

August 18, 2026

The Shelby County Board of Supervisors met in regular session at 9:00 A.M. in the Supervisors Chamber in the Courthouse with the following members present: Charles Parkhurst, Mike Kolbe, Bryce Schaben, and Taryn Knapp, Clerk.

Chairman, Charles Parkhurst, asked that any conflict of interest be stated concerning any item on the agenda. None was stated

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

It was moved by Kolbe, seconded by Schaben to approve the minutes of August 4th, 2026. Motion carried unanimously.

Schaben made a motion to approve the recently processed claims; Kolbe seconded the motion. Motion carried unanimously.

Schaben made a motion to approve a ROW permit for Regional Water for new service lines to properties, Kolbe seconded the motion. Motion carried unanimously.

Engineer Chris Fredericksen, then presented a Resolution 2026-27 Roadway Entrance Application Modification . Kolbe made a motion and Schaben seconded the motion to approve the following resolution:

RESOLUTION NO. 2026-27
ROADWAY ENTRANCE APPLICATION MODIFICATION

WHEREAS Shelby County sets out the procedure if a landowner wishes to install an entrance from their property to a county roadway.

WHEREAS the nature of entrance application changes with time and developments in procedures and applications.

WHEREAS, the Shelby County Engineer has recognized the need to amend and change the wording of the Shelby County Entrance application.

WHEREAS, the Shelby County Engineer has duly created procedure to extend existing roadway entrances by amending wording in the roadway entrance application to safely and efficiently modify existing entrances or create new entrances.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF SHELBY COUNTY that the Board of Supervisors hereby accepts the changes to the Shelby County Entrance application. Schaben seconded the motion, the motion passed with ayes by Parkhurst, Schaben and Kolbe. No nays were cast. The application reads:

Realizing the following conditions and circumstances, and wanting to be as efficient in the use of road funds as possible, the Board of Supervisors has adopted the following policy:

1. The County Engineer is required to issue a permit for each new or widened access to the Secondary Road System. According to Section 319.14 of the Iowa Code, "A person shall not excavate, fill, or make a physical change within the right-of-way of a public road or highway without permission from the highway having jurisdiction of the public road or highway.
2. The County Engineer will require a no-cost permit for each new or widened entrance to the Secondary Road system. Location of entrance will be at the owner's request if sight distance of **400' for rock and earth roadways, 570' for paved roadways**, and other factors are approved by the Engineer.
3. Slope from the edge of entrance to the ditch flowline will be as follows:
Paved Road/Dry Fill = 8:1; Paved Road (with culvert) = 6:1; Gravel Road = 4:1
4. Approximately midway between the Right-of-Way line and the edge of the road, the elevation of the entrance shall be at least **six (6) inches lower** than that of the edge of the roadway.
5. Shelby County shall designate minimum length, diameter, and type of culvert pipe to achieve efficient and adequate width of entrance. Culverts shall be steel riveted annular culverts, or HDPE dual walled culverts that meet Iowa DOT Specifications for entrance culverts. All new entrance culverts shall be sized by a minimum of 24 inches in diameter, unless natural site topography prohibits installation as determined by Shelby County. No new entrance culvert shall be less than 18 inches in diameter or 30 feet in length. Entrance culverts larger than 48" in diameter shall be steel, riveted annular culverts.
6. All costs of all new/permitted installations will be borne by the owner. The County will maintain stockpiles of new pipe for purchase. When an entrance culvert has deteriorated, or is no longer functioning as originally designed, the Shelby County Engineer or their representative will investigate to determine if a new culvert is required. Shelby County will provide a replacement entrance culvert at no cost but will not assume maintenance of entrances after installation. The replacement pipe will be of length equal to the existing entrance pipe, and the removed pipe shall be returned to Shelby County.
7. Culvert pipes shall be approved by County Engineer or their representative. The new culvert pipe shall meet County and Iowa Department of Transportation standards for entrance pipes.
8. Shelby County maintenance personnel are allowed to maintain access to prevent water from damaging the roadway surface.
9. Unauthorized installation of entrances within the public right-of-way will be subject to removal without notice.
10. The priority of equipment used in entrance placement is cleaning out the ends of drainage structures, replacing damaged or separated road culverts, washouts, and bridges. Therefore, entrance work is a low-priority scheduled item. The owner may have the required entrance maintenance done by others, with all work subject to approval by Shelby County personnel.

11. Extension of existing entrances will only be allowed when the ends of the existing culvert are suitable for attachment as well as the original pipe being structurally sound. Also, entrances shall meet the criteria of this policy following modifications.
12. The owner of each entrance shall be responsible for surfacing the entrance at their cost, as the county will only provide surfacing to house drives when grading, paving, or repairing.
13. All necessary and proper barricades, flares, etc., as per the Manual on Uniform Traffic Control Devices, shall be furnished and maintained by the applicant. Maximum safety precautions shall be maintained to protect workers, property owners, and the traveling public from accidents due to the operations of the applicant.
14. Shelby County shall be indemnified and saved harmless from any damage resulting from the applicant's operations.
15. The installer shall submit to the Shelby County Engineer a certificate of liability and property insurance, with the minimum coverage as follows: General Liability Insurance - Bodily Injury and Property Damage Combined \$500,000 Each Occurrence / \$1,000,000 Aggregate
Automobile Liability - \$500,000 Combined Single Limits
Excess Liability - Each Occurrence / \$1,000,000 Aggregate
Workers Comp. & Employers Liability: Part A - Statutory. Part B - \$500,000/\$500,000/\$500,000
16. It is the present policy of Shelby County to maintain those driveways specified by the School Superintendents as school bus turnarounds. This may include granular surfacing from shoulder of the roadway to the right-of-way line.

AYES: Parkhurst, Kolbe, Schaben NAYS: None Motion carried unanimously.

Schaben made a motion and Kolbe seconded the motion to approve changes to the Safety Policy presented by Jake Holloway, Safety Director. Motion carried unanimously.

Kolbe made a motion and Schaben seconded the motion to approve the Class "F" Retail Alcohol License Renewal for Corley Community Club. Motion carried unanimously.

There were no department head reports given.

Supervisors and various department heads will attend ISAC for the annual conference.

Kolbe made a motion to approve the amended Shelby County Credit Card Policy and Schaben seconded the motion. Motion carried unanimously.

Schaben made a motion to approve the amended Expense Reimbursement Policy and Kolbe seconded the motion. Motion carried unanimously.

Schaben made a motion to approve the amended Shelby County Employee Drug & Alcohol Policy and Kolbe seconded the motion. Motion carried unanimously.

Schaben made a motion and Kolbe seconded the motion to direct the Budget Director to advertise for a Public Hearing on the proposed FY27 Budget Amendment #1 to be held at 9:05 a.m. on September 15th, 2026, in the Supervisors Chambers at 612 Court Street, Harlan, Iowa. Motion carried unanimously.

No action was taken on the update to the County Handbook.

The meeting was adjourned at 9:17 A.M.

Charles Parkhurst, Chairman

ATTEST:

Taryn Knapp
Clerk to the Board of Supervisors