

LYON COUNTY AUDITORS OFFICE
January 29, 2018

ROCK RAPIDS, IOWA

Chairman Randy Bosch convened the adjourned session with Peters, Bosch, Koedam, and Michael present. Motion carried assumes unanimous vote unless otherwise stated. Supervisor Behrens was absent.

The minutes of the January 23, 2018 meeting were reviewed. Motion made by Koedam to approve minutes with correction that Supervisor Michael was not present on 1-23-2018, seconded by Peters. Motion carried.

Emergency Management Director Arden Kopischke met with the Board regarding the FY19 budget. The hazard mitigation plan will cost \$32,500. \$10,000 to be paid in 17/18 and \$22,500 paid in 18/19. FEMA will reimburse \$22,500 of the \$32,500. Kopischke stated that the proposed budget will be looked at before the public hearing of the budget. Chairman Bosch asked if the cities would be part of the hazard mitigation plan and could the county have a revenue source by asking the cities to share the cost of the \$10,000. Kopischke noted that the City of Rock Rapids has had their own plan in the past. However, as FEMA isn't paying for the entire plan now, Rock Rapids has inquired about coming under the county's plan. Kopischke noted that dollars will not be reimbursed if the county does not have a procurement policy signed in the near future. Supervisor Bosch recommended that the conversation be had with the city mayors regarding the possibility of the cities contributing so it can be discussed at the budget meeting.

Compensation Board members Jen Wippert, County Attorney Representative and Damon Pederson, Recorder Representative presented the Compensation Board recommendation for FY18/19. The FY18/19 recommendation is 0% which tied at 3-3 with the president breaking the tie and passing 4-3. Wippert and Peterson commented that there was much discussion on what to do as most representatives had been told that the Board of Supervisors were planning a hold on salaries for FY18/19. The Board thanked the members for their work on the board.

Sheriff Stewart Vander Stoep has submitted a letter requesting the Board to allow employees to donate vacation time to Stephanie Schreurs during this time of her son's declining health and battle with brain cancer. Motion by Michael, second by Peters to approve the request as mentioned in the handbook. Motion carried.

Lyon County Fair Board members Alvin Smidstra and Wes DeGroot were present to discuss the upcoming budget year. Smidstra went through the numbers and talked about the highlights of the past year. This will be the 125th anniversary of the fair. The yearly fund raiser for the fair will be held on March 24th at the Forster Community Building in Rock Rapids. The Board thanked Smidstra and DeGroot for their continued work on the fair.

Employment changes:

Paula Tjpkas has been hired as a full time jailer effective as of February 2, 2018 with a starting wage of \$15.65/hour

1-29-2018

DeAnn Drewes resigned her position as a full time jailer effective January 17, 2018.

Mitchell VanBeek has been hired as a part time jailer effective January 23, 2018 at \$15.65/hour.

Bridgett Stofferan has been hired as a part time dispatcher. Stofferan will begin around the 2nd week of February with a recommended starting pay of \$15.65/hour.

Custodian Lance Iwen joined the meeting to discuss maintenance to the annex building. The roof seams were last sealed in 2009, the HVAC system is original to the building making it nearly 50 yrs old, and other items such as carpet and lighting were discussed. The discussion of making the building ADA compatible was also talked about.

Budget Work

The Board will have Supervisor Michael and Supervisor Peters talk with Sheriff VanderStoep regarding the FY18 and FY19 budget.

There was discussion on where to set levies for FY19. Auditor Smit gave the Board a few options with moving levies around to either keep tax asking the same as FY18, increase tax asking, or decreasing tax asking. The Board opted to decrease tax asking as a whole and keep the total levy the same as FY18 7.96870. FY19 levies to be set at General Basic 3.50000; General supplemental 0.66351 (decrease from FY18 0.88574); Mental Health 0.13014 (decrease from FY18 0.27394 - NWIA Care Connections recommended a \$10/capita rate); Rural Service 3.14876 (increase from FY18 3.06099 but will be the same tax asking \$2,149,491); and Debt Service 0.526290 (increase from FY18 0.25051). The total levy will be 7.96870 with a tax asking of \$6,532,521. Due to a decrease in valuations, the tax asking decreased even though the total levy remained the same as FY18.

County funds and fund balances were discussed. The general fund is looking healthier with an estimated 17% fund balance at the end of FY18. Auditor Smit pointed out that expenses in that fund outweigh revenue in the proposed FY19 budget. The Board decided they will look more closely at that in the next meeting after receiving the final conservation and sheriff budgets. The Board agrees that the agreement with Conservation can continue for FY19. The 71000 fund will receive: 30% of weekly park fees, 100% of year round cabin fees, and 70% of the permanent camp site fees.

The general sub fund was also discussed. Expenses for FY18 are set at 1,918,489 to include \$1.1 million for the courthouse HVAC / dome project, bond payments of \$360,519 and improvement projects totaling \$156,000 (murals 45,000, annex parking lot \$100,000, and 3rd floor painting \$11,000), economic development \$1,970, as well as the \$300,000 transfer to secondary roads for the new RR shop project. There are no major projects being budgeted in the sub fund for FY19 besides the bond interest and fees payment of \$92,500 and \$1,970 for economic development.

General sub fund assignments for FY18 are: \$150,000 ambulance rig, and \$250,000 nature center. For FY19 assignments are: \$150,000 ambulance rig, \$250,000 nature center (tourism dollars used), and \$300,000 annex building improvements. The Board discussed the annex building improvements could come in over \$600,000 and want to assign a portion of that estimated cost starting in FY19. These will be reviewed again at upcoming meetings during final budget decisions.

It was pointed out that expenses outweigh revenue in rural services as well. The fund balance is still estimated to be around 22% at end of FY19 which the Board feels is acceptable.

The secondary road final budget will be reviewed on February 5th.

The Board discussed the hiring committee for the new ambulance director position and who should sit on said committee. It was also discussed to use this committee as an advisory board for the director once one is hired. It was determined that the Board would like to see 2 supervisors, 1 Lyon County ambulance squad member, a doctor-preferably the medical director for the Lyon County Ambulance, and the Director to be on the advisory board. Until the director is hired, the Board asked Auditor Smit to fill that position on the hiring committee. Motion by Koedam, second by Michael to set the hiring committee/advisory board as discussed above with Auditor Smit serving on the hiring committee and being replaced on the advisory board once the director is hired. Motion carried. Supervisors Bosch and Peters were selected to serve in the supervisor positions. Auditor Smit will reach out to Dr. DeJong and the Lyon County Ambulance squad. The supervisors expect the hiring committee to start meeting mid-March to set the job description and start the application/hiring process. It is anticipated to have a director hired by June.

Supervisor correspondence: Bosch- Seasons meeting; Koedam- Workforce development and Eggs and Issues; Peters- Building and Grounds received a quote to insulate the cold water pipe after the asbestos laced insulation was removed earlier in the courthouse project. This insulating is not included in the project as the cold water pipe was decided to be added to the asbestos removal when the other asbestos was removed. The insulating would be done by the company who is currently reinsulating pipes for the courthouse project, Sioux City Insulation and Supply, and has a quote of \$2,395. The Board decided to approve the quote and get the cold water pipe insulated.

Payroll dated 1-30-2018 was reviewed and approved.

Payroll Warrant Register in the amount of \$194,150.31 is listed by fund.

General Basic Fund	123,553.46
County MHD Services Fund	1,314.77
Rural Service Basic Fund	19,477.70
Economic Development Fund	3,401.05
Secondary Road Fund	34,953.27
Emergency Management Services	2,504.85

Co. Assessor Agency Fund 8,975.21

Payroll Disbursement Register in the amount of \$279,901.88 is listed by Fund.

General Basic Fund	103,604.47
General Supplemental Fund	51,905.99
County MHD Services Fund	1,334.10
Rural Services Basic Fund	33,858.71
Economic Development Fund	4,370.79
Secondary Road Fund	70,124.36
Emergency Management Services	3,135.11
Co. Assessor Agency Fund	11,568.35

Claims dated 1-29-2018 in the amount of \$37,566.15 were reviewed and approved. Check sequence #132194-132218.

Airgas USA LLC	21 - 1st aid kits	526.05
Alliant Energy	acct 3128711000	849.65
AT & T	911 Recurring 712-233-001	42.48
Barnett-Lewis Funeral Home	Funeral Assistance	1500.00
Calhoun-Burns & Associate Inc.	bridge design 30R,inspect	14315.71
Century Link	911 Recurring 712-233-001	396.11
City of George	utilities	32.75
CMBA Architects	Admin/Eng Crthouse project	7781.00
Diamond Mowers, Inc.	tooth holder #84	92.33
Donaker Tiling John Donaker	8" tile crossing	945.50
Equipment Blades Inc.	plow bolts & nuts	33.36
George Office Products	tape	6.49
Bobby Gruis	steel toe shoes	153.83
Russ Hopp	1/17-1/18 Mileage ISAC (4	230.00
Alvin C. Huyser	steel toe shoes	180.00
Iowa Division of Labor Service	1-19-18 Boiler Inspect Cr	80.00
MidAmerican Energy	acct 11930-66002	577.73
Northern States Supply Inc.	plow bolts	157.67
OakLeaf Property Management	Rental Assistance	200.00
Pipestone County Sheriff	Juv Sheriff Fee 500293-50	75.00
Prahn Construction Inc.	Bridge 20R Voucher #2	8245.00
RDO Equipment Company	parts #54, labor	440.65
Taylor Painting & Restoration	Change Order/Additional t	425.00
US Bank Equipment Finance	1/9-2/9/18 Copier Contrac	179.84
Yankton County Sheriff	Juv Sheriff Fees #C201800	100.00
Grand Total		37566.15

General Basic Fund	2,364.84
General Basic Sub Fund	8,206.00
Capital Project-Roadway Fund	8,245.00
Secondary Road Fund	18,311.72
Surcharge on E911	438.59

There being no further business there was a motion by Michael, seconded by Peters to adjourn. Motion carried.

ATTEST _____ APPROVED _____
County Auditor Chairman