

HARDIN COUNTY BOARD OF SUPERVISORS
MINUTES – JUNE 2, 2021
WEDNESDAY - 9:00 A.M.
COURTHOUSE LARGE CONFERENCE ROOM

Chair BJ Hoffman called the meeting to order. The meeting was held electronically due to COVID-19 public health risks. Also present were Supervisors Reneé McClellan and Lance Granzow; and Michael Pearce, Jolene Pieters, Taylor Roll, Darrell Meyer, Marc Anderson, Willene White, Matt Rezab, Machel Eichmeier, and Angela Silvey. Attending via Zoom: Carey Callaway, Curt Groen, JD Holmes, Julie Duhn, Rocky Reents, Dave McDaniel, Donna Juber, Shane Glinski, Elaine Loring, Megan Harrell, Matt Jones, Mark Buschkamp, Linn Adams, and Cheryl Lawrence.

The Pledge of Allegiance was recited.

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

Granzow moved, McClellan seconded to approve the minutes of May 26, 2021. Motion carried.

McClellan moved, Granzow seconded to approve the June 2, 2021 claims for payment. Motion carried.

No Emergency Management update was provided.

Utility Permits: None.

Secondary Roads:

County Engineer Taylor Roll reported the County's contract roadside sprayers were unable to come this spring and a new plan is needed. Roll proposed advertising for another IRVM employee, to which the Supervisors agreed.

Public Comments:

Questions and comments came from Julie Duhn and Donna Juber on when the public will be allowed back into the courthouse.

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

RESOLUTION NO. 2021-23

RESOLUTION TO RESCIND RESOLUTION NO. 2021-22

WHEREAS, on May 26, 2021, the Hardin County Board of Supervisors held a public hearing on a budget amendment; and

WHEREAS, the Board of Supervisors passed Resolution No. 2021-22 adopting the amended budget; and

WHEREAS, Resolution No. 2021-22 also approved budget appropriations; and

WHEREAS, a separate resolution should have been passed for each of the aforementioned action items;

WHEREAS, the Hardin County Board of Supervisors intends to pass separate resolutions approving those action items;

NOW THEREFORE, BE IT RESOLVED by the Board of Supervisors of Hardin County, Iowa, that Resolution No. 2021-22 is hereby rescinded.

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

Ayes: Granzow, McClellan, and Hoffman

Nays: none
Absent: none
Abstain: none

Whereupon, the Chair of the Board of Supervisors declared said Resolution duly passed and adopted this 2nd day of June 2021.

/s/ BJ Hoffman
BJ Hoffman, Chair
Board of Supervisors

Attest:
/s/ Jolene Pieters
Jolene Pieters
Hardin County Auditor

* * *

WHEREUPON Board Member McClellan moved that the following Resolution be adopted:

RESOLUTION NO. 2021-24

APPROPRIATIONS RESOLUTION
2020/2021 FISCAL YEAR

WHEREAS, it is desired to make appropriations for each of the different offices and departments for the fiscal year beginning July 1, 2020, in accordance with Section 331.434, Subsection 6, Code of Iowa,

NOW, THEREFORE, be it resolved by the Board of Supervisors of Hardin County, Iowa, as follows:

Section 1. The amounts itemized by fund and by department or office on the attached schedule are hereby appropriated from the resources of each fund so itemized, to the department or office listed in the first column on the same line of the attached schedule.

Section 2. Subject to the provisions of other county procedures and regulations and applicable state law, the appropriations authorized under Section 1 shall constitute authorization for the department or officer listed to make expenditures or incur obligations from the itemized fund effective July 1, 2020.

Section 3. In accordance with Section 331.437, Code of Iowa, no department or officer shall expend or contract to expend any money or incur any liability, or enter into any contract which by its terms involves the expenditures of money for any purpose in excess of the amounts appropriated pursuant to this resolution.

Section 4. If at any time during the 2020/2021 budget year the Auditor shall ascertain that the available resources of a fund for that year will be less than said fund's total appropriations, she shall immediately so inform the Board and recommend appropriate corrective action.

Section 5. The Auditor shall establish separate accounts for the appropriations authorized in Section 1, each of which account shall indicate the amount of the appropriation, the amounts charged thereto, and the unencumbered balance. The Auditor shall report the status of such accounts to applicable departments and officers monthly during the 2020/2021 budget year.

Section 6. All appropriations authorized pursuant to this resolution lapse at the close of business June 30, 2021.

The appropriations schedule is as follows:

| OFFICE OR DEPARTMENT | PREVIOUS APPROPRIATION AMOUNT | TO DATE APPROPRIATION AMOUNT |
|------------------------------|-------------------------------|------------------------------|
| Board of Supervisors | \$537,624 | \$597,087 |
| Auditor | \$442,941 | \$489,853 |
| Treasurer | \$518,773 | \$576,414 |
| Attorney | \$409,796 | \$455,329 |
| Sheriff | \$4,632,067 | \$5,119,489 |
| Recorder | \$207,394 | \$230,438 |
| Information Technology/GIS | \$473,299 | \$525,888 |
| Economic Development | \$146,156 | \$162,396 |
| County Engineer | \$7,069,332 | \$7,788,541 |
| Veterans' Affairs | \$97,617 | \$105,463 |
| Conservation Board | \$813,412 | \$898,597 |
| IRVM | \$223,770 | \$248,633 |
| SUBTOTAL | | \$17,198,128 |
| Non-County Funds/Commissions | | |
| **Assessor | \$322,556 | \$358,395 |
| **E911 | \$609,525 | \$677,250 |
| **Emergency Management | \$131,430 | \$146,033 |
| TOTAL | | \$18,379,806 |

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

AYES: McClellan, Granzow, and Hoffman
NAYS: None
ABSENT: None
ABSTAIN: None

Whereupon, the Chair of the Board of Supervisors declared said Resolution duly passed And adopted this 2nd day of June, 2021.

/s/ BJ Hoffman
BJ Hoffman, Chairman
Hardin County Board of Supervisors

ATTEST:

/s/ Jolene Pieters
Jolene Pieters
Hardin County Auditor

* * *

WHEREUPON Board Member Granzow moved that the following Resolution be adopted:

APPROPRIATIONS RESOLUTION AMENDMENT

RESOLUTION No. 2021-25

On May 26, 2021, a budget hearing for an amendment was held. The budget amendment was approved and the following appropriation amendments shall be made as deemed necessary:

| Office or Department | Amended Appropriation Amount |
|----------------------|------------------------------|
| Board of Supervisors | + \$259,910 |
| Auditor | + \$6,200 |
| Conservation | + \$40,000 |

Motion was seconded by Board Member McClellan and after due consideration thereof, the roll was called and the following Board Members voted:

AYES: Granzow, McClellan, and Hoffman
NAYS: None
ABSENT: None
ABSTAIN: None

Whereupon, the Chair of the Board of Supervisors declared said Resolution duly passed and adopted this 2nd day of June, 2021.

/s/ BJ Hoffman
BJ Hoffman, Chairman
Board of Supervisors

ATTEST:

/s/ Jolene Pieters
Jolene Pieters
Hardin County Auditor

*

*

*

At 9:08 a.m. the Chair opened the public hearing on a proposed FY 2020/2021 budget amendment.

No oral or written comments or objections were received on the proposed budget amendment.

Granzow explained that the amendment was due to anticipated American Rescue Plan Act funds.

McClellan moved, Granzow seconded to close the public hearing. Motion carried.

McClellan moved, Granzow seconded to adopt the FY 2020/2021 budget amendment as follows. Roll Call Vote: "Ayes" McClellan, Granzow, and Hoffman. "Nays" None. Motion carried.

| RECORD OF HEARING AND ADOPTION OF BUDGET AMENDMENT HARDIN COUNTY | | | | |
|--|---------------|--|-------------------|--------------------------------------|
| Fiscal Year July 1, 2020 - June 30, 2021 | | | | |
| HARDIN COUNTY conducted a public hearing for the propose of amending the current budget for the fiscal year ending June 30, 2021 | | | | |
| Meeting Date: | Meeting Time: | Meeting Location: | | |
| 6/2/2021 | 09:02 AM | Large Conference Room at Courthouse via Zoom | | |
| The governing body of the HARDIN COUNTY met with a quorum present and found that the notice of time and place of the hearing had been published as required by law and that the affidavit of publication is on file with the county auditor. After hearing public comment the governing body took up the amendment to the budget for final consideration and determined that said budgeted expenditures be amended as follows: | | | | |
| REVENUES & OTHER FINANCING SOURCES | | Total Budget as Certified or Last Amended | Current Amendment | Total Budget After Current Amendment |
| Taxes Levied on Property | 1 | 9,422,425 | 0 | 9,422,425 |
| Less: Uncollected Delinquent Taxes - Levy Year | 2 | 0 | 0 | 0 |
| Less: Credits to Taxpayers | 3 | 346,700 | 0 | 346,700 |
| Net Current Property Tax | 4 | 9,075,725 | 0 | 9,075,725 |
| Delinquent Property Tax Revenue | 5 | 0 | 0 | 0 |
| Penalties, Interest & Costs on Taxes | 6 | 3,000 | 0 | 3,000 |
| Other County Taxes/TIF Tax Revenues | 7 | 1,136,161 | 0 | 1,136,161 |
| Intergovernmental | 8 | 7,016,608 | 1,636,069 | 8,652,677 |
| Licenses & Permits | 9 | 36,200 | 0 | 36,200 |
| Charges for Service | 10 | 479,100 | 0 | 479,100 |
| Use of Money & Property | 11 | 244,880 | 0 | 244,880 |
| Miscellaneous | 12 | 1,547,376 | 0 | 1,547,376 |
| Subtotal Revenue | 13 | 19,539,050 | 1,636,069 | 21,175,119 |
| Other Financing Sources: | | | | |
| General Long-Term Debt Proceeds | 14 | 0 | 0 | 0 |
| Operating Transfers In | 15 | 2,122,717 | 0 | 2,122,717 |
| Proceeds of Fixed Asset Sales | 16 | 0 | 0 | 0 |
| Total Revenues & Other Sources | 17 | 21,661,767 | 1,636,069 | 23,297,836 |
| EXPENDITURES & OTHER FINANCING USES | | | | |
| Operating: | | | | |
| Public Safety and Legal Services | 18 | 5,900,168 | 0 | 5,900,168 |
| Physical Health and Social Services | 19 | 578,954 | 0 | 578,954 |
| Mental Health, ID & DD | 20 | 944,203 | 0 | 944,203 |
| County Environment & Education | 21 | 1,228,022 | 0 | 1,228,022 |
| Roads & Transportation | 22 | 7,719,774 | 0 | 7,719,774 |
| Government Services to Residents | 23 | 825,077 | 0 | 825,077 |
| Administration | 24 | 2,528,549 | 1,636,069 | 4,164,618 |
| Nonprogram Current | 25 | 388,482 | 0 | 388,482 |
| Debt Service | 26 | 2,014,838 | 0 | 2,014,838 |
| Capital Projects | 27 | 669,883 | 0 | 669,883 |
| Subtotal Expenditures | 28 | 22,797,950 | 1,636,069 | 24,434,019 |
| Other Financing Uses: | | | | |
| Operating Transfers Out | 29 | 2,122,717 | 0 | 2,122,717 |
| Refunded Debt/Payments to Escrow | 30 | 0 | 0 | 0 |
| Total Expenditures & Other Uses | 31 | 24,920,667 | 1,636,069 | 26,556,736 |
| Excess of Revenues & Other Sources over (under) Expenditures & Other Uses | 32 | -3,258,900 | 0 | -3,258,900 |
| Beginning Fund Balance - July 1, 2020 | 33 | 7,272,085 | 0 | 7,272,085 |
| Increase (Decrease) in Reserves (GAAP Budgeting) | 34 | 0 | 0 | 0 |
| Fund Balance - Nonspendable | 35 | 0 | 0 | 0 |
| Fund Balance - Restricted | 36 | 0 | 0 | 0 |
| Fund Balance - Committed | 37 | 0 | 0 | 0 |
| Fund Balance - Assigned | 38 | 0 | 0 | 0 |
| Fund Balance - Unassigned | 39 | 4,013,185 | 0 | 4,013,185 |
| Total Ending Fund Balance - June 30, 2021 | 40 | 4,013,185 | 0 | 4,013,185 |

Explanation of Changes: American Rescue Plan Funds expected to be given to the County.

Signature of Certification:  A.S.N. E.M.T.

06/02/2021

Adopted On

County Auditor Signature of Certification: 

06/02/2021 09:50 AM

Page 1 of 1

WHEREUPON Board Member McClellan moved that the following Resolution be adopted:

APPROPRIATIONS RESOLUTION AMENDMENT

RESOLUTION No. 2021-26

On June 2, 2021, a budget hearing for an amendment was held. The budget amendment was approved and the following appropriation amendments shall be made as deemed necessary:

| | |
|----------------------|------------------------------|
| Office or Department | Amended Appropriation Amount |
| | ARPA Funds Income |
| Board of Supervisors | + \$1,636,069 |

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

AYES: McClellan, Granzow, and Hoffman

NAYS: None
ABSENT: None
ABSTAIN: None

Whereupon, the Chair of the Board of Supervisors declared said Resolution duly passed and adopted this 2nd day of June, 2021.

/s/ BJ Hoffman
BJ Hoffman, Chairman
Board of Supervisors

ATTEST:

/s/ Jolene Pieters
Jolene Pieters
Hardin County Auditor

* * *

Granzow moved, McClellan seconded to approve the resignation of Bev Dirksen from the MHDS Advisory Board. Hoffman thanked Dirksen for her years of service in the area of mental health. Motion carried.

McClellan moved Granzow seconded to approve the FY 2022 Statements of Understanding with CICS for personnel. Motion carried.

Granzow moved, McClellan seconded to approve the Auditor's Monthly Report for May 2021. Motion carried.

McClellan moved, Granzow seconded to approve the resignation of Ann Knight, part-time Correctional Officer, effective 05/26/2021. Motion carried.

Other Business:

Marc Anderson, Brown-Hurst Insurance Agency, introduced Willene White, County Risk Management Services, who presented on insurance services and products provided by Iowa Communities Assurance Pool (ICAP).

Granzow moved, McClellan seconded to recess. Motion carried.

At 11:30 a.m. the meeting was reconvened to discuss reopening of the Courthouse to the public. The meeting was held electronically due to COVID-19 public health risks. Present: Supervisors Hoffman, McClellan, and Granzow; and Machel Eichmeier, Michael Pearce, Jolene Pieters, and Angela Silvey. Attending via Zoom: Elaine Loring, Becca Junker, Matt Rezab, Julie Duhn, and Dave McDaniel.

After discussion, Hoffman read aloud the following reopening guidelines:

1. Appointments will be the required method of securing a time for driver's license services.
2. Appointments will still be taken by all offices to help guarantee customer service efficiency and to help customers prepare for the business to be conducted.
3. While all services besides driver's license services will not require appointments Hardin County encourages effective communications in order to best serve everyone.
4. Security will assist in making sure social distancing can occur for our customers to the best of their abilities.

5. If it is determined by courthouse staff or security personnel that the areas are becoming overcrowded or if personal confidentiality in service areas can't be maintained customers may be asked to wait in other areas including the basement hallway.

6. Public meetings will still be available by Zoom and archived on YouTube. Meetings may be attended by the public if a person requests to be part of the published agenda. Meeting room occupancy will be maintained so that 15 square feet per occupant can be maintained per guidance.

McClellan moved, Granzow seconded to approve the Courthouse security protocols as listed above. Motion carried.

Hoffman acknowledged that department heads in the County Office Building and Law Enforcement Center will set their own protocols for those buildings.

Granzow moved, McClellan seconded to adjourn. Motion carried.

/s/ BJ Hoffman
BJ Hoffman, Chair
Board of Supervisors

/s/ Jolene Pieters
Jolene Pieters
Hardin County Auditor

Chat Log from 6/2/2021

09:14:46 From Carey Callaway to Everyone : Mark, can you speak up?

Chat Log from 6/2/2021

11:43:39 From Julie Duhn to Everyone : We do not need an armed guard at the door.
11:44:16 From Julie Duhn to Everyone : I want a copy of that protocol emailed to me as well.