

**Marshall County Board of Supervisors
Regular Session March 17, 2020 at 9:05 a.m.**

MINUTES

The Board met in regular session on Tuesday, March 17, 2020, at 9:05 a.m. in the Great Western Bank basement, 11 N. 1st Ave., Marshalltown, Iowa, with all 2 members present. Supervisor Salasek was present by phone.

Pledge of Allegiance

1. Approval or Amendment of Agenda—

Motion by Patten, second by Salasek, to approve the agenda as printed.

Roll call vote:	Thompson-Aye	Patten-Aye	Salasek-Aye by phone
	Vice Chairman	Member	Chairman

2. Marshall County Property Tax Levy Public Hearing—

At the public hearing, any resident may present objections to or arguments in favor of any part of the Marshall County Property Tax Levy.

There were no written comments, questions, or objections on file in the County Auditor and Recorder's Office. Of the 21 individuals attending the public hearing, no individual(s) presented oral comments, questions, or objections.

Motion by Salasek, second by second by Patten, to close the public hearing at 9:07 a.m.

Roll call vote:	Thompson-Aye	Patten-Aye	Salasek-Aye by phone
	Vice Chairman	Member	Chairman

3. Resolution 2020-0013 Approval of FY2021 Maximum Property Tax Dollars —This a annual resolution required by the SF634, a bill for an act relating to local government budgets and property taxation by modifying provisions governing the establishment and approval of county and city budgets, modifying provisions relating to the state appraisal manual, and including applicability provisions. Effective 7-1-19.

Whereas, the Marshall Board of Supervisors has considered the proposed FY2021 county maximum property tax dollars for both General County Services and Rural County Services, and

Whereas, a notice concerning the proposed county maximum property tax dollars was published as required and posted on county web site and/or applicable social media accounts,

Whereas, a public hearing concerning the proposed county maximum property tax dollars was held on March 17, 2020,

Now Therefore Be It resolved by the Board of Supervisors of Marshall County that the maximum property tax dollars for General County Services and Rural County Services for FY2021 shall not exceed the following:

General County Services: \$10,740,881
Rural County Services: \$3,042,343

The Maximum Property Tax dollars requested in either General County Services or Rural County Services for FY2021 represents an increase of greater than 102% from the Maximum Property Tax dollars requested for FY2020.

Nan Benson, Auditor and Recorder - This is an extra step that if the Marshall County dollar amount changed more than 2% we need to have the extra public meeting. Our valuation changed but the levy percentage did not change.

Supervisor Thompson - If you have not had a valuation increase your property tax will note go up.

Motion by Patten, second by Salasek, to adopt Resolution #2020-0013, Approval of FY 2021 Maximum Property Tax Dollars.

Roll call vote:	Thompson-Aye	Patten-Aye	Salasek-Aye by phone
	Vice Chairman	Member	Chairman

Steve Salasek
Board of Supervisors, Chairman

Attest:

Nan Benson
Marshall County
Auditor and Recorder

4. Master Matrix-Marshall Ridge Farms, LLC (formerly Kevin Blood Dairy Site) Construction Permit Application, Public Hearing, Facility Id #60101--

At the public hearing, any resident may present objections to or arguments in favor of a construction permit application for proposed expansion of an existing permitted animal confinement feeding operation for Marshall Ridge Farms, LLC.

There was no written comments, questions, or objections on file in the County Auditor's Office on the construction permit application of an existing animal feeding operation for Marshall Ridge Farms, LLC.

Of the 22 individual(s) attending the public hearing, 1 individual(s) presented oral comments, questions or objections.

Discussion: Tom Dobbin, State Center, IA resident, a question on procedure. The only notice was to the Enterprise newspaper. He would suggest notice to property owners. He is in favor of project. He is requesting an inclusion of full tree line along southern border of property. He requests the engineer to consider impact of county roads from this project.

Motion by Patten, second by Salasek to close the hearing at 9:15 a.m.

Roll call vote:	Thompson-Aye	Patten-Aye	Salasek-Aye by phone
	Vice Chairman	Member	Chairman

5. Resolution #2020-0014

RESOLUTION-Master Matrix –Marshall Ridge Farms, LLC(formerly Kevin Blood Dairy Site) Application for Construction Permit for Proposed Dairy Expansion on an Existing Animal Confinement Feeding Operation, Facility ID #60101—Marshall Ridge Farms, LLC is an existing permitted dairy operation that is proposing to expand. The proposed dairy expansion will consist of 3,060 head of mature dairy cows housed in one confinement barn with a concrete sand settling lane, an expanded silage pad, and a four-stage earthen manure storage basin.

The construction permit application of existing animal confinement feeding operation from Marshall Ridge Farms, LLC was published in the Marshalltown Times-Republican, Marshalltown, Iowa March 4, 2020, and the Mid Iowa Enterprise, State Center, Iowa on March 12, 2020; and

There was no written comments, questions, or objections on file in the Auditor’s Office and 22 individual attended the public hearing. There was 1 comment(s), question, or objection at the hearing.

Now, Therefore, Be It Resolved by the Marshall County Board of Supervisors to recommend approval by the Department of Natural Resources on the construction permit application of the existing animal confinement feeding operation from Marshall Ridge Farms, LLC.

Dated at Marshalltown, Iowa this 17th day of March, 2020.

Motion by Salasek, second by Patten to adopt Resolution 2020-0014, Master Matrix – Marshall Ridge Farms, LLC (formerly Kevin Blood Dairy Site) Application for Construction Permit for proposed dairy expansion on an existing Animal Confinement Feeding Operation, Facility ID #60101.

Roll call vote:	Thompson-Aye	Patten-Aye	Salasek-Aye by phone
	Vice Chairman	Member	Chairman

Steve Salasek
Board of Supervisors, Chairman

Attest:

Nan Benson
Marshall County
Auditor and Recorder

Consent Agenda:

- 6. Approve Minutes**--from Regular Session of March 3, 2020.
- 7. File Clerk of District Court Report-2-2020**
 - a. General Supplemental Fund Surcharge- \$921.98
- 8. Appointments Commencing March 17, 2020—**
 - a. **Civil Service Commission**—Appoint Mark Braga- 6 year term, effective March 17, 2020 through December 31, 2025.
 - b. **Marshall County Conservation Board**—Appoint Rich Naughton to fulfill the unexpired term of Ray Helland, effective March 17, 2020 through December 31, 2021.
- 9. Accept Annual Manure Management Plan Update-** Burt Farm and Livestock Co. - Site 5 id no. 62502 annual manure management plan update received and placed on file with no changes to the MMP.
- 10. Approve Claims**—Approve claims as audited and authorize the County Auditor and Recorder to issue payment of the same. The listing of claims paid at this meeting and all claims paid in the month of March will be published as part of the first meeting in April.

Motion by Patten, second by Salasek, to approve the consent agenda as printed. All voted aye.

Roll call vote:	Thompson-Aye	Patten-Aye	Salasek-Aye by phone
	Vice Chairman	Member	Chairman

(Previously item #17)

- 11. Discussion about COVID-19 (Coronavirus), scenarios and possible action plans—**
Supervisor Thompson- It is prudent that we react in an abundance of caution.

Nan Benson, Auditor and Recorder-A public notice will go out to all the media listing Marshall County departments and contact phone numbers. This notice will include the Marshall County website address that will provide a PDF with detailed information. A third piece of notification will go out to staff. Susan Umbdenstock will be putting together the PDF attachment that goes to the website. I have received many pieces of communication from different counties.

Kim Elder-Emergency Operation Center-Meeting last Thursday with Community partners. The ones getting asked the questions. Opened EOC on Monday 24/7 ready to go if we have a case of COVID-19. JIC will bring information throughout one conduit to give out one message. One press release. In contact every minute or hour. Press Release on Wednesday from the JIC in a conference call setting. Trying to telecommute as much as possible. BOH is meeting after this

meeting to comprise press release for tomorrow. Anything to do with an actual case will go through JIC. We did a practice exercise recently, we do this often. Continuous conference calls. Not enough childcare for those who are essential workers. County, City, Veterans homes, etc. Looking at options. Conference call this afternoon on effects on small businesses.

Pat Thompson, Public Health Department-Prepare, Protect and Prevent--- questions change as we go through this. Now that we have community spread it changes how we do things. Where do I get a flu test? Dial 211. It is a challenge to keep up with the ever-changing entities. It's important to remember to cover your cough, wash your hands often, stay home if you can and respect the restrictions!

County Plan is an outline how each entity works together. How the government and hospital will work together with Emergency Management, etc. These plans aren't new, we are just tweaking them a little today to the current situation.

Nan Benson, Auditor and Recorder -Plan for forward facing offices. Closing offices to the public while trying to have staff come in and serve by other means, by phone, online, mail, we do have a drop box available to drop off papers for departments. Suspend new passports in Auditor's office. Election papers, will be accepted in the annex by appointment. We will have a spot if someone is in an emergent situation located in the Annex building. Marriage license can be made. Worked with on case by case.

Jarret Heil, Treasurer- Busy time of tax collections and motor vehicle reg. We will coordinate with dealers drop off times. Don't want to be flooded when we open back up. Keep staff and public safe.

Nan Benson, Auditor and Recorder—On the HR side of things-Employees with underlying conditions work with Department Head on case by case basis. May need to self-isolate. Anyone traveling-self quarantine.

Working on readying old election laptops and repurposing for employees working from home usage we have 4 ready so far. If we have someone who needs to self-isolate, we have computers to work at home. Adds a lot of safety protocol.

We have spoken with Jessica Kinser, City Administrator, on best way to hold a public meeting. She is looking at WebEx to be able to call in and we are working with James in IT on that. Nan will be in touch with her.

Supervisors Thompson- We will limit things on the agenda that will have a heavy public environment. It is important to continue government work.

Supervisor Salasek by phone-Is a courier possible? Nan hoping to have drop box at Annex for Courier drops. Cindy will be mail sorter. Maybe make appointments. Go to Annex and do it there. It will be a moving target.

County Departments

Paul Geilenfeldt, Engineer. We can leave main inside door closed and people can pick up dust control flags and application. There is those things they need in a drop box.

Nan Benson, Auditor and Recorder-We will have forms at the base of the north door or top of the stairs that can help people progress. Nan has separated staff members in distance from each other.

Jill Eaton, CPC Office-We would prefer to close to the public and do most over the phone.

Mike Stegmann, Marshall County Conservation Board- Nature Center is closed to public and events have been shut down. All county parks are open. People need parks and space right now.

Marilee Weatherman, Chief Deputy Assessor, Assessment rolls will go out April 1st. Forms available on website. The State department website has additional forms if needed.

Carol Haney, Clerk of Court-We are in process of right now to allow people to work from home. Unless the state closes office, someone needs to answer the phones. Getting laptops for staff. We need a safe lockbox to make cash payments. A lot of our payments are cash vs. credit card. Assist people in working on computers on their own.

Jennifer Miller, County Attorney- The County Attorney's office should be fine. They are already separated from the public and as well as staff members are separated.

Steve Hoffman, County Sheriff-They are doing temporary screening and questions on prisoners. Getting fresh air to building. Suspended outside programming in the facility. The business office functions won't close at this point. Evaluation any meeting use of spaces as not to infect people training up there.

Ron Nauman, Veterans Affairs- the Veteran's Affairs office has been asked to move out of Vets Home by tomorrow (Wednesday). They are going to appeal. We may have to come up with office space. Maybe bank basement or work from home.

Lucas Baedke, Buildings and Grounds – Bo is actively looking for Lysol spray, hand sanitizer and wipes. Trying to get what we can. Concerns about staff with kids not in school. If you have someone with kids not in school and don't have a second option is there something we can do? Supervisor Patten the answer if we can – have them work at home. These folks may be the people we can get laptops out to. Let us know who might be affected by this. We have laptop sitting there that can be used.

Cindy Reutzel, Elections - We have secure drop boxes...the old metal voting ballot boxes that Carol Haney could use. There is also a bank drop box across the street on the west side built into the building.

Pat Thompson, Public Health Department-I do see patients. Not many. Immunizations may wait till schools start again. She could meet patients at the annex or north door. There are medical and private issues to be considered. Maybe look at the conference room.

Supervisor Salasek-Is there a need for daily update meeting as things change? Possibly hold those in the basement to keep people separated. Nan starting to prepare public notice. When do we close? Beginning Wednesday, March 18th the County Offices in the Great Western Bank are closed to the public until further notice and updated every Friday. A sign on the door can work.

This effects all county buildings. The Clerk of Court is different, as they are a state office. Bank, Engineers office, Annex.

No vote or roll call needed.

12. Approve Personnel Actions:

a. Hire, **Breanna Nelson**, County Attorney's Office, Assistant County Attorney, fulltime, rate of pay \$62,830/yr., effective April 1, 2020.

Motion by Salasek, second by Patten, to approve the personnel action to hire, **Breanna Nelson**, County Attorney's Office, Assistant County Attorney, fulltime, rate of pay \$62,830/yr., effective April 1, 2020.

Roll call vote:	Thompson-Aye	Patten-Aye	Salasek-Aye by phone
	Vice Chairman	Member	Chairman

b. Change of Status and Change Rate of Pay for **Todd Borton**, Marshall County Secondary Roads Department, and change of status from TD3 to BOP3, change rate of pay from \$25.47/hr. to \$25.71/hr., effective March 21, 2020.

Motion by Patten, second by Salasek, to approve personnel action for Change of Status and Change Rate of Pay for **Todd Borton**, Marshall County Secondary Roads Department, change of status from TD3 to BOP3, change rate of pay from \$25.47/hr. to \$25.71/hr., effective March 21, 2020.

Roll call vote:	Thompson-Aye	Patten-Aye	Salasek-Aye by phone
	Vice Chairman	Member	Chairman

c. Hire, **Stacey Decoster**, Marshall County Conservation Board, Temporary Part-Time Naturalist, rate of pay \$14.00/hr., effective June 1, 2020 to August 21, 2020.

Motion by Patten, second by Salasek, to approve personnel action to hire, **Stacey Decoster**, Marshall County Conservation Board, Temporary Part-Time Naturalist, rate of pay \$14.00/hr., effective June 1, 2020 to August 21, 2020.

Roll call vote:	Thompson-Aye	Patten-Aye	Salasek-Aye by phone
	Vice Chairman	Member	Chairman

d. Hire, **Dennis Alexander Mandi**, Marshall County Conservation Board, Temporary Seasonal Part-Time, rate of pay \$10.00/hr., effective May 11, 2020 to August 21, 2020.

Motion by Salasek, second by Patten, to approve personnel action to hire, **Dennis Alexander Mandi**, Marshall County Conservation Board, Temporary Seasonal Part-Time, rate of pay \$10.00/hr., effective May 11, 2020 to August 21, 2020.

Roll call vote:	Thompson-Aye	Patten-Aye	Salasek-Aye by phone
	Vice Chairman	Member	Chairman

e. Hire, **Alan Naughton**, Marshall County Conservation Board, Temporary Seasonal Part-Time, rate of pay \$12.00/hr., effective April 6, 2020 to September 25, 2020.

Motion by Patten, second by Salasek, to approve personnel action to hire, **Alan Naughton**, Marshall County Conservation Board, Temporary Seasonal Part-Time, rate of pay \$12.00/hr., effective April 6, 2020 to September 25, 2020.

Roll call vote:	Thompson-Aye	Patten-Aye	Salasek-Aye by phone
	Vice Chairman	Member	Chairman

f. Hire, **Julie Stahl**, Marshall County Conservation Board, Temporary Seasonal Part-Time, rate of pay \$12.00/hr., effective June 1, 2020 to August 21, 2020.

Motion by Salasek, second by Patten, to approve personnel action to hire, **Julie Stahl**, Marshall County Conservation Board, Temporary Seasonal Part-Time, rate of pay \$12.00/hr., effective June 1, 2020 to August 21, 2020.

Roll call vote:	Thompson-Aye	Patten-Aye	Salasek-Aye by phone
	Vice Chairman	Member	Chairman

13. Set Hearing on Proposed 2019-2020 Marshall County Budget Amendment—

Motion by Patten, second by Salasek, to set March 31, 2020 at 9:05 a.m. in basement of Great Western Bank, 11 North 1st Avenue, Marshalltown, Iowa, as the time and place to conduct the public hearing on the proposed 2019-2020 County Budget Amendment.

Roll call vote:	Thompson-Aye	Patten-Aye	Salasek-Aye by phone
	Vice Chairman	Member	Chairman

14. Set Hearing on Proposed 2019-2020 Marshall County Decrease in Appropriations

Motion by Salasek, second by Patten, to set March 31, 2020 at 9:05 a.m. in basement of Great Western Bank, 11 North 1st Avenue, Marshalltown, Iowa, as the time and place to conduct the public hearing on the proposed 2019-2020 Decrease in Appropriations.

Roll call vote:	Thompson-Aye	Patten-Aye	Salasek-Aye by phone
	Vice Chairman	Member	Chairman

15. Set Hearing on Proposed 2020-2021 Marshall County Budget—

Motion by Patten, second by Salasek, to set March 31, 2020 at 9:05 a.m. in basement of Great Western Bank, 11 North 1st Avenue, Marshalltown, Iowa, as the time and place to conduct a public hearing on the proposed 2020-2021 County Budget.

Roll call vote:	Thompson-Aye	Patten-Aye	Salasek-Aye by phone
	Vice Chairman	Member	Chairman

16. Marshall County Audit-Auditor RFP#20-01—Proposals for the annual audit of Marshall County for the fiscal years July 1, 2019, through June 30, 2020, have been received. The proposals are as follows:

<u>Auditing Entity</u>	<u>6/30/2020</u>	Fiscal Years Ending <u>6/30/2021</u>	<u>6/30/2022</u>
<u>Bowman and Miller</u>	<u>\$28, 800</u>	<u>\$28,950</u>	<u>\$29,100</u>
<u>Auditor of the State</u>	<u>\$54,900</u>	<u>\$54,900</u>	<u>\$56,500</u>
<u>Gardiner & Company</u>	<u>\$35,000</u>	<u>\$35,750</u>	<u>\$36,500</u>

Motion by Patten, second by Salasek, to table to the March 31, 2020 Marshall County Board of Supervisors meeting to allow the County Auditor and Recorder time to evaluate the proposals.

Roll call vote:	Thompson-Aye	Patten-Aye	Salasek-Aye by phone
	Vice Chairman	Member	Chairman

(Previously item #16)

17. Secondary Roads Department-Paul Geilenfeldt, County Engineer, provided an update on sewer repairs at the Secondary Roads Shop. Cast iron system is broken. Beal Inc., Ankeny will clean and line with epoxy pipe liner. They will put in 2 extra cleanouts. Good product for proximity of fuel system. This won't take operators out of work. Can get done in 7-8 days. Rain coming so may not start tomorrow \$122,000 is quoted. Overrun in building line item, can compensate in underrun line items. This shouldn't affect amended proposal of fund balance. This has a 50 year warranty. This will allow us to continue to use the main shop and improve connection to the sign shop. Should be done by next regular meeting.

18. Public Forum— Lucas Baedke, Buildings and Grounds Dept., announced Insurance meeting today at 1:00p.m.-3:00p.m.

19. Adjournment--The next regular session is March 31, 2020, at 9:05 a.m. All business to be acted upon at that session should be submitted to the County Auditor and Recorder's Office or the Board of Supervisors' Office by Thursday, March 26, 2020 at 1:00 p.m. There being no further business to come before the Board, the meeting was adjourned at 10: 33 a.m.

Steve Salasek
Board of Supervisors, Chairman

Attest:

Nan Benson
Marshall County
Auditor and Recorder

The Board of Supervisors' calendar can be viewed at: <http://goo.gl/yubHzV>