

August 8, 2017

The Monroe County Board of Supervisors met pursuant to adjournment on August 8, 2017, with Board of Supervisor members Dennis Amoss (Chairman), Michael R. Beary and John Hughes present.

Minutes of August 1, 2017, read and signed for approval by Board of Supervisors.

The Board reviewed an updated resignation letter from Veterans' Affairs Director Diane Durian which puts her retirement date as September 6, 2017. No action taken.

Motion by Beary and seconded by Hughes to table consideration of hourly rate change for trained jailer at the Sheriff's Office until Sheriff Dan Johnson is available to present more detail.

All voting aye. Motion carried.

Motion by Beary and seconded by Hughes to approve Rathbun Regional Water Association, Inc.'s utility permit application in Section 3, Urbana Township.

All voting aye. Motion carried.

Motion by Hughes and seconded by Beary to approve Rathbun Regional Water Association, Inc.'s utility permit application in Section 2, Franklin Township.

All voting aye. Motion carried.

Motion by Hughes and seconded by Beary to approve the resolution as follows:

WHEREAS the County of Monroe, recognizes the importance of maintaining the regulatory, warning, and school area signs on the road system in conformance with the Manual on Uniform Traffic Control Devices, Federal Highway Administration, U.S. Department of Transportation, and

WHEREAS a review of signs has been conducted by the County of Monroe or its agent to identify deficiencies in those signs eligible for replacement under the rules of the program, and

WHEREAS the Iowa Department of Transportation will reimburse up to \$10,000 for conforming regulatory, warning, and school area signing materials to the County of Monroe, and

WHEREAS it is understood that applications will be considered in order of receipt and will be limited to regulatory, warning, and school area signs (as listed in 2009 MUTCD Chapters 2B, 2C, and 7B), excluding the following:

☐ R5-7 through R5-11

- ☐ R7-1 through R7-203
- ☐ R8-1 through R8-7
- ☐ R9-1 through R9-14
- ☐ R10-1 through R10-32P

NOW THEREFORE BE IT AGREED BY THE IOWA COUNTY OF MONROE THAT:

The County is hereby directed to submit the grant application and request for signing materials to replace signs that have been identified as deficient in their review. This application is to be submitted to the Iowa Department of Transportation's Program Coordinator for the Sign Replacement Program for Counties, and

BE IT FURTHER RESOLVED THAT:

- A) All signing materials will be installed by the County of Monroe, within 180 days after the sign materials are furnished, and,*
- B) All signs will be installed in compliance with the Manual of Uniform Traffic Control Devices, Federal Highway Administration, U.S. Department of Transportation, as adopted per Iowa Administrative Rules 761, Chapter 130, and,*
- C) The County of Monroe will certify in writing to the Department of Transportation's Program Coordinator within 30 days after the sign materials and/or signs have been installed.*
- D) The County of Monroe recognizes that submission of this agreement along with an application, requesting signs and sign posts, represents approval by the county to participate in the Sign Replacement Program for Counties.*

Passed and approved this 8th day of August, 2017.

All voting aye. Motion carried.

Motion by Beary and seconded by Hughes to approve the resolution as follows:

RESOLUTION

WHEREAS, *the Iowa Department of Transportation Traffic Safety Improvement operates under the rules of the Iowa Administrative Code 761 – Ch. 164; and*

WHEREAS, *said program allows for the distribution of traffic safety funds to cities, counties, and the Iowa DOT for roadway safety improvements, research studies, or public information initiatives; and*

WHEREAS, *Monroe County has determined that providing temporary traffic signals will improve the safety of drivers, flaggers, and road crews during road maintenance; and*

WHEREAS, state Traffic Safety Improvement Program funding is available through the Iowa Transportation Commission to partially fund roadway safety improvements;

NOW THEREFORE, BE IT RESOLVED,

1. That the Board of Supervisors supports and approves the attached application for Iowa Department of Transportation Traffic Safety Improvement Program funding; and
2. The Board of Supervisors hereby commits to accepting and maintaining these improvements.

Enacted this 8th day of August, 2017.

All voting aye. Motion carried.

Motion by Beary and seconded by Hughes to authorize the VA and Engineer departments to acquire a county credit card and to update the County Credit card policy as follows:

It shall be the policy of the Monroe County Board of Supervisors that whenever possible, County purchases be made using direct billing or reimbursement. There may be times, however, when it is necessary to make a purchase using a credit or account card.

This policy applies to all departments that currently use or could potentially use credit cards such as MasterCard or Visa, or account cards such as Menards or Wal-Mart, or various gas cards for future County purchases. All types will be referred to as "cards" for the remainder of the policy.

Each Elected Official/Department Head shall be responsible for cards acquired by his/her department. The maximum credit limit for each department shall not exceed \$5,000.00. Said cards are to carry no annual fees. Cash advances on said cards are prohibited.

The Elected Official/Department Head shall authorize all card usage within his/her department.

Card usage is restricted to the following uses:

- 1.) Motel/Hotel expenses and guarantee of reservation and other travel expenses.
- 2.) County vehicle expenses
- 3.) Airline reservations
- 4.) Car rental
- 5.) Registration fees
- 6.) Expenses incurred in the execution of a Court Order or Warrant
- 7.) Departmental expenses as approved by Elected Official/Department Head
- 8.) Other expenses with prior approval of the Board of Supervisors

Any employee charging through the card system is responsible for arranging the sales tax exempt status of Monroe County in the State of Iowa.

All card statements must be immediately submitted for payment to avoid finance charges. All card statements shall be accompanied by detailed itemized receipts. Charges not accompanied with a receipt will be the responsibility of the employee. Employees using county cards authorize Monroe County to withhold any amount deemed to be the responsibility of the employee from their wages if necessary. In exceptional circumstances, the Board may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances shall be maintained as part of the County's record of the claim. Late finance charges or annual fees will be the personal responsibility of the Elected Official/Department Head.

County cards shall not be used for the employee's personal purchases or any family member's expenses.

Any misuse of a county credit card may result in disciplinary action, including termination.

Employees who have county cards in their possession shall be responsible for protecting the cards from unauthorized use. Lost or stolen cards shall be immediately reported to the Elected Official/Department Head so that the card may be cancelled. The Elected Official/Department Head shall also notify the Auditor's Office.

When changing departments or ending employment with the county, purchasing cards must be turned in to the department head, elected official or the Auditor's Office. If requested by the department head or elected official for any reason, the card must be surrendered. Use of the purchasing card or its account number for any purpose after it is turned in is prohibited.

This policy shall be presented to each employee for review before a card is used by said employee. The employee's signature will evidence that the employee has read this policy and agrees to comply with all of its provisions. The signed copy will be kept in the employee's personnel file maintained in the Auditor's Office.

Signature documents included.

All voting aye. Motion carried.

At 10:00 am Engineer Jeremiah Selby opened and read aloud the three bids for the asbestos removal at the former jail facility. Bids were received from Environmental Property Solutions, Environmental Edge and Dan Laurson DBA Asbestos Abatement & Inspections of Iowa. A fourth bid from REW Services Corporation was received after the reading but was not accepted by the Board as it came after the deadline and opening and reading of the other bids.

Resident Jim O'Brien was present at the bid letting and objected to tearing the facility down as he would like to purchase it instead. Amoss stated that the County had previously explored

selling the property but was committed by a 28E agreement with the City of Albia to raze the building and give the property to the City, thus unable to consider a sale of the property.

Motion by Beary and seconded by Hughes to accept the apparent low bid of \$21,900 from Environmental Edge, contingent upon the vendor providing the necessary documentation.

All voting aye. Motion carried.

The Board of Supervisors examined and allowed claims – check numbers 474-716 included.

Meeting adjourned.

(Denny Amoss)
Denny Amoss, Chairman

ATTEST: (Amanda R. Harlan)
Amanda R. Harlan, Monroe County Auditor