

**BOARD OF SUPERVISORS MEETING
FIRST MEETING, 2023 SESSION (1)
JANUARY 3, 2023**

The Buena Vista County Board of Supervisors met for the first meeting of the 2023 session on Monday, January 3, 2023, at 8:30 A.M. in the Boardroom with Chairman Merten presiding, and the following other members present: Snyder, Croker, Altena and Ringgenberg, and with Deputy Auditor Sharon Henkel as clerk for the meeting.

Prior to the start of today's meeting, Supervisors Merten and Snyder completed the **count of cash in the Treasurer's** office.

Unless otherwise indicated, all the following **motions** offered at this meeting were carried with the following vote: Ayes: Croker, Merten, Ringgenberg, Altena, and Snyder. Nays: none. Abstentions: none.

Motion by Ringgenberg, second by Croker, to approve today's agenda as printed. Carried.

Motion by Altena, second by Snyder, to approve the revised **minutes** of the 12/13/2022 meeting previously approved on 12/20 to correct a department name error and approve the **minutes** of the 12/20/2022 meeting as corrected and to adjourn the **2022 session**. Ayes—Croker, Merten, Ringgenberg, Altena and Snyder. Nays—none. Carried.

The first order of business for the 2023 session was election of the Chairman of the Board and Vice-chair. Chairman Merten called for nominations for **Chairman of the Board of Supervisors** and for **Vice-Chairman**. Motion by Ringgenberg, second by Croker, to nominate Kelly Snyder as Chairman of the Board of Supervisors and Rhonda Ringgenberg as Vice-Chairman of the Board of Supervisors for 2023. The vote on the Chairman and the Vice-Chairman was: Ayes—Croker, Merten, Ringgenberg, Altena, and Snyder. Nays—none. Carried.

Motion by Croker, second by Merten, that **Robert's Rule of Order Revised** (2011) shall govern the proceedings of the Buena Vista County Board of Supervisors, including the use of a second for all motions. Carried.

Secondary Road Report: Bret stated that they are dealing with weather - plowing, sanding, and scraping ice off roads. They are working on the removal of the bridge over the Little Sioux River on M-36 (Weaver Street). He recently attended the County Engineer's Conference. Most of the discussion was weather related and caring for the roads. He always learns something new through the discussions had. He submitted the Application to the DOT for the new Annual All-Systems Overweight permits for Commercial and Farm Vehicles. He chose roads that had no bridges and that connect to a state highway. So those roads will be on the map and accessible for those who had purchased their permits.

Kim Johnson came in to introduce the **new Environmental Health and Zoning Administrator** Ben Mueggenberg.

Shannon Landauer, President & CEO of **Iowa Lakes Corridor** presented their funding request virtually. For FY24, they are asking \$35,000 in allocation which would be an increase of \$5,000. Iowa Lakes Corridor is the regional economic development agency for Buena Vista, Clay, Dickinson, and Emmett counties.

Chairman Snyder asked if there was anyone online that wished to be heard during **Hear the Public**, with no response.

Motion by Ringgenberg, second by Merten, to approve today's **claims approval list**, and the following **reports**: December reports- E911 agenda and minutes, Emergency Management agenda, Rolling Hills Governance Board minutes, Compensation board minutes CAASA letter. Carried.

Matrix Construction Evaluation

Motion by Merten, second by Ringgenberg, to approve and to authorize the Chair to sign **Resolution 2023-01-03-A** adopting the matrix construction evaluation process. Carried.

**RESOLUTION #2023-01-03-A
CONSTRUCTION EVALUATION RESOLUTION**

WHEREAS, Iowa Code section 459.304(3) sets out the procedure if a board of supervisors wishes to adopt a "construction evaluation resolution" relating to the construction of a confinement feeding operation structure; and

WHEREAS, only counties that have adopted a construction evaluation resolution can submit to the Department of Natural Resources (DNR) an adopted recommendation to approve or disapprove a construction permit application regarding a proposed confinement feeding operation structure; and

WHEREAS, only counties that have adopted a construction evaluation resolution and submitted an adopted recommendation may contest the DNR's decision regarding a specific application; and

WHEREAS, by adopting a construction evaluation resolution the board of supervisors agrees to evaluate every construction permit application for a proposed confinement feeding operation structure received by the board of supervisors between February 1, 2023, and January 31, 2024, and submit an adopted recommendation regarding that application to the DNR; and

WHEREAS, the board of supervisors must conduct an evaluation of every construction permit application using the master matrix created in Iowa Code section 459.305, but the board's recommendation to the DNR may be based on the final score on the master matrix or may be based on reasons other than the final score on the master matrix.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Buena Vista County that the Board of Supervisors hereby adopts this construction evaluation resolution pursuant to Iowa Code section 459.304(3).

BE IT FURTHER RESOLVED that the Buena Vista County Environmental Health Department is hereby designated as the contact persons for the county for DNR site investigations for animal confinement building construction applications.

PASSED AND APPROVED this 3rd day of January 2023.

/s/ Kelly Snyder, Chair, Board of Supervisors..... /s/ Sharon Henkel, 1st Deputy County Auditor

Official Newspapers

Having received a request for official newspaper designation from each newspaper, motion by Ringgenberg, second by Altena, to designate the following as official newspapers for legal publications for

2023: The Storm Lake Times Pilot and Buena Vista County Journal, and to direct the Auditor to publish all motions of the Board, any actions resulting in a consensus of the Board, on a quarterly basis - the list of claims paid from the minutes of the Board meetings, and annually - the list of salaries paid. Carried.

Elections Deputy Karla Ahrendsen presented on behalf of the Auditor and herself asking that the Board would approve their request for a monthly **cell phone reimbursement** due to the use of their personal cell phones for work related activities. Auditor Lloyd, present virtually, is requesting a monthly reimbursement of half her cell phone bill which is \$40. Election Deputy Ahrendsen, present virtually, is requesting a monthly reimbursement of half her cell phone bill which is \$20. Motion by Croker, second by Merten, to approve a monthly cell phone reimbursements for the Auditor for \$40 and for the Elections Deputy for \$20 to be paid out of claims once a month. Carried.

Motion by Croker, second by Merten, to authorize the Chair to sign the Notice of Appointment of Kelly Snyder to serve on the Board of Directors of the **Third Judicial District Department of Correctional Services** for the calendar year 2023. Carried.

Motion by Merten, second by Altena, that Buena Vista County is the **Employer of Record** for the Rolling Hills CEO Dawn Mentzer, Office Administrator Kelsey Allen, & Coordinator of Disability Services Caylyn Bishop thru June 30 of Fiscal Year 2023. Carried.

Board Appointments

Motion by Ringgenberg, second by Croker, to appoint the following persons as delegates and representative to the committees, commissions and boards as noted for 2023, with changes, excluding moving HIPPA appointments to 1/10/2023 once we have more information and pending any changes that may need to be made later. and to designate all of the remaining Supervisors as alternates:

Snyder–delegate, all the remaining Supervisors as alternates, to the **Local Emergency Management Commission** (Chapter 29C.9).

Snyder-representative, all the remaining Supervisors as alternates, to the **Region III Local Emergency Planning Council (LEPC)**.

Snyder-representative, all the remaining Supervisors as alternates, to the **Buena Vista E-911 Service Board**.

Altena–delegate all the remaining Supervisors as alternates, to the **Buena Vista Solid Waste Commission**.

Croker and Merten-representatives, to the **Lake Improvements Commission**.

Merten to the **Friends of Little Lake Discovery Center Board**.

Ringgenberg–representative, to the **3-County Early Childhood Iowa Board**,

Ringgenberg–representative, to the **Buena Vista Local De-Cat Board**.

Ringgenberg-representative, to the Board of Directors of the **Storm Lake United Development Board**.

Chairman Snyder and Vice-Chairman Ringgenberg as ex-officio members of the board of **Storm Lake United Economic Development Revolving Loan Fund**.

Croker -delegate, to the **Iowa Lakes Corridor Development Corporation**.

Croker -County representative to the **Northwest Iowa Workforce Development**

Bret Wilkinson, technical representative, Justin Anderson-alternate, to the **Region 3 RPA Transportation Technical Committee**, Merten–Board’s representative, all other board members as alternates, to the **Region 3 RPA Transportation Alternatives Committee**.

Snyder--representative, all the remaining Supervisors as alternates, to the **NW IA Juvenile Detention Center (YES)**.

Merten-representative, to the **Central Iowa Juvenile Detention Center**.

Becki Drahota, Don Diehl, and Sara Monroy Huddleston, to the **Judicial Magistrate Appointing Commission** for 6-yr terms expiring 12/31/2026.

Tom Ryherd (12/31/23), Don Diehl (12/31/23), and Dave Patton-appointed by the County Attorney (12/31/25) to the **BV County Civil Service Commission**. (341A.2)

Donnie Skou-representative, to the **Regional Housing Authority** until 12/31/2023.

Croker and Steve Jimmerson to the **Northwest Iowa Regional Housing Trust Fund**.

Merten-as the Board representative on the **BV County Coop/COG Planning Committee** (Continuity of Operations).

Croker-delegate, to the **Upper Des Moines Opportunity, Inc. Board**.

Snyder-delegate, to the **NW Iowa Planning and Development Commission**.

Dale Arends-citizen representative to the **NW Iowa Planning and Development Commission**.

Snyder-representative, to the **S.H.I.E.L.D. Board (12 County)**.

Merten-as a non-voting member of the **Plains Area Mental Health Board**.

Merten-representative, to the **Rolling Hills Community Services Region Governance Board**.

To the County **Safety Committee** (including the Right-to-Know program): Altena, Kory Elston, Bruce McGowan (as Bret Wilkinson’s designee), Ron Reckamp, Justin Anderson, Stephanie Anderson, Joe Keller, Johanna Knipper, Yvonne Sandhoff, Greg Johnson, Aimee Barritt, Tyler Van Houten, Louie DeRoos, Jeryllyn Sahr, Connie Jesse, and Brian Blomme, with Mike Raner as Safety Coordinator.

Snyder-delegate, to the **Regional Transit Board (RIDES)**.

Croker and Breanna Horsey-delegates to the **Western Iowa Tourism Council**.

Gary Armstrong as the Buena Vista County **Drainage Attorney**.

Snyder-delegate, to the **Drainage District #181, #274, #14-42, #22, & #150 Interim Boards**.

Merten as Buena Vista County **Equal Employment Opportunity Officer**.

Chairman-representative, for all county **labor negotiations**.

Danelle Haberman, Don Altena, and Susan Lloyd to the Buena Vista County **Deferred Compensation Board**.

Bret Wilkinson, Kory Elston, Joe Keller, Aimee Barritt, Paul Merten, and Kelly Snyder to the **Weather Committee**.

Board of Supervisor's Chair, Bret Wilkinson, Kory Elston, Danelle Haberman, Susan Lloyd, and Yvonne Sandhoff as members of the **Personnel Committee** (includes employee handbook updates).

Sheriff, Bldg/Grounds Supt., County Auditor, County Attorney, Clerk of Court, Member of the Board of Supervisors (Snyder), and Associate District Judge Andy Smith to the **Courthouse/Judicial Security Committee**.

Curt Reis, Susan Lloyd, Joe Keller, Bret Wilkinson, Tyler Van Houten and Merten, to the **Buena Vista County Facilities Committee**.

Merten–Board's representative for **Whitney Pit Farm and South Hayes Pit Farm** for leases and Merten and Bret Wilkinson for grain sales at the South Hayes Pit.

Susan Lloyd-**ADA Coordinator**.

Public Health Administrator Julie Sather, Sheriff Kory Elston, County Attorney Paul Allen, Supervisor Kelly Snyder, and EMA Director Aimee Barritt to the **Opioid Abatement Committee**

Joe Keller as the **Lock-out/Tag-out Program** Coordinator for the Courthouse, DHS Annex, E. Richland Annex, Geneseo Annex. CZ Annex and Cayuga St. Annex.

Karen Crilly as the primary contact person, and Bret Wilkinson as the secondary contact person for **Drug and Alcohol Testing Alliance**.

Ben Mueggenberg as Buena Vista County **Zoning Administrator** and **Buena Vista County Floodplain Coordinator**).

Planning & Zoning Commission members: Kyle Hansen, Richard Marshall, Gary Sundblad, Marvin Engel, Melanie Anderson

Zoning Board of Adjustment members with 5-year terms as follows: Richard Langner-12/31/26, Mitch Sievers-12/31/24, Greg Sundblad-12/31/27, Steve Lind-12/31/23, and Jason Meyer-12/31/25.

Dawn Mentzer to the **Cherokee MHI Advisory Council**.

Dr. Garrett Feddersen, **County Medical Examiner**, and Tim Speers-Chief Deputy Medical Examiner, and independent EMTs Greg Ebersole, Kaylynn Smit, & Dave Patton, as **Deputy Medical Examiners** (Chapter 331.801). Terms expire 12/31/2023.

Altena as representative, to the **BV County Trails Advisory Council**.

Rich Haldin (6-30-24), Pam Jacobsen (6-30-25), Paul Sennert (6/30/23), (Nicole Diischer (6-30-24), and Gar Otto (6-30-24) to the **Veterans Affairs Commission** for the 2023 year, and until their terms expire (Chapter 35B).

Bret Wilkinson--**Title VI Coordinator**

Bret Wilkinson as **County Engineer** and authorized to close roads as necessary.

Greg Johnson as **Weed Commissioner**.

Brian Jones as **Deputy Weed Commissioner**.

Local Board of Health-members with 3-yr. terms as follows Dr. Robert Whitmore 12/31/2025, Julie Sievers-12/31/24, Shelly Rock-12/31/23, Rhonda Ringgenberg-12/31/23 and Jon McKenna-12/31/2024.

BV Co Conservation Board-Jeff Kestel-12/31/24 Erica Larson -12/31/25, Rick Meyer-12/31/26, Sarah Vanderhoff-12/31/27 Jim Wischmeyer-12/31/23.

BV County Wellness Committee: Lacey Anderson, Jen Fulcher, Angie Wilkinson, Don Altena, Sharon Henkel, Eric Chase, Kay Evans, Angela Lai, Isabel Andrade.

BV County Insurance Committee: Ashley Herrig, Kim Briley, Jon Buss, Josh Nielsen, Rob Danielson, Greg Johnson, Ben Mueggenberg, Yvonne Sandhoff, Lacey Anderson, Curt Reis, Rhonda Ringgenberg, Mark Van Hooser, and Tyler Van Houten.

EMS Board: Kelly Snyder, all the remaining Supervisors as alternates

Eminent Domain Compensation Commission (Chapter 6B.4): Farmers-Stan Peters, Rich Langner, Mike Pedersen, Phil Driver, Don Peterson, Don Diehl, (1 vacancy); Realtors-Clark Fort, Margie Robinson, Rob Smith, Marv Munden, Steve Jimmerson, Mark Williams (1 vacancy); for Cities- (7 vacancies); for their Occupation- Mark Rehnstrom, Randy Johnson, Ben Nesheim, Kevin Cone, Eric Mosbo, (2 vacancies).

Mike Raner as Buena Vista County **Safety Coordinator**.

Greg Johnson to the **B.V. Co. REAP Committee**.

Merten-representative to the **North Raccoon River Watershed Management Coalition Board**.

Croker and Snyder as Board of Supervisor representatives to the **Hazard Mitigation Planning Committee**.

James R. Nelsen with a term expiring 6/30/2025 Tim Heuton with a term expiring 6/30/2023, and Mark Herrig with a term expiring 6/30/2024 to the **Lincoln Benefited Fire District Board of Trustees**.

Kathy Croker to the **SRFDC Committee** held Spring and fall at the ISAC meetings.

County Auditor, and in her absence the Deputy Auditor, as **Custodian of Supervisors' records** (including Supervisors Minutes, annual reports of County Departments and other organizations required to file their reports with the Board of Supervisors, Drainage District Minutes, Ordinances, Warrant Book, Claims Registers, Precinct Maps.)

The vote on the above appointments was carried.

Pursuant to Chapter 22.1.2 of the 2023 Code of Iowa, the Auditor informed the Board that she has named herself and her Deputy, Sharon Henkel, as the lawful custodian of the records which are considered 'open records' in the Buena Vista County Auditor's office. (Records and Code of Iowa references: Bonds of Public Officers (62.6), Election records (62.3 and others), Budgets adopted by local taxing jurisdictions (331.502.3) Township records (331.502.30), Drainage Minutes & Assessment Schedules (331.502.33), record of Election results (50.39 & 50.40), Lost Property Record (556F), Mental Health Accounts prior to 1994 (230.26), assistance to Veterans (34B.10, Claims against the Board 331.504.4), Assessment Rolls (441.26), Tax Rate Book (444.6), Real Estate Transfer Books-Index-Plat Books (558.60-67), Survey Plats (354.25), Treasurer's report of Receipts & Disbursements (335.504.4), Valuation Report (331.510), Annual County Financial Report.

Holiday, Vacation, and Sick Leave Policy

Motion by Ringgenberg, second by Merten, that the Buena Vista County Employee Handbook with the effective date of January 1, 2020, along with the various Departmental Rules, Job Descriptions, and any amendments be declared the governing policy for all Buena Vista County employees under the jurisdiction of the Board of Supervisors for Buena Vista County, and that the Medical History, Physical Examination, and County Work Release forms be used in conjunction with the Handbook. Ayes: Merten, Altena, Croker, Ringgenberg, Snyder Nays: None. Carried.

Motion by Merten, second by Ringgenberg, that **election workers** for 2023 be paid \$14.00/hr. and chairpersons \$15/hr., effective this date. Carried.

Meal and Mileage Rate Reimbursements

Motion by Ringgenberg, second by Merten, to approve the following reimbursement:

meal cost reimbursement to employees, and to others serving on boards and in other appointive positions, shall be: meals eaten out of county during approved schools or meetings may be reimbursed at their actual cost to a maximum of \$50.00 per diem following handbook policy. (Reimbursements for meals, when no overnight stay is involved, will show on the employee's W-2). No reimbursement will be made for tips or alcoholic beverages. To receive reimbursement, detailed receipts must be submitted. If the per diem is exceeded due to a meal/meeting, that fact shall be noted on the reimbursement claim. Carried.

Motion by Croker, second by Ringgenberg, to approve the following reimbursement and the Lodging Expense policy:

mileage reimbursement rate for sheriff's service fees at the current IRS rate \$.655/mile on 1/1/2023.

mileage to employees (including deputy medical examiners, township elected officials, and election workers) at the rate of \$.04 cents under the current IRS standard mileage rate (.615), for each mile traveled by private vehicle (not for county owned vehicles) for county business in 2023.

The **Hotel Reimbursement & Human Trafficking Policy** which applies to county employees wanting reimbursement for hotels they stay in while under County employment for meetings and training went into effect January 1 of 2022 and remains in effect indefinitely. Ayes: Croker, Altena, Merten, Ringgenberg, Snyder. Nays: None. Carried.

Insurance Coverage including Blanket Bond

Motion by Merten, second by Croker, to continue the following insurance coverage from the Stille, Pierce & Pertzborn Agency for the remainder of FY'23: tort liability, auto, property, computer equipment, E & O, umbrella, data processing, inland marine, contractor's equipment, crime, law enforcement professional, medical professional, worker's compensation, and blanket bond. Ayes: Croker, Altena, Merten, Ringgenberg, Snyder. Nays: None. Carried.

Depository Resolutions

Motion by Ringgenberg, second by Altena, that the Depository Banks currently being used by the Treasurer, Recorder, & Sheriff continue to be used during 2023 in the amounts stated below, and, that the appropriate elected official be and is hereby authorized to deposit the designated office funds in amounts, not to exceed in the aggregate, named for said bank:

Treasurer:	Citizen's First National Bank, Storm Lake	\$1,500,000.00
	Central Bank, Storm Lake	\$1,500,000.00
	Security Trust & Savings Bank, Storm Lake	\$25,000,000.00
Recorder:	Security Trust & Savings Bank, Storm Lake	\$100,000.00
Sheriff:	Central Bank, Storm Lake	\$250,000.00
	Citizen's First National Bank, Storm Lake	\$25,000.00
Attorney:	Central Bank, Storm Lake	600.00

and, that the 2023 Federal Depository Bank shall be Security Trust and Savings Bank, Storm Lake, with the payroll deposits to be made by wire transfer. Carried.

Drainage Resolutions and Assessments

Motion by Merten, second by Ringgenberg, that the County Drainage Attorney is hereby directed to research drainage and other assessments due and payable on parcels of Buena Vista County property prior to putting them on the list of properties for scavenger auction; to establish 5% as the rate of interest to be paid during 2023 on all stamped warrants, and charged on Improvement Certificates and Drainage District waivers, effective this date (for Buena Vista County drainage districts only); that the beaver control policy in 2023 shall be payment of \$50 per beaver tail for beavers trapped in drainage districts as adopted January 1, 1986, and, the beaver control program shall be \$50/beaver tail for the non-drainage district areas of the county; these programs require that the claimant possess a fur-bearer's license as required by law, and with a payout limit of \$1,500 in non-drainage districts areas in each fiscal year. Carried.

There being no further business, motion by Croker, second by Merten, to adjourn the meeting at 1:48 p.m. until Friday, January 6 at 8:30 a.m. for a special meeting and departmental budget reviews.