

**September 29, 2021**

Board members present for regular session at 9:00 a.m. were: Hoadley, Shelley, Twombly, Walker, and Wedemeyer.

Also present: Mandy Berg and Melissa Larson. Caleb Nelson – Adair County Free Press, Jennifer Nichols – Atlantic News Telegraph, Mandy Billings – KSOM joined via conference phone.

All motions were approved unanimously unless noted otherwise.

Due to heightened public health risk from the coronavirus outbreak, the Board Meeting was held via conference call pursuant to Iowa Code section 21.8 along with in-person public attendance in the boardroom.

**ATTORNEY – ADDITIONAL OFFICE POSITION:** County Attorney Melissa Larson stated that per the previous conversation with the Board concerning her workload, she believes she has come up with a feasible idea to keep Larson as a part-time County Attorney. Larson would like to create a new paralegal position in her office. Ideally, Larson would like to transfer her current legal assistant, Donnell Griffith, into that new position and hire a new legal assistant. Both positions will be posted for the ten days as required by the County Handbook. Larson presented job descriptions for both positions along with how this would impact her budget for this year. She would like to hire someone as soon as possible in order for training to occur before an upcoming trial in the next couple of months. Supervisor Wedemeyer asked if there would be a lot of other people that may be interested in the paralegal position. Larson stated that there probably wouldn't be as much interest in that position since legal training is necessary, but thinks there will be interest in the legal assistant position. Supervisor Hoadley asked if all work would be reviewed by Larson before leaving the office. Larson stated that she is obligated to do so and would sign off on anything before it leaves the office. Supervisor Wedemeyer stated that he believes that there is no doubt that this is definitely a need and that the Board knew it would be coming. Supervisor Twombly asked if Larson would be doing the interviewing herself and Larson stated she would. Supervisor Shelley stated that he believes the goal hire date of October 18<sup>th</sup> is soon and would just like to get the most educated person hired for the new position. Supervisor Twombly stated that the Board would still need to approve the new hires in the end. Moved by Wedemeyer and seconded by Shelley to allow Larson to proceed with advertising for both positions and begin the hiring process. Approved.

**STUART URBAN RENEWAL PLAN AMENDMENT:** Larson stated that she had no concerns regarding the notice the Board received last week. Larson stated that if there were any concerns, the Board needed to attend the hearing last Friday and that no further action is required.

**28E AGREEMENT – IOWA DNR:** Larson did not have any concerns or changes needed to the 28E Agreement with Iowa Department of Natural Resources. Jotham Arber from Environmental Health will return next week to further discuss with the Board

**MINUTES:** Moved by Walker and seconded by Twombly to approve the minutes from September 23, 2021. Approved.

**CLAIMS:** Moved by Twombly and seconded by Hoadley to approve the following claims:

Vendor	Description	Amount
Auxiant	HRA Insurance Trust Claims	\$244.99
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	<b>GRAND TOTAL</b>	<b>\$9,786.16</b>
<b>FUND</b>		
8500 - ADAIR COUNTY INSURANCE TRUST		\$9,786.16
	<b>GRAND TOTAL</b>	<b>\$9,786.16</b>

Approved.

**TOWNSHIP CLERK WAGES:** Moved by Hoadley and seconded by Wedemeyer to approve the township wages for Grand River Township Clerk Rebecca Luers for \$20.00, Lee Township Clerk Brenda Standley for \$20.00, Orient Township Clerk Julia Frederick for \$20.00, Jackson Township Clerk Diana Kordick for \$60.00, and Washington Township Clerk Diane McCall for \$20.00. Approved.

**MANURE MANAGEMENT PLAN UPDATES:** Moved by Twombly and seconded by Wedemeyer to acknowledge receipt of the manure management plan updates from Prestage Farms of Iowa, LLC for PI281 and PI286 and Jack McKee. Approved. Nick Kauffman entered at 9:22 a.m.

**HEALTH INSURANCE WELLNESS DISCOUNT:** Auditor Berg explained that Katie Schmit from Group Benefit Partners did not have any numbers for FY23 insurance premiums as of yet. Berg presented numbers regarding FY22 health insurance premiums and the wellness discount. If the County had not received the 5% wellness discount for FY22, premiums would have increased by \$55,200. Supervisor Twombly stated that if County employees do not participate in the wellness program and the County does not receive the wellness discount, he believes the Board should pass on that increase to employees on both single and family plans. The Board discussed it and would like Auditor Berg to send a letter to all employees showing these numbers and encouraging them to participate in the wellness program to obtain the 5% wellness discount for FY23 health insurance premiums. Sheriff Jeff Vandewater entered at 9:27 a.m.

**LIQUOR LICENSE OWNERSHIP CHANGE:** Moved by Hoadley and seconded by Walker to approve the liquor license ownership change for the Henry A. Wallace Country Center. Approved.

**COVID-19 UPDATES & DISCUSSION:** Auditor Berg stated that she has asked departments to return their proposals for the American Rescue Plan Act funding by October 15<sup>th</sup>. She has also had some outside entities request information regarding this and has sent the form to them as well, although she was under the impression that the Board wanted view the County needs first and would have a separate application process for outside

organizations. Supervisor Shelley confirmed that the County's employment is under 100 so that the County is not obligated to have mandatory covid vaccinations.

**ENGINEER: Sign ROW Contracts** – Moved by Twombly and seconded by Hoadley to sign the right of way contracts for the Lakeview Culvert project with Christina Warner and Daniel Marnin for \$220.63. Approved. **Discuss FY2023 Wages** – Engineer Kauffman stated that in a previous conversation with the Board in the spring, it was stated that the County is a little behind on wages compared to other Counties. Kauffman presented a spreadsheet comparing Adair County to surrounding counties showing that our wages are below average for all positions at secondary roads. Kauffman believes we can't just meet the average for next year as it would still make us behind and is proposing a \$2.00/hour wage adjustment for each hourly position other than the office manager, engineer tech, and office assistant. The total cost for this increase would be around \$200,000 including overtime. Supervisor Twombly stated that he believes we need to do something to raise wages in the next fiscal year and will have to see what numbers we have to work with to make this happen. Supervisor Hoadley stated she doesn't think this is unreasonable and that we need to do something to keep our employees. **Report of Maintenance & Activities** – Engineer Kauffman gave an update to the Board on the following projects: Lakeroad project letting on October 12<sup>th</sup>, N34 Richland bridge, Leroy and Sons moving dirt on county line project, Gus is working on W22 Jackson, auction on Monday at 1:00, met with bridge inspection team this week and will be closing a bridge.

**AUDITOR – FY21 ANNUAL FINANCIAL REPORT:** Auditor Berg presented the FY21 Cash Annual Financial Report. Comparing FY20 to FY21, revenues increased by 7.19% and expenditures decreased by 8.64% and Berg pinpointed where those changes occurred. FY21 ending funding balances were as follows: General Fund \$833,574 – 31.67%, General Supplemental Fund \$323,270 – 33.46%, Rural Services Fund \$312,408 – 17.97%, and Secondary Roads Fund \$1,773,401 – 30.61%. Berg also distributed charts showing how expenditures were spent by department and function and how revenues were received by source.

**ADJOURNMENT:** Moved by Twombly and seconded by Walker to adjourn at 10:10 a.m. Approved.

**ADAIR COUNTY BOARD OF SUPERVISORS:** \_\_\_\_\_ Steve Shelley, Chairman

**ATTEST:** \_\_\_\_\_ Mandy Berg, Auditor Clerk