



**HARDIN COUNTY**  
Board of Supervisors

December 27, 2022

**NOTICE: Public meetings will be held in-person. The meetings will also be livestreamed for viewing only, as possible. To view meetings remotely, please use the Zoom information listed below.**

1. 9:00 A.M. Call To Order, EOC Training Room

Online: [HTTPS://US02WEB.ZOOM.US/J/88530378243](https://us02web.zoom.us/j/88530378243)

By Phone: 1-312-626-6799

Meeting ID: 885 3037 8243

2. Pledge Of Allegiance
3. Approval Of Agenda
4. Approval Of Minutes – 12/21/22

Documents:

[12-21-22 MINUTES.PDF](#)

5. Approval Of Claims For Payment – 12/28/22

Documents:

[VENDOR PUBLICATION REPORT 12.28.22.PDF](#)

6. Consideration To Approve Resolution 2022-43 Resolution To Amend Permit Application Requirements And Fee To Cross County Property Right-Of-Way

Documents:

[2022-43 RESOLUTION TO AMEND UTILITY PERMIT APPLICATION.PDF](#)  
[UTILITY PERMIT APPLICATION FORM.PDF](#)

7. Change Of Status

Documents:

[CHANGE OF STATUS-SECONDARY ROADS.PDF](#)  
[CHANGE OF STATUS-SHERIFF DEPARTMENT.PDF](#)

8. Other Business

9. Adjournment/Recess

10. 9:30 A.M. Drainage, EOC Training Room

Online: <HTTPS://US02WEB.ZOOM.US/J/82075672007>

By Phone: 1-312-626-6799

Meeting ID: 820 7567 2007

HARDIN COUNTY BOARD OF SUPERVISORS  
MINUTES – DECEMBER 21, 2022  
WEDNESDAY – 8:30 A.M.  
EOC TRAINING ROOM

Board Chair BJ Hoffman called the meeting to order. Supervisors Lance Granzow and Renee McClellan were present. Also in attendance: Beth Miller, Darrell Meyer, and Jolene Pieters. Attending via Zoom: Lori Kadner, Donna Juber, and Julie Duhn.

Beth Miller, Auditor with Bowman and Miller, PC, presented the results from the FY2021/2022 Audit. Beth stated that due to increased Federal Grants received by the County, a required Uniform Guidance audit is required for every year that \$750,000 or over is spent from Federal grants received. FY2021/2022 was due to the recreation trails program and future years will be primarily due to ARPA funds received and spent.

Granzow moved, McClellan seconded to adjourn the meeting. Motion carried.

Meeting was adjourned at 8:53 a.m.

At 9:03 a.m. Board Chair BJ Hoffman called the regular Board of Supervisors meeting to order. Supervisors Lance Granzow and Renee McClellan were present. Also in attendance: Taylor Roll, Darrell Meyer, Thomas Craighton, Jolene Pieters, Joan Grothoff, Lisa Littschwager, and Laura Newby. Attending via Zoom: Lori Kadner, Connie Mesch, Cheryl Lawrence, Machel Eichmeier, Curt Goren, Elaine Loring, Mike, and Lisa (no last names established).

The Pledge of Allegiance was recited.

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

McClellan moved, Granzow seconded to approve the minutes from December 14, 2022. Motion carried.

Granzow moved, McClellan seconded to approve the claims for payment for December 21, 2022. Motion carried.

Joan Grothoff - Eldora Library, Lisa Littschwager – Alden Library, and Laura Newby – Union Library presented the statistics of the public using the libraries and the many activities and services the Hardin County Libraries provide to the residents of Hardin County. The Supervisors expressed their appreciation for what the libraries do throughout the County for its residents. A copy of the report presented will be in the Auditor's office for anyone to look at.

McClellan moved, Granzow seconded to approve Resolution 2022-42, Resolution Authorizing County Engineer to Sign DOT Contract. Roll Call Vote: "Ayes" Granzow, McClellan, Hoffman. "Nays" none. Absent: None. Motion carried. Resolution No. 2022-42 is hereby adopted as follows:

## **RESOLUTION 2022-42**

**WHEREAS**, the Board of Supervisors, hereafter referred to as “the Board”, believes the project BROS-SWAP-C042(110)--FE-42, hereafter referred to as “the project” is in the best interest of Hardin County, Iowa, and the residents thereof. The project is defined as replacing County Bridge 15301 located on T Avenue over Honey Creek; and

**WHEREAS**, the Board has sought appropriate professional guidance for the concept and planning for the project and followed the steps as required by the Code of Iowa for notifications, hearings, and bidding/letting; and

**WHEREAS**, The Board finds this resolution appropriate and necessary to protect, preserve, and improve the rights, privileges, property, peace, safety, health, welfare, comfort, and convenience of Hardin County and its citizens, all as provided for in and permitted by section 331.301 of the Code of Iowa; and

**IT IS THEREFORE RESOLVED** by Board to accept the bid from Peterson Contractors, Inc. in the amount of \$649,706.70 and awards the associated contract(s) to the same;

**BE IT FURTHER RESOLVED** that all other resolutions or parts of resolutions in conflict with this resolution are hereby repealed. If any part of this resolution is adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the resolution or action of The Board as a whole or any part thereof not adjudged invalid or unconstitutional. This resolution shall be in full force and effect from and after the date of its approval as provided by law; and

**BE IT FURTHER RESOLVED** by the Board of Supervisors of Hardin County, Iowa, that after receiving the necessary contract documents, including but not limited to, the contractor’s bond and certificate of insurance, Taylor Roll, the Engineer for Hardin County, Iowa, be and is hereby designated, authorized, and empowered on behalf of the Board of Supervisors of said County to execute the contracts in connection with the afore awarded construction project let through the DOT for this county.

Dated at Eldora, Hardin County, Iowa, this 21st day of December 2022.

Board of Supervisors of Hardin County, Iowa

/s/ BJ Hoffman

/s/ Lance Granzow

/s/ Renee McClellan

ATTEST:

By /s/ Jolene Pieters  
County Auditor

The Supervisors discussed Utility Permit fees for road crossings only. They asked County Attorney Meyer to draft the language for private utilities. No action was taken at this time.

Granzow moved, McClellan seconded to approve the change of status for Janetta Buck, Veteran's Affairs Director for a pay increase due to completing her probationary period. Motion carried.

In other business: McClellan stated to stay off the roads if possible and that County Office Buildings will be closed Thursday December 22 due to inclement weather. A decision will be made Thursday regarding Friday's weather and if the County Office Buildings will be open or closed. The Supervisors wished a Merry Christmas and Happy Hanukkah to everyone. They reminded everyone that the County Office Buildings will be closed Monday and Tuesday, December 26<sup>th</sup> and 27<sup>th</sup>, 2022 for the Christmas Holiday. Attorney Meyer reminded everyone that the Judicial Branch will not be closed on Tuesday & the Clerk of Court's office will be open that day.

Granzow moved, McClellan seconded to adjourn the meeting. Motion carried.

The meeting was adjourned at 9:34 a.m.

At 10:00 a.m. the Supervisors met for a work session on Boards and Commissions and Department updates. Supervisors BJ Hoffman, Lance Granzow, and Renee McClellan were present. Also attending: Darrell Meyer, Deb Crosser, Tam Elerding, Mark Buschkamp, and Aaron Budweg. Zoom attendance was not provided.

Deb Crosser, Tam Elerding, and Mark Buschkamp gave a work overview of the three-day Economic Engineering meeting held at the EOC building. They presented the Board with a booklet and power point presentation. This presentation was prepared to also take on the road to present to other organizations. Deb stated that this program could potentially be used as a role model for the rest of the State of Iowa. Hardin County is the only county in the state that is doing this type of project. The presentation booklet will be in the Auditor's office for anyone interested.

The Board worked on updates to the Boards and Commissions for the county.

The work session ended at 12:00 p.m.



Hardin County

# Vendor Publication Report

Payment Date Range: 12/28/2022 - 12/28/2022

Vendor Name	Vendor Number	Total Payments
Alliant Energy	4253V	5,155.76
Beth Shanks	2649V	5.50
Bob Barker Company	4094V	587.61
Campbell Supply Co	620V	2,028.09
Casey's General Store-Eldora	62974V	80.00
Caterpillar Financial Services	2434V	3,093.26
Central Iowa Distributing Inc	3043V	1,583.00
Central Iowa Farm Store	101242	90.61
CenturyLink / Lumen-52124	1462V	122.28
CenturyLink 2956	4569V	822.28
Cintas Corporation-Cincinnati	1545V	268.00
City of Steamboat Rock	518V	25.00
Cooley Pumping LLC	61963V	170.00
Culligan - IA Falls	100455	33.05
Cyclone Awards and Engraving, Inc	101094	114.00
Dale Howard	855V	447.39
Fareway Food Stores-Eldora	4728V	190.00
Franklin Co Auditor	61894V	4,613.10
Franklin Rural Elec Co-Op	1128V	29.99
GECRB/AMAZON	2403V	163.36
Gehrke Inc.	6131V	36.84
Hardin County Office Supplies	119V	64.86
Hy-Vee	589V	6.04
Ia Dept of Public Safety	5048V	1,966.50
Krogh-Oppold Feed & Supply	309V	22.19
Lawson Products Inc	5826V	1,430.72
Marcia M. Clark	100706	88.00
Martin Marietta Aggregate	4141V	73,180.80
Marty Izer	101241	40.00
Mary Jaspers / Pinecrest Mobile Home Park	61190V	200.00
Matthews Repair LLC	100762	247.98
Mid-America Publishing Corp	62056V	224.11
Midland Power Cooperative	5999V	1,630.73
NFPA	101238	175.00
O'Halloran International Inc.	1708V	508.32
Phoenix Supply	101227	726.75
S&T Custom Farming LLC	101239	1,500.00
Summit Food Service LLC	2332V	4,859.20
Taylor Roll	423E	20.21
Wade Hart	101240	40.00
Windstream Communications / CABS	62349V	942.73
Woodley Funeral Services LLC	2557V	1,016.00
<b>Grand Total:</b>	<b>108,549.26</b>	

BJ Hoffman, Chair or Vice-Chair  
Board of Supervisors

Jolene Pieters  
Hardin County Auditor

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

**RESOLUTION NO. 2022-43**

**RESOLUTION TO AMEND UTILITY PERMIT APPLICATION**

**WHEREAS**, the Hardin County Board of Supervisors are charged with authority under Iowa Code 331.301(1) to exercise any power and perform any function it deems appropriate to protect and preserve the rights, privileges, and property of the county or its residents, and to preserve and improve the peace, safety, health, welfare, comfort, and convenience of its residents; and

**WHEREAS**, the Board of Supervisors believes it appropriate under Iowa Code 331.301(1) to charge a permit application fee to certain applicants seeking to enter or otherwise cross, either over, under or upon, county property or right-of-way;

**NOW THEREFORE, BE IT RESOLVED** by the Board of Supervisors of Hardin County, Iowa, that the Utility Permit Application shall be amended as follows:

Amendment 1: The first sentence of the introductory paragraph shall read: "This is a Utility Permit Application for telecommunications, electric, gas, water and sewer utilities and other infrastructure."

Amendment 2: Any reference to "utility company" shall be replaced with "applicant".

Amendment 3: Any reference to "utility lines" and "lines", shall be replaced with "utilities lines and other infrastructure".

Amendment 4 (new Paragraph):

11. **APPLICATION FEE.** An application fee in the amount of \$\_\_\_\_\_ is due at the time of filing the application. This fee shall apply to infrastructure entering or crossing, whether upon, beneath or suspended above, any county property or right-of-way. The fee shall not apply to public utilities as defined by Iowa Code 476.1(3) (2022); and shall not apply to infrastructure that is owned by adjacent landowners. The term "landowner" shall not include lienholders, tenants, easement holders, persons or agents with power-of-attorney.

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

Ayes:  
Nays:  
Absent:  
Abstain: none

Whereupon, the Chair of the Board of Supervisors declared said Resolution duly passed and adopted this \_\_\_\_\_ day of December 2022.

---

BJ Hoffman, Chair  
Board of Supervisors

Attest:

---

Jolene Pieters  
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: \_\_\_\_\_

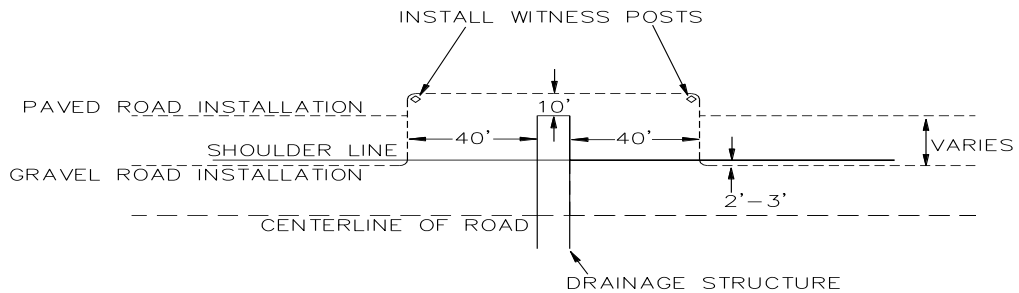
**RECOMMENDED FOR APPROVAL:**

DATE: \_\_\_\_\_ COUNTY ENGINEER \_\_\_\_\_

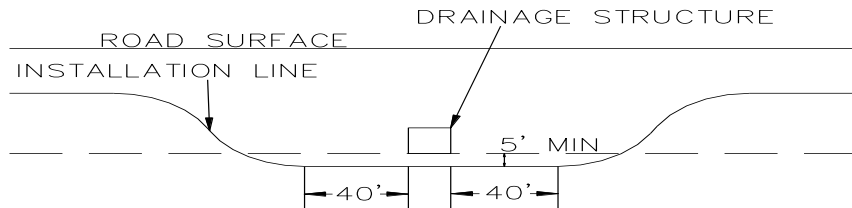
**APPROVAL:**

DATE: \_\_\_\_\_ CHAIRMAN, BOARD OF SUPERVISORS \_\_\_\_\_

**NON-BORED INSTALLATION DETAIL**



**BORED INSTALLATION DETAIL**





# 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 \_\_\_\_\_  
Date

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_

\_\_\_\_\_

Salary/Hourly Rate: \_\_\_\_\_

City

State

Zip Code

Fund: \_\_\_\_\_

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: \_\_\_\_\_

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: \_\_\_\_\_  
Elected Official or Department Head

\_\_\_\_\_ Date

Authorized by: \_\_\_\_\_  
Board of Supervisors

\_\_\_\_\_ Date

**HARDIN COUNTY**  
Employee Change of Status Report

Please enter the following change(s) as of: December 31, 2022

Name: Baade, Drake

Address: Hubbard, IA

Department: Sheriff's Office

Position: Correctional Officer

Fund 0001-05-1050-000-10019

Gross \_\_\_\_\_

Salary or Hourly Rate: \$20.35/hr

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

Reason for change:

- |                                |                 |
|--------------------------------|-----------------|
| ( ) Hired                      | ( ) Resignation |
| ( ) Promotion                  | ( ) Retirement  |
| ( ) Demotion                   | ( ) Layoff      |
| ( ) Pay Increase               | ( ) Discharge   |
| ( ) Leave of absence to: _____ |                 |

(date)

(  ) Other: Resigned Full Time Sergeant Going to Part Time Correctional Officer


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: 12-21-2022  
Elected Official or Department Head

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Appropriate Board (If Applicable)



# 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 12/20/2022  
Date

Name: Brooner, Clint  
Address: \_\_\_\_\_  
Fund: 0001-05-1050-000-10108

Department: Hardin County Jail  
Position: Correctional Officer  
Salary/Hourly Rate: \$20.35  
Weekly Scheduled Hours: \_\_\_\_\_

This position is:  Exempt  Non-Exempt

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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates of Employment: 12/15/2021 to 12/20/2022  
From To

Last Day of Work 04/30/2022  
(if applicable)

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

Authorized by:   
Elected Official or Department Head

\_\_\_\_\_  
Date

Authorized by: \_\_\_\_\_  
Board of Supervisors

\_\_\_\_\_  
Date



# HARDIN COUNTY Courthouse

HARDIN COUNTY COURTHOUSE  
1215 EDGINGTON AVE.  
ELORA, IA 50627

## HARDIN COUNTY Employee Change of Status Report

Please enter the following change(s) as of 12/20/2022  
Date

Name: Kluesner, Dan

Department: Hardin County Jail

Address: \_\_\_\_\_

Position: Correctional Officer

Fund: 0001-05-1050-000-10108

Salary/Hourly Rate: \$20.35

Weekly Scheduled Hours: \_\_\_\_\_

This position is:  Exempt  Non-Exempt

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

Reason of Change:

- |   |   |
|---|---|
| <input type="checkbox"/> Hired                  | <input checked="" 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              |
| <input type="checkbox"/> Leave of Absence _____ |   |

Dates

Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates of Employment: 12/15/2021 From 12/20/2022 To

Last Day of Work 05/19/2021  
(if applicable)

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

Authorized by:   
Elected Official or Department Head

\_\_\_\_\_ Date

Authorized by: \_\_\_\_\_  
Board of Supervisors

\_\_\_\_\_ Date