

Approved Minutes Emmet County Board of Supervisor Minutes  
September 19, 2023 at 9:00 a.m.  
Regular Meeting  
Board Room, Courthouse

Present: Todd Glasnapp, Chair  
Tim Schumacher  
John Pluth  
Lisa K. Hansen – joined telephonically via Zoom  
Jeff Quastad

Absent:

Media: Mike Tidemann

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

During Public forum, Supervisor Quastad shared that there will be a Festival on the Farm event at Peterson Point on Saturday, September 23 2023 from 11:00 a.m. to 4:00 p.m. Quastad and Tidemann reported on the NW IA Housing Trust meeting they attended.

Schumacher noted that due to HF 718, the County will need to start their budgeting process earlier than normal.

Emmet County Attorney, Melanie Summers Bauler joined the meeting and shared the courts decision to dismiss Navigator's individual claims against the Board. The decision also dismissed any damages sought by Navigator from the County.

Emmet County Engineer, Walter Davis-Oeth joined the meeting to discuss fee structure for county permits as follows:

Driveway Permits – No permit fee recommended by Davis-Oeth. Permit fees can be for temporary driveways or permanent driveways.

Permits will be tabled until after the public hearings.

At 9:34 a.m. Chairman Glasnapp opened the Public Hearing on the adoption of the 2023 County Ordinances review. The first reading of the proposed revision of the County's ordinances was held. There was no public comment on the review of ordinances. No comments were received by the Auditor's Office. Code requires the Board to review the ordinances every 5 years.

It was moved by Schumacher, second by Pluth to close the public hearing. Roll Call Vote: Ayes: Schumacher, Hansen, Pluth, Quastad and Glasnapp. Nays: None.

It was moved by Schumacher, second by Pluth, to approve the first reading of the re-adoption of the county ordinances. All ayes, motion carried.

The second reading of this review of ordinances will be held on September 26, 2023 and the third reading will be held on October 3, 2023.

The Board is still waiting on a report from the DNR on the Drainage District 44 Bulkhead erosion issue.

At 9:45 a.m. Chairman Glasnapp opened the Public Hearing on the repealing and replacing Emmet County Code of Ordinances Chapter 19, Utilities in public rights-of-way and enacting a new right-of-way control ordinance to regulate utility and other occupancies and uses of county right-of-way. The first reading of the proposed replacement of Chapter 19 of the County's ordinances was held. Notice of the Public Hearing was duly published in the local newspapers and on the County website.

The Emmet County Engineer and the Emmet County Attorney answered some questions from Emmet County Resident Richard McKean.

No comments were received by the Auditor's Office. The proposed replacement ordinance public hearing notice was duly published in the local newspapers and on the County website.

It was moved by Quastad, seconded by Hansen to close the public hearing. Roll Call Vote: Ayes: Schumacher, Hansen, Pluth, Quastad and Glasnapp. Nays: None.

It was moved by Quastad, seconded by Pluth, to approve the first reading on the repeal and replacement of Chapter 19 of the Emmet County Code of Ordinances. All ayes, motion carried.

The second reading of this ordinance will be held on September 26, 2023 and the third reading will be held on October 3, 2023

Emmet County Treasurer, Lisa M. Rosburg joined the meeting to present the following resolution amending depositories:

**RESOLUTION #23-20**  
Amendment to RESOLUTION #23-01  
**NAMING DEPOSITORIES AS PER IOWA CODE SECTION 12C**

BE IT RESOLVED, that the Board of Supervisors of Emmet County, Iowa, approves the following list of financial institutions to be depositories of the Emmet County funds in conformance with all applicable provisions of Iowa Code Chapter 12C.

The Emmet County Officers are hereby authorized to deposit the Emmet County funds in amounts not to exceed the maximum approved for each respective financial institution as set out below:

<b>Depository Name</b>	<b>Location</b>	<b>Maximum Balance under this Resolution</b>
<b>Treasurer:</b>		
NorthStar Bank	Estherville	\$15,000,000.00
Bank Plus	Estherville	\$4,000,000.00
Northwest Bank	Estherville	\$5,000,000.00
IPAIT	Des Moines	\$5,500,000.00
Bank Midwest	Armstrong	\$5,000,000.00
Citizens Credit Union	Estherville	\$1,000,000.00
Employees Credit Union	Estherville	\$1,000,000.00
<b>Recorder:</b>		
NorthStar Bank	Estherville	\$110,000.00
<b>Sheriff:</b>		
Employees Credit Union	Estherville	\$250,000.00

Whereupon, the Chair of the Board of Supervisors declared said Resolution duly passed and adopted this 19th day of September, 2023.

CERTIFICATION. I hereby certify that the foregoing is a true and correct copy of a resolution of the Emmet County Board of Supervisors adopted at a meeting of said public body, duly called and held on the 19th day of September, 2023, a quorum being present, as said resolution remains of record in the minutes of said meeting, and it is now in full force and effect.

Dated this 19th day of September, 2023.

Emmet County Board of Supervisors Chair

Attest:

Amy M. Sathoff, Emmet County Auditor

Lisa M. Rosburg, Emmet County Treasurer

Motion by Schumacher, second by Quastad to adopt Resolution 23-20 as presented. Roll Call Vote: Ayes: Quastad, Pluth, Hansen, Schumacher and Pluth. Nays: None.

Mackenzie Kollasch joined the meeting to present the Credit Card policy for formal adoption by the Board. The policy reads as follows:

#### Credit Card Policy

It is county policy, that whenever possible, county purchases should be made using direct billing or reimbursement. There may be times, however, when it is necessary to make a purchase using a credit card.

Credit card purchases are allowed for County business expense only. Use of a County credit card for personal use is strictly prohibited. Violations may result in disciplinary action including termination, collection proceedings and possible criminal actions.

Employees who have a county credit card in their possession shall be responsible for protecting the credit cards from unauthorized use. Lost or stolen cards shall be immediately reported to the Department Head or Auditor's Office so that the proper procedure is followed to cancel the card.

County credit cards may NOT be used for:

- Cash advances
- Alcoholic beverages
- Tobacco products
- Tips
- Personal use

Charges on Emmet County credit cards are limited to the following purposes:

- Hotel/Motel rooms and guarantee of reservations
- County vehicle expense
- Registration fees
- Airline reservations
- Pre-approved car rental
- Departmental expenses REQUIRING a credit card for purchase
- Prisoner Transport Expenses

All credit card statements must be immediately submitted to the accounts payable clerk for payment to avoid finance charges. All credit card statements must be accompanied by the original, DETAILED ITEMIZED receipt for each charge on the statement. Credit card statements need to be paid in full each month with no carryover balances. Charges not accompanied with a receipt will be the responsibility of the employee/cardholder.

All employees who currently have a county credit card and any new employees receiving a county credit card after the effective date of this policy shall sign an Emmet County Credit Card Agreement which sets forth their obligations under this policy. All signed agreements will be kept in the office of the Emmet County Auditor.

Motion by Pluth, second by Hansen to approve the policy as presented. All ayes, motion carried.

Kollasch also presented a personal vehicle safety policy for formal adoption by the Board. The policy reads as follows:

#### **EMMET COUNTY PERSONAL VEHICLE USE SAFETY AND REIMBURSEMENT POLICY**

**Subject:** Requirements when employee is using personal vehicle for work purposes.

**Approved:** July 1<sup>st</sup>, 2023

**Signature:** Todd Glasnapp, Chair, Emmet County Board of Supervisors

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**PURPOSE:** To ensure that employees of Emmet County understand county requirements of using a personal vehicle while on paid time for work.

**POLICY:** There may be times when it is necessary or desirable for an employee to use their personal vehicle for county business.

The county DOES NOT provide any form of comprehensive collision or liability insurance coverage on personally owned vehicles.

As an Emmet County employee, it is expected that the employee will abide by all current driving laws including the seat belt law and not operating the vehicle under the influence of alcohol, medications that cause driving impairment and/or illegal drugs (Employee Safety Responsibilities as stated in the Emmet County Safety Manual on page 3 and the Basic Safety Rules on page 9 and 10) that apply to driving and the use of a vehicle.

Employees shall keep their personal vehicles in good working order.

**PROCEDURE:**

1. Employees using personal vehicles for county business SHALL provide proof of at least automotive liability insurance. This documentation will be provided on an annual basis to the payroll or accounts payable clerk to be placed in the personnel file.
2. Employees using personal vehicles for county business SHALL have a valid driver's license and provide a copy of the driver's license on an annual basis to the payroll or accounts clerk to be placed in the personnel file.
3. Employees must notify their department head/supervisor if there is a lapse or cancellation of the automotive liability insurance. Notification must be made before the end of the business day following the date the employee received notice of the change. Employee is not allowed to drive their vehicle to conduct county business if there is a lapse or cancellation of automotive liability insurance.
4. Employees must notify their department head/supervisor when their driver's license is suspended, revoked, cancelled, or the driver is otherwise disqualified from operating a motor vehicle. Notification must be made before the end of the business day following the date the employee received notice of the loss of driving privileges and include the type of action and the dates involved.
5. Employees should only use hands free devices for phone calls while driving. Iowa law prohibits texting while driving for all drivers.

**REIMBURSEMENT OF MILEAGE:**

Mileage reimbursement will be paid at the current mileage rate set each year by the Board of Supervisors. ***An employee requesting mileage reimbursement must have their current license and current proof of insurance on file.*** Over 100 miles of reimbursement will require proof of meeting or event attendance.

Motion by Quastad, second by Schumacher to approve the policy as presented. All ayes, motion carried.

Davis-Oeth rejoined the meeting to discuss county fees and permits. Discussion was held regarding drive-way permits, 911 permit application, road occupancy use permit fees, road occupancy work permit fees.

Davis-Oeth will meet with Ahler's & Cooney regarding the fee schedule and come back to the Board.

Motion by Pluth, second by Hansen to approve the \$2,500 L.O.S.S.T. funding request from the VFW for their First Responders Appreciation Event.

Concerns regarding the utilization of L.O.S.S.T. funding and potential duplication of efforts were discussed.

Ayes: Pluth, Hansen, Quastad and Glasnapp. Nays: Schumacher. Motion carried.

Motion by Pluth, second by Schumacher to adjourn the meeting at 10:55 a.m. All Ayes. Motion carried.

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Amy M. Sathoff, Auditor

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Todd Glasnapp, Chairman