

**Marshall County Board of Supervisors
Regular Session March 31, 2020 at 9:05 a.m.**

Due to the recent COVID-19 Virus pandemic and the concern for the safety of all residents of Marshall County, IA, the Board of Supervisors’ Public Meetings will now be available **LIVE** online beginning Tuesday, March 31, 2020 until further notice. There are 3 available options to view and/or participate in the public meetings listed below:

**How to View and/or Participate
In The
Board of Supervisor’s Public Meeting**

Go to: Zoom for Participation https://zoom.us/j/486296704	Dial In By Phone Dial :+1 312 626 6799 US Use Meeting ID: 486 296 704	Go to: YouTube for comments during meeting Marshall County YouTube
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The meeting agenda is listed on the pages following.

**Marshall County Board of Supervisors
Regular Session March 31, 2020 at 9:05 a.m.**

MINUTES

The Board met in regular session on Tuesday, March 31, 2020, at 9:05 a.m. in the Annex, 101 East Main St. (just west of Zenos), Marshalltown, Iowa, with 2 members present. Supervisor Patten was present via Zoom.

Pledge of Allegiance

1. Approval or Amendment of Agenda—

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

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

2. 2019-2020 Budget Amendment, Public Hearing—

At the public hearing, any resident may present objections to or arguments in favor of any part of the amendment to the current 2019-2020 county budget.

There were no written comments, questions, or objections on file in the County Auditor and Recorder's Office. Of the 12 individuals attending the public hearing, no individual(s) presented oral comments, questions, or objections.

Motion by Thompson, second by Patten, to close the public hearing at 9:16 a.m.

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

3. 2019-2020 Decrease in Appropriations, Public Hearing—

At the public hearing, any resident may present objections to or arguments in favor of any part of the decrease in appropriations the current 2019-2020 county budget.

There were no written comments, questions, or objections on file in the County Auditor and Recorder's Office. Of the 12 individuals attending the public hearing, no individual(s) presented oral comments, questions, or objections.

Motion by Patten, second by Thompson, to close the public hearing at 9:17 a.m.

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

4. Resolution #2020-0016 – Pursuant to Section 331.434(6) Code of Iowa, an Amendment to the 2019-2020 County Budget proposes decreases in appropriations of more than 10%, or \$5,000, whichever is greater, to the individual departments.

Budget Decrease in Appropriation 2019-2020--

The proposed decrease in appropriations was published in the Marshalltown Times-Republican, Marshalltown, Iowa, and the Mid Iowa Enterprise, State Center, Iowa, on March 19, 2020; and

There were no written comments, questions, or objections on file in the County Auditor and Recorder's Office. There were 12 individuals attending the public hearing, and no individual presented oral comments, questions, or objections at the hearing.

Now, Therefore, Be It Resolved by the Marshall County Board of Supervisors that the budget decrease in appropriations be approved as published.

Dated at Marshalltown, Iowa this 31st day of March, 2020.

Motion by Thompson, second by Patten, to adopt Resolution #2020-0016, Budget Decrease in Appropriations 2019-20.

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

Steve Salasek
Board of Supervisors, Chairman

Attest:

Nan Benson
Marshall County
Auditor and Recorder

5. Resolution #2020-0017 – Pursuant to Section 331.435 Code of Iowa, an Amendment to the 2019-2020 is necessary to permit an increase in any class of expenditures.

2019-2020 Budget Amendment

There were no written comments, questions, or objections on file in the County Auditor Marshalltown Times-Republican and the State Center Mid-Iowa Enterprise on March 19, 2020; and

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

Now, Therefore, Be It Resolved by the Marshall County Board of Supervisors that the 2019-2020 county budget amendment be adopted and the County Auditor and Recorder be authorized to certify and file the budget amendment as published and presented at the hearing.

Dated at Marshalltown, Iowa this 31st day of March, 2020.

Motion by Thompson, second by Patten to adopt Resolution #2020-0017, 2019-2020 Budget Amendment.

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

Attest:

Steve Salasek
Board of Supervisors, Chairman

Nan Benson
Marshall County
Auditor and Recorder

6. Resolution #2020-0018 – Pursuant to Section 331.434(6) Code of Iowa, a re-appropriation of funds is necessary following the resolutions for the 2019-2020 decrease in appropriations and budget amendment.

Re-Appropriation of Funds for FY 2019-2020

Be It Resolved that the estimated appropriations approved by the Board for the various departments in the County at the beginning and during the fiscal year are adjusted to reflect the expenditures incurred and to be incurred.

<u>Department</u>	<u>Current Appropriation</u>	<u>Re-Appropriation</u>
#01 – Supervisors	178,070	183,720
#02 – Auditor and Recorder	1,045,435	1,040,387
#03 – Treasurer	685,797	688,597
#04 - County Attorney	1,472,520	1,450,044
#05 – Sheriff	6,121,690	6,221,290
#08 – Buildings & Grounds	1,176,300	1,189,300
#09 – Zoning	67,470	54,590
#15 - Information Systems	732,000	694,300
#16 – GIS	201,355	167,155
#19 - General Assistance	31,670	31,670
#20 - County Engineer	8,420,500	8,791,200
#21 - Veteran Affairs	95,000	95,000
#22 - County Conservation	997,361	1,084,949
#23 - Local Health Board	258,070	213,216
#24 - Weed Eradication	80,310	73,230
#25 - Dept. of Human Services	164,028	164,028
#28 - Medical Examiner	118,800	118,800
#31 - District Court	423,033	274,163
#33 - County Library Contract	69,442	69,442
#40 – Harvester TIF	16,500	16,500

<u>Department</u>	<u>Current Appropriation</u>	<u>Re-Appropriation</u>
#42 – Gateway TIF	46,000	46,000
#60 - Mental Health Admin	1,066,000	1,350,800
#70 - Local Emergency Mgmt.	1,146,053	1,169,477
#84 - County Capital Building	22,502,525	11,000,000
#99 – Nondepartmental	674,107	579,107
Total	47,790,036	36,766,965

Dated at Marshalltown, Iowa this 31st day of March, 2020.

Motion by Patten, second by Thompson, to adopt Resolution #2020-0018, Re-appropriation of funds for FY 2019-2020.

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

Attest:

Steve Salasek
Board of Supervisors, Chairman

Nan Benson
Marshall County
Auditor and Recorder

7. 2020-2021 Budget, Public Hearing—

At the public hearing, any resident may present objections to or arguments in favor of any part of the proposed budget.

There were no written comments, questions, or objections on file in the County Auditor and Recorder's Office. Of the 12 individuals attending the public hearing, no individual(s) presented oral comments, questions, or objections.

Motion by Thompson, second by Patten, to close the public hearing at 9:22 a.m.

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

8. Resolution #2020-0019 – Pursuant to Section 331.434(5)"a", counties are required to adopt the county budget and certify taxes.

Adopt Budget and Certify Taxes for Fiscal Year 2020-2021

The proposed 2020-2021 County Budget was published in the Marshalltown Times-Republican and State Center Mid Iowa Enterprise, on March 19, 2020; and

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

Now, Therefore, Be It Resolved that the County Budget for fiscal year 2020-2021 be adopted and the County Auditor and Recorder be authorized to certify and file the budget and certificate of taxes as adopted.

Dated at Marshalltown, Iowa this 31st day of March, 2020.

Motion by Patten, second by Thompson to adopt Resolution #2020-0019, Adopt Budget and Certify Taxes for Fiscal Year 2020-2021.

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

Attest:

Steve Salasek
Board of Supervisors, Chairman

Nan Benson
Marshall County
Auditor and Recorder

Consent Agenda:

9. Approve Minutes--from Regular Session of March 17, 2020.

10. Appointment Commencing March 31, 2020—

a. ~~Civil Service Commission~~ Appoint Doug Svendsen to fulfill the unexpired term of Cindy Schulte effective March 31, 2020 through December 31, 2022.

11. Accept Annual Manure Management Plan Update- Aaron Borton, id no. 65862, has submitted a manure management plan update and placed on file with the following changes to the MMP: 4 year update.

12. Accept Annual Manure Management Plan Update- Bill Havelka, Site 3, id no. 64515, has submitted a manure management plan update and placed on file with the following changes to the MMP: 4 year update.

13. Accept Annual Manure Management Plan Update- Prestage Farms of Iowa, PI-341 Finisher, id no. 67142, has submitted a manure management plan update and placed on file with no changes to the MMP.

14. Accept Annual Manure Management Plan Update- BL Farms, Inc., Larsen Site, id no. 67141, has submitted a manure management plan update and placed on file with the following changes to the MMP: changed crop rotation or optimum yields and using manure analysis for determining application rates when applying manure.

15. 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.

Discussion: Mike Stegmann-This is a budget neutral request through job descriptions and performance by an individual to get their wage as close to ISAC as possible. Bill Patten had concerns where the money is coming from? Mike Stegmann-It's going to come from misc. supplies and services line item. This will ward off a couple of planned projects that won't

happen. There won't be construction of an open shelter house at Sand Lake this year. Bill has concerns this may continue this year to year. I don't want to move non-salary line items into salary items. Dave doesn't want to set a precedent. No motion on this item.

Motion by Thompson, second by Patten, to approve the consent agenda as amended by striking item #10.

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

16. Personnel Action— Discussion and possible action to adjust Conservation Budget line items for FY 2020-2021.

Motion by _____, second by _____, to _____.

Roll call vote:	Salasek-	Thompson-	Patten-
	Chairman	Vice Chairman	Member

17. Personnel Action:

- a. Hire, **Phyllis Eygabroad**, Auditor and Recorder's Office, Temp Election Staff, part-time, rate of pay \$9:00 /hr., effective on/after April 15, 2020

Motion by Thompson, second by Patten, to approve personnel action to hire **Phyllis Eygabroad**, Auditor and Recorder's Office, Temp Election Staff, part-time, rate of pay \$9:00 /hr. or the previous years wage, effective on/after April 15, 2020.

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

18. Total Administrative Services Corporation Purchaser Details for Funded HRAs Agreement—Discussion and possible action on an agreement with Total Administrative Services Corporation (TASC) to administer the Marshall County VEBA Health Savings Trust effective 7/1/2020.

Motion by Patten, second by Thompson to approve the agreement with TASC to administer the Marshall County Health Savings Trust effective 7/1/2020.

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

19. Marshall County Short-Term Disability Insurance Program with Sun Life

Financial—Discussion and possible action regarding an application to apply for group insurance from Sun Life Financial for short-term disability benefits effective 7/1/2020.

Motion by Thompson, second by Patten to approve the application for group insurance from Sun Life Financial for short-term disability benefits effective 7/1/2020 and authorize the Chairman to sign the Application for Group Insurance and related documents.

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

20. Wellness Certification Waiver—Discussion and possible action to waive the wellness certification deadline for the 7/01/20 – 06/30/21 plan year.

Motion by Patten, second by Thompson, to approve this request to waive the wellness certification deadline from May 31, 2020 to May 31, 2021.

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

21. 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, 2022, were opened at the Regular Session of the Board of Supervisors on March 17, 2020.

Motion by Thompson, second by Patten, to approve the RFP #20-01 proposal from Bowman and Miller for the annual audit for the fiscal years from July 1, 2019 to June 30, 2022 in the amounts listed below:

Fiscal Year ending 6/30/2020	\$28,800
Fiscal Year ending 6/30/2021	\$28,950
Fiscal Year ending 6/30/2022	\$29,100

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

22. Award of Contract for Project BROS-SWAP-C064 (132)—FE-64 and Project BROS-SWAP-C064 (133)—FE-64. These projects are tied into one contract and it will be awarded to Peterson Contractors Inc. of Reinbeck in the amount of \$2,579,869.00. This work is for the replacement of Bridge G-09 and Bridge G-11 on North Center St.

Discussion: Paul Geilenfeldt- The 1st bridge is north of Waterworks and the 2nd bridge is located ¼ mile north of Waterworks. We only received 2 bids and the other contractor bid over \$800,000 higher than Peterson. It will require an electronic signature. This will be covered under BROS Swap bridge federal funds so this won't affect taxpayers.

Motion by Patten, second by Thompson to award the contract to Peterson Contractors Inc., Reinbeck, IA in the amount of \$2,579,869.00 for Project BROS-SWAP-C064 (132)—FE-64 and Project BROS-SWAP-C064 (133) and authorize the Chairman to sign contract and bond when available.

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

23. Approve Funding Agreement for Project BROSCBHP-C064 (134)—NC-64—

Discussion and possible action to approve the funding agreement for project BROSCBHP-C064 (134)—NC—64-- for the replacement of Bridge J-15 on 260th St.

Discussion: Paul Geilenfeldt-USDOT put out \$225,000,000 grant money to cover bridge projects in Iowa. Bundling with Grundy County assists in decrease monies. The grant will cover 55% of the project. The balance will be paid out of BROS Swap funds. This bridge is very close to Hwy 14 and a good one to get replaced.

Motion by Thompson, second by Patten, to approve the Funding Agreement for Project BROSCBHP-C064 (134)—NC-64- for replacement of Bridge J-15 on 260th St.

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

24. Approve 28E Agreement between Marshall County, IA and Grundy County, IA –

Discussion and possible action to approve the 28E Agreement between Marshall County, IA and Grundy Co., IA which agrees that Marshall County, IA will be the Contracting Authority for the tied projects. This agreement has previously been approved by Grundy County. This work is partially funded because Iowa was awarded a grant by the USDOT in the Competitive Highway Bridge Program.

Discussion: Paul Geilenfeldt-This agreement is necessary for DOT to make payments on projects. It makes it cleaner financially for everyone.

Motion by Patten, second by Thompson, to adopt this 28E Agreement between Marshall County, IA and Grundy County, IA which agrees that Marshall County, IA will be the Contracting Authority for the tied projects. Grundy, IA project BRS-CHBP-C038 (114)—GB-38 and Marshall County, IA project BROSchBP-C064 (134)—NC-64.

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

25. Approval of a Contract with Calhoun-Burns and Associates- Discussion and possible action to approve a contract with Calhoun-Burns and Associates for historic bridge mitigation needed to progress with replacement of Bridge D-16 on 140th St near Durham Ave.

Discussion: Paul Geilenfeldt- Bridge D16 is starting to deteriorate, almost out of service. An agreement to do a report on the Hoy Bridge near Rhodes which is part of Heart of Iowa trail. Report will let us know what we can possibly do to this bridge. This report would help us get grant funds. It's a requirement but could also help us get some funding for preservation of this bridge.

Motion by Thompson, second by Patten, to approve a Contract with Calhoun-Burns and Association for approximately \$15,000 for historic bridge mitigation needed to progress with replacement of Bridge D-16 on 140th St near Durham Ave.

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

26. Discussion-Iowa Workforce Development to Combine Regions –Iowa Workforce Development to combine regions as a regional workforce.

Discussion: Steve Salasek-We are in the process of combining regions in Iowa pushed by the State of Iowa. Turned down our region by Johnson County. We are now looking at going with counties in SE part of Iowa. More discussion in the next few months.

27. Approval of Tele-Work Agreement- Discussion and possible action to approve a Tele-Work agreement for eligible Marshall County, IA employees.

Discussion: Nan Benson-The Telework agreement allows eligible staff to work remotely from home. The only difference is where you are located when working. It is still important to report sick days or vacation. Nan has currently 3 staff members doing this already. This agreement has been forwarded to others. Jeannie got this example from Des Moines. It is 3

pages. Dave Thompson - We have to be careful what people take home as far as information. Nan-They are taking home mostly a computer and/or printer. The final say is with the Department Head. Make this policy part of our Marshall County options. James has got people set up with VPN on computers. Bill is in favor of this idea so they can be home to protect themselves and their family members.

Motion by Patten, second by Thompson, to approve a Tele-Work Agreement for eligible Marshall County, IA employees.

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

28. Protocol in the Event of a Marshall County, IA Employee Testing Positive for COVID-19 Virus -Discussion and possible action to approve the protocol in the event of a Marshall County, IA employee testing positive for COVID-19 virus.

Discussion: Nan Benson-This was discussed at last week's update meeting. Notice on KCCI that City of Marshalltown has 3 employees tested positive with COVID-19. This proposal states that in the event of a Marshall County employee affected with a positive COVID-19 virus case only that Marshall County building would close that's effected, other buildings would remain open. Dave Thompson -Are we able to conduct meetings offsite? James Nehring said yes unless the server would die. In the Courthouse, everyone is separated.

Motion by Thompson, second by Patten to immediately close the building in which a Marshall County, IA employee tested positive for COVID-19 virus for a period of 14 days or further notice.

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

29. Approval to Hire Company to Professionally Clean Employee Work Areas -

Discussion and possible action to hire a company to professionally clean Marshall County, IA employee work areas following a positive COVID-19 virus case.

Discussion: Nan Benson- We are working with Perfection right now. Because of our current relationship with Perfection we may have options with them. No dollar amounts currently. In the event that happens we would have time to have a second meeting to get a dollar amount. Table to another day and don't need 24hour notice and can do a meeting by Zoom.

Motion by Thompson, second by Patten to table this item until more information is gathered regarding company and cost to clean a building following a positive COVID-19 Virus case.

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

30. Implement Practice of Screening of Marshall County, Iowa Employees—Discussion and possible action to implement the screening of Marshall County, IA employees in the effort to prevent the potential spread of COVID-19 Virus.

Discussion: Nan Benson- We purchased 2 infrared thermometers if a Dept. Head wants to use it. We have no one to staff it. Pat Thompson said she could go either direction on doing this. One thermometer will be located at Great Western Bank and the other thermometer can be placed in another building. An additional option would be that employees can take their own temperature using a removable plastic sleeve and then remove the plastic sleeve so it would be ready for the next person to take their own temperature. This would not require one person to take the temperature of each employee.

Motion by Thompson, second by Patten to implement the screening of Marshall County, IA employees in the effort to prevent the potential spread of COVID-19 Virus effective immediately and until further notice at the discretion of Department Heads.

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

31. Public Forum— Bill Patten- A big thank for James Nehring putting this meeting together. It went very well and I could hear very well as I am choosing to stay home. Nan Benson-Updates from last meeting. Jill Eaton, has let us know Community Services are mostly working from home and they may be in one at a time. Pat Thompson is working from home and in office. Jeff Mathis will be implementing additional wipe downs by ServiceMaster in the Great Western Bank. Nan Benson may talk with ServiceMaster for same duties for County area as well. Some concerns regarding the handling of mail. We may let mail set 24 hours, process with gloves, spray it down or use hand sanitizer. Departments should be scanning their own claims individually the claim individually and emailing to Sue and Maria. Mary is working from home and Sue is in the office we want to keep them healthy to do payroll. Dave Thompson - Positive cases are counted in the county in which they reside, not the county where they work, if different.

Dave Thompson- Please don't take the entire family into essential businesses. Have one person go in and be respectful of the distance between you and others.

32. Adjournment--The next regular session is April 14, 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, April 9, 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: <http://goo.gl/yubHzV>.