and Mark Maxwell, Clerk.

The meeting was called to order and it was asked by the Chairman about any conflicts of interest. None were stated.

A motion was made by Kenkel and seconded by Haake to approve the Agenda as presented and legally posted. A unanimous vote in favor of the agenda was then counted.

It was noted to the bidders that the County has paid the fertilizer bill and the successful renter must reimburse the County for that cost.

Now being the time for the auction for the cash rent of the County Farm ground, the Chairman opened the bidding at \$200/acre, with bids increased by \$5 increments. There were at least two bidders present with the final bid at \$ 370.00 /acre The bidders present which was submitted by Brandon Weis, for the 146 acres of farm ground at the County Farm site and ordered the County Attorney to draw up the agreement to include payment of one fourth of the lime plus fall fertilizer costs. It was unanimously approved.

Now being the time for the auction for the cash rent of the Shelby County Solid Waste Farm ground, the Chairman opened the bidding at \$200/acre, with bids increased by \$5 increments. The bidders present began bidding with the final bid at \$ 300.00 /acre which was submitted by Brandon Weis, for the 108 acres of farm ground at the Solid Waste site, for the 2020 year asked ordered the County Attorney to draw up the agreement to include payment of one fourth of the lime plus fall fertilizer costs. This agreement will be placed in front of the Solid Waste Board for their approval.

The Supervisors then recessed the meeting to allow for attendees to be seated after the auctions.

Haake made a motion to approved the claims as presented for December 10th, 2020. Kenkel seconded the motion. Haake, Kenkel and Parkhurst all voted in favor of approval of the claims.

The minutes of the regular meeting on December 1st were considered for approval, along with the minutes of the special meeting held December 9th. Kenkel made a motion to approve both sets of minutes. Haake seconded the motion. The motion to approve the minutes passed unanimously.

Wendy Mueller representing West Central Development was on the Agenda to thank the Board of Supervisors for their annual contribution of \$2,900.00, she noted that is going to be the same amount asked for in fiscal year 2021. She also went on to thank the citizens for their labors and contributions to the functions that West Central provides. Mueller also had an overview of the last years statistics in the assistance provided to Shelby County, head start participation has seen a big increase in the number of participants. Kenkel made a motion to agree to the contribution amount of \$2,900.00 for fiscal year 2022. Haake seconded the motion with a unanimous vote in favor of that said amount following the second.

Brent Scheve, representing Shelby County’s insurance carrier was present to inform the board of the deductions in Shelby County’s insurance premium. A voucher will be given, once the amount of the premium deduction is determined and given for submission with the next premium payment. Many details about the policy were discussed. The workman’s compensation premium for 2021 will decrease but the amount is not yet known. This is due to claims that were placed during the last four-year time period those claims are just beginning to be used in the calculation of premiums. With continued safety management the County will decrease the factor used to calculate premiums slightly, the expensive claims should continue to drop in coming years if the trend of lower claims continues. The overall property automobile and liability coverages were discussed with the Supervisors. Haake made a motion to permit the chairperson to sign a commitment letter to continue the coverage for one more year membership in the ICAP Pool. Kenkel seconded the motion. Parkhurst Haake and Kenkel all voted in favor of the motion.

Todd Valline of the Shelby County Chamber of Commerce announced another Farmer to Family Food Day will be coming up, again in a drive thru setting. The Chamber of Commerce has also sold over \$67,000.00 worth of Chamber dollars. The Shelby County Bank is contributing to 10% of the cost resulting in a 10% discount for purchasers of the Chamber Dollars. Valline also reminded everyone that the raffle ticket drawing for purchases over \$50.00 at participating businesses is being well received.

Brandon Burmeister, Shelby County Engineer updated the Supervisors on regular work and current projects being performed by his department as well as reminding residents that snowfalls of under 4” accumulation will not be removed from granular surfaces. Shelby County roads in cases without drifting. And he noted that the hours of operation are from 5 AM to 5 PM for the snow removal.

Taryn Knapp, Shelby County IT Director, asked for approval for Shelby County to upgrade to a newer version of the current financial software Shelby county now employs. The version currently used was implemented in 2008 in Shelby county and is adequate at this time. Shelby County is one of only 6 counties left in the State of Iowa that has not upgraded to the advanced financial software. Support for the older version of the software is down to only one person. There has been money saved from the last three years to initiate this project. Steve Kenkel made a motion to get the migration of information started and authorize the contract fulfillment process to upgrade the financial software upgrade, Haake seconded the motion. Kenkel, Parkhurst and Haake all voted in favor of the motion.

Mark Maxwell, Shelby County Auditor proposed some handbook wording changes to clarify frequent questions presented to his office. The revisions to be made on page 13 and 14 are as follows. Changes on page 13 of the handbook. (Additions underlined):

Full-Time/ Part Time Employees
Non-Union Merit Wage Schedule

Starting wage \$12.00/hour <u>will be raised with each cost of living raise starting September 2019.</u>	
After 6 months	+ 1.00
After 1 year	+ 1.00
After 2 years	+ .50
After 3 years	+ .50
After 5 years	+ .50

Page 14 of the handbook will have the following changes. Additions underlined, deletions are noted strike through.

- The employees' current hourly rate shall be adjusted by the percentage increase if approved by the Board of Supervisors, each July 1st
- Part-time employees will receive an ~~the starting wage and merit increases listed above plus an~~ additional \$4.00 per hour incentive payment in lieu of benefits and the merit increases listed above.
- Part-time employees are not entitled to longevity and will not accrue vacation or sick leave hours.
- Part-time employees will not be eligible for any cost-of-living increases until after completion of the 6th year. After that, any additional percentage increase approved by the Board will be figured on the current base wage.
- If an employee's status changes from Part-time to Full-time, the employee will no longer be entitled to the \$4.00 per hour incentive payment in lieu of benefits. Since the employee is now eligible for benefits, ~~all benefits will be calculated based on initial date of employment.~~ Vacation and sick leave will accrue based on first day of full-time employment.

The changes were approved along with last weeks changes regarding on the job injury reporting changes in the handbook. The changes were reviewed by Count Attorney, Marcus Gross, who was present at this meeting to let the Supervisors know of his approval of the wording. Supervisor Darin Haake made a motion to approve the changes in the handbook, Steve Kenkel seconded the motion. A vote was held with Parkhurst, Kenkel and Haake all voting in favor of the changes to the County Employee Handbook.

The Shelby County Procurement Policy is required to be updated, in the APPLICATION STATEMENT of the policy, making the policy effective for all county purchases not just limiting the policy to federal funds. The wording was changed and a paragraph at the end was added to reference grant standards for funding. Haake made a motion to approve the updated policy and Kenkel seconded the motion, Haake, Parkhurst and Kenkel all voted in favor of the newly amended policy.

The Chairperson then recessed the meeting to allow for preparation of budget workshops held by the supervisors with department heads to prepare for budgeting the 2022 fiscal year. The following department budgets were approved with a motion by Haake and a second by Steve Kenkel. Parkhurst Kenkel and Haake all voted to approve the following budgets.

Neil Gross, Shelby County Sheriff, submitted his Sheriff's Department Budget in the planned expense amount of \$1,279,955 as well as his Drug Forfeiture Department estimating \$15,000 in revenues and expenses. A motion was made by Kenkel, seconded by Haake to approve this budget. All Supervisors voted in favor of submitting the figures to the budget.

Nick Preston submitted \$ 298,384 in expenses for his Conservation Department and \$ 85,630 in revenues. This budget asks for a contribution from the Shelby County General Fund in fiscal year 2022 of \$215,985. Haake made a motion to approve the budget and Kenkel seconded the motion. The motion passed unanimously.

Taryn Knapp, Shelby County IT Director, presented her budget which included asking the Supervisors to approve updating the Shelby County financial software that has been used since 2008 to the new version that is compatible with the base program used by the Recorder, Treasurer and Auditors office. The expenditures in the IT Department including the software upgrade will be \$271,850 for 2022. Haake made a motion to approve the budget and Kenkel seconded the motion that authorized signing the upgrade agreement as well. The motion passed unanimously

Shelby County Treasurer, Carolyn Blum, submitted her budget for approval. The planned expenditures allow for a 1.1% increase in spending in 2022 amounting to \$322,751 and revenues totaling \$150,004. Kenkel made a motion to approve the budget as presented. Haake seconded the motion. The motion passed unanimously.

The Shelby County Recorder, Geralyn Greer, asked for the Supervisors to approve her planned expenditures of \$191,133. As well as revenues of \$65,552. Haake abstained from conversation as a conflict of interest was noted. Parkhurst made a motion to approve the planned budget, Kenkel seconded the motion. Parkhurst and Kenkel voted to approve the budget with Haake abstaining with a conflict of interest.

Lonnie Maguire, Shelby County Community Services Director, submitted the three budgets that she prepares. General Assistance was approved at \$ 47,926 in expenditures, the Mental Health budget at \$ 289,450 in expenses and Substance Abuse was approved for submission at \$16008 in expenses and \$15,000 in revenues.

Mark Maxwell, County Auditor, presented the Medical Examiner budget which was approved for submission to the budget at an amount of \$30,000.00. The TIF budget was approved to be included in the budget for fiscal year 2022. It was explained by Auditor Maxwell that this is a continually changing pass through account to track the Shelby County TIF revenues and expenses and that the numbers are estimates to cover revenues and expenses throughout the year. The actual numbers will be entered when they are determined at different times throughout the year. The Other Policy and Administration Department was approved for budget submission with revenues expected at \$ 453,000 and expenditures of \$54,000.00 This department is used to pay yearly financial audits for Shelby County as well as received local option sales tax dollars for the General fund as well as the Rural Basic fund. The Other Environmental Control Department was considered next, with expenditures of \$23,200 which includes erosion control structures paid for by Shelby County, watershed inspections and the Beaver Bounty. There is no revenue account for this department. The Self Insurance Department was considered with reserves estimated to grow by about \$100,000.00 in fiscal year 2022. The department of Human Services budget was included with expenditures of \$5,430 and revenues of \$18,000. The Juvenile Court budget was included in this consideration with expenditures of \$12,812 for fiscal year 2022. The final budget presented in this group being Public Health which is a pass-through grant fund for the Shelby County Public Health Department, income and expenditure are budgeted to be \$70,000 each. Haake made a motion to approve adding these department budgets to a draft of the final Shelby County budget. Kenkel seconded the motion. Steve Kenkel, Parkhurst and Haake all voted in favor of the motion.

Having no further business the meeting was adjourned at 11:49 AM

Charles Parkhurst, Chairman

ATTEST:

Mark L. Maxwell, Clerk to the Board of Supervisor