

CHICKASAW COUNTY

BOARD OF SUPERVISORS' MINUTES

July 24, 2023

The Board convened on Monday, July 24, 2023, at 9:03 AM with members Breitbach, Suckow, Kuhn, and Cerwinski present in the Boardroom on the 2nd floor of the Court House, New Hampton, Iowa. Absent: Hackman, Hackman by phone: 9:10 AM till 9:35 AM Chairperson Kuhn called the meeting to order. Also present were Auditor Sheila Shekleton, Attorney David Laudner (phone), Bob Fenske, member of the media, Assessor Raymond Armel, EMS Director Joel Knutson, EMS Brannon Anderson, Jeremy McGrath, Terry Johnson, Custodian Dave Gorman, and Nashua Mayor Alex Anthofer.

Motion by Cerwinski, seconded by Suckow to approve the agenda for July 24, 2023. Roll Call: Ayes: Cerwinski, Suckow, Breitbach, Kuhn. Absent: Hackman. Motion carried.

Motion by Breitbach, seconded by Cerwinski to approve the meeting minutes from July 17, 2023. Roll Call: Ayes: Breitbach, Cerwinski, Suckow, Kuhn. Absent: Hackman. Motion carried.

Public Comment: BOS Chairman Kuhn read a letter from Alta Vista Mayor Kevin Crooks requesting \$50,000.00 from ARPA funds to go towards the replacement of S White Ave. and W Weber St.

Motion by Breitbach, seconded by Cerwinski to approve payment of \$2,630.92 from Iowa Northland Regional Council of Governments (INRCOG) for Chickasaw County Board of Supervisors for membership dues for FY23-24. Roll Call: Ayes: Breitbach, Cerwinski, Suckow, Hackman, Kuhn. Motion carried.

Motion by Cerwinski, seconded by Suckow to open public hearing for the Budget Amendment #1 for FY 2023-2024 at 9:10 AM. Roll Call: Ayes: Cerwinski, Suckow, Breitbach, Hackman, Kuhn. Motion carried.

Discussed Budget Amendment #1. Terry Johnson asked that the Board of Supervisors be fiscally responsible. Nashua Mayor Alex Anthofer commented on the need to repair the dam. No written comment.

Motion by Cerwinski, seconded by Suckow to close public hearing for the Budget Amendment #1 for FY 2023-2024 at 9:30 AM. Roll Call: Ayes: Cerwinski, Suckow, Breitbach, Hackman, Kuhn. Motion carried.

Motion by Cerwinski, seconded by Suckow to approve RESOLUTION NO. 07-24-23-56 RESOLUTION TO AMEND DEPARTMENTAL APPROPRIATIONS WHEREAS the Board of Supervisors approved a Departmental Appropriations on June 12, 2023, for all departments for the fiscal year beginning July 1st, 2023 in accordance with Section 331.434, Subsection 6, Code of Iowa, and WHEREAS, the appropriations approved on July 24, 2023, are hereby amended in accordance with the attached sheet for the following reasons and with no increase in current fiscal year taxes.

DEPT. NO	DEPT	BUDGET FY 23-24	BUDGET FY 23-24 AMEND 1	BUDGET FY 23-24
1	BOARD OF SUPERVISORS	\$ 272,599.00	\$ 5,000.00	\$ 277,599.00
2	AUDITOR/ELECTIONS	\$ 427,031.00	\$ 50,578.00	\$ 477,609.00
5	SHERIFF	\$ 2,250,685.00	\$ 222,967.00	\$ 2,473,652.00
20	CO ENGINEER	\$ 9,946,322.00	\$ 294,794.00	\$ 10,241,116.00
22	CONSERVATION	\$ 583,000.00	\$ 26,000.00	\$ 609,000.00
26	CHICKASAW HERITAGE BUILDING CENTER	\$ 120,557.00	\$ 300,000.00	\$ 420,557.00
37	EMERGENCY MEDICAL SERVICES	\$ 1,110,704.00	\$ 366,500.00	\$ 1,477,204.00
51	GENERAL SERVICES	\$ 806,982.00	\$ 60,400.00	\$ 867,382.00
99	NON-DEPARTMENTAL	\$ -	\$ -	\$ -
	NORTHEAST IOWA COMMUNITY ACTION	\$ 25,000.00	\$ (5,000.00)	\$ 20,000.00
	RIVERVIEW CENTER	\$ 2,000.00	\$ 1,000.00	\$ 3,000.00
	ARPA	\$ 1,150,000.00	\$ (500,000.00)	\$ 650,000.00
	CAPITAL PROJECTS	\$ 225,000.00	\$ 68,000.00	\$ 293,000.00
	CO ECONOMIC DEV-NASHUA DAM	\$ -	\$ 50,000.00	\$ 50,000.00
	ADMINISTRATION EXPENSE - ISG PIPELINE	\$ -	\$ 150,000.00	\$ 150,000.00
	SUB TOTAL		\$ 1,090,239.00	
	TRANSFERS OUT	\$ 2,678,515.00	\$ 99,955.00	\$ 2,778,470.00
	GRAND TOTAL WITH TRANSFERS		\$ 1,190,194.00	
SERVICE AREA				
	LICENSES & PERMITS	\$ 50,300.00	\$ (25,000.00)	\$ 25,300.00
	CHARGES FOR SERVICES	\$ 1,476,188.00	\$ 150,000.00	\$ 1,626,188.00
	MISCELLANEOUS	\$ 212,100.00	\$ 15,000.00	\$ 227,100.00
	OPERATING TRANSFERS IN	\$ 2,678,515.00	\$ 99,955.00	\$ 2,778,470.00
	TOTAL REVENUES & OTHER SOURCES	\$ 20,280,024.00		
	PUBLIC SAFETY AND LEGAL SERVICES	\$ 3,969,514.00	\$ 239,467.00	\$ 4,208,981.00
	PHYSICAL HEALTH AND SOCIAL SERVICES	\$ 1,784,749.00	\$ (4,000.00)	\$ 1,780,749.00
	COUNTY ENVIRONMENT & EDUCATION	\$ 827,214.00	\$ 55,000.00	\$ 882,214.00
	ROADS & TRANSPORTATION	\$ 7,283,124.00	\$ 294,794.00	\$ 7,577,918.00
	GOVERNMENT SERVICES TO RESIDENTS	\$ 611,228.00	\$ 50,578.00	\$ 661,806.00
	ADMINISTRATION	\$ 1,989,177.00	\$ 210,400.00	\$ 2,199,577.00
	CAPITAL PROJECTS	\$ 4,086,198.00	\$ 244,000.00	\$ 4,330,198.00
	OPERATING TRANSFERS OUT	\$ 2,678,515.00	\$ 99,955.00	\$ 2,778,470.00
	TOTAL EXPENDITURES & OTHER USES		\$ 1,190,194.00	

PASSED, APPROVED, AND ADOPTED THIS 24th DAY OF JULY 2023. /ss/ Ayes: Cerwinski, Suckow, Hackman, Nays: Breitbach, Kuhn. Attest: Sheila Shekleton, Auditor Detailed document on file at Auditor's office and on county's website <https://www.chickasawcounty.iowa.gov>

Motion by Hackman, seconded by Cerwinski to approve RESOLUTION NO. 07-24-23-57 RESOLUTION FOR INTERFUND OPERATING TRANSFERS WHEREAS, it is desired to authorize the County Auditor to periodically transfer funds from the General Basic Fund to the Capital Projects Fund during the FY 2023-2024 budget year, and WHEREAS, said transfers must be in accordance with Section 331.432, Code of Iowa, and NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Chickasaw County, Iowa, as follows: 1. The total maximum transfers from the General Basic Fund to the Capital Projects Fund for the fiscal year beginning July 1, 2023 shall not exceed \$99,955.00. 2. The amount of any transfer shall not exceed available fund balances in the transferring fund. 3. The Auditor is directed to correct her books when said operating transfers are made and notify the Treasurer of the amounts of said transfers. PASSED, APPROVED, and adopted this 24TH day of July 2023 the vote thereon being as follows: /ss/Matthew Kuhn, Chair, Board of Supervisors. Hackman, Cerwinski, Breitbach, Suckow. ATTEST: /ss/ Sheila Shekleton, Auditor. The above resolution is a summary. For the full text of resolutions, visit our website at: [HTTPS://www.chickasawcounty.iowa.gov](https://www.chickasawcounty.iowa.gov) or visit our office at The Chickasaw County Auditor's Office, 8 E Prospect St, New Hampton, IA. Monday-Friday 8:30 AM – 4:30 PM, 641-394-2100.

9:35 AM Supervisor Hackman left.

Motion by Breitbach, seconded by Cerwinski to approve RESOLUTION 07-24-23-58. Roll Call. Ayes: Breitbach, Cerwinski, Suckow, Kuhn. Absent: Hackman. Motion Carried. A RESOLUTION APPROVING THE MINOR SUBDIVISION PLAT OF: PARCEL 2023-22 & 2023-23 IN THE SW1/4 OF THE SW1/4 OF SECTION 27, ALL IN TOWNSHIP 96 NORTH, RANGE 11 WEST OF THE 5TH P.M., CHICKASAW COUNTY, IOWA WHEREAS, ON THE 24th DAY of July, 2023 at a regular meeting by the Board of Supervisors, Chickasaw County, Iowa a minor subdivision plat of PARCEL 2023-22 & 2023-23 IN THE SW1/4 OF THE SW1/4 OF SECTION 27, ALL IN TOWNSHIP 96 NORTH, RANGE 11 WEST OF THE 5TH P.M., CHICKASAW COUNTY, IOWA Was presented. WHEREAS, the minor subdivision plat of PARCEL 2023-22 & 2023-23 IN THE SW1/4 OF THE SW1/4 OF SECTION 27, ALL IN TOWNSHIP 96 NORTH, RANGE 11 WEST OF THE 5TH P.M., CHICKASAW COUNTY, IOWA Has now been considered and should be approved. NOW THEREFORE, it is hereby resolved by the Board of Supervisors, Chickasaw County, Iowa that said Minor Subdivision Plat be approved, accepted and the Chairman is hereby directed to certify this Resolution of Approval. PASSED AND APPROVED on this 24th DAY of JULY, 2023. /ss/Matthew Kuhn, Chair, Board of Supervisors. ATTEST: /ss/ Sheila Shekleton, Auditor. The above resolution is a summary. For the full text of resolutions, visit our website at: [HTTPS://www.chickasawcounty.iowa.gov](https://www.chickasawcounty.iowa.gov) or visit our office at The Chickasaw County Auditor's Office, 8 E Prospect St, New Hampton, IA. Monday-Friday 8:30 AM – 4:30 PM, 641-394-2100.

Motion by Breitbach, seconded by Suckow to approve RESOLUTION 07-24-23-59. Roll Call. Ayes: Breitbach, Suckow, Cerwinski, Kuhn. Absent: Hackman. Motion Carried. A RESOLUTION APPROVING THE MINOR SUBDIVISION PLAT OF: PARCEL 2023-24 & 2023-25 IN THE NW1/4 OF THE NW1/4 OF SECTION 34, ALL IN TOWNSHIP 96 NORTH, RANGE 11 WEST OF THE 5TH P.M., CHICKASAW COUNTY, IOWA WHEREAS, ON THE 24th DAY of July, 2023 at a regular meeting by the Board of Supervisors, Chickasaw County, Iowa a minor subdivision plat of PARCEL 2023-24 & 2023-25 IN THE NW1/4 OF THE NW1/4 OF SECTION 34, ALL IN TOWNSHIP 96 NORTH, RANGE 11 WEST OF THE 5TH P.M., CHICKASAW COUNTY, IOWA Was presented. WHEREAS, the minor subdivision plat of PARCEL 2023-24 & 2023-25 IN THE NW1/4 OF THE NW1/4 OF SECTION 34, ALL IN TOWNSHIP 96 NORTH, RANGE 11 WEST OF THE 5TH P.M., CHICKASAW COUNTY, IOWA Has now been considered and should be approved. NOW THEREFORE, it is hereby resolved by the Board of Supervisors, Chickasaw County, Iowa that said Minor Subdivision Plat be approved, accepted and the Chairman is hereby directed to certify this Resolution of Approval. PASSED AND APPROVED on this 24th DAY of JULY, 2023. /ss/Matthew Kuhn, Chair, Board of Supervisors. ATTEST: /ss/ Sheila Shekleton, Auditor. The above resolution is a summary. For the full text of resolutions, visit our website at: [HTTPS://www.chickasawcounty.iowa.gov](https://www.chickasawcounty.iowa.gov) or visit our office at The Chickasaw County Auditor's Office, 8 E Prospect St, New Hampton, IA. Monday-Friday 8:30 AM – 4:30 PM, 641-394-2100.

Motion by Breitbach, seconded by Cerwinski to approve RESOLUTION 07-24-23-60. Roll Call. Ayes: Breitbach, Cerwinski, Suckow, Kuhn. Absent: Hackman. Motion Carried. A RESOLUTION APPROVING THE MINOR SUBDIVISION PLAT OF: PARCEL 2023-28 IN THE SW1/4 OF THE NW1/4 OF SECTION 30, ALL IN TOWNSHIP 97 NORTH, RANGE 13 WEST OF THE 5TH P.M., CHICKASAW COUNTY, IOWA WHEREAS, ON THE 24th DAY of July, 2023 at a regular meeting by the Board of Supervisors, Chickasaw County, Iowa a minor subdivision plat of PARCEL 2023-28 IN THE SW1/4 OF THE NW1/4 OF SECTION 30, ALL IN TOWNSHIP 97 NORTH, RANGE 13 WEST OF THE 5TH P.M., CHICKASAW COUNTY, IOWA Was presented. WHEREAS, the minor subdivision plat of PARCEL 2023-28 IN THE SW1/4 OF THE NW1/4 OF SECTION 30, ALL IN TOWNSHIP 97 NORTH, RANGE 13 WEST OF THE 5TH P.M., CHICKASAW COUNTY, IOWA Has now been considered and should be approved. NOW THEREFORE, it is hereby resolved by the Board of Supervisors, Chickasaw County, Iowa that said Minor Subdivision Plat be approved, accepted and the Chairman is hereby directed to certify this Resolution of Approval. PASSED AND APPROVED on this 24th DAY of JULY, 2023. /ss/Matthew Kuhn, Chair, Board of Supervisors. ATTEST: /ss/ Sheila Shekleton, Auditor. The above resolution is a summary. For the full text of resolutions, visit our website at: [HTTPS://www.chickasawcounty.iowa.gov](https://www.chickasawcounty.iowa.gov) or visit our office at The Chickasaw County Auditor's Office, 8 E Prospect St, New Hampton, IA. Monday-Friday 8:30 AM – 4:30 PM, 641-394-2100.

Motion by Breitbach, seconded by Cerwinski to approve RESOLUTION 07-24-23-61. Roll Call. Ayes: Breitbach, Cerwinski, Suckow, Kuhn. Absent: Hackman. Motion Carried. A RESOLUTION APPROVING THE MINOR SUBDIVISION PLAT OF: PARCEL 2023-37 IN THE S1/2 OF THE SW1/4 OF SECTION 23, ALL IN TOWNSHIP 97 NORTH, RANGE 11 WEST OF THE 5TH P.M., CHICKASAW COUNTY, IOWA WHEREAS, ON THE 24th DAY of July, 2023 at a regular meeting by the Board of Supervisors, Chickasaw County, Iowa a minor subdivision plat of PARCEL 2023-37 IN THE S1/2 OF THE SW1/4 OF SECTION 23, ALL IN TOWNSHIP 97 NORTH, RANGE 11 WEST OF THE 5TH P.M., CHICKASAW COUNTY, IOWA Was presented. WHEREAS, the minor subdivision plat of PARCEL 2023-37 IN THE S1/2 OF THE SW1/4 OF SECTION 23, ALL IN TOWNSHIP 97 NORTH, RANGE 11 WEST OF THE 5TH P.M., CHICKASAW COUNTY, IOWA Has now been considered and should be approved. NOW THEREFORE, it is hereby resolved by the Board of Supervisors, Chickasaw County, Iowa that said Minor Subdivision Plat be approved, accepted and the Chairman is hereby directed to certify this Resolution of Approval. PASSED AND APPROVED on this 24th DAY of JULY, 2023. /ss/Matthew Kuhn, Chair, Board of Supervisors. ATTEST: /ss/ Sheila Shekleton, Auditor. The above resolution is a summary. For the full text of resolutions, visit our website at: [HTTPS://www.chickasawcounty.iowa.gov](https://www.chickasawcounty.iowa.gov) or visit our office at The Chickasaw County Auditor's Office, 8 E Prospect St, New Hampton, IA. Monday-Friday 8:30 AM – 4:30 PM, 641-394-2100.

Discussed pest control bids for Chickasaw County buildings:

CC BUILDINGS	COURTHOUSE	SHERIFFS	PUBLIC HEALTH	ATTORNEY	HERITAGE	TOTAL
PLUNKETTS	\$ 300.00	\$ 300.00	\$ 300.00	\$ 311.00	\$ 900.00	\$2,111.00
ORKIN	\$ 1,044.00	\$ 936.00	\$ 900.00	\$ 840.00	\$ 2,088.00	\$5,808.00
HOMETOWN	\$ 300.00	\$ 293.00	\$ 300.00	\$ 300.00	\$ 794.00	\$1,987.00
FREQUENCY OF VISITS						
PLUNKETTS	BI-MONTHLY					
ORKIN	MONTHLY					
HOMETOWN	QUARTERLY					

There was a consensus by the Board of Supervisors to go with Hometown Pest and asked Custodian Dave Gorman to bring back a contract.

Motion by Suckow, seconded by Cerwinski to raise the price of pop in the vending machine at the Courthouse from \$0.50 to \$0.75. Roll Call: Ayes: Suckow, Cerwinski, Breitbach, Kuhn. Absent: Hackman. Motion carried.

Motion by Breitbach, seconded by Suckow to approve moving file cabinets for the Public Health in the Community Service Building. Roll Call: Ayes: Breitbach, Suckow, Cerwinski, Kuhn. Absent: Hackman. Motion carried.

Motion by Breitbach, seconded by Suckow to approve moving desks for the Public Health in the Community Service Building. Roll Call: Ayes: Breitbach, Suckow, Cerwinski, Kuhn. Absent: Hackman. Motion carried.

EMS Director Joel Knutson discussed the meeting with the cities on July 26, at 6:00 PM at the Community Service Building.

Motion by Cerwinski, seconded by Suckow to acknowledge the resignation of Ed Hallisy, part-time EMT, effective July 24, 2023. Roll Call: Ayes: Cerwinski, Suckow, Breitbach, Kuhn. Absent: Hackman. Motion carried.

Motion by Breitbach, seconded by Cerwinski to acknowledge the part-time hire Ashley Jackson as a Paramedic/RN at the wage of \$22.33 effective July 24, 2023. Roll Call: Ayes: Breitbach, Cerwinski, Suckow, Kuhn. Absent: Hackman. Motion carried.

Motion by Cerwinski, seconded by Breitbach to acknowledge the part-time hire Kaitlyn Jurgensen as an EMT at the wage of \$18.33 effective July 24, 2023. Roll Call: Ayes: Cerwinski, Breitbach, Suckow, Kuhn. Absent: Hackman. Motion carried.

Motion by Breitbach, seconded by Suckow to acknowledge the part-time Samantha Cannegieter as an AEMT at the wage of \$17.32 effective July 24, 2023. Roll Call: Ayes: Breitbach, Suckow, Cerwinski, Kuhn. Absent: Hackman. Motion carried.

Motion by Breitbach, seconded by Cerwinski to approve purchase of Baxter IV Pump for \$9,054.40 to be paid out of EMS budget. Roll Call: Ayes: Breitbach, Cerwinski, Suckow, Kuhn. Absent: Hackman. Motion carried.

Motion by Breitbach to approve purchase of a Cam Spray 230 V Commercial Pressure Washer for \$3,750.00 and Swivel Hose Reel for \$400.00 from Jeremy McGrath to be paid for out of EMS budget. Motion failed due to not having a second.

Motion by Cerwinski, seconded by Suckow to approve purchase of a Quincy QT-54 Air Compressor for \$1,600.00 from Jeremy McGrath to be paid out of EMS budget. Roll Call: Ayes: Cerwinski, Suckow, Breitbach, Kuhn. Absent: Hackman. Motion carried.

Discussion on EMS Building.

Motion by Suckow, seconded by Breitbach to approve and authorize Supervisor Cerwinski's signature on Annual Audit of 2022-2023 Premium Calculations for Heartland Insurance Risk Pools. Roll Call: Ayes: Suckow, Breitbach, Cerwinski, Kuhn. Absent: Hackman. Motion carried.

Motion by Cerwinski, seconded by Suckow to appoint Supervisor Hackman to the Emergency Food & Shelter Program through the Iowa Northland and Regional Council of Governments (INRCOG). Roll Call: Ayes: Cerwinski, Suckow, Breitbach, Kuhn. Absent: Hackman. Motion carried.

Motion by Cerwinski, seconded by Breitbach to approve Resolution 07-24-23-62 Establishing a New Purchase and Procurement Policy for Chickasaw County. The purpose of this policy is: To professionally coordinate and maximize the effectiveness of the purchasing, contracting, and leasing of goods, materials, supplies, equipment, and services by Chickasaw County. To provide and protect for increased public confidence and trust in the procedures followed by Chickasaw County in public procurements. To ensure the ethical, fair, and equitable treatment of all persons who deal with the purchasing system of Chickasaw County. To provide increased economy in Chickasaw County purchasing activities and to maximize, to the fullest extent practical extent, the purchasing value of public funds. To foster effective broad-based competition. To effectively support other departments, component units, and agencies. This policy encompasses the purchasing, contracting and leasing of goods, materials, supplies, equipment and services that shall be accomplished through competitive bidding whenever possible and specifically where it is required by the Code of Iowa or government contracts. Further, the purpose of this policy is to ensure that sound business judgement is utilized in all procurement transactions and that supplies, equipment, construction and services are obtained efficiently and economically and in compliance with applicable federal and state law and executive orders and to ensure that all procurement transactions will be conducted in a manner that provides full and open competition. Roll call: Ayes: Cerwinski, Breitbach, Kuhn. Nay: Suckow. Absent: Hackman. Motion carried. PASSED AND APPROVED on this 24th DAY of JULY, 2023. /ss/Matthew Kuhn, Chair, Board of Supervisors. ATTEST: /ss/ Sheila Shekleton, Auditor. The above resolution is a summary. For the full text of

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Motion by Suckow, seconded by Cerwinske to authorize Board Chair Signature on Architectural Agreement with Martin Gardner Architecture for Phase 1 of the Heritage renovations for Public Health. Roll Call: Ayes: Suckow, Cerwinske, Breitbach, Kuhn. Absent: Hackman. Motion carried.

Discussed Broadband Grant.

Copy Paper Bids: Quantity: 40 cases. Rapid Printers: \$2,143.60 Riley's: \$2,487.60

Motion by Suckow, seconded by Breitbach to accept Rapid Printer's bid for 40 cases of copy paper at \$2,143.60 for Chickasaw County. Roll Call: Ayes: Suckow, Breitbach, Cerwinske, Kuhn. Absent: Hackman. Motion carried.

Motion by Breitbach, seconded by Cerwinske to acknowledge hiring of Payroll Clerk, Luanna Britt, in the Auditor's office effective July 26, 2023. Roll Call: Ayes: Breitbach, Suckow, Cerwinske, Kuhn. Absent: Hackman. Motion carried.

Motion by Breitbach, seconded by Cerwinske to acknowledge Engineer office to enter Secondary Roads Department payroll time sheets Roll Call: Ayes: Breitbach, Suckow, Cerwinske, Kuhn. Absent: Hackman. Motion carried.

COMMITTEE ASSIGNMENT UPDATES

Supervisor Cerwinske-July 19- Pathways

Supervisor Kuhn-July 20-INRCOG July 21-IA Northland Transportation

Motion by Suckow, seconded by Breitbach to adjourn at 10:47 AM. Roll Call: Ayes: Suckow, Breitbach, Cerwinske, Kuhn. Absent: Hackman. Motion carried.

Matthew Kuhn, Chairperson

Board of Supervisors

ATTEST:



Sheila Shekleton, Auditor