



HARDIN COUNTY
Board of Supervisors

Wednesday, January 8, 2020

1. 9:00 A.M. Call To Order
Courthouse Large Conference Room
2. Pledge Of Allegiance
3. Approval Of Agenda
4. Approval Of Minutes

Documents:

[12-30-2019 MINUTES.PDF](#)
[JANUARY MEETING 2020.PDF](#)

5. Approval Of Claims For Payment

Documents:

[VENDOR PUBLICATION REPORT 1-8-20.PDF](#)

6. Utility Permits & Secondary Roads Department
7. IRVM Request For Proposal – 2020 Application Of Herbicide

Documents:

[IRVM RFP - HERBICIDE.PDF](#)

8. Secondary Roads 2020 Early Retirement Incentive

Documents:

[HARDIN COUNTY EARLY RETIREMENT INCENTIVE.PDF](#)

9. Auditor's Monthly Report
10. Public Comments

Documents:

[HARDIN COUNTY POLICY FOR PUBLIC COMMENT.PDF](#)

11. Other Business
12. Adjournment/Recess
13. 9:30 A.M. Drainage
[VIEW REGULAR DRAINAGE MEETING AGENDA](#)

Courthouse Large Conference Room

HARDIN COUNTY BOARD OF SUPERVISORS
MINUTES – DECEMBER 30, 2019
MONDAY - 10:30 A.M.
COURTHOUSE LARGE CONFERENCE ROOM

At 10:30 a.m. the Board met for an organizational meeting planning session. Present: Supervisor Reneé McClellan; and Darrell Meyer, Julie Duhn, Dave McDaniel, and Angela Silvey. Supervisors Lance Granzow and BJ Hoffman joined the meeting via phone.

The Construction Evaluation Resolution was briefly discussed, after which County Attorney Darrell Meyer left the meeting.

At 10:43 a.m. Granzow called in to the meeting. The Supervisors reviewed proposed agenda items and boards and commissions appointments. Hoffman will work on identifying candidates to fill vacancies on the Board of Condemnation.

Discussions on policy changes and the FY 2021 budget were tabled.

Questions were received from Julie Duhn regarding security guard presence in the courthouse.

At 11:03 a.m., Hoffman moved, Granzow seconded to adjourn. Motion carried.

Lance Granzow, Chair
Board of Supervisors

Jessica Lara
Hardin County Auditor

HARDIN COUNTY BOARD OF SUPERVISORS
ORGANIZATIONAL MEETING
THURSDAY, JANUARY 2, 2020
8:30 A.M.

The 2020 Organizational Meeting of the Hardin County Board of Supervisors was called to order by Board Secretary Angela Silvey. Present: Supervisors Reneé McClellan, Lance Granzow, and BJ Hoffman; and Wes Wiese, Tim Windelow, Don Knoell, Jessica Sheridan, Mary Nelson, Tifani Eisentrager, Taylor Roll, Linn Adams, Carol Haywood, Mike Nelson, Machel Eichmeier, Lori Kadner, Cheryl Lawrence, Angela De La Riva, Dave Dunn, Lee Gallentine, Darrell Meyer, Mark Buschkamp, Matt Rezab, and Angela Silvey.

The Pledge of Allegiance was recited.

The floor was opened for nominations for Chair of the Board for the calendar year 2020. It was moved by Hoffman, seconded by McClellan appointing Granzow as the 2020 Chair, and that nominations cease. "Ayes" Hoffman, McClellan, and Granzow. "Nays" None. Motion carried.

It was then moved by McClellan, seconded by Granzow appointing Hoffman as the 2020 Vice-Chair. "Ayes" McClellan, Granzow, and Hoffman. "Nays" None. Motion carried.

Hoffman moved, McClellan seconded to approve the agenda as posted. Motion carried.

McClellan moved, Hoffman seconded to approve the minutes of December 23, 2019. Motion carried.

Employee Years of Service Awards were presented.

Hoffman moved, McClellan seconded that each member of the Board represent Hardin County on the following boards during 2020. Motion carried.

Emergency Management	McClellan
Emergency Management Alternate	Granzow
Hardin Co. Solid Waste Commission	Granzow
Hardin Co. Solid Waste Commission Alternate	Hoffman
Hardin County EMS Council	Hoffman
Hardin County EMS Council Alternate	McClellan
Iowa Workforce Board	Granzow
Mid-Iowa Community Action	McClellan
Mid-Iowa Community Action Alternate	Hoffman
Region Six Planning Commission	Granzow
Region Six Planning Commission Alternate	Hoffman
Second Judicial District Bd. of Directors	McClellan
Second Judicial District Alternate	Hoffman
Heartland Insurance Risk Pool Board	Granzow
Heartland Insurance Risk Pool Alternate	Hoffman
Juvenile Detention Center Commission	Granzow
Juvenile Detention Center Alternate	McClellan
Northeast Iowa Response Group Board	Hoffman
Northeast Iowa Response Group Bd. Alternate	Lyle Jeske
Hardin County Firemen's Association	Hoffman
Hardin Co. Firemen's Assoc. Alternate	Granzow
E-911 Board Representative	McClellan
E-911 Board Alternate	Granzow
Board of Health	Hoffman
Board of Health Alternate	Granzow
Decategorization Board	McClellan
Decategorization Board Alternate	Granzow
Senior Issues	Hoffman

Senior Issues Alternate	McClellan
Greenbelt Home Care	Hoffman
Greenbelt Home Care Alternate	Granzow
Central Iowa Community Services Board	Hoffman
Central Iowa Comm. Services Board Alternate	Granzow
Iowa River Trail - Hardin Commission	McClellan
Iowa River Trail - Hardin Commission Alternate	Granzow

McClellan moved, Hoffman seconded authorizing attendance by County employees to meetings set up by the Iowa State Association of Counties (ISAC) for the year 2020, and that expenses of those attending be paid by the County. The Courthouse shall remain open on the day(s) of the meetings. Motion carried.

Hoffman moved, McClellan seconded to close the Courthouse on the following days in 2020 for holidays. Motion carried.

Martin Luther King Jr. Day	January 20, 2020
Memorial Day	May 25, 2020
Independence Day	July 3, 2020
Labor Day	September 7, 2020
Veterans Day	November 11, 2020
Thanksgiving	November 26 & 27, 2020
Christmas	December 24 & 25, 2020
New Year's Day	January 1, 2021

McClellan moved, Hoffman seconded to approve the following newspapers as legal newspapers for Hardin County for 2020: Times-Citizen, Ackley World Journal, and Herald Ledger. Motion carried.

Hoffman moved, McClellan seconded to approve the appointment of Adam Seward to the County Conservation Board. This is a five-year term commencing January 1, 2020. Motion carried.

McClellan moved, Hoffman seconded to approve the appointment of Trent Lambert as ex-officio member to the County Conservation Board. This is a one-year term commencing January 1, 2020. The addition of an ex-officio member was made to further the Board of Supervisors' interests on a previously autonomous board. Motion carried.

Hoffman moved, McClellan seconded to approve the appointments of Jeff Hoffman and Amanda Winters to the County Board of Health. These are three-year terms commencing January 1, 2020. Motion carried.

McClellan moved, Hoffman seconded to approve the appointments of Bev Dirksen, Kathy Hanzek, and Ruth Norem to the MH/DD Advisory Board. These are three-year terms commencing January 1, 2020. Motion carried.

Hoffman moved, McClellan seconded to approve the appointment of Roger Sutton to the Zoning Adjustment Board. This is a five-year term commencing January 1, 2020. Motion carried.

Hoffman moved, McClellan seconded to appoint the following individuals as members of the Hardin County Board of Condemnation for a term of one year commencing January 1, 2020. Motion carried.

FARMERS
 Everett Harms
 Bill Lawless
 Steve Perry
 Don Hauser
 Neil Hadley
 John Kix
 Brian Lauterbauch

PROPERTY OWNERS
 Steve Mannerter
 Harold Muller
 Scott Williams
 Kenneth Butt
 Joe White
 Jeremiah Andrews

REAL ESTATE

Ed Bear
Brad Fjelland
Mike Nissly
Carl Stevens
Gene Steelman
Marilyn Reinertson
Leon Herndon

BUSINESS PEOPLE

John Zoske
Jean Muller
Rosanne Primus
Greg Salvo
Carla Gunderson
Troy McDonald
Brent Perry

McClellan moved, Hoffman seconded to approve the appointments of Cristine Birks and Edna Lyman to the Pioneer Cemetery Commission. These are three-year terms commencing January 1, 2020. Motion carried.

Hoffman moved, McClellan seconded to approve the appointment of Luke Davison as Weed Commissioner. Motion carried.

McClellan moved, Hoffman seconded to approve the appointment of Eric Nielsen to the Prairie Rivers of Iowa Resource Conservation and Development Board. Motion carried.

Hoffman moved, McClellan seconded setting Wednesdays at 9:00 a.m. for the 2020 Board of Supervisors regular meetings. Motion carried.

McClellan moved, Hoffman seconded to approve the Medical Examiner Investigator Services Agreements with Marla Williams, Eric Eugenio, Chelsey Ites, and Thomas Craighton effective January 1, 2020 through January 1, 2021 at \$200.00 per case. After discussion, McClellan then moved, Hoffman seconded to amend the motion to approve payment at \$250.00 per case. Motion carried on both items.

Hoffman moved, McClellan seconded that Resolution No. 2020-01, Resolution Naming Depositories as Per Iowa Code Section 12C, be adopted. Roll Call Vote: “Ayes” Hoffman, McClellan, and Granzow. “Nays” None. Resolution No. 2020-01 is hereby adopted as follows:

RESOLUTION NO. 2020-01
RESOLUTION NAMING DEPOSITORIES AS PER IOWA CODE SECTION 12C

BE IT RESOLVED, that the BOARD OF SUPERVISORS of HARDIN COUNTY, IOWA, approves the following list of financial institutions to be depositories of the HARDIN COUNTY funds in conformance with all applicable provisions of Iowa Code Chapter 12C.

The HARDIN COUNTY OFFICERS are hereby authorized to deposit the Hardin County funds in amounts not to exceed the maximum approved for each respective financial institution as set out below.

Depository Name	Location of Home Office	Maximum Balance in effect under prior Resolution	Maximum Balance in effect under this Resolution
Treasurer			
Hardin County Savings Bank	Eldora	20,000,000	20,000,000
Great Western Bank – Eldora	Marshalltown	15,000,000	15,000,000
Green Belt Bank & Trust	Iowa Falls	15,000,000	15,000,000
Iowa Falls State Bank	Iowa Falls	10,000,000	10,000,000
GNB Bank - Ackley	Grundy Center	10,000,000	10,000,000
Security State Bank	Hubbard	5,000,000	5,000,000
United Bank & Trust – Alden	Sheffield	5,000,000	5,000,000
Security State Bank	Radcliffe	5,000,000	5,000,000
GNB – Iowa Falls	Grundy Center	5,000,000	5,000,000
Green Belt Bank & Trust – Eldora	Iowa Falls	15,000,000	15,000,000
Wells Fargo Bank – (IPAIT)	Des Moines	15,000,000	15,000,000
Peoples Savings Bank - Cleves	Wellsburg	500,000	500,000
Recorder			
Hardin County Savings Bank	Eldora	500,000	500,000

Sheriff			
Great Western Bank – Eldora	Marshalltown	500,000	500,000
Hardin County Savings Bank – Commissary	Eldora	100,000	100,000
Inmate Commissary		100,000	100,000
Hardin County Savings Bank – Forfeiture	Eldora	100,000	100,000
Federal Forfeiture		100,000	100,000
Security State Bank - DARE	Hubbard	2,000	2,000
Hardin County Public Employees Health Plan Trust			
Hardin County Savings Bank	Eldora	500,000	1,000,000
Green Belt Bank & Trust	Iowa Falls	500,000	500,000
Hardin County Flexible Benefits			
Hardin County Savings Bank	Eldora	50,000	50,000

Whereupon, the Chair of the Board of Supervisors declared said Resolution duly passed and adopted this 2nd day of January, 2020.

/s/ Lance Granzow

Lance Granzow, Chair
Hardin County Board of Supervisors

CERTIFICATION. I hereby certify that the foregoing is a true and correct copy of a resolution of the HARDIN COUNTY BOARD OF SUPERVISORS adopted at a meeting of said public body, duly called and held on the 2nd day of January, 2020, 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 2nd day of January, 2020.

/s/ Jessica Lara

Jessica Lara
Hardin County Auditor

McClellan moved, Hoffman seconded to approve the Investment Policy. Motion carried.

Hoffman moved, McClellan seconded that the following Resolution No. 2020-02, Embargo Resolution, be adopted. Roll Call Vote: “Ayes” Hoffman, McClellan, and Granzow. “Nays” None. Resolution No. 2020-02 is hereby adopted as follows:

**RESOLUTION #2020-02
Hardin County Embargo Resolution**

WHEREAS: The Board of Supervisors is empowered under authority of Section 321.236(8), 321.255 and 321.471 to 321.473 of the Code of Iowa to prohibit the operation of vehicles upon Secondary Roads or to impose restrictions as to weight of vehicles to be operated upon said secondary roads, except farm tractors as defined in Section 321.1, Subsection 7, for a total period not to exceed ninety days in any one calendar year, whenever any said highway by reason of deterioration, rain, snow or other climatic conditions will be seriously damaged or destroyed unless the use of vehicles thereon is prohibited or the permissible weights thereof reduced, and

WHEREAS: Severe weather conditions have caused certain secondary roads to be incapable of bearing the customary traffic thereon without undue damages,

NOW, THEREFORE, BE IT RESOLVED by the Hardin County Board of Supervisors that the County Engineer be authorized to order any of the Secondary Roads closed to vehicles in excess of five (5) tons per axle, wherever he deems it necessary and for the period of time deemed expedient (not to exceed 90 days), by erecting signs in accordance with Section 321.472.

BE IT FURTHER RESOLVED that the County Engineer may grant permits of exemption upon a showing that there is a need to move to market farm produce of a type subject to rapid spoilage or loss of value or to move any farm feeds or fuel for home heating purposes.

Passed and approved this 2nd day of January, 2020.

/s/ Lance Granzow

Lance Granzow, Chairperson
Hardin County Board of Supervisors

ATTEST: /s/ Jessica Lara

Jessica Lara
Hardin County Auditor

McClellan moved, Hoffman seconded that the following Resolution No. 2020-03, Resolution for Temporary Road Closures, be adopted. Roll Call Vote: “Ayes” McClellan, Hoffman, and Granzow. “Nays” None. Resolution No. 2020-03 is hereby adopted as follows:

RESOLUTION FOR TEMPORARY ROAD CLOSURES
Hardin County Resolution No. 2020-03

WHEREAS, Section 306.41 of the Code of Iowa provides that:

“The agency having jurisdiction and control over any highway in the state, or the chief engineer of said agency when delegated by such agency, may temporarily close sections of a highway by formal resolution entered upon the minutes of such agency when reasonably necessary because of construction, reconstruction, maintenance or natural disaster and shall cause to be erected “road closed” signs and partial or total barricades in the roadway at each end of the closed highway section and on the closed highway where that highway is intersected by other highways if such intersection remains open. Any numbered road closed for over forty-eight hours shall have a designated detour route. The agency having jurisdiction over a section of highway closed in accordance with the provisions of this section, or the persons or contractors employed to carry out the construction, reconstruction, or maintenance of the closed section of highway, shall not be liable for any damages to any vehicle that enters the closed section of highway or the contents of such vehicle or for any injuries to any person that enters the closed section of highway, unless the damages are caused by gross negligence of the agency or contractor.

Nothing herein shall be construed to prohibit or deny any person from gaining lawful access to the person’s property or residence, nor shall it change or limit liability to such persons.”

NOW, THEREFORE BE IT RESOLVED by the Hardin County Board of Supervisors that the County Engineer is hereby authorized through December 31, 2020, to temporarily close Hardin County Secondary Roads as necessary and allowed by law with the actual dates of closure to be determined by the County Engineer as follows:

1. For Construction and Reconstruction: Any project as described in the approved County Secondary Road Construction Program and any approved supplements thereto.
2. For Emergency Closure for Maintenance and Natural Disaster Purposes: Any route deemed necessary by the County Engineer.

Passed and adopted this 2nd day of January, 2020.

/s/ Lance Granzow
Lance Granzow, Chairperson
County Board of Supervisors

ATTEST: /s/ Jessica Lara
Jessica Lara
Hardin County Auditor

January 2, 2020
Date

Utility Permits: None.

Secondary Roads Department:

County Engineer Taylor Roll advised the road crew is performing normal winter activities.

Hoffman moved, McClellan seconded to approve the Iowa DOT Title VI Non-Discrimination Agreement. Motion carried.

McClellan moved, Hoffman seconded to approve the US DOT Standard Title VI/Non-Discrimination Assurances. Motion carried.

Hoffman moved, McClellan seconded that the Construction Evaluation Resolution be tabled.

Public Comments:

County Treasurer Machel Eichmeier advised the Treasurer's Office will be requesting a bill of sale for all vehicle title transfers, with bills of sale being mandatory July 1, 2020. In addition, the tax payment drop box has been relocated to the sidewalk near the Courthouse east entrance. Eichmeier also reviewed surcharges for paying online and in-office via credit or debit card.

Other Business: None.

McClellan moved, Hoffman seconded to adjourn. Motion carried.

Lance Granzow, Chair
Board of Supervisors

Jessica Lara
Hardin County Auditor

Claims Paid - January 8, 2020

Ackley Public Library	\$686.08
Airgas North Central	\$306.53
Alden Public Library	\$1,326.42
Alliant Energy	\$1,283.17
Angela De La Riva	\$149.40
Angela J Silvey	\$99.00
Calhoun Burns and Associates Inc	\$1,285.69
Campbell Supply Co	\$7.42
Casey's General Store	\$69.81
Casey's General Store	\$32.83
Cedar Ridge	\$200.00
Center Associates	\$155.00
Central Lock & Key, Inc	\$826.80
CenturyLink	\$662.27
Chelsey Lewer	\$205.90
Cintas Corporation	\$333.91
City of Ackley	\$100.05
City of Eldora	\$6,444.08
City of Hubbard	\$55.71
City of Iowa Falls	\$2,233.58
City of New Providence	\$28.43
Connie J Mesch	\$100.00
Cooley Pumping LLC	\$95.00
Counsel Office & Document	\$12.71
Culligan	\$117.65
Des Moines Stamp Mfg Co	\$88.10
Educorr	\$155.00
Eichmeier Motor Co	\$586.63
Eldora Hardware	\$174.65
ElectionSource	\$50.73
Employee Data Forms Inc	\$28.25
Fire Service Training Bureau	\$25.00
Franklin County Sheriff	\$48.34
Franklin Rural Elec Co-Op	\$25.22
Gehrke Inc.	\$666.99
GovConnection, Inc	\$3,920.88
Greenbelt Home Care	\$8,416.66
Guardian RFID	\$464.74
Hamilton County Sheriff	\$59.00
Hardin Co Agriculture Soc	\$2,000.00
Hardin Co Tire & Service Inc	\$2,764.82
Hardin County Engineer	\$1,576.68
Hardin County Office Supplies	\$90.88
Hardin County Sheriff	\$9,083.33
Hubbard Public Library	\$1,290.17
ICIT Treasurer	\$50.00
Intoximeters Inc.	\$115.00
Iowa Dept of Transportation	\$290.00
Iowa Falls Glass Inc	\$1,297.35
Iowa Law Enforcement Academy	\$375.00
Iowa Prison Industries	\$70.40
Iowa Regional Utilities Assoc.	\$131.92
Jody L Mesch	\$40.00
King Const. & Overhead Door Inc	\$625.00
Kirk Ridout	\$625.00
Knight's Sanitation	\$181.00
Mail Services LLC	\$717.70
Marla Kay Williams	\$430.70
Marshall County Sheriff	\$15.00
Marty D Eide	\$150.00
Mary J Swartz	\$633.36
McDowell & Sons Contractors	\$330.00
Mend Correctional Care PLLC	\$10,417.52
Mid-America Publishing Corp	\$137.65
Mid-Iowa Community Action Inc.	\$187.50
Midwest Buildings, Inc	\$1,247.00
MOCIC	\$150.00
Murphy Tractor & Equipment	\$4,260.90
Noble Medical Incorporated	\$234.47
Petroblend	\$3,208.76
Quill Corporation	\$50.55

Racom Corporation	\$178.74
Radcliffe Public Library	\$1,546.50
RC Systems- Waterloo Office	\$592.84
Ricoh USA Inc	\$11.30
Scott County Sheriff	\$38.12
Speck Electric	\$2,250.00
Steamboat Rock Library	\$949.50
Storey Kenworthy	\$470.49
Summit Food Service LLC	\$7,952.98
Times Citizen	\$544.32
Todd Bicknese	\$142.00
U.S. Cellular	\$1,158.07
Union Public Library	\$1,431.33
UnityPoint Health	\$200.00
Van Wall Equipment	\$41.90
Vaux Welding	\$330.46
Verizon Wireless	\$1,985.03
VISA	\$4,244.97
WahlTek Inc	\$175.00
Walmart Community	\$303.20
William J Hoffman	\$178.66
Windstream	\$212.89
Windstream Communications	\$1,120.96
Zoske Electrical Service Inc	\$7,835.00

Grand Total **\$108,199.55**

Lance Granzow, Chair
Board of Supervisors

Jessica Lara
Hardin County Auditor



HARDIN COUNTY

Engineer's Office

TAYLOR ROLL

708 16TH STREET
ELDORA, IA 50627
OFFICE: 641.858.5058
FAX: 641.858.3182

Hardin County is interested in receiving proposals from qualified sources for the application of herbicide within the vegetated section of the county secondary road system.

I. PROJECT OVERVIEW

Hardin County is interested in contracting for the application of herbicide within the majority of county right-of-way. The herbicide will be purchased and supplied by the county but applied by the Contractor.

The Contractor selected for the project shall be required to assume total responsibility for all the services and shall be considered the sole point of contact with regards to all contractual matters subject to technical and contractual oversight of Hardin County.

II. PROJECT HISTORY

Hardin County has been applying spot spray applications of various mixtures throughout their road right-of-way with the use of their own workforce.

The main goals of this practice are to protect the vegetation that stabilizes the ditch slopes and slows the rushing waters during rainfall, and to follow the requirements to eradicate all weeds labeled as noxious by the Code of Iowa.

III. SCOPE OF WORK

The Contractor shall propose a plan to accomplish the eradication of all noxious weeds with the Hardin County road right-of-way for any road classified as Level A or Level B. All the herbicide will be purchased and supplied by the county. All work shall be completed in the spring and summer of the year 2020.

The Contractor may propose any or all of the three options:

- 1) Spot spray all 16 townships
- 2) Blanket spray townships 03, 04, 05, 06, 11, 12, 13 and 14
Spot spray townships 01, 02, 07, 08, 09, 10, 15 and 16
- 3) Blanket spray townships 03, 04, 05, 06, 11, 12, 13 and 14
Leave townships 01, 02, 07, 08, 09, 10, 15 and 16 for Hardin County's workforce.

All work shall be proposed on a unit price per mile of application. All mileage and herbicide usage shall be recorded on a daily basis and reported on a weekly basis.

Township	Mileage
01 - Etna	57.7
02 - Hardin	52.4
03 - Alden-Hardin	64.3
04 - Alden	53.8
05 - Buckeye	61.4
06 - Ellis	58.7
07 - Jackson	57.9
08 - Clay	65.7
09 - Eldora	59.4
10 - Pleasant	64.6
11 - Tipton	63.2
12 - Sherman	63.7
13 - Concord	70.4
14 - Grant	65.5
15 - Providence	65.9
16 - Union	74.8

[HTTP://WWW.HARDINCOUNTYIA.GOV](http://www.hardincountyia.gov)

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IV. OWNER'S RESPONSIBILITY

Hardin County shall be responsible for the following:

- 1) The purchase and supply of all herbicide to be applied by the Contractor.
- 2) The marking of all parcels wishing to apply their own private herbicide.
- 3) Supplying the Contractor with any necessary maps for determining right-of-way limits.

V. REQUEST FOR PROPOSALS AVAILABLE FOR REVIEW

The RFP may be found at the Hardin County Engineer's Office located at 708 16th Street, Eldora, Iowa 50627. All information provided is intended exclusively for the use of proposing firms to assist with proposal development.

VI. TECHNICAL QUESTIONS, CLARIFICATIONS AND INTERPRETATIONS

For technical questions or clarification on procedures regarding the submittal of a proposal, or potential RFP discrepancies, please contact the Hardin County Engineer's Office at (641) 858-5058 or troll@hardincountyia.gov

Any interpretation of, or change made to the RFP will be made only by written addendum and forwarded to all listed Contractors. To become a listed Contractor, please contact the Engineer's Office as request to be added to their list.

VII. PRE-PROPOSAL MEETING

A pre-proposal meeting will be held on **Wednesday December 18th, 2019 at 11:00 a.m.** in the large conference room of the Hardin County Courthouse located at 1215 Edgington Avenue, Eldora, Iowa 50627. Attendance is optional, although highly recommended. The Hardin County Board of Supervisors, the Hardin County Engineer and IRVM staff will be available to discuss the project and answer questions.

VIII. SUBMITTAL DATE, LOCATION AND FORMAT

All proposals must be received by the Hardin County Engineer's Office located at 708 16th Street, Eldora, Iowa 50627 by 9:00 a.m. on **Wednesday, January 15th, 2020.**

Proposals must be submitted in a sealed package plainly marked: "HARDIN COUNTY 2020 HERBICIDE APPLICATION PROPOSAL".

Late submittals will not be accepted. Digital submittals will not be accepted.

[HTTP://WWW.HARDINCOUNTYIA.GOV](http://www.hardincountyia.gov)

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IX. CONDITIONS OF PROPOSAL SUBMITTAL

Proposing firms shall comply with all conditions, requirements, and specifications contained herein, with any departure constituting sufficient cause for rejection of the proposal:

1. The proposal must be signed by a duly authorized official of the proposing firm submitting the proposal.
2. No proposal will be accepted from any person, firm, or corporation that is in arrears for any obligation to Hardin County, or that otherwise may be deemed irresponsible or unresponsive to the county staff or the Hardin County Board of Supervisors.
3. A proposal may be made with the understanding that the County may delay action and/or award up to 90 days following the opening of the proposal.
4. Hardin County reserves the right to reject any and all proposals or any part thereof. The right is reserved to waive any formalities or informalities contained in any proposal, and to award the proposal to the most responsive and responsible proposing firm as deemed in the best interest of the County.
5. All proposals shall be prepared in a comprehensive manner as to content, but no necessity exists for expensive binders or promotional material.
6. All costs, including travel and expenses, incurred in the preparation of this proposal shall be borne solely by the proposing firm.
7. The submittal of a proposal does not commit Hardin County to award a contract or to procure for articles of good or services.
8. Submittal of a proposal shall be taken as evidence that the proposer has full knowledge of the scope, nature, quality, and quantity of the work to be performed, and the detailed requirements and conditions under which the work is to be performed as outlined in this Request for Proposal.
9. All information included in a submittal that is of a proprietary nature must be clearly marked as such. Hardin County shall be held harmless from any claims arising for the release of proprietary information not clearly designated as such by the proposing firm.

[HTTP://WWW.HARDINCOUNTYIA.GOV](http://www.hardincountyia.gov)

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X. PROPOSAL REQUIREMENTS

The proposals should follow the format and order described as follows:

A. INTRODUCTION

The introduction should exhibit the firm's understanding and approach to the project. It should contain a summary of the firm's ability to perform the services described and confirm that the firm is willing to perform those services and enter into a contract with Hardin County.

B. QUALIFICATIONS AND CAPABILITIES

Describe the type of firm (corporation, partnership, sole proprietorship, joint venture, etc.) and a brief history of itself and its current organization.

C. FINANCIAL AND LEGAL INFORMATION

Provide any necessary information to prove the financial ability of the firm to complete the work and any litigation arising from previous or current herbicide application contracts.

D. ACCEPTANCE OF CONDITIONS STATEMENT

This statement affirms the acceptance of all conditions and requirements contained in the RFP and lists the names of any of the firm's employees who are directly related by blood or marriage to any Hardin County employee.

E. TEAM AND TECHNICAL APPROACH

Illustrate the key personnel who will work on the project and the approach they will use to complete the project in a timely manner. Provide a time frame for all work within the proposal and an overall estimate of all labor, materials, and equipment used to complete the work. Describe any other services or benefits the firm can provide and will contribute to the success of the project.

XI. PROPOSAL EVALUATIONS

All valid proposals will be evaluated by the Hardin County Board of Supervisors. The Board may select one or more proposals for further evaluation and/or interviews with selected firms. The firm recommended by the Board for a contract award will be chosen on the basis of the apparent greatest benefit to the County, not necessarily on the basis of the lowest proposed cost.

XII. GENERAL REQUIREMENTS OF THE SUCCESSFUL PROPOSING FIRM

The successful proposing firm shall enter into a contract with Hardin County, shall provide a valid Certificate of Insurance in the amount of **\$100,000** for all work within the county right-of-way, proof of worker's compensation or employer's liability for all employees that will perform work on the project.

The successful proposing firm shall not hire, discharge, promote, demote, or otherwise discriminate in matters of compensation, terms, conditions, or privileges of employment against any person otherwise qualified solely because of race, religion, sexual orientation, marital status, creed, sex, national origin, ancestry, age, color, physical or mental ability.

[HTTP://WWW.HARDINCOUNTYIA.GOV](http://www.hardincountyia.gov)

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VOLUNTARY EARLY RETIREMENT INCENTIVE

1. PURPOSE

The Hardin County Board of Supervisors desires to provide a voluntary early retirement incentive package to long-term Secondary Roads employees to assist with its management of staffing levels and costs. Further, it is the intent of the Board to provide this incentive only for the period specified herein and does not obligate the County to provide these benefits as a normal policy.

2. STATEMENT OF NON-DISCRIMINATION

The Board of Supervisors will not discriminate against any employee on the basis of age, gender, race, color, creed, religion, national origin, gender identity, sexual orientation or disability through the application or administration of this plan.

3. ELIGIBILITY

A regular full-time Secondary Roads employee is eligible for early retirement if the employee:

- a. Has reached 60 years old at the actual date of resignation/early retirement.
- b. Has worked a minimum of 20 continuous years as a regular full-time Secondary Roads employee for Hardin County, Iowa, during the period immediately preceding his/her application for an early retirement benefit.
- c. Resigns/retires effective not later than August 31, 2020.
- d. Has not received a notice concerning termination of his/her employment for cause.

4. APPLICATION

- a. Application materials must include the following forms:
 - i. Resignation and Request for Early Retirement Benefit.
 - ii. Release of Claims and Agreement Not to Reapply for Re-Employment Form. (This agreement does not prohibit the Board of Supervisors, at the request of a Department Head, from offering employment to the employee in the future.)
- b. All Application materials will only be accepted by the Board of Supervisors between May 1 and August 31, 2020.
- c. An employee's application for early retirement benefits is not, in itself, a resignation of a person's employment with the County nor does it require the Board of Supervisors to accept the application. However, acceptance by the Board of an employee's application for early retirement benefits will be considered a voluntary resignation and termination of his/her employment and will be considered final. If the Board does not accept the employee's application the employee's employment will continue.

5. LIMITATION ON NUMBER OF EMPLOYEES

- a. The Board of Supervisors is not required to accept all/any early retirement applications and accompanying resignations submitted. The Board has determined to accept only up to three (3) such applications. All applications for

early retirement must be approved by and are at the discretion of the Board of Supervisors.

- b. Employees who are eligible may only apply between May 1 and August 31, 2020. Recipients will be determined on a first-come, first-served basis. In the event of simultaneous applications, the eligible employee with the greatest seniority as a Secondary Roads employee will have priority. If there is a tie between or among employees using the seniority rule, the tie will be broken by a random process.

6. EARLY RETIREMENT BENEFITS

- a. Early retirement benefits are offered as an inducement to, and consequence of, retirement and are not to be construed as a continuation of salary.
- b. An eligible employee who is approved for early retirement will continue in the County's group health insurance plan in accordance with Iowa Code Chapter 509A. Following an eligible employee's retirement, the County will make a monthly payment into the applicable retiree Health Reimbursement Arrangement (HRA) the monetary equivalent of the Employer's portion of the monthly health insurance premium for current employees through the earlier of either: December 31, 2021, the effective date the retiree switches to Medicare coverage, or the effective date the retiree discontinues Iowa Code Chapter 509A health insurance coverage.
- c. Nothing herein shall limit the County's ability to change the terms of its existing health insurance plan. This voluntary early retirement incentive in no way guarantees that a participating eligible employee will be provided any certain level of benefits during the time of the employee's participation in the insurance benefits covered by the early retirement program.

7. TERMINATION

This voluntary early retirement incentive shall terminate on August 31, 2020. Notwithstanding the termination of this incentive, employees who are granted benefits pursuant to this incentive will continue to receive such benefits as set forth herein.

RESIGNATION AND REQUEST FOR EARLY RETIREMENT BENEFIT

I, _____, born on _____, hereby submit my resignation to the Board of Supervisors of Hardin County, to take effect on _____, and elect the early retirement benefits available to eligible full-time Secondary Roads employees of Hardin County.

This resignation is subject to the acceptance of my application for early retirement benefits.

Print Full Name: _____

Signed: _____ Date: _____

The resignation and request for early retirement was accepted by the Board of Supervisors on the _____ day of _____, 2020, by action as noted in the minutes of the Board.

Chair
Hardin County Board of Supervisors

RELEASE AND AGREEMENT TO NOT APPLY FOR RE-EMPLOYMENT

Hardin County (the "County") and _____ ("Employee") agree as follows:

- In consideration of the benefits to be provided to him/her in accordance with the Voluntary Early Retirement Incentive for the County's Secondary Roads employees, Employee agrees to immediately sign and submit a letter of resignation to be effective on _____, 2020.
- Employee is advised that he/she has the right to consult with an attorney prior to signing this Agreement.
- Employee hereby releases and discharges the County, the Board of Supervisors, and any and all officers, employees, representatives or agents of the County from any and all liability whatsoever including all claims, demands, or causes of action, including claims under the federal Age Discrimination in Employment Act and Older Workers Benefit Protection Act, which he/she has or may ever claim to have by reason of his/her employment with the County and the termination of his/her employment relationship with the County.
- Employee agrees that he/she will not apply for and will not be entitled to any re-employment by the County in any full-time or part-time capacity. If the County chooses to offer Employee another position of employment in the future, however, this Agreement need not prevent such re-employment.
- Employee agrees that this Agreement is entered into freely and voluntarily and solely in reliance upon his/her own knowledge, belief and judgment and not upon representations made by the County or others on its behalf.
- Employee shall have up to twenty-one (21) days to consider this Agreement and, once approved and signed, he/she shall have up to seven (7) days to revoke this Agreement in writing. Thereafter, this Agreement will be effective and nonrevocable once approved by the Board.

For Hardin County:

For Employee:

By: _____

Date: _____

Date: _____

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HARDIN COUNTY'S POLICY

FOR PUBLIC COMMENT


1. The "Public Comments" section of the agenda is your opportunity to address items not on the agenda. A speaker may speak to one (1) issue per meeting for a maximum of three (3) minutes. Official action cannot be taken by the Board at that time, but may be placed on a future agenda or referred to the appropriate department. Keep items germane and refrain from personal or slanderous remarks.
2. The public may address any item on the agenda after recognition by the Chair. State your name, address, and group affiliation (if appropriate). You may speak one (1) time for a maximum of three (3) minutes.

Adopted this 1st day of July, 2009.

HARDIN COUNTY BOARD OF SUPERVISORS


Jim Johnson, Chair


Erv Miller, Member


Ed Bear, Member