

December 1st, 2020

The Board of Supervisors of Shelby County, Iowa, met pursuant to law and rules of said board in regular session at 9:00 a.m. via a virtual connection to permit distancing. The following members were present Charles Parkhurst, Chairman; Darin Haake, Vice-Chairperson; Supervisor Steve Kenkel and Mark Maxwell, Clerk.

This meeting was made available at ZOOM

<https://us02web.zoom.us/j/81190693386?pwd=MUCyeXlkRU9Tb2crc1RPeHFhWjNOUT09>

Meeting ID 811 9069 3386 Passcode 612 court

The meeting was called to order and it was asked by the Chairman about any conflicts of interest. None were stated.

A motion was made by Kenkel and seconded by Haake to approve the Agenda as presented and legally posted. A unanimous vote in favor of the agenda was then counted.

The Shelby County Claims were then approved by a unanimous vote after a motion was made by Haake and seconded by Kenkel to approve the claims of November 30th. All three supervisors voted to approve the claims.

The Supervisor meeting minutes of November 17th and November 24th were approved. After a motion was made by Kenkel and a second by Haake was heard. All three Supervisors voted in favor of approval.

Rod Baxter representing the Shelby County Compensation Board was on hand to report the results concluded by the Shelby County Compensation Board. The Compensation Board voted to recommend a 3% increase in wages for all County elected officials. The salaries received by all office's lags neighboring counties and counties of similar population across the State of Iowa. The 3% will not bring the salaries up enough to equal other similar counties and the 3% is a recommendation by the Compensation Board, the rate is simply a cap on what the Supervisors can grant as an increase for Shelby County elected officials and is not guaranteed without supervisor approval. Steve Kenkel made a motion and explained the Supervisors are closer in wages with comparable Counties and that other elected officials seem to be lagging in wages versus the Supervisors. Kenkel proposed a 2% increase in wages for fiscal year 2022 for the Supervisors and 3% for the other elected officials. Supervisor Haake seconded the motion. Haake, Parkhurst and Kenkel all voted in favor of the wage increase for fiscal year 2022.

Todd Valline of the Shelby County Chamber of Commerce, noted that the recent Santa's Cruz went over well with assistance from the Harlan Fire Department and Roger Bissen. Santa was aboard a fire truck and traveled all the streets in Harlan, Santa was well received. Programs are moving forward to promote and impact in a positive way, small businesses in Shelby County. Current new ventures that involve new businesses that will make an economic impact in Shelby County.

Brandon Burmeister, Shelby County Engineer updated the Supervisors on regular work and current projects being performed by his department. Including the Linden Road project that will soon be completed. Burmeister wanted the public to know that the portion of Linden Road will be gravel and maintained as conditions allow. Burmeister also presented Resolution 2020-30 as follows.

A Resolution Awarding Contract for Project No.: FM-C083(79) – 55-83 in Shelby County, Iowa, and Authorizing Shelby County Engineer to Execute Contract, Kenkel made a motion to accept and approve the resolution Haake seconded the motion that included the following in its entirety: **WHEREAS**, the Shelby County construction project identified as Project No. FM-C083(79) – 55-83 (hereinafter "Project") was let by Iowa DOT on

November 17th, 2020; and, **WHEREAS**, the Shelby County Board of Supervisors has determined that Iowa Plains Signing Inc. of Slater, Iowa is the responsible bidder submitting the lowest responsive bid (hereinafter “Low Bidder”) for Project; and, **WHEREAS**, the Shelby County Board of Supervisors desires to award the contract for Project to the above stated Low Bidder; and, **WHEREAS**, construction contracts for projects let through the Iowa DOT must be signed digitally utilizing Doc Express; and, **WHEREAS**, delegating the digital signature process to the Shelby County Engineer will facilitate Projects by reducing the overall turn-around time for execution of the construction contract. NOW, THEREFORE, BE IT RESOLVED BY THE SHELBY COUNTY BOARD OF SUPERVISORS: 1. The contract for Project No. FM-C083(79) – 55-83 is awarded to Iowa Plains Signing Inc., the Low Bidder. 2. The Shelby County Engineer is authorized to digitally sign the contract documents for Project

A vote was held with Parkhurst, Kenkel and Haake all voting in favor of accepting the resolution numbered 2020-30. No nays were cast in the vote.

Bryce Schaben, Shelby County Wellness and Safety Coordinator, introduced Todd Alberti, director of the Petersen Family Wellness Center. Mr. Alberti explained an offering that the wellness center currently is marketing. It includes a 10% discount for employees if Shelby County enrolls in the corporate agreement with the Petersen Family Wellness Center. Haake made a motion to approve the Auditor signing the agreement and Kenkel seconded the motion. Parkhurst, Kenkel and Haake all voted to approve entering into the corporate agreement.

Schaben then proposed a change in the safety policy. The minor change includes eliminating the word “material” from material safety data sheets to just safety data sheets. Schaben, Safety Coordinator for Shelby County also asked for the \$75.00 maximum for full time reimbursement of safety glasses, be extended to part time employees as well. Also in addition to the safety policy changes Schaben also asked for the Board of Supervisors to approve an addition requested by Shelby Counties Workman’s Compensation provider, IMWCA. The change included stating that Employees are required to report all potential work-related injuries using Company Nurse. Reporting claims through Company Nurse provides employee’s access to 24-hour, 7 days a week claims reporting and medical recommendations (triage) from a registered nurse. This report replaces the *First Report of Injury Form*. To report a claim through Company Nurse, call 1-888-770-0928 and use group code: IMWCA. Employees that fail to report injuries to Company Nurse within 24 hours may be subject to discipline.

Kenkel made a motion to include the safety policies to be added to the Safety Policies and as directed by Schaben the reporting of injuries be added to the employee handbook. Haake seconded the motion. Parkhurst, Haake and Kenkel all voted for the edits to the Safety Policy and the County Employee Handbook.

Mark Maxwell, Shelby County Auditor informed the Supervisors that the Health Insurance rates have not been released for budgeting in 2022. The cost of living raises is not known to the department as of this time. Budgets cannot be prepared without health insurance rates as well as estimating any cost of living increases that may be planned.

Having no further business the meeting was adjourned.

Charles Parkhurst, Chairman

ATTEST:

Mark L. Maxwell, Clerk to the Board of Supervisor