

Supervisors Room, Courthouse
Pocahontas, Iowa
March 12, 2019

The Board of Supervisors of Pocahontas County, Iowa, met in regular session pursuant to adjournment.

Members present: Chairman, Jeffrey Ives; Supervisors, Louis Stauter, Brent Aden, and Ed Dewey; and Auditor, Kelly Jepsen. Others present: Reporter, Erin Sommers. Supervisor Clarence Siepker was absent.

The minutes of March 5, 2019, March 6, 2019, and March 7, 2019 were approved as presented on motion by Dewey, seconded by Stauter. Ayes all, motion carried.

Motion by Stauter, seconded by Aden, to approve the tentative agenda with the addition of: Approve Jt. DD 13 Claim, Emmetsburg Publishing, Publication of Reclass Hearing, \$28.94. Ayes all, motion carried.

Brian Larsen, County Sheriff, advised the Board that he has had a lot of personnel changes. Two employees resigned their positions: Sarah Bailey, Office Deputy, as of March 8, 2019; and Layton Sousa, FT Dispatcher, as of March 21, 2019. Three new employees were hired. Missy Zuetlau, as a FT Dispatcher, will be starting April 1, 2019 at \$14.48 per hour plus differential. Jackie Haley and Barb Schultz were both hired as FT Civil Clerks, starting February 18, 2019 at \$14.48 per hour. Bailey will come back to do training as needed. Motion by Dewey, seconded by Stauter, to approve the resignations and new hires. Ayes all, motion carried.

Motion by Aden, seconded by Stauter, to approve the amendment to the Child Support County Staffing Contract between the Iowa Department of Human Services, Bureau of Collections and the Webster County Political Subdivision. Ayes all, motion carried.

Motion by Stauter, seconded by Aden, to approve DD 30 Contractor's Pay Request #3, to KMA Trucking & Excavating, LLC, in the amount of \$76,931.17. Ayes all, motion carried.

Motion by Stauter, seconded by Dewey, to approve Jt. DD 13 claim to Jacobson-Westergard Inc. for professional services, in the amount of \$1,197.75. Ayes all, motion carried.

Motion by Dewey, seconded by Aden to approve Jt. DD 13 claims for publication for Reclass Hearing. Graettinger Times in the amount of \$30.33 and Emmetsburg Publishing in the amount of \$28.94. Ayes all, motion carried.

Motion by Stauter, seconded by Dewey, to adopt the Pocahontas County Board Appointments to Statutory Bodies Policy by resolution. The Chairman called the question with the following recorded vote: Ayes –Aden, Ives, Stauter, and Dewey; Nays-none. Whereby the resolution is adopted to-wit:

**RESOLUTION 2019-03-#21
POCAHONTAS COUNTY**

BOARD APPOINTMENTS TO STATUTORY BODIES

A Resolution of Pocahontas County, Iowa, to adopt a Board Appointment to Statutory Bodies Policy.

POLICY

State law requires or allows boards of supervisors to appoint the members of various statutory bodies. It is the policy of the Pocahontas County Board of Supervisors to make such appointments in a consistent manner.

SCOPE

The scope of this policy includes but is not limited to appointments of the Board of Supervisors to the following bodies:

- County Zoning Board of Adjustment (§335.10, §335.11, *Code of Iowa*)
- County Board of Health (§137.3, §137.4, *Code of Iowa*)
- County Planning and Zoning Commission (§335.8, *Code of Iowa*)
- County Conservation Board (§350.2, *Code of Iowa*)
- Civil Service Commission (§341A.2, *Code of Iowa*)
- Veteran Affairs Commission (§35B.3, §35B.4, *Code of Iowa*)

Additional requirements for Veteran Affairs Commission appointments are found in a separate section.

ADMINISTRATIVE PROCEDURES

1. RECRUITMENT

- a. The applicant must be a resident of Pocahontas County.
- b. Any member of the Board of Supervisors may contact potential applicants.
- c. A notice shall be published in the official newspapers of Pocahontas County, at a minimum, informing the public of the pending appointment. It may also be posted on the County webpage and courthouse bulletin board.
- d. The published notice shall indicate the effective period of the vacancy and the deadline for applications.
- e. Any interested party may contact the County Auditor, a County Supervisor, or go to the County website at <http://www.pocahontas-county.com>, to get an application for Boards/Commissions.

2. APPOINTMENT

- a. Appointments shall be made in accordance with Iowa law or other applicable statute or rule. (Provisions regarding appointment and qualification criteria specific to individual boards and commissions are indicated in the list above.)
- b. Applicants shall complete an application explaining their interest in the position applied for, demonstrating their ability to commit the necessary time, and giving specific information regarding experience or special knowledge about activities of the board or commission in question. Applications should be returned to the Auditor's office at 99 Court Square, Suite 7, Pocahontas, IA 50574.

3. REAPPOINTMENT

- a. Appointees may be appointed to consecutive terms.
- b. Appointees will not be appointed to consecutive terms in the case of any of the following:
 - (1) The appointee does not desire to serve.

- (2) The appointee has frequent unexcused absences.
- (3) The Board of Supervisors chooses not to reappoint the appointee.
- c. Board/commission members wishing to be reappointed must reapply each term. A former appointee will be given the same consideration for appointment as other applicants.

VETERAN AFFAIRS COMMISSION

- a. Applicants must be a Veteran as defined by the most current copy of §35.1 of the *Code of Iowa* and must provide documentation of their Veteran status (DD214, NGB 22, Retired ID Card, or applicable Department of Defense form).
- b. In response to or in anticipation of a vacancy on the Commission of Veteran Affairs, the Board of Supervisors shall notify veterans' service organizations from a list maintained by the Commission of Veteran Affairs.
- c. The notice provided to veterans' service organizations shall indicate the effective period of the vacancy and the deadline for applications.
- d. The notice to the veterans' service organizations shall request that each organization recommend two qualified individuals for each available vacancy.
- e. The notice to the veterans' service organizations shall include two blank application forms with the most current copy of §35B, §35.1, and §69.16A of the *Code of Iowa* attached. Special attention should be given §69.16A, for the Board of Supervisors shall comply with gender balance laws.

Motion by Dewey, seconded by Aden, to adopt the Pocahontas County Voting System Security Policy by resolution. The Chairman called the question with the following recorded vote: Ayes –Aden, Ives, Stauter, and Dewey; Nays-none. Whereby the resolution is adopted to-wit:

**RESOLUTION 2019-03-#22
POCAHONTAS COUNTY
VOTING SYSTEM SECURITY POLICY**

A Resolution of Pocahontas County, Iowa, to adopt a Voting System Security Policy.

1. Purpose: The purpose of this policy is to assure the voting system is secure by defining guidelines for the Auditor and staff. A written security policy is required due to the implementation of the Federal Help America Vote Act (HAVA), and corresponding amendments to the Iowa Administrative code. This policy is to include plans to protect election equipment and data from unauthorized access, document certain aspects of the election process, and describe methods to preserve the integrity of the election. Election misconduct in the first degree is a Class "D" felony under Iowa law.
2. Scope: This policy applies to the Auditor and the staff identified within this policy.
3. Access: Only the Auditor and Auditor's Office Staff will have access to the Voting Systems for producing the ballot layout, uploading and accepting election results, preparing election reports, and posting election results to the county website:
4. Computers: The election results' computer used in the commissioner's office will not be used for any other function except to compile and report election results. The computer will not be linked to any other computer unless the appropriate firewalls to the filter network traffic are used. Data transmissions over the internet will be encrypted and password protected. (Information posted to a website is not considered transmission of data over the internet.) The election results' computer is locked in the election room in the Auditor's office, with access limited to the Auditor and Auditor's Office Staff.
5. Password ID's: Every ID and password will be unique. Generic or shared user ID's are prohibited. IVOTERS passwords will be changed every 90 days.
6. Authority: The user's level of access shall be specifically required by the user's job. Administrator access is granted only to the Auditor.
7. Elections Security Agreement: Each employee who has access to the Voting Systems shall have on file a signed User Security Form (Appendix A). The Auditor or designee will keep these forms on file.
8. The Voting Equipment: Only the Auditor, Auditor's Staff, Custodial Staff, and the Vendor's Election Equipment Representative will have access to the voting equipment, while housed in the equipment storage area.
9. Testing, Delivery and Election process plans:
The voting equipment will be tested according the standards set by Iowa Code 721.22 for the testing of the Election Equipment. The public will be invited to view the testing. At no time during the public testing, will election staff leave the equipment unattended unless everyone is removed from the election room and the election room is securely locked.

After public testing, all machines will be locked and sealed by the Auditor staff. Other staff as assigned will be permitted in the election room for the purpose of delivering the equipment.

The sealed and locked voting equipment will be delivered to the precincts by at least two people from either the Auditor's Staff or Custodial Staff, or a combination of the two, to the various polling locations. The equipment will remain in the locked precincts until Election Day.

On Election Day, there shall be both registered Democrats and registered Republicans on the Election Board Panel at each polling place per the provisions of Section 49.15(2)(a) of the Code of Iowa. One of the Precinct Election Officials shall serve as Chairperson and be responsible for the equipment once received from the Auditor. The Chairperson shall verify the number of ballots received, the seal number on the ballot bag or container, and the seal number on each piece of election equipment. This verification shall be signed by the Chairperson on Election Day. This same verification takes place by the Auditor or designated staff when the ballots are returned once the polls have closed on Election Day. This verification record and receipt shall be maintained on file in the Auditor's office for the duration of election documentation as required by Iowa law. All seals are tamper-evident. All precinct election officials shall take an oath prior to the election.

Results will be returned via Courier, Precinct Election Officials, or county employees. The Courier may be assigned to one or more polling locations.

10. Ballot Security: Ballots for each election will be produced either by the county's vendor of choice and secured for storage until the Absentee Precinct is open and delivery to all precincts on Election Day:
Absentee ballots shall be tracked using IVOTERS, (Iowa's state voter registration and elections system managed by the Secretary of State). In person Absentee Voters must return their voted ballots to election personnel. All absentee ballots shall be verified using the IVOTERS system and then organized and stored in the locked vault or locked election room. Un-voted ballots shall be stored in the locked vault or locked election room in the Auditor's office. After the election, ballots shall remain sealed and secured, unless accessed for recount or contest, and until destroyed after the retention period provided for by law.
11. Precinct Polling Locations: Precinct Election Officials shall track all ballots by completing the ballot record and receipt. Ballots shall be initialed at the time of giving the ballot to the voter. Voters place their voted ballot into the ballot scanner, the ballot box, or by giving the ballot to an official (provisional). Oversight shall be provided by officials to prevent any ballot from improperly leaving the precinct. Officials shall seal voted and un-voted ballots in

a ballot bag and return them to election staff. Ballots shall remain sealed and secured unless accessed for recount or contest and until destroyed after the retention period provided for by law.

12. **Health Care Facilities:** Precinct Election Officials shall track all ballots by completing the ballot record and receipt. Ballots shall be processed as absentee ballots and sent with the Precinct Election Officials. Voters will place their voted ballot into a signed affidavit envelope and seal the envelope before giving the ballot back to the Precinct Election Official. Ballots are not counted at any health care facilities. Oversight shall be provided by officials to prevent any ballot from improperly leaving the voting area. Officials shall seal voted and un-voted ballots in containers and return them to election staff in the Auditor's Office. Un-voted ballots will be returned and processed in IVOTERS and stored. Voted ballots will be counted according to procedures established for the Absentee Ballot & Special Voter's Precinct.

13. **Evacuation:**

If it is necessary to evacuate the polling place, the precinct election officials shall immediately attempt to notify the Auditor. They have two primary objectives:

- A. Keep people safe. The officials shall ascertain that all voters and other persons are safely out of the polling location or, directed to a safe area.
- B. Protect critical election documents and materials. After the safety of the voters and others has been secured, and if the Precinct Election Officials can, without threatening their own safety, they shall attempt to remove or secure the following in descending order of importance:
 - Ballot Tabulating Machine (scanner with flash drive)
 - Voted ballots
 - Un-voted ballots
 - Ballot Record & Receipt
 - Spoiled Ballot Envelope
 - Precinct Atlas Laptops and back up precinct election register (if used)
 - Declaration of Eligibility Papers
 - Ballot marking device

It was moved by Dewey, seconded by Aden, to acknowledge receipt of Manure Management Plan: (1) PI328 – ID# 65793 located in the NW NE, Section 20, Bellville Township with Prestage Farms of Iowa LLC as owner & Dennis Benning as contact person. Ayes all, motion carried.

Auditor Jepsen gave the Supervisors information to review for the next meeting.

The following claims were audited and allowed:

| | | | |
|--------------------------------|------------------------|----------|---|
| A & M Laundry | Supplies | 66.86 | 1 |
| Ability Network | Billing Services | 640.60 | 2 |
| Access Systems | Data Processing | 128.40 | 1 |
| ADG | Repairs | 7500.00 | 1 |
| Adv Systems | Copier Ex | 49.00 | 2 |
| Adv Systems | Copier Contract | 102.49 | 1 |
| Sheila Akridge | Consultant | 180.00 | 1 |
| Alliant Energy | Utilities | 906.87 | 1 |
| C Archer | Con Board Mil/Emp Ex | 40.00 | 1 |
| Arnold Motor | Parts | 277.56 | 1 |
| AT&T | Telecom | 48.63 | 1 |
| Client | Service | 58.86 | 1 |
| S Bailey | Postage Reimbursement | 61.45 | 1 |
| Bauer Built | Tires/Parts | 942.85 | 1 |
| Kaila R Beavers | Mileage | 215.72 | 1 |
| BV Co Journal | BOS Minutes | 789.82 | 1 |
| BV Co Journal | Semi Annual Report | 152.27 | 1 |
| Calhoun Co Sheriff | Serve Papers | 31.00 | 1 |
| Cal Co ECA | Utilities | 10.50 | 1 |
| Calhoun-Burns | Bridge Rate/Inspect | 880.30 | 1 |
| CID | Jail Cleaning Supplies | 655.20 | 1 |
| Century Link | Monthly Phone | 288.31 | 1 |
| Century Link | Telecom | 474.49 | 2 |
| CenturyLink | Viper 911 Upgrade | 742.36 | 1 |
| Charm-Tex | Jail Supplies | 43.90 | 1 |
| Charm-Tex | Supplies | 91.08 | 1 |
| Cintas | Jail Medical | 61.37 | 1 |
| Counsel | engr. copies | 43.47 | 1 |
| Counsel | Maintenance | 20.00 | 1 |
| O Cressler | Mileage | 44.69 | 1 |
| B Dahl | Mileage | 173.64 | 1 |
| LSQ Funding | Software | 157.00 | 1 |
| Dollar Gen | Jail Supplies | 36.90 | 1 |
| Dollar Gen | Supplies | 53.85 | 1 |
| Doolittle Oil | Supplies | 55.69 | 1 |
| Judy K Essing | Mileage & Meals | 69.59 | 1 |
| Farm & Home | bearing | 31.90 | 1 |
| Farm & Home | electrical | 50.97 | 1 |
| Farm & Home | freight | 12.90 | 1 |
| Farm & Home | furnace filters | 11.37 | 1 |
| Farm & Home | screws | 2.76 | 1 |
| Farm & Home | soap | 18.99 | 1 |
| Farm & Home | Maint Supplies | 24.05 | 1 |
| Farm & Home | Supplies | 290.74 | 1 |
| Farm & Home | Uniform | 105.99 | 1 |
| D Ferguson | Mileage | 193.15 | 1 |
| Fire Proof Plus | Inspection | 1079.50 | 1 |
| City-Fonda | Utilities | 281.97 | 1 |
| Force America | Parts | 47.58 | 1 |
| GGA-PC Goldberg Group Architec | Maint | 2250.00 | 1 |
| Gilmore City | Utilities | 265.62 | 1 |
| Graves Constr | Constr Repairs | 25695.54 | 1 |
| Gray Sanitation | garbage/Palmer | 15.00 | 1 |
| J Hammen | Meal | 8.66 | 1 |
| City-Havelock | RUT/FTM Havelock | 728.82 | 1 |
| Healthcare First c/o Wells Far | Fee | 104.74 | 1 |
| Hoffman Filter | Disposal Ser | 55.00 | 1 |
| K Hoffman | Mileage | 18.53 | 1 |
| Hopkins Med Prod | Medical Supplies | 76.85 | 1 |

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|--------------------------|----------------------|----------|----|
| Hannah G Hubbell | Mileage | 23.82 | 1 |
| Humboldt Motor Sales Inc | mud flaps/DC | 55.00 | 1 |
| HyVee AR | Jail Meds | 53.99 | 2 |
| IState Truck | Supplies | 584.20 | 1 |
| ICRA | Over Payment | 7.00 | 1 |
| IA Nat Heritage | Membership | 300.00 | 1 |
| IA Prison Ind | Signs | 612.20 | 1 |
| ISS & DA | Dues | 425.00 | 1 |
| ISS & DA | Training | 250.00 | 1 |
| ISU Ext | Training | 39.47 | 1 |
| Jack's Uniform | Uniforms | 220.14 | 1 |
| Jacks OK Tire | Tires/Parts | 1039.76 | 1 |
| R Jergens | Mileage | 531.89 | 2 |
| Johnston Auto | Supplies | 1261.11 | 1 |
| M Klocke | Mileage | 20.71 | 1 |
| Brooke A Krips | Mileage | 400.47 | 1 |
| L-Tron Corporation | Computer Equip | 329.00 | 1 |
| L-Tron Corporation | Scanner | 329.00 | 1 |
| B Larsen | Transport | 7.15 | 1 |
| B Larsen | Transport Meals | 59.16 | 1 |
| Laurens Municipal | utilities/Laurens | 264.33 | 1 |
| Laurens Sun | BOS Minutes | 1119.21 | 1 |
| RELX INC DBA LexisNexis | Legal Software | 101.97 | 1 |
| Mail Servcs | Printing & Mailing | 240.39 | 1 |
| Martin Marietta | rd stone | 6305.21 | 1 |
| Matt's Tire Ser | Tires/Repair | 740.00 | 1 |
| Mediacom | Telecom | 216.90 | 1 |
| St Med Exam | Autopsy Serv | 4048.00 | 1 |
| MidAmeri Energy | elec G/C | 52.83 | 1 |
| MidAmeri Energy | rural Manson int lts | 28.32 | 1 |
| MidAmeri Energy | Electricity | 56.06 | 1 |
| MidAmeri Energy | Varina elec | 43.95 | 1 |
| Midwest Wheel | Supplies | 480.99 | 1 |
| M Montag | Training & Meals | 108.17 | 1 |
| Next Gen Tech | Services | 166.50 | 1 |
| N IA Telecom | Support Labor | 25.00 | 1 |
| NW Comm | Monthly Charges | 27.95 | 1 |
| NW Comm | Telecom | 2150.40 | 1 |
| NW Comm | Website | 224.55 | 1 |
| R Nystrom | Mileage | 10.90 | 1 |
| Office Elements | Office Supplies | 43.01 | 3 |
| Office Elements | Supplies | 449.59 | 5 |
| Office Systems | Maintenance | 42.42 | 1 |
| Palmer Mutual Tel | Telecom | 314.92 | 1 |
| City-Palmer | utilities/Palmer | 91.25 | 1 |
| City-Palmer | RUT/FTM Palmer | 2170.74 | 1 |
| C Peterson | Supplies | 28.83 | 1 |
| Philips Lifeline | Lifeline | 642.66 | 1 |
| City-Plover | RUT/FTM Plover | 1300.26 | 1 |
| Po Co Recorder | Canoe Registration | 135.20 | 1 |
| Po Co Solid Waste | Rural Waste | 9945.06 | 1 |
| City-Pocahontas | Utilities | 6270.73 | 9 |
| Poca Comm Hospital | Jail Food | 1547.00 | 1 |
| Poca Comm Hospital | Jail Meals | 2086.00 | 1 |
| Poca Equip | Snowblower Maint | 51.84 | 1 |
| Poca Fiber | Internet | 79.95 | 1 |
| Poca Fiber | Telecommunications | 1320.48 | 13 |
| Poca Ford | Service | 227.11 | 1 |
| Pro Co-Op | diesel bulk/cardtrol | 34063.22 | 1 |
| Pro Co-Op | gas/bulk/cardtrol | 2010.44 | 1 |
| Pro Co-Op | Fonda propane | 1116.05 | 1 |
| Pro Co-Op | Fuel | 5719.92 | 3 |
| Pro Co-Op | Havelock propane | 694.38 | 1 |
| Pro Co-Op | Palmer propane | 921.63 | 1 |
| Pro Co-Op | Plover propane | 505.00 | 1 |
| R & D Body Shop | Service | 35.00 | 1 |
| RAM Systems | Software | 565.00 | 1 |
| RDG Planning & Design | Fees | 366.66 | 1 |
| Rebnord Tech | Data Services | 1560.00 | 1 |
| Rebnord Tech | Monthly Maint | 560.05 | 1 |
| Record Dem | Ad - Nurses | 49.00 | 1 |
| Record Dem | BOS Minutes | 1104.07 | 1 |
| Record Dem | Civil Clerk Ad | 98.00 | 1 |
| Record Dem | Letterhead | 136.65 | 1 |
| Record Dem | Publish Budget | 30.00 | 1 |
| Rees Hydraulic | labor | 288.00 | 1 |
| Rees Hydraulic | seal kit | 104.43 | 1 |
| Rees Truck | Parts | 228.30 | 1 |
| B Reis | Training | 20.00 | 1 |
| S Richardson | Mileage | 72.54 | 1 |
| Richardson's Serv | Service | 119.00 | 1 |
| City-Rolfe | Utilities | 607.39 | 1 |
| Rubber Inc | Parts | 170.15 | 1 |
| K Scheidegger | Training | 25.00 | 1 |
| Schneider Corp | Beacon Ser | 12715.00 | 1 |
| Genesis | Services | 56.18 | 1 |
| IA SOS | Notary | 30.00 | 1 |
| IA SOS | Notary Fee | 60.00 | 2 |
| IA SOS | Notary Renewal | 30.00 | 1 |
| Seiler App | Unplugged Drain | 75.00 | 1 |
| Shield Tech | Software | 225.00 | 1 |
| Sioux Sales Co | Uniforms | 113.70 | 1 |
| Solutions Inc | EndPoint Protection | 23.99 | 1 |
| Solutions Inc | Subscription | 49.60 | 1 |
| Solutions Inc | Supplies | 41.24 | 1 |
| D Stall | Mileage | 194.57 | 1 |
| Staples | Supplies | 56.76 | 1 |
| Star Leasing | Lease | 104.70 | 1 |
| Beverly J Tiedeman | Meals | 10.69 | 1 |
| Gretchen Tiedeman | Mileage | 195.81 | 1 |
| Transit Works | Supplies | 580.00 | 1 |
| USPS | PO Box Rent | 76.00 | 1 |
| Vander Haag's Inc | exhaust elbows | 75.48 | 1 |
| City-Varina | RUT/FTM Varina | 373.99 | 1 |

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| Verizon | Phone | 80.02 | 1 |
| Verizon | Telecom | 641.72 | 2 |
| Vermeer | Service | 2068.94 | 1 |
| Wex Bank | Fuel | 41.22 | 1 |
| Windstream | Telecom | 264.26 | 2 |
| Woods | Shipping | 41.28 | 1 |
| Woods | Supplies | 9.46 | 2 |
| Ziegler | Supplies | 2514.90 | 1 |
| Grand Total | | 169092.49 | |

Don Cirks, Roads Superintendent, advised of an accident involving one of snow plows.

Weekly meetings: Ives–ICIT and Economic Development; Stauter–ICIT; and Dewey–Wellness and ICIT.

There being no further business, the Chairman declared the meeting adjourned.

Jeffrey Ives, Chairman

Kelly Jepsen, Auditor