

March 18, 2020

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

Also present: Mandy Berg, Bob Kempf, and Nick Kauffman

All motions were approved unanimously unless noted otherwise.

Due to heightened public health risk from the coronavirus outbreak, the public was encouraged to join the Board Meeting via conference call pursuant to Iowa Code section 21.8.

LOCAL DISASTER DECLARATION: Bob Kempf, Emergency Management Coordinator, discussed the Adair County Disaster Declaration with the Board. Kempf stated that even though Governor Kim Reynolds already declared a Disaster Declaration for Iowa, he still recommends doing the Disaster Declaration at the local level. Kempf encouraged the County to keep track of all expenses related to the coronavirus outbreak in the event that the County could receive federal aid. Financially speaking for his department, Kempf stated that they have a 35% reserve built up just for these events and that their department is in good shape right now even with all the extra hours and expenses they have. Moved by Hoadley and seconded by Shelley for the Chair to sign the Adair County Disaster Declaration. Approved. Kempf will file it with the State when he gets back to his office. Melissa Larson, County Attorney entered at 9:19 a.m. Kempf exited at 9:23 a.m.

AGENDA CHANGE: Supervisor Twombly stated that he would like to table the Department Timekeeping and the Remote Location Camera items from the Agenda as the Board has more pertinent items to discuss this week. Moved by Shelley and seconded by Hoadley to table the Department Timekeeping and Remote Location Cameras items on the agenda. Approved.

MINUTES: Moved by Shelley and seconded by Hoadley to approve the minutes from March 11, 2020. Approved.

TAXABLE MEAL: Moved by Shelley and seconded by Homan to approve the taxable meal for John Twombly for \$9.28. Approved.

TOWNSHIP CLERK WAGES: Moved by Twombly and seconded by Hoadley to approve the township clerk wages for Harrison Township Clerk, Billi Shelley for \$60.00. Approved.

28E AGREEMENT – REGIONAL WORKFORCE DEVELOPMENT: Supervisor Homan stated that the 28E Agreement for the Regional Workforce Development had been finalized by all the 8 counties. Moved by Wedemeyer and seconded by Shelley to approve **Resolution #2020-27 – A Resolution Providing For Cooperation with Other Governmental Units in the Creation and Operation of the Service Delivery Region 14 Consortiums.** Whereas, the Governor of Iowa determined that the Counties (Adair, Adams, Clarke, Decatur, Montgomery, Ringgold, Taylor, and Union) shall comprise region 14 pursuant to the WIOA of 2014, and Whereas, the WIOA of 2014 requires, and Chapter 28E, Code of Iowa (2019) allow, units of local government to indicate their joint participation in the WIOA, by executing a joint exercise of powers agreement in accordance with those laws and regulations, and Whereas, the heretofore-named counties desire to participate in, and be a member of Workforce Development Region 14 as designated by the Governor: Now Therefore It Be Resolved By the county of Adair, Iowa that it does hereby pledge its cooperation with the governing bodies of other cooperating governmental units in the creation and operation of the Chief Elected Official Region 14 Board by adopting the Articles of Agreement of such Board which is attached hereto and by this reference made a part hereof. Roll Call Vote: Twombly, aye; Homan, aye; Hoadley, aye; Wedemeyer, aye; and Shelley, aye. Approved. Moved by Hoadley and seconded by Homan for the chair to sign the signature page of the Regional Workforce Development 28E Agreement. Approved.

LETTER SUBMISSION – WIND TURBINE DISTURBANCE: The Board reviewed the letter that was submitted by Wayne Oxley stating his experiences with the industrial wind turbine noise and the effects it has on his family, livestock, and neighbors. Moved by Hoadley and seconded by Shelley to acknowledge receipt of the letter from Wayne Oxley. Approved. County Attorney Larson will look into what options the County has regarding the turbine disturbance or if Oxley may need to contact MidAmerican instead.

AUDITOR: Nationwide Adopting Resolution – Moved by Shelley and seconded by Wedemeyer to approve **Resolution #2020-28 – Adopting Resolution.** The undersigned authorized representative of Adair County, Iowa (the Employer) hereby certifies that the following resolutions were duly adopted by the Employer on March 18, 2020, and that such resolutions have not been modified or rescinded as of the date hereof: Resolved, that the form of amended 457 Plan and Trust effective March 12, 2020, presented to this meeting is hereby approved and adopted and that an authorized representative of the Employer is hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan. The undersigned further certifies that attached hereto as Exhibits A and B, respectively, are true copies of Adair County, Iowa 457(b) Deferred Compensation Plan as amended and restated and the Summary of 457 Provisions, which are hereby approved and adopted. Roll Call Vote: Twombly, aye; Homan, aye; Hoadley, aye; Wedemeyer, aye; and Shelley, aye. Approved. **Nationwide Agreement –** Moved by Hoadley and seconded by Shelley to approve the Nationwide Agreement detailing the ROTH as a newly established contribution source for County employees. Approved. **Madison National AOR –** Moved by Shelley and seconded by Homan for the Chair to sign the letter appointing Ryan Berven with Group Benefit Partners as the County's Agent of Record for the County's Madison National Life Insurance Policy. Approved. **Insurance Comparisons –** Auditor Berg presented a spreadsheet outlining the savings to the County by switching insurance plans. If the County keeps the current employee enrollment and changes their health plan from 11E to Plan 17, upgrade their dental plan from Plan 2 to Plan 3, and move from Plan 130 to Plan 150 for vision with the County contributing 50% of premiums, the County will save \$52,335.36 for FY21. Moved by Hoadley and seconded by Shelley to change the County's health insurance to Plan 17, dental insurance to Plan 3, and vision insurance to Plan 150. Approved. Berg pointed out departmental budgets may need to be adjusted accordingly depending on employee coverages and that she would like to set up a meeting with employees to notify them of these changes and what they can expect. **Insurance Renewal Pages –** Moved by Homan and seconded by Shelley for

the chair to sign the insurance renewal pages. Approved. **MSP Addendum** – Moved by Shelley and seconded by Homan to sign the MSP Addendum for the insurance enrollment process. Approved. Jeff Vandewater, County Sheriff entered at 9:41 a.m.

PUBLIC HEARING – FY21 BUDGET: Moved by Shelley and seconded by Homan to open the Public Hearing for the FY21 Budget at 9:42 a.m. The projected fund balances ending June 30, 2020 are as follows: General – 16%, General Supplemental – 19%, and Rural Basic – 13%. No comment was received by the Auditor, Supervisors, or Public. Moved by Shelley and seconded by Wedemeyer to close the public hearing at 9:44 a.m. Approved. Rich Wallace, Courthouse Custodian entered at 9:44 a.m.

COMPENSATION RESOLUTION: Moved by Hoadley and seconded by Twombly to approve **Resolution #2020-29** – 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 11, 2019 and made the following salary recommendations to the Board of Supervisors for the following elected officials for the fiscal year beginning July 1, 2020:

<u>Elected Official</u>	<u>Current Salary</u>	<u>Proposed Increase</u>	<u>Recommended Salary</u>
Auditor	\$54,446.74	\$2,500 wage adjustment + 4%	\$59,224.61
County Attorney	\$67,826.19	\$5,000 wage adjustment + 4%	\$75,739.24
Recorder	\$54,446.74	\$2,500 wage adjustment + 4%	\$59,224.61
Sheriff	\$72,152.18	\$5,000 wage adjustment + 4%	\$80,238.27
Supervisors	\$26,803.91	\$2,500 wage adjustment + 4%	\$30,476.07
Supervisors, Add'l Chair Pay	\$1,200.00		\$1,200.00
Treasurer	\$54,446.74	\$2,500 wage adjustment + 4%	\$59,224.61

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, 2020:

<u>Elected Official</u>	<u>Approved Salary</u>	<u>Approved Increase</u>
Auditor	\$56,080.14	3%
County Attorney	\$69,860.98	3%
Recorder	\$56,080.14	3%
Sheriff	\$74,316.75	3%
Supervisors	\$27,608.03	3%
Supervisors, Add'l Chair Pay	\$1,200.00	
Treasurer	\$56,080.14	3%

Roll Call Vote: Twombly, aye; Shelley, aye; Hoadley, aye; Homan, aye; and Wedemeyer, aye. Approved. Stacey Armstrong, Clerk of Court, Brenda Wallace, Treasurer, Janelle Schneider, Recorder and Pam Jensen, Assessor entered at 9:45 a.m.

BUDGET APPROVAL RESOLUTION: Moved by Shelley and seconded by Wedemeyer to approve **Resolution #2020-30** – Approval of FY21 Budget. Be It Resolved by the Adair County Board of Supervisors, that the budget for fiscal year 2021 be approved as published in the official newspapers of the county on March 4, 2020 as required. A public hearing was held March 18, 2020 at 9:30 a.m. The Adair County FY21 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: Twombly, aye; Shelley, aye; Hoadley, aye; Homan, aye; and Wedemeyer, aye. Approved.

FY21 BUDGET: Moved by Hoadley and seconded by Shelley for the Chair to sign the FY21 budget. Approved.

ASSIGNED FY21 FUND BALANCES: Moved by Shelley and seconded by Twombly to not assign any fund balances for FY21. Approved.

CAPITAL PROJECTS PLAN: Moved by Homan and seconded by Shelley to approve the following Capital Projects Plan:

<u>Project name</u>	<u>Estimated Cost</u>	<u>Year of completion</u>	<u>Fiscal Year</u>	<u>Fund</u>	<u>Dept</u>	
Tuckpointing/water proofing	30,000	2021-22	FY22	General	general/board	
Courthouse Window Replacement (basement and attic)	45,000			General	General/Capital Projects	
Public Safety Center Updates and Repairs	1,560,000	2019-20	FY20	General	general/board	
Statewide Radio System	1,560,000	2019-20	FY20	General	Sheriff	Done
Recorder's Books Scanning	25,000	2019-20	FY20		Recorder	Done
Basement Floor Repair				General	General/Board	
Basement Wall Repair				General	General/Board	

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

DEPARTMENT HEAD MEETING: The following were present for the department head meeting to discuss policy and procedure changes relating to the coronavirus outbreak: Jeff Vandewater, County Sheriff; Stacey Armstrong, Clerk of Court; Rich Wallace, Custodian; Janelle Schneider, County Recorder; Melissa Larson, County Attorney; Brenda Wallace, County Treasurer; Nick Kauffman, County Engineer; and Mandy Berg, County Auditor.

ADJOURNEMENT: Moved by Shelley and seconded by Homan to adjourn at 10:14 a.m.

ADAIR COUNTY BOARD OF SUPERVISORS: _____ John Twombly, Chairman

ATTEST: _____ Mandy Berg, Auditor