

June 27, 2017

The Winnebago County Board of Supervisors met in session at 9:00 A.M. June 27, 2017 adjourned from June 20, 2017.

Present: Supervisors Jensvold, Stensrud and Durby

Absent:

On a motion by Durby and seconded by Stensrud the Supervisors moved to approve the minutes for the June 20, 2017 Board Meeting and approve the agenda for June 27, 2017. All voted aye. Motion carried.

On a motion by Durby and seconded by Stensrud the Supervisors moved to approve the following Cell Phone Reimbursement Policy. All voted aye. Motion carried.

# Cell Phone Reimbursement Policy

The County recognizes the fact that many employees already carry their own personal cell phones and do not wish to carry an additional phone for work. If a cell phone is required in order for an employee to fulfill their job responsibilities the County will meet this need in one of two ways:

1. If the employee currently has their own personal cell phone then the County may reimburse the employee for business use of their personal cell phone. The Department Head will determine whether the employee requires use of a "smart" phone with data services or whether basic cell phone service is adequate. The bill must be in the employee or the employees spouse's name.

The maximum reimbursement rate for a "smart" phone with data services will be \$75 unless the bill is less. For example, an employee has a \$150 phone bill for a 5 person family, but the employee's portion is \$20 for the line and \$20 for the phone and the data plan divided by the number of people on the plan. So a \$70 data plan divided by 5 is \$14. So the maximum reimbursement would be \$54. The maximum reimbursement rate for a basic phone will be \$35 unless the bill for the employee is less. The Department Head may choose to reimburse the employee at a rate lower than the maximum rate. In order to be reimbursed the employee must provide the Auditor's office a copy of their cell phone bill for each month the employee wishes to be reimbursed, showing the monthly charge information. Sensitive information such as account numbers should be redacted before the bill is submitted for reimbursement.

The employee is responsible for ensuring all aspects of their personal cell phone service and device are paid for, are functioning properly, and are being used in accordance with any applicable user agreements, County policies, and applicable laws.

2. If the employee does not have their own personal cell phone or does not wish to use their personal cell phone for work the County may provide a cell phone for the employee and add the phone to the County's group cell phone plan. The Department Head will determine whether a "smart" phone with data services is necessary or if basic cell service is adequate. The employee will be responsible to ensure that the phone is used for work-related purposes. Personal use of County-provided cell phones is to be avoided.

**APPROVED**  
JUN 27 2017  
*Bill Arnold*  
Chairman Board of Supervisors

Thomas Coffman, Veterans Affairs discussed annual report of activities.

Scott Meinders, Engineer discussed Secondary Roads including bridge replacement and bridge inspection reports. There are 10 new bridges to post and 8 that need to change weight limits.

On a motion by Jensvold and seconded by Stensrud the Supervisors moved to approve the Federal Aid Agreement with the Iowa DOT for Project No. BROS-CO95(69)-8J-95. All voted aye. Motion carried.

Kris Oswald, Drainage Clerk discussed drainage matters including land owned by Carol Mathahs in DD 11. Rognes Bros will be completing the work. Oswald is still waiting for an estimate from Rognes Bros on DD 71 and land owned by Ann Finer. Stensrud asked for an update on DD 103. Veenstra & Kimm will be contacted to get an update.

On a motion by Stensrud and seconded by Durby the Supervisors moved to approve the pay estimate #3 to Larson Contracting for DD 2-3. All voted aye. Motion carried.

The Supervisors tabled the discussion regarding administrative costs for drainage.

On a motion by Durby and seconded by Stensrud the Supervisors moved to approve the fireworks permit for Craig Kalskett. All voted aye. Motion carried.

On a motion by Stensrud and seconded by Durby the Supervisors moved to approve the fireworks permit for John Lund. All voted aye. Motion carried.

On a motion by Durby and seconded by Jensvold the Supervisors moved to approve the fireworks permit for 3 Fingers Campground. All voted aye. Motion carried.

There was discussion regarding the options for jailers and dispatch. Jennifer Ackermann presented a possible agreement between the Communications Commission and the Sheriff. Supervisor Durby discussed dissolving the Communications Commission. The agreement will be presented to Adam Sauer, County Attorney for his opinion.

Robert Schwartz, Conservation Director discussed how the Conservation Department handles trees in the right of way.

On a motion by Durby and seconded by Stensrud the Supervisors moved to approve salaries of employees for FY 2018. All voted aye. Motion carried.

The following claims were approved and ordered to be paid:

Alliant Energy	Utilities	112.13
Calhoun-Burns and Assoc Inc	Services	1,724.80
Chase Card Services	Parts	22.45
Hickman, Adam	Reimbursement	150.00
Marco Inc	Services	154.36

Meinders, Scott	Reimbursement	65.00
Thompson, Jeff	Reimbursement	116.03
Verizon Wireless	Telephone	113.76
Ability Network Inc	Services	98.00
AH Hermel Co	Supplies	150.07
Amazon Capital Services	Supplies	731.88
Arrazolo, John	Rent	500.00
Austin Office Products	Supplies	248.42
Axon Enterprise Inc	Supplies	1,898.48
Bartleson, Debra	Meeting	50.00
Black Hills Energy	Utilities	56.00
Bomgaars	Supplies	2,504.38
Carpenter Uniform	Supplies	58.47
Central Iowa Detention	Services	333.29
City of Forest City	Services	28.72
City of Lake Mills	Utilities	128.40
Colby, Kristin	Reimbursement	11.20
Community Plaza Apts	Rent	400.00
Dollar General	Supplies	15.15
Durby, Terrell	Mileage	491.04
Eddy's Glass and Door	Services	152.27
Faber, Elizabeth	Grant Writing	2,347.00
Fisher, Jane	Mileage	163.84
Forest City Motel	Rent	500.00
GRP & Associates	Services	40.00
Helgeson Drainage Inc	Repairs	7,764.40
Holdeman, Andrea	Mileage	248.99
Holland Contracting Inc	Repairs	9,370.03
Iowa Co Attorneys Assn	Education	325.00
Iowa DNR	Permit Fees	175.00
Iowa Law Enforce Academy	Education	320.00
IP Pathways	Services	832.50
Iwireless	Telephone	39.96
Janitors Closet Ltd	Supplies	2,207.00
Jensen, Bobbie	Mileage	372.74
Jensvold, Bill	Mileage	241.07
K1 Excavating & Drainage	Repairs	1,705.00
Lake Mills PT	Services	170.00
Law Enforcement Systems	Supplies	103.00
Leland Woodworks	Supplies	1,625.00
Marco Inc	Services	157.59
Medline Industries Inc	Supplies	513.04
Melby, Ruth	Mileage	218.79
Mercy Home Care North Iowa	Supplies	107.75
Mercy Medical Center North IA	Services	33.44
Midwest Storage Solutions Inc	Supplies	900.00
Miller, Jaci	Grant Writing	2,347.00
Mireles, Sandra	Mileage	492.03
Mittelstadt Funeral Home	Services	483.00
Murra, Dennis	Meeting	72.77
Next Generation Technologies	Services	14,709.00
Office Depot	Supplies	69.96

Olson, Teresa	Mileage	30.63
Randall Construction	Services	188,566.16
Rank, Sonja	Mileage	124.82
Rippentrop, Dolores	Mileage	158.16
Sauer, Adam	Mileage	53.46
Schaumberg, Emily	Reimbursement	60.17
Schumacher Elevator Company	Services	207.04
Shield Technology Corp	Services	2,150.00
Sunde Services LLC	Services	110.00
Verizon Wireless	Telephone	1,059.99
Washington Hometown Inn	Hotel at Training	315.00
Winnebago Co Auditor	Services	841.26
Winnebago Co Sheriff	Services	330.00

On a motion by Durby and seconded by Stensrud the Supervisors moved to approve the payroll claims. All voted aye. Motion carried.

Jeff Kleveland discussed problems he has been having with the City of Thompson. Kleveland asked the County to look at the City of Thompson's minutes. The Supervisors informed Kleveland to request the minutes from the City of Thompson.

On a motion by Stensrud and seconded by Jensvold the Supervisors moved to approve the following transfers: #3671 for \$5,000.00 from General Basic to Infrastructure Fund; #3672 for \$78,867.77 from LOST to Rural Basic; #3673 for \$236,603.30 from LOST to General Basic; and #3674 for \$27,937.36 from Solid Waste to Rural Basic. All voted aye. Motion carried.

The Auditor's office received the following Manure Management Plan from: Lynn Wooge, located at the SW ¼ of the SE ¼ of Section 27 in Linden Township, in Winnebago County, Iowa.

On a motion by Durby and seconded by Stensrud the Supervisors moved to approve the following resolutions. All voted aye. Motion carried.

APPROPRIATIONS RESOLUTION  
06-27-2017-01-01

WHEREAS, it is desired to make appropriations for each of the different officers and departments for the fiscal year beginning July 1, 2017 in accordance with Section 331.434, subsection 6, Code of Iowa.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Winnebago County, Iowa, as follows:

Section 1. The amounts itemized by fund and by department or office on the attached schedule are hereby appropriated from the resources of each fund so itemized, to the department or office listed in the first column on the same line of the attached schedule. Appropriations shall not exceed 100% percent of the total appropriation for each department.

Section 2. Subject to the provisions of other County procedures and regulations, and applicable state law, the appropriations authorized under Section 1 shall constitute authorization for the department or officer listed to make expenditures or incur obligations from the itemized fund, effective July 1, 2017.

Section 3. In accordance with Section 331.437, Code of Iowa, no department or officer shall expend or contract to expend any money or incur any liability or enter into any contract, which by its terms involves the expenditure of money for any purpose in excess of the amounts appropriated pursuant to this resolution.

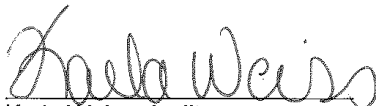
Section 4. If at any time during the 2017-2018 budget year the Auditor shall ascertain that the available resources of a fund for that year will be less than said fund's total appropriations, she shall immediately so inform the Board and recommend appropriate corrective action.

Section 5. The Auditor shall establish separate accounts for the appropriations authorized in Section 1, each of which account shall indicate the amount of the appropriation, the amounts charged thereto, and the unencumbered balance. The Auditor shall report the status of such account to the applicable departments and officers quarterly during the 2017-2018 budget year.

Section 6. All appropriations authorized pursuant to this resolution lapse at the close of business June 30, 2018.

The above and foregoing resolution was adopted by the Board of Supervisors of Winnebago County, Iowa, on June 27, 2017.

Ayes: Durby, Jensvold and Stensrud.  
Nays: None

Attest:   
Karla Weiss, Auditor

  
Bill Jensvold, Chairman

## FUNDS

GENERAL BASIC	3,707,335.00
GENERAL SUPPLEMENTAL	1,292,430.00
MH-DD SERVICES FUND	797,870.00
RURAL BASIC	1,899,810.00
RURAL SUPPLEMENTAL	243,383.00
SECONDARY ROAD	3,617,920.00
(REAP) FUNDS SPECIAL RESERVE-CON	35,500.00
RECORDERS RECORD MANAGEMENT FUND	27,000.00
CONSERVATION TRUST FUND	313,650.00
RECORDERS ELECTRONIC TRANSACTION	0.00
CONSERVATION SPECIAL PROJECTS FUND	34,700.00
LOCAL OPTION TAX	330,000.00
TIF #1	0.00
SEIZURE FUNDS (SHERIFF DEPT)	0.00
DARE FUNDS (SHERIFF DEPT)	1,700.00
JAIL PHONE ACCT (SHERIFF DEPT)	8,600.00
BOARD PRISONERS	25,000.00
WCSO RESERVE FUND	7,100.00
WORK RELEASE	0.00
FIREARMS PERMITTING PROGRAM	500.00
K-9	229.00
SHOP WITH A COP PROGRAM	5,000.00
WINNEBAGO CO FAIR ASSN	36,000.00
PUBLIC HEALTH	1,393,893.00
WINN/WORTH BETCO	186,448.00
HOUSING COMMISSION	0.00
SOLID WASTE PLANNING TRUST FUND	52,000.00
RBEG GRANT REVOLVING LOAN FUND	200,000.00
EMPLOYEE HEALTH & WELLNESS PROG	3,000.00
EMS TRAINING FUND (AMBULANCE)	0.00
CO HOME TRUST FUND	0.00
LINDEN URBAN RENEWAL FUND	0.00
CAPITAL PROJECTS FUND	0.00
UR 2 FUND	1,922,054.00
UR2 CAPITAL PROJECTS FUND	0.00
UR2A FUND	705,378.00
UR2A CAPITAL PROJECTS FUND	0.00
COMMUNICATIONS INFRASTRUCTURE	0.00
PUBLIC SAFETY CENTER	200,000.00
SEIZURE FUNDS (ATTORNEY DEPT)	0.00
EMERGENCY	0.00
DEBT SERVICE FUND	374,862.00

**Grand Total**

17,421,362.00

## Departments

NON DEPARTMENTAL	4,831,505.00
SUPERVISORS	184,558.00
AUDITOR	242,248.00
TREASURER	393,008.00
ATTORNEY	225,667.00
SHERIFF	1,650,613.00
CLERK OF COURT	6,327.00
RECORDER	258,196.00
ELECTION	151,484.00
SECONDARY ROAD	4,212,920.00
VETERAN AFFAIRS	50,095.00
CONSERVATION	630,233.00
NURSES	1,348,941.00
SOCIAL SERVICES	51,776.00
COUNTY CARE FACILITY	2,000.00
SANATARIAN	44,952.00
ROADSIDE MANAGEMENT	133,623.00
WASTE REDUCTION-RECYCLING PROGRA	41,310.00
LIBRARIES	100,000.00
COUNTY FAIR	36,000.00
COMMUNICATIONS	406,988.00
HAZARD MITIGATION GRANT	0.00
TSB LOAN	0.00
COURTHOUSE & GROUNDS	627,899.00
DATA PROCESSING	341,893.00
ZONING	11,287.00
GENERAL MISCELLANEOUS	324,048.00
UNEMPLOYMENT	5,000.00
TORT LIABILITY	25,000.00
MENTAL HEALTH	797,870.00
CHEMICAL DEPENDENCY	20,000.00
JUVENILE PLACEMENT	25,000.00
CHILD SUPPORT RECOVERY	0.00
EMERGENCY MANAGEMENT	44,483.00
WINN/WORTH BETCO	186,448.00
COUNTY RURAL ASSISTANCE	9,990.00
EMS TRAINING FUND (AMBULANCE)	0.00
EMS HAZMAT	0.00
<b>Grand Total</b>	<b>17,421,362.00</b>



RESOLUTION  
06-27-2017-01-02

The Winnebago County Board of Supervisors hereby resolves to appropriate One Hundred Percent (100%) of the funds for each of the County Offices and Departments as itemized and approved at the March 14, 2017, Winnebago County Budget Hearing for the fiscal year July 1, 2017 to June 30, 2018 and that the amounts appropriated shall be itemized in the same manner that the accounts are itemized on the records of the County Auditor pursuant to Chapter 331.433-440 of the 2003 Code of Iowa and laws amendatory thereof.

Voting Aye: Durby, Jensvold, Stensrud.  
Voting Nay: None

The Resolution adopted this 27<sup>th</sup> day of June, 2017.

Attest:

  
Karla Weiss, Auditor

  
Bill Jensvold, Chairman

RESOLUTION FOR INTERFUND OPERATING TRANSFER  
06-27-2017-01-03

WHEREAS, it is desired to authorize the Auditor to periodically transfer sums from the rural basic fund to the secondary road fund during the 2017-2018 budget year, and

WHEREAS, said transfers must be in accordance with Section 331.432, Code of Iowa,

NOW THEREFORE BE IT RESOLVED by the Board of Supervisors of Winnebago County, Iowa, as follows:

Section 1. The total maximum transfer from the rural services basic fund to the secondary road fund for the fiscal year beginning July 1, 2017 shall not exceed the sum of \$1,107,386.00.

Section 2. Within 30 days of being notified of the apportionment of current property taxes, state replacements against levied property taxes, mobile home taxes, military service tax credit replacements, or livestock credit replacements to the general basic or rural services basic funds, the Auditor shall order a transfer from said fund to the secondary road fund.

Section 3. The amount of the transfer required by Section 2 shall be equal to the apportionment made under Section 2 to the general basic or rural services basic fund, respectively, multiplied by the ratio of said fund's total maximum transfer to the secondary road fund, to the sum of said fund's total current property tax levy, total mobile home taxes, total military service tax credit replacements, and total livestock credit replacements.

Section 4. Notwithstanding the provisions of Section 2 and 3 of this resolution, total transfers to the secondary road fund shall not exceed the amounts specified in Section 1.

Section 5. Notwithstanding the provisions of Sections 2 and 3, the amount of any transfer shall not exceed available fund balances in the transferring fund.


Section 6. The Auditor is directed to correct her books when said operating transfers are made and to notify the Treasurer and County Engineer of the amounts of said transfers.

The above and foregoing resolution was adopted by the Board of Supervisors of Winnebago County, Iowa on June 27, 2017, the vote thereon being as follows:

Ayes: Durby, Jensvold & Stensrud.  
Nays: None.

Attest:

  
Karla Weiss, Auditor


  
Bill Jensvold, Chairman

RESOLUTION PROPERTY TAX RATES  
06-27-2017-01-04

The Winnebago County Board of Supervisors hereby resolves that the property tax rates upon assessed properties of Winnebago County Taxing Districts for taxes payable during the fiscal year July 1, 2017 to June 30, 2018 are hereby approved as calculated by the Winnebago County Auditor and approved by the Iowa Department of Management.

Voting Aye: Durby, Jensvold and Stensrud.  
Voting Nay: None

The Resolution adopted this 27<sup>th</sup> day of June, 2017.

Attest:   
Karla Weiss, Auditor

  
Bill Jensvold, Chairman

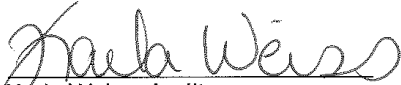
Appropriated Property Tax Credits  
06-27-2017-01-05


Whereas, The State of Iowa has appropriated funding for property tax credits at 100% for the property taxes for the 2017-2018 FY.

Now Therefore Be It Resolved that Winnebago County will allow tax credits as per state funding reimbursement for property taxes payable for the 2017-2018 FY.

Voting aye: Durby, Jensvold and Stensrud.  
Voting nay: None.

The Resolution is adopted this 27<sup>th</sup> day of June, 2017.

Attest:   
Karla Weiss, Auditor

  
Bill Jensvold, Chairman

The session was adjourned until 9:00 A.M. July 11, 2017.

Attest: \_\_\_\_\_  
Karla Weiss, Auditor

\_\_\_\_\_  
Bill Jensvold, Chairperson