

January 4, 2021

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

Also present: Mandy Berg. Dave Homan joined via conference call.

All motions were approved unanimously unless noted otherwise.

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

Auditor Berg opened the meeting.

2021 CHAIR AND VICE CHAIR: Moved by Wedemeyer and seconded by Hoadley to nominate Steve Shelley as the 2021 Chair. Approved. Chairman Shelley took over the proceedings of the meeting. Moved by Twombly and seconded by Walker to nominate Matt Wedemeyer as the 2021 Vice Chair. Approved.

ORGANZATIONAL RESOLUTION: Moved by Twombly and seconded by Wedemeyer to approve **Resolution #2021-01** – 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: Hoadley, aye; Shelley, aye; Twombly, aye; Walker, aye; and Wedemeyer, aye. Approved.

CHAIRMAN AUTHORIZATION RESOLUTION: Moved by Walker and seconded by Wedemeyer to approve **Resolution #2021-02** – Chairman of Board of Supervisors Authorized to Sign Contracts, Deeds, Etc. Be It Resolved by the Adair County Board of Supervisors, that Steve Shelley, Chairperson of the Adair County Board of Supervisors, for the year 2021, 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, Matt Wedemeyer is hereby authorized to sign documents. Roll call vote: Hoadley, aye; Shelley, aye; Twombly, aye; Walker, aye; and Wedemeyer, aye. Approved.

OATH OF OFFICE: Due to the coronavirus outbreak, oath of offices were completed individually by notary in the Auditor's Office prior to January 2, 2021. Moved by Twombly and seconded by Wedemeyer to acknowledge receipt of the oath of offices for Supervisor Jerry Walker, Supervisor John Twombly, Sheriff Jeffrey Vandewater, Attorney Melissa Larson, and Auditor Mandy Berg. Approved.

DEPUTY/CLERK APPOINTMENTS: Moved by Hoadley and seconded by Walker to approve the following appointments:

Donnell Griffith, Attorney Clerk Sandy Mitchell, Auditor Deputy Josh Nelson, Auditor Deputy Timber Woosley, Auditor Clerk
Approved.

TRAVEL POLICY RESOLUTION: Moved by Wedemeyer and seconded by Twombly to approve **Resolution #2021-03** – 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 2021 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 vote: Hoadley, aye; Shelley, aye; Twombly, aye; Walker, aye; and Wedemeyer, aye. Approved.

2021 COUNTY HOLIDAYS: Moved by Hoadley and seconded by Wedemeyer to approve the following 2021 County Holidays: President's Day – February 15, Memorial Day – May 31, Independence Day – July 5, Labor Day – September 6, Veteran's Day – November 11, Thanksgiving – November 25 and 26, Christmas – December 24 and 27, and New Year's Day – December 31. Approved.

MASTER MATRIX RESOLUTION: Moved by Shelley and seconded by Twombly to approve **Resolution #2021-04** – 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, 2021 and January 31, 2022 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 vote: Hoadley, aye; Shelley, aye; Twombly, aye; Walker, aye; and Wedemeyer, aye. Approved.

MINUTES: Moved by Shelley and seconded by Wedemeyer to approve the minutes for December 30, 2020. Approved.

FY21 AUDIT SERVICES: Moved by Shelley and seconded by Walker for the Auditor to send a letter to the Auditor of State requesting that they perform the FY21 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 Twombly and seconded by Wedemeyer to approve the Adair County Free Press and The Adair News as the 2021 Official Newspapers for Adair County. Approved.

SUPERVISORS 2021 BOARD LIST: Moved by Wedemeyer and seconded by Twombly to approve the 2021 Board List:

Adair County Safety Committee	Jerry Walker
Adair County Tourism	Jerry Walker
Adair County Wellness	Jerry Walker
Alcohol and Drug Abuse (Zion)	Matt Wedemeyer
Broadband Study Greater Des Moines Partnership	Jerry Walker
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 Steve Shelley
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	John Twombly
Integrated Roadside Management	Jerry Walker
Jensen-Butler Foundation	Matt Wedemeyer and Steve Shelley
JTPA-Leo/Workforce Investment Act	Jerry Walker
Landfill	Matt Wedemeyer
Landfill, Alternates	All other Board Members
Loess Hills Development & Conservation	John Twombly
MATURA	Jodie Hoadley
Midwest Partnership	Matt Wedemeyer
R C and D Committee	Matt Wedemeyer
REAP	Steve Shelley
SICOG	Jerry Walker
Southern Hills Regional MH Board	John Twombly
Southern Hills Regional MH Board, Alternate	Steve Shelley
Southern Iowa Trolley	Steve Shelley

Approved. Engineer Nick Kauffman entered at 9:31 a.m.

PUBLIC HEARING – FY21 BUDGET AMENDMENT: Moved by Walker and seconded by Wedemeyer to open the public hearing for the FY21 budget amendment at 9:32 a.m. Approved. No comments were received by the Auditor's Office, Supervisors, or public. Move by Twombly and seconded by Hoadley to close the public hearing at 9:35 a.m. Approved.

APPROVE FY21 BUDGET AMENDMENT RESOLUTION: Moved by Wedemeyer and seconded by Twombly to approve **Resolution #2021-05** – Approval of FY20 Budget Amendment. Be It Resolved by the Adair County Board of Supervisors, that the amended budget for fiscal year 2021 be approved as published in the official newspapers of the county on December 23, 2020. Roll call vote: Hoadley, aye; Shelley, aye; Twombly, aye; Walker, aye; and Wedemeyer, aye. Approved.

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

APPROPRIATION RESOLUTION: Moved by Twombly and seconded by Walker to approve **Resolution #2021-06** – Appropriations. FY2021 Appropriations Increases as per Budget Amendment 1/4/2021. Be It Resolved by the Adair County Board of Supervisors this 4th day of January, 2021 that the following increases in the following departments:

01 Supervisors \$741,427 + \$1,000 = \$742,427

02	Auditor	\$329,545	+	\$13,600	=	\$343,145
06	Clerk of Court	19,495	+	\$22,000	=	\$41,495
22	Conservation	\$331,974	+	\$185,000	=	\$516,974
28	Medical Examiner	\$15,000	+	\$5,000	=	\$20,000
99	Non-Departmental	\$3,081,934	+	\$1,301,372	=	\$4,383,306

Roll call vote: Hoadley, aye; Shelley, aye; Twombly, aye; Walker, aye; and Wedemeyer, aye. Approved. Homan exited the call at 9:36 a.m.

SHERIFF: Jail Administrator New Hire – Sheriff Jeff Vandewater joined via conference call at 9:38 a.m. Sheriff Vandewater stated he had talked to Mike Galloway concerning the vacation and the yearly salary increase on a new hire and Galloway didn't have a problem with either. Sheriff Vandewater stated that after talking to Auditor Berg about the handbook language and the vacation schedule of a new hire, he had asked Galloway if this was a common issue. Galloway replied that this has happened frequently and suggested the language to be changed in the handbook. The Board discussed that the Jail Administrator would receive the hourly wage increase and would not receive the increase the Sheriff receives at the new fiscal year. Moved by Twombly and seconded by Hoadley to accept Sheriff Vandewater's request to hire Michael Herbert as jail administrator and part-time deputy sheriff pending his pre-employment drug screening. Approved. Herbert will not be a regular salaried deputy as addressed in Chapter 341A of the Code (Civil Service) and as a civil process server as permitted in 331.652 and will start with 10 days of vacation upon hire with a salary of \$45,000. Vandewater exited the call at 9:48 a.m.

EMPOWERMENT OF ENGINEER: Moved by Walker and seconded by Wedemeyer to approve **Resolution #2021-07** – Empowerment of County Engineer. Be It Resolved by the Board of Supervisors of Adair County, Iowa, that, effective January 1, 2021, 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: Shelley, aye; Wedemeyer, aye; Hoadley, aye; Twombly, aye; and Walker, aye. Approved.

DESIGNATION OF COUNTY ENGINEER: Moved by Twombly and seconded by Shelley to approve **Resolution #2021-08** – Designation of County Engineer for Utility, Telecommunication Permits. Be It Resolved by the Adair County Board of Supervisors, that effective January 1, 2021, 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 telecommunication permits on the county Right-of-Way through calendar year 2020, However, if Engineer Kauffman is absent, Sawyer Hansen, the Assistant to the County Engineer, shall approve all utility and telecommunication permits. Roll Call: Shelley, aye; Wedemeyer, aye; Hoadley, aye; Twombly, aye; and Walker, aye. Approved.

RIGHT OF WAY AND TEMPORARY EASEMENT PURCHASE RESOLUTION: Moved by Wedemeyer and seconded by Twombly to approve **Resolution #2021-09** – Right-of-Way and Temporary Easement Purchase. Whereas, It Is Sometimes Necessary For Adair County To Obtain Additional Right-Of-Way And/Or Temporary Easement In Order To Construct Improvements To The Secondary Road System; And Whereas, There Is A Need To Establish A Level Of Compensation For Such Newly Acquired Right-Of-Way And/Or Temporary Easement; And Whereas, Recent Sales Of Land Within Adair County Have Been Made At An Average Of 4.83 Time The County Assessor's Valuation Of The Land; Be It Resolved, That Adair County Hereby Establishes The Rate Of 4.83 Times The County Assessor's Valuation Of The Parcel To Which The Newly Acquired Right-Of-Way Was A Part And ALSO Hereby Establishes The Rate Of 0.483 Times The County Assessor's Valuation Of The Parcel To Which The Temporary Easement Was A Part Of, With No Payment For A Single Temporary Easement Equaling Less Than \$100.00. Roll Call: Shelley, aye; Wedemeyer, aye; Hoadley, aye; Twombly, aye; and Walker, aye. Approved.

COMPENSATION FOR FENCE: Moved by Shelley and seconded by Wedemeyer to approve **Resolution #2021-10** – Compensation For Fence Whereas, It Is Sometimes Necessary To Remove Fences To Construct Projects At Locations Where Additional County Road Right-Of-Way Has Been Acquired; And Whereas, The Landowners Incur Added Expense For The Replacement Of This Fence On The Property Outside Of The Newly Acquired Right-Of-Way; And Whereas, Adair County Will Compensate The Landowners From Whom Additional Right-Of-Way Has Been Obtained At The Rate Of \$ 38.00 Per Rod For Fence Of Any Type That Is Removed Due To The Purchase Of Said New Right-Of-Way. In Addition, Adair County Will Compensate The Landowners \$ 50.00 Per Post For Each Additional Cornerpost/Bracepost Combination Needed To Construct The New Fence Because Of The Changes In The Fence Alignment Due To The New Construction As Determined By The Proposed Plans. Roll Call: Shelley, aye; Wedemeyer, aye; Hoadley, aye; Twombly, aye; and Walker, aye. Approved.

TITLE VI NON-DISCRIMINATION POLICY: Moved by Walker and seconded by Hoadley to approve **Resolution #2021-11** – Adair County Title VI Non-Discrimination Policy. Be It Resolved That The Adair County Board Of Supervisors Continues To Endorse The Title VI Non-Discrimination Policy As Approved On September 26, 2012 And Filed With The Office Of Employee Services – Civil Rights Of The Iowa Department Of Transportation On October 3, 2012. This Policy Names Nick Kauffman, The Adair County Engineer, As The Person Responsible For Initiating And Monitoring Title VI Activities, Preparing Reports And Performing Other Responsibilities, As Required By 23 Code Of Federal Regulation (CFR) Part 200 And 49 CFR Part 21 For Adair County, LPA, (The Local Public Agency). Roll Call: Shelley, aye; Wedemeyer, aye; Hoadley, aye; Twombly, aye; and Walker, aye. Approved.

AUTHORIZING PERSONNEL TO ISSUE PERMITS RESOLUTION: Moved By Hoadley And Seconded By Walker To Approve **Resolution #2021-12** – 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 It's

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, Kyle Jorgensen, And Janelle Meisenheimer) Be Authorized To Issue And Sign Special Permits For Movement Of Vehicles Of Excessive Size And Weight Upon Adair County Secondary Roads In Accordance Of Said Chapter 321E. Roll Call: Shelley, aye; Wedemeyer, aye; Hoadley, aye; Twombly, aye; and Walker, aye. Approved.

BRIDGE WEIGHT LIMIT RESOLUTION: Moved by Wedemeyer and seconded by Twombly to approve **Resolution #2021-13** – Whereas, Adair County has structurally repaired several bridges causing the bridge load limit posting to change, Now, Therefore Be It Resolved By The Adair County Board Of Supervisors On This 4th day of January 2021 as provided in Sections 321.471, 321.472, Code of Iowa, to erect and/or maintain weight limit signs in advance of the following bridges located on the Federal Aid, Farm to Market, and Local Secondary Road Systems as follows:

Bridge ID	Weight Limit Posting	Bridge ID	Weight Limit Posting	Bridge ID	Weight Limit Posting
74 30 01 27	25	75 32 06 27	11	77 31 17 30	10
74 30 11 02	3	75 32 31 10	25	77 31 27 55	8
74 30 29 03	Closed	75 32 33 40	19	77 31 33 25	33
74 31 30 50	Closed	75 32 34 20	10	77 31 35 02	Closed for Construction
74 31 33 40	20	75 32 35 04	20	77 32 01 10	23
74 32 05 80	10	75 33 14 10	25	77 32 02 60	25
74 32 27 70	20	75 33 25 24	10	77 32 21 52	20
74 32 34 60	7	76 30 07 06	17	77 32 30 08	17
74 32 36 60	19	76 30 18 01	17	77 32 32 20	18
74 33 01 32	18	76 30 26 13	21	77 33 35 50	3
74 33 09 30	21	76 31 01 03	26		
74 33 12 07	16	76 31 04 04	7		
74 33 16 50	11	76 31 14 08	24		
74 33 24 07	25	76 31 22 70	Closed		
74 33 26 80	21	76 31 31 30	19		
74 33 31 10	25	76 32 28 30	12		
74 33 32 39	Closed	76 32 36 90	19		
74 33 36 08	12	76 33 07 50	15		
75 30 06 20	10	76 33 28 60	13		
75 30 08 05	14	77 30 11 90	15		
75 30 13 82	15	77 30 13 80	6		
75 30 16 04	16	77 30 18 06	Legal		
75 30 20 00	25	77 30 26 90	20		
75 30 22 10	14	77 30 27 20	19		
75 31 01 02	26	77 30 36 01	15		
75 31 06 05	24	77 30 36 08	17		
75 31 11 20	14	77 31 11 40	10		
75 31 22 04	18	77 31 13 02	20		
75 32 01 04	Legal	77 31 14 06	12		
75 32 04 08	20	77 31 14 50	19		

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

ENGINEER: Equipment Operator/Laborer New Hire – Moved by Shelley and seconded by Walker to approve the hire of Dustin Hepp with a hire date of January 5, 2020 starting at \$17.54/hour per Engineer Kauffman's recommendation. Approved. **Activities and Maintenance Report** – Engineer Kauffman gave an update to the Board on the following projects: Snow removal, Kyle Jorgensen started today, will meet with the Board on Friday for the budget, and roads and bridges funding discussion.

ADA COORDINATOR APPOINTMENT: Moved by Wedemeyer and seconded by Twombly to appoint Steve Shelley as the ADA Coordinator. Approved.

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

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

Approved.

CONSERVATION BOARD: Moved by Twombly and seconded by Shelley to appoint Doug Davidson to the Conservation Board for a 4-year term. Approved.

BOARD OF HEALTH: Moved by Wedemeyer and seconded by Walker to re-appoint Catherine Olesen and Kaye Klemish 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 deputies Dr. Glen Hanson and ARNP Molly Hennigar. Approved.

WEED COMMISSIONER: Moved by Hoadley and seconded by Walker to re-appoint Nathan Jensen as Weed Commissioner. Approved.

TOWNSHIP TRUSTEES: Moved by Twombly and seconded by Wedemeyer to appoint the following township trustees:

Eureka Township

Trustees – Gary Lundy

Grand River Township

Trustees – Carol Herrmann

Harrison Township

Trustees – Vince O'Brien

Jackson Township

Approved.

Trustees – Kurt Venteicher

Jefferson Township

Trustees – Conrad Smith

Lincoln Township

Trustees – Mark Earhart

Prussia Township

Trustees – Troy Plowman

Summit Township

Trustees – Cleon Klemish

Union Township

Trustees – Rod Green

Walnut Township

Trustees – Doug Wedemeyer

ADJOURNMENT: Moved by Wedemeyer and seconded by Twombly to adjourn at 10:28 a.m. Approved.

ADAIR COUNTY BOARD OF SUPERVISORS: _____ Steve Shelley, Chairman

ATTEST: _____ Mandy Berg, Auditor