

Approved Emmet County Board of Supervisor Minutes
 December 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
 Ed Funston

Chairman Glasnapp, called the meeting to order. All in attendance recited the Pledge of Allegiance. Motion by Schumacher, second by Quastad to approve the minutes from the last meeting on 12.05.2023. Also approving minutes for publication. All Ayes, motion carried.

During the Public Forum, Hansen attended the Petersen Point Christmas Festival. Glasnapp attended the monthly safety meeting and reported 283 days with no injury. Pluth attended the Third Judicial meeting in Sioux City. Auditor Goebel introduced a new hire for the auditor's office Melanie Anderson.

Emmet County Public Health Director, Kari Batman joined the meeting to discuss the completion of public health remodel. Jeff Griffith was approved by BOS to get work done. Goebel joined the meeting to report the ARPA funds are currently \$17,000 over the committed amount. Annex renovation will be added to the upcoming budget amendment December 26. ARPA fund increase in committed fund amount will be added to next week's agenda.

Goebel presented the monthly claims. Motion by Schumacher, second by Hansen to approve the monthly claims as presented after pulling the CE Mendez invoice. All ayes, motion carried.

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| Gross Pay 2023 November | \$397,296.74 |
| Total Gross Payroll | \$539,293.95 |
| County Share IPERS | \$36,695.06 |
| County Share FICA | \$23,202.74 |
| County Share Medicare | \$5,426.46 |
| County Share Health/Life/Dent Ins. | \$76,592.95 |

Claims Paid Prior to 12/12/2023

| DATE | VENDOR | PURPOSE | AMOUNT |
|-------------|------------------|---------------------------------|--------------------|
| 11/17 | EBS | PSF CLAIMS | \$3,412.00 |
| 11/17 | VISA | TOOL FOR RADIO, TRAINING, MEALS | \$285.90 |
| 11/29 | BRAD HAUGEN | REVOLVING LOAN FUND | \$70,000.00 |
| 11/29 | EBS | PSF CLAIMS | \$2,005.84 |
| 11/29 | EBS | PSF CLAIMS | \$947.85 |
| 11/29 | BLUM AND LEONARD | NEW SHOP INSURANCE PREMIUM | \$6,664.00 |
| | | TOTAL | \$79,617.69 |

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| 911 INSTALLS LLC | TEAR DOWN OF SQUAD TRUCK | 1,050.00 |
| A & M LAUNDRY INC | LAUNDRY SERVICE | 44.49 |
| ACE HARDWARE | CUSTODIAL SUPPLIES | 219.59 |
| ADAMS, LOREN "TEX" | MILEAGE | 144.10 |
| AHLERS & COONEY, ACCOUNTING DEPT | NAVIGATOR IUB PROCEEDINGS | 513.02 |
| ALL STAR LANES | JAIL CONDIMENTS | 92.12 |
| ALLIANT ENERGY | ELECTRICITY | 844.99 |
| AMAZON CAPITAL SERVICES | DISPLAY PORT CABLE | 142.17 |
| ANDERSON TILING | DD 35 LAT 5 BR 2 | 4,178.10 |
| ARMSTRONG AMBULANCE | MONTHLY PAYMENT | 437.83 |
| ARMSTRONG HISTORICAL SOCIETY, %CHARLOTTE THIESSE | MONTHLY PAYMENT | 125.00 |
| ARMSTRONG JOURNAL | PUBLIC HEARING NOTICE | 766.92 |
| ARMSTRONG SENIOR CITIZENS | MONTHLY PAYMENT | 150.00 |
| ARMSTRONG SERVICE CENTER | GAS AND LP | 261.37 |
| AT & T | E911 ACCESS | 51.53 |
| ATLAS STAMP AND SEAL CO | NOTARY STAMPS DISPATCHER (2) | 52.50 |
| B & W CONTROL SPECIALISTS INC | DD 69 WEED SPRAYING | 20,530.50 |
| BATMAN, KARI | CELL PHONE REIMBURSEMENT | 376.56 |
| BCN TELECOM | BCN LONG DISTANCE | 51.61 |
| BLACK HILLS ENERGY | GAS FOR STORAGE SO BUILDING | 1,381.85 |
| BOMGAARS SUPPLY | NATURALIST SUPPLIES | 353.96 |
| BOOTH, VERNA | CISTERN CLOSURE (2) | 600.00 |

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| BUDACH, ROXANNE | CELL PHONE REIMBURSEMENT | 20.00 |
| BURTON, DANIEL | DD 17 BEAVER TAILS X 4 | 200.00 |
| CAASA | MONTHLY PAYMENT | 208.33 |
| CENTRAL IA JUV DETENTION CTR | SHELTER CARE MEDICATION REVIEW | 2,125.00 |
| CENTURYLINK | 712-F25-0057-118 - E911 TELEPHONE | 296.47 |
| CENTURYLINK | PHONE | 33.06 |
| CHRISTENSEN CONSTRUCTION COMPA | FABRICATE WALK DOOR TRIM | 164,960.00 |
| CITY OF ARMSTRONG | WATER SEWER GARBAGE | 237.50 |
| CITY OF ESTHERVILLE | ELECTRICITY/WATER/SEWER/GARBAGE | 3,958.36 |
| CITY OF ESTHERVILLE-AMBULANCE | MONTHLY PAYMENT | 2,541.67 |
| CITY OF RINGSTED | WATER SEWER GARBAGE | 84.05 |
| CITY OF WALLINGFORD | WATER AND SEWER | 36.27 |
| CITY OF WALLINGFORD | MONTHLY PAYMENT | 335.00 |
| CLAY COUNTY PUBLIC HEALTH | LEAD REFRESHER COURSE | 300.00 |
| CMBA ARCHITECTS | PROF SERVICES 11.1.23 TO 11.30.23 | 1,331.50 |
| CODE BLUE K9 | 2ND INSTALLMENT K9 TRAINING | 2,250.00 |
| COFFMAN'S LOCKSMITH SHOP | NEW SHOP DOOR KEY | 522.00 |
| COUNSEL - VISUAL EDGE IT | Copies - Ricoh SP3600 | 55.46 |
| CREECH MD, JAMES | MEDICAL EXAMINER | 400.00 |
| CRYTEEL MANUFACTURING TBEI | PARTS | 209.40 |
| CRYTEEL TRUCK EQUIPMENT INC | PARTS | 1,677.02 |
| DAVE SYVERSON INC | PARTS | 131.03 |
| DETTMANN, PAMELA | CELL PHONE REIMBURSEMENT | 20.00 |
| DISCOVERY HOUSE | MONTHLY PAYMENT | 1,250.00 |
| DON JOSE RESTAURANT | HOT MEALS FOR JAIL | 427.00 |
| DRAIN PRO OF NW IOWA LLC | CLEANED OUT MAIN LINE | 274.00 |
| DUCKETT, TREVOR | CELL PHONE REIMBURSEMENT | 20.00 |
| DUITSMAN PLUMBING & HEATING | BUILDING REPAIRS | 11,094.32 |
| EGELAND, THOMAS | CELL PHONE REIMBURSEMENT | 20.00 |
| EMMET CO ENGINEER | Fuel | 4,033.13 |
| EMMET CO FAIRGROUNDS, CAMI PAULSON | MONTHLY PAYMENT | 4,375.00 |
| EMMET CO HISTORICAL SOCIETY | MONTHLY PAYMENT | 500.00 |
| EMMET CO SHERIFF | TRANSPORT FEES | 2,059.02 |
| EMMET CO TREASURER | POSTAGE | 886.49 |
| ENDERSON, JEFFREY | CELL PHONE REIMBURSEMENT | 20.00 |
| ESRI INC | ArcGIS Maintenance | 1,430.00 |
| ESTHERVILLE CHAMBER, OF COMMERCE | EAPG MONTHLY PAYMENT | 1,666.67 |
| ESTHERVILLE COMMUNICATIONS | INTERNET FEES | 353.24 |
| ESTHERVILLE DINNER DATE | MONTHLY PAYMENT | 300.00 |
| ESTHERVILLE LIBRARY | MONTHLY PAYMENT | 1,412.75 |
| ESTHERVILLE NEWS AND SPIRIT | PUBLIC HEARING NOTICE | 995.61 |
| ESTHERVILLE PRINTING CO | OFFICE SUPPLIES | 516.13 |
| ESTHERVILLE VETERINARY CLINIC | K9 VET BILL | 187.00 |
| EWEN, ALEX | CELL PHONE REIMB | 20.00 |
| FAREWAY STORES | OFFICE SUPPLIES | 294.07 |
| FARM & HOME PUBLISHERS | Supplies | 200.00 |
| FIRSTNET AT&T MOBILITY | EMA HOTSPOT | 1,040.78 |
| FISHER, ALLISON | DOUGHNUTS FOR MEETING | 24.00 |
| FORCE AMERICA DISTRIBUTING LLC | PARTS | 689.82 |
| FORGE & BUILD, (N IA LUMBER) | 2X12 LUMBER | 38.94 |
| FREDERICKSEN, TRAVIS | CELL PHONE REIM | 20.00 |
| GFC LEASING - MADISON, WI | PRINTER LEASE PAYMENT | 438.62 |
| GLASNAPP, TODD | MILEAGE | 49.50 |
| GOEBEL, HEIDI | MILEAGE | 256.75 |
| GOEBEL, ROB | MONTHLY PAYMENT | 1,992.00 |
| GORDON FLESCH (MILWAUKEE) | COPIER | 64.90 |
| GRAHAM TIRE SPENCER | 4 SQUAD TIRES | 605.00 |
| GREENWALD, DAVID | MEALS FUEL REIMB | 123.58 |
| GRIFFITH, MELINDA | CELL PHONE REIMBURSEMENT | 82.15 |
| HANSEN, LISA | MILEAGE | 94.60 |
| HCI IMAGING LLC | GRAVEL PIT SURVEY EGELAND PIT | 260.00 |
| HENRY M ADKINS & SON INC | ELECTION EQUIPMENT MAINT FEES | 11,400.00 |
| HOOGE, SHARON | CELL PHONE REIMBURSEMENT | 324.04 |
| HOWING, MICHELLE | CELL PHONE REIMBURSEMENT | 20.00 |
| HOWING, TAYLOR | CELL PHONE REIMBURSEMENT | 198.25 |
| HUNTLEY, BEN | MILEAGE AND EXPENSES | 501.80 |
| HY-VEE ACCOUNTS RECEIVABLE | INCENTIVES | 1,134.13 |
| IA DEPT OF AG & LAND STEWARDSH | MINERAL RENEWALS | 490.00 |
| ICAP | INSURANCE | 7,123.00 |
| IMWCA | Workers Compensation Insurance | 1,258.00 |
| INMAN ELECTRIC | POSTAGE | 38.08 |
| INTEGRATED TELEHEALTH PARTNERS | TELEHEALTH PSYCHIATRIST | 3,695.40 |
| IOWA COUNTY ATTORNEYS ASSOC | CONFERENCE | 370.00 |

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| IOWA DEPT OF PUBLIC SAFETY, TINA PALMER | IOWA SYSTEM ONLINE WARRANTS | 2,247.00 |
| IOWA LAKES ELECTRIC COOP | SIGNALS | 1,036.89 |
| IOWA LAKES REGIONAL WATER | UTILITIES | 141.50 |
| IOWA STATE UNIVERSITY-INTRANS | AUTOCAD BASIC CLASS | 75.00 |
| ISAC | IOWA ENGINEERS CONFERENCE | 1,695.00 |
| ITSAVVY LLC | TWO FACTOR TOKENS | 275.00 |
| J & J AG SOLUTIONS-J & J LAND | SPARE TIRE AND RIM ELECTION TRAILER | 348.00 |
| JACK'S UNIFORM SALES | DISPATCH PANTS | 128.89 |
| JCL SOLUTIONS - JANITORS CLOSE | ANNEX CUST SUPPLIES | 937.56 |
| JOHN DEERE FINANCIAL | PARTS | 164.85 |
| JOHNSON LAW FIRM PC | LEGAL FEES | 1,690.00 |
| JOHNSTON AUTO STORES | PARTS | 419.88 |
| K & H CO-OP OIL CO | DIESEL | 10,031.60 |
| KAHN TILE SUPPLY | TILE SUPPLIES | 2,851.47 |
| KANE, MARTIN | MILEAGE AND DONUTS | 76.14 |
| KARELS, DEB | MILEAGE. OFFICE SUPPLIES | 10.59 |
| KIRCHNER, LARRY | CELL PHONE REIMB | 20.00 |
| KIRKHAM, MICHAEL & ASSOC INC | BRIDGE INSPECTION SERVICES | 4,760.66 |
| KOLLASCH, MACKENZIE | CELL PHONE REIMBURSEMENT | 20.00 |
| KOSSUTH CO AUDITOR | DD 1 EKPA TRI 84 COLLECTED | 48.00 |
| LANGUAGE LINK | INTERPRETER SERVICES | 117.54 |
| LOKENS RUSHFORD INN | LODGING FOR K9 TRAINING | 2,322.48 |
| MAIL SERVICES | POSTAGE | 613.72 |
| MARCO (DALLAS) | COPIER LEASE DISPATCH | 560.58 |
| MARCO (MPLS) | OFFICE SUPPLIES | 348.65 |
| MATHESON TRI-GAS INC | WELDING SUPPLIES | 76.09 |
| MEDIACOM | TELEPHONE/INTERNET | 1,990.76 |
| MIDAMERICAN ENERGY CO | UTILITIES | 68.24 |
| MINION, DIANN | ATV BAGGIES.HUNTING ENVELOPES | 44.91 |
| MONTREUIL, JILL | CUSTODIAL | 200.00 |
| MOTOR INN OF ESTHERVILLE | Jeep - Oil Change | 59.27 |
| MOTOR INN OF SPIRIT LAKE | PARTS AND WORK DONE ON 1402 | 1,026.37 |
| MYHRE, PAULA | CELL PHONE REIMBURSEMENT | 182.80 |
| NACO | ANNUAL DUES 2024 | 450.00 |
| NAPA - ESTHERVILLE | OIL FILTERS | 33.30 |
| NW IA PLANNING & DEVELOPMENT | 3RD DRAW SHIELD FY 24 | 3,500.00 |
| OFFICE ELEMENTS | Office Supplies | 199.75 |
| OLESON, LUCAS | CELL PHONE REIMB | 20.00 |
| OLSON, ANTHONY | MILEAGE | 49.83 |
| OLSON, BRUCE | BLOCK WALL AND INSTALL DOORS | 3,500.00 |
| ONE OFFICE SOLUTION | OFFICE SUPPLIES | 352.00 |
| O'REILLY AUTOMOTIVE | WIPERS | 41.80 |
| PITNEY BOWES GLOBAL FINANCIAL | POSTAGE METER LEASE | 796.92 |
| PITNEY BOWES INC | LEASE PAYMENT | 142.74 |
| POMP'S TIRE SERVICE INC | TIRES | 994.36 |
| PRO COOP POCAHONTAS | GAS | 65.10 |
| QUAIL AND LYON PLC | LEGAL SERVICES | 6,925.00 |
| RINGSTED AMBULANCE | MONTHLY PAYMENT | 370.42 |
| RINGSTED DISPATCH | PUBLIC HEARING NOTICE | 383.48 |
| RINGSTED LIBRARY | MONTHLY PAYMENT | 470.83 |
| RINGSTED SENIOR CITIZENS, %RON WILSON | MONTHLY PAYMENT | 150.00 |
| RINGTEL COMMUNICATIONS | UTILITIES | 461.23 |
| RIVER VALLEY TELECOMMUNICATION | UTILITIES | 880.37 |
| ROSBURG, LISA | OFFICE SUPPLIES | 19.36 |
| ROSS, CASEE | MILEAGE | 125.40 |
| RUDA, AUDREY | MATRON FEES | 117.50 |
| RUSSELL, RHONDA | CELL PHONE REIMBURSEMENT | 311.50 |
| S & R AUTO AND TIRE INC | PROPANE FOR DITCH BURNING | 106.56 |
| SANCHEZ, ELIZABETH | INTERPRETER | 401.50 |
| SCHNEIDER CORPORATION | Web Services thru 3-31-24 | 2,559.00 |
| SHERIDAN, TRAVIS | TRI STATE EMA | 100.00 |
| SMILE MAKERS | SUPPLIES FOR CLINIC | 136.25 |
| SNAP ON, LARRY WHITE TOOLS | MISC SHOP TOOLS | 233.19 |
| SPENCER OFFICE SUPPLIES | SUPPLIES | 201.51 |
| STALLS FARM & HOME | TILE SUPPLIES,PARTS,SHOP | 292.01 |
| STATE HYGIENIC LAB, UNIVERSITY OF IOWA | WATER TESTING | 14.50 |
| STEVE'S SALES & SERVICE | JAIL DISHWASHER REPAIR | 19.95 |
| STEW HANSEN CHRYSLER | 2023 DODGE RAM PATROL PICKUP | 39,392.00 |
| STOREY KENWORTHY/MATT PARROTT | OFFICE SUPPLIES | 123.56 |
| SUESS, TRACY | TRANSPORT FEES | 756.25 |
| SUMMERS BAULER, MELANIE | CELL PHONE REIMBURSEMENT | 20.00 |
| SWALVE, KEVIN | REIMBURSMENT FOR PARTS | 141.36 |
| TENDAL, ANNIE | MATRON FEES | 120.00 |

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| TERRIL TELEPHONE CO | E911 ACCESS | 5.68 |
| TIGER PRIDE LAWN CARE | PEST CONTROL | 313.52 |
| TRITECH SOFTWARE SYSTEM | HARDWARE MAINTENANCE E911 | 16,714.45 |
| TRUCK CENTER COMPANIES | PARTS | 235.83 |
| UNIFORM DEN | 3 PAIR PANTS DEPUTY | 311.62 |
| US POSTAL SERVICE - POSTAGE B | PREPAID POSTAGE | 1,000.00 |
| VALLEY VET CLINIC | K9 VET TREATMENT | 103.70 |
| VANDER HAAGS INC | PARTS | 602.00 |
| VERIZON WIRELESS | CELL PHONE | 514.27 |
| VFW POST 3388 | HOT MEALS FOR JAIL | 240.00 |
| VISA | OFFICE SUPPLIES | 5,174.73 |
| WARE, SCOTT | MILEAGE | 25.08 |
| WELLS FARGO - ELITE CARD | MEALS | 2,002.17 |
| WELLS FARGO FINANCIAL LEASING | Copier Lease - Ricoh IM C2500 | 68.00 |
| WEST PAYMENT CENTER | ONLINE LAW SUBSCRIPTION | 931.62 |
| WILLIAMS, SHERRI | CLEANING SERVICES | 374.00 |
| WILLSON & PECHACEK | Attorney Fees | 875.00 |
| WILSON, TRAVIS | TIRES | 10.00 |
| WINDSTREAM | UTILITIES | 36.22 |
| WINDSTREAM | UTILITIES | 243.58 |
| WSP USA ENVIRONMENT INC | MULTI JUR HAZ PLAN UPDATE | 1,814.50 |
| YOUTH AND SHELTER SERVICES INC | SHELTER CARE | 518.65 |
| ZIEGLER | MISC PARTS | 2,432.56 |
| | GRAND TOTAL | 413,083.25 |

Goebel asked to the board for approval to pay as a paid prior the ICAP insurance bill of approximately \$126,000. Board consensus was to pay the bill once received by Blum and Leonard to meet the December 27 due date.

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

Joint Drainage Claims:

| <u>Name</u> | <u>Purpose of Claim</u> | <u>Amount</u> |
|--------------------------|-------------------------------|---------------|
| B & W Control Specialist | DD 1 ED Weed Spraying | \$1,257.20 |
| B & W Control Specialist | DD 17 EPA LAT 3 Weed Spraying | \$1,039.95 |
| B & W Control Specialist | DD 17 EPA LAT 4 Weed Spraying | \$828.30 |
| B & W Control Specialist | DD 17 EPA Weed Spraying | \$8,492.35 |

Emmet County Sheriff, Mike Martens joined the meeting to discuss Personnel policy 4.6.3 clarification. Motion by Pluth, second by Hansen to approve the personnel policy 4.6.3 clarification. Ayes-Hansen, Pluth, Glasnapp. Nays-Quastad, Schumacher. Motion carried.

4.6.3 Sheriff's Office/Jailers/Emergency Management: If employee is scheduled to work on one of the following holidays (New Years Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, or Christmas Day) the employee will be further compensated a "Holiday Incentive Rate" (Adopted by BOS on 12/12/2023)

Holiday Incentive Rate: is an additional ½ hourly straight rate of pay for each hour worked on the above listed holidays in addition to the employee's standard hourly rate.

If the employee is required within this same work week in excess of 40 hours that week, the employee will still receive the "Holiday Incentive Rate" for those hours worked on the holidays listed above.

This section applies to hours worked on the above-listed holidays of midnight beginning on the day of the holiday and ending at 11:59pm the day of the holiday. Any hours worked outside of this period of time are subject to established payment guidelines.

Hourly part time employees are not eligible to receive "Holiday Incentive Rate."

DD 44 updates. Request to clean ditch out. Tabled and will be placed on agenda for next week.

DD 62 weed spraying bill \$3,319.00. The board discussed paying the county portion of the bill and then send the rest of bill back to the vendor- B & W Control Specialis- to invoice out to the remaining balance to the landowners. Tabled and will be placed on agenda for next week.

Motion to adjourn by Hansen, second by Pluth to adjourn at 10:52 a.m. All ayes. Motion carried.

Mackenzie Kollasch, Auditor Assistant

Todd Glasnapp, Chairman