

BOARD PROCEEDINGS

30th DAY

JULY 14, 2009

REGULAR JULY SESSION

The Board of Supervisors met pursuant to adjournment. Present were: Jack Plathe, Chairman, Don Besch, Eugene Elsbecker, Don McGregor and Pam Wymore.

Motion by McGregor and 2nd by Wymore to approve the agenda. Ayes: all Nays: none Motion carried unanimous.

Motion by Elsbecker and 2nd by Besch to approve the minutes of the previous meeting as read. Ayes: all Nays: none Motion carried unanimous.

Motion by McGregor and 2nd by Wymore to approve the following claims. Ayes: all Nays: none Motion carried unanimous.

General Basic Fund

Algona Floor Design	Supplies	105.96
Algona Greenhouse	Planters	100.00
Algona Municipal Utilities	Utilities	3887.08
Algona Plumbing & Heating	Service	442.50
Algona Publishing Co	Publication	1509.84
Aramark Uniform Service Inc	Supplies	140.31
Bancroft Register	Board Proceedings	425.17
Bugs N' Stuff	Services	68.00
Burr Oak Motel	Rent	108.00
Cannon Moss Brygger & Assoc	Services	1360.32
Central Iowa Distributing	Supplies	47.81
Central Iowa Juvenile Det.	Services	547.00
Chrome Country Inn	Meals	3002.13
City of Algona	Allocations	17111.35
Computer Systems	Supplies	100.85
Cook's Scrap Iron & Metal	Supplies	22.00
Crescent Electric Supply Co	Supplies	87.60
Crisis Intervention Service	Allocation	10000.00
Dataline Associates	Supplies	412.95
Dollar General Corporation	Supplies	72.00
Dump-It Inc.	Services	246.00
Electronic Engineering Co	Equipment	10.00
Exceptional Opportunities	Services	240.00
Fareway Stores	Supplies	65.55
Fast Oil	Service	62.08
Galls Incorporated	Supplies	15.17
Henry-Olson-Fuhrman	Services	2530.00
Humboldt County Sheriff	Service	17.00
Hutzells Inc	Supplies	39.90
John Hyink	Reserve	100.00
IACCVA	Membership Dues	50.00
Interstate All Battery Center	Supplies	189.81
IOS Office Elements	Services	588.55
ISAC	Membership Dues	4750.00
Johnston Autostores	Supplies	57.00
K & H Coop Oil Co	Fuel	30.02
Kmart Pharmacy 9220	Medication	153.67
KRHC-Hospital	Allocations	2333.78
Kossuth County Law Library	Allocations	12000.00
Kossuth County Sheriff	Services	42.00
MaxYield Cooperative	Fuel	26.86
Mediacom	Services	599.70
Mercy Medical Center	Services	491.40
Nate Miller	Reserve	40.00
Ryan Miller	Reserve	200.00
NIACOG	Allocations	19545.15
NCRERC	Allocations	10297.80
North Iowa Lumber & Design	Supplies	340.26

Pathology Associates	Services	1200.00
Jack Plathe	Meeting Expenses	83.05
Prairie Ridge	Allocation	17212.00
ProBuild	Supplies	1062.99
Quill Corporation	Supplies	254.95
RSM McGladrey, Inc.	Services	48.00
Nelvinea Seiler	Rent	175.00
Solutions	Services	500.00
Swea City Assisted Living	Allocations	2500.00
Swea City Herald Press	Publications	444.34
TimeClock Plus Data Management	Equipment	665.00
United States Cellular	Phone	699.80
US Bank	Expenses	212.42
Western Iowa Tourism Region	Allocation	500.00
Tom Winkel	Reserve	100.00
Pam Wymore	Meeting Expenses	181.50
Youth Shelter Care	Services	326.55
<u>General Supplemental</u>		
IMWCA	Allocation	9443.00

Mental Health Fund

County Case Management Service	Services	375.00
County Rate Inf. System	Membership Dues	1614.00
Echo/Plus Inc.	Services	628.38
Electronic Transactions	Membership Dues	2618.00
Exceptional Opportunities	Services	6917.14
Eyerly-Ball CMHS	Services	130.00
Genesis Development	Services	685.59
Golden Cir. Behavioral Health	Services	111.92
Patti Hanson	Services	188.40
Hope Haven	Services	838.20
Horizons Unlimited	Services	2528.52
IOS Office Elements	Services	104.85
KRHC-Clinic	Services	375.00
Krysilis, Inc.	Services	360.00
Mercy Medical Center	Services	3375.00
Motor Inn of Algona, Inc.	Services	27.56
North Central Iowa MH	Services	416.70
North Iowa Vocational Center	Services	401.70
Opportunity Village	Services	7988.28
Siegrist & Jones P.C.	Services	112.80
Joseph J. Straub	Services	55.00
TimeClock Plus Data Management	Equipment	665.00
Village Northwest Unlimited	Services	1435.47

Rural Services Basic Fund

Bancroft Register	Notice	96.80
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Secondary Road Fund

Airgas North Central	Supplies	129.95
Algona Machine & Supply	Repairs	438.35
Algona Municipal Utilities	Utilities	465.74
Algona Publishing Co	Notice	174.00
Alliant Energy	Utilities	1358.23
Arnold Motor Supply	Supplies	507.82
B & W Control Specialists	Spraying	72195.62
Bancroft Municipal Utilities	Utilities	141.85
Bancroft Register	Notice	90.75
Barnes Group Inc.	Supplies	1495.77
BMC Aggregates L.C.	Rock	213.89
Buscher Bros. Corporation	Repairs	597.00
CATCO Parts and Service	Repairs	2331.99
Cintas First Aid & Safety	Supplies	79.75
City of Swea City	Utilities	30.84
Diamond Mowers, Inc.	Repairs	177.15

Ed's Service	Supplies	1316.60
Electronic Specialties	Radio	473.00
Ernie Williams Ltd	Filters	136.90
Erpelding Excavating Ent.	Tile repair	476.50
Fenton Coop Telephone	Phone service	21.37
Feslers Inc	Vests	285.25
Force America Inc.	Repairs	199.47
Fort Dodge Machine & Supply	Repairs	407.06
Hancock Concrete Products Co.	Pipe	9580.90
Heartland Power Company	Lights	48.00
HicktoryTech	Phone	89.29
Holcomb Trucks-Sioux City	Repairs	213.59
Humboldt County REC	Lighting	280.00
Iowa Lakes Electric Coop	Lighting	66.79
Iowa One Call	Service	30.60
Iowa Transit	Supplies	176.42
Jacks OK Tire Service	Tires/repairs	4408.37
Johnston Autostores	Repairs	617.61
K & H Coop Oil Co	Fuel	21998.85
Kemco Tires Inc	Repair	33.75
Lacal Equipment Inc	Repairs	686.00
Lone Rock CO-OP Tel Co.	Phone	65.20
Martin Marietta Aggregates	Rock	7064.22
MaxYield Cooperative	Fuel	91.03
McEnroe Enterprises	Reimbursement	12827.50
Merryman Bridge Cons Co	Construction	19399.00
Midwest Building Materials	Supplies	10.92
Miller Lumber Company	Supplies	7.60
Motor Inn of Algona, Inc.	Repairs	1590.54
Napa Auto Parts	Supplies	53.65
North Iowa Lumber & Design	Supplies	194.12
Northern IA Construction	Sign	2344.04
Northwest Communications	Supplies	327.94
Prairie Energy Cooperative	Lights	25.75
Republic Companies	Sign	650.00
Roethler Electric	Service	81.50
Rubber Inc.	Repairs	211.53
Sign Works Ink	Lettering	55.74
Titonka-Burt Communication	Phone	28.04
Truck Country "OF IOWA"	Repairs	89.54
Unique Truck Equipment, Inc.	Repairs	722.88
W & H Coop Oil Co	Fuel	19918.86
Warner Plastics & Liners	Supplies	750.00
Waste Management	Service	242.17
Westman Freightliner	Repairs	424.37
Whittemore Truck & Trailer, In	Filters	70.50
Ziegler Inc	Repairs	5348.83

Kossuth County Self Insurance

Rosemary Bormann	Reimbursement	485.00
Daylights Donuts	Supplies	55.84
Wellmark Blue Cross and Blue S	Services	48785.46

Transfer Station

Algona Machine & Supply	Repairs	61.82
AmberWave	Service	27.00
Bomgaars Supply Inc.	Supplies	17.99
Humboldt County REC	Utilities	432.85
K & H Coop Oil Co	Fuel	2186.00
KRHC-Hospital	Reimbursement	3.00
Martin Marietta Aggregates	Rock	154.45
Midwest Electronic Recovery	Recycling	1792.00
Thompson Farm Drainage	Service	150.00
Titonka-Burt Communications	Phone	142.69
Wallace Water Conditioning	Service	16.50

Waste Management	June service	48081.77
Grand Total		459233.34

Drainage Claims

Mark E. Bierstedt	Drain 34	644.00
Tom Struecker	Drain 34	16238.00
D Gilbert, E Heise	Drain 34	14651.00
Reutzel Excavating	Drain EK #2 Ours	154629.89
Reutzel Excavating	Drain HK 25-176 Lat 1 OD	32191.60
Grand Total		218354.49

Motion by Besch and 2nd by McGregor to approve the Beer Permit for St. Joseph's Catholic Church - Bode. Ayes: all Nays: none Motion carried unanimous.

Motion by Wymore and 2nd by Elsbecker to approve the adoption of the Kossuth County Credit Card Policy which includes a Credit Card Agreement that needs to be signed by any current employees that have a credit card and any new employees when issued a county credit card. Ayes: all Nays: none Motion carried unanimous.

**KOSSUTH COUNTY
CREDIT CARD POLICY**

Effective: July 14, 2009

It shall be the policy of the Kossuth County Board of Supervisors that whenever possible, county purchases should be made using direct billing or reimbursement. There may be times, however, when it is necessary to make a purchase using a credit card.

Credit card purchases are allowed for County business expense only. Employees are, under no circumstances, allowed to make personal purchases. Employees will not use a county credit card for personal purchases with the intent of reimbursing the County. Violations may result in disciplinary action, collection proceedings and possible criminal actions.

Cash advances and purchases of alcoholic beverages or tobacco products on a county credit card are not allowed under any circumstances.

The use of a county issued credit card for the purchase of meals/food is prohibited. These expenses must be handled through the reimbursement process.

Charges on Kossuth County credit cards are limited to the following purposes:

- Hotel/Motel Rooms and guarantee of reservations
- County Vehicle Expense
- Registration Fees
- Airline Reservations
- Pre-approved car rental
- Departmental expenses **requiring** a governmental credit card for purchase.
- Prisoner Meal Expense during Transport

All credit card statements must be immediately submitted for payment to avoid finance charges. All credit card statements must be accompanied by the original, detailed itemized receipt for each charge on the statement. Charges not accompanied with a receipt will be the responsibility of the employee and may be withheld from the employee's wages.

All employees who currently have a county credit card and any new employees receiving a county credit card after the effective date of this policy shall sign a Kossuth County Credit Card Agreement which sets forth their obligations under this policy. All signed agreements will be kept in the office of the Kossuth County Auditor.

Kossuth County Credit Card Policy adopted this 14th day of July, 2009.

Attest:

Jack Plathe, Chairman
Kossuth County Board of Supervisors

Amber Garman, Kossuth County Auditor

Kossuth County CREDIT CARD AGREEMENT

Employee: _____

Department: _____

Approved by: (Department Head) _____

The employee listed above has been provided with a copy of Kossuth County's Credit Card policy and hereby agrees to comply with all terms and conditions set forth therein.

I have been provided with a copy of Kossuth County's Credit Policy. I have read this policy and hereby agree to comply with all terms and conditions set forth therein.

Employee Signature: _____

Date: _____

Motion by McGregor and 2nd by Wymore to approve the adoption of Kossuth County's Donated Leave Policy which includes a Kossuth County Donor Contribution for Hardship Request Form. Ayes: all Nays: none Motion carried unanimous.

KOSSUTH COUNTY DONATED LEAVE POLICY

Effective: July 14, 2009

In the event that a Kossuth County employee or a family member suffers a hardship, it will be the policy of Kossuth County to allow fellow county employees to donate their respective vacation and compensation time.

An employee is someone who is eligible to accrue vacation leave. The employee will be eligible to donate or receive donated vacation or compensation time.

An employee with a hardship or family member with a hardship must first make arrangements with their department head to facilitate the process. The employee will be required to complete the 'Kossuth County Donor Contribution for Hardship' request form.

The department head shall coordinate with the Auditor's office to insure proper records of the transfers are kept.

This policy applies to the exchange of vacation and compensation time on an hour for hour exchange and with no regard to a difference in pay.

An employee receiving donated vacation or compensation time must exhaust all of his/her time applicable to the hardship before using any time donated to them.

Transfer of sick leave time is prohibited.

Kossuth County Donated Leave Policy adopted this 14th day of July, 2009.

Jack Plathe, Chairman
Kossuth County Board of Supervisors

Attest:

Amber Garman, Kossuth County Auditor

**KOSSUTH COUNTY
DONOR CONTRIBUTION FOR HARDSHIP**

(Donor completes and sends to recipient's department head.)

RECIPIENT OF VACATION LEAVE DONATION:

Name of Employee:
Department:
Recipient's Department Head:

EMPLOYEE DONATING VACATION LEAVE/COMPENSATION TIME:

Name of Employee:
Number of Vacation Hours Contributed:
Department:
Donor's Department Head:

I understand that once credited this donation of my accrued vacation leave or compensation time is irrevocable and cannot be undone or changed.

Date:

Signature of Donating Employee:

TO BE COMPLETED BY RECIPIENT'S DEPARTMENT HEAD:

Last Date Recipient Worked:	Date of Pay Period Donations to be Credited:
Date Form Received:	Time Form Received: (Vacation/Compensation Time)
Recipient Employee # (for Auditor's Office Use Only)	Donor Employee # (For Auditor's Office Use Only)
Signature of Recipient's Department Head:	

Kossuth County CPC/Case Management Administrator Dona Nielsen requested that the Board enter into Closed Session for her Evaluation.

Motion by McGregor and 2nd by Wymore to enter into Closed Session pursuant to Iowa Code Chapter 21.5(i) at 9:20 a.m. on July 14, 2009 to evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individuals reputation and that individual requests a closed session. Roll Call Vote: Ayes: Besch, Elsbecker, McGregor, Wymore and Plathe. Nays: none

CLOSED SESSION

Motion by Besch and 2nd by Elsbecker to exit the Closed Session requested by Dona Nielsen for her Annual Evaluation at 9:40 a.m. Roll Call Vote: Ayes: Besch, Elsbecker, McGregor, Wymore and Plathe. Nays: none

Motion by McGregor and 2nd by Wymore to approve Resolution #07-14-09-01 which approves the transfer of funds from the Transfer Station Account to the Landfill Closure Account in the amount of \$36264.50. Ayes: all Nays: none Motion carried unanimous.

RESOLUTION TO APPROVE THE TRANSFER OF FUNDS FROM TRANSFER STATION ACCOUNT TO LANDFILL CLOSURE ACCOUNT

Kossuth County Resolution No. 07-14-09-01

WHEREAS, the Kossuth County Board of Supervisors is the holder of municipal solid waste permit number 55-SDP-01-75C, and

WHEREAS, the Kossuth County Sanitary Landfill closure was completed September 30, 2008, and

WHEREAS, the Code of Iowa requires permit holders of municipal solid waste to maintain a separate post closure account to accumulate resources for the payment of post closure costs, and

WHEREAS, Kossuth County has a 81002 Landfill Post Closure Fund with a balance of \$559,642, and

WHEREAS, the Iowa Department of Natural Resources has mandated that the Post Closure Fund have an estimated fully funded balance of \$704,700.00 by July 31, 2012, and

WHEREAS, approximately \$36,264.50 per year for the next four years is required to be deposited into the Landfill Post Closure Fund to fully fund it and comply with Iowa Department of Natural Resources.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF KOSSUTH COUNTY that \$36,264.50 that are in the 81000 Transfer Station Fund be transferred to the 81002 Landfill Post Closure Fund.

Resolution adopted this 14th day of July, 2009.

Kossuth County Board of Supervisors

Board of Supervisors Chairperson

ATTEST:

Kossuth County Auditor

Motion by Besch and 2nd by Elsbecker to approve Resolution #07-14-09-02 regarding the temporary road closure of P66 and 330th Street. Ayes: all Nays: none Motion carried unanimous.

KOSSUTH COUNTY BOARD OF SUPERVISORS RESOLUTION

RESOLUTION #07-14-09-02

WHEREAS, Section 306.41 of the Code of Iowa provides for the temporary closing of sections of roadway when necessary because of construction, and

WHEREAS, the County Engineer has been authorized by a previous resolution of this Board of Supervisors to execute the requirements of Section 306.41 regarding temporary road closures, and

WHEREAS, a bridge replacement project BRS-C055(124)--60-55 and BRS-C055(125)--60-55 will require that P-66(220th Avenue) between 340th Street and 350th Street be closed to all traffic, and

WHEREAS, a grading/shouldering project, LFM-G(107)--7X-55 will require that 330th Street, between Highway 15 and 30th Avenue, and

NOW, THEREFORE, BE IT RESOLVED, by the Kossuth County Board of Supervisors that the above-described road be closed and proper signs be erected for the duration of the construction project as determined by the County Engineer.

BE IT FURTHER RESOLVED, that upon completion of the construction work, as determined by the County Engineer, the road shall be opened to the traveling public without further action of this board.

July 14, 2009
Dated at Algona, Iowa

Jack Plathe, Chairperson
Kossuth County Board of Supervisors

ATTEST:

Amber Garman
Kossuth County Auditor

On motion adjournment was taken until July 21, 2009.

Attest: _____
Amber Garman
Kossuth County Auditor

Jack Plathe, Chairman
Kossuth County Board of Supervisors