

Approved Minutes Emmet County Board of Supervisor Minutes
September 12, 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

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

During Public forum, Auditor Sathoff reported that she and Supervisor Schumacher will be attending a work session in Des Moines on HF 718 with the Iowa State Association of Counties and the Department of Management. The work session will be recorded, and Sathoff will notify the Board when the recording becomes available and highly recommended that the rest of the Board watch the recording.

Glasnapp shared information on this week's Safety meeting.

Pluth attended a Corridor meeting last week.

Schumacher shared that Emmet County Public Health Nurse; Kari Batman had an excellent article in the Iowa County Magazine on Emmet County's usage of ARPA funds to renovate the Annex Building.

Auditor's Assistant, Mackenzie Kollasch along with EMA Director Travis Sheridan joined the meeting to discuss personnel policy committee recommendations.

Motion by Pluth, second by Hansen to approve the following:

4.7.2 In the event of office closure, at the discretion of the Department Head with approval of the board chair, any employee who is available and willing to work shall receive their normal days' pay. Any employee who has posted any vacation, earned compensatory time, personal day, or medical/sick leave for the day of closure shall not be given back that time.

4.3.12 Medical Hardship Donation- In the event that an Emmet County employee or an employee's immediate family member suffers a medical hardship, a fellow county employee may donate hours of accrued sick leave or compensatory time to an employee who has exhausted all of his/her vacation, compensatory time and sick leave bank. The number of hours donated/received shall be approved by the department head of the donor and the department head of the recipient. The department heads will complete the donation form and provide a copy to the Auditor's office for recordkeeping purposes.

All ayes, motion carried.

Motion by Schumacher, second by Pluth to approve the following:

14.3 County Department Transfers: When a current Emmet County employee transfers to another Emmet County Department, this is considered "Continuous County Employment" Exiting department is required to pay out any earned comp time, and holiday. Vacation & Medical/Sick Leave will be transferred with employee to new department.

All ayes, motion carried.

Kollasch will bring the Personal Vehicle Use Safety and Reimbursement Policy and Credit Card Policy to next week's meeting for formal approval.

Auditor's Assistant, Heidi Goebel joined the meeting and presented the Monthly Claims. Motion by Quastad, second by Pluth to approve the monthly claims as presented. All ayes, motion carried.

Motion by Quastad, second by Pluth to approve the drainage claims as presented. All ayes, motion carried.

Vendor	Description	Amount
A & D TECHNICAL SUPPLY CO INC	INFINITY YEARLY LICENSE	290.00
A & M LAUNDRY INC	LAUNDRY SERVICES	126.99
ACE HARDWARE	OFFICE SUPPLIES	441.62
AHLERS & COONEY, ACCOUNTING DEPT	NAVIGATOR IUB PROCEEDINGS PROF. SERVICES	6,646.66
ALL STAR LANES	CONDIMENTS FOR JAIL	92.12
ALLIANT ENERGY	ELECTRICITY	584.69
ALPHA WIRELESS COMM.	SQUAD RADIO PROGRAMMING	400.00
AMAZON CAPITAL SERVICES	NEW COMPUTERS, INFRASTRUCTURE PROJECT, C	7,381.81
AMERICAN MUSCLE	Jeep Repairs/Tires	1,290.54
ANDERSON TILING	COUPLERS AND TEES	237.50
ARMSTRONG AMBULANCE	MONTHLY PAYMENT	437.83
ARMSTRONG HISTORICAL SOCIETY, %CHARLOTTE THIESSE	MONTHLY PAYMENT	125.00

ARMSTRONG JOURNAL	LEGAL AD	708.79
ARMSTRONG SENIOR CITIZENS	MONTHLY PAYMENT	150.00
ARMSTRONG SERVICE CENTER	GAS	55.95
ARNOLD MOTOR SUPPLY	PARTS,COMPRESSOR OIL	429.41
AT & T	E911 ACCESS	47.85
AVERA, ATTN: CLIENT BILLING	NEW EMPLOYEE PCP	135.00
BATMAN, KARI	CELL PHONE REIMBURSEMENT	79.95
BCN TELECOM	BCN LONG DISTANCE	58.83
BLACK HILLS ENERGY	UTILITIES	317.60
BLUM & LEONARD AGENCY INC	INSURANCE PREMIUM FOR MOTOR GRADER	1,095.50
BOHM, BARBARA	ISAC Annual Conference	217.62
BOMGAARS SUPPLY	PARKS	285.54
BUDACH, ROXANNE	CELL PHONE REIMBURSEMENT	511.81
BUENA VISTA COUNTY SHERIFF	SERVICE OF PAPERS	42.50
CAASA	MONTHLY PAYMENT	208.33
CDWG INC	PHASE 2 OFFICE 365 ROLL OUT	9,348.27
CENTRAL IA JUV DETENTION CTR	JULY 21 MEDS FOR JUV PASSTHROUGH	73.25
CENTURYLINK	712-F25-0057-118 - E911 TELEPHONE	327.80
CENTURYLINK	PHONE SERVICE	1.28
CHAMPION STATE OF MIND	PRISONER MENTAL HEALTH EVAL	250.00
CHRISTENSEN CONSTRUCTION COMPA	STOCK PILED SUPPLIES APPLICATION 5	36,290.00
CINTAS	FIRST AID BOX REFILL	400.51
CITY OF ARMSTRONG	UTILITIES	118.75
CITY OF ESTHERVILLE	GA UTILITIES	7,606.78
CITY OF ESTHERVILLE-AMBULANCE	MONTHLY PAYMENT	2,541.67
CITY OF RINGSTED	UTILITIES	40.50
CITY OF WALLINGFORD	UTILITIES	35.75
CITY OF WALLINGFORD	MONTHLY PAYMENT	335.00
CLAY COUNTY SHERIFF DEPT	SERVICE OF PAPERS	31.00
CLEMENS, DANIEL	MOWING	420.00
CMBA ARCHITECTS	PROF SERVICES JULY 2023	4,434.72
COUNSEL - VISUAL EDGE IT	Copies - Ricoh SP3600	81.05
CREECH MD, JAMES	MEDICAL EXAMINER FEES	400.00
DAN'S REPAIR	SQUAD TIRE MOUNTING,REPAIR	179.00
DES MOINES STAMP MFG CO	OFFICE SUPPLIES	31.00
DETMANN, PAMELA	CELL PHONE REIMBURSEMENT	20.00
DIAMOND MOWERS INC	MOWER PARTS	4,072.98
DICKINSON CO SHERIFF	SERVICE OF PAPERS	34.00
DISCOVERY HOUSE	MONTHLY PAYMENT	1,250.00
DON'S TRUCK SALES INC	PARTS	68.38
DUBUQUE CO VA, IACCVSO TREASURER	FALL COMMISSIONER SCHOOL	120.00
DUCKETT, TREVOR	CELL PHONE REIMBURSEMENT	157.28
EGELAND, THOMAS	CELL PHONE REIMBURSEMENT	20.00
EMMET CO ENGINEER	Fuel	4,855.04
EMMET CO FAIRGROUNDS, CAMI PAULSON	MONTHLY PAYMENT	4,375.00
EMMET CO HISTORICAL SOCIETY	MONTHLY PAYMENT	500.00
EMMET CO SHERIFF	TRANSPORT FEES	1,931.66
EMMET CO TREASURER	DRAINAGE ASSESSMENT AND POSTAGE	7,505.49
EMPLOYEE BENEFIT SYSTEMS	PSF CLAIMS	4,245.28
ENDERSON, JEFFREY	CELL PHONE REIMBURSEMENT	20.00
ESHELMAN, DYLAN	FOOD, FUEL ACADEMY	94.30
ESTHERVILLE CHAMBER, OF COMMERCE	EAPG MONTHLY PAYMENT	1,666.67
ESTHERVILLE COMMUNICATIONS	INTERNET FEES	148.11
ESTHERVILLE DINNER DATE	MONTHLY PAYMENT	300.00
ESTHERVILLE LIBRARY	MONTHLY PAYMENT	1,412.75
ESTHERVILLE NEWS AND SPIRIT	SUBSCRIPTION	1,014.48
ESTHERVILLE PHARMACY	PRISONER MEDICATIONS	298.81
ESTHERVILLE PRINTING CO	REGISTRATION SLIPS	5.00
EWEN, ALEX	CELL PHONE REIMB	20.00
FAIRFIELD INN WATERLOO	IOWA LAW ENFORCEMENT ACADEMY	896.00
FAREWAY STORES	OFFICE SUPPLIES	824.84
FECHTER, KARI	ADVERTISING TSHIRTS	132.00
FIRSTNET AT&T MOBILITY	HOTSPOT EMA	1,379.18
FOLEY, ASHLEY	LEAD THE VILLE REGISTRATION	500.00
FORCE AMERICA DISTRIBUTING LLC	PARTS	84.02

FREDERICKSEN, TRAVIS	CELL PHONE REIMB	20.00
GALLS LLC	HANDCUFF STRAP, MEDICAL BAG	501.34
GOEBEL, HEIDI	CELL PHONE REIMBURSEMENT	110.96
GOEBEL, ROB	MONTHLY PAYMENT	1,992.00
GORDON FLESCH (MILWAUKEE)	COPIER	50.48
GOVERNMENT FORMS & SUPPLIES	BUSINESS CARDS	64.00
GRAHAM TIRE SPENCER	REPLACEMENT SQUAD TIRES (3)	479.00
GREAT LAKES CONCRETE	MUDJACKING GROUT	5,790.00
GRIFFITH, MELINDA	MILEAGE	29.90
H & H IND	LIGHTBULBS	125.94
HANSEN, LISA	ISAC MILEAGE, MEALS, HOTEL	926.18
HARRIS SANITATION & SONS INC	SANITATION	1,464.00
HAWKEYE COMMUNITY COLLEGE	TUITION ACADEMY-ESHELMAN	5,700.00
HELEN'S FINAL TOUCH	PARKS	25.00
HOOGE, SHARON	CELL PHONE REIMBURSEMENT	173.45
HOWING, MICHELLE	CELL PHONE REIMBURSEMENT	20.00
HOWING, TAYLOR	CELL PHONE REIMBURSEMENT	156.57
HTC INC	PART	187.62
HUNTLEY, BEN	CELL PHONE -2 MONTHS	827.60
HY-VEE ACCOUNTS RECEIVABLE	FOOD, SUPPLIES FOR JAIL	559.41
INLAND TRUCK PARTS & SERVICE	PART	549.45
INMAN ELECTRIC	WATER SAMPLE POSTAGE	37.15
IOWA DEPT OF INSPECTIONS	TANK REGISTRATION RENEWAL	40.00
IOWA LAKES ELECTRIC COOP	UTILITIES	1,544.40
IOWA LAKES REGIONAL WATER	UTILITIES	141.50
IOWA LAW ENFORCEMENT ACADEMY	MMPI EVAL FOR DEPUTY CANDIDATE	150.00
IOWA PRISON INDUSTRIES	SIGN INVENTORY	2,497.90
IOWA STATE UNIVERSITY-INTRANS	CONFERENCE FEE	120.00
ISAA, ATTN: WAYNE SCHWICKERATH	Annual Fall School/Conference	650.00
ISCTA-MARION CO TREASURER	LEADERSHIP CONFERENCE	350.00
JASA, KEVIN	TREES CUT DOWN	500.00
JCL SOLUTIONS - JANITORS CLOSE	CH CUSTODIAL SUPPLIES	511.85
JOHN DEERE FINANCIAL	MOWER REPAIR	681.82
JOHNSTON AUTO STORES	PARTS, FILTER,FLUSH SOLVENT	269.61
JT EXCAVATION	NEW BUILDING SEWER AND WATER HOOK UP	11,788.30
K & H CO-OP OIL CO	DIESEL, GAS	43,953.54
KANE, MARTIN	MILEAGE	52.80
KARELS, DEB	BATTERIES	21.22
KIRCHNER, LARRY	CELL PHONE REIMB	20.00
KIRKHAM, MICHAEL & ASSOC INC	BRIDGE INSPECTION SERVICES	6,387.10
KNIGHT PROTECTION	FIRE ALARM TESTING, INSPECTION	300.00
KOLLASCH, MACKENZIE	HEADPHONE EXTENDER	136.13
KREUTZER, DEBRA	MILEAGE	4.40
KWIK TRIP	JAIL KITCHEN FOOD	194.42
LANGUAGE LINK	INTERPRETATION FEES	59.17
LARSON, KENT	DD 37 BEAVER TAILS -17	850.00
LAWSON PRODUCTS INC	PART	70.00
LUTHERAN SERVICES IN IOWA	IFSC ANNUAL FEE	350.00
MAIL SERVICES	POSTAGE	371.30
MANWARREN, JOEY'S LAWN SERVICE	MOWING	110.00
MARCO (DALLAS)	COPIER	488.20
MARCO (MPLS)	COPIER	384.16
MATHESON TRI-GAS INC	WELDING SUPPLIES	72.93
MEADOW SECRETS LLC, TONI HAZEN	2023 COURTHOUSE FLOWERS	1,246.50
MEDIACOM	UTILITIES	1,766.83
MIDAMERICAN ENERGY CO	UTILITIES	22.88
MIDWEST WHEEL COMPANIES INC	PARTS	68.66
MINION, DIANN	DEPOSIT SLIPS	26.15
MONTREUIL, JILL	CUSTODIAL-4 CLEANINGS	400.00
MYHRE, PAULA	CELL PHONE REIMBURSEMENT	193.80
NAPA - ESTHERVILLE	OIL, FILTERS	752.18
NORTH CENTRAL REGION EMERGENCY, RESPONSE - HAZMAT	HAZMAT COVERAGE	7,698.16
NORTH IOWA REPORTING	DEPOSITIONS	582.50
NORTHERN IA CONSTRUCTION	STAPLES	100.00
NW IA DISTRICT ASSESSORS, DUANE ZENK	House Construction Course	275.00

NW IA PLANNING & DEVELOPMENT	SHIELD FY24 2ND DRAW	3,500.00
OFFICE ELEMENTS	Office Supplies	440.91
OLESON, LUCAS	CELL PHONE REIMB	20.00
OLSON, ANTHONY	MILEAGE	419.76
ONE OFFICE SOLUTION	OFFICE SUPPLIES	429.77
O'REILLY AUTOMOTIVE	PART AND BATTERY	614.79
PELZER LAW FIRM	SUBSTANCE ABUSE COMMITTAL LEGAL FEES	1,875.00
PITNEY BOWES GLOBAL FINANCIAL	ANNUAL POSTAGE METER LEASE	796.92
PITNEY BOWES INC	MACHINE RENTAL	142.74
POMP'S TIRE SERVICE INC	TIRE REPAIR	2,118.74
PRO COOP ESTHERVILLE	MOWER GAS	43.83
PRO COOP POCAHONTAS	DEF, SEED OATS	582.50
RINGSTED AMBULANCE	MONTHLY PAYMENT	370.42
RINGSTED DISPATCH	PUBLICATIONS	339.60
RINGSTED LIBRARY	MONTHLY PAYMENT	470.83
RINGSTED SENIOR CITIZENS, %RON WILSON	MONTHLY PAYMENT	150.00
RINGTEL COMMUNICATIONS	UTILITIES	460.31
RIVER VALLEY TELECOMMUNICATION	UTILITES	879.43
ROSBURG, LISA	OFFICE SUPPLIES	716.16
RUSSELL, PERRY	OAK HILL HEADSTONE LUMBER	35.62
RUSSELL, RHONDA	CELL PHONE REIMBURSEMENT	401.70
S & R AUTO AND TIRE INC	SQUAD TIRE REPAIR	158.20
SANCHEZ, ELIZABETH	INTERPRETER	752.15
SATHOFF, AMY	CELL PHONE REIMBURSEMENT	548.26
SCHNEIDER CORPORATION	Web Services thru 12-31-23	2,559.00
SCHUMACHER ELEVATOR	ELEVATOR MAINTENANCE	194.72
SCHUMACHER, TIMOTHY	ISAC HOTEL, MILEAGE, MEALS	860.30
SECURE SHRED SOLUTIONS LLC	SHRED SERVICE	52.00
SGI, LSQ FUNDING GROUP	GEORGIA TO EMMET COUNTY PRISONER	3,509.72
SHERIDAN, TRAVIS	CELL PHONE -2 MONTHS	40.00
SNAP ON, LARRY WHITE TOOLS	TOOLS	186.26
SNYDER & ASSOCIATES INC	NAVIGATOR PIPELINE PROF. SERVICES	3,690.25
SPENCER OFFICE SUPPLIES	SUPPLIES	15.00
STALLS FARM & HOME	OIL,PARTS,SHOP SUNDRY,SPRAY PAINT	308.39
STATE HYGIENIC LAB, UNIVERSITY OF IOWA	WATER SAMPLES	467.00
STOREY KENWORTHY/MATT PARROTT	OFFICE SUPPLIES	174.35
SUMMERS BAULER, MELANIE	CELL PHONE REIMBURSEMENT	20.00
TEAM SERVICES INC	EARTHWORK,SITE GRADING TESTING	227.64
TERRIL TELEPHONE CO	E911 ACCESS	5.68
TIGER PRIDE LAWN CARE	PEST CONTROL	40.00
TRUCK CENTER COMPANIES	PARTS, REPAIR	813.04
TSP COURT REPORTING, TERRI PALS	DEPOSITIONS	200.75
UNITYPOINT CLINIC, OCCUPATIONAL MEDICINE	RANDOM DRUG SCREENING	84.00
US POSTAL SERVICE - POSTAGE B	PREPAID POSTAGE	500.00
VALLEY CONTRACTING INC	EQUIPMENT RENTAL	1,460.00
VANDER HAAGS INC	PARTS	1,001.94
VERIZON WIRELESS	Cell Phone Service	654.15
VFW POST 3388	PRISONER HOT MEALS	973.00
VISA	CAR WASH, MISC EXPENSES	6,609.86
VOGEL TRAFFIC SERVICES	PAVEMENT MARKING, STOP BARS	68,047.24
WELLS FARGO - ELITE CARD	TRAINING MEAL EXPENSE	1,610.21
WELLS FARGO FINANCIAL LEASING	Copier Lease - Ricoh IM C2500	68.00
WESSELS OIL COMPANY INC	10,160 FT DUST CONTROL AND WEIR, 5080	8,926.00
WEST PAYMENT CENTER	SUBSCRIPTION	931.62
WILLIAMS, SHERRI	CLEANING SERVICES	404.00
WILLSON & PECHACEK	Attorney Fees	2,205.00
WINDSTREAM	UTILITIES	34.53
WINDSTREAM	UTILITIES	242.96
WSP USA ENVIRONMENT INC	HAZARDOUS PLAN UPDATE	3,540.50
ZEMAN, SUE	MOWING	565.00
ZIEGLER	PARTS,NEXG5007 ET LICENSE	4,067.18

GRAND TOTAL	360,847.43
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Claims Paid Prior to 09/12/2023

DATE	VENDOR	PURPOSE	AMOUNT
8/11	ARMSTRONGJOURNAL	PUBLICATIONS	\$750.95
8/11	DON JOSE	PRISIONER MEALS	\$714.00
8/11	EMMET COUNTY SHERIFF	DRUG BUY FUND	\$300.00
8/11	EBS	PSF-CLAIMS AMOUNT	\$455.05
8/11	FAREWAY	SUPPLIES FOR JAIL/MEDS FOR JAIL	\$543.09
8/11	IOWA DPS	ONLINE WARRANT SYSTEM-DISPATCH	\$4,188.00
8/11	MAINSTREET SPECIALTIES	DECOMMISSIONING OF SQUAD TRUCK	\$900.00
8/11	MARCO-DALLAS,TX	COPIER LEASE-DISPATCH	\$117.74
8/11	PRO COOP-POCAHONTAS	FUEL WHILE COUNTY PUMPS DOWN	\$723.41
8/11	RINGSTED DISPATCH	PUBLICATIONS	\$375.48
8/18	EMPLOYEE BENEFIT SYSTEMS	HEALTH INSURANCE PREMIUM	\$96,153.78
8/25	GORDON FLESCH (MADISON,WI)	LEASE PAYMENT	\$424.62
8/25	SCHOENEMAN BROTHERS	ARPA ANNEX REMODEL	\$4,470.00
9/1	KTG WEB SERVICES	FY23 WEBSITE SUPPORT	\$125.00
9/6	SEAT TREASURER C/O ISAC	SEAT 3 FEES FOR SATHOFF AND BUDACH	\$250.00
TOTAL			\$110,491.12

Gross Pay 2023 August	\$405,608.39
Total Gross Payroll	\$549,631.24
County Share IPERS	\$36,565.21
County Share FICA	\$23,735.11
County Share Medicare	\$5,551.00
County Share Health/Life/Dent Ins.	\$75,111.56

The Board reviewed the Treasurer’s Monthly Report.

The Board has not heard anything from the DNR or NRCS regarding the Drainage District 44 Bulkhead Erosion Issue. This will be put on next week’s Board agenda.

Supervisor Quastad and Pluth reported on their meeting with CMBA Architects on the Courthouse Addition. The Architects will meet again with proposed cost saving options to the original plans.

Emmet County Zoning Administrator Barb Bohm joined the meeting to update the Board on the Maple Hill Nuisance complaint. Some progress has been made on the cleanup. Another letter will be sent to affected parties will be sent.

Kenny Billings joined the meeting to request funding for the VFW’s 3rd annual appreciation event for first responders. The appreciation will be held on October 28, 2023. The group is requesting \$2,500 in County funding for the event. This will go on next week’s agenda for utilization of L.O.S.S.T. funds.

The Board reviewed the following Manure Management Plans:

Owner	Facility	Facility ID
Jack Creek Livestock LLC	Jack Creek Livestock LLC (Olson)	#68438
Andy Gerhardt	Gerhardt Armstrong	#59669

Motion by Pluth, second by Hansen to adjourn the meeting at 11:00 a.m. All Ayes. Motion carried.

Amy M. Sathoff, Auditor

Todd Glasnapp, Chairman