

LYON COUNTY AUDITORS OFFICE
February 26, 2018

ROCK RAPIDS, IOWA

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

The minutes of the February 12, 2018 meeting were reviewed. Motion made by Behrens to approve minutes, seconded by Koedam. Motion carried.

Amend February 26, 2018 board agenda to add Resolution 2018-06 Adoption of FY2019 Budget. Motion made by Behrens to add to agenda, seconded by Michael. Motion carried.

County Attorney Shayne Mayer presented the Union Contract. The contract will be for one year July 1, 2018 to June 30, 2019. Union employees will receive a 1.75% wage increase. A committee will go through the employee handbook and union contract to set out the differences between the two documents. Supervisors Peters and Michael will be part of that committee. Motion made by Michael to have the Chairman sign the Union Contract, seconded by Behrens. Motion carried.

The Procurement Policy originally signed on February 12, 2018, Resolution 2018-04, needs to be rescinded. The State of Iowa did not approve this resolution. County Attorney Mayer has now prepared Resolution 2018-05 Procurement Policy for Federally and Non-Federally Funded Projects. Departments with Federal dollars will need to follow these guidelines. Motion made by Koedam to Rescind Resolution 2018-04 and sign Resolution 2018-05, seconded by Behrens. Roll call vote: District 1, support, District 2, support, District 3, support, District 4, support District 5, absent. Motion carried.

RESOLUTION NUMBER 2018-05

A RESOLUTION OF THE LYON COUNTY BOARD OF SUPERVISORS ADOPTING THE PROCUREMENT POLICY FOR FEDERALLY and NON-FEDERALLY FUNDED PROJECTS

WHEREAS, the Lyon County receives federal and nonfederal grant funds; and

WHEREAS, Lyon County is implementing a Procurement Policy describing the procedures, and standards by which the program will be managed; and

WHEREAS, staff has prepared a procurement policy, including evaluation criteria and a code of conduct in compliance with the guidelines and requirements established for the receipt of federal funds; and

WHEREAS, said Procurement Policy is in the best interests of Lyon County for federally and non-federally funded projects;

WHEREAS, the Lyon County Board of Supervisors previously adopted a Resolution outlining a procurement policy on Monday, February 12, 2018, which appeared as Resolution Number 2018-04 and the Board now wishes to rescind said Resolution and adopt the attached and forgoing resolution in its stead;

NOW THEREFORE BE IT RESOLVED that the Lyon County Board of Supervisors does hereby approve and adopt the attached Procurement Policy for all future federally and non-federally funded projects.

ATTEST:/s/LeAnn Krull, Deputy
Lyon County Auditor

/s/Randy Bosch
County Board of Supervisors Chair

Nyhart has mailed the County a new contract for GASB 75 which will replace GASB 45. Nyhart will prepare a Full GASB 75 actuarial report for FY2018 for \$3,700 and an Interim GASB 75 actuarial report for FY2019 for \$2,200. The actuarial report is for Other Post-Employment Benefits (OPEB) and is needed for the County's audit reports. Motion made by Michael to have the Chairman sign the Nyhart Contract, seconded by Behrens. Motion carried.

The Sheriff's quarterly report for October-December 2017 was presented and will be filed.

Lance Iwen, Courthouse Maintenance, presented the Trane Maintenance Contract. Trane has proposed a 3 year contract with the county for the new system (boilers, chiller) that has been installed in the Courthouse. The yearly contract is \$4,102.44 or \$341.87 per month. Motion made by Behrens to have the Chairman sign the Trane contract, seconded by Koedam. Motion carried.

Engineer Laura Sievers presented a final voucher for Project L-(A22)-73-60 (PCC overlay L26 to Osceola County) in the amount of \$4,928.29. This project was funded thru the .10 fuel tax increase. Motion by Behrens to approve the final voucher, seconded by Koedam. Motion carried.

Engineer Laura Sievers also presented the Contract for STP-S-C060(116)-5E 60 and SPT-S-C060(117)-5E-60 and a Performance Bond required by the contractor. Manatt's Inc was awarded this contract on Feb.12, 2018 in the amount of \$3,354,726.19. This would be a PCC overlay on K30 and L14. Motion made by Behrens to have the chairman sign the contract and performance bond, seconded by Michael. Motion carried.

Engineer Laura Sievers discussed options on the new Rock Rapids shop. Sievers would like to have specs ready to go the first week in March and be able to open bids on March 26th. Sievers would like the dirt work done by June 1st which would allow the start of the building at that time. Sievers would like to stay under the bid threshold for the dirt work and requested permission from the board to proceed with the dirt work proposals from local contractors. The board was in agreement. The cost of the project is 2.3 million with the dirt work being done this fiscal year and the remaining work in fiscal year 2019.

Employment changes: Rebecca Bontje has been hired as a part-time custodian. Start date was 2-20-18 with a starting wage of \$12.00 per hour with 24 hours per week.

Shelby Fastert has submitted her official resignation as a prn homemaker. Effective 2-14-18.

Sarah Merry-Skoglund has submitted her resignation as a homemaker effective 3-8-2018.

Correspondence - Supervisor Koedam attended a Northwest Iowa Planning and Rides meeting. Supervisor Behrens attended a Northwest Iowa Regional Housing

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Authority meeting and a meeting with CMBA for the Rock Rapids shop. Supervisor Bosch attended a Seasons meeting.

Budget Hearing for FY2018 - FY2019 is scheduled for 11:00 A.M. in the Board Room. The hearing opened at 11:02 a.m. with Supervisors Bosch, Behrens, Koedam and Michael; department heads: Laura Sievers, Lisa Rockhill, Steve Simons, Melissa Stillson, Stewart VanderStoep, Eldon Kruse, Russ Hopp and Shayne Mayer were in attendance. Supervisor Bosch discussed the drop in valuation for the county and thanked department heads for cutting back on their budgets and keeping salaries frozen. The General Fund balance is now at 19% and Bosch would like to see it continue to grow. The next couple of years will require careful budget planning.

Hearing was closed at 11:15 A.M. Motion by Michael to approve budget with changes to the Sheriff's Office budget as noted in the February 12th minutes and sign Resolution 2018-06, seconded by Behrens. Roll call vote: District 1, support, District 2, support, District 3, support, District 4, support, District 5 absent. Motion carried.

RESOLUTION 2018 - 06 ADOPTION OF 2018/2019 BUDGET

WHEREAS Lyon County, Iowa held a Public Hearing on February 26, 2018 for input for the 2018/2019 Fiscal Year Budget and County Levies.

WHEREAS Iowa Code Section 331.434 authorizes the board to adopt by resolution a budget and certification of taxes for the next fiscal year and shall direct the auditor to properly certify and file the budget and certificate of taxes as adopted.

THEREFORE on February 26, 2018 the Lyon County Board of Supervisors approved the following levies and property tax asking.

Levies

3.50000	General Basic Levy
0.66351	General Supplemental Levy
0.13014	Mental Health Levy
3.14876	Rural Service Levy
0.52629	Debt Service Levy

7.96870	Total Levies

Property Tax Levied Dollars

3,161,200	General Basic
599,282	General Supplemental
117,540	Mental Health
2,149,491	Rural Service
505,000	Debt Service

6,532,513	Total Property Tax Dollars

Assigned Funds - General Sub-Fund

\$200,000	Ambulance Rig
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\$250,000	Conservation Nature Center
\$300,000	Annex Bldg - Plumbing/Htg

\$750,000	Total Assigned Funds

Passed and approved this 26th day of February, 2018.

ATTEST:/s/LeAnn Krull, Deputy Lyon County Auditor	/s/Randy Bosch, Chairman Lyon County Board of Supervisors
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Payroll dated 2-15-2018 was reviewed and approved.

Payroll Warrant Register in the amount of \$75,899.27 is listed by fund.

General Basic Fund	10,482.00
Rural Service Basic Fund	19,807.77
Secondary Road Fund	45,609.50

Payroll Disbursement Register in the amount of \$32,659.93 is listed by Fund.

General Basic Fund	4,043.92
Rural Services Basic Fund	8,874.75
Secondary Road Fund	19,741.26

Handwritten claim dated 2-16-2018 in the amount of \$37,991.06 was reviewed and approved. Check sequence #132458. Was reviewed and approved.

Wellmark BlueCross BlueShield	2/3/18 to 2/9/18 Claims	37991.06
Grand Total		37991.06

Health Insurance Fund	37,991.06
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Conservation claims dated 2-16-2018 in the amount of \$3,299.14 were reviewed and approved. Check sequence #132459-132476.

Alliance Communications	LPRA Phone, LD & Internet	70.00
Campbell Supply	Oil	6.70
Cooperative Energy Company	33.50 G Gasahol	82.04
IAN Treasurer Victoria DeVos	Spring IAN	50.00
John Deere Financial	Blade	84.69
Leuthold Plumbing/Heating Inc	Unplugged W.Heater Chimne	75.00
Lyon & Sioux Rural Water	36,000 G Water	178.45
Lyon Rural Electric Coop	LPRA Electric	925.92
Menards	Drill Set,lumber,varnish	488.05
Oak Street Station	Tire Repair	54.00
Premier Communications	Office Phone, LD, Internet	92.40
Rock Rapids Ace Hardware	Chains & Chain Bar Oil	63.97
Sturdevant's Auto Parts	Battery for Chevy	139.99
Sunshine Foods	EE Supplies	5.88
Todd's True Value	Plexiglass	25.98
Town & Country Implement	Mulch Blade & Blade Kit	93.77
US Bank - Purchase Card Purcha	Stamps,EE supplies,Fire suits	765.74
Verizon Wireless	Cell Phone Bill	96.56

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Grand Total 3299.14

General Basic Fund 3,299.14

Handwritten claims dated 2-21-2018 in the amount of \$29,038.24 were reviewed and approved. Check sequence #132477-#132478.

IBC Innovative Business Consul	2/12/18-2/19/18 Flex Claims	435.30
Wellmark BlueCross BlueShield	2/10/18-2/16/18 Med Claims	28602.94
Grand Total		29038.24

Health Insurance Fund 28,602.94
Flex Benefits Account 435.30

Claims dated 2-26-2018 in the amount of \$199,239.10 were reviewed and approved. Check sequence #132479-#132563.

A & B Business Solutions	Copies Contract 2/21-3/20	619.27
Henry M. Adkins & Son Inc. Ele	2/6/18 GELR Election Ball	1025.39
Advanced Systems, Inc.	Canon Contract	227.77
Alliant Energy	LR/GE shops	1199.65
AT & T	911 Recurring 712-233-001	42.71
Cheryl Bos	2/6/18 GLR Election Abs Prec	22.00
Gerald Brands	2/12/18 Mileage (50) Conf	25.00
Century Link	911 Recurring 712-233-001	396.11
Charm-Tex, Inc.	Jail Provisions for Inmat	213.92
City of Alvord	utilities	48.50
CMBA Architects	Jan Admin/Eng Crthouse	3959.00
CMBA Architects	Prof. services RR shop	18525.21
Corner Rexall Drugs	RX Assistance	29.60
James L. Cuttell	Conf Brd mileage (60)	30.00
Wesley DeGroot	Garfield Twnship/DN Fire mtgs	60.00
Denekas Electric Inc.	2 New Ballast,outside lite amb	647.95
DGR Engineering	Bill#4 Anx proj/bridge design	3232.97
Dixon Construction Company	Bridge 4R Voucher #2	47339.30
Dollar General-Regions 410526	Coffee/Misc Meetings	18.10
DRG PLBG HVAC	Boiler/Heat Flush amb/urinal	1523.00
Frontier Bank	Snow Removal Annex	292.50
George Office Products	Office Supplies	140.25
Glen's Sport Center Inc.	winch #102	559.99
Richard Heidloff	2/6/18 GLR Election GE Prec	121.00
Hillyard / Sioux Falls	toilet paper,4 G Liquid Enzyme	270.06
ICIT Treasurer c/o Alissa Holt	6/13-6/15 ITAG Registrati	225.00
Iowa Community Services Assoc	FY2018 CSA Dues	50.00
Iowa Dept of Transportation At	air meter gauge,calibration	110.20
Iowa Dept of Natural Resources	NPDES General Permit	175.00
Iowa Emergency Management Assn	5/9-5/11 Registration	125.00
ISU Extension - Lyon County	2/13/18 Comm.Pesticide Tr	70.00
JCL Solutions-Janitors Closet	SparClean Delimer	81.67
Connie Kille	2/6/18 GELR Election Abs Prec	22.00
Cole Knudson	meal exp, fuel	66.47
Little Rock Free Lance	PT Custodian Ad,GLR elect not	60.00
Lyon County Sheriff Dept.	Sheriff Fees	421.72
Lyon County Treasurer - ACH I	health ins Gary Vogel Feb	2100.00
Lyon County Treasurer	Property taxes-new RR shop	58.14
Lyon Rural Electric Coop	utilities - Lester/LR shop	894.45
Tim Mantel	Conf Brd mileage (52)	26.00

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Shayne Mayer	2/7/18 Mileage (30)	15.00
Merck Sharp & Dohme	10 does of Pneumovax	903.36
Meyer Electric Inc.	Crthouse Ballast & Restrmm	117.78
MidAmerican Energy	Doon Shop	457.72
Modern Gas Company	400.1 gal LP gas	579.75
Colette Nath	Mileage for dwellings(195)	97.50
New Century Press	E911 Budget Hrg,ad	118.97
Northwest Iowa Comm. College N	2/19/18 CPR Renewal (8)x\$	160.00
Jackie Olson	2/6/18 GLR Election LR Prec	137.00
PCC, Inc. Physician's Claim Co	Jan Amb Billing	1635.81
Pitney Bowes Global Financial	12/13/17-3/12/18 Meter Le	387.42
Prahm Construction Inc.	Bridges 20R #3/58R #1 Voucher	70945.12
Rapid Auto Repair Michael D. K	Oil Change EMA pickup	25.63
RDO Equipment Company	fittings, hose #67	52.10
Sanford Health	2 autopsies	4450.00
Sanford USD Medical Center	Medical Supplies,RN transfers	350.60
Marilee Schleusner	1/26/18 Mileage (210) Dis	105.00
Sioux Falls Two Way Radio	Radio Bank & 6 Radios LR	4154.88
Eldon Sneller	4 Garfield Twp Mtgs	60.00
Snow Removal & Sanding Arthur	January Snow Removal 10.2	666.25
Dean Snyders	Conf Board mileage (56)	28.00
Solutions, Inc.	Printer error message	28.75
State of Iowa-Elevator Safety	2018 Operating Permit Fee	175.00
Michele Stewart	2/6/18 GLR Election Abs Prec	22.00
Taylor Painting & Restoration	3rd Fl Crthouse Painting	22370.00
US Bank Equipment Finance	2/9-3/8 Ricoh Copier Cont	179.84
Van't Hul Repair	steel	102.33
Dennis VandeGriend	4 Garfield Twnship/DN Fire mtgs	60.00
Kim VanderPlaats	2/6/18 GLR Election LR Prec	121.00
Vanguard Appraisals Inc.	Annual Appraisal Service	4380.00
Larry VanOort	3 Garfield Twp/GE Fire Mtgs	45.00
Verizon Wireless	2/7/18-3/6/18 Cell Phones	694.19
Kris VerSteeq	2/6/18 GLR Election LR Prec	110.00
Wall Street Printers	20 pads / requisition forms	72.50
Bernette Weier	2/6/18 GLR Election GE Prec	121.00
Steven T. Weier	2/6/18 GLR Election GE Prec	117.50
Ziegler Inc.	hardware	137.20
Grand Total		199239.10

General Basic Fund	15,669.91
General Basic Sub Fund	26,645.00
Rural Services Basic Fund	295.00
Economic Development Fund	52.28
Capital Project - Roadway Fund	118,284.42
Secondary Road Fund	28,748.42
Surcharge on E911	4,620.76
Emergency Management Services	231.81
Co.Assessor Agency Fund	4,691.50

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

ATTEST

APPROVED

County Auditor

Chairman