

## OFFICIAL PROCEEDINGS: Winnebago County Board of Supervisors

### WINNEBAGO COUNTY BOARD OF SUPERVISORS September 24, 2019

The Winnebago County Board of Supervisors met in session at 9:00 A.M. September 24, 2019 adjourned from September 17, 2019.

Present: Supervisors Jensvold, Stensrud, and Durby

Absent:

On a motion by Stensrud and seconded by Jensvold the Supervisors moved to approve the minutes for the September 17, 2019 Board Meeting and approve the Agenda for September 24, 2019. All voted aye. Motion carried.

The Supervisors and Scott Meinders, Engineer discussed the right-of-way in Logan Township, Section 8 and 9 with the landowners and Al Divan. The Supervisors directed Divan and Meinders to work together to clear the land. On a motion by Stensrud and seconded by Jensvold the Supervisors moved to proceed with the removal of trees on the former right of way, not to exceed \$5,000. All voted aye. Motion carried.

Scott Meinders, Engineer discussed Secondary Road matters including almost done with gravel hauling and the rain is slowing up other work.

Scott Meinders, Engineer discussed the asbestos report from Site Services, Inc. for asbestos removal of the former Law Enforcement Center.

Kris Oswald, Drainage Clerk discussed Drainage matters including the potential hog confinement on DD 11.

On a motion by Durby and seconded by Stensrud the Supervisors moved to approve the Annual TIF report. All voted aye. Motion carried.

On a motion by Jensvold and seconded by Stensrud the Supervisors moved to approve the Winnebago County Legislative Policies and Procedures. All voted aye. Motion carried.

### Winnebago County Board of Supervisors General Legislative Policies and Procedures 2019

1. The Board shall choose a member of the current board of serve as chairperson and a vice-chairperson at its first meeting in January. This Board encourages the rotation of the chair and vice-chair positions

yearly.

2. The procedure of meetings shall be in general conformity with Robert's Rules of Order and parliamentary rules. All legislative items are to be made and passed by motion, except when required by statute to be a resolution or ordinance.

3. The Chairperson shall have the authority and responsibility to maintain the orderly conduct of business and may restrict public comment in non-public hearings. During public hearings, the Chairperson may direct who has the floor to speak but shall allow each person present to speak if requested.

4. All agenda items, except those requiring a public hearing, shall not allow for public comment unless designated on the agenda that public comment is permitted. The Chairperson has the sole authority to request public comment on any item not designated for public comment. Public Hearings will include a comment period in which individuals will have three minutes to present their position. The comments shall be relevant to the public hearing topic and not repetitious. The board reserves the right to stop the comment period of any individual that does not follow this policy.

5. The Chairperson may request removal of a member of the public if that member is preventing the orderly conduct of business. Said person(s) should be warned prior to removal when such warning is practical. Law enforcement may be requested during a meeting by the Chairperson but law enforcement shall not intimidate or attempt to prevent the lawful speech of any member of the public.

6. The agenda for the Board is to be maintained and published in accordance with the Iowa Code by the Auditor. An agenda item may only be added by a member of the Board, an elected official or a department head of this county. Members of the public may be directed to contact a board member to have an agenda item placed for consideration.

7. The length of time for an agenda item shall be set by the Auditor. A specific amount of time may be requested and shall be communicated prior to the agenda item submission deadline and is subject to approval of either the Auditor or member of the board.

8. All agenda items shall be submitted

by Friday of the week prior to the Board meeting by 3:30 p.m. but an agenda item may be added after that time at the discretion of the Auditor. In the event of a special meeting or the Courthouse being closed on either Thursday or Friday, the submission shall be at least two (2) business days prior to said meeting.

Approved Sept. 24, 2019

Terry Durby

Chairman Board of Supervisors

On a motion by Stensrud and seconded by Jensvold the Supervisors moved to approve the Winnebago County Reimbursement Policy. All voted aye. Motion carried.

### Winnebago County Reimbursement Policy

#### MILEAGE

When a County employee is required to use private transportation to fulfill the requirements of his/her job, a mileage allowance will be authorized as established by the Board of Supervisors. The current mileage rate is \$.04 below the IRS rate. Documentation needs to show date traveled, destination, miles to and from, and purpose of trip. Parking and traffic citations are not reimbursable and will be charged to the employee responsible for the citation. Parking passes are reimbursable if a printed receipt with dollar amount is attached.

#### LODGING

Employees shall be allowed lodging expenses when authorized to attend a meeting outside of the County and requires an overnight stay. The employee will be allowed the cost of a single standard rate room at the meeting venue or a nearby area hotel. State law requires County to pay local and state taxes. No additional amenities will be allowed. Rooms may be secured in advance using a personal or county credit card. If possible use a County check to pay for hotel upon arrival.

#### MEALS

Meals will be reimbursed as established by the Board of Supervisors. Each receipt has to be itemized and sales tax and tips will not be reimbursed. Alcoholic beverages will not be reimbursed. Meals purchased with County credit cards must also be itemized and attached to the credit card company bill. Any sales tax and tips will be paid by the employee with

a personal check made out to the credit card company. Incidental snacks and beverages are not eligible for reimbursement.

When employees are required to travel for County business out of the county and there is no overnight stay employees will be reimbursed for meals. Per IRS guidelines, meals on trips without an overnight stay are considered a taxable benefit and should be reimbursed via payroll.

Failure to provide proper itemized receipts will result in non-reimbursement.

#### ADDITIONAL PERSONS

Expenses for persons who are not employees or who are not conducting official County business shall not be reimbursed. The County employee must separate their employee expenses and submit for reimbursement only the itemized receipts for the County related expenses.

Approved, Sept. 24, 2019

Terry Durby

Chairman Board of Supervisors

The following claims were approved and ordered to be paid:

Alliant Energy-Utilities.....	630.00
Carson, Carroll-Meeting.....	20.00
City of Forest City-Utilities .....	803.34
City of Lake Mills-Utilities.....	141.62
Delta Dental-Dental Ins .....	1,945.54
EBS-Services .....	131.25
Engineering Innovation-Supplies .....	125.42
Fidelity Security Life-Services .....	842.78
Helgeson Drainage Inc-Repairs.....	2,435.00
Helgeson, Brian-Rent .....	250.00
LaHarv Const Co Inc-Repairs.....	2,839.37
Lewis, Riley-Meeting .....	40.00
Rasmussen, Timothy-Rent .....	300.00
Reliance Standard Life Ins Co	

-Services .....	1,588.84
TSP Court Reporting-Services .....	70.35
Verizon Wireless-Telephone .....	158.39
Weiss, Karla-Mileage.....	205.24
Youth & Shelter Services Inc	

-Services .....	1,446.15
Kevin Williams, Maintenance Supervisor discussed the issues with the storm drainage at the courthouse.	

The session was adjourned until 9:00 A.M. October 1, 2019.

Terry Durby, Chairperson

Attest: Karla Weiss, Auditor

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