



HARDIN COUNTY
Board of Supervisors

Wednesday, June 3, 2020

NOTICE: County buildings are closed to the public due to COVID-19 concerns and restrictions on public gatherings of no more than 10 people, as set forth by Governor Reynolds in her State of Public Health Emergency Disaster Proclamation. To access and participate in the meetings remotely, please call 641-939-8108 for meeting information.

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

Documents:

[VENDOR PUBLICATION REPORT 6-3-20.PDF](#)

5. Utility Permits & Secondary Roads Department

Documents:

[HEART OF IOWA PERMIT UT-20-024.PDF](#)
[HEART OF IOWA PERMIT UT-20-025.PDF](#)

6. Approval Of Transportation Title VI Program Review

Documents:

[TRANSPORTATION TITLE VI PROGRAM REVIEW.PDF](#)

7. Resolution To Embargo County Highway S-75

Documents:

[RESOLUTION - CO HWY S75 EMBARGO.PDF](#)

8. Floyd Hammer, Outreach Inc., Re: Expansion Program In Union
9. Accept Resignation Of Conservation Board Member

Documents:

[DUNCAN RESIGNATION.PDF](#)

10. Appointment To Fill Conservation Board Vacancy
11. Sheriff's Monthly Report

Documents:

[SHERIFFS MONTHLY REPORT.PDF](#)

12. Action On Compensation Board's Recommendation

Documents:

[COMPENSATION BOARD RECOMMENDATION.PDF](#)

13. Approval Of Compensation Increase Resolution

Documents:

[2020-2021 COMPENSATION INCREASE RESOLUTION.PDF](#)

14. Discuss Non-Elected Employee Salaries

15. Statements Of Understanding – Central Iowa Community Services

Documents:

[STATEMENT OF UNDERSTANDING - CENTRAL IOWA COMMUNITY SERVICES.PDF](#)

16. Change Of Status – Community Services

Documents:

[CHANGE OF STATUS - COMMUNITY SERVICES.PDF](#)

17. Change Of Status - Sheriff's Office

Documents:

[CHANGE OF STATUS - SHERIFFS OFFICE.PDF](#)
[CHANGE OF STATUS - SHERIFFS OFFICE 2.PDF](#)

18. COVID-19 Update

19. Re-Opening Of County Buildings

20. Public Comments

21. Other Business

22. Adjournment/Recess

23. 9:30 A.M. Drainage
[VIEW REGULAR DRAINAGE MEETING AGENDA](#)
Courthouse Large Conference Room

Claims Payable - June 3, 2020

Ackley Public Library	\$686.08
Alden Public Library	\$1,326.42
Alliant Energy	\$249.07
Buckeye Cemetery Assn	\$236.00
Calhoun Burns and Associates Inc	\$2,156.86
Central Iowa Distr Inc	\$632.40
Century Laundry Distributing	\$899.33
CenturyLink	\$102.00
City of Ackley	\$101.35
City of Eldora	\$1,715.50
City of Hubbard	\$57.02
City of Iowa Falls	\$2,164.50
City of New Providence	\$28.43
Cooley Pumping LLC	\$180.00
Cover All Embroidery Inc	\$157.94
Craig W Boomgarden	\$83.97
Creston Police Department	\$70.00
Dale Howard	\$73.05
Denco Corp	\$60,645.50
Fast Lane Motor Parts LLC	\$128.72
Global Hydraulics & Supply Inc.	\$63.97
Greenbelt Home Care	\$25,824.08
Hamilton County Sheriff	\$122.00
Hardin Co Agriculture Soc	\$2,000.00
Hardin County Sheriff	\$9,111.48
Honey Creek Cemetery	\$100.00
Hubbard Public Library	\$1,290.17
Iowa County Attorneys Case Mgt	\$7,880.00
Iowa Prison Industries	\$207.24
Jason Heitland	\$200.00
Jody L Mesch	\$40.00
Kimberly Carter	\$125.00
Knight's Sanitation	\$148.00
KnowBe4 Inc	\$772.65
Ladies Cemetery Assn	\$464.00
Martin Marietta Aggregate	\$2,989.65
McDowell & Sons Contractors	\$46,425.75
McKesson Medical Surgical	\$400.65
Midwest Wheel Companies	\$72.22
Northern Iowa Construction Products	\$2,700.50
Petroblend	\$2,041.80
Quaker Security LLC	\$2,565.00
R Comm Wireless	\$4,702.00
Racom Corporation	\$58.74
Radcliffe Public Library	\$1,546.50
Renee L McClellan	\$14.96
S & B Farms Distillery	\$1,000.00
Sadler Power Train Inc	\$360.46
Sheppard Cemetery Assoc	\$284.00
State Hygienic Laboratory	\$245.00
Steamboat Rock Library	\$949.50
Storey Kenworthy	\$120.78
Summit Food Service LLC	\$3,404.31
The Davis Brown Law Firm	\$275.00
Tim Anderson	\$611.43
Union Public Library	\$1,431.33
Van Wall Equipment	\$432.18
VISA	\$2,762.91
Windstream Communications	\$1,075.44
Zoom Video Communications Inc	\$149.90

Grand Total

\$196,662.74

**Lance Granzow, Chair
Board of Supervisors**

**Jessica Lara
Hardin County Auditor**



HARDIN COUNTY UTILITY PERMIT APPLICATION

Permit No: _____

- Underground
- Aerial

- Permanent Installation
- Temporary Installation

This is a Utility Permit Application for telecommunications, electric, gas, water and sewer utilities. The applicant agrees to comply with the following permit requirements. Compliance shall be determined by the sole discretion of the County Engineer as deemed necessary to promote public health, safety, and general welfare. These requirements shall apply unless waived in writing by the County Engineer prior to installation.

APPLICANT NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____ CONTACT PERSON: _____

TYPE OF WORK: _____

1. LOCATION PLAN

An applicant shall file a completed location plan as an attachment to this Utility Permit Application. The location plan shall set forth the location of the proposed line on the secondary road system and include a description of the proposed installation.

2. WRITTEN NOTICE

At least five (5) working days prior to the proposed installation, an applicant shall file with the County Engineer a written notice stating the time, date, location, and nature of the proposed installation.

3. INSPECTION

The County Engineer may provide a full-time inspector during the installation of all lines to ensure compliance with this Utility Permit. The inspector shall have the right, during reasonable hours and after showing proper identification, to enter any installation site in the discharge of the inspector's official duties, and to make any inspection or test that is reasonably necessary to protect the public health, safety, and welfare.

4. INSPECTION FEES

The applicant shall pay actual costs directly attributable to the installation inspection conducted by the County Engineer. Within thirty (30) days after completion of the installation, the County Engineer shall submit a statement for inspection services rendered. The applicant agrees to reimburse the county within thirty (30) days of billing.

5. REQUIREMENTS

The installation inspector shall assure that the following requirements have been met:

- A. Construction signing shall comply with the Manual on Uniform Traffic Control Devices
- B. Depth – (Add additional depth if ditch has silted to the thickness of the deposited silt.) The minimum depth of cover shall be as follows:

Telecommunications....	36"	Electric.....	48"
Gas.....	48"	Water.....	60"
Sewer.....	60"		
- C. Minimum roadway overhead clearance for utility lines shall be 20 feet.
- D. The applicant shall use reference markers in the right-of-way (ROW) boundary to locate line and changes in alignment as required by the County Engineer. A permanent warning tape shall be placed one (1) foot above all underground utility lines.
- E. All tile line locations shall be marked with references located in the ROW line.
- F. No underground utility lines shall cross over a crossroad drainage structure without approval from the County Engineer.
- G. Residents along the utility route shall have uninterrupted access to the public roads. An all weather access shall be maintained for residents adjacent to the project.
- H. After construction, granular surfacing shall be added to the road by the applicant to restore the road to its original condition. After surfacing has been applied, the road surface shall be reviewed by the County Engineer once the road has been saturated, to determine if additional surfacing on the roadway by the applicant is necessary.
- I. All damaged areas within the ROW shall be repaired and restored to at least their former condition by the applicant or the cost of any repair work caused to be performed by the county will be assessed against the applicant.
- J. Areas disturbed during construction which present an erosion problem shall be solved by the applicant in a manner approved by the County Engineer.
- K. All trenches, excavations, and utilities that are knifed shall be properly tamped.
- L. All utilities shall be located between the bottom of the backslope and the bottom of the foreslope, unless otherwise approved in writing by the County Engineer prior to installation.
- M. Road crossing shall be bored. The depth below the road surface shall match the minimum depth of cover for the respective utility.

6. NON-CONFORMING WORK

The County Engineer may halt the installation at any time if the applicant's work does not meet the requirements set forth in this Utility Permit Application.

7. COUNTY INFRACTION

Violation of this permit is a county infraction under Iowa Code Section 331.307, punishable by a civil penalty of \$100 for each violation. Each day that a violation occurs or is permitted to exist by the applicant constitutes a separate offense.

8. HOLD HARMLESS

The utility company shall save this county harmless of any damages resulting from the applicant's operations. A copy of a certificate of insurance naming this county as an additional insured for the permit work shall be filed in the County Engineer's Office prior to installation. The minimum limits of liability under the insurance policy shall be \$1,000,000.

9. PERMIT REQUIRED

No applicant shall install any lines unless such applicant has obtained a Utility Permit from the County Engineer and has agreed in writing that said installation will comply with all ordinances and requirements of the county for such work. Applicants agree to hold the county free from liability for all damage to applicant's property which occurs proximately as a result of the applicant's failure to comply with said ordinances or requirements.

10. RELOCATION

The applicant shall, at any time subsequent to installation of utility lines, at the applicant's own expense, relocate or remove such lines as may become necessary to conform to new grades, alignment or widening of ROW resulting from maintenance or construction operations for highway improvements.

DATE: _____ COMPANY: _____

SIGNATURE: Filled out online _____

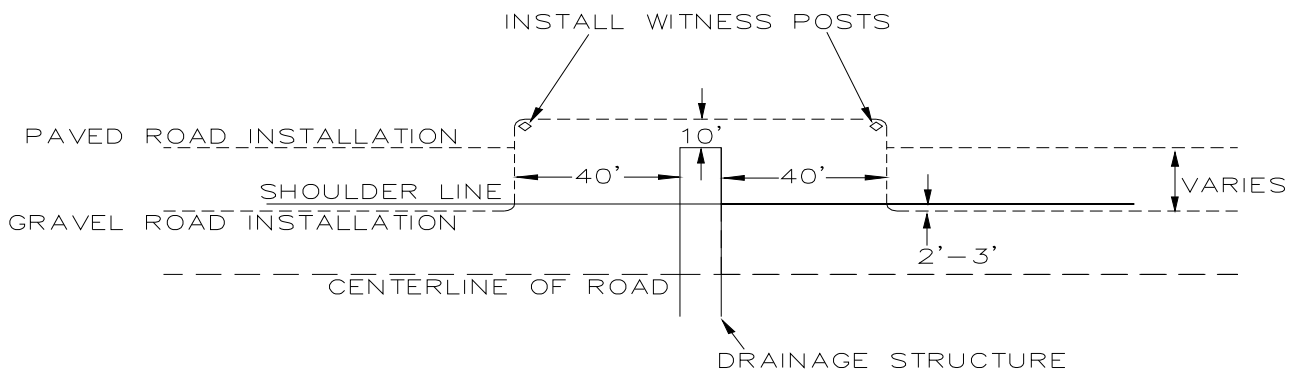
RECOMMENDED FOR APPROVAL:

DATE: _____ COUNTY ENGINEER _____

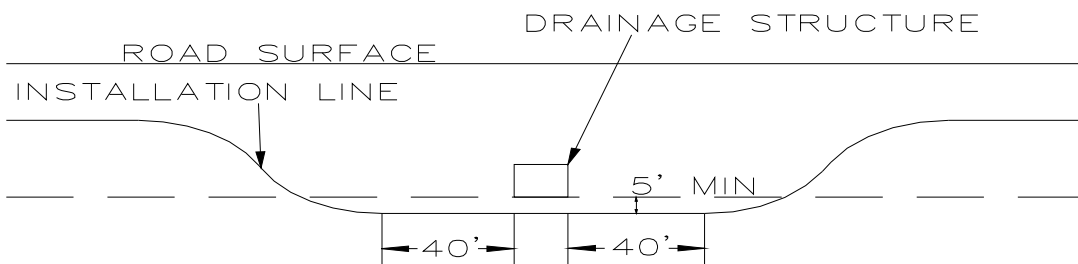
APPROVAL:

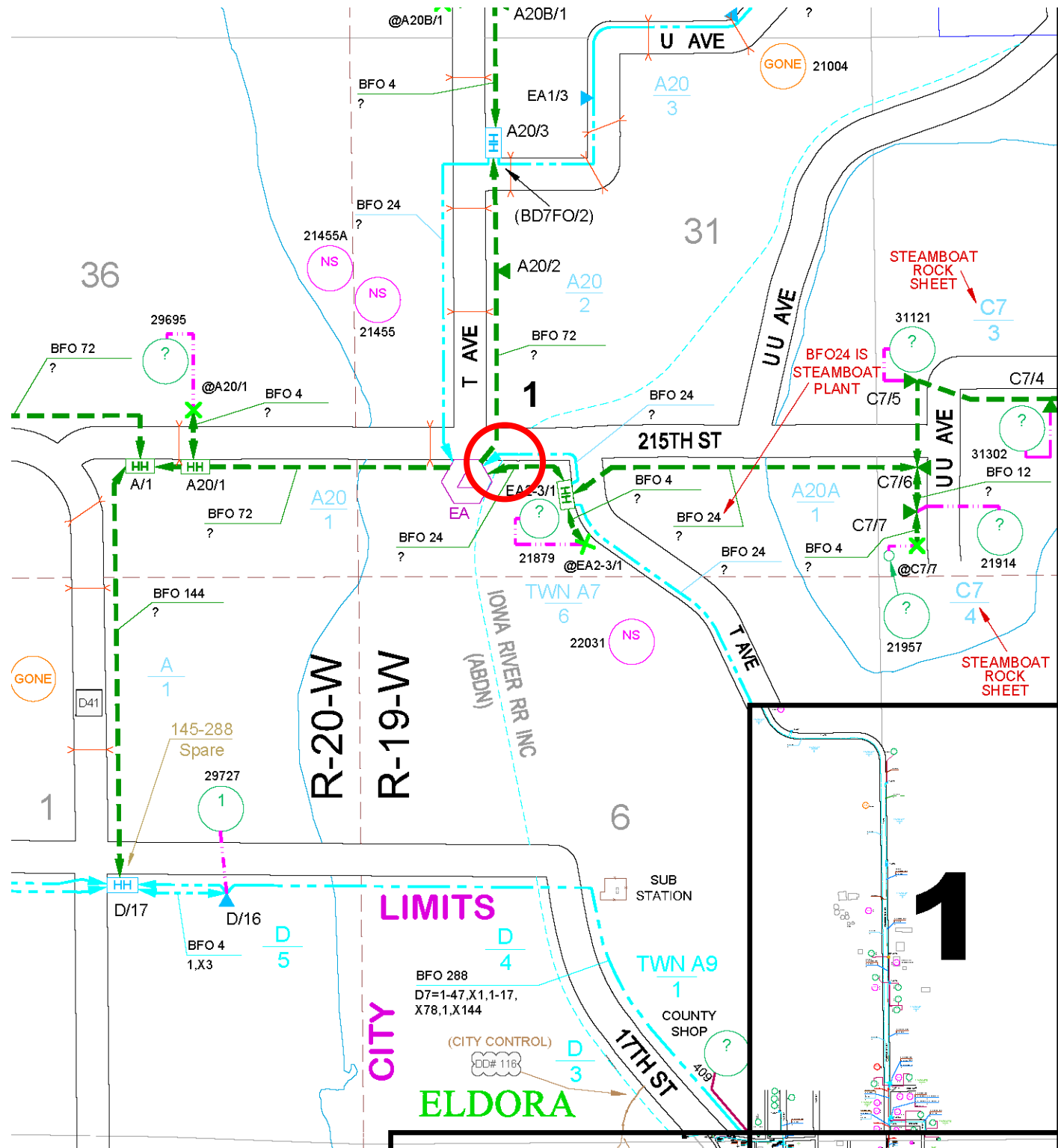
DATE: _____ CHAIRMAN, BOARD OF SUPERVISORS _____

NON-BORED INSTALLATION DETAIL



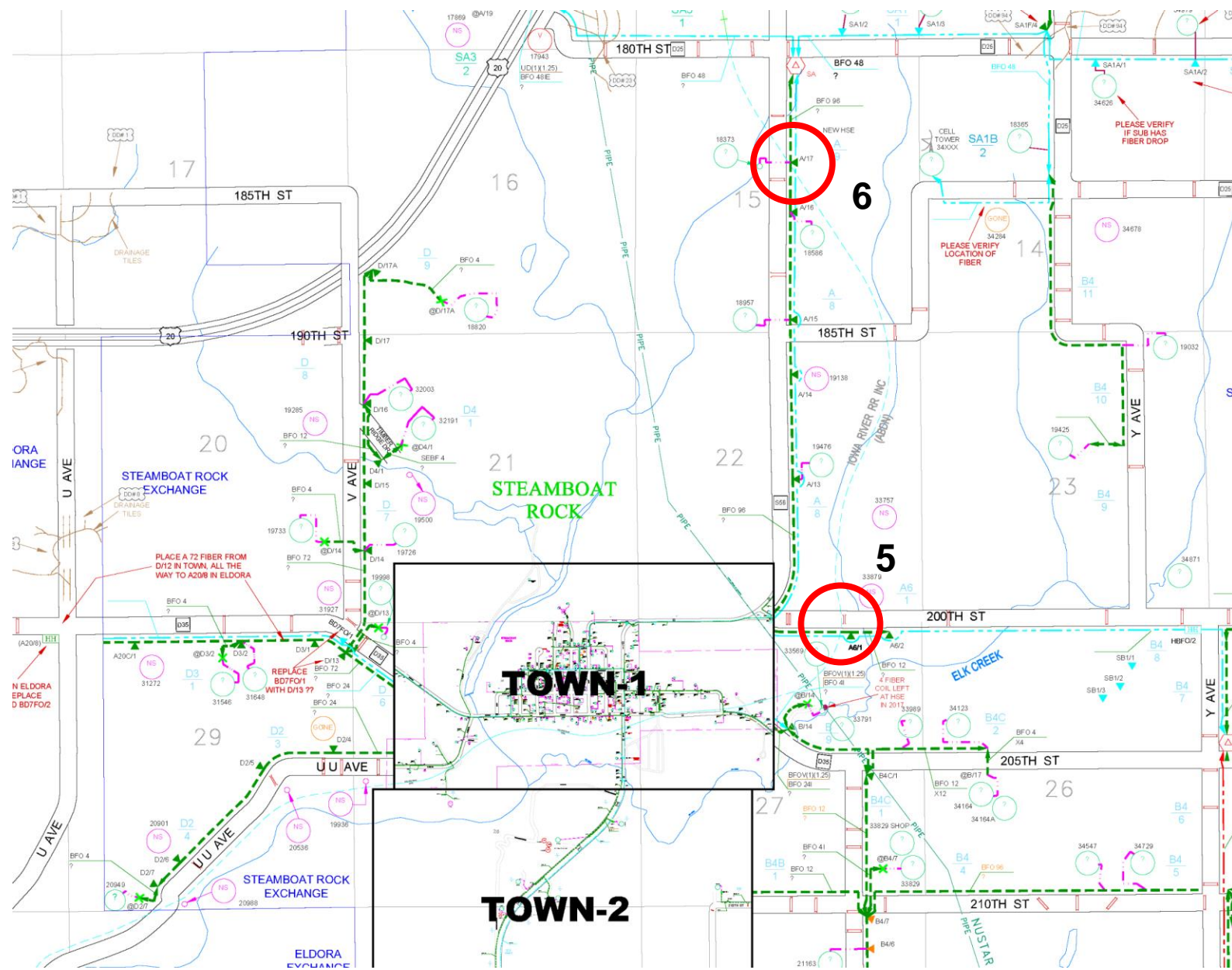
BORED INSTALLATION DETAIL





State: Iowa
 County: Hardin
 Township: 88N
 Range: 19W
 Section: 31

As Staked	
Heart Of Iowa Communications	
Name:	Key
WO:	Various
Exch:	Eldora
Route:	All
ROW:	Public & Private
Staked By:	FEC Date: 5/20
Revised By:	Date:
Plowed By:	Date:
Tabbed By:	Date:
Drawing Not to Scale	
Key	1 of 3



State: Iowa
 County: Hardin
 Township: 88N
 Range: 19W
 Section: 15 & 27

As Staked
Heart Of Iowa Communications

Name: Key
 WO: Various
 Exch: Steam Boat Rock
 Route: All
 ROW: Public & Private

Staked By: FEC Date: 5/20
 Revised By: Date:
 Plowed By: Date:
 Tabbed By: Date:

Drawing Not to Scale

Key	3	of	3
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SIGNATURE: Filled out online _____

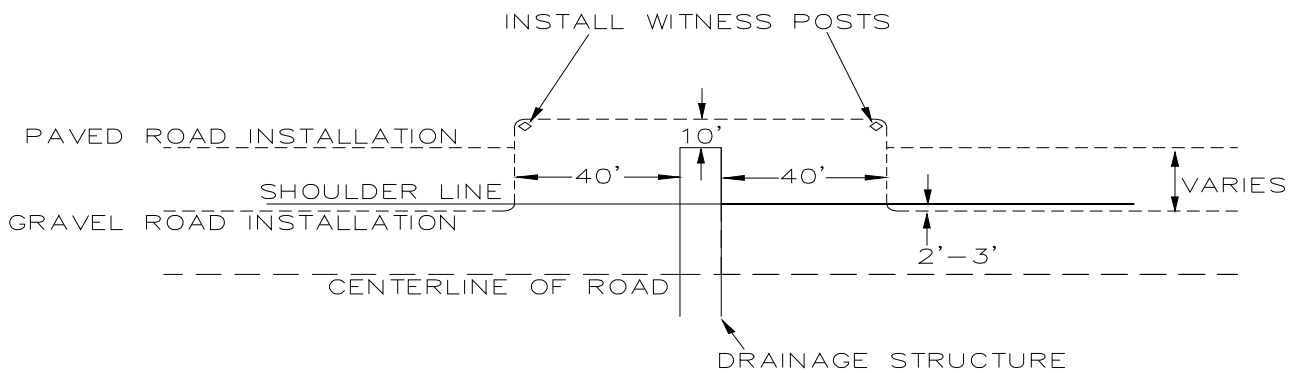
RECOMMENDED FOR APPROVAL:

DATE: _____ COUNTY ENGINEER _____

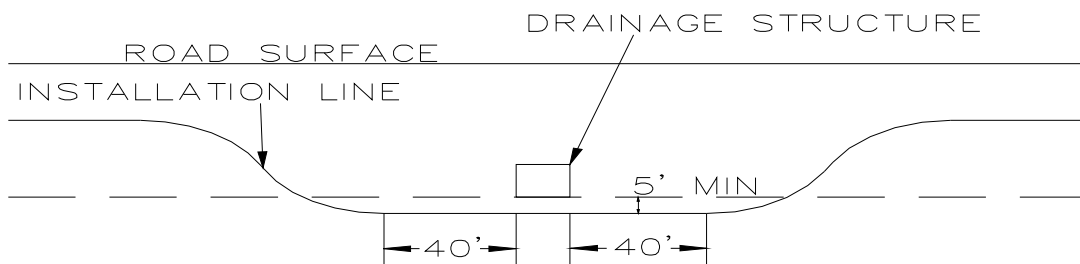
APPROVAL:

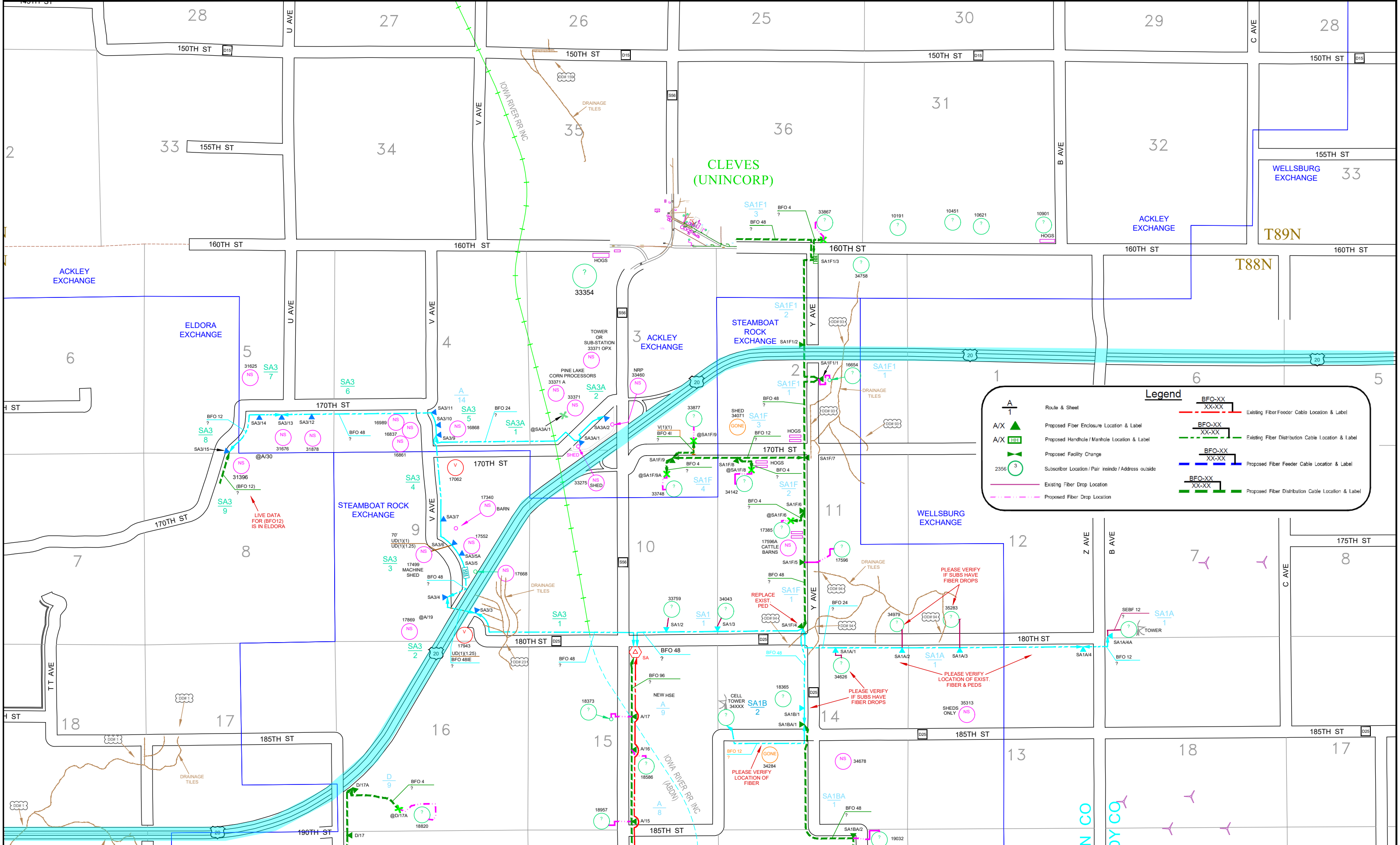
DATE: _____ CHAIRMAN, BOARD OF SUPERVISORS _____

NON-BORED INSTALLATION DETAIL



BORED INSTALLATION DETAIL





Legend

<u>A</u> 1	Route & Sheet	<u>BFO-XX</u> XX-XX	Existing Fiber Feeder Cable Location & Label
A/X ▲	Proposed Fiber Enclosure Location & Label	<u>BFO-XX</u> XX-XX	Existing Fiber Distribution Cable Location & Label
A/X []	Proposed Handhole / Manhole Location & Label	<u>BFO-XX</u> XX-XX	Proposed Fiber Feeder Cable Location & Label
○	Proposed Facility Change	<u>BFO-XX</u> XX-XX	Proposed Fiber Distribution Cable Location & Label
2356 (3)	Subscriber Location / Pair inside / Address outside		
—	Existing Fiber Drop Location		
- - -	Proposed Fiber Drop Location		

TEXT THAT IS UNDERLINED REFERS TO THE ELATIONS BOUNDARIES & REGIONS. THEY NEED TO BE IN THIS ORDER: EXCHANGE - COUNTY - TOWN or TOWNSHIP - SCHOOL DIST - FIRE DIST

State Permit required

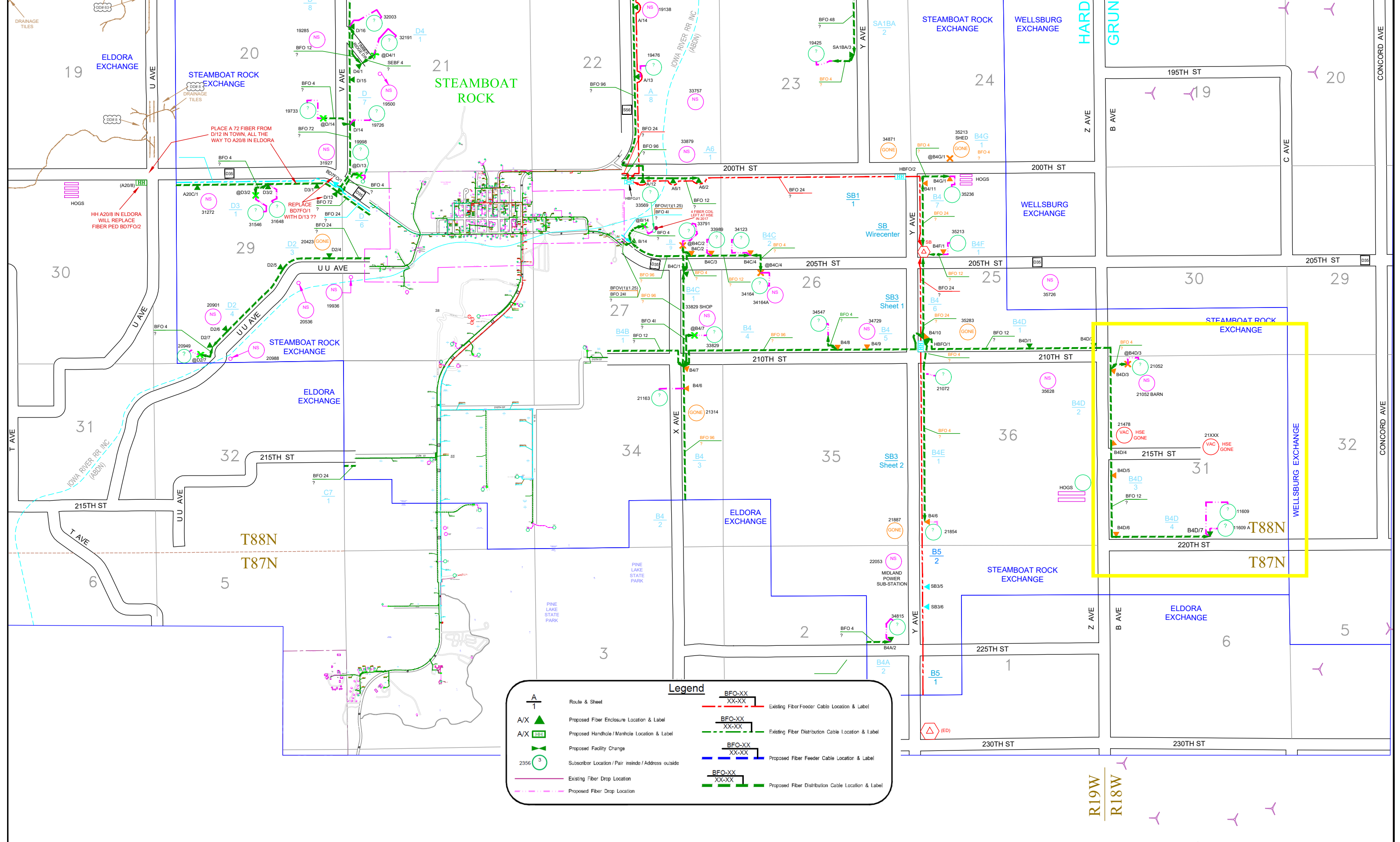
1
2

FINLEY ENGINEERING
INTEGRITY. PASSION. EXCELLENCE.

Heart of Iowa Communications
P.O. Box 130
Union, IA 50258-0130

Steamboat Rock Exchange
Tax District Map

JOB #: 07-1468-02
DATE: 5/10/17
DWG. BY: PED/MSB
SHEET # 1 of 2



TEXT THAT IS UNDERLINED REFERS TO THE ELATIONS BOUNDARIES & REGIONS. THEY NEED TO BE IN THIS ORDER: EXCHANGE - COUNTY - TOWN or TOWNSHIP - SCHOOL DIST - FIRE DIST

Grundy County Permit Required

Legend

- A/1 Route & Sheet
- A/X Proposed Fiber Enclosure Location & Label
- A/X Proposed Handhole / Manhole Location & Label
- Proposed Facility Change
- 2356 Subscriber Location / Pair inside / Address outside
- Existing Fiber Drop Location
- Proposed Fiber Drop Location
- Existing Fiber Feeder Cable Location & Label
- Existing Fiber Distribution Cable Location & Label
- Proposed Fiber Feeder Cable Location & Label
- Proposed Fiber Distribution Cable Location & Label

1
2

FINLEY ENGINEERING
INTEGRITY. PASSION. EXCELLENCE.

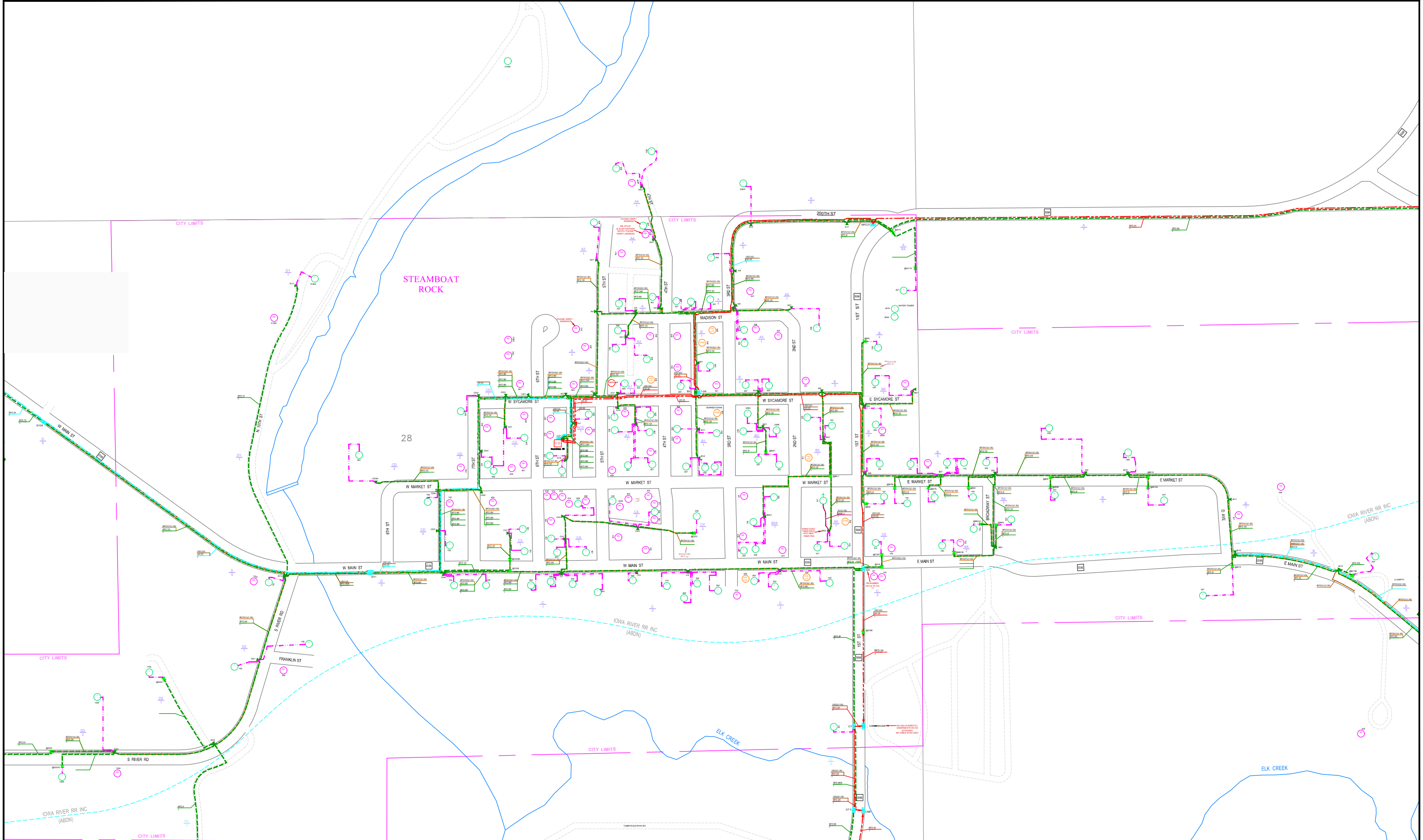
Heart Of Iowa Communications
P.O. Box 130
Union, IA 50258-0130

Steamboat Rock Exchange
Tax District Map

JOB #: 07-1488-02
DATE: 6/10/17
DWN. BY: PED/MSB

REVISIONS
NO. DATE

SHIT.# 2 of 2

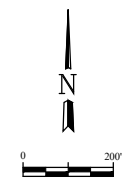


Legend

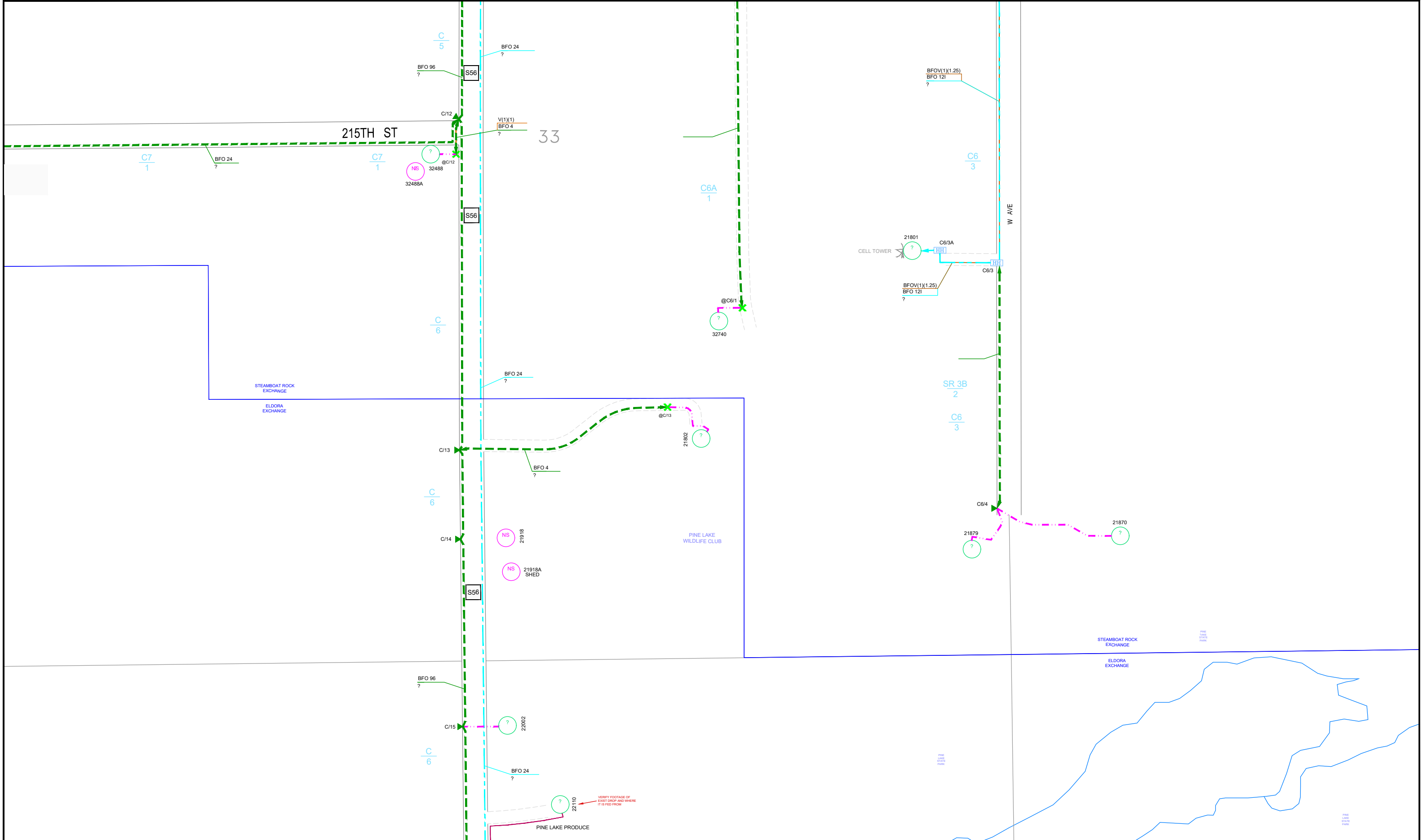
	Pole & Street		Existing Fiber/Floor Cable Location & Label
	Proposed Fiber Endblock Location & Label		Existing Fiber Distribution Cable Location & Label
	Proposed Handblock/Manhole Location & Label		Proposed Fiber Floor Cable Location & Label
	Proposed Facility Change		Existing Fiber Drop Location
	Subscriber Location (For inside/Address outside)		Proposed Fiber Drop Location

No city permit required.

- 1
- 2
- 3
- 4



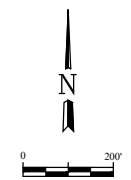
	Heart Of Iowa Communications	JOB # 17-12482-02
	P.O. Box 130 Union, IA 50258-0130	DATE 8/12/17
Steamboat Rock Town 2017 Proposed Map		DWG. BY: FIC/S
		SHEET # 1 of 4



Legend

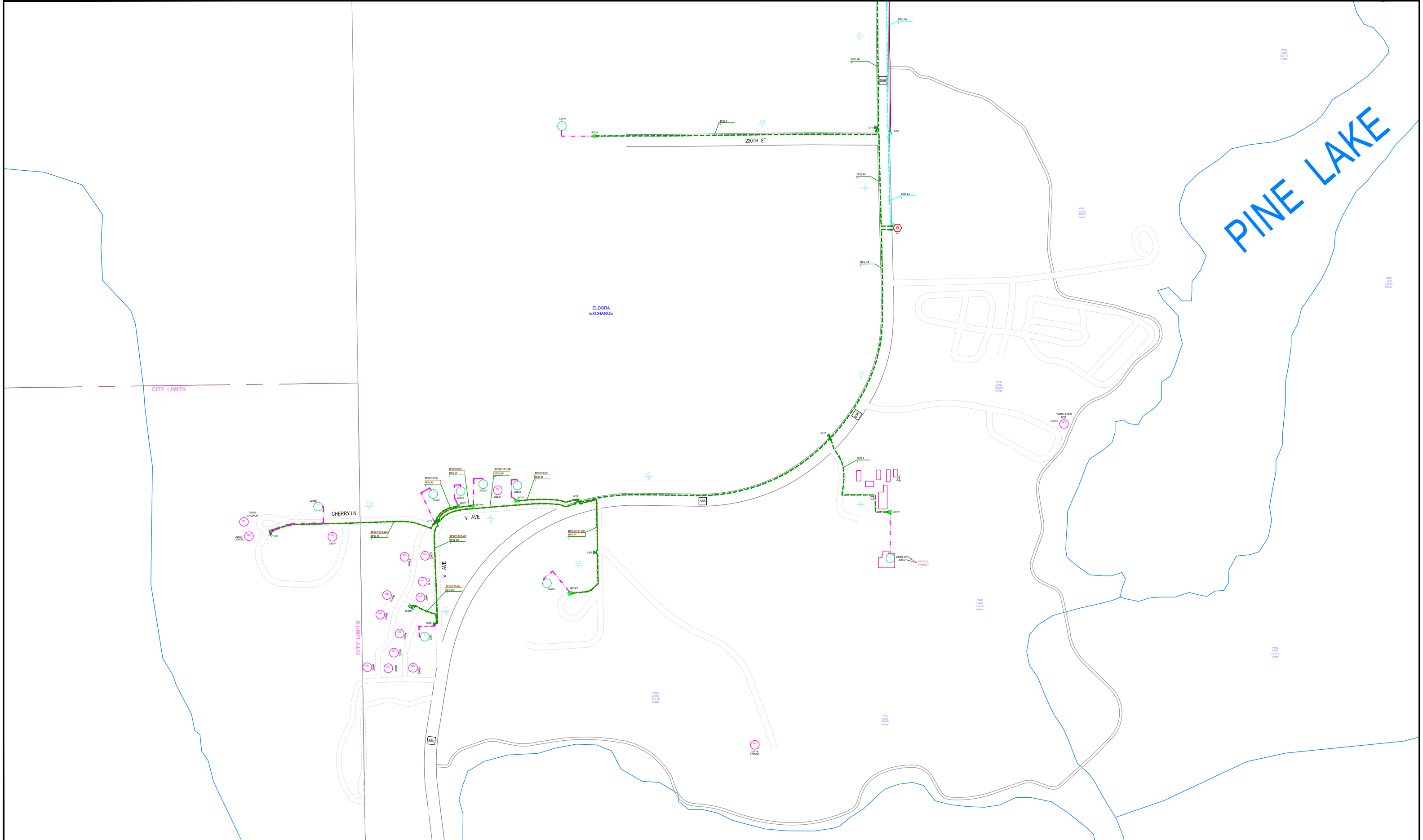
	Route & Street		BFO-XX	Existing Fiber Floor Cable Location & Label
	Proposed Fiber Floor Location & Label		BFO-XX	Existing Fiber Distribution Cable Location & Label
	Proposed Fiber Floor Location & Label		BFO-XX	Proposed Fiber Feeder Cable Location & Label
	Proposed Facility Change		BFO-XX	Proposed Fiber Distribution Cable Location & Label
	Subscriber Location/Pair inside/Address outside			
	Existing Fiber Drop Location			
	Proposed Fiber Drop Location			

1
2
3
4



 FINLEY ENGINEERING <small>AN ILLINOIS LIMITED LIABILITY COMPANY</small>	Heart Of Iowa Communications P.O. Box 130 Union, IA 50258-0130	
	NO. _____ DATE _____	JOB # ST-12485-20 DATE 8/12/17 DWG. BY FGC/SL
Steambot Rock Town 2017 Proposed Map		SHEET # 3 of 4

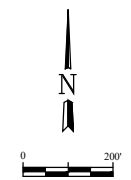
PINE LAKE



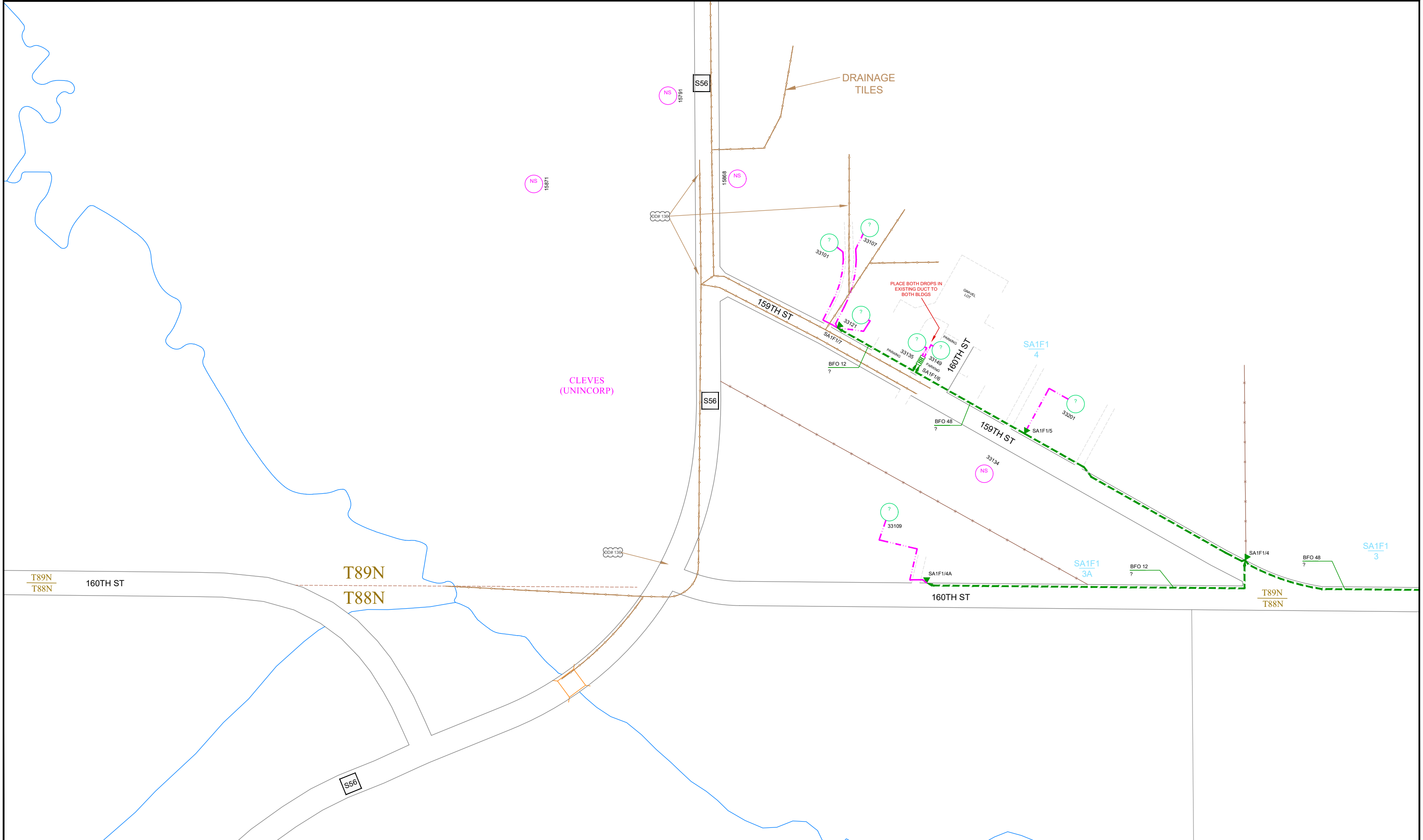
Legend

	Flow & Direction		BFO-XX	Existing Fiber Feeder Cable Location & Label
	Proposed Fiber Feeder Location & Label		BFO-XX	Existing Fiber Distribution Cable Location & Label
	Proposed Handoff/Manhole Location & Label		BFO-XX	Proposed Fiber Feeder Cable Location & Label
	Proposed Facility Change		BFO-XX	Proposed Fiber Distribution Cable Location & Label
	Subscriber Location / Pair Number / Address outside			
	Existing Fiber Drop Location			
	Proposed Fiber Drop Location			

1
2
3
4



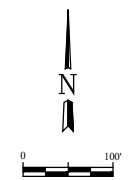
	Heart Of Iowa Communications	JOB # 07-12492-02
	P.O. Box 130 Union, IA 50258-0130	DATE 8/12/17
Steamboat Rock Town 2017 Proposed Map		DWG. BY: FID/J SHIT.# 4 of 4



Legend

	Proposed Fiber Feeder Cable Location & Label		BFO-XX	Existing Fiber Feeder Cable Location & Label
	Proposed Fiber Distribution Cable Location & Label		XX-XX	Existing Fiber Distribution Cable Location & Label
	Proposed Fiber Distribution Cable Location & Label		BFO-XX	Proposed Fiber Feeder Cable Location & Label
	Proposed Fiber Distribution Cable Location & Label		XX-XX	Proposed Fiber Distribution Cable Location & Label

Existing Fiber Drop Location
 Proposed Fiber Drop Location



 HEART OF IOWA COMMUNICATIONS		Heart Of Iowa Communications P.O. Box 130 Union, IA 50258-0130
Town of Cleves 2020 Proposed Map		JOB # 20-12870-02 DATE 5/8/20 DWG. BY: FID/SL SHEET # 1 of 1



TRANSPORTATION TITLE VI PROGRAM REVIEW

County of Hardin, Iowa

May 1, 2020

Introduction

It is the responsibility of the Bureau of Civil Rights – Civil Rights Team to conduct Title VI Program reviews of its sub-recipients of federal financial assistance as required by Title VI requirements of Federal Authority 23 CFR 200.9 (4)(b), (5), (6), and (7).

On June 24, 2019, the Iowa Department of Transportation (IA DOT) met with County of Hardin, Iowa to conduct a Title VI Program field review of the County's transportation program and activities. This meeting was a closing follow-up review and follow-up to the desk assessment review conducted on November 4, 2019.

Goals

The primary goals of Title VI reviews are as follows:

- Ensure compliance with Title VI;
- Provide technical assistance in the implementation of the Title VI program; and,
- To correct deficiencies, when found to exist.

Each of these goals is addressed throughout the review report.

Participants

Those participating in the review were:

Taylor Roll	County of Hardin Secondary Roads Engineer
Joseph McDonald	County of Hardin Secondary Roads Engineering Tech
Steven Kerber	Bureau of Civil Rights – Civil Rights Team, IA DOT

Review Process and Findings

The Title VI review process focuses on, but is not limited to, compliance with 10 major components of Title VI as listed below:

1. Developing Title VI Assurances;
2. Developing a Title VI Policy Statement;
3. Identifying a Title VI Liaison;
4. Developing procedures for processing external discrimination complaints;
5. Providing the Iowa DOT with a list of external discrimination complaints;
6. Providing accommodations for Limited English Proficient (LEP) persons;
7. Ensuring nondiscrimination in County of Hardin's public participation process;
8. Collecting and analyzing data to ensure nondiscrimination in County of Hardin's programs and activities;
9. Ensuring that contracts contain the appropriate Title VI contract provisions; and

10. Ensuring nondiscrimination in the awarding of contracts.

To expedite the review process, provide structure to the review, and assure thorough consideration of the major components, the Iowa DOT's reviewer provided a Title VI compliance review tool prior to the on-site review (**Exhibit A**). The following summarizes the questions, written responses and discussions of the issues.

Written Response:

A. AGENCY INFORMATION:

Recipient: County of Hardin, IA

Administrative Head: Renee McClellan, Chairperson, Board of Supervisors, County of Hardin, IA

	Name	Title
Address:	<u>708 16th Street,</u>	
County/State:	<u>Eldora, IA</u>	<u>Zip Code/County 50627/Hardin</u>
County		
Phone:	<u>641-939-8220</u>	<u>Fax: 641-939-8223</u>
Email:	<u>mcclellan@hardincountyia.gov</u>	

Title VI Coordinator: Joseph Donald Title: County of Hardin Engineer Tech /Title VI Coordinator
 Phone: 641-858-5058 Fax: 641-858-3182
 Email: jdonald@hardincountyia.gov

Mr. McDonald, as County Engineer Tech/Title VI Coordinator, has a responsible position with the County of Hardin and appropriate access to the County of Hardin Board of Supervisor. (23 CFR § 200.9(b)(1)(2))

Written Response:

**B. SUB-RECIPIENT PROJECT OVERVIEW {Federal Funding}
 County of Hardin, FFY 19--20:**

PROJECT DESCRIPTION	FUNDING AMT
<u>BRFN-0</u>	

C. Please list the Program (s) or Service (s) receiving financial assistance from the Iowa Department of Transportation and the amount received for the current year.

PROGRAMS/SERVICES	FUNDING AMT (YES/NO)	RECURRING
-------------------	-------------------------	-----------

Farm to Market, FFY 19—20 55-02-C002-075	\$304,339.00	Yes, Revenues May Occur Each FFY Per LRTP
Farm to Market Projected Revenues, SFY 19—20	\$650,580.00	Yes, Revenues May Occur Each SFY Per LRTP
Federal Emergency Management Agency {FEMA}	Application \$2,000,000.00	Yes, Revenues May Occur Per Application Processes

Discussion/Comment:

There are current Federal Highway Administration Funded Projects being managed by the County of Hardin, IA in Federal Fiscal Year 11-20.

IA DOT Reviewer and Hardin County Secondary Roads Engineer and Engineer Tech discussed the SWAP Legislation of enacted from the 2018 2nd Session of the Iowa Legislature.

Written Response:

III. TITLE VI CERTIFICATIONS AND ASSURANCES

A. Has the agency signed and submitted its Standard DOT Title VI Assurances? Yes No

Discussion/Comment:

Yes, County of Hardin has signed and submitted the Standard DOT Title VI Assurances on **November 2019**. The Chairperson of the County of Hardin certified the Assurances. **(Exhibit B)**.

B. Has the sub-recipient submitted its Title VI Program plan to the Iowa Department of Transportation? *Note: Agencies with population over 250,000 are required to have a Title VI Plan. Agencies with a population under 250,000 are required to have Title VI Nondiscrimination Agreement.* Yes No

Discussion/Comment:

Yes, County of Hardin has signed and submitted Title VI Non-Discrimination Agreement on **November 2019**. The Chairperson of the County of Hardin certified the Assurances. **(Exhibit C)**.

C. Does the agency complete an annual Title VI Accomplishment and Goals report? Yes No (Please provide a copy) *Note: Agencies with populations over 250,000 must submit to the Iowa DOT by September 1st. Agencies with populations less than 250,000 must prepare and retain on file for 3 years.*

Discussion/Comment:

The reviewer followed up by discussing the elements of a Title VI Annual Accomplishments and Goals Report (as described in the Title VI Non-Discrimination Agreement) and recommends the County of Hardin begin to maintain and review trends that are generated through a County Accomplishment and Goals Report each County Fiscal Year ending. The review team discussed and agreed to a best practice of presenting and reviewing the Accomplishment and Goals Reports through a formal agenda published and posted regarding the Supervisor meetings. Further

discussions include reviewing areas that include training goals for elected officials and/or county staff and reviewing data statistics and then analyzing the meaning of these possible changes. The document is to be used to direct and suggest the direction of the County of Hardin planning each Fiscal Year regarding Title VI responsibilities toward transportation planning for the County.

D. Does the agency have a Title VI Policy? (Please provide a copy) Yes **XX** No ___

Discussion/Comments:

Yes, County of Hardin has signed and submitted Title VI Non-Discrimination Policy Statement on **12 November 2019**. The Chairperson of the County of Hardin will certify the Agreement.

(Exhibit D).

E. What is the process used by sub-recipients to assure Title VI compliance? Please explain:

Discussion/Comments:

The County of Hardin discussed the Title VI Notifications that are included in the County's project specifications and/or bidding documents. The County of Hardin will be developing and implementing the County ADA Transition Plan.

Discussion/Comment:

IA DOT Reviewer requested the Title VI Non-Discrimination Policy Statement be posted on Secondary Roads Department Poster Boards and further suggested that copies of the policy be discussed and distributed throughout all County Departments. The IA DOT Reviewer suggests having a "stand-down" training for all County Departments and particularly the County of Hardin Board of Supervisors and the Secondary Roads Department. These trainings are an opportunity to discuss the importance of the Civil Rights Acts and supporting Executive Orders or Regulations as these "arc" over the County. It is also an opportunity for the Title VI Coordinator {County Secondary Roads Engineer Tech} to discuss the responsibilities of the Secondary Roads Department regarding Title VI of the 1964 Civil Rights Act {regarding transportation} and all later or future Federal Legislation and Executive Orders. The IA DOT Reviewer emphasized to County of Hardin Engineer Tech/Title VI Coordinator the reporting responsibilities through the Title VI Accomplishments and Goals document. The Review Team discussed presenting the Report to the County of Hardin Board of Supervisors and then externally to the County of Hardin's Citizens and/or Residents.

The IA DOT Reviewer suggested referencing the Iowa DOT's I.M. 1.070 issued by the Office of Local Systems which lists the related nondiscrimination authorities. The training assets of the Iowa DOT website and FHWA's website were suggested as a resource.

<http://www.fhwa.dot.gov/civilrights/>

https://www.fhwa.dot.gov/civilrights/programs/title_vi/toolkit.cfm

<https://data.census.gov/cedsci/>

The County of Hardin demonstrated good faith efforts to develop, document, and monitor Title VI Non-Discrimination Practices through the following:

- o Chief Administrative Officers {county chairperson} Declaration signature of 12November2019
- o Posting of Title VI Non-Discrimination Policy Statements on Poster Boards throughout County of Hardin

F. Are the Title VI Assurances appendixes included in all contracts? This includes deeds, permits, and leases. (Please provide a contract with the Title VI provisions.) Yes XX No

Discussion/Comments:

The County of Hardin lets local projects in cooperation with the IA DOT. it was discussed that the Standard DOT Title VI Assurances be inserted in all contracts and the County monitors the contracts to ensure compliance.

The Iowa DOT Reviewer shared the IM 5.120 Local Letting Processes—Federal Aide document and suggested the document was a good resource in letting processes. The County of Hardin is aware of the Contractor responsibilities regarding FHWA 1273 and the Iowa Standard Specifications that effect the Secondary Roads Engineer Offices.

G. Are planning manuals, directives, guidelines, operational procedures, and policies reviewed for Title VI compliance purposes? (Example: Contractor selection procedures and appraisal process for ROW.) Yes XX No

Discussion/Comments:

The County of Hardin states that the County periodically reviews its public hearings procedures and review a Limited English Proficiency analysis regarding LEP Compliance purposes.

The County of Hardin may let locally projects and the Standard DOT Title VI Assurances are inserted in all future contracts and the County is aware of the Contractor responsibilities. The IM 5.120 has been shared as a further resource regarding locally let projects.

The Iowa DOT reviewer emphasized the County of Hardin continue to review its construction or maintenance agreements and contracts to include Title VI language by ensuring inclusion of language from the Standard DOT Title VI Assurances. The County of Hardin is aware of the Contractor responsibilities regarding FHWA 1273 and the Iowa Standard Specifications through Secondary Roads Engineer Offices.

H. Does the agency have an ADA Coordinator? Yes XX No If yes, where can the public find the contact information for the ADA Coordinator?

Discussion/Comments:

The County of Hardin shall review Instruction Memorandum 1.080. The County will post notices regarding ADA Information in the County Auditor Offices, the Board of Supervisors Offices, and Secondary Roads Offices.

The County of Hardin will post ADA Coordinator Notifications on the County Posting Boards, the Secondary Roads Posting Boards, and the County of Hardin Website, The ADA Coordinator of Hardin County is Taylor Roll appointed 29April2020.

I. Does the agency have an ADA Transition Plan? Yes ___ No **XX** If yes, how does the agency disseminate this information to the public?

Discussion Comments:

The County of Hardin ADA Transition Plan shall be developed and made available to the public at the Hardin County Courthouse or Secondary Roads Offices. The County may also place the information of the County Website when operational.

The County of Hardin continues to review the Instructional Memorandum 1.080 Transition Plan and will post proposed changes or improvements regarding ADA planning on the Posting Boards of County Courthouse and/or Secondary Roads Posting Boards, or Website.

IV. SUB-RECIPIENT DEMOGRAPHIC INFORMATION

A. COUNTY/COUNTY POPULATION & DEMOGRAPHIC INFORMATION:

TOTAL POPULATION OF LOCAL PUBLIC AGENCY {LPA}: 17,127

SOURCE: US American Factfinder of 01July2017ACS 5-Yedar Population Estimates

RACE/ETHNOCITY {2018}

RACE	NUMBER	%	HISPANIC	NUMBER	%
White	16,335	95.4%	Hispanic or Latino	735	4.3%
Black or African American	230	1.3%	Mexican	439	2.6%
Am. Indian/Alaskan Native	171	1.0%	Puerto Rican	21	0.1%
Native Hawaiian/ Other Pacific Islander	3	0.0%	Cuban	1	0.0%
Asian	74	0.4%	Other Hispanic or Latino	274	1.6%
Some Other Race	20	0.7%			

SEX {17,127 of 2018}

SEX	NUMBER	%
Male	8,565	50.0%
Female	8,562	50.0%

AGE {17,127 of 2018}

STATUS	NUMBER	%
Under 19 years of age	4,125/17,127	24.0%
20 to 64 years of age	9,387/17,127	54.8%

65 and over	3,615/17,127	21.2%
-------------	--------------	-------

POVERTY
17,127 of 2018

	NUMBER	%
Below Poverty Level	1,214 {individuals}	9.9%
At or Above Poverty Level	16,333 {individuals}	92.6%

FOREIGN-BORN POPULATION
16,373 of 2018 {age 5+}

		NUMBER	%
Total foreign-born	Individual Persons {5+ years}	485/16,373	0.1%
Speaks Language other than English	Individual Persons {5+ years}	231/16.373	0.1%

DISABILITY
9,761 employment eligible of 2018

TYPE	NUMBER	%
Total Disabled Population 16+	728/9,761	7.0%
Employment Eligible	343/7,911 eligible employment	4.3%
Employed	322/7,911 eligible employment	4.0%

V. PUBLIC NOTIFICATION OF RIGHTS & ACCESSIBILITY

- A. Is Title VI (i.e. Policy and/or Title VI Plan) information publicly displayed and accessible to staff and service beneficiaries? Yes **XX** No If yes, please describe mechanism:

Discussion/Comments:

The County of Hardin Title VI Coordinator {Hardin County Engineer Tech} will place the Title VI and You Brochures in the common areas of the County Courthouse. The County also posted the Title VI Non-Discrimination Policy Statement throughout all common areas. The County will add the Title VI Non-Discrimination Policies onto the County Website, if available. The County of Hardin Title VI Coordinator {Hardin County Engineer Tech} agreed to begin “toolbox” trainings with the Board of Supervisors and the Secondary Roads Department regarding the Title VI responsibilities regarding transportation.

B. Does all Title VI related information and materials identify the name and contact information to whom complaints should be referred? Yes **XX** No ___

Discussion/Comments:

The County of Hardin has posted the Title VI Notices to the Public on all public posting boards with contact name and numbers {Hardin County Engineer Tech}.

C. Does the sub-recipient disseminate Title VI information to employees, clients and constituents? Yes **XX** No ___ If yes, please describe process:

Discussion/Comments:

The County of Hardin continues its "good faith efforts" through posting Title VI information on the County's posting boards, break rooms, and the County Website, if available. The County of Hardin is aware of the Contractor responsibilities regarding FHWA 1273 and the Iowa Standard Specifications of the Iowa DOT. Language Interpretations Applications or other available Language Support Services may be offered through the Secondary Roads Department's public hearing transportation postings. Further, the team discussed collaboration with the County of Hardin Sheriff Department and/or Emergency Response Services regarding LEP issues and supports, and local interpreters' options may be explored or interpretation applications. Finally, the team discussed possible collaborations with Region Six Planning Commission {RPA 6}.

D. Does the sub-recipient provide Title VI training to agency staff? (Please provide documentation as to when, to whom, and what was presented.) Yes **XX** No ___

Discussion/Comments:

The review team discussed incorporating Title VI topics into Board of Supervisors meetings. The review team also discussed the County of Hardin documenting all training sessions with formal topic agenda and sign-in sheets regarding Secondary Roads Department toolbox trainings. The Iowa DOT reviewer also recommended IA DOT's Civil Rights Bureau Website, and/or the Federal Highway Administration Websites resources of materials that may be used for training. The training documentation records may be included in the County of Hardin's annual Accomplishments & Goals Report.

VI. LIMITED ENGLISH PROFICIENCY (LEP) PLAN

Does the sub-recipient have a Limited English Proficiency (LEP) plan? Yes ___ No **XX**

Discussion/Comments:

The review team discussed at length the demographic and data materials and their use in developing an analysis regarding the Limited English Proficiency (LEP) planning. The Iowa DOT reviewer suggested that the Race/Ethnicity, Disability, and Low-Income Sections should be reviewed with attention at each Accomplishment and Goals Reporting. The Reviewer also

suggests documenting any LEP Requests during the Reporting Year. The review team reviewed {hearing, vision, mobility and living arrangements}, physical impairments, and the possible impacts regarding ADA planning responsibilities. Also, available Language Support Services may be offered to Secondary Roads Department Planning Hearings. Further, the team discussed collaboration with County of Hardin Sheriff Department, the Emergency Response Services, and/or local interpreters' options will be explored. Finally, the team discussed possible collaborations with Region Six Planning Commission {RPA 6} by reviewing the Regional Planning Association LEP Plans.

- A. What steps has the sub-recipient taken to ensure meaningful access to the benefits, services, information, and other important components of its programs and services to persons with Limited English Proficiency? Please describe:

Discussion/Comment:

The County of Hardin's good faith efforts may include collaboration with the Hardin County Sheriff Department regarding LEP Issues. Also, Language Interpretation Software Applications or other available Language Support Services may be offered to the Secondary Roads Department. Further, the team discussed collaboration with Hardin County Emergency Response Services and/or possible local interpreters' options will be explored. Finally, the team discussed possible collaborations with Region Six Planning Commission {RPA 6} and Ellsworth Community College regarding language translation supports.

Written Response:

VII. TRANSPORTATION (BOARDS AND COMMISSIONS)

- A. List transportation-related appointed board(s), commission(s), or advisory board(s), if any:
 County of Hardin is represented by membership with Region Six Planning Commission {RPA 6}: Policy and Technical Committees

RACIAL/ETHNIC BREAKDOWN OF THE TRANSPORTATION-RELATED BOARD(S) AND/OR COMMISSION(S):

GROUP	NUMBER
White	2 {two males}
Black or African American	
Am. Indian or Alaskan Native	
Asian	
Native Hawaiian or another Pacific Islander	
Other {Airport Commission}	

VIII. PUBLIC PARTICIPATION AND OUTREACH

- A. Please provide documentation/evidence describing efforts to identify and involve minority and low-income residents and communities within your service area in the decision-making process:

Discussion/Comments:

The County of Hardin posts of Notices of County Board of Supervisors Agendas/Hearings on the publication boards of the County. The Local Radio Station publishes Board Agendas and Minutes. Local publications of Agendas/Hearing in the following newspapers.

The **Ackley World Journal** is a weekly newspaper in Ackley, Iowa, USA covering local news, sports, business and community events.

The newspaper is published once a week on Wednesday.

The **Iowa Falls Times Citizen** is a weekly newspaper in Iowa Falls, Iowa, USA covering local news, sports, business and community events.

The newspaper is published once a week on Wednesday.

The **Eldora Herald-Ledger** is a weekly newspaper in Eldora, Iowa, USA covering local news, sports, business and community events.

The newspaper is published once a week on Tuesday.

- B. Please describe the methods used to inform low-income, and minority populations of planning efforts for transportation-related services and/or improvements:

Discussion/Comments:

The County of Hardin's Transportation Planning is done through the Region Six Planning Commission {RPA 6} affiliations. County Public Notices are published in the designated publications of the County of Hardin and the Region Six Planning Commission {RPA 6} by collaboration. The County also uses its Website which may be translated into other languages. Engagement strategies will continue to explore lingual, institutional, cultural, economic, and historic barriers. The DOT Reviewer suggested documentation of the development of strategies and the results of the strategy outreach efforts.

- C. List minority and/or community media utilized to ensure notification of public meetings or public review of agency documents for residents in minority and low-income communities:

Discussion/Explanations:

County of Hardin listed the following:

County of Hardin: County Publication Website

Newspapers: Ackley World Journal

Eldora Herald-Ledger

Iowa Falls Time Citizen

Discussion/Comments:

The review team discussed at length the demographic and data materials and their use supporting access opportunities to citizens that may be low-income and/or physically or emotionally challenged, or senior groups. Suggestions such as considerations of public meeting notices posted through access to electronic media versus traditional media sources, physical access to meeting locations, and specific considerations of citizens' outreach were reviewed and will be considered in future public meeting notices.

- D. List adverse social, environmental, economic or demographic impacts identified on any planned or programmed transportation-related projects during the last two years:

Discussion/Comments:

The review team discussed the Accomplishments and Goals Report is an opportunity to review the changing demographics, economic changes, and social impacts each year. The County of Hardin had a population of 17,127 as of July 1, 2018.

- E. Are accessible locations and translation services considered or provided during public outreach sessions? Do you notify the public of available accessibility services? (Please provide a copy.) Please describe:

Discussion/Comments:

The County of Hardin's public hearings are held at the County Courthouse Public Rooms which are accessible. The Iowa DOT Reviewer suggests making public hearing notices and agendas adaptable for specific citizen requests for accommodations with a contact name{s} and number{s} to whom the requests should be directed. The County of Hardin may collaborate with Region Six Planning Commission {RPA 6} or the District I Local Systems Offices of the IA DOT regarding Americans with Disabilities Act Planning. The County of Hardin will continue to develop and review the Curb Ramp Transition Plan.

- E. Is the data collected and retained on the attendance at public sessions? Is the information broken down by race, color, national origin and sex? (Please provide a copy of data or voluntary data collection form.) Yes ___ No XX

Discussion/Comments:

None were noted or discussed; the County of Hardin does not use sign-in sheets. Various methods of data collection may be reviewed, and the Iowa DOT Reviewer suggests exploring collaboration with Region Six Planning Commission {RPA 6} regarding data collections at

public meeting sessions. The Iowa DOT Reviewer will also forward a “best-practice” sign-in sheet logging demographic information at the County of Hardin’s option.

IX. INVESTIGATION AND COMPLAINT PROCESSES

- A. Does your agency have written procedures for responding, recording, and resolving Title VI and ADA investigations complaints, lawsuits? Yes **XX** No ____ Please provide a copy of procedures.

Discussion/Comments:

The procedures are contained in the Title VI Non-Discrimination Agreement already submitted to the Iowa DOT. Please review **Exhibit C**. The Iowa DOT Instructional Memorandum 1.080 discusses ADA complaint procedures. The County of Hardin is developing an ADA Transition Planning Manual regarding ADA Compliance. The Iowa DOT Reviewer suggests developing and maintaining compliant archival systems for both. The County of Hardin will consider placing Compliant Notices on public posting boards of County Courthouse and the IA DOT Reviewer suggests placing the Notice on the County Website, if available.

- B. Has your agency the public aware of the right to file a complaint? Yes **XX** No ____
Please describe the mechanisms or policies?

Discussion/Explanations:

Public Notice of Title VI Non-Discrimination Policy, Standard DOT Title VI Assurances, and Title VI and You Brochures, and review of Iowa DOT Instructional Memorandum 1.070 and Instructional Memorandum 1.080. The Title VI Notice and ADA Notice of Contacts will be posted on the public boards and County Websites, when available.

Discussion/Comments:

Iowa DOT Reviewer will provide County of Hardin with a Title VI Notice to Public template regarding posting certifications and the County will be posting the notice in areas accessible to the public.

- C. Please list any Title VI complaints on the basis of race, color and national origin in your agency in the past two years: None Were the complaints investigated? ____ By whom?

Discussion/Comments:

The County of Hardin does have a complaint process that is part of the County’s Title VI Non-Discrimination agreement. The review team discussed tracking compliant histories in the Annual Accomplishments & Goals Report.

X. DECLARATION OF THE RESPONDENT

I declare that I have provided information as part of the Title VI Site Review to the best of my knowledge and believe it to be true, correct, and complete.

Respondent

Date

XI. DECLARATION OF THE ADMINISTRATIVE HEAD

I declare that I have reviewed and approved the information provided in the Title VI Site Review and to the best of my knowledge believe it to be true, correct, and complete.

Administrative Head

Date

X. DECLARATION OF THE RESPONDENT

I declare that I have provided information as part of the Title VI Site Review to the best of my knowledge and believe it to be true, correct, and complete.

Respondent

Date

XI. DECLARATION OF THE ADMINISTRATIVE HEAD

I declare that I have reviewed and approved the information provided in the Title VI Site Review and to the best of my knowledge believe it to be true, correct, and complete.

Administrative Head

Date

RESOLUTION # 2020-___

Hardin County Highway S75 Embargo

WHEREAS, the Board of Supervisors are 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, the closing of Iowa Highway 14 has caused the truck traffic and vehicular traffic to increase beyond the capacity of its design; and

WHEREAS, the County Engineer has made a recommendation to embargo said County Road.

NOW, THEREFORE, BE IT RESOLVED by the Hardin County Board of Supervisors to embargo County Highway S75 from 340th Street to 310th Street to a gross vehicle load limit of 10 tons for the period of time that Iowa Highway 14 is closed to traffic, 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 3rd day of June 2020.

Lance Granzow, Chairperson
Hardin County Board of Supervisors

ATTEST: _____
Jessica Lara
Hardin County Auditor

May, 17, 2020

27375 Highway 65

Hubbard, la 50122

Dear Hardin County Conservation Board Members,

Due to health reasons, I am resigning from the Hardin County Conservation Board.

I have enjoyed my years working with the great staff and board members that we are fortunate to have in our county. Your dedication to conserving our environment and your hard work ethics and creativity are outstanding assets. I hope to continue to attend some of the events and programs that the Hardin Conservation coordinates and hope to stay in touch with all of you.

Please let the Calkins Board know that I will no longer to be able to serve as a liaison between the two groups and another Conservation Board member will take my place.

Thank you also for your support and concern about my health issues during the past months.

Good luck and best wishes for continued success in your endeavors.

Verl K Duncan

Verl Duncan

HARDIN CO. SHERIFF'S OFFICE



A New Century of Service

David L. McDaniel
116 14th Avenue
 Eldora, Iowa 50627
41-939-8189
-800-568-4373
Fax 641-939-8249

19-20 Fiscal Year

0001-1-05-1000-440003	May fees	
	Civil Fees	\$ 2,009.38
0001-1-05-1000-440004	Civil Mileage	\$ 996.23
0001-1-05-9000-440001	Mental Transports	\$ 203.50
		\$ 3,209.11

19-20 Fiscal Year

0001-1-05-1000-250100	May fees	
	Contract Law	\$ 16,035.42
0001-1-05-1000-250200	Care Prisoners	\$ 109,455.64
0001-1-05-9000-440002	Driving Records	\$ -
0001-1-05-1000-440006	Purchase Permits	\$ 175.00
0001-1-05-1000-441000	Weapon Permits	\$ 640.00
0001-1-05-1000-443000	Work Release	\$ -
0001-1-05-1000-445000	Sex Offender Reg.	\$ -
0001-1-05-1000-550001	Copy Reports	\$ 57.75
0001-1-05-1000-850100	CO ENF Surcharge	\$ 344.37
0001-1-05-1000-440007	Fingerprint fees	\$ -
0001-4-05-1000-259465	Social Security Reward	
	Total:	\$ 126,708.18

Funds paid to Treasurer
on 5/29/2020

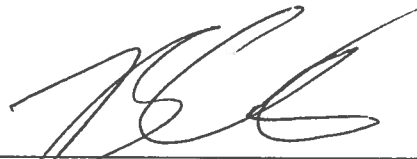
Total fees \$ 129,917.29
FY 19/20

Hardin County Compensation Board Meeting

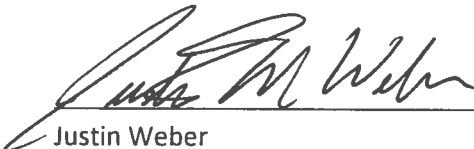
December 17, 2019

Hardin County Elected Officials' Proposed Salary Increases

<u>Office</u>	<u>FY 2019-2020</u>	<u>Proposed FY 2020-2021</u>
Attorney	\$98548	<u>2.75 %</u>
Auditor	\$64127	<u>2.75 %</u>
Recorder	\$61794	<u>2.75 %</u>
Sheriff	\$86631	<u>7.50 %</u>
Supervisors	\$37596	<u>2.75 %</u>
Treasurer	\$63744	<u>2.75 %</u>



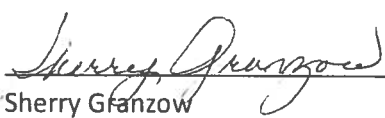
Lawrence B. Cutler



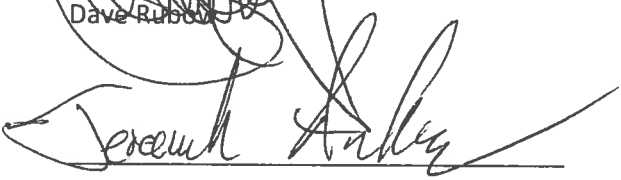
Justin Weber




Dave Rubbo



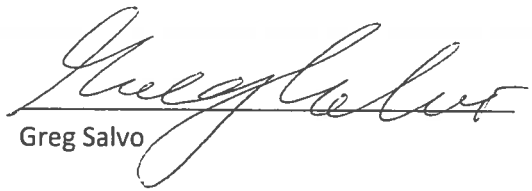
Sherry G Franzow



Jeremiah Andrews



Diane Meier



Greg Salvo

RESOLUTION _____

WHEREAS, the Hardin County Compensation Board meets annually to recommend a compensation schedule for elected officials for the fiscal year immediately following, in accordance with Iowa Code Chapters 331.905 and 331.907, and

WHEREAS, the Hardin County Compensation Board met on December 17, 2019, and made the following salary recommendations for the following elected officials for the fiscal year beginning July 1, 2020:

<u>Elected Official</u>	<u>Current Salary</u>	<u>Proposed Increase</u>	<u>Recommended Salary</u>
Auditor	\$64127	2.75%	\$65890
County Attorney	\$98548	2.75%	\$101258
Recorder	\$61794	2.75%	\$63493
Sheriff	\$86631	7.50%	\$93128
Supervisors	\$37596	2.75%	\$38630
Treasurer	\$63744	2.75%	\$65497

OPTION 1:

THEREFORE, BE IT RESOLVED that the Hardin County Board of Supervisors adopts the salary recommendations for elected officials for the fiscal year beginning July 1, 2020 as recommended by the Hardin County Compensation Board.

OR

OPTION 2: (if different than compensation board recommendation)

THEREFORE, BE IT RESOLVED that the Hardin County Board of Supervisors approves the following salary adjustments for the following elected officials for the fiscal year beginning July 1, 2020:

<u>Elected Official</u>	<u>Approved Salary</u>	<u>Approved Increase</u>
Auditor	\$	%
County Attorney	\$	%
Recorder	\$	%
Sheriff	\$	%
Supervisors	\$	%
Treasurer	\$	%

Approved this _____ day of _____, 2020.

ATTEST:

Lance Granzow, Chairperson
Hardin County Board of Supervisors

Jessica Lara
Auditor

AYE:

NAY:

Name, Supervisor

Name, Supervisor

Name, Supervisor

Name, Supervisor

Name, Supervisor

Name, Supervisor

STATEMENT OF UNDERSTANDING

FY 2021

According to the Central Iowa Community Services (CICS) 28E (*emphasis added*):

6. STAFF

6.1 Selection process for Regional Administrator Team and CEO

The initial Regional Administrator Team shall consist of the County Central Point of Coordinator (CPC) from each member county and will be called Community Services Director from this point forward (hereinafter referred to as CSDs). The CSDs which make up the Regional Administrator Team shall remain employees of their respective counties. *There will be a statement of understanding between the Governing Board and the individual county Boards of Supervisors that will identify the individual employee, the position to be filled, and the portion of the employee's wages and benefits that will be the responsibility of the Region.*

This document serves as the Statement of Understanding between Hardin County and Central Iowa Community Services for the following positions:

Employee	Position	% of wages and benefits
Linn Adams	Coordination Officer	95% (of 1FTE)

Begin Date 7/1/2020

The costs for the above position, including salary, benefits and other expenses shall be paid using regional funds currently held by Hardin County in their County Fund 10. **Beginning 7/1/17 the amount of salary paid from Fund 10 shall not exceed the maximum reimbursement rate for the position, as approved annually by the CICS Governing Board, multiplied by the percentage of the position that is regionally funded.** (Individuals in the CICS funded position prior to 7/1/17 shall be grandfathered in at the pay rate they are receiving 7/1/17 and CICS will allow an annual increase for reimbursement for the position not to exceed the percentage increase allowed for the regional pay matrix annually by the CICS Governing Board.) These forms shall be updated each fiscal year or as mutually agreed upon.

Signature

Signature

Printed Name
Chair, Hardin County Board of Supervisors

Printed Name
Chair, Central Iowa Community Services

Date _____

Date _____

FY 21

Position	CICS Maximum yearly funding
Administrative support I	\$40,788.80
Administrative support II	\$43,555.20
Service Coordination, Program Manager, Lead worker	\$54,329.60
Officers	Salary \$88,000

STATEMENT OF UNDERSTANDING

FY 2021

According to the Central Iowa Community Services (CICS) 28E (*emphasis added*):

6. STAFF

6.1 Selection process for Regional Administrator Team and CEO

The initial Regional Administrator Team shall consist of the County Central Point of Coordinator (CPC) from each member county and will be called Community Services Director from this point forward (hereinafter referred to as CSDs). The CSDs which make up the Regional Administrator Team shall remain employees of their respective counties. *There will be a statement of understanding between the Governing Board and the individual county Boards of Supervisors that will identify the individual employee, the position to be filled, and the portion of the employee's wages and benefits that will be the responsibility of the Region.*

This document serves as the Statement of Understanding between Hardin County and Central Iowa Community Services for the following positions:

Employee	Position	% of wages and benefits
Jodi Hamilton	Service Coordinator	95% (of 1FTE)

Begin Date 7/1/2020

The costs for the above position, including salary, benefits and other expenses shall be paid using regional funds currently held by Hardin County in their County Fund 10. **Beginning 7/1/17 the amount of salary paid from Fund 10 shall not exceed the maximum reimbursement rate for the position, as approved annually by the CICS Governing Board, multiplied by the percentage of the position that is regionally funded.** (Individuals in the CICS funded position prior to 7/1/17 shall be grandfathered in at the pay rate they are receiving 7/1/17 and CICS will allow an annual increase for reimbursement for the position not to exceed the percentage increase allowed for the regional pay matrix annually by the CICS Governing Board.) These forms shall be updated each fiscal year or as mutually agreed upon.

Signature

Signature

Printed Name
Chair, Hardin County Board of Supervisors

Printed Name
Chair, Central Iowa Community Services

Date _____

Date _____

FY 21

Position	CICS Maximum yearly funding
Administrative support I	\$40,788.80
Administrative support II	\$43,555.20
Service Coordination, Program Manager, Lead worker	\$54,329.60
Officers	Salary \$88,000

STATEMENT OF UNDERSTANDING

FY 2021

According to the Central Iowa Community Services (CICS) 28E (*emphasis added*):

6. STAFF

6.1 Selection process for Regional Administrator Team and CEO

The initial Regional Administrator Team shall consist of the County Central Point of Coordinator (CPC) from each member county and will be called Community Services Director from this point forward (hereinafter referred to as CSDs). The CSDs which make up the Regional Administrator Team shall remain employees of their respective counties. *There will be a statement of understanding between the Governing Board and the individual county Boards of Supervisors that will identify the individual employee, the position to be filled, and the portion of the employee's wages and benefits that will be the responsibility of the Region.*

This document serves as the Statement of Understanding between Hardin County and Central Iowa Community Services for the following positions:

Employee	Position	% of wages and benefits
Michelle Lauchner	Administrative Support	100% (of 0.75FTE)

Begin Date 7/1/2020

The costs for the above position, including salary, benefits and other expenses shall be paid using regional funds currently held by Hardin County in their County Fund 10. **Beginning 7/1/17 the amount of salary paid from Fund 10 shall not exceed the maximum reimbursement rate for the position, as approved annually by the CICS Governing Board, multiplied by the percentage of the position that is regionally funded.** (Individuals in the CICS funded position prior to 7/1/17 shall be grandfathered in at the pay rate they are receiving 7/1/17 and CICS will allow an annual increase for reimbursement for the position not to exceed the percentage increase allowed for the regional pay matrix annually by the CICS Governing Board.) These forms shall be updated each fiscal year or as mutually agreed upon.

Signature

Signature

Printed Name

Printed Name

Chair, Hardin County Board of Supervisors

Chair, Central Iowa Community Services

Date _____

Date _____

FY 21

Position	CICS Maximum yearly funding
Administrative support I	\$40,788.80
Administrative support II	\$43,555.20
Service Coordination, Program Manager, Lead worker	\$54,329.60
Officers	Salary \$88,000



HARDIN COUNTY

Courthouse

HARDIN COUNTY COURTHOUSE
1215 EDGINGTON AVE.
ELDORA, IA 50627

HARDIN COUNTY Employee Change of Status Report

Please enter the following change(s) as of 6/1/20
Date

Name: Mary Nelson

Department: Comm Serv

Address: _____

Position: Fr Club Coordinator

Iowa Falls IA 50126
City State Zip Code

Salary/Hourly Rate: _____

Fund: 0001 62 4611 000 10100

Status: Full-time Permanent Part-time Temporary/Seasonal Part-time

Reason of Change:

- Hired
- Promotion
- Demotion
- Pay Increase
- Leave of Absence _____
Dates
- Resignation
- Retirement
- Layoff
- Discharge

Other: Return to active employment 6/1/20. Was furloughed from 5/11/20 to 5/31/20 due to COVID-19.

Dates of Employment: _____ to _____
From To

Last Day of Work _____
(if applicable)

Beyond the last day of work, the following vacation time was (or will be paid): _____ to _____
From To

Authorized by: *Linn Adams*
Elected Official or Department Head

5/27/20
Date

Authorized by: _____
Board of Supervisors

Date

HARDIN COUNTY
Employee Change of Status Report

Please enter the following change(s) as of: 05-26-2020

Name: Brooke Thieme

Address: Iowa Falls, IA

Department: Sheriff's Office

Position: Correctional Officer

Fund _____

Gross _____

Salary or Hourly Rate: \$16.76 to \$15.00/hr

STATUS Full-time Permanent Part-time Temporary/Seasonal
Part-time

Reason for change:

- | | |
|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Hired | <input type="checkbox"/> Resignation |
| <input type="checkbox"/> Promotion | <input type="checkbox"/> Retirement |
| <input type="checkbox"/> Demotion | <input type="checkbox"/> Layoff |
| <input type="checkbox"/> Pay Increase | <input type="checkbox"/> Discharge |

Leave of absence to: _____
(date)

Other: Full Time to Part Time

Dates of Employment: From: 02-28-2020 To 05-26-2020

Last day of work will be: N/A

Beyond the last day of work, the employee was (or will be) paid for:

Vacation:

Comp:

Authorized by:  Date: 05-26-2020
Elected Official or Department Head

Approved by: _____ Date: _____
Appropriate Board (If Applicable)

HARDIN COUNTY
Employee Change of Status Report

Please enter the following change(s) as of: 06-03-2020

Name: Vargason, Ericka LeeAnn

Address: Kamrar, IA

Department: Sheriff's Office

Position: Correctional Officer

Fund _____

Gross _____

Salary or Hourly Rate: \$15.00/hr

STATUS () Full-time () Permanent Part-time () Temporary/Seasonal
Part-time

Reason for change:

- | | |
|---|-----------------|
| (<input checked="" type="checkbox"/>) Hired | () Resignation |
| () Promotion | () Retirement |
| () Demotion | () Layoff |
| () Pay Increase | () Discharge |
| () Leave of absence to: _____ | |

(date)

() Other:

Dates of Employment: From: To

Last day of work will be:

Beyond the last day of work, the employee was (or will be) paid for:

Vacation:

Comp:

Authorized by:  Date: 06-02-2020
Elected Official or Department Head

Approved by: _____ Date: _____
Appropriate Board (If Applicable)