

**February 27, 2019**

Board members present for regular session at 9:00 a.m. were: Shelley, Twombly, and Wedemeyer. Hoadley and Homan were absent.

Also present: Mindy Schaefer, Mandy Berg, Karen Seley, Caleb Nelson, and Bart Knox

All motions were approved unanimously unless noted otherwise.

The Board meeting was held at the Secondary Roads Office Building due to the inaccessibility of the Boardroom at the Courthouse for the elevator construction.

**MINUTES:** Moved by Shelley and seconded by Twombly to approve the minutes from February 20, 2019. Approved.

**CLAIMS:** Moved by Twombly and seconded by Shelley to approve the following claims:

Vendor Name	Payable Description	Total			
			Kerber, Chris	Meal Reimbursement	\$37.45
Adair Co Health System	Pre Employment Physical	\$410.00	Marco Technologies LLC	Copier Fees	\$121.49
Alliant Energy - IES	Intersection Lighting/ Utilities	\$736.39	Marsh, Richard	Township Meetings	\$40.00
Alvins Pick-EM-Up LLC	Towing	\$275.00	Martin Marietta Materials	Ice Sand	\$4,787.56
Baudler, Cliff	Township Meetings	\$40.00	Md Products & Solutions Inc	Parts	\$2,623.03
Blazek, Kevin	Postage	\$13.40	Meisenheimer, Larry	Township Meeting	\$20.00
Bridgewater Tires & More	Tire Repair	\$120.00	Mensing, Bruce	Township Meeting	\$20.00
Central Salt LLC	Ice Salt	\$3,362.35	Mobility & Access Solutions	Ramp Fees	\$540.00
D W Auto Parts	Parts	\$131.00	Northland Products Co	Oil/ Washer Fluid	\$7,596.30
Daughenbaugh, Luke	Rent - ATURA	\$250.00	Office Depot	Office Supplies	\$75.53
Diamond Oil Co	Diesel	\$897.63	Office Machines Company	Office Supplies	\$200.56
Earhart, Mark	Township Meeting	\$20.00	Orient City	TJ Payment- Feb 2019	\$448.01
Eddy, Pat	Township Meetings	\$40.00	Petzicks	Window Envelopes	\$94.50
Edsall, Carolyn	Mileage	\$218.08	Polk Co Treasurer	Medical Examiner Fees	\$174.70
Ehler, Jonathan	Meal Reimbursement	\$39.83	Pott. County Conservation	Wildland Fire Training	\$10.00
Eshelman, Jennifer	Mileage	\$170.21	R & D Service	Gasoline	\$54.76
Family Vision Center	Pre-Employment Exam	\$116.25	Riley Products	Parts & Repairs/ Labor	\$88.00
Farmers Electric Coop	Electric - ATURA	\$205.31	Schildberg Const Co Inc	Maintenance Rock	\$69,778.02
Fast Lane Motor Parts, LLC	Other Equipment Supplies	\$560.00	Secondary Road Fund	Fuel Jan 2019	\$305.01
FNB Bank	Conservation Rent - March	\$289.63	Secretary Of State	Notary Fees	\$30.00
Ford, Doug	Mileage	\$93.12	Sickles Trucking & Repair	Parts & Repairs	\$30.00
Grand Contracting LLC	Courthouse Elevator	\$65,150.99	Standard & Associates, Inc	Pre Employment Testing	\$30.00
Grantham Sanitation	Misc Yards- Trash Collection	\$240.00	Steen Funeral Homes	Medical Examiner Fees	\$275.00
Greenfield True Value	Supplies	\$67.34	Stender, Rick	Township Meetings	\$40.00
Gross, Max A	Township Meetings	\$40.00	Stuart Herald, The	Employment Ad	\$51.75
Guthrie Co Envir Health	Oct - Dec Billing	\$6,899.34	TASC	Cobra Admin Fee	\$150.00
Hight P C, Clint	Attorney Expenses	\$1,291.70	Thomson Reuters - West	Library Plan Charges	\$314.80
Hopkins & Huebner P.C.	Adair County - Open Records	\$3,336.00	Venteicher, Kurt	Township Meetings	\$40.00
Hotsy Cleaning Supplies	Bulk Fleet Wash	\$577.50	Verizon Wireless Bellevue	Cellular Phone Service	\$474.30
IA Law Enforcement Acad	Pre Employment Testing	\$150.00	Wallace, Richard W	Mower Gas	\$25.58
Impact 7G	Asbestos Inspector Training	\$125.00	Wellmark BC/BS	Annual Fee 3rd Party EOBS	\$650.00
Infomax Office Systems	Copier Fees	\$287.00	Windstream	Telephone Utility	\$1,202.18
J. J. Keller & Associates, Inc.	Warning Signs	\$344.79	Ziegler Inc	Parts/Equipment Supplies	\$3,078.34
JB Sales & Marketing Inc	Jail Probe Reader Key Rings	\$55.95		<b>Grand Total:</b>	<b>\$185,383.29</b>
JEO Consulting Group	G61 Grading Project- 9th Pymt	\$5,422.61			
<b>Fund</b>		<b>Amount</b>			
0001 - General Fund		\$13,847.36			
0002 - General Supplemental		\$69.69			
0011 - Rural Services		\$3,824.67			
0020 - Secondary Road		\$95,727.97			
0021 - Local Option Sales Tax		\$192.61			
1520 - NW Wind Farm UR Capital Project		\$5,230.00			
1599 - Misc Capital Projects		\$65,690.99			
8500 - Adair County Insurance Trust		\$800.00			

**Grand Total: \$185,383.29**

Approved.

**AGLAND CREDITS:** Auditor Schaefer presented a letter from Richard and Jacalyn Harvey filing an objection to the disallowance of parcel #0812200008. Auditor Schaefer presented information that pertains to the parcel and the agland credit. According to 426.2 of the Code of Iowa the parcel must be at least 10 acres or contiguous with other properties owned by the same people that are more than 10 acres to qualify for the agland credit. Moved by Twombly and seconded by Shelley for the Chair to sign the letter to Richard and Jacalyn Harvey explaining that parcel #0812200008 does not qualify for agland credit and to continue to disallow. Approved.

**TOWNSHIP CLERK WAGES:** Moved by Shelley and seconded by Twombly to approve the Summerset Township Clerk wages for Cindy Baldogo for \$40.00, Jackson Township Clerk wages for Diana Kordick for \$40.00 and Lincoln Township Clerk wages for Ron Belden for \$40.00. Approved.

**EUREKA TOWNSHIP:** Moved by Shelley and seconded by Wedemeyer to appoint Jeannette Jorgensen as Eureka Township Clerk effective immediately. Approved.

**ENGINEER:** Nick Kauffman, County Engineer entered at 9:04 a.m. **Union Step Increase** – Moved by Shelley and seconded by Twombly to approve the 24-month Union Step increase of \$0.91 to an hourly rate of \$20.15 for David Dukes per Nick Kauffman, County Engineer's recommendation effective March 2, 2019. Approved. **Maintenance and Activities Report** – Engineer Kauffman gave an update to the Board on the following projects: snow removal and nationwide salt shortage. Hoadley entered at 9:07 a.m.

**COURTHOUSE ELEVATOR:** Mike Kastner, ASK Studio entered at 9:15 a.m. Kastner gave an update to the Board of Supervisors on the progress of the Courthouse Elevator. **Change Orders** – Moved by Shelley and seconded by Twombly to approve the following change orders: Exterior Door and Lobby Door automatic opener – \$6,400.19; Bulkheads, lay-in ceiling, and attic accesses - \$1,696.25; Furring, gyp, and paint - \$2,542.00; and Connections between old and new building drywall and trim - \$2,355.15. Approved. Estimated completion has moved to May 2019. Kastner exited at 9:43 a.m.

**PUBLIC HEARING – FY20 BUDGET:** Moved by Shelley and seconded by Twombly to open the Public Hearing for the FY20 Budget at 9:47 a.m. with the following present: Dominic Johnson, Conservation Director; Nick Kauffman, County Engineer; Jeff Vandewater, County Sheriff; Mandy Dolan, Recorder's Deputy; Kevin Blazek, Conservation Director; Marilee Kerber, Treasurer's Deputy. Auditor Schaefer presented a pie chart showing the percentage of the county budget each department requested: Engineer – 62%, Sheriff – 7%, NW Wind Farm TIF Debt – 8%, Misc Capital Projects – 7%, Board of Supervisors – 3%, Conservation – 2%, Mental health – 1%, Recorder – 1%, Attorney – 1%, Treasurer – 1%, Auditor – 2%, Misc Debt Service – 2%, and Public Safety Center Debt Service – 1% with the remaining 2% being divided up between various entities. The actual tax levy for the Urban will decrease by approximately \$0.02/1000 to go to \$6.5804/1000 and the actual tax levy for the Rural will also decrease by approximately \$0.02/1000 to go to \$10.5304/1000 for the county share of taxes. The projected fund balances ending June 30, 2019 are as follows: General – 19%, General Supplemental – 17%, and Rural Basic – 22%. No public comment was received by the Auditor, Supervisors, or public. Moved by Twombly and seconded by Shelley to close the public hearing at 9:50 a.m. Approved.

**COMPENSATION RESOLUTION:** Moved by Shelley and seconded by Twombly to approve **Resolution #2019-15** – Whereas, the Adair County Compensation Board meets annually to recommend a compensation schedule for elected officials for the fiscal year immediately following, in accordance with Iowa Code Chapters 331.905 and 331.907, and Whereas, the Adair County Compensation Board met with the Board of Supervisors on December 18, 2018 and made the following salary recommendations to the Board of Supervisors for the following elected officials for the fiscal year beginning July 1, 2019:

<u>Elected Official</u>	<u>Current Salary</u>	<u>Proposed Increase</u>	<u>Recommended Salary</u>
Auditor	\$53,118.77	\$1500 wage adjustment + 3%	\$56,257.33
County Attorney	\$66,171.89	\$1500 wage adjustment + 3%	\$69,702.05
Recorder	\$53,118.77	\$1500 wage adjustment + 3%	\$56,257.33
Sheriff	\$70,392.37	\$1500 wage adjustment + 3%	\$74,049.14
Supervisors	\$26,150.16	\$1500 wage adjustment + 3%	\$28,479.66
Supervisors, Add'l Chair Pay	\$1,200.00		\$1,200.00
Treasurer	\$53,118.77	\$1500 wage adjustment + 3%	\$56,257.33

Therefore, Be It Resolved that the Adair County Board of Supervisors approves the following salary adjustments for the following elected officials for the fiscal year beginning July 1, 2019:

<u>Elected Official</u>	<u>Approved Salary</u>	<u>Approved Increase</u>
Auditor	\$54,446.74	2.5%
County Attorney	\$67,826.19	2.5%
Recorder	\$54,446.74	2.5%
Sheriff	\$72,152.18	2.5%
Supervisors	\$26,803.91	2.5%
Supervisors, Add'l Chair Pay	\$1,200.00	
Treasurer	\$54,446.74	2.5%

Roll call vote: Wedemeyer, aye; Twombly, aye; Hoadley, aye; Shelley, aye; and Homan, absent. Approved.

**BUDGET APPROVAL RESOLUTION:** Moved by Twombly and seconded by Hoadley to approve **Resolution #2019-16** – Approval of FY20 Budget. Be It Resolved by the Adair County Board of Supervisors, that the budget for fiscal year 2020 be approved as published in the official newspapers of the county on February 13 & 14, 2019 as required. A public hearing was held February 27, 2019 at 9:30 a.m. The Adair County FY20 budget will hereby be certified and filed with the Iowa Department of Management by the Adair County Auditor and be filed in the office of the Adair County Auditor and a certification of taxes filed. Roll call vote: Wedemeyer, aye; Twombly, aye; Hoadley, aye; Shelley, aye; and Homan, absent. Approved.

**FY20 BUDGET:** Moved by Shelley and seconded by Twombly for the Chair to sign the FY20 budget. Roll call vote: Wedemeyer, aye; Twombly, aye; Hoadley, aye; Shelley, aye; and Homan, absent. Approved.

**ASSIGNED FY20 FUND BALANCES:** Moved by Hoadley and seconded by Shelley to assign the following fund balance for the General Fund for FY20: \$5,000 Fair Grounds Project and \$15,000 for Conservation Mower. Approved.

**CAPITAL PROJECTS PLAN:** Moved by Twombly and seconded by Hoadley to approve the following Capital Projects Plan:

Project name	Estimated Cost	Year of completion	Fiscal Year	Fund	Dept	
Tuckpointing/water proofing	30,000	2020-21	FY21	General	general/board	
Courthouse Window Replacement (basement and attic)	45,000			General	general/board	
Statewide Radio System	1,560,000	2019-2020	FY20	General	Sheriff	Bond Fall 2019
Recorder's Books Scanning	25,000	2019-2020	FY20	General	Recorder	Bond Fall 2019
Basement Floor Repair				General	General/Board	
Basement Wall Repair				General	General/Board	

Roll call vote: Wedemeyer, aye; Twombly, aye; Hoadley, aye; and Shelley, aye Homan, absent. Approved.

**SICOG RESOLUTION:** Moved by Shelley and seconded by Twombly to approve **Resolution #2019-17** – This Is a Resolution to Participate in the Planning and Development Programs of the Southern Iowa Council of Governments. Whereas, the Economic Development Administration was assigned to administer the provisions of the Public Works and Economic Development Act of 1965; and Whereas the Southern Iowa Council of Governments has been designated by the Economic Development Administration as an Economic Development District and Whereas the State of Iowa and the U.S. Department of Housing and Urban Development has designated the Southern Iowa Council of Governments as the area wide planning organization, and Whereas Adair County is a past member of the Southern Iowa Council of Governments and has participated in formulation of area wide plans and programs. Be It Therefore Resolved by the Adair County Board of Supervisors that Adair County desires to participate in the fiscal year 2020 planning and economic development programs of the Southern Iowa Council of Governments in Iowa Planning Area XIV, consisting of Adair, Adams, Clarke, Decatur, Madison, Ringgold, Taylor, and Union Counties. Be It Further Resolved by the Adair County Board of Supervisors that Adair County provides \$3,145.02 for the operation of the Southern Iowa Council of Governments' planning and development programs. Roll call vote: Wedemeyer, aye; Twombly, aye; Hoadley, aye; and Shelley, aye; Homan, absent. Approved. Group exited at 9:58 a.m.

**SHERIFF'S OFFICE:** Jeff Vandewater, County Sheriff informed the Board that William Wedemeyer has submitted his resignation as a Sheriff's Deputy. Moved by Shelley and seconded by Hoadley to accept, with regret, the resignation of William Wedemeyer, Sheriff's Deputy, effective March 11, 2019. Approved. The group discussed the process to hire a new deputy. Moved by Shelley and seconded by Hoadley to start the process. Vandewater exited at 10:03 a.m.

**IMWCA:** Auditor Schaefer informed the Board that IMWCA notified our Agent that for FY20 the County's MOD Factor is going from .88 to .75 and the class codes are going to be decreasing by 6%. This will be a significant reduction in premiums for FY20. Auditor Schaefer presented the Estimated Payroll amounts for IMWCA for FY20. Moved by Twombly and seconded by Shelley for the Chair to sign the Renewal Worksheet. Approved.

**AUDITOR'S OFFICE: Notice of Intent to Appoint** – Auditor Schaefer presented the notice of intent to appoint to the Board for further discussion. Moved by Shelley and seconded by Hoadley to publish the notice of intent to appoint a County Auditor to be published the week of March 18, 2019. Approved. **Hiring Process** – Auditor Schaefer informed the Board that the process to hire is a lengthy process and given the circumstances it would be extremely helpful to allow the Auditor's Office to start the process of hiring a replacement. Auditor Clerk Berg stated that she would like to get the ad in the papers to start receiving applications with a deadline of April 5, 2019. However, an offer for employment will not be made until the appointment of the County Auditor is made and the 14-day window to call for an election is passed. Moved by Hoadley and seconded by Shelley to allow a help-wanted ad to be placed in the papers and the process to hire a replacement to start. Approved. **Open Records Request** – Auditor Schaefer informed the Board that all the known documents for the open records request have been collected. There were 1500+ emails and documents previously sent and around 3500 pages of documents saved to a flash drive and sent to Hopkins & Huebner. We included a bill to be sent to Attorney Reavely at Whitfield & Eddy. The bill is for the 22.5 hours, including FICA and IPERS, it took to collect and scan the documents. No

copy charges were included since everything was scanned to pdf. Once the bill is paid, Attorney Hinders will be notified and the flash drive will be released to Attorney Reavely.

**ADJOURNMENT:** Moved by Hoadley and seconded by Twombly to adjourn at 10:24 a.m. Approved.

**ADAIR COUNTY BOARD OF SUPERVISORS:** \_\_\_\_\_ Matt Wedemeyer, Chairman

**ATTEST:** \_\_\_\_\_ Mindy Schafer, Auditor