

## January 2, 2025

Board members present for regular session at 9:00 a.m. were: Baier, Christoffersen, Hoadley, and Walker. Wedemeyer joined via conference phone. Also present: Mandy Berg, Nick Kauffman, Melissa Larson, Jeff Vandewater and Caleb Nelson. All motions were approved unanimously unless noted otherwise.

Auditor Berg opened the meeting.

**OATH OF OFFICE:** Melissa Larson, County Attorney administered the Oath of Office to Sheriff Jeff Vandewater, Auditor Mandy Berg, Supervisor Michael Christoffersen, and Supervisor Jerry Walker.

**2025 CHAIR AND VICE CHAIR:** Moved by Walker and seconded by Michael Christoffersen to nominate Nathan Baier as the 2025 Chair. Approved. Chairman Baier took over the proceedings of the meeting. Moved by Hoadley and seconded by Wedemeyer to nominate Jerry Walker as the 2025 Vice Chair. Approved.

**ORGANZATIONAL RESOLUTION:** Moved by Wedemeyer and seconded by Hoadley to approve **Resolution #2025-01** – Be It Resolved by the Adair County Board of Supervisors that their regular meeting days be set for each Wednesday of the month and the claims schedule will be set by the Auditor. No bills will be allowed unless they carry the approval of the officer empowered to order same. All claims must be itemized in full, with vendor invoice and signed by office head. Claims must be filed in the Auditor's office by 3:00 p.m. two business days preceding the Board meeting day they are to be approved. Roll call vote: Wedemeyer, aye; Walker, aye; Hoadley, aye; Christoffersen, aye; and Baier, aye. Approved.

**CHAIRMAN AUTHORIZATION RESOLUTION:** Moved by Hoadley and seconded by Walker to approve **Resolution #2025-02** – Chairman of Board of Supervisors Authorized to Sign Contracts, Deeds, Etc. Be It Resolved by the Adair County Board of Supervisors, that Jerry Walker, Chairperson of the Adair County Board of Supervisors, for the year 2025, is hereby designated, authorized, and empowered on behalf of the Adair County Board of Supervisors, to sign contracts, deeds, and other necessary and lawful papers on behalf of Adair County, including documents for the USDA. Be It Further Resolved, that in the absence of the chair, the Vice-Chairman, Nathan Baier is hereby authorized to sign documents. Roll call vote: Wedemeyer, aye; Walker, aye; Hoadley, aye; Christoffersen, aye; and Baier, aye. Approved.

**TRAVEL POLICY RESOLUTION:** Moved by Walker and seconded by Christoffersen to approve **Resolution #2025-03** – Adair County Travel Policy. Reimbursement for travel will be according to the Adair County Personnel policy or applicable union contract with the following limitations: Daily single lodging rate reimbursement or payment shall not exceed the lowest negotiated ISAC or ISAC affiliate price per day plus tax and for Non-ISAC meetings shall not exceed the lowest government price offered. An original receipt or bill must be presented for payment. Meal reimbursements if applicable will not exceed the following amount with original itemized receipt required: \$40/day. The County will not reimburse for tip or alcohol. Exceptions shall be made for meals included as part of school of instruction registration fee. The 2025 mileage reimbursement rate will be set at the IRS Rate for county employees on county business. The Sheriff will use the IRS Standard Mileage rate for functions billed for service within the office of the sheriff. The Veterans Affairs will pay the VA Transport Drivers \$0.10 above the IRS Standard Mileage rate. Roll call vote: Wedemeyer, aye; Walker, aye; Hoadley, aye; Christoffersen, aye; and Baier, aye. Approved.

**2025 COUNTY HOLIDAYS:** Moved by Hoadley and seconded by Walker to approve the following 2025 County Holidays and Safety Days: President's Day – February 17, Memorial Day – May 26, Independence Day – July 4, Labor Day – September 1, Veteran's Day – November 11, Thanksgiving – November 27 and 28, Christmas – December 25 and 26, and New Year's Day – January 1. Approved.

**MASTER MATRIX RESOLUTION:** Moved by Hoadley and seconded by Walker to approve **Resolution #2025-04** – 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, 2025 and January 31, 2026 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 Adair County that the Board of Supervisors hereby adopts this construction evaluation resolution pursuant to Iowa Code section 459.304(3). Roll call vote: Wedemeyer, aye; Walker, aye; Hoadley, aye; Christoffersen, aye; and Baier, aye. Approved.

**FY25 AUDIT SERVICES:** Moved by Hoadley and seconded by Christoffersen for the Auditor to send a letter to the Auditor of State requesting that they perform the FY25 Audit and to start collecting data on different auditors that may be interested in doing our FY26 audit. Approved.

**DESIGNATED OFFICIAL NEWSPAPER:** Two requests were received for the designation of the official newspapers of Adair County in accordance with Iowa Code Chapter 349. The requests were from The Adair County Free Press and The Adair News. Moved by Walker and seconded by Hoadley to approve the Adair County Free Press and The Adair News as the 2025 Official Newspapers for Adair County. Approved.

**PUBLIC HEARING – FY25 BUDGET AMENDMENT:** Moved by Walker and seconded by Hoadley to open the public hearing for the FY25 Budget Amendment at 9:19 a.m. No comments were received by the Supervisors or Auditor. Moved by Hoadley and seconded by Walker to close the public hearing at 9:20 a.m. **Resolution Approving FY25 Budget Amendment** – Moved by Hoadley and seconded by Christoffersen to approve **Resolution #2025-05** – Approval of FY25 Budget Amendment. Be It Resolved by the Adair County Board of Supervisors, that the amended budget for fiscal year 2025 be approved as published in the official newspapers of the county on December 18<sup>th</sup> and December 19<sup>th</sup>, 2024. Roll call vote: Wedemeyer, aye; Walker, aye; Hoadley, aye; Christoffersen, aye; and Baier, aye. Approved. **Sign FY25 Budget Amendment** – Moved by Walker and seconded by Christoffersen for the Chair to sign the FY25 Budget Amendment. Approved. **Appropriations Resolution** – Moved by Hoadley and seconded by Walker to approve **Resolution #2025-06** – Appropriations. FY2025 Appropriations Increases as per Budget Amendment 01/02/2025. Be It Resolved by the Adair County Board of Supervisors this 2<sup>nd</sup> day of January, 2025 that the following increases in the following departments:

01	Board of Supervisors	\$1,034,248	+	\$13,562	=	\$1,047,810
05	Sheriff	\$2,020,903	+	\$173,779	=	\$2,194,682
20	Engineer	\$17,079,200	+	\$766,523	=	\$17,845,723
22	Conservation	\$437,805	+	\$7,099	=	\$444,904
28	Medical Examiner	\$15,000	+	\$5,000	=	\$20,000

Roll call vote: Wedemeyer, aye; Walker, aye; Hoadley, aye; Christoffersen, aye; and Baier, aye. Approved.

**COUNTY ATTORNEY – NEW HIRES:** Melissa Larson, County Attorney, stated that she would like to move Nellie Griffith up to the Paralegal and Victim Witness Coordinator at \$27.00/hour and hire Kara Buckner as Legal Assistant starting at \$23.00/hour. Both positions would work 35 hours per week. Moved by Walker and seconded by Hoadley to approve the hires of Nellie Griffith, Paralegal and Victim Coordinator at \$27.00/hour and Kara Buckner, Legal Assistant, at \$23.00/hour. Approved. Effective dates are to be determined.

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

AUXIANT	HRA INS TRUST CLAIMS	\$3,203.52
	<b>GRAND TOTAL</b>	<b>\$3,203.52</b>
8500- ADAIR COUNTY INS TRUST		\$3,203.52
	<b>GRAND TOTAL</b>	<b>\$3,203.52</b>

Approved.

**TAXABLE MEAL:** Moved by Hoadley and seconded by Christoffersen to approve the taxable meal for Matt Wedemeyer for \$16.05. Approved.

**HOMESTEAD & MILITARY DISALLOWANCES:** Moved by Walker and seconded by Hoadley to approve the Homestead and Military Disallowances and for the Chair to send a letter. Approved.

**ADA COORDINATOR APPOINTMENT:** Moved by Walker and seconded by Hoadley to appoint Nathan Baier as the ADA Coordinator. Approved.

**CONDEMNATION COMMISSION:** Moved by Hoadley and seconded by Christoffersen to appoint the following to the Condemnation Commission:

<u>Farmers Owner-Operated</u>	Todd Van Eaton	<u>Owners Of City Property</u>	Barb Riley
T J Ross	<u>Licensed Realtors</u>	Marlo Smith	Amy Sivadge
Rodger Rice	Lynne Don Carlos	Ronnie Martin	Peg Scott
Larry Stetzel	Dennis Kellenberg	<u>Persons Having Knowledge</u>	Marc Don Carlos
David Doud	Judy Wedemeyer	<u>Of Property Values</u>	
Roger Jensen	Ryan Frederick	Gail Steward	

Approved.

**CONSERVATION BOARD:** Moved by Hoadley and seconded by Christoffersen to re-appoint Nancy Antisdal to the Conservation Board for a 5-year term. Approved.

**BOARD OF HEALTH:** Moved by Walker and seconded by Christoffersen to re-appoint Raedean Bigelow and Jenna Evans to a 3-year term on the Board of Health. Approved.

**MEDICAL EXAMINER:** Moved by Hoadley and seconded by Walker to re-appoint Dr. Tim Pearson, DO as Medical Examiner with deputies Dr. Glen Hanson, MD; Molly Hennigar, ARNP; and Chris Roberts, BPA, NRP. Approved.

**WEED COMMISSIONER:** Moved by Walker and seconded by Christoffersen to re-appoint Nathan Jensen as Weed Commissioner. Approved.

**ENGINEER: Empowerment Of Engineer** – Moved by Hoadley and seconded by Walker to approve **Resolution #2025-07** – Empowerment of County Engineer. Be It Resolved by the Board of Supervisors of Adair County, Iowa, that, effective January 2, 2025, Nicholas N. Kauffman, P.E., the County Engineer of Adair County, Iowa, be and is hereby designated, authorized and empowered on behalf of the Board of Supervisors of said County to execute the certification of completion of work and final acceptance thereof in accordance with plans and specifications in connection with all Farm-to-Market and Federal or State aid construction projects in this county. Roll Call Vote: Wedemeyer, aye; Christoffersen, aye; Hoadley, aye;

Walker, aye; and Baier, aye. Approved. **Sign Title VI Agreement** – Moved by Walker and seconded by Christoffersen for the Chair to sign the Title VI Agreement. Approved. **Sign Title VI Assurances** – Moved by Hoadley and seconded by Christoffersen for the Chair to sign the Title VI Assurances. Approved. **Title VI Non-Discrimination Policy Resolution** – Moved by Hoadley and seconded by Walker to approve **Resolution #2025-08** – Adair County Title VI Non-Discrimination Policy. Be It Resolved that the Adair County Board of Supervisors continues to endorse the Title VI Non-Discrimination Policy as approved on September 26, 2012 and filed with the Office of Employee Services - Civil Rights of the Iowa Department of Transportation on October 3, 2012. This policy names Nick Kauffman, the Adair County Engineer, as the person responsible for initiating and monitoring Title VI activities, preparing reports and performing other responsibilities, as required by 23 Code of Federal Regulation (CFR) Part 200 and 49 CFR Part 21 for Adair County, LPA, (the local public agency). Roll Call Vote: Walker, aye; Hoadley, aye; Christoffersen, aye; Wedemeyer, aye; and Baier, aye. Approved. **Title VI Compliance Documents Resolution** – Moved by Walker and seconded by Christoffersen to approve **Resolution #2025-09** – Adair County Resolution Adopting Documents Pertaining to Compliance With Title VI Provisions Of The Civil Rights Act Of 1964. Whereas, Adair County has been a recipient of federal financial assistance from the U.S. Department of Transportation; and Whereas, in receiving such financial assistance Adair County is mandated to comply with the provisions of Title VI of the Civil Rights Act of 1964; and Whereas, the Iowa Department of Transportation has directed Adair County to adopt certain documents and put certain procedures in place in order to comply with the Title VI of the Civil Rights Act of 1964; and Whereas, in order to continue receiving federal financial assistance from the U.S. Department of Transportation the adoption of certain documents and establishment of certain procedures is necessary. Now Therefore Be It Resolved by the Adair County Board of Supervisors that: 1. The Adair County Engineer is hereby designated Title VI Coordinator for Adair County. 2. The Adair County Title VI Agreement is hereby adopted and that the Chairman of the Board of Supervisors and Title VI Coordinator are authorized to sign said plan where required. 3. The Standard Iowa DOT Title VI Assurances are hereby adopted and that the Chairman of the Board of Supervisors is authorized to sign said document where required. 4. The Title VI Notice to the Public is hereby adopted and shall be posted where other public notices are displayed in the Adair County Courthouse and Adair County Engineer's Office. Furthermore, said notice shall be posted on the official Adair County website. 5. The Title VI Coordinator is authorized to take any other actions necessary and/or recommended by the Iowa Department of Transportation, U.S. Department of Transportation, or other designated authority to comply with the provisions of Title VI of the Civil Rights Act of 1964. Roll Call Vote: Walker, aye; Hoadley, aye; Christoffersen, aye; Wedemeyer, aye; and Baier, aye. Approved. **Authorizing Personnel to Issue Permits Resolution** – Moved by Christoffersen and seconded by Hoadley to approve **Resolution #2025-10** – Authorizing Personnel To Issue Permits. Whereas, The Board Of Supervisors Is Empowered Under Authority Of Sections 321.1 Of The Code Of Iowa To Issue Permits For The Movements Of Machines, Vehicles, Or Loads, Or Combinations Thereof Which Exceed The Maximum Dimensions And/Or Weights Specified In Section 321.452 To 321.466 But Within Limitations Of Chapter 321E Upon Secondary Roads Under It's Jurisdiction, And, Whereas, It Is Important That Such Permits Be Issued By Persons Familiar With The Statutes And Regulations Relating To Such Permits And Also With Limitations Of The County's Roadways, Road Surfaces, And Structures Along The Selected Or Designated Routes, Now, Therefore Be It Resolved By The Adair County Board Of Supervisors That The Adair County Engineer, Nicholas N. Kauffman, And The Following Named Employees Of The Secondary Road Department (Sawyer Hansen, Kevin Pickrell, And Janelle Meisenheimer) Be Authorized To Issue And Sign Special Permits For Movement Of Vehicles Of Excessive Size And Weight Upon Adair County Secondary Roads In Accordance Of Said Chapter 321E. Roll Call Vote: Walker, aye; Hoadley, aye; Christoffersen, aye; Wedemeyer, aye; and Baier, aye. Approved. Supervisor Wedemeyer exited at 9:43 a.m. **Designating County Engineer to Authorize Utility Permits Resolution** – Moved by Walker and seconded by Christoffersen to approve **Resolution #2025-11** – Designation of County Engineer for Utility, Telecommunication Permits. Be It Resolved by the Adair County Board of Supervisors, that effective January 2, 2025, Nicholas N. Kauffman, P.E., Adair County Engineer, be and is hereby designated, authorized, and empowered on behalf of the Adair County Board to execute utility and telecommunication permits on the county Right-of-Way through calendar year 2025, However, if Engineer Kauffman is absent, Sawyer Hansen, the Assistant to the County Engineer, shall approve all utility and telecommunication permits. Roll Call Vote: Walker, aye; Hoadley, aye; Christoffersen, aye; Baier, aye; and Wedemeyer, absent. Approved. **Activities and Maintenance Report** – Engineer Kauffman gave an update to the Board on the following projects: trucks were out this morning at 7 a.m. with snow, stockpiling rock, cutting brush, has made an offer to an individual for the Engineer Office Manager and it has been accepted pending pre-employment screenings.

**SUPERVISORS 2025 BOARD LIST:** Moved by Hoadley and seconded by Walker to approve the 2025 Board List:

Adair County Safety Committee	Jerry Walker
Adair County Tourism	Matt Wedemeyer
Adair County Wellness	Jerry Walker
Alcohol and Drug Abuse (Zion)	Matt Wedemeyer
ATURA-Regional ISTE Board	Michael Christoffersen
ATURA-Regional ISTE Board, Alternate	Matt Wedemeyer
Board of Health Liaison	Jodie Hoadley
County REAP Committee	Nathan Baier
Crossroads Mental Health	Jodie Hoadley
<b>De-Cat Governing Board for Creston Cluster</b>	<b>Matt Wedemeyer</b>
DNR Contact Person	Chairman Nathan Baier
E911 Adair County Board	Nathan Baier
E911 (7-County Board)	Nathan Baier and Jeff

	Vandewater (Designee-Dennis Denton)
E911 (7-County Board), Alternate	Michael Christoffersen
Emergency Management, Local Comm	Nathan Baier and Jodie Hoadley, Alternate
<b>Empowerment</b>	Jodie Hoadley
<b>Enterprise Zone Commission</b>	Matt Wedemeyer
Fifth Judicial District-Corrections (Advisory Board)	Jodie Hoadley and Nathan Baier, Alternate
Greenfield Housing Committee	Michael Christoffersen
Greenfield Development Committee	Michael Christoffersen & Jodie Hoadley
Hungry Canyons Alliance	Jerry Walker
Innovative Industries	Nathan Baier
Integrated Roadside Management	Michael Christoffersen

Jensen-Butler Foundation	Matt Wedemeyer and Nathan Baier
Landfill	Matt Wedemeyer
Landfill, Alternates	All other Board Members
Loess Hills Development & Conservation	Jerry Walker
MATURA	Jodie Hoadley
Midwest Partnership	Matt Wedemeyer
Middle River/North River	Michael Christoffersen

Watershed	
RC&D	Jerry Walker
REAP	Nathan Baier
SICOG	Jerry Walker
MH Advisory Board - Heart of Iowa	Jodie Hoadley
Southern Iowa Trolley	Nathan Baier

Approved.

**ADJOURNMENT:** Moved by Hoadley and seconded by Christoffersen to adjourn at 10:09 a.m. Approved.

**ADAIR COUNTY BOARD OF SUPERVISORS:** \_\_\_\_\_ Nathan Baier, Chairman

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