

**COUNTY BOARD MINUTES
OCTOBER 28 & 29, 2019**

The Board convened on Monday, October 28, 2019, at 9:00 AM with the following members present Byrne, Tilkes, Geerts, and Hackman. Absent: Zoll. The meeting was called to order by Chairman Hackman. Also present were Rick Holthaus, Mark Kipp, Justin Hankins, Jason Demaray.

Motion by Geerts, Seconded by Tilkes to approve agenda for October 28 & 29, 2019. Roll Call: Ayes: Geerts, Tilkes, Byrne, and Hackman. Absent: Zoll. Motion Carried.

Kevin Kennedy and Ray Armel present at 9:05 AM.

Motion by Byrne, Seconded by Tilkes to approve the October 21, 2019 Board Minutes. Roll Call: Ayes: Geerts, Tilkes, Byrne, and Hackman. Absent: Zoll. Motion Carried.

No Public comment.

Supervisor Hackman gave an update on the Building Committee Project. Mr. Hackman informed the Board that the Building Committee met on October 24, 2019 at 1:30 PM. Members present at the meeting were Jeff Bernatz, Dave Gorman, Jennifer Schwickerath, Mark Huegel, Steve Geerts, Jacob Hackman, and two representatives from Accord Architecture. Mr. Hackman presented to the Board Option 2 of the office expansion and renovation.

Motion by Geerts, Seconded by Byrne to give permission to use the Courthouse grounds and the 1st floor restrooms of the Courthouse for the Veteran's Affairs Day service on November 11, 2019. Roll Call: Ayes: Geerts, Byrne, Tilkes, and Hackman. Absent: Zoll. Motion Carried.

Mark Huegel, Dusten Rolando, and Jennifer Schwickerath present at 9:12 AM.

Dale Reicks present at 9:13 AM.

John Murray present at 9:14 AM.

Lois Buchheit present at 9:16 AM.

Justin Hankins, Business Analyst, Dale Reicks, Jason Demary, General Manager & Mark Kipp, Construction Manager met with the Board to discuss how to proceed with Iowa Code 311. A petition for road improvement, was filed in the Auditor's Office on October 1, 2019. The petition was filed by Doris Anderson, Margaret Steinlage, Gary Heimerdinger, Rosalin Ondershek, Dale Reicks, Manager of Reicks View Family Farms, LLC., David Qualley, and Ardwin Reicks requesting improvement of "Pembroke Avenue in Jacksonville Township between County Road B22 (Jerico Blacktop) 2 miles on Pembroke . Also the following documents were included with the petition,, Jacksonville plat, cost estimate from Croell, Inc. to Dale Reicks dated April 22, 2019 and Iowa Code Sections 311.5, 311.6, and 311.7, a check in the amount of \$363,860.00 payable to the Chickasaw County Treasurer from Reicks View Family Farms, LLC. Said petition includes a cost estimate from Croell, Inc. to Dale Reicks. Iowa Code Section 311.6 does not require a petition to include a cost estimate, Iowa Code Chapter 311 requires the County to rely on the County Engineer's cost estimate. Iowa Code Section 311.6 does require "the percentage of the estimated cost of improving the road proposed to be assessed against the property in the district." It is unclear what percentage the landowners are proposing as said petition states "Reicks View Family Farms, LLC will fully pay the estimated cost of the improvements, however the language is then qualified with the following "the County will pay costs that it deems necessary that are in excess of the estimated cost.

The Board should clarify this percentage from the petitioning landowners prior to acceptance. The Engineer's Office has generated a preliminary estimate of the cost of the requested improvement. Iowa Code Chapter 311 uses the County Engineer estimate of the cost of the project. The Engineer's cost estimate differs from the landowners cost estimate because the Engineer is required to follow design guidelines for all county projects. Iowa Code section 311.21 provides that an upgrade under Iowa Chapter 311 "shall be conducted in the manner provided in the laws for secondary road construction work generally and Iowa Code Section 311.22 provides that prior to upgrading a road, the road "shall be built to permanent grade and drained in a manner approved by the County Engineer." The check for \$363,860.00 has not been presented for payment. It is being held by the County Treasurer for further direction. The Board has not approved a petition under Iowa Code Chapter 311. If the Board approves the petition, the check amount is inaccurate as it does not rely on the Engineer's estimate. There is no requirement in the Iowa Code Chapter 311 that payment must be submitted with the petition. It was the consensus of the Board to return the check to Reicks View Family Farms, LLC. Discussion of the RISE Grant and process. The RISE grant (if awarded) would offset the costs to do the 2-mile improvement of "Pembroke Avenue in Jacksonville Township between County Road B22 (Jerico Blacktop).

Motion by Tilkes, Seconded by Geerts to return the check in the amount of \$363,860.00 to Reicks View Family Farms, LLC. Roll Call: Ayes: Tilkes, Geerts, Byrne, and Hackman. Absent: Zoll. Motion Carried.

Motion by Tilkes, Seconded by Byrne to apply for the RISE grant (2-mile improvement of "Pembroke Avenue in Jacksonville Township) with the assistance of INRCOG. Roll Call: Tilkes, Byrne, Geerts, and Hackman. Absent: Zoll. Motion Carried.

Mark Kipp, Justin Hankins, Jason Demary, Kevin Kennedy, Lois Buchheit, Jennifer Schwickerath, Dale Reicks, John Murray left at 10:03 AM.

Terry Johnson present at 10:03 AM.

County Engineer met with the Board to discuss road department activities.

Motion by Geerts, Seconded by Byrne to acknowledge the retirement of Dennis Kuehn as Equipment Operator for the Secondary Road Department effective December 31, 2019. Roll Call: Ayes: Geerts, Byrne, Tilkes and Hackman. Absent: Zoll. Motion Carried.

The Board reviewed and discussed the purchase of a used tandem axle dump truck.

Motion by Geerts, Seconded by Tilkes to approve the purchase of a used tandem axle dump truck from Floyd County in the amount of \$12,000.00 as per the recommendation of the County Engineer. Roll Call: Ayes: Geerts, Tilkes, Byrne and Hackman. Absent: Zoll. Motion Carried.

Brian Moore present at 10:25 AM.

Rick Holthaus left at 10:25 AM.

Rose Amundson and John Scharf present at 10:30 AM.

Motion by Geerts, Seconded by Tilkes to approve the 2019 Weed Commissioner report. Roll Call: Ayes: Geerts, Tilkes, Byrne, and Hackman. Absent: Zoll. Motion Carried.

Rose Amundson and Jon Scharf from HR Green met with the Board for a landfill update.

Brian Moore left at 10:40 AM.

Ray Armel present at 10:40 AM.

Rose Amundson and Jon Scharf left at 10:42 AM.

Mr. Armel reviewed with the Board a handout that included Policies & Procedures, DP/IT Department Processes, Chickasaw County Data Processing Duties, and a list of recurring expenses. Mr. Armel reviewed each page with the Board.

Motion by Geerts, Seconded by Tilkes to accept the resignation of Ray Armel as the Data Processing/IT position and the HIPAA officers' positions effective October 28, 2019. Roll Call: Ayes: Geerts, Tilkes, Byrne, and Hackman. Absent: Zoll. Motion Carried.

The Board discussed the positions.

Motion by Geerts, Seconded by Tilkes to appoint Dennis Ungs dba 20/20 FX LLC as the DP/IT position and HIPAA security position. Roll Call: Ayes: Geerts, Tilkes, Byrne, and Hackman. Absent: Zoll. Motion Carried.

Motion by Geerts, Seconded by Tilkes to amend contract (for additional service block hours) with 20/20 FX LLC and authorize Chairman Signature. Roll Call: Ayes: Geerts, Tilkes, Byrne, and Hackman. Absent: Zoll. Motion Carried.

Motion by Byrne, Seconded by Geerts to appoint Joan E. Knoll as the HIPAA Compliance Officer. Roll Call: Ayes: Byrne, Geerts, Byrne, and Hackman. Absent: Zoll. Motion Carried.

Mr. Armel discussed with the Board the Land Use Planning Commission members for appointment. Mr. Armel informed the Board that there are vacancies for the District 2, District 3 and Land Use Planning Commission members for District 1 and District 5 expire December 31, 2019. These positions are for five (5) year terms.

Motion by Byrne, Seconded by Tilkes to acknowledge the retirement of Karen Utley in the Assessor's Office effective December 27, 2019. Roll Call: Ayes: Byrne, Tilkes, Geerts, and Hackman. Absent: Zoll. Motion Carried.

Mr. Armel gave the Board an update on the wind energy project and discussed a wind energy ordinance.

Supervisor Hackman gave the Board an update on the City of New Hampton's letter regarding New Hampton Urban Renewal Area/2019 Amendment. A meeting to discuss the urban renew plan amendment is scheduled for October 30, 2019 at 10:00 AM

Supervisor Byrne gave the Board an update on the RC& D meeting held on October 24, 2019.

Supervisor Tilkes gave the Board an update on the Workforce Development meeting held on October 25, 2019 and CEO Workforce meeting held on October 22, 2019.

Supervisor Byrne informed the Board that a Board of Health meeting held on October 28, 2019.

Motion by Geerts, Seconded by Tilkes to adjourn at 11:39 AM. Roll Call: Ayes: Geerts, Tilkes, Byrne, and Hackman. Absent: Zoll. Motion Carried.

The Board convened on Tuesday, October 29, 2019, at 9:00 AM with the following members present: Tilkes, Zoll, Byrne, and Hackman. Absent: Geerts. The meeting was called to order by Chairman Hackman. Also present was Rick Holthaus.

Motion by Byrne, Seconded by Tilkes to approve the additional agenda item scheduled for 1:30 PM. Roll Call: Ayes: Byrne, Tilkes, Zoll, and Hackman. Absent: Geerts. Motion Carried.

Shirley Troyna present at 9:16 AM.

Sue Breitbach present at 9:16 AM.

Sue Breitbach met with the Board to acknowledge the retirement of Deputy Treasurer.

Motion by Byrne, Seconded by Tilkes to acknowledge the retirement of Diane Schoonover as Deputy Treasurer effective December 31, 2019. Roll Call: Ayes: Byrne, Tilkes, Zoll, and Hackman. Absent: Geerts. Motion Carried.

Sue Breitbach also discussed with the Board the new hire for the Treasurer's office. Discussion followed.

Motion by Zoll to hire additional staff in the Treasurer's Office with the starting date December 2, 2019. Motion died for lack of second.

More discussion followed.

Motion by Byrne, Seconded by Tilkes to approve the additional personnel (training purposes) in the Treasurer's Office effective November 18, 2019 (6 weeks) due to the retirement of personnel. Roll Call: Ayes: Byrne, Tilkes, and Hackman. Nays: Zoll. Absent: Geerts. Motion Carried.

Sue Breitbach left 9:34 AM.

Shirley Troyna met with the Board to review the FY 2020-21 budget.

Shirley Troyna left at 9:40 AM.

Dave Gorman present 9:45 AM.

Dave Gorman met with the Board to discuss the north door and the concrete step. Discussion followed.

Dave Gorman left at 10:05 AM.

The Board reviewed claims.

Motion by Byrne, Seconded by Tilkes to approve claims in the amount of \$659,315.18. Roll Call: Ayes: Byrne, Tilkes, Zoll, and Hackman. Absent: Geerts. Motion Carried.

Motion by Tilkes, Seconded by Zoll to recess at 10:30 AM.

The Board reconvened at 1:30 PM. Members present were Byrne, Zoll, and Hackman. Absent: Geerts and Tilkes.

County Engineer Dusten Rolando via phone conference met with the Board to review the Memorandum of Agreement with Iowa Northland Regional Council of Governments (INRCOG) for the RISE grant for the Reicks View Farm. INRCOG will not charge the County in advance for grant preparation services; however, in the event that RISE funding is awarded to the County for this project, INRCOG will submit a grant preparation invoice in the amount of one and one-half percent (maximum of \$2,000.00) of the funds awarded to be paid by the County.

Motion by Byrne, Seconded by Zoll to approve the Memorandum of Agreement with Iowa Northland Regional Council of Governments (INRCOG). Roll Call: Ayes: Byrne, Zoll, and Hackman. Absent: Geerts and Tilkes. Motion Carried.

Motion by Byrne, Seconded by Zoll to adjourn at 1:35 PM. Roll Call: Ayes: Byrne, Zoll, and Hackman. Absent: Geerts and Tilkes. Motion Carried.

Jacob Hackman, Chairman
Board of Supervisors

ATTEST:

Joan E. Knoll, Auditor