

The Shelby County Board of Supervisors met in a regular session at 8:00 A.M. in the Supervisors Chamber in the Courthouse with the following members present: Steve Kenkel, Charles Parkhurst, Bryce Schaben, and Mark Maxwell, Clerk.

Chairperson, Steve Kenkel, asked that any conflict of interest be stated concerning any item on the agenda. None were stated.

It was moved by Parkhurst, seconded by Schaben , to approve the agenda. Motion carried unanimously.

Schaben moved, seconded by Parkhurst, to approve the minutes of September 5th. Motion carried unanimously.

The latest claims were then approved unanimously after a motion by Parkhurst and a second by Schaben.

Ryan Bervin from Assured Partners Insurance, provider for Shelby County Employee Insurance program was present to give a yearly update concerning Insurance rates for fiscal year 2025 and monies allotted to the Shelby County Self Insurance Fund. There is a new accident policy available to all employees. Insurance claims have been steady, wellness participation and other factors have translated into favorable policy renewal costs.

Wendy Mueller of West Central Development was present to give the annual report to the Supervisors her organization requested \$3500.00 for fiscal year 2025.

Todd Valline, Director of the Shelby County Chamber of Commerce and Industry, highlighted just a few of the current happenings and projects his organization is involved in. This week thru Friday the promotion at participating businesses earns a raffle ticket for a drawing to give out prizes to individuals for every \$25 in purchases. Valline also served notice that the Ballpark to Ballpark Trail is accepting donations and Panama Transfer has pledged up to a \$25,000 matching donation.

A memorandum of understanding (MOU) was presented to the Supervisors for consideration. The MOU details the background and duties concerning a partnership with the Harlan Fire Department abilities to support Shelby County EMS with manpower in situations calling for assistance. Parkhurst made a motion to permit the chairperson to sign the document, Schaben seconded the motion, the motion passed.

Resolution 2023-53 was presented to the Supervisors for consideration. Schaben made a motion to approve the resolution, Parkhurst seconded the motion to pass the resolution as follows:

Resolution 2023-53 Shelby County Handbook addendum establishing an EMS Pay Scale

Whereas; Shelby County Voters passed a public measure establishing a \$.75/Thousand dollars of taxable valuation levy for the establishment of a County operated Emergency Medical Services Department. Whereas; Shelby County has established the need to set a wage scale for EMS employees hired after the passage of the public measure by Shelby County voters and certified by the Shelby County Board of Canvassers on November 14th, 2023. Whereas; The establishment and organization of the department was abruptly and unexpectedly placed on Shelby County to be completed by December 1st, 2023. Whereas; Employment wage scales had not been determined as of December 1st, 2023. Now, Therefore; the following employees wage scale will be placed as an addendum to the County Employee handbook. The addendum will be filed with the County handbook and set to expire on June 30th, 2024, unless a new wage scale has been approved by June 30th, 2024. to be added to the County Handbook and payroll until revocation approval date.

EMS EMPLOYEE WAGE SCALE

Name	Rate			Name	Rate	
DREYER, VENUS	\$20.00	Hourly		MCCALL, ADAM	\$20.00	Hourly
KEANE, DAVID	\$29.50	Hourly		TOMPKINS, AUSTIN	\$27.50	Hourly
WATSON, LORI ANN	\$29.50	Hourly		THORESON, JENNIFER	\$29.50	Hourly
YATES, MARY	\$28.00	Hourly		STURM, NATYA	\$25.00	Hourly
DUGGAN, CONNOR	\$27.50	Hourly		SYRSTAD, ANDREA	\$29.50	Hourly
HARDING, DANIEL	\$20.00	Hourly		BLUM, ALEX DALE	\$20.00	Hourly

A vote was held with Parkhurst, Schaben and Kenkel all voting in favor of the resolution. No nays were cast. Passed and adopted this 19th day of December 2023.

The County Engineer, Brandon Burmeister, gave an update on current and upcoming projects in his department. Burmeister also asked for approval to change the wording in the County Utility permit applications. Parkhurst made a motion to approve the changes, Schaben seconded the motion. The motion was approved.

The Supervisors then considered the promotion of Chris Fredericksen, who has been Assistant Engineer for over six years to County Engineer effective 01-22-2024. Parkhurst motioned to permit the chairperson to sign the contract, Schaben seconded the motion, the motion passed.

The 28E agreement between the City of Harlan and Shelby County has found cause to be amended. The payments for the patrol will be reduced to the County by \$20,000.00. The \$20,000 will be paid directly to the Sheriff and Deputies by the City of Harlan that are involved with the administration of the amendment provisions. Shelby County may not pay the Sheriff an amount greater than the amount on the County budget, using Shelby County funds. This amendment will allow administrative payments from the City of Harlan to the Sheriff and Deputies involved in administrative work concerning the 28E agreement. Schaben made a motion to approve the addendum, Parkhurst seconded the motion. The motion passed with ayes by Kenkel, Schaben and Parkhurst.

The regular session was then recessed, after a motion by Schaben and a second by Parkhurst, to hold two hearings per public notices. The motion passed.

A motion was made by Parkhurst to open the hearing regarding the local option income tax. seconded the motion. The motion passed.

The first public hearing was opened to gather public information and comments made about the proposed Ordinance 2023-10. This ordinance will allow Shelby County to receive the 1% income taxes approved by voters and collected by the Iowa Department of Revenue to be returned to Shelby County to be used for EMS expenditures. No comments have been heard from the public at the Auditor’s office, no comments were made by those in attendance at the hearing. Parkhurst made a motion to close the hearing, Schaben seconded the motion, the motion passed.

A motion was made by Parkhurst and seconded by Schaben to open a hearing to hear any public comment concerning an interfund loan which may be needed to fund Shelby County EMS for beginning cash flow purposes. The motion passed.

The public hearing was opened to hear any public comments oral or written concerning the internal loan or the procedures. None being heard, Supervisor Parkhurst made a motion to close the hearing Schaben seconded the motion, the motion passed.

Supervisor Schaben then made a motion to reopen the regular session, Parkhurst seconded the motion, the Motion, passed unanimously.

Ordinance 2023-10 was then considered by the Supervisors for passage and possible subsequent reading notices. Supervisor Parkhurst made a motion to approve the ordinance and suspend all future readings. Schaben seconded the motion, the motion passed unanimously to approve and suspend all future readings of the following ordinance.

SHELBY COUNTY ORDINANCE NO. 2023-10
TITLE: AN ORDINANCE ESTABLISHING A LOCAL OPTION INCOME TAX APPLICABLE TO ALL TAXPAYERS WITHIN THE INCORPORATED AREAS OF SHELBY COUNTY AND IN THE UNINCORPORATED AREA OF SHELBY COUNTY, IOWA.

Pursuant to the authority granted by Chapter 422D of the Iowa Code, Be It Enacted by the Board of Supervisors of Shelby County, Iowa:

Section 1. Local Option Income Tax. There is imposed a Local Option Income Tax applicable to transactions within the incorporated areas within Shelby County and in the Unincorporated Area of Shelby County.

The rate of the tax shall be one percent (1%) upon the income taxed under Chapter 422D –OPTIONAL TAXES FOR EMERGENCY MEDICAL SERVICES of the Iowa Code in the Unincorporated Area of Shelby County and the incorporated areas within Shelby County

The tax was authorized by an election on November 7th, 2023 in the incorporated and unincorporated areas of Shelby County. It will be imposed upon the state individual taxpayer who is a resident of Shelby County on December 31st for each calendar year commencing with the Calendar year 2024.

The tax was authorized by an election on November 7, 2023 by Shelby County voters in the County wide public measure placed on all ballots in Shelby County.

The Iowa Department of Revenue is authorized and required to collect income tax to which the local option income tax may be applicable.

All applicable provisions of the appropriate sections of Chapter 422d of the Iowa Code are adopted by reference.

Section 2. Authorized Uses. Shelby County and the incorporated cities within have specified authorized use for the local option income taxes. The authorized use of local option income taxes are hereby incorporated by reference and made a part hereof.

Section 3. Effective Date. This ordinance shall be in effect after its final passage, approval, and publication as provided by law.

A vote was held with Parkhurst, Schaben and Kenkel all voting to approve the ordinance 2023-10, and suspend future readings, no nays were cast.

The supervisors then considered and approved the following resolution;

RESOLUTION 2023-50 Authorizing Loan to Emergency Medical Services Fund

WHEREAS, the Board of Supervisors of Shelby County, Iowa (the “County”), has established the Shelby County Emergency Medical Services (EMS) and has established Shelby County Emergency Services Fund (the EMS Fund”) in connection therewith; and WHEREAS, the County has Established an Emergency Medical Services department and proposes to staff the Department and to undertake services declared essential by this Board of Supervisors. WHEREAS, it has been proposed that the County approve an internal advance of funds in the amount of \$125,000 (the “Advance”) for the purpose of paying the costs of startup of the EMS Department, including operation and employee costs, and in order to make the Advance eligible to be repaid from future EMS Department income, including property tax receipts; and WHEREAS, pursuant to Section 331.479 of the Code of Iowa, notice of the date of the meeting of the Board of Supervisors at which it is proposed to take action to approve the Advance has been published, and a hearing has been held; NOW, THEREFORE, It Is Resolved by the Board of Supervisors of Shelby County, Iowa, as follows:

- Section 1. It is hereby directed that \$125,000.00 be advanced to the Emergency services Fund from the Self Insurance Fund, in order to pay startup costs and to ease the initial cash flow burdens on the EMS department. This advance shall be treated as a loan (the “Loan”) to the EMS Fund and shall be repaid to the Self Insurance Fund out of property tax revenues and/or EMS Department revenues.
- 2. Payments on the Loan are subject to the Board of Supervisors determination that there are funds available for such purpose which have been allocated to or accrued in the EMS Fund. Once appropriated, payments may be made on the Loan each year on October 1st. Total Balance to be paid by April 15th 2, 2026 2. The EMS Fund is hereby pledged to the repayment of the Loan, and a copy of this Resolution shall be filed in the office of the County Auditor to evidence this pledge
- 3. All resolutions or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

Schaben made a motion to approve the resolution, Parkhurst seconded the motion. Kenkel, Parkhurst and Schaben all voted in favor of the motion to approve. No Nays were cast.

The Supervisors then considered allowing the Chairperson to sign a lease agreement for Heartland Family Services for office space at the Annex Building. This is a renewal of a lease from calendar years 2022 and 2023 and will extend the lease for two more years if approved by the Shelby County Supervisors and signed by Heartland Family Services. Schaben made a motion to allow the Chairperson to sign, Parkhurst seconded the motion, the motion passed unanimously.

The annual Iowa State Association of Counties (ISAC) wellness participation document was presented for consideration of approval. This agreement allows for employee and County participation in ISAC sponsored wellness incentives. Parkhurst made a motion to permit the Chairperson to sign the document, Schaben seconded the motion, the motion passed.

An opening on the Shelby County Veterans Commission has generated a nomination by the Commission to recommend Tom Kallman to the Veterans Commission Board. Parkhurst made a motion to confirm and accept the recommendation of Tom Kallman to serve on the Veterans Board. Seconded the motion the motion passed unanimously.

A steel door at the Annex has deteriorated and rusted and bids have been received. The low bid was received from Leinen Construction. The Auditor asked for the Supervisors permission to sign the low bid and agreement. Schaben made a motion for authorizing the door replacement bid, Parkhurst seconded the motion, the motion passed.

Several Department budgets were then discussed, no further action was taken

Having no further business the meeting was adjourned.

ATTEST:

Steve Kenkel, Chairperson

Mark Maxwell Clerk to the Board of Supervisors