

Unapproved Minutes Emmet County Board of Supervisor Minutes  
May 25, 2021 at 9:00 a.m.  
Regular Meeting  
Board Room, Courthouse

Present: Jeff Quastad, Chair  
Tim Schumacher, Vice-Chair  
John Pluth  
Todd Glasnapp  
Lisa K. Hansen

Absent:

Meeting ID: 825 9718 3087

Passcode: 054965

One tap mobile

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Quastad, Chair, called the meeting to order. All in attendance recited the Pledge of Allegiance. Motion by Glasnapp, second by Pluth to approve the minutes from last week's meeting, also approving them for publication. All ayes, motion carried.

During Public Forum, Supervisor Quastad shared information regarding a Housing Trust Meeting he attended.

Supervisor Hansen reported that she attended the City of Armstrong City Council meeting last night and that they swore in the newly elected Mayor, Travis Schueller and signed the 28E Agreement for Law Enforcement between the City and Emmet County. Hansen also reported on a meeting she attended with Early Childhood.

Quastad will be attending the Central Iowa Detention meeting on Friday and they will be voting on the building project.

Schumacher reported that County Social Services and Sioux Rivers Mental Health regional meetings are this week. Schumacher also reported that RIDES is going ahead with a new building project and hiring more drivers.

Auditor Amy M. Sathoff reported that the new security doors secured by a grant will be installed the week of July 4, 2021 and that she is working with the Sioux County Auditor on Emmet County's transition from the County Social Services Mental Health Region to the Sioux Rivers Mental Health Region.

Schumacher overviewed newly passed Mental Health Legislation that would eliminate Mental Health Property Tax Levies and fund Mental Health 100% through the State of Iowa over a course of time.

Emmet County Attorney Melanie Summers Bauler and Linda Quinn joined the meeting.

**RESOLUTION NO 21-16**  
**RESOLUTION TO CREATE, ACCEPT APPLICATIONS AND APPOINT THE POSITION OF**  
**EMMET COUNTY BUDGET DIRECTOR**

**IT IS NOW RESOLVED** by the Emmet County, Iowa Board of Supervisors as follows:

- I. That a position be created entitled: "Budget Director" and said position shall be under the control and direction of the Emmet County Board of Supervisors.
- II. That the Board of Supervisors can at any time eliminate said position.
- III. That said position is to be compensated at a salary of \$3,000.00 annually beginning in Fiscal Year 2021.
- IV. That said salary shall be charged to the departmental budget of the Board of Supervisors.
- V. That any future increases in said salary shall be made only by recommendation of Emmet County Compensation Board and shall be treated no differently than recommendations for elected officials.
- VI. That said position shall assist the Emmet County Board of Supervisors in the following:
  - Prepare Annual Budgets under the Control of the Emmet County Board of Supervisors
  - Compile Department Budgets & Organize Budget Work Sessions
  - Enter Departmental Budgets into Emmet County's Financial Software
  - Present Budget Binders to the Emmet County Board of Supervisors
  - Input all budgetary information into the Iowa Department of Management's online Portal & Present the Annual Budget to the Emmet County Auditor for Certification
  - Prepare all budgetary publications for Local Newspapers
  - Prepare the Emmet County Annual Financial Report in the Iowa Department of Management's online Portal & prepare the Annual Financial Publications for Local Newspapers
  - Coordinate with Township Clerks on Joint Budget Public Hearing and input all Township Budgets into the Department of Management Website.
- VII. Emmet County Employees interested in the position may apply for the position beginning May 26, 2021. Applications must be received no later than Friday, June 4, 2021. Applications must include a resume, application and cover letter.
- VIII. The Emmet County Board of Supervisors will form a committee to review application packets and appoint an applicant to the position.

WHEREUPON said resolution was adopted May 25, 2021

Jeff Quastad, Chair Emmet County Board of Supervisors  
Amy M. Sathoff, Emmet County Auditor

Motion by Schumacher, second by Glasnapp to adopt Resolution 21-16 to Create, Accept Applications and Appoint the Position of Emmet County Budget Director.

The Board discussed the Budget Director Position and Supervisor views on the pros and cons of creating such a position. Topics of Discussion included: Duties of the Auditor, concerns of creating a new position, paying for the position, potentially contacting legal counsel regarding the creation, and discussions with a former Auditor and other County Supervisors. Roll Call Vote: Ayes-

Schumacher, Glasnapp, Pluth and Hansen Nays- Quastad. Motion carried.

Applications are due to the Auditor's office by June 4, 2021. It was also noted that this position is open to existing Emmet County Employees and appointment will be put on the June 8<sup>th</sup>, 2021 Agenda.

Motion by Schumacher, second Glasnapp to set the Public Hearing Date for the Denmark 30 Construction Permit for June 1, 2021 at 9:30 am. All ayes, motion carried.

Emmet County Zoning Director Barb Bohm joined the meeting. Chairman Quastad opened the public hearing to amend the 2013 Emmet County Zoning Ordinance for Emmet County by Adding Text to Article X(C-1) Highway Commercial District Section 10.3 Conditional Uses by Adding Single Family Residential. Ordinance 2021-1 reads as follows:

**ORDINANCE NO. 2021-1**

**AN ORDINANCE AMENDING THE 2013 EMMET COUNTY ZONING ORDINANCE FOR EMMET COUNTY, IOWA, BY AMENDING ARTICLE X (C-1) HIGHWAY COMMERCIAL DISTRICT, SECTION 10.3. CONDITIONAL USES BY ADDING "SINGLE FAMILY RESIDENTIAL DWELLING"**

WHEREAS, the zoning ordinance on file in the office of the Emmet County Assessor designates certain standards as provided by Chapter 335, Iowa Code, and

WHEREAS, it is deemed advisable and recommended by the Emmet County Planning and Zoning Commission to amend Article X by adding "Single-Family Residential Dwelling" as a conditional use to Section 10.3. for the C-1 Highway Commercial District.

NOW THEREFORE IT BE ORDAINED, by the Board of Supervisors of Emmet County, Iowa;

Section 1. ADD NEW ZONING TEXT. The Emmet County Zoning Ordinance is hereby amended by adding new text to Article X, Section 10.3. Conditional Uses to read as follows:

Non-Farm Residential Uses  
Single Family Residential

Section 2. REPEALER. All ordinances or parts of the previously adopted Emmet County Zoning Ordinance in conflict with the provisions of this zoning amendment are hereby repealed.

Section 3. SEVERABILITY CLAUSE. If any section, provision, or any part of this zoning amendment is determined to be invalid or unconstitutional, such adjudication shall not affect the validity of the previously adopted Emmet County Zoning Ordinance as a whole.

Section 4. EFFECTIVE DATE. This zoning amendment shall be in full force and effect from after passage and publication in a newspaper of general circulation.

**ZONING ORDINANCE AMENDMENT OF EMMET COUNTY, IOWA  
NOW THEREFORE, BE IT ORDAINED BY THE  
BOARD OF SUPERVISORS OF EMMET COUNTY**

Passed and approved of the first consideration on June 1, 2021

Passed and approved of the second consideration on WAIVED

Passed and approved of the third and final consideration on WAIVED

Adopted on May 25, 2021

Published on May 31, 2021 Estherville News

Published on June 2, 2021 Armstrong Journal & Ringsted Dispatch

Jeff Quastad, Chair, Emmet County Board of Supervisors

ATTEST:

Amy M. Sathoff, Emmet County Auditor  
Emmet County Auditor

Motion by Schumacher, second by Pluth to waive the second and third readings of the ordinance. All ayes, motion carried.

No written comments were received by the Auditor's Office.

Motion by Glasnapp, second by Schumacher to adopt Ordinance 2021-1 as presented and read. Roll Call Vote: Ayes-Glasnapp, Pluth, Hansen, Schumacher and Quastad. Nays-None. This Ordinance will become law once published on the dates indicated above.

Emmet County Sheriff, Mike Martens, EMA Director Travis Sheridan and Public Health Nurse Kathy Preston will join the meeting next week to discuss climate control and shelving for the Sheriff Building, heat for the EMA portion of the Sheriff's Building and the Salamander Inventory System.

Emmet County has received five joint drainage district levies from Kossuth County to be collected with property taxes payable September 30, 2021.

Motion by Pluth, second by Glasnapp to levy Emmet County's portion of \$2,288.00 to drainage district EK2 on property taxes payable September 2021. All ayes, motion carried.

Motion by Hansen, second by Pluth to levy Emmet County's portion of \$523.80 to drainage district EK2 Main Tile on property taxes payable September 2021. All ayes, motion carried.

Motion by Pluth, second by Schumacher to levy Emmet County's portion of \$8,148.00 to drainage district EK4 on property taxes payable September 2021. All ayes, motion carried.

Motion by Schumacher, second by Hansen to levy Emmet County's portion of \$245.00 to drainage district EK5 on property taxes payable September 2021. All ayes, motion carried.

Motion by Glasnapp, second by Hansento levy Emmet County's portion of \$48.60 to drainage district EKPA (TRI 84) Lateral 37 on property taxes payable September 2021. All ayes, motion carried.

Motion by Pluth, second by Glasnapp to adopt Resolution 21-17 for the temporary road closure of a portion of 120<sup>th</sup> Street. Resolution 21-17 reads as follows:

**RESOLUTION #21-17**

WHEREAS, Section 306.41 of the Code of Iowa, 2008, provides for the temporary closing of sections of roadway when necessary because of reconstruction, 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, 120<sup>th</sup> Street, from the intersection of 400<sup>th</sup> Avenue to the intersection of County Road N32, approximately 1 mile, will be closed to all through traffic for several days for the removal and replacement of a cross road pipe.

BE IT FURTHER RESOLVED that upon completion of the work, as determined by the County Engineer, the Road Closure shall be terminated without further action by this Board of Supervisors.

Jeff Quastad, Chairman  
Emmet County Board of Supervisors

Date: May 25, 2021

Amy M. Sathoff, County Auditor

Roll Call Vote: Ayes - Glasnapp, Pluth, Hansen, Schumacher and Quastad Nays - None. Motion carried.

Motion by Hansen, second by Schumacher to adjourn the meeting at 10:05 am. All ayes, motion carried.

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Amy M. Sathoff  
Auditor

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Jeff Quastad  
Chair