

HARDIN COUNTY BOARD OF SUPERVISORS  
MINUTES – AUGUST 15, 2019  
THURSDAY - 11:45 A.M.  
COURTHOUSE LARGE CONFERENCE ROOM

Chair Reneé McClellan called the meeting to order. Also present were Supervisors Lance Granzow and BJ Hoffman; and Darrell Meyer, Jessica Sheridan, Micah Cutler, and Angela Silvey.

Hoffman moved, Granzow seconded to approve the agenda. Motion carried.

Hoffman moved, Granzow seconded to approve the Marshall-Hardin County Public Environmental Health/Planning and Zoning Administrator Agreement, with a change in expiration date from October 31, 2019 to October 13, 2019. An extension, if required, will be discussed at a later date. Motion carried.

Hoffman moved, Granzow seconded that the following Resolution No. 2019-32, Marshall-Hardin County Public Environmental Health/Planning and Zoning Administrator Agreement, be adopted:

Where upon Board Member BJ Hoffman moved that the following resolution be adopted:

RESOLUTION NO. 2019-32

MARSHALL-HARDIN COUNTY PUBLIC ENVIRONMENTAL  
HEALTH/PLANNING AND ZONING ADMINISTRATOR AGREEMENT

WHEREAS, Iowa Code Chapter 28E authorizes governmental entities such as Hardin County and Marshall County to enter into agreements to provide public services; and

WHEREAS, Marshall County currently is without an environmental health/planning and zoning administrator due to the recent death of the previous administrator; and

WHEREAS, Marshall County has requested it and Hardin County enter an agreement to utilize Hardin County's administrator on a temporary basis; and

WHEREAS, Hardin County desires to be assist Marshall County under the circumstances and will be compensated by Marshall County;

NOW THEREFORE, BE IT RESOLVED by the Board of Supervisors of Hardin County, Iowa, that Hardin County adopts the attached agreement, to be executed by at least a majority of the Hardin County Board of Supervisors, and directs the Hardin County Auditor to also execute the agreement, and further directs the Hardin County Public Environmental Health/Planning and Zoning Administrator, Jessica Sheridan, to deliver to the Marshall County Supervisors a copy of this resolution and the executed agreement.

The motion was seconded by Board Member Granzow and after due consideration thereof, the roll was called and the following Board Members voted:

Ayes: Hoffman, Granzow, McClellan  
Nays: none  
Absent: none  
Abstain: none

Whereupon, the Chair of the Board of Supervisors declared said Resolution duly passed and adopted this 15<sup>th</sup> day of August, 2019.

/s/ Reneé McClellan  
Reneé McClellan, Chair  
Board of Supervisors

Attest:

/s/ Jessica Lara  
Jessica Lara  
Hardin County Auditor

Marshall-Hardin County  
Public Environmental Health/Planning and Zoning Administrator Agreement

This Contract and Agreement pursuant to Iowa Code Section 28E, is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by and between Marshall County, Iowa (hereinafter referred to as Marshall) and Hardin County, Iowa (hereinafter referred to as Hardin). This agreement shall be known as the Marshall-Hardin County Public Environmental Health/Planning and Zoning Administrator Agreement and each county shall adopt resolutions of this agreement. The Public Environmental Health/Planning and Zoning Administrator shall be (hereinafter referred to as Administrator). This agreement does not contemplate and shall not be construed to limit or expand the powers of the participating counties, except as expressly stated in the agreement.

The purpose of said agreement is to establish a working mechanism between the two participating counties so that the agencies may jointly utilize the services of the Hardin County Iowa Environmental Health and Zoning Administrator. Pursuant to said purpose it is agreed as follows:

- Marshall County does not currently employ a Public Environmental Health/ Planning and Zoning Administrator and shall contract with Hardin County for a period beginning July 15, 2019 and ending when Marshall County employs a Public Environmental Health/ Planning and Zoning Administrator.
- The Administrator shall have full control of all public environmental health, planning and zoning processes and permitting for Marshall County.
- Both Marshall and Hardin Counties desire and need the services of an Administrator to serve in these capacities in accordance with each county's code of ordinances.
- The Administrator shall devote his or her time and talents to the interests of both Marshall and Hardin counties.
- The Administrator shall file a bond suitable to each Board of Supervisors. All fees incurred by filing said bonds shall be paid by the respective counties.
- Marshall County shall carry workmen's compensation on the Administrator for injuries sustained while carrying out duties specific to Marshall County.
- Marshall County shall pay Hardin County \$30.00/hr. and mileage reimbursement at the current 2019 mileage rate for the duties of the Administrator.
- Marshall County shall timely notify Hardin County when a Marshall County Public Environmental Health/ Planning and Zoning Administrator has been hired and can start and perform the duties of Administrator.
- This agreement may be amended or revised at any time only by written approval of all parties involved.
- This agreement shall supersede all provisions of previous agreements and any such agreements presently existing shall become null and void.
- This agreement shall expire on October 13, 2019, unless extended or otherwise amended in writing by all parties involved.
- Either County may terminate this agreement for any reason in written notice 30 days prior to termination.

The Administrator shall be in charge of the Public Environmental Health/ Planning and Zoning Department of each county. The Administrator may delegate duties to employees of the respective counties in consultation with the respective Board of Supervisors. The Administrator shall be indemnified and saved harmless by the respective county for any and all actions taken against said county, its Board of Supervisors or the Administrator, due to actions performed by the Administrator during the course of official duties for either county. Each county shall defend all such actions arising from that county and pay all judgements rendered in regards to the actions of the Administrator in that county. Each county shall acquire insurance as deemed necessary to accomplish the same.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2019

Marshall County Board of Supervisors

Marshall County Auditor and Recorder

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Steve Salasek, Chairman

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Nan Benson

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Dave Thompson, Vice Chairman

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Bill Patten, Member

Hardin County Board of Supervisors

Hardin County Auditor

/s/ Reneé McClellan

Reneé McClellan, Chairman

/s/ Jessica Lara

Jessica Lara

/s/ Lance Granzow

Lance Granzow, Vice Chairman

/s/ B.J. Hoffman

B.J. Hoffman, Member

Micah Cutler, IT/GIS Director, advised she will be recommending a pay increase for Jessica Sheridan. No action was necessary at this time; informational only.

Hoffman moved, Granzow seconded to adjourn at 11:51 a.m. Motion carried.

/s/ Reneé McClellan

Reneé McClellan, Chair  
Board of Supervisors

/s/ Jessica Lara

Jessica Lara  
Hardin County Auditor