

**January 2, 2019**

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

Also present: Mindy Schaefer, Caleb Nelson, Jerry Oxley, and Colleen Oxley

All motions were approved unanimously unless noted otherwise.

**OATH OF OFFICE:** Stacey Armstrong, Clerk of Court administered the Oath of Office to Jodie Hoadley, Steve Shelley, Brenda Wallace, Janelle Schneider, Clint Hight, Arvid Evans, and Phil Kading.

Auditor Schaefer opened the meeting.

**2019 CHAIR AND VICE CHAIR:** Moved by Hoadley and seconded by Twombly to nominate Matt Wedemeyer as the 2019 Chair. Approved. Chairman Wedemeyer took over the proceedings of the meeting. Moved by Homan and seconded by Shelley to nominate John Twombly as the 2019 Vice Chair. Approved.

**ORGANZATIONAL RESOLUTION:** Moved by Shelley and seconded by Hoadley to approve **Resolution #2019-01** – Be It Resolved by the Adair County Board of Supervisors that their regular meeting days be set for each Wednesday of the month and the claims schedule will be set by the Auditor. No bills will be allowed unless they carry the approval of the officer empowered to order same. All claims must be itemized in full, with vendor invoice and signed by office head. Claims must be filed in the Auditor's office by 3:00 p.m. two business days preceding the Board meeting day they are to be approved. Roll call vote Wedemeyer, aye; Homan, aye; Hoadley, aye; Shelley, aye; and Twombly, aye. Approved.

**CHAIRMAN AUTHORIZATION RESOLUTION:** Moved by Twombly and seconded by Shelley to approve **Resolution #2019-02** – Chairman of Board of Supervisors Authorized to Sign Contracts, Deeds, Etc. Be It Resolved by the Adair County Board of Supervisors, that Matt Wedemeyer, Chairperson of the Adair County Board of Supervisors, for the year 2019, is hereby designated, authorized, and empowered on behalf of the Adair County Board of Supervisors, to sign contracts, deeds, and other necessary and lawful papers on behalf of Adair County, including documents for the USDA. Be It Further Resolved, that in the absence of the chair, the Vice-Chairman, John Twombly is hereby authorized to sign documents. Roll Call: Homan, aye; Hoadley, aye; Shelley, aye; Twombly, aye; and Wedemeyer, aye. Approved.

**TRAVEL POLICY RESOLUTION:** Moved by Hoadley and seconded by Homan to approve **Resolution #2019-03** – Adair County Travel Policy. Reimbursement for travel will be according to the Adair County Personnel policy or applicable union contract with the following limitations: Daily single lodging rate reimbursement or payment shall not exceed the lowest negotiated ISAC or ISAC affiliate price per day plus tax and for Non-ISAC meetings shall not exceed the lowest government price offered. An original receipt or bill must be presented for payment. Meal reimbursements if applicable will not exceed the following amount with original itemized receipt required: \$40.00/day. The County will not reimburse for tip or alcohol. Exceptions shall be made for meals included as part of school of instruction registration fee. The 2019 mileage reimbursement rate will be set at \$0.10 less than the IRS Rate for county employees on county business. The Sheriff will use the IRS Standard Mileage rate for functions billed for service within the office of the sheriff. The Veterans Affairs will pay the VA Transport Drivers the IRS Standard Mileage rate. Roll Call: Homan, aye; Hoadley, aye; Shelley, aye; Twombly, aye; and Wedemeyer, aye. Approved.

**2019 COUNTY HOLIDAYS:** Moved by Twombly and seconded by Homan to approve the following 2019 County Holidays: President's Day – February 18, Memorial Day – May 27, Independence Day – July 4, Labor Day – September 2, Veteran's Day – November 11, Thanksgiving – November 28 and 29, Christmas – December 24 and 25, and New Year's Day – January 1, 2020. Approved.

**MASTER MATRIX RESOLUTION:** Moved by Shelley and seconded by Twombly to approve **Resolution #2019-04** – Construction Evaluation Resolution. Whereas, Iowa Code section 459.304(3) sets out the procedure if a board of supervisors wishes to adopt a "construction evaluation resolution" relating to the construction of a confinement feeding operation structure; and Whereas, only counties that have adopted a construction evaluation resolution can submit to the Department of Natural Resources (DNR) an adopted recommendation to approve or disapprove a construction permit application regarding a proposed confinement feeding operation structure; and Whereas, only counties that have adopted a construction evaluation resolution and submitted an adopted recommendation may contest the DNR's decision regarding a specific application; and Whereas, by adopting a construction evaluation resolution the board of supervisors agrees to evaluate every construction permit application for a proposed confinement feeding operation structure received by the board of supervisors between February 1, 2019 and January 31, 2020 and submit an adopted recommendation regarding that application to the DNR; and Whereas, the board of supervisors must conduct an evaluation of every construction permit application using the master matrix created in Iowa Code section 459.305, but the board's recommendation to the DNR may be based on the final score on the master matrix or may be based on reasons other than the final score on the master matrix; Now, Therefore, Be It Resolved By The Board Of Supervisors Of Adair County that the Board of Supervisors hereby adopts this construction evaluation resolution pursuant to Iowa Code section 459.304(3). Roll Call: Homan, aye; Hoadley, aye; Shelley, aye; Twombly, aye; and Wedemeyer, aye. Approved.

**FY19 AUDIT SERVICES:** Moved by Hoadley and seconded by Homan for the Auditor to send a letter to the Auditor of State requesting that they perform the FY19 Audit. Approved.

**DESIGNATED OFFICIAL NEWSPAPER:** Two requests were received for the designation of the official newspapers of Adair County in accordance with Iowa Code Chapter 349. The requests were from The Adair County Free Press and The Adair News. Moved by Shelley and seconded by Hoadley to approve the Adair County Free Press and The Adair News as the 2019 Official Newspapers for Adair County. Approved.

**SUPERVISORS 2019 BOARD LIST:** Moved by Twombly and seconded by Shelley to approve the 2019 Board List:

Adair County Safety Committee----- David Homan  
 Adair County Tourism----- David Homan  
 Adair County Wellness----- Jodie Hoadley  
 Alcohol and Drug Abuse (Zion)----- Matt Wedemeyer  
 ATURA-Regional ISTE Board----- John Twombly  
 ATURA Regional ISTE Board, Alternate----- Steve Shelley  
 Crossroads Mental Health----- Jodie Hoadley  
 DHS Advisory Board----- Jodie Hoadley and John Twombly  
 De-Cat Governing Board for Creston Cluster---- Matt Wedemeyer  
 DNR Contact Person----- Chairman Matt Wedemeyer  
 E911 Adair County Board----- Steve Shelley  
 E911 (7-County Board)----- Steve Shelley and Jeff Vandewater (Designee-Dennis Denton)  
 E911 (7-County Board), Alternate ----- John Twombly  
 Emergency Management, Local Comm----- Jodie Hoadley and Steve Shelley, Alternate  
 Empowerment----- Jodie Hoadley  
 Enterprise Zone Commission----- Matt Wedemeyer  
 Fifth Judicial District-Corrections----- Steve Shelley and Jodie Hoadley, Alternate  
 Hungry Canyons Alliance----- David Homan  
 Integrated Roadside Management----- David Homan  
 Jensen-Butler Foundation----- Matt Wedemeyer and Steve Shelley  
 JTPA-Leo/Workforce Investment Act----- David Homan  
 Landfill----- Matt Wedemeyer  
 Landfill, Alternates----- all other Board Members  
 Loess Hills Development & Conservation ----- David Homan  
 MATURA----- David Homan  
 Midwest Partnership----- Matt Wedemeyer  
 R C and D Committee----- Matt Wedemeyer  
 REAP----- Steve Shelley  
 SICOG ----- John Twombly  
 Southern Hills Regional MH Board----- John Twombly  
 Southern Hills Regional MH Board Alternate--- Steve Shelley  
 Southern Iowa Trolley ----- Steve Shelley  
 Approved.

**MINUTES:** Moved by Shelley and seconded by Homan to approve the minutes for December 19, 2018. Approved.

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

Vendor Name	Payable Description	Total	ISAC Group Dental	Feb Dental Ins Premiums	\$121.48
Access Systems	Computer Supplies	\$16.19	Johnson Controls	Sprinkler System Repair	\$940.00
Adair Auto Parts	Parts	\$4.29	Johnson Controls Security	Quarterly Billing	\$416.03
Adair Co Emergency Mgmt	FY19 1/4 Tax Draw	\$11,561.50	Kiesler's Police Supply, Inc	9MM Luger	\$206.00
Adair Co Fair Board	1/2 FY19 Tax Draw	\$12,500.00	Lube Tech & Partners, LLC	Def Fluid	\$239.40
Adair Co Home Care	1/4 FY19 Tax Draw	\$21,313.88	Mail Services LLC	Print & Postage	\$284.06
Adair News, The	Notice Of Public Hearing	\$22.56	Martin Marietta Materials	Ice Sand	\$1,231.92
Agri Drain Corp	Oversize Load Signs/Flags	\$87.32	Meisenheimer, Janelle	Mileage	\$29.64
Alliant Energy - IES	Utilities	\$573.53	Melissa S. Larson, P.C.	Substance Abuse Services	\$158.20
B M Sales	Custodial Supplies	\$141.00	Office Depot	Chairmat	\$203.32
Bridgewater Tires & More	Oil Change/Tire Swap	\$92.08	Office Machines Company	Bookcases	\$184.30
Diamond Oil Co	Diesel	\$619.89	O'Halloran International	Parts/ Labor	\$1,314.93
EE Warren Opera House	Meeting Room Rent	\$165.00	Polk Co Treasurer	Court Space	\$341.52
Ehrsam, Monte	Conservation Rent	\$174.93	Quill	Office Paper	\$59.98
Every Step	Community Services Grant	\$5,648.23	R & D Service	Tires	\$792.00
FNB Bank	Ach Origination Fees	\$245.60	Schaecher, Rick	Postage/Computer Supplies	\$29.54
Fontanelle Library	1/4 FY19 Tax Draw	\$1,995.50	Schildberg Const Co Inc	Maintenance Rock	\$52,388.88
Grantham Sanitation	Jail Garbage Hauling	\$98.00	Schneider Geospatial	WFS/Rest Hosting	\$600.00
Greenfield True Value	Batteries	\$20.48	Shelley, Steven	Mileage	\$110.36
Hawkeye Truck Equipment	Parts	\$2,975.00	SWCC	Child Abuse Prev Grant	\$3,351.43
Homan, David	Mileage	\$100.78	Verizon Wireless Bellevue	Telephones	\$58.42
IA Dept Transportation	Testing Jefferson W22	\$722.36	Warrior, Tyler	Mowing- Bridgewater	\$136.00
IDALS-State Apiary Program	Apiary Inspections	\$36.66	Wedemeyer, Matt	Mileage	\$169.10
Infomax Office Systems	Copier Fees	\$287.00	Wellmark Blue Cross	Feb Health Ins Premiums	\$3,454.00
Intoximeters Inc	Intoximeter Supplies	\$395.00	Windstream	Phone	\$690.12

Wittrock, Lyle	Travel Expense	\$35.60		
Ziegler Inc	Parts/ Filters/Supplies	\$4,906.03		
<b>Fund</b>		<b>Amount</b>		<b>Grand Total: \$132,249.04</b>
0001 - General Fund		\$49,019.78		
0002 - General Supplemental		\$11,774.70		
0011 - Rural Services		\$1,995.50		
0020 - Secondary Road		\$65,883.58		
8500 - Adair County Ins Trust		\$3,575.48		
		<u>\$132,249.04</u>		

Approved.

**TAXABLE MILEAGE AND MEALS:** Moved by Twombly and seconded by Hoadley to approve the taxable mileage for Dave Homan for \$64.08, Steve Shelley for \$327.52, Matt Wedemeyer for \$347.10, and the taxable meal for Doug Ford for \$24.84. Approved.

**LANDFILL FY18 FINANCIAL REPORT:** Moved by Homan and seconded by Shelley to acknowledge receipt of the FY18 Landfill Financial Report. Approved.

**ADAIR COUNTY FY18 AUDIT:** Moved by Twombly and seconded by Shelley to acknowledge receipt of the FY18 Adair County Audit. Approved.

**VETERANS AFFAIR RENT – 180 PUBLIC SQUARE, GREENFIELD:** Auditor Schaefer presented a letter from Dennis Kellenberg notifying the County of delinquent rent at the former Veterans Affairs office location. The letter states that rent for October through December 2018 is due plus interest and that the County is expected to pay for the remainder of the lease which is through June 30, 2019. Moved by Wedemeyer and seconded by Twombly to acknowledge receipt of the letter. Approved. Greg Cooper entered at 9:25 a.m.

**SUPERVISORS COMMITTEE/BOARD UPDATE:** Supervisor Shelley gave an update on E911 and Trolley. Supervisor Homan gave an update on Hungry Canyon. Supervisor Twombly gave an update on Mental Health. Supervisor Hoadley gave an update on Wellness, Crossroads, and Emergency Management. Supervisor Wedemeyer gave an update on Midwest Partnership.

**RECORDER'S COPIER LEASE:** Janelle Schneider, County Recorder entered at 9:25 a.m. Schneider informed the Board that she re-negotiated the copy contract due to less copies being made since some documents are now available online. Moved by Twombly and seconded by Homan for the Chair to sign the Marco Agreement to Amend. Approved. Schneider exited at 9:33 a.m.

**NOVEMBER MONTHLY REPORTS:** Moved by Shelley and seconded by Homan to accept the following November Monthly Reports: Clerk's Report, Recorder's Electronic Transaction Fee, Recorder's Management Fees Report, Auditor/Treasurer's Report, Veterans Affairs Report, Housing Trust Fund Report, and Secondary Roads Fuel Report. Approved.

**PUBLIC HEARING – FY19 BUDGET AMENDMENT:** Moved by Twombly and seconded by Shelley to open the public hearing for the FY19 budget amendment at 9:34 a.m. Approved. No comments were received by the Auditor's Office, Supervisors, or public. Move by Twombly and seconded by Homan to close the public hearing at 9:36 a.m. Approved.

**APPROVE FY19 BUDGET AMENDMENT RESOLUTION:** Moved by Twombly and seconded by Shelley to approve **Resolution #2019-05** – Approval of FY19 Budget Amendment. Be It Resolved by the Adair County Board of Supervisors, that the amended budget for fiscal year 2019 be approved as published in the official newspapers of the county on December 19, 2018. Roll Call: Homan, aye; Hoadley, aye; Shelley, aye; Twombly, aye; and Wedemeyer, aye. Approved.

**FY19 BUDGET AMENDMENT:** Moved by Hoadley and seconded by Homan for the Chair to sign the FY19 budget amendment. Approved.

**APPROPRIATION RESOLUTION:** Moved by Shelley and seconded by Homan to approve **Resolution #2019-06** – Appropriations. FY2019 Appropriations Increases as per Budget Amendment 1/2/2018. Be It Resolved by the Adair County Board of Supervisors this 2<sup>nd</sup> day of January, 2019 that the following increases in the following departments:

01 Supervisors	\$674,307	+	\$54,000	=	\$728,307
02 Auditor	\$269,231	+	\$66,640	=	\$335,871

Roll Call: Homan, aye; Hoadley, aye; Shelley, aye; Twombly, aye; and Wedemeyer, aye. Approved.

**APPOINTMENT OF DEPUTY/CLERK:** Moved by Twombly and seconded by Hoadley to approve the following appointments:

Mandy Dolan as Deputy Recorder	Cindy Lundy as Treasurer Clerk
Joni Raper as Recorder Clerk	Jennifer Erbes as Treasurer Clerk
Marilee Kerber as Deputy Treasurer	Kara Ladd as Attorney Clerk

Approved.

**ADA COORDINATOR APPOINTMENT:** Moved by Homan and seconded by Shelley to appoint Matt Wedemeyer as the ADA Coordinator. Approved.

**CIVIL SERVICE BOARD:** Moved by Twombly and seconded by Hoadley to re-appoint Lynn Harris to a 3-year term on the Civil Service Board as the County Attorney's appointment. Approved.

**CONDEMNATION COMMISSION:** Moved by Shelley and seconded by Hoadley to appoint the following to the Condemnation Commission:

<u>Farmers Owner-Operated</u>	<u>Todd Van Eaton</u>	<u>Owners Of City Property</u>	<u>Persons Having Knowledge</u>
T J Ross	<u>Licensed Realtors</u>	Rick Schaecher	<u>Of Property Values</u>
Rodger Rice	Sharon Jurgensen	Marlo Smith	Gail Steward
Larry Stetzel	Lynne Don Carlos	Jim Warrior	Barb Riley
Ronnie Martin	Dennis Kellenberg	Bruce Jensen	Amy Sivadge
David Doud	Judy Wedemeyer	Brody Warrior	Peg Scott
Roger Jensen	Ryan Frederick		Marc Don Carlos

Approved.

**CONSERVATION BOARD:** Moved by Shelley and seconded by Twombly to table the appoint. Approved.

**BOARD OF HEALTH:** Moved by Twombly and seconded by Hoadley to re-appoint Raedean Bigelow and Nathan Tiwari, MD to a 3-year term on the Board of Health. Approved.

**MEDICAL EXAMINER:** Moved by Shelley and seconded by Hoadley to re-appoint Dr. Tim Pearson as Medical Examiner with deputy Dr. Glen Hanson. Approved.

**RC&D BOARD:** Moved by Homan and seconded by Hoadley to re-appoint Bill Lamb as the Supervisors Appointment to the RC&D Board for a 3-year term. Approved.

**WEED COMMISSIONER:** Moved by Shelley and seconded by Homan to re-appoint Nathan Jensen as Weed Commissioner. Approved.

**TOWNSHIP CLERK AND TRUSTEE APPOINTMENTS:** Moved by Twombly and seconded by Shelley to appoint the following:

**Eureka Township**

Trustees – Dean Carstens and Reggie Martin

Clerk – Vacant

**Grand River Township**

Trustees – Jim Finck and David Rayer

Clerk – Rebecca Luers

**Harrison Township**

Trustees – Clint Eckles and Gregory Lilly

Clerk – Billi Shelley

**Jackson Township**

Trustees – Larry Meisenheimer and Rick Stender

Clerk – Diana Kordick

**Jefferson Township**

Trustees – C Evan Varley and Cary Gilman

Clerk – Ronald Maas

Approved.

**Lincoln Township**

Trustees – Pat Eddy and Richard Marsh

Clerk – Ron Beldon

**Prussia Township**

Trustees – Marlan Herr and Dennis Johnson

Clerk – Randy Christofferson

**Summit Township**

Trustees – Randal Moore and Tom Gettler

Clerk – Lorene Grubbs

**Union Township**

Trustees – Gene Thomas and Don Hoepker

Clerk – Doug Skellenger

**Walnut Township**

Trustees – Greg Schildberg and Tom Fagan

Clerk – Ash Kading

**FY20 SALARY INCREASES:** Janelle Schneider, County Recorder; Brenda Wallace, County Treasurer; Rich Wallace, Custodian; and Nick Kauffman, Engineer entered at 10:00 a.m. Jeff Vandewater, County Sheriff entered at 10:05 a.m. The Board discussed the Compensation Board recommendation that was presented on December 19, 2018 of \$1500 wage adjustment +3% cost of living increase. Moved by Shelley and seconded by Hoadley to approve a 2.5% increase for all elected officials. Wedemeyer stated that he feels the supervisors should be no increase but compared to other counties the salary is comparable. Roll call vote: Wedemeyer, nay; Homan, aye; Shelley, aye; Hoadley, aye; and Twombly, nay. Approved. Moved by Wedemeyer and seconded by Shelley to approve 2.5% for all non-union hourly people. Approved. Schneider, Vandewater, R Wallace and B Wallace exited at 10:15 a.m.

**DESIGNATION OF COUNTY ENGINEER:** Moved by Twombly and seconded by Homan to approve **Resolution #2019-07** – Designation of County Engineer for Utility, Telecommunication Permits. Be It Resolved by the Adair County Board of Supervisors, that effective January 1, 2019, Nicholas N. Kauffman, P.E., Adair County Engineer, be and is hereby designated, authorized and empowered on behalf of the Adair County Board to execute utility and telecommunications permits on the county right of way through calendar year 2019. However, if Engineer Kauffman is absent, the Adair County Board of Supervisors shall approve all utility and telecommunications permits. Roll Call: Homan, aye; Shelley, aye; Hoadley, aye; Twombly, aye; and Wedemeyer, aye. Approved.

**AUTHORIZING PERSONNEL TO ISSUE PERMITS RESOLUTION:** Moved by Homan and seconded by Hoadley to approve **Resolution #2019-08** – Authorizing Personnel To Issue Permits. Whereas, the Board of Supervisors is empowered under authority of Sections 321.1 of the Code of Iowa to issue permits for the movements of machines, vehicles, or loads, or combinations thereof which exceed the maximum dimensions and/or weights specified in Section 321.452 to 321.466 but within limitations of chapter 321E upon Secondary Roads under its jurisdiction, and, Whereas, it is important that such permits be issued by persons familiar with the statutes and regulations relating to such permits and also with limitations of the county's roadways, road surfaces and structures along the selected or designated routes, Now, Therefore Be It Resolved by the Adair County Board of Supervisors that the Adair County Engineer, Nicholas N. Kauffman, and the following named employees of the Secondary Road Department (Sawyer Hansen, Tyson Sickles, and Janelle Meisenheimer) be authorized to issue and sign special permits for movement of vehicles of excessive size and width upon Adair County secondary roads in accordance of said Chapter 321E. Roll Call: Wedemeyer, aye; Hoadley, aye; Homan, aye; Shelley, aye; and Twombly, aye. Approved.

**EMPOWERMENT OF ENGINEER:** Moved by Shelley and seconded by Twombly to approve **Resolution #2019-09** – Empowerment of County Engineer. Be It Resolved by the Board of Supervisors of Adair County, Iowa, that, effective January 1, 2019, Nicholas N. Kauffman, P.E., the County Engineer of Adair County Iowa, be and is hereby designated, authorized and empowered on behalf of the Board of Supervisors of said County to execute the certification of completion of work and final acceptance thereof in accordance with plans and specifications in connection with all Farm-to-Market and Federal or State aid construction projects in this county. Roll Call: Wedemeyer, aye; Homan, aye; Shelley, aye; Hoadley, aye; and Twombly, aye. Approved.

**ENGINEER: Step Increase** – Moved by Shelley and seconded by Hoadley to approve the 12-month step increase of \$0.85/ hour to an hourly rate of \$18.36 for Clark A. Carns per County Engineer, Nick Kauffman's recommendation effective January 4, 2019. Approved. **Title Sheet** – Moved by Hoadley and seconded by Twombly to sign the title sheet for the 2019 FM Rock Contract (FM-C001(105)--55-01). Approved. Moved by Homan and seconded by Shelley to sign the title sheet for the HMA Crack Filling Project t (FM-C001(104)--55-01 ). Approved. **Activities and Maintenance Report** – Engineer Kauffman gave an update to the Board on the following projects: Truck 504 Replacement, 35 Washington Bridge, Stockpiling Rock, and Brush Cutting.

**ADJOURNMENT:** Moved by Twombly and seconded by Homan to adjourn at 10:47 a.m. Approved.

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

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