

January 8, 2013

The Board of Supervisors of Shelby County, Iowa, met pursuant to law and rules of said board in special session at 9:00 a.m. in the Supervisors Chambers of the Shelby County Courthouse with the following members present: Roger Schmitz, Chairman; Steve Kenkel, Vice-Chairman; Charles Parkhurst; and Marsha J. Carter, Clerk.

The Chair asked that any Conflict of Interest be stated concerning any item on the agenda. None were stated.

It was moved by Parkhurst, seconded by Kenkel, to approve the agenda. AYES: Schmitz, Kenkel, Parkhurst NAYES: None

It was moved by Parkhurst, seconded by Kenkel, to approve the following proposal, as presented by Kenkel:

Proposal to Help Promote Economic Development within Shelby County  
New Member Cost Share Program

1. Starting in 2013/2014 fiscal year, the county is offering a cost share program to new first time Chamber members for reimbursement on their first year membership dues, up to 50% or \$75.00 maximum (whichever is less), up to a maximum of 30 new memberships per year. (30 memberships X \$75.00 = \$2,250.00)
2. New first time Chamber members would submit a copy of their membership dues receipt to the County for rebate.
3. This program would continue the following year, if at least 50% of the previous year's first time memberships were renewed with the Shelby County Chamber.
4. The Shelby County Chamber must provide the Shelby County Board of Supervisors a list that represents at least a 50% renewal rate on their second year members before the cost sharing rebate program can be enacted the following year.
5. This program would be offered for 3 years, unless the 50% renewal rate is not met.

AYES: Schmitz, Kenkel, Parkhurst NAYES: None

It was moved by Parkhurst, seconded by Kenkel, to approve the following resolution:

RESOLUTION NO. 2013-6  
AMENDMENT/ ADDITION TO RESOLUTION NO. 2003-22, AUTHORIZING THE  
IMPOSITION OF A HOTEL AND MOTEL TAX FOR THE UNINCORPORATED  
AREA OF SHELBY COUNTY, IOWA DATED AUGUST 1, 2003

WHEREAS, a Special Hotel/Motel Tax Election was held on July 30, 2002, for the Unincorporated Area of Shelby County, resulting in the passage of the question.

WHEREAS, the City of Harlan has also passed the Hotel/Motel Tax, and the City and the County had decided to pool their funds to more effectively fund tourism.

WHEREAS, the City and the County had delegated the Shelby County Chamber as Fiscal Agent for these funds, and any Hotel/Motel Tax collected has been forwarded to the Shelby County Chamber to be allocated for qualified tourism expenses.

WHEREAS, Shelby County and the City of Harlan had authorized that 100% of the Hotel/Motel Tax collections shall be expended for the promotion and encouragement of tourism.

WHEREAS, since the implementation, the Shelby County Chamber has withheld 20% of the funds for acting as Fiscal Agent.

IT IS HEREBY RESOLVED BY THE SHELBY COUNTY BOARD OF SUPERVISORS, AS FOLLOWS:

1. 100% of the revenue derived from the hotel/motel tax shall be expended for the promotion and encouragement of tourism. All requests for funding shall be submitted to a Hotel/Motel Tax Committee, which shall be comprised of the members listed below. Any request for funding shall be on forms approved by the Committee and shall be reviewed by the Committee to ensure the funding requests meet the requirements established as authorized by Chapter 423A of the Code of Iowa.

	<u>Term</u>
1 Harlan City Council Representative/City of Harlan Appointment -	1 year
1 Shelby County Board of Supervisors Representative/Shelby County Appointment -	1 year
1 Rural Business Owner/Shelby County Appointment -	2 year
1 Harlan Business Owner/City of Harlan Appointment -	2 year
1 Rural Resident/Shelby County Appointment -	2 year
1 Harlan Resident/City of Harlan Appointment -	2 year
1 Chamber Board Representative/Shelby County Chamber Appointment -	1 year

Non-voting members: Harlan City Administrator  
Shelby County Auditor  
Executive Director of Shelby County Chamber of Commerce

2. **Fiscal Agent:** The Shelby County Auditor shall serve as the fiscal agent to receive the tax revenues collected by the State of Iowa and administer the hotel/motel tax without charge. A separate, interest bearing account shall be established at a bank located in Shelby County to be chosen by the fiscal agent. Any requests for funding approved by the hotel/motel tax committee shall be forwarded to the fiscal agent for payment. Any tax revenues received by the City of Harlan pursuant to this chapter shall be immediately forwarded to the fiscal agent named herein for distribution after approval. The fiscal agent shall provide the City of Harlan with an annual report detailing all receipts and expenditures from its hotel/motel account.

PASSED AND APPROVED by the Board of Supervisors of Shelby County, Iowa, on the 8<sup>th</sup> day of January, 2013.

AYES: Schmitz, Kenkel, Parkhurst NAYES: None

Tim Meyers, representing the Compensation Board, appeared before the Board to present the Compensation Board's recommendation for the Elected Officials salaries for FY2014. It was moved by Kenkel, seconded by Parkhurst, to approve the Compensation Board's recommendation of a 2% Cost-of-Living increase plus a 3% "Catch-Up" increase for the Attorney, Auditor/Budget Director, Recorder, and Treasurer; a 2% Cost-of-Living increase plus a 4% "Catch-Up" increase for the Sheriff; and a 2% Cost-of-Living increase plus a 3% "Catch-Up" increase for the Supervisors, with the stipulation that Schmitz would get his increase effective July 1, 2013, because of his experience, and Kenkel and Parkhurst would not get their increase until January 1, 2014. When the Chair called for the vote, Kenkel and Parkhurst voted Aye, but Schmitz voted Naye because he felt the three Board members, experienced or not, should all be treated equally.

The Board met to begin the FY2014 budget process by meeting with each Department Head to receive their proposed budgets. Since the notice regarding our health insurance premiums for FY2014 was received after the filing deadline for the departments, any budgets approved will be subject to those changes.

Karla Focht, NRCS District Conservationist, and Carl Petersen, Soil and Water Conservation District Commissioner, updated the Board on the Flood and Erosion Control Structures needed repair. It was moved by Kenkel, seconded by Parkhurst, to approve the FY2014 request of \$20,000 for these repairs. The funds will be made available, as needed. AYES: Schmitz, Kenkel, Parkhurst NAYES: None

Joe Stroehrer, Environmental Health, presented his FY2014 proposed budget. Discussion was held on the revenue generated from the Food Licensing Program and the true cost of the program. Stroehrer requested that he be allowed to operate in his own fund, instead of any excess funds going back into the General Fund at the end of the year. It was moved by Kenkel, seconded by Parkhurst, to authorize the Auditor to set up an Environmental Health Fund, effective July 1, 2013, with a beginning balance of \$30,000 only if his departmental fees are increased by at least \$100. AYES: Schmitz, Kenkel, Parkhurst NAYES: None

Keith Pick and Shirley Doran, Juvenile Court, presented the FY2014 proposed budget. It was moved by Kenkel, seconded by Parkhurst, to approve the FY2014 Juvenile Court proposed budget, as presented by Keith Pick, Juvenile Court Administrator. AYES: Schmitz, Kenkel, Parkhurst NAYES: None

The Board recessed at 11:49 a.m.

The Board reconvened at 9:00 a.m. on Wednesday, January 9, 2013.

Joel Dirks presented the FY2014 funding request for West Central Development. It was moved by Kenkel, seconded by Parkhurst, to approve an increase from \$2,000 to \$2,500 for FY2014. AYES: Schmitz, Kenkel, Parkhurst NAYES: None

Mark Petersen presented the FY2014 funding request for the Shelby County Fairgrounds. It was moved by Kenkel, seconded by Parkhurst, to approve the funding of \$20,000, which is the same as last year. AYES: Schmitz, Kenkel, Parkhurst NAYES: None

Lonnie Maguire, Community Services Director, presented the FY2014 proposed budget for MH/DS, Substance Abuse, and General Assistance. It was moved by Parkhurst, seconded by Kenkel, to approve the proposed budgets as presented. AYES: Schmitz, Kenkel, Parkhurst NAYES: None

It was moved by Kenkel, seconded by Parkhurst, to approve the Contracts for Services with ASIC and Concerned, Inc., as recommended by Maguire. AYES: Schmitz, Kenkel, Parkhurst NAYES: None

It was moved by Kenkel, seconded by Parkhurst, to approve the FY2014 proposed funding increase from \$150,000 to \$175,000 and to amend the FY2013 funding from \$150,000 to \$160,000 for Conservation as presented by Nick Preston, Conservation Director. AYES: Schmitz, Kenkel, Parkhurst NAYES: None

It was moved by Parkhurst, seconded by Kenkel, to approve the FY2014 proposed budget for the Board of Supervisors. AYES: Schmitz, Kenkel, Parkhurst NAYES: None

It was moved by Parkhurst, seconded by Kenkel, to approve the FY2014 proposed budget for the County Auditor plus merit raises per schedule, as presented by Marsha Carter, Auditor. AYES: Schmitz, Kenkel, Parkhurst NAYES: None

It was moved by Kenkel, seconded by Parkhurst, to approve the FY2014 proposed budget for Other Environmental Control, as presented by Marsha Carter, Auditor. AYES: Schmitz, Kenkel, Parkhurst NAYES: None

It was moved by Parkhurst, seconded by Kenkel, to approve the FY2014 proposed budget for Information Technology, as presented by Marsha Carter, Auditor. AYES: Schmitz, Kenkel, Parkhurst NAYES: None

It was moved by Kenkel, seconded by Parkhurst, to approve the FY2014 proposed budget for Building & Grounds and Risk Management, as presented by Marsha Carter, Auditor. AYES: Schmitz, Kenkel, Parkhurst NAYES: None

It was moved by Kenkel, seconded by Parkhurst, to approve the FY2014 proposed budget for Geographic Information System, as presented by Marsha Carter, Auditor. AYES: Schmitz, Kenkel, Parkhurst NAYES: None

It was moved by Kenkel, seconded by Parkhurst, to approve the FY2014 proposed budget for Elections, as presented by Marsha Carter, Auditor. AYES: Schmitz, Kenkel, Parkhurst NAYES: None

The Board recessed at 12:30 p.m.

The Board reconvened at 8:30 a.m. on Thursday, January 10, 2013.

It was moved by Kenkel, seconded by Parkhurst, to approve the FY2014 proposed budget for the County Attorney. AYES: Schmitz, Kenkel, Parkhurst NAYES: None

It was moved by Parkhurst, seconded by Kenkel, to approve the FY2014 proposed budget for Medical Examiner, as presented by Marsha Carter, Auditor. AYES: Schmitz, Kenkel, Parkhurst NAYES: None

It was moved by Kenkel, seconded by Parkhurst, to approve the FY2014 proposed budget for Miscellaneous Court, as presented by Marsha Carter, Auditor. AYES: Schmitz, Kenkel, Parkhurst NAYES: None

It was moved by Parkhurst, seconded by Kenkel, to approve the FY2014 proposed budget for the Recorder, as presented by Linda Fahn, Recorder. AYES: Schmitz, Kenkel, Parkhurst NAYES: None

It was moved by Kenkel, seconded by Parkhurst, to approve the FY2014 funding request for the Historical Society of \$5,000, as requested by Julienne Ferry, representing the Historical Society. AYES: Schmitz, Kenkel, Parkhurst NAYES: None

It was moved by Kenkel, seconded by Parkhurst, to approve the FY2014 proposed budget for the Sheriff and Drug Forfeiture, as presented by Mark Hervey, Sheriff. AYES: Schmitz, Kenkel, Parkhurst NAYES: None

It was moved by Kenkel, seconded by Parkhurst, to approve the FY2014 proposed budget for the Jail and the Jail Commissary, as presented by Rod McMurphy, Chief Deputy. AYES: Schmitz, Kenkel, Parkhurst NAYES: None

It was moved by Parkhurst, seconded by Kenkel, to approve the FY2014 funding request for the Emergency Management Agency at the FY2013 level and to accept EMA's proposal to adjust future requests, beginning with FY2013, before yearend to hold their Obligated Fund balance at \$350,000 and Unobligated Fund balance at \$30,000, as presented by Bob Seivert, EMA Coordinator. AYES: Schmitz, Kenkel, Parkhurst NAYES: None

It was moved by Kenkel, seconded by Parkhurst, to approve the FY2014 funding request for Crimestoppers of \$800. AYES: Schmitz, Kenkel, Parkhurst NAYES: None

It was moved by Kenkel, seconded by Parkhurst, to approve the FY2014 funding request of \$40,000 for the Library Association, as presented by representatives of the Harlan, Elk Horn, and Irwin Libraries. AYES: Schmitz, Kenkel, Parkhurst NAYES: None

It was moved by Parkhurst, seconded by Kenkel, to approve the FY2014 proposed budget for the Veterans Affairs as presented by Gene Cavanaugh, Veterans Affairs Administrator. AYES: Schmitz, Kenkel, Parkhurst NAYES: None

It was moved by Kenkel, seconded by Parkhurst, to approve the FY2014 proposed budget for the County Treasurer and Debt Service plus merit raises per schedule, as presented by Carolyn Blum, Treasurer. AYES: Schmitz, Kenkel, Parkhurst NAYES: None

It was moved by Parkhurst, seconded by Kenkel, to approve the FY2014 proposed budget for Zoning. AYES: Schmitz, Kenkel, Parkhurst NAYES: None

It was moved by Kenkel, seconded by Parkhurst, to approve the FY2014 proposed budget for Public Health, as presented by Marsha Carter, Auditor. AYES: Schmitz, Kenkel, Parkhurst NAYES: None

It was moved by Parkhurst, seconded by Kenkel, to approve the FY2014 proposed budget for Department of Human Services, as presented by Marsha Carter, Auditor. AYES: Schmitz, Kenkel, Parkhurst NAYES: None

It was moved by Kenkel, seconded by Parkhurst, to approve the FY2014 proposed budget for Other Policy and Administration, as presented by Marsha Carter, Auditor. AYES: Schmitz, Kenkel, Parkhurst NAYES: None

The Board met with Dan Ahart, County Engineer, to discuss the FY2014 proposed budget for Secondary Road. The amount of the transfer from General and Rural Basic Funds and the funding of the FICA and IPERS from Rural Fund will be decided when the County-wide budget is compiled.

There being no further business appearing, the Chairman declared the meeting adjourned at 1:45 p.m.

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Roger Schmitz, Chairman

ATTEST:

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Marsha J. Carter  
Clerk to the Board of Supervisors

NOTE: These minutes are as recorded by the Clerk to the Board of Supervisors and are subject to Board approval at the next regular meeting.