Approved Minutes Emmet County Board of Supervisor Minutes March 14, 2023 at 9:00 a.m. Regular Meeting Board Room, Courthouse

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

Absent: None

Media: Mike Tidemann and Ed Funston

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

During Public forum, Schumacher reported that Emmet County can expect more funds coming with regards to the Opioid Settlement.

Glasnapp reported on the Safety meeting he attended.

Pluth will be attending an Iowa Lakes Corridor Meeting.

Schumacher will be attending a RIDES and Northwest IA Planning meeting and gave a brief update on the ISAC Spring Conference last week.

Hansen will be attending an RSVP meeting.

Chairman Glasnapp presented the following employee service contracts and thanked the group for their service to Emmet County:

| Travis Wilson | Secondary Roads | 10 years |
|---------------------|----------------------|----------|
| Travis Fredericksen | Secondary Roads | 10 years |
| Laurie Harvego | Sheriff's Department | 10 years |
| Kevin Swalve | Secondary Roads | 15 years |
| John Pluth | Board of Supervisors | 15 years |
| Michelle Howing | Attorney's Office | 20 years |
| Paula Myhre | Public Health | 20 years |

Emmet County Engineer, Walter Davis-Oeth joined the meeting along with Nate Reefer of B&W Control Specialists, Bryan Kruse, Emmet County Weed Commissioner and Allison Fisher from the Engineer's Office. Davis-Oeth presented the 2023 Weed Spraying Contract with B&W Control Specialists. The contract is not to exceed \$70,000.

Motion by Schumacher, second by Hansen to approve the contract as presented. All ayes, motion carried.

Emmet County Election Deputy, Roxanne Budach joined the meeting and presented the First-Tier Canvass of the North Union Community School District Special Election held on March 7, 2023 as follows:

MARCH 7, 2023 NORTH UNION COMMUNITY SCHOOL DISTRICT SPECIAL ELECTION PUBLIC MEASURE A- REVENUE PURPOSE STATEMENT AND PUBLIC MEASURE B -PHYSICAL PLANT & EQUIPMENT LEVY (PPEL) CANVASS REPORT TO THE BOARD OF SUPERVISORS Tier 1 Canvass, March 14th, 2023 PROVISIONAL BALLOTS = 0 REJECTED = 0 BALLOTS RECEIVED AFTER ELECTION DAY = 0

NORTH UNION SCHOOL DISTRICT REGISTERED VOTERS FOR EMMET & PALO ALTO COUNTY = 1235 PUBLIC MEASURE A – REVENUE PURPOSE STATEMENT BALLOTS CAST TOTAL 106

| Absentee | 0 | | |
|---------------------------------|---------------|--------------------|---|
| Election Day | 106 | | |
| Yes | 98 | Passed Tier 1 | Kossuth Tier 2 March 21 st |
| No | 7 | | |
| Undervote | 1 | | |
| Overvote | 0 | | |
| VOTER TURNOUT | 8.58% | | |
| PUBLIC MEASURE B – PHYSIC | CAL PLAN | T & EQUIPMEN | FLEVY (PPEL) BALLOTS CAST TOTAL 106 |
| Absentee | 0 | | |
| Election Day | 106 | | |
| Yes | 98 | Passed Tier 1 | Kossuth Tier 2 March 21 st |
| No | 8 | | |
| Undervote | 0 | | |
| Overvote | 0 | | |
| VOTER TURNOUT | 8.58% | | |
| Last North Union Community Scho | ol District R | evenue Purpose Sta | atement & PPEL Special was February 4th, 2014 |

with voter turnout 6.12% (145 out of 2368)

NOTES REGARDING THIS ELECTION:

- Emmet County was control county over Palo Alto County.
- Ringsted was open for North Union voters from Ringsted area and Palo Alto County.
- Armstrong was open for North Union Voters from Armstrong, Dolliver and Gruver area.
- Kossuth County was open with three public measures and official results will be in Tier 2 for the North Union School Districts Public Measures A & B.

POST ELECTION AUDIT:

Monday, March 13th at 1:30 pm – Emmet County Board Room

The Secretary of State chose to audit the Armstrong polling place with the Public Measure B results being audited. This was successful.

Motion by Pluth, second by Schumacher to approve the First-Tier Canvass as presented. All ayes, motion carried. Second-Tier Canvass will be next week.

The Board reviewed the monthly Treasurer's meeting.

Heidi Goebel from the Emmet County Auditor's office joined the meeting and the Board reviewed the monthly claims. Motion by Pluth, second by Quastad to approve the monthly claims. All ayes, motion carried.

| Claim | s Paid Prior to 3/14/2023 | | |
|-------|---------------------------|--------------------------|--------------|
| DATE | VENDOR | PURPOSE | AMOUNT |
| 2/17 | EMPLOYEE BENEFIT SYSTEMS | HEALTH INSURANCE PREMIUM | \$85,267.82 |
| 2/17 | SECURE BENEFIT SYSTEMS | FLEX BENEFIT PROGRAM | \$88.00 |
| 2/27 | EMPLOYEE BENEFIT SYSTEMS | PSF CLAIMS ACCOUNT | \$2,764.90 |
| 3/3 | EMPLOYEE BENEFIT SYSTEMS | PSF CLAIMS ACCOUNT | \$14,840.00 |
| | | TOTAL | \$102,960.72 |

| Gross Pay 2023 February | 324764.13 |
|------------------------------------|-----------|
| Total Gross Payroll | 444392.65 |
| County Share IPERS | 29602.49 |
| County Share FICA | 18909.09 |
| County Share Medicare | 4422.29 |
| County Share Health/Life/Dent Ins. | 66614.65 |

| A & M LAUNDRY INC | LAUNDRY | 121.49 |
|---|---|-----------|
| ACE HARDWARE | KEYS | 308.62 |
| ADAMS, LOREN "TEX" | MILEAGE | 19.50 |
| AHLERS & COONEY, ACCOUNTING DEPT | SUMMIT IUB PROCEEDINGS PROF SERVICES | 4,513.90 |
| ALL STAR LANES | CONDIMENTS | 69.88 |
| ALLIANT ENERGY | ELECTRICITY | 2,048.45 |
| AMERICAN MUSCLE | Jeep Oil Change | 43.29 |
| ANDERSON, JIM | ANNEX SNOW REMOVAL | 130.00 |
| ARMSTRONG AMBULANCE | MONTHLY PAYMENT | 417.00 |
| ARMSTRONG BUILDING SUPPLY | SHOP SUNDRY | 7.95 |
| ARMSTRONG HISTORICAL SOCIETY, %CHARLOTTE THIESSE | MONTHLY PAYMENT | 125.00 |
| ARMSTRONG JOURNAL | Legal Publication | 1,504.50 |
| ARMSTRONG SENIOR CITIZENS | MONTHLY PAYMENT | 150.00 |
| ARMSTRONG SERVICE CENTER | GAS | 80.00 |
| AT & T | E911 ACCESS | 49.03 |
| AUDITOR OF STATE | AUDIT FILING FEE | 625.00 |
| AVERA PEDIATRIC | DR TESTIMONY | 1,250.00 |
| AVERA, ATTN: CLIENT BILLING | MEDICAL SUPPLIES | 249.72 |
| B & W CONTROL SPECIALISTS INC | DD 21 EPA WEED SPRAYING | 1,732.50 |
| BATMAN, KARI | CELL PHONE REIMBURSEMENT | 491.74 |
| BECKMAN, GLENIN | INTERPRETER | 170.00 |
| BLACK HILLS ENERGY | GENERAL ASST BILL | 10,355.20 |
| BLACK, ATHLYN | 03/07/2023 SPECIAL SCHOOL ELECTION | 139.50 |
| BOB BARKER COMPANY INC | FOOD SAFETY GLOVES | 24.82 |
| BUDACH, ROXANNE | CELL PHONE REIMBURSEMENT | 50.80 |
| BURTON, DANIEL | MEALS | 17.42 |
| C & G MANUFACTURING LLC | WELDING SUPPLIES | 2,227.85 |
| CAASA | MONTHLY PAYMENT | 291.67 |
| CEN TEC CAST METALS PRODUCTS | BRONZE MARKERS | 774.11 |
| CENTURYLINK | 712-F25-0057-118 - E911 TELEPHONE | 268.58 |
| CENTURYLINK | PHONE | 32.58 |
| CINTAS | FIRST AID BOX REFILL | 103.55 |
| CITY OF ARMSTRONG | UTILITIES | 118.75 |
| CITY OF ESTHERVILLE | UTILITIES GA | 4,595.59 |
| CITY OF ESTHERVILLE-AMBULANCE | MONTHLY PAYMENT | 2,500.00 |
| CITY OF RINGSTED | UTILITIES | 40.50 |
| CITY OF WALLINGFORD | UTILITIES | 35.75 |
| CMBA ARCHITECTS | PROF SERVICE 2.1.23 TO 2.28.23 | 3,525.00 |
| COBBLESTONE INN & SUITES | IDOT ADMIN CLASS LODGING | 192.00 |
| COUNSEL - VISUAL EDGE IT | Copies - Ricoh SP3600 | 56.68 |
| CREECH MD, JAMES | MEDICAL EXAMINER FEES | 200.00 |
| | | |

| CRONK, JACKIE | 03/07/2023 SPECIAL SCHOOL ELECTION | 141.20 |
|--------------------------------------|---------------------------------------|-----------|
| CUSTOM ROPE | ROPE REPAIR | 64.56 |
| DASH MEDICAL GLOVES INC | DISPOSABLE GLOVES | 164.80 |
| DAVIS-OETH, WALTER | FUEL AND MEALS CONFERENCE | 40.70 |
| DETTMANN, PAMELA | CELL PHONE REIMBURSEMENT | 20.00 |
| DIETRICH, LEA | MILEAGE AND EXPENSES | 22.00 |
| DIVISION OF LABOR, ELEVATOR SAFETY | PERMIT AND ELEVATOR INSPECT | 175.00 |
| DON JOSE RESTAURANT | PRISONER MEALS | 546.00 |
| EARLY, STEPHANIE J | COURT REPORTER | 74.50 |
| ECCOG | FURNITURE DISPOSAL | 25.00 |
| EGELAND, THOMAS | CELL PHONE REIMBURSEMENT | 89.30 |
| EMMET CO EMA | EMA CONTRACT FOR 911 SALARY | 9,700.00 |
| EMMET CO ENGINEER | Fuel | 3,445.26 |
| EMMET CO FAIRGROUNDS, CAMI PAULSON | MONTHLY PAYMENT | 4,166.67 |
| EMMET CO HISTORICAL SOCIETY | MONTHLY PAYMENT | 500.00 |
| EMMET CO SHERIFF | TRANSPORT FEES | 1,455.94 |
| EMMET CO TREASURER | POSTAGE | 695.41 |
| EMMETSBURG REPORTER | ELECTION PUBLICATION | 146.45 |
| EMPLOYEE BENEFIT SYSTEMS | PSF CLAIMS | 82,149.39 |
| ENDERSON, JEFFREY | CELL PHONE REIMBURSEMENT | 20.00 |
| ESTHERVILLE CHAMBER, OF COMMERCE | EAPG MONTHLY PAYMENT | 1,666.67 |
| ESTHERVILLE COMMUNICATIONS | INTERNET FEES | 113.11 |
| ESTHERVILLE DINNER DATE | MONTHLY PAYMENT | 300.00 |
| ESTHERVILLE LIBRARY | MONTHLY PAYMENT | 1,353.58 |
| ESTHERVILLE NEWS AND SPIRIT | Budget Notice | 1,013.95 |
| ESTHERVILLE PHARMACY | PRISONER MEDICATIONS | 46.22 |
| ESTHERVILLE PRINTING CO | NAME PLATE | 28.75 |
| EWEN, ALEX | CELL PHONE | 172.01 |
| FAREWAY STORES | JAIL FOOD | 24.87 |
| FIRSTNET AT&T MOBILITY | HOTSPOT EMA | 875.55 |
| FISHER, ALLISON | CLEARINGHOUSE QUERY PLAN | 82.48 |
| FORCE AMERICA DISTRIBUTING LLC | PARTS | 1,762.10 |
| FORGE & BUILD, (N IA LUMBER) | ARPA ANNEX | 162.69 |
| FREDERICKSEN, TRAVIS | CELL PHONE REIMBURSEMENT | 20.00 |
| GALLS KY | JAIL MINOR EQUIP | 175.63 |
| GOEBEL, HEIDI | CELL PHONE REIMBURSEMENT | 20.00 |
| GOEBEL, ROB | MONTHLY PAYMENT | 1,992.00 |
| GORDON FLESCH - MILWAUKEE, WI | OFFICE SUPPLIES | 500.87 |
| GORDON FLESCH TX | COPIER LEASE TWO MONTHS | 414.08 |
| GRAHAM TIRE SPENCER | SQUAD TIRES | 162.75 |
| HENRY M ADKINS & SON INC | BALLOTS AND LAYOUT NU SPECIAL | 1,121.41 |
| HENRY-OLSON FUNERAL HOMES | GA FUNERAL | 2,000.00 |
| HOME IMPROVEMENT CENTER | SHOP SUNDRY | 7.98 |
| HOOGE, SHARON | CELL PHONE REIMBURSEMENT | 97.55 |
| HOWING, MICHELLE | CELL PHONE REIMBURSEMENT | 20.00 |
| HOWING, TAYLOR | MILEAGE | 28.25 |
| HUNTLEY, BEN | MILEAGE AND EXPENSES | 363.86 |
| HY-VEE ACCOUNTS RECEIVABLE | KITCHEN SUPPLIES, PREPARED JAIL | 715.58 |
| | MEALS, | |
| IA DNR WATER SUPPLY OPERATIONS | WATER WELL PERMITS | 50.00 |
| IACCVSO TREASURER, CERRO GORDO CO VA | SPRING SCHOOL REGISTRATION | 60.00 |
| ICS JAIL SUPPLIES INC | 1 GROSS OF DEODORANT STICKS FOR | 88.31 |
| INLAND TRUCK PARTS & SERVICE | PARTS | 1,027.25 |
| INMAN ELECTRIC | WATER SAMPLE POSTAGE | 16.48 |
| IOWA DOT-OFFICE OF FINANCE | SOILS TECH CERT | 240.00 |
| IOWA LAKES CORRIDOR DEVELOPMEN | FY23 QTR 4 PAYMENT | 5,000.00 |
| IOWA LAKES ELECTRIC COOP | ELEC SIGNALS | 786.07 |
| IOWA LAKES REGIONAL WATER | UTILITIES | 141.50 |
| IOWA LAW ENFORCEMENT ACADEMY | JAIL RECERT TRAINING | 125.00 |
| IOWA PRISON INDUSTRIES | BIRTH ENVELOPES | 145.00 |
| J CUSTOM WORKS LLC | WINDSHIELD AND INSTALLATION | 3,130.64 |
| JCL SOLUTIONS - JANITORS CLOSE | SNOW MELT | 605.01 |
| JOHN DEERE FINANCIAL | REPAIR WORK ON OLD | 1,740.02 |
| | SNOWBLOWER PRIOR TO | |
| JOHN PITZER SALES | WELDING SUPPLIES | 340.84 |

| | | 400.00 |
|--|---|--------------------|
| JOHNSTON AUTO STORES | | 168.90 |
| JONES, VAL | 03/07/2023 SPECIAL SCHOOL ELECTION | 127.00 |
| KANE, MARTIN | MILEAGE | 58.00 |
| KCN - KC NIELSEN LTD | NEW SNOW BLOWER | 3,411.00 |
| | CELL PHONE REIMBURSEMENT | 20.00 |
| KNIGHT PROTECTION | FIRE ALARM TESTING, INSPECTION | 340.00 |
| KOLLASCH, MACKENZIE | | 20.00 |
| KWIK TRIP | | 120.46 |
| | | 27.60 |
| | SHOP SUNDRY | 74.77 |
| MAIL SERVICES | | 401.90 |
| | | 564.00 |
| MARCO (MPLS) | | 1,130.36 |
| MATHESON TRI-GAS INC | WELDING SUPPLIES SHED 3.15 TO 4.14 | 68.19 |
| | 03/07/2023 SPECIAL SCHOOL | 1,775.69 130.50 |
| MEYER, LORI | ELECTION | 130.50 |
| MIDWEST CARD AND ID SOLUTIONS | RIBBON AND LAMINATE | 384.44 |
| MIDWEST WHEEL COMPANIES INC | LED MINIBAR FOR 2203 | 138.05 |
| MODERN MARKETING INC | PENS | 431.94 |
| MONROE TRUCK EQUIPMENT INC | PARTS | 166.18 |
| MONTREUIL, JILL | CUSTODIAL | 200.00 |
| MOORE, CAMELA | 03/07/2023 SPECIAL SCHOOL | 137.75 |
| | ELECTION MILEAGE | 20.70 |
| | - | 38.70 |
| MYHRE, PAULA NAPA - ESTHERVILLE | | 137.50 697.76 |
| NEW COOPERATIVE INC | PARTS, OIL, FILTERS, FLOOR DRY GASOHOL | 79.00 |
| NORTH AMERICAN RESCUE | MEDICAL SUPPLIES | 639.82 |
| NORTH AMERICAN RESCOE | COURT REPORTING | 682.50 |
| NORTHSTAR BANK ESTHERVILLE | DEPOSIT SLIPS | 106.00 |
| OFFICE ELEMENTS | Office Supplies | 1,091.41 |
| OLESON, LUCAS | CELL PHONE REIMBURSEMENT | 20.00 |
| ONE OFFICE SOLUTION | OFFICE SUPPLIES | 755.35 |
| O'REILLY AUTOMOTIVE | PART | 149.85 |
| PAKOR INC | PASSPORT PICTURE PAPER | 292.67 |
| PATC | CRIMINAL LAW CD | 28.00 |
| PETERSEN, GAYLE | 03/07/2023 SPECIAL SCHOOL | 218.70 |
| PITNEY BOWES GLOBAL FINANCIAL | ELECTION POSTAL MACHINE LEASE | 796.92 |
| PLUGER, CAROLYN | COURT REPORTING | 11.00 |
| POWER PLAN | PARTS | 4,223.48 |
| PRESTON, BRETT | MEAL | 16.73 |
| PRO COOP ESTHERVILLE | GAS | 56.12 |
| PRO COOP POCAHONTAS | GAS, DIESEL, DEF, OIL, TRANS HD 30, | 45,807.04 |
| | GAUGES | |
| RDI | IT SERVICES | 2,426.38 |
| | | 349.58 |
| | | 567.66 |
| | | 456.25 |
| RINGSTED SENIOR CITIZENS, %RON WILSON | | 150.00 |
| RINGTEL COMMUNICATIONS RIVER VALLEY TELECOMMUNICATION | PHONE RINGSTED PHONE WALLINGFORD | 464.11 740.63 |
| ROSBURG, LISA | CELL PHONE REIMBURSEMENT | 166.59 |
| ROSS, CASEE | DONUTS | 106.24 |
| RUSSELL, RHONDA | MILEAGE | 252.45 |
| SANCHEZ, ELIZABETH | INTERPRETER | 194.90 |
| SANOFI PASTEUR INC | VACCINES | 2,529.62 |
| SATHOFF, AMY | OFFICE SUPPLIES | 2,025.02 |
| SCHNEIDER CORPORATION | Web Services thru 6/30/23 | 2,397.00 |
| SCHUMACHER ELEVATOR | ELEVATOR MAINT | 2,397.00 |
| SECURE BENEFITS | FLEX ACCOUNT RUN OUT | 68.00 |
| SPENCER OFFICE SUPPLIES | CRIMINAL LAW CD | 125.79 |
| STALLS FARM & HOME | BOLT SNAP | 1,280.33 |
| STAPLES CREDIT PLAN | ENVELOPES,INK, COPY PAPER | 112.16 |
| STATE HYGIENIC LAB, UNIVERSITY OF IOWA | WATER TESTING | 55.00 |
| STOREY KENWORTHY/MATT PARROTT | OFFICE SUPPLIES | 367.89 |
| | | |

| SUMMERS BAULER, MELANIE | CELL PHONE REIMBURSEMENT | 20.00 |
|---|--|------------|
| SWIFT AIR INC | BOILER REPAIR | 1,856.23 |
| TERRIL TELEPHONE CO | E911 ACCESS | 5.68 |
| TEXAS REFINERY CO | FUEL TREATMENT | 3,028.08 |
| TIGER PRIDE LAWN CARE | PEST CONTROL | 40.00 |
| TRUCK CENTER COMPANIES | PARTS | 1,425.58 |
| UNITYPOINT CLINIC, OCCUPATIONAL MEDICINE | DRUG SCREEN | 42.00 |
| US POSTAL SERVICE - POSTAGE B | PRE PAID POSTAGE | 4,000.00 |
| VANGUARD APPRAISALS INC | Com/Ind Annual Service | 1,150.00 |
| VERIZON WIRELESS | Cell Phone Service | 524.00 |
| VFW POST 3388 | PRISONER MEALS WEEKS OF 2.14 AND 2.28 | 399.00 |
| VISA | Office Supplies | 2,173.98 |
| WARE, SCOTT | TRANSPORT FEES | 28.05 |
| WATSON & RYAN | Attorney Fees | 1,944.82 |
| WELLS FARGO - ELITE CARD | MEAL | 633.83 |
| WELLS FARGO FINANCIAL LEASING | Copier Lease - Ricoh IM C2500 | 68.00 |
| WEST PAYMENT CENTER | WESTLAW SUBSCRIPTION | 716.63 |
| WILLIAMS, SHERRI | CLEANING SERVICES | 330.00 |
| WINDSTREAM | LONG DISTANCE | 31.01 |
| WINDSTREAM | PHONE SERVICE | 221.92 |
| ZIEGLER | PARTS AND SISWEB ANNUAL SUBSCRIPTION | 7,754.73 |
| | | 277,200.70 |

Motion by Quastad, second by Hansen to approve the drainage claims. All ayes, motion carried.

The Board considered the safety program SHIELD agreement with Northwest Iowa Planning and Development. Motion by Quastad, second by Pluth to approve the agreement. All ayes, motion carried.

The Board discussed the sponsorship request from the Veterans Action Corp. The Board will continue to support Emmet County Veterans but will not be funding this particular request.

The Board discussed the proposed hiring and wage matrix for the Emmet County Auditor, Treasurer and Recorder's offices. Emmet County Recorder, Diann Minion and Emmet County Treasurer, Lisa Rosburg joined the meeting for the discussion. Minion is in favor of the matrix. Supervisor Quastad would like to see the time frame extended on the matrix but is in favor of standardization.

Motion by Schumacher to approve the matrix as presented (Version 4a) for FY2024, second by Hansen. All ayes, motion carried.

Motion by Schumacher to approve 10% wage increases for those Emmet County employees not affected by the matrix for FY2024, second by Pluth. All ayes, motion carried.

EMA Director, Travis Sheridan joined the meeting to discuss the Hazardous Mitigation plan. It is a \$30,000 pass through grant. This was budgeted for next year, but bills are coming in monthly. Consensus of the Board was to fund the plan through the Board of Supervisors Departmental Budget. Auditor Sathoff has set up the revenue and expenditure line items for the pass-through grant.

Ivan Dalen with Estherville Communications joined the meeting along with the Emmet County IT Director interview committee. The Board discussed the proposed IT Director position and its structure whether it be reactive as it has been in the past or proactive and moving forward. The Committee feels that Emmet County needs to have an employee in house and available on a daily basis.

Dalen would like to work with the county in order to ensure the network stability. The Board will adjourn and meet with the IT Director interview committee regarding potential candidates.

Motion by Schumacher, second by Pluth to adjourn the meeting at 11:10 a.m. All Ayes. Motion carried.

Amy M. Sathoff, Emmet County Auditor

Todd Glasnapp, Chairman