

SOFFICE OF THE

Appanoose County Auditor

KELLY HOWARD

COURTHOUSE
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CENTERVILLE, IOWA 52544

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Meeting Agenda
December 2, 2019

The Appanoose County Board of Supervisors will meet Monday December 2, 2019 at 9:00 A.M. in the Boardroom of the Courthouse. Items on the agenda include:

1. Pledge
2. Declaration of items to be added to the agenda
3. Approve minutes of the November 18th & 26th 2019 meetings
4. Approve reports: 11/29 payroll, October 2019 Prisoner Room & Board Transfer
5. Approve bills
6. 9:05 A.M. Public Hearing: FY20 Budget Amendment
7. Approve Resolution #2019-20: FY20 County Budget Amendment
8. Approve Resolution #2019-21: FY 20 Appropriations Amendment
9. Approve CY20 Health Insurance
10. Approve Appanoose County Drug Policy
11. Approve Bond Against Double Payment: Eastern Iowa Tire
12. Appoint Board of Health Member
13. Accept Recorder's Office resignation: Gwen Kok
14. Conservation Report
15. County Engineer Report
 - a. Award Honey Creek Box Culvert Project, Project Number BROS-SWAP-C004(106)—SE-04
16. Public Comments
17. 9:30 A.M. Paul Greufe Employee Review: Jason Murphy – Possible Closed Session per Iowa Code 21.5(1)(i) To evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is be considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session
18. Approve GMD Solutions: computer services
19. Adjourn

Posted 11/27/19

November 18, 2019

Appanoose County Board of Supervisors met in regular session November 18, 2019 at 9:00 A.M. in the Boardroom of the Courthouse. Present: Mark Waits, Chairman, Neal Smith and Linda Demry, Boardmembers. Absent: none.

Meeting started with the Pledge.

Demry motioned to approve the agenda. Seconded by Smith. All voted aye.

Smith motioned to approve the minutes from November 4, 2019 meeting. Seconded by Demry. All voted aye.

Demry motioned to approve 11/15 payroll. Seconded by Smith. All voted aye.

| | | |
|-------------------------------|---------------------------|----------|
| Iowegian | Off. Supplies & Forms | 230.29 |
| Agriland FS | Engineering Services | 20456.40 |
| Alliant | Engineering Services | 2421.69 |
| Sec Rds | E911 Sign Expense (Labor) | 120.00 |
| Serv Agency | Salary-Regular Employees | 6808.96 |
| App Co Treas | Off. Supplies & Forms | 42.80 |
| Co Treas/US Bank | Off. Supplies & Forms | 1320.38 |
| App Comm Care | Homemaker-Home Health Aid | 4327.87 |
| Aramark | Engineering Services | 285.12 |
| Bailey Off | Off. Supplies & Forms | 820.00 |
| Baker's | Engineering Services | 71.33 |
| M Baldwin | Election Official Comp | 8.55 |
| L Ballanger | Election Official Comp | 255.80 |
| M Benjamin | Election Official Comp | 254.00 |
| Sheryl Bishop | Election Official Comp | 195.75 |
| C Bradley | Election Official Comp | 180.00 |
| L Bradley | Election Official Comp | 200.00 |
| Bratz Oil | Tires & Tubes | 1073.84 |
| Brooks, H | Election Official Comp | 180.00 |
| C-D | Off. Supplies & Forms | 410.72 |
| Cantera Aggregates | Engineering Services | 1710.41 |
| Capital Sanitary Supply | Custodial Supplies | 89.34 |
| CarQuest | Engineering Services | 646.33 |
| Carroll Construction Supply | Engineering Services | 1844.40 |
| Cville Iron | Park Maint. & Supplies | 89.25 |
| Cville Wtrwks | Water & Sewer | 57.30 |
| C'ville Produce & Feed | Engineering Services | 102.75 |
| Chariton Valley Elec | Engineering Services | 377.26 |
| City Cville | Salary-Regular Employees | 5937.61 |
| City of Plano | Maintenance Contract | 202.79 |
| City of Unionville | Maintenance Contract | 174.48 |
| Ted Clark Septic | Park Maint. & Supplies | 400.00 |
| Clark's Auto Rpr | Engineering Services | 1290.68 |
| L Coltrain | Election Official Comp | 251.30 |
| M Conkity | Election Official Comp | 300.45 |
| C Conrad | Election Official Comp | 180.00 |
| L Conrad | Election Official Comp | 180.00 |
| Construction & Aggregate Prod | Bridge & Culvert Maint. | 319.65 |
| Cook Insurance | Umbrella Insurance | 1338.00 |
| C Cossolotto | Election Official Comp | 188.10 |
| K Cossolotto | Election Official Comp | 189.00 |
| S Cossolotto | Election Official Comp | 180.00 |
| M Coulter | Election Official Comp | 180.00 |
| K Cridlebaugh | Election Official Comp | 160.00 |

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|----------------------------|---------------------------|----------|
| Davis Co Sch | Community Support Program | 2248.69 |
| Davis Co Daycare | Community Support Program | 1440.00 |
| Davis Co Sheriff | Medical & Health Services | 24772.87 |
| Davis Co ISU Ext | Community Support Program | 1582.76 |
| B Dittmer | Election Official Comp | 180.00 |
| E Dittmer | Election Official Comp | 160.00 |
| C Dixon | Election Official Comp | 200.00 |
| Don's Auto & Truck Salvage | Engineering Services | 75.00 |
| Douds Stone | Engineering Services | 1351.70 |
| Eastern IA Tire | Engineering Services | 420.89 |
| R Eggerman | Election Official Comp | 180.00 |
| Fareway | Food & Provisions | 78.30 |
| B Fike | Election Official Comp | 160.00 |
| Finish Line | Fuels | 180.41 |
| Flint Wahl | Park Maint. & Supplies | 395.00 |
| Fogle TV | Vehicle Repair & Maintce | 680.71 |
| Forbes Office Solutions | Off. Supplies & Forms | 46.78 |
| Forterra | Engineering Services | 42737.80 |
| C Foster | Election Official Comp | 219.80 |
| GeoComm | E911 Mapping Expense | 7624.00 |
| D Glenn | Election Official Comp | 60.80 |
| S Golic | Election Official Comp | 189.45 |
| M Gorden | Election Official Comp | 189.00 |
| PJ Greufe | Health Insurance | 1500.00 |
| E Hargrave | Election Official Comp | 17.10 |
| Harrison Fishery | Educational & Train.Serv. | 35.00 |
| C Havens | Election Official Comp | 216.00 |
| J Havens | Election Official Comp | 215.10 |
| T Hetzler | Election Official Comp | 193.50 |
| Hills San | Engineering Services | 231.00 |
| Hoffman Stump Grinding | Park Maint. & Supplies | 750.00 |
| Kelly Howard | Mileage & Transp. Expense | 45.00 |
| Hy-Vee Pharm | Medical & Health Services | 25.98 |
| Ia Assn of Naturalists | Dues & Memberships | 20.00 |
| Interstate Batt | Engineering Services | 239.90 |
| IA Dept of Rev | Official Pub.& Legal Not. | 50.00 |
| IA Prison Industries | Engineering Services | 3424.10 |
| ISSDA | Educational & Train.Serv. | 450.00 |
| J Jay | Election Official Comp | 240.50 |
| Louie Johnson | Rent Payments | 550.00 |
| B Kauzlarich | Election Official Comp | 50.00 |
| Kids World | Community Support Program | 1067.20 |
| Kimball | Engineering Services | 599.89 |
| G Krsnak | Election Official Comp | 40.00 |
| P J Kruzich | Election Official Comp | 164.86 |
| L&W Quarries | Engineering Services | 12898.27 |
| Lange FH | Mileage & Transp. Expense | 1390.00 |
| S Larson | Election Official Comp | 209.00 |
| K Laurson | Mileage & Transp. Expense | 56.45 |
| Lee Co Hlth | Community Support Program | 1138.17 |
| LexisNexis | Dues & Memberships | 100.00 |
| Lockridge | Engineering Services | 2666.58 |
| The Machinery Barn | Equipment Repair | 8.50 |
| Marion Co Pub Hlth | Community Support Program | 781.94 |
| B Marshall | Election Official Comp | 160.00 |
| Louise McBain | Election Official Comp | 180.00 |
| S McDanel | Election Official Comp | 204.75 |

| | | |
|-------------------------|---------------------------|-----------|
| E McGill | Election Official Comp | 169.00 |
| Metal Culverts | Bridge & Culvert Maint. | 6266.40 |
| Midwest Wheel | Engineering Services | 3266.97 |
| Milani, Pamela R | Election Official Comp | 200.00 |
| P Mitchell | Election Official Comp | 180.00 |
| M&M Sales | Off. Equip Repair & Maint | 167.81 |
| Monroe Pub Hlth | Community Support Program | 6511.50 |
| Moravia Union | Official Pub.& Legal Not. | 635.51 |
| D Moritz | Election Official Comp | 200.00 |
| G Moritz | Election Official Comp | 160.00 |
| Morris Concrete | Engineering Services | 1500.00 |
| NAPA | Engineering Services | 1312.92 |
| Natel | Park Maint. & Supplies | 1109.85 |
| O'Reilly | Engineering Services | 818.93 |
| Office Ctr | Off. Supplies & Forms | 49.20 |
| G Odgen | Election Official Comp | 201.60 |
| Orchard Pl | Community Support Program | 1574.63 |
| C Piatt | Election Official Comp | 180.00 |
| Pomp's Tire Service | Engineering Services | 2176.42 |
| Pro-Tech Co. | Off. Supplies & Forms | 387.00 |
| Prof Computer | Off. Equip Repair & Maint | 19.95 |
| Quality Inn & Suites | Educational & Train.Serv. | 210.56 |
| Quick Shop | Transportation | 240.00 |
| Quill | Off. Supplies & Forms | 190.90 |
| RASWC | Engineering Services | 5562.10 |
| RRWA | Water & Sewer | 25.75 |
| L Ray | Election Official Comp | 193.50 |
| Jennifer Salstrand | Election Official Comp | 8.10 |
| SCICAP | Community Support Program | 33100.21 |
| Secretary of State | Off. Supplies & Forms | 60.00 |
| D Sherrard | Election Official Comp | 9.00 |
| K Sherrard | Election Official Comp | 236.00 |
| B Skinner | Educational & Train.Serv. | 16.34 |
| Snap-On Tools | Engineering Services | 457.35 |
| So IA Heating & Cooling | Engineering Services | 347.00 |
| E Spencer | Election Official Comp | 172.60 |
| Stanard & Associates | Educational & Train.Serv. | 67.00 |
| IA Elev Safety | Heat-Cool-Elevator-Rpr-Mn | 175.00 |
| M Stickler | Election Official Comp | 189.00 |
| Storey Kenworthy | Election Supplies | 1897.93 |
| D Sturms | Mileage & Transp. Expense | 266.20 |
| M Sudbrock | Rent Payments | 500.00 |
| J Thompson | Election Official Comp | 207.00 |
| R Tisue | Mileage & Transp. Expense | 122.76 |
| Top Gun Tools | Engineering Services | 509.90 |
| UMB Bank, N.A. | G.O. Bonds Principal | 8360.00 |
| UnityPoint | Engineering Services | 42.00 |
| US Bank | Engineering Services | 1501.97 |
| US Cellular | Telephone & Telegr.Serv. | 345.04 |
| USPS | Postage & Mailing | 631.00 |
| M Waits | Election Official Comp | 13.95 |
| Walmart | Off. Supplies & Forms | 150.58 |
| Wayne Co Sheriff | Food Preparation Service | 3825.00 |
| P White | Election Official Comp | 211.50 |
| Windstream | Telephone & Telegr.Serv. | 1607.14 |
| Ziegler | Engineering Services | 892.51 |
| Grand Total | | 260577.93 |

Smith motioned to approve bills. Seconded by Demry. All voted aye.

Demry motioned to accept the resignation letters from Doyle Clark and Colton Mihalovich from the Sheriff's Office effective 11/15/2019. Seconded by Smith. All voted aye.

Smith motioned to approve the hiring of Rachel Lawrence as Deputy Sheriff effective 12/1/19 with a starting salary of \$50,660.60. Seconded by Demry. All voted aye.

FYI- the City of Plano's 11/5/19 City/School Election results were selected for the Post-Election Audit. The audit results matched the election equipment's results from election night.

Smith stated the County Attorney needs to see what the County can do about the delinquent Iconium Sewer account. Waits stated he spoke with her and the County can try to garnish their wages. Demry motioned to have the County Attorney's Office move in whatever direction needed to correct the issue. Seconded by Smith. All voted aye.

Demry motioned to set the public hearing for the FY20 County Budget Amendment for 12/2/2019 at 9:05 A.M. Seconded by Smith. All voted aye.

Brad Skinner, County Engineer, updated on Secondary Roads projects. They are working on cleanup projects from the snow storm, culverts, ditching and shaping of roads. They poured concrete for the fuel tank, which should arrive in 2 weeks. A couple more pours will be required for drainage purposes but can wait until spring if necessary. The Honeycreek Bridge on 160th will let tomorrow. A box culvert will replace the bridge. The motor grader repair is underway. Ziegler found a couple of additional issues and will provide a quote to repair.

Stephanie Koch, CDS Coordinator, provided an update. The first Children's Advisory Board meeting will be 11/21 at 2 P.M. in Ottumwa. C3 Training continues to go well. The next Governing Board meeting will be 12/5 at noon in Ottumwa. The Adult Advisory Board meeting will follow. She continues to work with many walk-ins that are seeking housing. The jail advisory program continues to go well.

Public comments: none.

Demry motioned to adjourn. Seconded by Smith. All voted aye.

The Board adjourned to meet at the call of the Auditor at 9:14 A.M.

Appanoose County Board of Supervisors

Attest:

Kelly Howard, Appanoose County Auditor

November 26, 2019

Appanoose County Board of Supervisors met in special session November 26, 2019 at 8:00 A.M. in the Boardroom of the Courthouse. Present: Mark Waits (via phone) and Linda Demry. Absent: Neal Smith.

Demry motioned to approve the agenda. Seconded by Waits. All voted aye.

Greg Davis from GMD Solutions presented on their Datto backup system and spoke about Malwarebytes & Webroot

Demry motioned to adjourn. Seconded by Waits. All voted aye.

The Board adjourned to meet at the call of the Auditor at 8:39 A.M.

Appanoose County Board of Supervisors

Attest:

Kelly Howard, Appanoose County Auditor



DISTRICT COURT OF APPANOOSE COUNTY

REPORT OF FEES COLLECTED

PRISONER ROOM AND BOARD

To the Board of Supervisors of Appanoose County:

I, Jeanie Houser, Clerk/Clerk's Designee of the District Court of the above named County and State, do hereby certify that the following is a true and correct statement of the fees collected by the Clerk of Court for the month of October, 20 , and The same has been paid to the County as per receipt attached.

COUNTY SHARE OF PRISONER ROOM & BOARD

| | | |
|-------------------------|---|------------------|
| 1000-1000-4440-05-302 | Total Prisoner Room & Board Reimbursement | |
| | 100% General Basic | \$ <u>319.89</u> |
| 29000-01000-4440-05-301 | 60% Transfer to Sheriff | \$ <u>191.92</u> |

Transfer authorized by Appanoose County Board of Supervisors this _____ day of

_____, 20_____.

Signed: _____

Chairperson

| | | |
|----------------------------------|--|---------------------|
| COUNTY NAME: Appanoose | NOTICE OF PUBLIC HEARING AMENDMENT OF CURRENT COUNTY BUDGET | CO NO: 04 |
|----------------------------------|--|---------------------|

The County Board of Supervisors will conduct a public hearing on the proposed amendment to the current County budget as follows:

| | | |
|----------------------------|---------------|---|
| Meeting Date: 12/2/2019 | Meeting Time: | Meeting Location: Boardroom in the Courthouse, 1st Floor |
|----------------------------|---------------|---|

At the public hearing any resident or taxpayer may present objections to, or arguments in favor of, the proposed amendment. An approved budget amendment is required in order to permit increases in any class of expenditures as last certified or last amended.

| | |
|--------------------------------------|-----------------------------------|
| County Telephone No.: (641) 856-6191 | For Fiscal Year Ending: 6/30/2020 |
|--------------------------------------|-----------------------------------|

| Iowa Department of Management Form 653 A-R Sheet 1 of 2 (Publish) (revised 05/01/14) | Total Budget as Certified or Last Amended | Proposed Current Amendment | Total Budget After Current Amendment |
|--|--|----------------------------------|--|
| REVENUES & OTHER FINANCING SOURCES | | | |
| Taxes Levied on Property | 1 4,670,174 | | 4,670,174 |
| Less: Uncollected Delinquent Taxes - Levy Year | 2 0 | | 0 |
| Less: Credits to Taxpayers | 3 380,168 | | 380,168 |
| Net Current Property Taxes | 4 4,290,006 | 0 | 4,290,006 |
| Delinquent Property Tax Revenue | 5 0 | | 0 |
| Penalties, Interest & Costs on Taxes | 6 6,000 | | 6,000 |
| Other County Taxes/TIF Tax Revenues | 7 1,070,466 | | 1,070,466 |
| Intergovernmental | 8 4,467,201 | | 4,467,201 |
| Licenses & Permits | 9 3,150 | | 3,150 |
| Charges for Service | 10 320,858 | 10,150 | 331,008 |
| Use of Money & Property | 11 75,775 | | 75,775 |
| Miscellaneous | 12 36,226 | 372 | 36,598 |
| Subtotal Revenues | 13 10,269,682 | 10,522 | 10,280,204 |
| Other Financing Sources: | | | |
| General Long-Term Debt Proceeds | 14 102,320 | | 102,320 |
| Operating Transfers In | 15 686,786 | | 686,786 |
| Proceeds of Fixed Asset Sales | 16 0 | | 0 |
| Total Revenues & Other Sources | 17 11,058,788 | 10,522 | 11,069,310 |
| EXPENDITURES & OTHER FINANCING USES | | | |
| Operating: | | | |
| Public Safety & Legal Services | 18 3,000,427 | 10,000 | 3,010,427 |
| Physical Health & Social Services | 19 520,480 | 10,522 | 531,002 |
| Mental Health, ID & DD | 20 734,933 | | 734,933 |
| County Environment & Education | 21 899,759 | | 899,759 |
| Roads & Transportation | 22 4,126,671 | | 4,126,671 |
| Government Services to Residents | 23 574,766 | | 574,766 |
| Administration | 24 1,123,910 | | 1,123,910 |
| Nonprogram Current | 25 0 | | 0 |
| Debt Service | 26 102,320 | | 102,320 |
| Capital Projects | 27 1,133,754 | | 1,133,754 |
| Subtotal Expenditures | 28 12,217,020 | 20,522 | 12,237,542 |
| Other Financing Uses: | | | |
| Operating Transfers Out | 29 686,786 | | 686,786 |
| Refunded Debt/Payments to Escrow | 30 0 | | 0 |
| Total Expenditures & Other Uses | 31 12,903,806 | 20,522 | 12,924,328 |
| Excess of Revenues & Other Sources over (under) Expenditures & Other Uses | 32 (1,845,018) | (10,000) | (1,855,018) |
| Beginning Fund Balance - July 1, | 33 6,724,248 | | 6,724,248 |
| Increase (Decrease) in Reserves (GAAP Budgeting) | 34 0 | | 0 |
| Fund Balance - Nonspendable | 35 0 | | 0 |
| Fund Balance - Restricted | 36 3,854,425 | (10,000) | 3,844,425 |
| Fund Balance - Committed | 37 0 | | 0 |
| Fund Balance - Assigned | 38 0 | | 0 |
| Fund Balance - Unassigned | 39 1,024,805 | 0 | 1,024,805 |
| Total Ending Fund Balance - June 30, | 40 4,879,230 | (10,000) | 4,869,230 |

Explanation of changes: Increase revenue & expense for veteran walk (Veteran Affairs \$372);
increase revenue & expense for grant funds received (Public Health \$10,150);
Increase expense due to trial court costs (District Court \$10,000)

| | | |
|----------------------------------|--|-------------------------|
| COUNTY NAME: Appanoose | RECORD OF HEARING AND DETERMINATION ON THE AMENDMENT TO COUNTY BUDGET | COUNTY NO: 04 |
|----------------------------------|--|-------------------------|

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|---|----------------------|--|
| Date budget amendment was adopted: 12/2/2019 | Resolution # 2019-20 | For Fiscal Year Ending: June 30, 2020 |
|---|----------------------|--|

The County Board of Supervisors met on the date specified immediately above to adopt an amendment to the current County budget as summarized below. The amendment was adopted after compliance with the public notice, public hearing, and public meeting provisions as required by law.

| Iowa Department of Management Form 653 A-R Sheet 2 of 2 (revised 05/01/14) | | Total Budget as Certified or Last Amended | Adopted Current Amendment | Total Budget After Current Amendment |
|--|----|---|---------------------------------|--|
| REVENUES & OTHER FINANCING SOURCES | | | | |
| Taxes Levied on Property | 1 | 4,670,174 | 0 | 4,670,174 |
| Less: Uncollected Delinquent Taxes - Levy Year | 2 | 0 | 0 | 0 |
| Less: Credits to Taxpayers | 3 | 380,168 | 0 | 380,168 |
| Net Current Property Taxes | 4 | 4,290,006 | 0 | 4,290,006 |
| Delinquent Property Tax Revenue | 5 | 0 | 0 | 0 |
| Penalties, Interest & Costs on Taxes | 6 | 6,000 | 0 | 6,000 |
| Other County Taxes/TIF Tax Revenues | 7 | 1,070,466 | 0 | 1,070,466 |
| Intergovernmental | 8 | 4,467,201 | 0 | 4,467,201 |
| Licenses & Permits | 9 | 3,150 | 0 | 3,150 |
| Charges for Service | 10 | 320,858 | 10,150 | 331,008 |
| Use of Money & Property | 11 | 75,775 | 0 | 75,775 |
| Miscellaneous | 12 | 36,226 | 372 | 36,598 |
| Subtotal Revenues | 13 | 10,269,682 | 10,522 | 10,280,204 |
| Other Financing Sources: | | | | |
| General Long-Term Debt Proceeds | 14 | 102,320 | 0 | 102,320 |
| Operating Transfers In | 15 | 686,786 | 0 | 686,786 |
| Proceeds of Fixed Asset Sales | 16 | 0 | 0 | 0 |
| Total Revenues & Other Sources | 17 | 11,058,788 | 10,522 | 11,069,310 |
| EXPENDITURES & OTHER FINANCING USES | | | | |
| Operating: | | | | |
| Public Safety & Legal Services | 18 | 3,000,427 | 10,000 | 3,010,427 |
| Physical Health & Social Services | 19 | 520,480 | 10,522 | 531,002 |
| Mental Health, ID & DD | 20 | 734,933 | 0 | 734,933 |
| County Environment & Education | 21 | 899,759 | 0 | 899,759 |
| Roads & Transportation | 22 | 4,126,671 | 0 | 4,126,671 |
| Government Services to Residents | 23 | 574,766 | 0 | 574,766 |
| Administration | 24 | 1,123,910 | 0 | 1,123,910 |
| Nonprogram Current | 25 | 0 | 0 | 0 |
| Debt Service | 26 | 102,320 | 0 | 102,320 |
| Capital Projects | 27 | 1,133,754 | 0 | 1,133,754 |
| Subtotal Expenditures | 28 | 12,217,020 | 20,522 | 12,237,542 |
| Other Financing Uses: | | | | |
| Operating Transfers Out | 29 | 686,786 | 0 | 686,786 |
| Refunded Debt/Payments to Escrow | 30 | 0 | 0 | 0 |
| Total Expenditures & Other Uses | 31 | 12,903,806 | 20,522 | 12,924,328 |
| Excess of Revenues & Other Sources over (under) Expenditures & Other Uses | 32 | (1,845,018) | (10,000) | (1,855,018) |
| Beginning Fund Balance - July 1, | 33 | 6,724,248 | 0 | 6,724,248 |
| Increase (Decrease) in Reserves (GAAP Budgeting) | 34 | 0 | 0 | 0 |
| Fund Balance - Nonspendable | 35 | 0 | 0 | 0 |
| Fund Balance - Restricted | 36 | 3,854,425 | (10,000) | 3,844,425 |
| Fund Balance - Committed | 37 | 0 | 0 | 0 |
| Fund Balance - Assigned | 38 | 0 | 0 | 0 |
| Fund Balance - Unassigned | 39 | 1,024,805 | 0 | 1,024,805 |
| Total Ending Fund Balance - June 30, | 40 | 4,879,230 | (10,000) | 4,869,230 |

Date original budget adopted:
02/19/19

Date(s) current budget was subsequently amended:
12/02/19

The below-signed certify that proof of publication of the hearing notice and proposed amendment is on file for each official County newspaper, that all public hearing notices were published not less than 10, nor more than 20 days prior to the public hearing, and that adopted expenditures do not exceed published amounts for any of the 10 individual expenditure classes, or in total.

Board Chairperson (signature)

County Auditor (signature)

RESOLUTION NO 2019-21

APPROPRIATIONS AMENDMENT

WHEREAS, Resolution No 2019-13 dated June 17, 2019 set appropriations by department for Fiscal Year 2020, and

NOW THEREFORE, BE IT RESOLVED, by the Board of Supervisors of Appanoose County, Iowa to amend department appropriations by the following amounts:

| <u>Dept# & Name</u> | <u>Amount</u> |
|-------------------------|---------------|
| 21-Veterans Affairs | \$372 |
| 23-Public Health | \$10,150 |
| 31-District Court | \$10,000 |

The above and foregoing resolution was adopted by the Board of Supervisors of Appanoose County, Iowa on December 2, 2019, the vote thereon being as follows:

AYES:

Chairman, Board of Supervisors

NAYS:

Attest:

Kelly Howard, Appanoose County Auditor

APPANOOSE COUNTY POLICY FOR A DRUG AND ALCOHOL FREE WORKPLACE

I. STATEMENT OF PURPOSE

Appanoose County recognizes the problems of substance abuse in society and in the workplace. Substance abuse poses a serious threat to our staff, customers, and property. By enacting a substance abuse policy and program, we hope to combat the problems associated with substance abuse by creating a drug and alcohol free workplace.

Our substance abuse policy seeks to balance our respect for individual privacy with our need to keep a safe, productive, drug and alcohol free environment. Our intention is to prevent substance abuse and promote its treatment. We encourage those who use drugs or who abuse alcohol to seek help in overcoming their problem.

With these basic objectives in mind, Appanoose County has established the following program and policies for a drug and alcohol free workplace.

WHILE THE COUNTY BELIEVES WHOLEHARTEDLY IN THE PLANS, POLICIES, AND PROCEDURES DESCRIBED, IT IS COMMITTED TO REVIEWING THEM CONTINUALLY, AND RESERVES THE RIGHT TO CHANGE, TO TERMINATE, OR TO DEVIATE FROM THEM AT ANY TIME. NOTHING IN THIS PROGRAM IS INTENDED, NOR SHOULD IT BE CONSTRUED, AS REQUIRING "CAUSE" FOR TERMINATION OR OTHERWISE ALTERING THE AT-WILL NATURE OF THE EMPLOYMENT RELATIONSHIP.

II. DEFINITIONS

- A. "Abuse of alcohol or a legal drug": Any use of alcohol or a legal drug which impairs an individual's faculties (other than use of a legal drug in accordance with a lawful prescription).
- B. "Alcohol": Any beverage containing ethanol.
- C. "Drug": Any drug or substance considered a controlled substance per Iowa Code Chapter 124, and any schedule I, II, III, IV, or V substance listed in the Controlled Substance Act, 21 U.S.C. §801.
- D. "Legal Drug": A drug for which there is a valid prescription, or an over-the-counter drug.
- E. "Prospective employee": A person who has made application, whether written or oral, to Appanoose County to become an employee.

F. "Sample": A sample from the human body capable of revealing the presence of alcohol or other drugs, or their metabolites, which shall include hair, urine, saliva, or breath.

III. WORK RULES

A. Legal Drugs

1. **Prescription Drugs.** An employee may bring to work and take prescription drugs during work hours only if the drug has been prescribed for the employee by a medical or dental provider, and only if the drug is taken in accordance with the prescriber's directions.

2. **Over-the-Counter Drugs.** An employee may bring to work and take over-the-counter drugs during work hours only if the drug is used for its intended purpose and in accordance with package directions and any supplemental direction of the employee's medical or dental provider.

3. **Impairment from Using Lawful Drugs.** An employee using prescription or over-the-counter drugs while working must rely on the warnings or cautions that are received with the particular drug. If the individual has an indication that the drug may effect performance, or there is a caution that one should not engage in certain activities that are part of the employee's job duties while taking the drug, the individual shall refrain from taking the drug while on the job, or not work while taking the particular drug. Appanoose County reserves the right to take appropriate action (including relieving the employee from work) if the use of a lawful drug is impairing, or is deemed likely to impair, the employee's faculties or work performance.

4. **Abuse.** Abuse of legal drugs will not be tolerated, and will be dealt with in the same manner as the use of a controlled substance.

B. Alcohol or Drug Possession, Transfer or Use, Other than Use Detected by a Drug or Alcohol Test

1. **Drug or Alcohol Possession.** Except as otherwise provided in Rule III-A, an employee bringing, attempting to bring, possessing, using, transferring, or attempting to transfer any alcoholic beverage or illegal drug on the County's premises or property, or to any County worksite, is guilty of misconduct and is subject to discipline, including suspension without pay or discharge.

2. **Conviction of Drug Offenses.** Any employee convicted or receiving a deferred judgment for possession or delivery of a controlled substance will be subject to is subject to discipline, including termination

C. Impairment During Work Hours

1. It is our intent that an employee whose faculties appear to be impaired

during work hours will not be allowed to work, regardless of the cause.

2. An employee whose faculties are impaired during work hours due to the effects of the use of alcohol or illegal use of a controlled substance, including the abuse of a legal drug, is subject to discipline, including termination. However, if a drug or alcohol test is done, discipline will be imposed only in accordance with Rule III-E below.

D. Prospective Employee Discipline in Connection with a Drug or Alcohol Test

Prospective employees shall be required to undergo a drug or alcohol test prior to being hired. A prospective employee's positive drug or alcohol test result, or the refusal of the prospective employee to provide a testing sample, will result in the County's refusal to hire the prospective employee. This does not prevent the prospective employee from later initiating another inquiry with the County.

E. Employee Discipline in Connection with a Drug or Alcohol Test

Employees may be required to undergo a drug or alcohol test under certain circumstances (see "Employee Substance Abuse Screening Program" below). Any action taken against the employee is based only on the results of the drug or alcohol test. The following is a list of uniform requirements for what action the County will take against the employee upon receipt of a confirmed positive drug or alcohol test result, or upon the employee's refusal to submit to such test:

1. Refusal to Submit to a Drug or Alcohol Test. An employee's refusal to submit to a drug or alcohol test when requested to do so is subject to discipline, including termination.

2. Positive Drug Test Result. An employee's first confirmed positive drug test is subject to discipline, including termination. Additionally, an individual admitting to current drug use, or that uses any method to adulterate or alter test results, is subject to discipline, including termination.

3. Positive Alcohol Test Result. If the first positive test for alcohol is between .02 and .08 BAC, the County will offer the employee an opportunity to enroll in an approved rehabilitation treatment program. If the employee successfully completes said program, the employee will not be subject to further discipline.

Any rehabilitation costs not covered by insurance shall be split equally between the parties, however, Appanoose County shall not be required to pay more than \$2,000 toward the cost not covered by insurance.

The employee's first confirmed positive test for alcohol above .08 BAC will result in termination.

Any employee showing signs of intoxication, or admitting to current alcohol use while on County premises, while engaged in County business, or while operating County equipment, will be drug tested. A second positive test for alcohol will result in termination.

4. **Pre-Result Suspension.** Prior to the County receiving the results of the employee's drug test, the employee's employment with the County will be suspended without pay, pending the outcome of the test. If the result of the test does not violate the terms of the written policy, the employee will be reinstated with back pay.

IV. DRUG AND ALCOHOL TESTING PROGRAMS

A. Pre-Employment Substance Abuse Screening Program

1. **Drug Testing.** Appanoose County will conduct pre-employment drug tests, which are designed to prevent hiring individuals who use controlled substances and/or abuse legal drugs or alcohol.

To the extent feasible, all precautions will be taken to ensure that the testing only measure, and the records concerning the testing only make use of information regarding drugs in the body. The following is a list of drugs for which testing will be conducted:

- Marijuana and its metabolites
- Cocaine
- Opiates (including morphine and codeine)
- Phencyclidine
- Amphetamines

2. **Alcohol Testing.** Appanoose County will conduct an alcohol test of prospective employees to whom a conditional offer of employment has been made. The alcohol test is designed to prevent hiring individuals who abuse alcohol. An alcohol concentration level of .02 or higher, is considered a positive alcohol test result and violates this policy.

B. Employee Substance Abuse Screening Program

An active employee may be requested or required to submit to a drug or alcohol test under any of the following circumstances:

1. **Reasonable Suspicion.** A specific active employee may be required to submit to a drug or alcohol test if the County has evidence that an employee is using or has used alcohol or drugs in violation of the County's written policy. This evidence must be drawn from specific, objective, and clear facts, and reasonable inferences drawn from those facts in light of experience. Examples that might support such are:

- Observations made at work, such as direct observation of alcohol or drug use, or the physical symptoms or being impaired by alcohol or drug use.
- Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
- A report by a reliable and credible source of alcohol or drug use.
- Evidence that an individual has tampered with any alcohol or drug test during the individual's employment with the current employer.
- Evidence that an employee has caused an accident resulting in personal injury other than minor injuries requiring only first aid treatment and which do not involve medical treatment, loss of consciousness, restriction of work or motion, or transfer to another job, or property damage of \$1,500 or more. (The property damage threshold for Deputy Sheriff's shall be established at \$4,000).
- Evidence that an employee has manufactured, sold, distributed, solicited, possessed, used or transferred drugs while working, or while on the employer's premises, or while operating the employer's vehicle, machinery or equipment.

2. Alcohol Testing; The County has determined to conduct alcohol testing in an attempt to prevent employees from abusing alcohol. An alcohol concentration level of .02 or higher, expressed in terms of grams of alcohol per two hundred ten liters of breath, or its equivalent, is considered a positive alcohol test and violates this policy.

3. Drug Testing; The County has determined to conduct controlled substance, or "drug" testing in an attempt to discourage and prevent employees from illegally using drugs, be it the use of an illegal drug or the abuse of a legal drug. To the extent feasible, all precautions will be taken to ensure that the testing only measure, and the records concerning the testing only make use of information regarding drugs in the body. The following is a list of drugs for which testing will occur:

- Marijuana
- Cocaine
- Opiates (including morphine and codeine)
- Phencyclidine
- Amphetamines

4. Test Scheduling; Drug and alcohol testing shall occur during, or immediately before or after, a regular work period. The time required for testing, including

travel time, is considered work time for purposes of the FLSA, compensation, and benefits.

V. EMPLOYEE ASSISTANCE SERVICES

To assist our employees in time of need, the following services are available to any employee:

SIEDA Community Action
111 N. Main Street
Centerville, IA
641-856-8437

Community Health Centers of Southern Iowa
221 East State Street
Centerville, IA
641-856-2603

BOND TO INSURE AGAINST DOUBLE PAYMENT

Date: November 14, 2019

Office of Auditor, Appanoose County, Centerville, Iowa

WHEREAS, on or about the 7th day of October, 2019
there was issued from the above named office

CHECK # 30768 FUND # 11000

AMOUNT \$800.35 ACCOUNT # 11000 01000 440 05

PAYABLE TO Eastern Iowa Tire, Inc.
680 N 18th St.
Centerville, IA 52644

WHEREAS, the said CHECK has been lost and cannot be found, and

WHEREAS, Eastern Iowa Tire, Inc. has requested that a duplicate be issued
therefore, and which the officer in charge of said office is about to do;

NOW THEREFORE KNOW ALL MEN BY THESE PRESENTS:

That Eastern Iowa Tire, Inc. is held and firmly bound unto Appanoose County
and the Auditor in the sum of Eight Hundred and 35/100 (\$ 800.35)
Dollars to make good and save to Appanoose County and the Auditor harmless from all costs
and expenses of any nature whatsoever on account of the issue and payment of said duplicate
CHECK and shall protect Appanoose County and the Auditor from any and all obligations on the
original CHECK as aforesaid issued, then this obligation shall be void and of no effect, otherwise
to remain in full force and virtue.

Signed this 14 day of November, A.D. 2019

Eastern Iowa Tire Inc
Payee or Authorized Signer

STATE OF IOWA, COUNTY OF Scott

This instrument was acknowledged before me on 11-14-19
(Date)

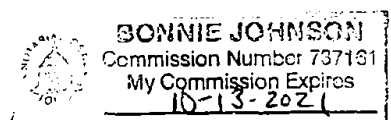
by Eastern Iowa Tire Inc
Payee or Authorized Signer

Bonnie Johnson

Signature of Notary Public
Office Manager
Title

My Commission Expires 10-13-2021

SEAL





APPANOOSE COUNTY PUBLIC HEALTH
PROVIDING HEALTH SERVICE TO APPANOOSE COUNTY Since 1960

209 E. Jackson Street
Centerville, IA 52544

Phone: 641.437.4332
Fax: 641.856.5575

November 13th, 2019

Board of Supervisors,

It is our recommendation to have Courtney Chapman fill the vacant seat on the Board of Health, term beginning January 1st, 2020 – December 31st, 2022.

Respectfully,

Kristopher L. Laurson
Appanoose County Board of Health

TEDDY WALKER
Recorder

MAEGAN MESSAMAKER
Deputy

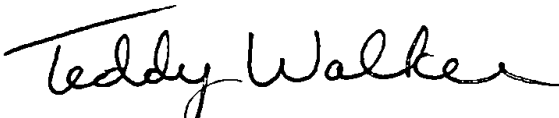
Office of
APPANOOSE COUNTY RECORDER
c/o Courthouse
201 N. 12th Street
Centerville, Iowa 52544

November 15, 2019

Appanoose County Auditor and Appanoose County Board of Supervisors,

My part time person Gwen Kok has resigned from her position in the Recorder's Office. Effective June 24, 2019.

Thank You,



Teddy Walker

Appanoose County Recorder

CONTRACT

Letting Date: Nov 19, 2019 10:00 A.M.

Contract ID: 04-C004-106

Call Order No.: 001

County: APPANOOSE

Project Engineer: APPANOOSE COUNTY ENGINEER

Cost Center:

Object Code: 890

DBE Commitment: \$0.00

Contract Work Type: RCB CULVERT REPLACEMENT - TWIN BOX

This agreement made and entered by and between the Contracting Authority,
BOARD OF SUPERVISORS OF APPANOOSE COUNTY
and Contractor,
MCCULLEY CULVERT, INC.

Vendor ID: MC201 City: BARNES CITY State: IA

It is agreed that the notice and instructions to bidders, the proposal filed by the Contractor, the specifications, the plan, if any, for project(s) listed herein, together with Contractor's performance bond, are made a part hereof and together with this instrument constitute the contract. This contract contains all of the terms and conditions agreed upon by the parties hereto.

Contractor, for and in considerations of \$ 271,442.26 payable as set forth in the specifications constituting a part of this contract, agrees to construct various items of work and/or provide various materials or supplies in accordance with the plans and specifications therefore, and in the locations designated in the Notice to Bidders.

Contractor certifies by signature on this contract, under pain of penalties for false certification, that the Contractor has complied with Iowa Code Section 452A.17(8) as amended, if applicable, and Iowa Code Section 91C.5 (Public Registration Number), if applicable.

In consideration of the foregoing, Contracting authority hereby agrees to pay the Contractor promptly and according to the requirements of the specifications the amounts set fourth, subject to the conditions as set forth in the specifications.

It is further understood and agreed that the above work shall also be commenced or completed in accordance with Contract Time of this Contract and assigned Notes.

To accomplish the purpose herein expressed, the Contracting authority and Contractor have signed this and one other identical instrument.

For Federal-Aid Contracts the Contractor certifies that each subcontract is evidenced in writing and that it contains all pertinent provisions and requirements of the contract.



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Page 1 of 4

Contract Project(s)

Contract ID: 04-C004-106

Call Order No.: 001

Letting Date: Nov 19, 2019 10:00 A.M.

Project Number: BROS-SWAP-C004(106)--SE-04

County: APPANOOSE

Project Work Type: RCB CULVERT REPLACEMENT - TWIN BOX
Accounting ID: 36330

Location: On 160th Ave Over Unnamed Trib to Rathbun Lake from J18 No rth .25 Miles to Honey Creek Brdg on WLINE S6 T70N R18W

Route: 160TH AVE

Non-Federal Aid - Predetermined Wages are not in Effect



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Page 2 of 4

Contract Time

Contract ID: 04-C004-106

Call Order No.: 001

Letting Date: Nov 19, 2019 10:00 A.M.

| Site ID | Site Details | Liquidated Damages |
|---------|--|--------------------|
| 00 | Late Start Date 08/24/2020 50 WORK DAYS | \$1,000.00 |

(*) - Indicates Cost Plus Time Site. See Schedule of Items for Cost Per Unit



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Notes

Contracts ID: 04-C004-106

Call Order No.: 001

Letting Date: Nov 19, 2019 10:00 A.M.

Notes :

There are no notes for this contract.



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Contract Addenda

Contract ID: 04-C004-106

Call Order No.: 001

Letting Date: Nov 19, 2019 10:00 A.M.

No Addenda for this Contract.



Contract Specifications List

Contract ID: 04-C004-106

Call Order No.: 001

Letting Date: November 19, 2019 10:00 A.M.

| Note | Description |
|-------------|--|
| 001.2015 | *** STANDARD SPECIFICATIONS -- SERIES 2015 *** The Iowa Department of Transportation STANDARD SPECIFICATIONS FOR HIGHWAY AND BRIDGE CONSTRUCTION, SERIES 2015, plus applicable General Supplemental Specifications, Developmental Specifications, Supplemental Specifications AND Special Provisions shall apply to construction work on this contract. |
| 410.11 | *** STORM WATER POLLUTION PREVENTION PLAN *** A Storm Water Pollution Prevention Plan has been developed by the Contracting Authority for one or more projects on this contract. See the project plans (or other contract document) for specific Storm Water Pollution Prevention Plan details. |
| 500.07.2019 | *** WINTER WORK *** Winter work will be allowed during the winter of 2019/2020. No working days will be charged between November 15, 2019 and April 1, 2020. |
| 500.2020 | *** NO WINTER FREE TIME *** The free time allowed between November 15 and April 1 will not be permitted on this project during the winter of 2020-2021. The Contractor shall work during the winter on all working days as defined in article 1101.03 'working day'. |
| GS-15009 | GENERAL SUPPLEMENTAL SPECIFICATIONS FOR HIGHWAY AND BRIDGE CONSTRUCTION |



Contract Schedule

Contract ID: 04-C004-106

Awarded Vendor: MC201

MCCULLEY CULVERT, INC.

SECTION 0001

ITEMS FOR A TWIN 10' X 12' X 44'-0 REINFORCED
CONCRETE BOX CULVERT

\$271,442.26

Alt Set ID:

Alt Mbr ID:

| Contract Line Number | Item Number Item Description | Item Quantity and Units | Unit Price | | Bid Amount | |
|----------------------|---|----------------------------|------------|-------|------------|-------|
| | | | Dollars | Cents | Dollars | Cents |
| 0010 | 2101-0850001 CLEARING AND GRUBBING | 0.900 ACRE | 3,000.00 | | 2,700.00 | |
| 0020 | 2102-2625000 EMBANKMENT-IN-PLACE | 487.000 CY | 16.00 | | 7,792.00 | |
| 0030 | 2102-2710070 EXCAVATION, CLASS 10, ROADWAY AND BORROW | 725.000 CY | 11.00 | | 7,975.00 | |
| 0040 | 2104-2710020 EXCAVATION, CLASS 10, CHANNEL | 550.000 CY | 4.00 | | 2,200.00 | |
| 0050 | 2105-8425015 TOPSOIL, STRIP, SALVAGE AND SPREAD | 970.000 CY | 7.50 | | 7,275.00 | |
| 0060 | 2312-8260051 GRANULAR SURFACING ON ROAD, CLASS A CRUSHED STONE | 140.000 TON | 26.00 | | 3,640.00 | |
| 0070 | 2401-6745625 REMOVAL OF EXISTING BRIDGE | LUMP SUM | | | 17,000.00 | |
| 0080 | 2402-2720000 EXCAVATION, CLASS 20 | 700.000 CY | 12.00 | | 8,400.00 | |
| 0090 | 2402-2725005 FOUNDATION TREATMENT MATERIAL | 100.000 TON | 26.00 | | 2,600.00 | |
| 0100 | 2403-0100020 STRUCTURAL CONCRETE (RCB CULVERT) | 253.000 CY | 475.00 | | 120,175.00 | |
| 0110 | 2404-7775000 REINFORCING STEEL | 36,612.000 LB | 0.98 | | 35,879.76 | |
| 0120 | 2417-1040018 CULVERT, CORRUGATED METAL ENTRANCE PIPE, 18 IN. DIA. | 50.000 LF | 45.00 | | 2,250.00 | |



Contract Schedule

Contract ID: 04-C004-106

Awarded Vendor: MC201

MCCULLEY CULVERT, INC.

SECTION 0001

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CONCRETE BOX CULVERT

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| Contract Line Number | Item Number Item Description | Item Quantity and Units | Unit Price | | Bid Amount | |
|----------------------|---|----------------------------|------------|-------|------------|-------|
| | | | Dollars | Cents | Dollars | Cents |
| 0130 | 2418-0000010 TEMPORARY STREAM DIVERSION | 1.000 EACH | 4,000.00 | | 4,000.00 | |
| 0140 | 2507-3250005 ENGINEERING FABRIC | 610.000 SY | 4.00 | | 2,440.00 | |
| 0150 | 2507-6800061 REVTMENT, CLASS E | 315.000 TON | 52.00 | | 16,380.00 | |
| 0160 | 2518-6910000 SAFETY CLOSURE | 2.000 EACH | 100.00 | | 200.00 | |
| 0170 | 2526-8285000 CONSTRUCTION SURVEY | LUMP SUM | | | 3,200.00 | |
| 0180 | 2528-8445110 TRAFFIC CONTROL | LUMP SUM | | | 2,000.00 | |
| 0190 | 2533-4980005 MOBILIZATION | LUMP SUM | | | 16,000.00 | |
| 0200 | 2601-2634100 MULCHING | 2.400 ACRE | 800.00 | | 1,920.00 | |
| 0210 | 2601-2636043 SEEDING AND FERTILIZING (RURAL) | 1.200 ACRE | 850.00 | | 1,020.00 | |
| 0220 | 2601-2642100 STABILIZING CROP - SEEDING AND FERTILIZING | 1.200 ACRE | 300.00 | | 360.00 | |
| 0230 | 2602-0000020 SILT FENCE | 565.000 LF | 2.00 | | 1,130.00 | |
| 0240 | 2602-0000030 SILT FENCE FOR DITCH CHECKS | 313.000 LF | 2.00 | | 626.00 | |
| 0250 | 2602-0000101 MAINTENANCE OF SILT FENCE OR SILT FENCE FOR DITCH CHECK | 878.000 LF | 1.50 | | 1,317.00 | |



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Contract Schedule

Contract ID: 04-C004-106

Awarded Vendor: MC201

MCCULLEY CULVERT, INC.

SECTION 0001

ITEMS FOR A TWIN 10' X 12' X 44'-0 REINFORCED
CONCRETE BOX CULVERT

\$271,442.26

Alt Set ID:

Alt Mbr ID:

| Contract Line Number | Item Number Item Description | Item Quantity and Units | Unit Price | | Bid Amount | |
|----------------------|---|----------------------------|------------|-------|------------|---------------------|
| | | | Dollars | Cents | Dollars | Cents |
| 0260 | 2602-0000312 PERIMETER AND SLOPE SEDIMENT CONTROL DEVICE, 12 IN. DIA. | 325.000 LF | 4.50 | | 1,462.50 | |
| 0270 | 2602-0010010 MOBILIZATIONS, EROSION CONTROL | 1.000 EACH | 500.00 | | 500.00 | |
| 0280 | 2602-0010020 MOBILIZATIONS, EMERGENCY EROSION CONTROL | 1.000 EACH | 1,000.00 | | 1,000.00 | |
| Total Bid: | | | | | | \$271,442.26 |