

TIPTON, IOWA

January 19, 2021

The Cedar County Board of Supervisors met in regular session at 8:30 a.m. January 19, 2021 with the following members present: Smith, Gaul, Kaufmann, and Chairperson Agne. Sup. Bell was absent. Members of the public were also present.

The Board viewed correspondence from various agencies.

The Board acknowledged receipt of the following correspondence from:
Clerk of Court submitted the fees collected in office for the month of December 2020.

Manure Management Annual Updates submitted by:
Samuelson & Sons #59702, 1693 270th Street, Tipton, IA
South Cedar Pork LLC #58025, 1751 Rose Avenue, Tipton, IA
LuJen Farms Inc. #62699, 756 Garfield Road, West Branch, IA

It was noted the following Handwritten Disbursement was issued on 1/15/21 to the Cedar County Treasurer for Benefits, Inc. for an electronic deposit: # 425959 for \$1877.43-self funded medical claims.

Moved by Sup. Gaul seconded by Sup. Kaufmann to approve the agenda.

Ayes: All
Absent: Bell

Chairperson Agne addressed the public for comments and there were none.

Moved by Sup. Smith seconded by Sup. Gaul to approve the Board Minutes of January 12, 2021.

Ayes: All
Absent: Bell

Moved by Sup. Smith seconded by Sup. Agne to approve Payroll Disbursements #184242-184391 for the period ending 01/09/2021 and to be paid on 01/15/21.

Ayes: All
Absent: Bell

Moved by Sup. Kaufmann seconded by Sup. Smith to approve a work request for the Clerk's Office to hang a framed document.

Ayes: All
Absent: Bell

The Board reported on Outreach/Committee Meetings they attended.

HIPAA Compliance Officer Tischuk met with the Board to discuss a policy for hybrid entities. Tischuk explained this policy was originally in the HIPAA manual although due to OCR regulations it needs to designate which offices fall under more HIPAA guidelines than others. A revised policy will be created and brought back to the Board for approval.

Public Health Director Walker, Preparedness Division Manager Butler and Fiscal Manager Hansen met with the Board for the FY21/22 budget review. Sup. Smith asked Walker about revenues and expenditures. Smith asked Auditor Dauber if all the CARES monies are being tracked properly. Dauber replied she is not responsible for the revenues and tracking due to the Public Health Office having a Fiscal Manager and that is her responsibility for proper documentation and tracking. Walker informed the Board that Hansen is having to do journal entries to reflect the payroll to “real time” and that the Auditor’s Office is not able to accommodate her request. Auditor Dauber informed Walker that what she is explaining is not what was communicated to her office. Dauber requested Walker set up a meeting with her to thoroughly communicate and discuss her request of employee payroll records to reflect “real time” and not a percentage allocated for their salaries to different departments and figure out if the payroll software is capable of what she is requesting. Walker stated other county Public Health Offices are doing this. Sup. Smith requested Walker to provide Auditor Dauber the list of counties so Dauber can follow up. No decisions were made on budgeting.

E&Z Director LaRue met with the Board for the FY21/22 budget review. Sup. Smith insisted that LaRue provide a cost for the software to convert the current AS400 to modern software with search capabilities to Auditor Dauber to place in the I.T. budget. No other decisions were made.

Veteran Affairs Director Hamann met with the Board for the FY21/22 budget review. No decisions were made.

Conservation Director Dauber met with the Board for the FY21/22 budget review. No decisions were made.

Engineer Fangmann met with the Board for the FY21/22 budget review. No decisions were made.

Moved by Sup. Kaufmann seconded by Sup. Smith to approve the final plans for project STBG-SWAP-C016(111)—FG-16.

Ayes: All

Absent: Bell

Moved by Sup. Kaufmann seconded by Sup. Smith to approve the final plans and set the letting date for February 23, 2021 at 9:30 a.m. for project L-202107—73-16.

Ayes: All

Absent: Bell

Moved by Sup. Smith seconded by Sup. Kaufmann to approve a utility permit for Century Link to install new fiber on Y14 east of 325th Street to the county line. The \$100.00 fee applies.

Ayes: All

Absent: Bell

Auditor Dauber and I.T. Director Cahoy met with the Board for the FY21/22 budget review regarding the I.T. budget. No decisions were made.

Auditor Dauber met with the Board for the FY21/22 budget review for the Human Resource, District Court, Substance Abuse, Auditor, Courthouse and Non-Departmental budgets. Referencing the Auditor budget, Dauber informed the Board her workload and responsibilities continue to increase due to all the different situations that occur in the county that directly affects the Auditor's Office for county employee's and the county liability and the process and conducting of elections has substantially increased her workload and responsibilities. Dauber requested approval for hiring an additional staff to assist in the workload. Dauber mentioned to the Board within the next two years she will be replacing the election equipment due to the life cycle. Referencing the Courthouse budget, the money that was allocated for the controller upgrade for the heating and air system was not spent and is budgeted again in the FY21/22. Dauber inquired to the Board if that money could be used for a new roof on the courthouse due to the age and current leaks. Discussion was held. No decisions were made.

E&Z Director LaRue met with the Board for his annual performance review. LaRue did not request a closed session. Discussion was held. Overall LaRue's work performance met or exceeded standards, except the need to upgrade software and the use of electronic resources. The Board stated he is a great director and is grateful for the years of service.

Auditor Dauber provided information she received from Benefits, Inc. regarding the employee's Flex Benefit Plan due to the Consolidated Appropriations Act of 2021. There are temporary special rules for health and dependent care flexible spending accounts to give employees additional time to use the funds.

Moved by Sup. Gaul seconded by Sup. Kaufmann to permit employees to carry over unused amounts remaining in these accounts to the next plan year extending the grace period to 12 months after the end of such plan year and to amend the plan to allow dependent care maximum age from 13 to 14 for purposes of determining dependent care assistance that may be paid or reimbursed.

Ayes: All

Absent: Bell

Auditor Dauber provided the Board with ending fund balance worksheets. Discussion was held on funding for agencies and fund balances. Sup. Kaufmann informed the Board members that he received a quote for four cemeteries to be legally surveyed in the amount of \$8,500. Kaufmann stated this is a one-time expense.

Moved by Sup. Smith seconded by Sup. Gaul to allow the levy rate for the Pioneer Cemetery to reflect tax dollars in the amount of \$28,500.

Ayes: All

Absent: Bell

Moved by Sup. Kaufmann seconded by Sup. Agne to increase the funding to the Senior Center by \$1,000, which would set their FY 21/22 funding at \$19,500.

Ayes: All

Absent: Bell

Moved by Sup. Kaufmann seconded by Sup. Agne to increase the funding to the Cedar County Fair Association by \$1,000, which would set their FY 21/22 funding at \$41,000.

Ayes: All

Absent: Bell

Moved by Sup. Gaul seconded by Sup. Agne to increase the funding to the Historical Society by \$1,000, which would set their FY 21/22 funding at \$5,000.

Ayes: All

Absent: Bell

Moved by Sup. Kaufmann seconded by Sup. Agne to increase funding to Volunteer Services by \$1,000, which would set their FY 21/22 funding at \$26,500.

Ayes: All

Absent: Bell

Moved by Sup. Kaufmann to increase County Libraries by \$7,500. The motion died due to lack of second.

Moved by Kaufmann seconded by Sup. Agne to increase the funding to County Libraries funding by \$5,000, which would set their FY 21/22 funding at \$135,500.

Ayes: All

Absent: Bell

Moved by Sup. Kaufmann seconded by Sup. Gaul to increase the funding to Wilton Development Corp. by \$500, which would set their FY 21/22 funding at \$1,000 and to fund the Highway 38 Corridor at \$500 for FY 21/22.

Ayes: All

Nay: Smith

Absent: Bell

Moved by Sup. Smith seconded by Sup. Kaufmann to increase funding to Domestic Violence Intervention by \$1,000, which would set their FY 21/22 funding at \$5,800.

Ayes: All

Absent: Bell

Moved by Sup. Smith seconded by Sup. Kaufmann to leave the funding the same for River Bend Transit, which would set their FY 21/22 funding at \$16,965.

Ayes: All

Absent: Bell

Moved by Sup. Gaul seconded by Sup. Kaufmann to increase the funding to Limestone Bluffs R.C. & D. by \$500, which would set their FY 21/22 funding at \$7,500.

Ayes: All

Absent: Bell

Moved by Sup. Smith seconded by Sup. Gaul to leave the funding the same for Community Foundation of Cedar County, which would set their FY 21/22 funding at \$3,000.

Ayes: All

Absent: Bell

Moved by Sup. Smith seconded by Sup. Kaufmann to leave the funding the same for The Workplace Learning connection, which would set their FY 21/22 funding at \$1,834.

Ayes: All

Absent: Bell

Moved by Sup. Smith seconded by Sup. Kaufmann to leave the funding the same for C.C.E.D.C.O., which would set their FY 21/22 at \$80,634.

Ayes: All

Absent: Bell

Moved by Sup. Smith seconded by Sup. Gaul to adjourn at 1:12 p.m., to January 26, 2021.

Ayes: All

Absent: Bell

Cari A. Dauber, Auditor

Steve Agne, Chairperson