

OFFICE OF THE

*Appanoose County Auditor*

**KELLY HOWARD**

COURTHOUSE  
201 N. 12th St., Rm 11  
CENTERVILLE, IOWA 52544

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Fax (641) 856-8023

[khoward@appanoosecounty.net](mailto:khoward@appanoosecounty.net)

Meeting Agenda

July 1, 2019

The Appanoose County Board of Supervisors will meet Monday July 1, 2019 at 9:00 A.M. in the Boardroom of the Courthouse. Items on the agenda include:

1. Pledge
2. Declaration of items to be added to the agenda
3. Approve minutes of the June 17, 2019 meeting
4. Approve reports: 6/28 payroll
5. Approve bills
6. Approve Liquor License: Backpocket Brewing (Outdoor Service), Albia Brewing Company (Outdoor Service), Honey Creek Resort (Outdoor Service), & K.C's Landing
7. Approve GIS Data Request: City of Centerville
8. Appanoose County Coalition of the Arts: Save Our Square funding
9. Reappoint Conservation Board Member: Arthur Kirchoff
10. Approve County Handbook & Addendum (5/2019 version)
11. Discuss & Approve Courthouse hours for RAGBRAI
12. County Engineer report
13. CDS Coordinator
14. Public Comments
15. Adjourn

Posted 6/26/19

June 17, 2019

Appanoose County Board of Supervisors met in regular session June 17, 2019 at 9:00 A.M. in the Boardroom of the Courthouse. Present: Mark Waits, Chairman, Neal Smith and Linda Demry, Boardmembers. Absent: None.

Meeting started with the Pledge.

Demry motioned to approve the agenda. Seconded by Smith. All voted aye.

Smith motioned to approve the minutes from June 3 & June 4, 2019 meetings. Seconded by Demry. All voted aye.

Demry motioned to approve 6/14 payroll and Prisoner Room & Board Transfer. Seconded by Smith. All voted aye.

Access Sys	Off. Supplies & Forms	234.62
Iowegian	Typing-Print.-Bind.Serv.	5804.51
Agriland FS	Engineering Services	3460.92
Alliant	Engineering Services	2485.84
Amer Home Fdg	Juvenile Detention & Shel	1352.85
App Co Auditor	Off. Supplies & Forms	26.75
App Co Bd Supvrs	Wages-Temp,Pt. Time Empl.	5000.00
App Co Insurance	Engineering Services	437.25
Sec Rds	Mileage & Transp. Expense	9474.60
Serv Agency	Salary-Regular Employees	14995.19
App Co Sheriff	Sheriffs Transportation	258.20
App Co Treas	Off. Supplies & Forms	42.80
Co Treas/US Bank	Off. Supplies & Forms	1008.37
Aramark	Engineering Services	247.77
Axon Enterprise, Inc	Law Enf. Equip & Weapons	13720.00
Bailey Off	Off. Supplies & Forms	135.00
Banleaco	Off. Equip Repair & Maint	515.18
D Barnthouse	Building Repair & Maintce	200.00
Blue Sun Graphics LLC	Uniforms	445.75
Bob Barker	Jail Equip. & Furniture	223.54
Bratz Oil	Tires & Tubes	482.29
Brownells	Law Enf. Equip & Weapons	1131.87
Calhoun Burns	Engineering Services	5129.20
CarQuest	Engineering Services	498.83
CDW Government	Off. Supplies & Forms	7063.42
Centec	Care of Soldiers Graves	656.06
Cville Iron	Engineering Services	115.14
Cville Wtrwks	Engineering Services	270.51
C'ville Produce & Feed	Park Maint. & Supplies	458.00
Chariton Valley Elec	Engineering Services	330.82
City Cville	Salary-Regular Employees	5290.09
City of Plano	Maintenance Contract	193.48
City of Unionville	Maintenance Contract	166.47
Ted Clark Plumbing	Jail Equip. & Furniture	375.00
Clark's Auto Rpr	Engineering Services	276.50
Comm Hlth Ctrs	Medical & Health Services	308.00
Davis Co Sch	Community Support Program	1943.10
Davis Co Daycare	Community Support Program	1440.00
Davis Co Sheriff	Food Preparation Service	25000.88
Davis Co ISU Ext	Community Support Program	531.27
S Dittmer	Legal Serv. Dep-Subp-Tran	148.50
Douds Stone	Engineering Services	1780.01
Eastern IA Tire	Vehicle Repair & Maintce	23.05

Fareway	Food & Provisions	78.76
Finish Line	Fuels	360.64
First Bkcd	Photographic Supplies	2033.44
Fogle TV	Park Maint. & Supplies	554.70
Forbes Office Solutions	Off. Supplies & Forms	35.20
Galls	Uniforms	1776.05
Garman Farms	Engineering Services	12338.40
S Hansen Dodge	Motor Vehicle	49998.00
Hartland Bobcat Services	Park Land Acq. & Dev.	36695.00
Heffron Serv	Engineering Services	320.00
Hills San	Engineering Services	315.00
J Hinojosa	Building Repair & Maintce	225.00
Hy-Vee	Food Preparation Service	1955.00
Hy-Vee #1009	Medical & Health Services	111.13
Hy-Vee Pharm	Medical & Health Services	12.99
ICCS	Dues & Memberships	1100.00
Impressive Designs	Off. Supplies & Forms	157.15
Interstate Batt	Building Repair & Maintce	345.90
ISU	Educational & Train.Serv.	65.00
ISAC	Educational & Train.Serv.	420.00
ISCTA	Dues & Memberships	250.00
J & S Electronic Business	Off. Equip Repair & Maint	72.65
John Deere	Engineering Services	1.04
Kids World	Community Support Program	823.60
Kimball	Engineering Services	941.02
Kinetic Edge	Engineering Services	300.00
Knox Co Stone	Engineering Services	8529.52
L&W Quarries	Engineering Services	18777.05
K Laurson	Off. Supplies & Forms	979.97
Lee Co Hlth	Community Support Program	280.02
LexisNexis	Dues & Memberships	100.00
Lockridge	Engineering Services	2143.85
Mahaska Co Sheriff	Legal Serv. Dep-Subp-Tran	9.78
Mainstay Sys	Law Enf. Equip & Weapons	31500.00
Marion Co Pub Hlth	Community Support Program	2481.81
Marshall Co Sheriff	Food Preparation Service	2800.00
McCoy Legal Serv	Legal & Ct-Related Serv.	564.00
McKesson Med	Medical Supplies	194.47
Menards	Engineering Services	114.58
Messerschmitt Ice	Engineering Services	114.00
Metal Culverts	Bridge & Culvert Maint.	7730.00
M&M Sales	Off. Supplies & Forms	129.68
Monroe Pub Hlth	Community Support Program	7386.82
Monroe Sheriff	Food Preparation Service	1300.00
Monroe Co ISU Ext	Community Support Program	476.36
Moravia Union	Typing-Print.-Bind.Serv.	326.02
NAPA	Engineering Services	3778.53
Natel	Telephone & Telegr.Serv.	120.39
O'Reilly	Engineering Services	448.98
Office Ctr	Off. Supplies & Forms	20.00
On Target Ammo	Law Enf. Equip & Weapons	2550.36
Orchard Pl	Community Support Program	2393.12
Petersen Crt Reporters	Legal Serv. Dep-Subp-Tran	169.10
Pitney Bowes	Postage & Mailing	2000.00
Power Ins	Law Enf. Auto Ins.	253.00
Prof Computer	Off. Equip Repair & Maint	19.95
Quill	Custodial Supplies	243.96

RACOM	E911 Other Capital Expens	72389.39
RASWC	Engineering Services	106.60
RRWA	Water & Sewer	25.75
RICOH	Off. Supplies & Forms	51.63
River Hills	Medical & Health Services	334.00
Royal Toilets	Park Maint. & Supplies	104.22
Ryan Moore Constr	Off. Equip Repair & Maint	2650.00
SCICAP	Community Support Program	26704.79
Seymour Tire	Engineering Services	72.00
Sinclair Tractor	Park Maint. & Supplies	78.78
Solutions	Off. Equip Repair & Maint	3958.11
So Central Behavioral Hlth	Disb between MHDS Reg & c	277997.00
Tiki	Vehicle Repair & Maintce	246.28
R Tissue	Mileage & Transp. Expense	44.78
UnityPoint	Engineering Services	42.00
US Bank	Engineering Services	1100.13
US Cellular	Telephone & Telegr.Serv.	432.39
USPS	Postage & Mailing	1865.00
US Records Midwest	Off. Equip Repair & Maint	3146.29
Teddy Walker	Educational & Train.Serv.	201.60
Walmart	Park Maint. & Supplies	282.08
Wayne Co Sheriff	Food Preparation Service	6615.00
Wex Bank	Mileage & Transp. Expense	233.15
J Willier	Legal & Ct-Related Serv.	618.00
Windstream	Telephone & Telegr.Serv.	1778.49
Ziegler	Engineering Services	939.14
Grand Total		724919.22

Smith motioned to approve bills. Seconded by Demry. All voted aye.

Nichole Moore from Chariton Valley Planning & Development spoke to the board about their decision to terminate the contract with Chariton Valley.

Tammy Cassidy and Jessica Lenik from Furever Friends presented a budget to the board. They are still meeting with communities getting a commitment from them. Smith motioned to approve giving \$5,000 (FY20 Budget) after July 1<sup>st</sup> and holding the remaining until they show progress on the project. Seconded by Demry. All voted aye.

Demry motioned to approve FY20 Salary Certifications. Seconded by Smith. All voted aye.

Demry motioned to approve Resolution #2019-11. Seconded by Smith. All voted aye.

#### APPROPRIATIONS RESOLUTION

##### NO. 2019-11

Whereas, it is desired to make 100% appropriations for each of the different officers and departments for the fiscal year beginning July 1, 2019 in accordance with Section 331.434, Subsection 6, Code of Iowa.

Now, therefore, be it resolved by the Board of Supervisors of Appanoose County, Iowa, as follows:  
Section 1. The following amounts are hereby appropriated from the resources of the county to the department or office listed:

<u>Dept# &amp; Name</u>	<u>\$ Amount</u>	<u>Dept# &amp; Name</u>	<u>\$ Amount</u>
01-Brd of Supervisors	201,862	02-Auditor	360,875
03-Treasurer	433,149	04-County Attorney	262,070
05-Sheriff	2,475,059	07-Recorder	171,235
08-Assessor	296,677	20-Secondary Roads	5,241,671
21-Veterans Affairs	55,695	22-Conservation	289,905

23-Public Health	251,315	24-Weed Commissioner	3,250
25-Dept of Public Health	94,673	28-Medical Examiner	40,000
31-District Court	76,000	33-County Library	20,400
36-EMS Income Surtax	80,000	51-Courthouse	432,257
52-Data Processing	139,798	56-ADLM Empowerment	709,600
57-E911	245,200	58-Emergency Management	176,613
60-Mental Health	754,933	61-Juvenile Probation	42,000
99-Zoning	78,000	99-Non-departmental	1,352,159

Section 2. Subject to the provisions of other county procedures and regulations, and applicable state law, the appropriations authorized under Section 2 shall constitute authorization for the department or officer listed to make expenditures or incur obligations from the itemized fund, effective July 1, 2019.

Section 3. In accordance with Section 331.437, Code of Iowa, no department or officer shall expend or contract to expand any money or incur any liability, or enter into any contract which by its terms involves the expenditure or money for any purpose in excess of the amounts appropriated pursuant to this resolution.

Section 4. If at any time during the 2019-2020 budget year the auditor shall ascertain that the available resources of a fund for that year will be less than said fund's total appropriation, she shall immediately so inform the Board of Supervisors and recommend appropriate corrective action.

Section 5. The auditor shall establish separate accounts for the appropriations authorized in Section 1, each of which shall indicate the amount of the appropriation, the amounts charged thereto, and the unencumbered balance. The auditor shall report the status of such accounts to the applicable departments and officers during the 2019-2020 budget year.

Section 6. All appropriations authorized pursuant to this resolution lapse at the close of business June 30, 2019.

The above and foregoing resolution was adopted by the Board of Supervisors of Appanoose County, Iowa on June 17, 2019, the vote thereon being as follows:

AYES:	NAYS:
/s/: Mark Waits, Neal Smith, Linda Demry	none

Attest:

Kelly Howard

Demry motioned to approve the FY20 Solution Contract. Seconded by Smith. All voted aye.

Demry motioned to approve the GIS Data request from Schemmer Engineering. Seconded by Smith. All voted aye.

Smith motioned to approve voiding warrants 17054 \$62.00 and 17347 \$2,314.00. Seconded by Demry. All voted aye.

Demry motioned to approve the Nyhart Contract for GASB 75 services. Seconded by Smith. All voted aye.

Demry motioned to appoint Rod Bogle Realtor, Linda Rouse City Property, Matt Phillips and Mark McGill Farmers and Jeff Boomgarden Banker to the Eminent Domain Commissioners. Seconded by Smith. All voted aye.

Smith motioned to appoint Brenda Howington and Kaysie McSweeney as County Medical Examiner Investigators. Seconded by Demry. All voted aye.

Demry motioned to request a RFP for TIF Proposal. Seconded by Smith. All voted aye.

Smith motioned to approve Resolution #2019-12. Seconded by Demry. All voted aye.

RESOLUTION FOR INTERFUND OPERATING TRANSFER #2019-12

Whereas, it is desired to transfer monies from the Rural Services Fund to the Secondary Road Fund, and Whereas, said operating transfer is in accordance with section 331.432, Code of Iowa, Now, therefore, be it resolved by the Board of Supervisors of Appanoose County, Iowa as follows:

Section 1. The sum of \$155,652.50 is ordered to be transferred from the Rural Services Fund to the Secondary Road Fund, effective 06-17-2019.

Section 2. The Auditor is directed to correct her books accordingly and to notify the Treasurer of this operating transfer.

The above and foregoing resolution was adopted by the Board of Supervisors of Appanoose County, Iowa, on 06-17-2019 the vote being as follows:

Ayes:/s/ Mark Waits, Neal Smith, Linda Demry Naves: none

Attest: /s/ Kelly Howard, County Auditor

Smith motioned to approve the revised County Engineer Contract. Seconded by Demry. All vote aye.

Demry motioned to approve a change in the union contract working hours to 6:00 A.M. – 4:30 P.M. Monday-Thursday. Seconded by Smith. All voted aye.

County Engineer Brad Skinner, updated the board on Secondary Roads projects. Rathbun Lake is down 6 feet, still 10 feet to go to normal stage. The damages from the 6/5 storm are minor and are less likely to be a FEMA event. They continue to work on pipe installs and erosion repairs. There is 7 years of funding for FM projects. Currently there’s an opening for a Sign Specialist. Smith asked about mowers. Skinner stated they are both running full time. There’s a RAGBRAI meeting this week and our roads are in good shape.

Stephanie Koch, CDS Coordinator, informed the board the next Governing Board meeting will be 6/19/19 at 9:30 A.M. in Davis County. She will be out of the office providing C3 Training 21<sup>st</sup>. Starting July 9<sup>th</sup>, every Tuesday afternoon she will be at the jail.

Public comments: Mark McGill questioned Skinner about gravel FM roads and asked him to look at how narrow 485<sup>th</sup> is. Tim Morris thanked the board for looking at the Comprehensive Plan Contract. Mike McGill asked how much county funds are spent on RAGBRAI. Skinner said very little. The shoulders will be getting work done but it needed done anyway.

Smith motioned to adjourn. Seconded by Demry. All voted aye.

The Board adjourned to meet at the call of the Auditor at 9:53 A.M.

Appanoose County Board of Supervisors

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Attest:

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Kelly Howard, Appanoose County Auditor

**Applicant License Application ( )**

<b>Name of Applicant:</b> <u>Backpocket Brewing, LLC</u>		
<b>Name of Business (DBA):</b> <u>Backpocket Brewing</u>		
<b>Address of Premises:</b> <u>18963 HWY T14</u>		
<b>City</b> <u>Mystic</u>	<b>County:</b> <u>Appanoose</u>	<b>Zip:</b> <u>52544</u>
<b>Business</b>	<u>(319) 449-3700</u>	
<b>Mailing</b>	<u>Backpocket Brewing</u>	
<b>City</b> <u>Coralville</u>	<b>State</b> <u>IA</u>	<b>Zip:</b> <u>52241</u>

**Contact Person**

<b>Name</b> <u>Whitney Daniels</u>	
<b>Phone:</b> <u>(319) 541-3325</u>	<b>Email</b> <u>events@backpocketbrewing.com</u>

**Classification** Class B Beer (BB) (Includes Wine Coolers)

**Term:** 5 days

**Effective Date:** 07/23/2019

**Expiration Date:** 01/01/1900

**Privileges:**

Class B Beer (BB) (Includes Wine Coolers)

Outdoor Service

**Status of Business**

<b>BusinessType:</b> <u>Limited Liability Company</u>	
<b>Corporate ID Number:</b> <u>XXXXXXXXXX</u>	<b>Federal Employer ID</b> <u>XXXXXXXXXX</u>

**Ownership**

**David Strutt**

**First Name:** David                      **Last Name:** Strutt  
**City:** West Des Moines              **State:** Iowa                      **Zip:** 50265  
**Position:** Owner  
**% of Ownership:** 47.89%              **U.S. Citizen:** Yes

**Marci Strutt**

**First Name:** Marci                      **Last Name:** Strutt  
**City:** West Des Moines              **State:** Iowa                      **Zip:** 50265  
**Position:** Owner  
**% of Ownership:** 47.89%              **U.S. Citizen:** Yes

**Jim Simmons**

**First Name:** Jim                      **Last Name:** Simmons  
**City:** West Des Moines              **State:** Iowa                      **Zip:** 50265  
**Position:** Owner



**% of Ownership:** 2.05%

**U.S. Citizen:** Yes

**Kathleen Simmons**

**First Name:** Kathleen

**Last Name:** Simmons

**City:** West Des Moines

**State:** Iowa

**Zip:** 50265

**Position:** Owner

**% of Ownership:** 2.05%

**U.S. Citizen:** Yes

**Robert Strutt**

**First Name:** Robert

**Last Name:** Strutt

**City:** Iowa City

**State:** Iowa

**Zip:** 52240

**Position:** Owner

**% of Ownership:** 0.12%

**U.S. Citizen:** Yes

**Insurance Company Information**

<b>Insurance Company:</b> <u>Illinois Casualty Co</u>	
<b>Policy Effective Date:</b> <u>07/23/2019</u>	<b>Policy Expiration</b> <u>07/27/2019</u>
<b>Bond Effective</b>	<b>Dram Cancel Date:</b>
<b>Outdoor Service Effective</b>	<b>Outdoor Service Expiration</b>
<b>Temp Transfer Effective</b>	<b>Temp Transfer Expiration Date:</b>

PROPERTY USAGE AND RELEASE AGREEMENT

The undersigned owner ("Owner") hereby grants permission to use real property located at:

18963 HWY T14 MYSTIC, IA

("The Premises" ) for the purpose of selling beer and food for the use of Tap This Concessions and Backpacket Brewing ("Operator" ) and others. Said permission shall include but not be limited to the right to bring personnel, equipment and property onto the Premises, and the right to remove same from the Premises after completion of work. Owner agrees not to interfere with Operator's work on the Premises. Owner also agrees to obtain approval from Operator before bringing in any additional vendor.

The above permission is granted for one to five days, as may be necessary, for the following consideration:

\$500 to homeowner & \$500 to charity of choice

The Premises will be used, commencing on or about the following 7/23/2019 and currently scheduled to end on 7/24/2019

Operator agrees to restore the Premises to the condition in which they were delivered, reasonable wear and tear excepted. Operator agrees to use reasonable care to prevent damage to the Premises and will maintain standard liquor liability and DRAM shop insurance to protect Owner and Operator against claims or demands of any person arising out of personal injuries, death or property damage caused by the negligence of Operator's employees, agents or equipment in connection with the use of the Premises. Operator agrees to make available to Owner copies of its insurance upon request. Operator will list Owner as additional insured for the event. Operator shall not be liable for any indirect, incidental, or consequential damages including, but not limited to, loss of business, loss of use and loss of profits of any party, including Owner.

Owner represents that Owner owns the Premises or otherwise has full authority from the Owner to enter into this Agreement.

Agreed to by: (Please Print)

Owner Gina Rose
Address 1000 Drake Ave, Centerville, IA 52544
Phone # 641-295-8177
Email ginamcgrann@gmail.com
Signature [Signature]
Date 6-12-19

Backpocket Brewing
Owner ROBERT STRETT
Address 903 QUARRY RD CORALVILLE, IA 52341
Phone # 319-449-3700
Email events@backpocketbrewing.com
Signature [Signature]
Date 6.17.19

4P

ENTRANCE

SERVING

SEATING

BATHROOMS

112

114

490th St

112

**Applicant License Application ( )**

<b>Name of Applicant:</b> <u>Brian Lindberg</u>		
<b>Name of Business (DBA):</b> <u>Albia Brewing Company LLC</u>		
<b>Address of Premises:</b> <u>20120 IA-2</u>		
<b>City</b> <u>Centerville</u>	<b>County:</b> <u>Appanoose</u>	<b>Zip:</b> <u>52544</u>
<b>Business</b>	<u>(641) 895-3224</u>	
<b>Mailing</b>	<u>11 Benton Ave E</u>	
<b>City</b> <u>Albia</u>	<b>State</b> <u>IA</u>	<b>Zip:</b> <u>52531</u>

**Contact Person**

<b>Name</b> <u>Brian Lindberg</u>
<b>Phone:</b> <u>(641) 895-3224</u> <b>Email</b> <u>blindberg@shelterinsurance.com</u>

**Classification** Class B Beer (BB) (Includes Wine Coolers)

**Term:** 5 days

**Effective Date:** 07/23/2019

**Expiration Date:** 01/01/1900

**Privileges:**

- Class B Beer (BB) (Includes Wine Coolers)
- Outdoor Service

**Status of Business**

<b>BusinessType:</b> <u>Limited Liability Company</u>
<b>Corporate ID Number:</b> <u>XXXXXXXXXX</u> <b>Federal Employer ID</b> <u>XXXXXXXXXX</u>

**Ownership**

**Brian Lindberg**

**First Name:** Brian      **Last Name:** Lindberg  
**City:** Albia      **State:** Iowa      **Zip:** 52531  
**Position:** Owner  
**% of Ownership:** 50.00%      **U.S. Citizen:** Yes

**Insurance Company Information**

<b>Insurance Company:</b> <u>Society Insurance</u>	
<b>Policy Effective Date:</b>	<b>Policy Expiration</b>
<b>Bond Effective</b>	<b>Dram Cancel Date:</b>
<b>Outdoor Service Effective</b>	<b>Outdoor Service Expiration</b>
<b>Temp Transfer Effective</b>	<b>Temp Transfer Expiration Date:</b>

APPLICANT

I hereby declare that all information contained in the E-license Application is true and correct. I understand that misrepresentation of material fact in the Application is a serious misdemeanor crime and grounds for denial of the license or permit under Iowa law. Please submit this form to your local authority.

Brian Lindberg  
Applicant's Signature

6-25-2019  
Date

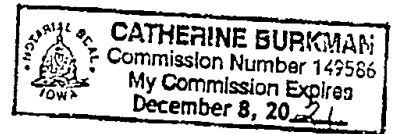
NOTARY

State of Iowa

County of Monroe

Signed and sworn to before me on 6-25-19  
Date

By Brian Lindberg  
Print Name of Applicant



Catherine Burkman  
Signature of Notary

6-25-19  
Date

Virginia

Fitzgerald Center

Driveway

Albia Brewing Co.

6x6 Tent



Hwy 2

**Applicant License Application ( LC0042569 )**

<b>Name of Applicant:</b> <u>DNC Parks &amp; Resorts at Honey</u>		
<b>Name of Business (DBA):</b> <u>Honey Creek Resort State Park</u>		
<b>Address of Premises:</b> <u>12633 Resort Drive</u>		
<b>City</b> <u>Moravia</u>	<b>County:</b> <u>Appanoose</u>	<b>Zip:</b> <u>52571</u>
<b>Business</b> (641) 724-1401		
<b>Mailing</b> <u>250 Delaware Ave</u>		
<b>City</b> <u>Buffalo</u>	<b>State</b> <u>NY</u>	<b>Zip:</b> <u>14202</u>

**Contact Person**

<b>Name</b> Beth Salansky			
<b>Phone:</b> (716) 858-5162	<b>Email</b>	bsalansk@delawarenorth.com	

**Classification** Class C Liquor License (LC) (Commercial)

**Term:** 12 months

**Effective Date:** 06/01/2019

**Expiration Date:** 05/31/2020

**Privileges:**

Class C Liquor License (LC) (Commercial)

Outdoor Service

**Status of Business**

<b>BusinessType:</b> <u>Privately Held Corporation</u>	
<b>Corporate ID Number:</b> <u>XXXXXXXXXX</u>	<b>Federal Employer ID</b> <u>XXXXXXXXXX</u>

**Ownership**

**James Houser**

**First Name:** James                      **Last Name:** Houser  
**City:** Orchard Park                      **State:** New York                      **Zip:** 14127  
**Position:** Director  
**% of Ownership:** 0.00%                      **U.S. Citizen:** Yes

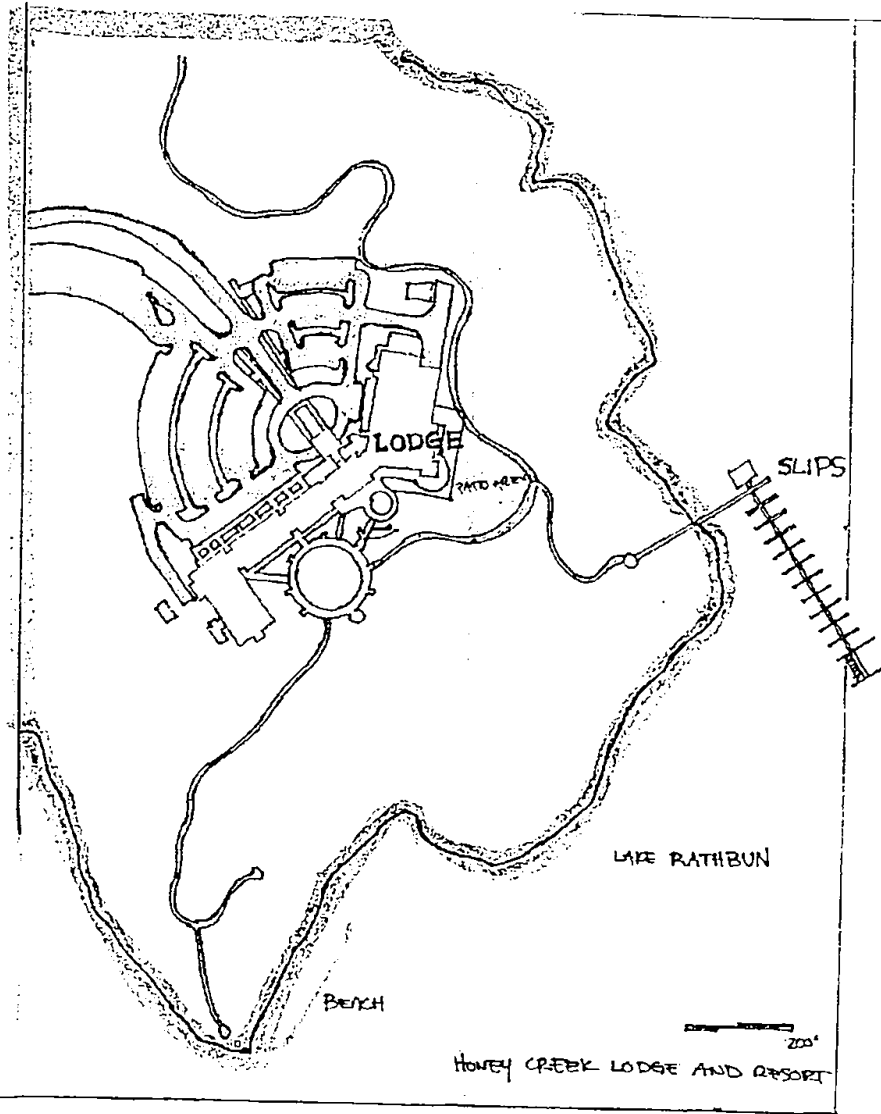
**Janice Trybus**

**First Name:** Janice                      **Last Name:** Trybus  
**City:** Boston                      **State:** Massachusetts                      **Zip:** 02116  
**Position:** Secretary  
**% of Ownership:** 0.00%                      **U.S. Citizen:** Yes

**Christopher Feeney**

**First Name:** Christopher                      **Last Name:** Feeney  
**City:** Clarence                      **State:** New York                      **Zip:** 14031  
**Position:** Director

H C R



INFO

Area inside  
highlighted area will  
be area alcohol will  
be consumed.

8

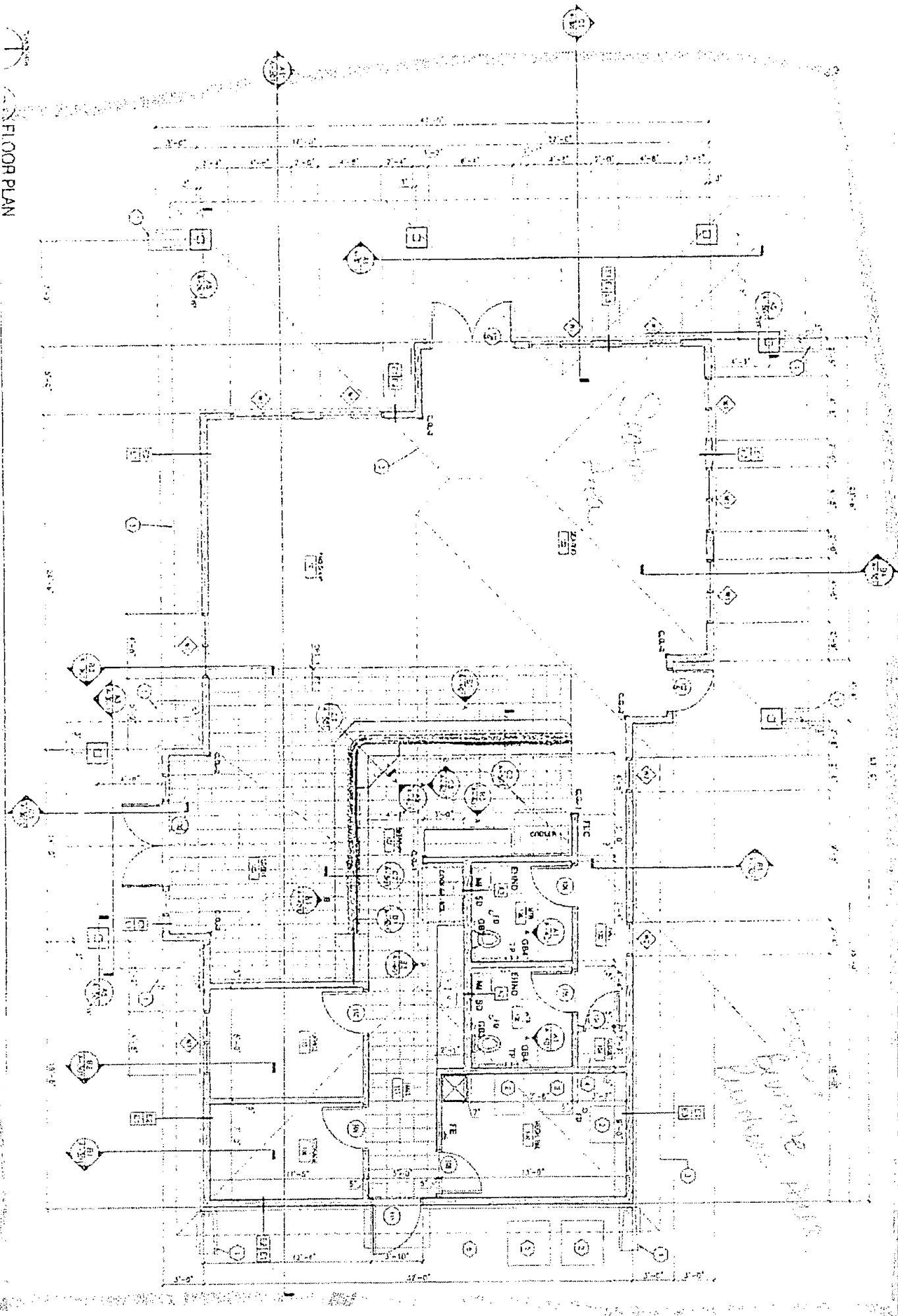
FRONT COVER

OPENED SPREAD OF LODGE

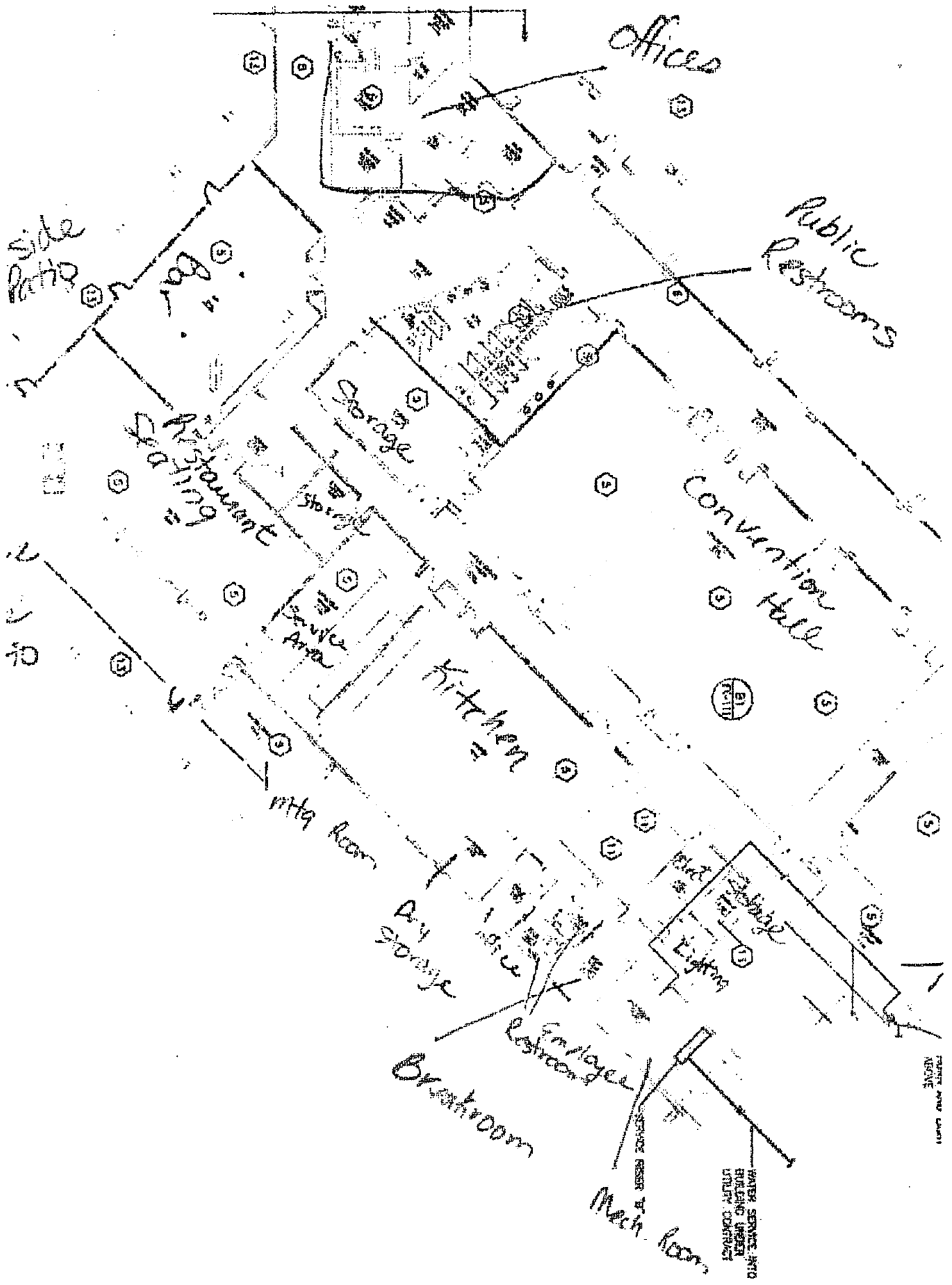
BACK



FLOOR PLAN



L. J. ...



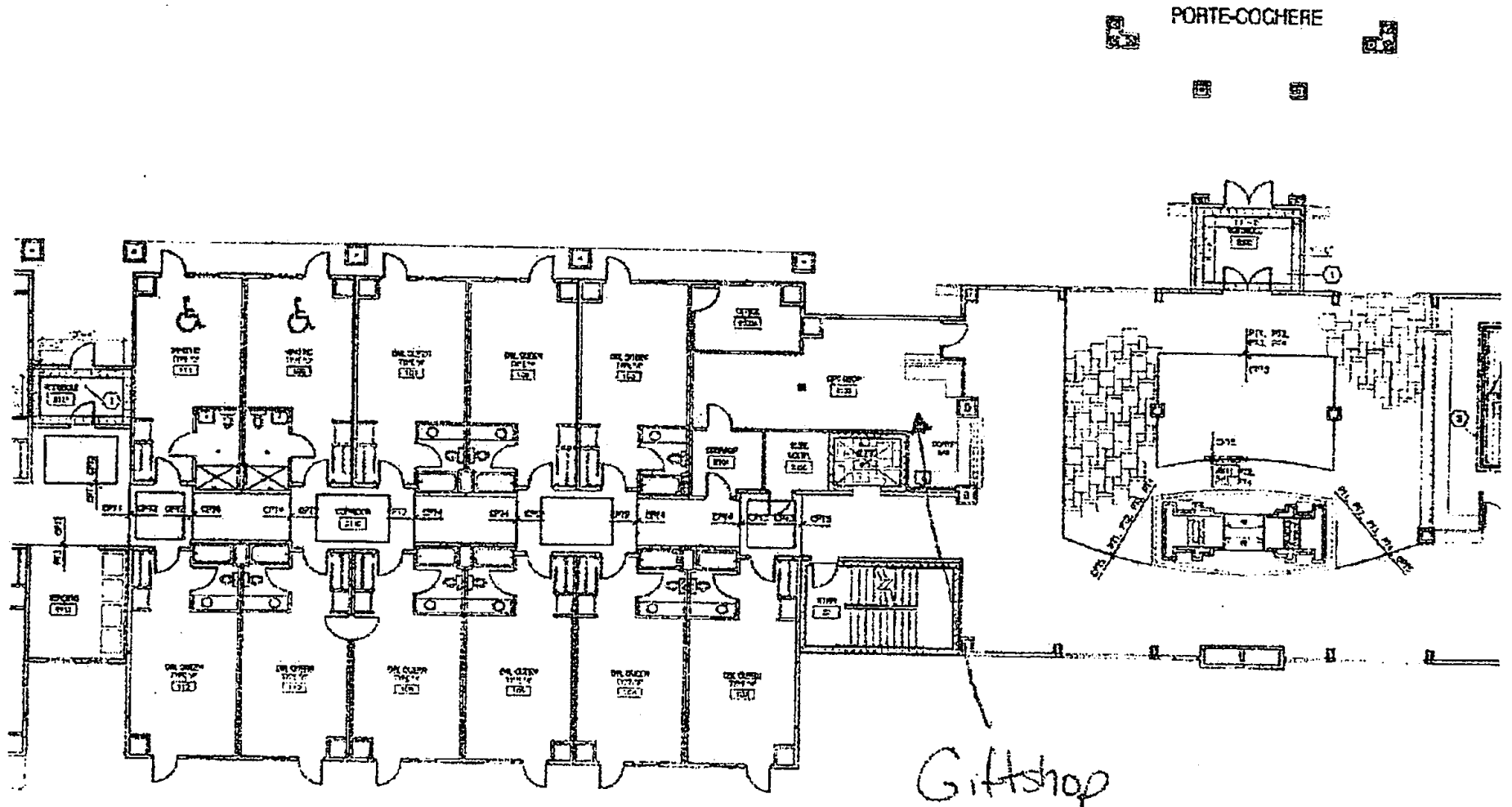
PRINT AND COPY

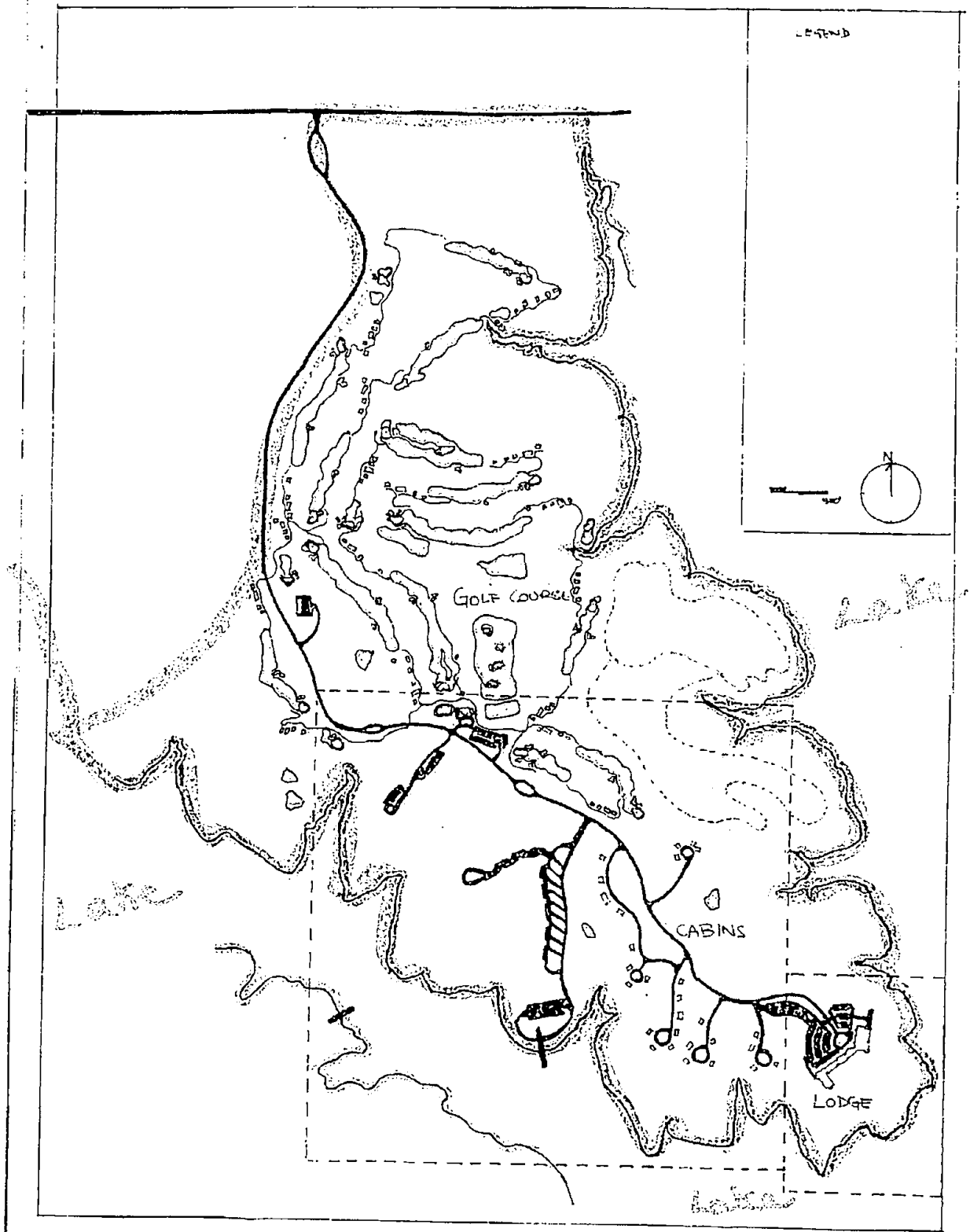
- Native Wines Will be sold in the following areas:

Giftshop - (see below)

restaurant - (see attached.)

ounge - (see attached.)





Area inside highlighted area  
 will be the  
 area where  
 alcohol will  
 be consumed.

**FULL SITE MAP OF H.C.R. THE DASHED LINES INDICATE THE MAPS ON THE PREVIOUS TWO SPREADS. THE LODGE IS THE FIRST SPREAD (SMALLER DASHED SQUARE) W/ FRONT AND REAR COVERS. THE RECREATIONAL AREA IS THE SECOND SPREAD INDICATED BY THE LARGER DASHED SQUARE.**

Applicant License Application ( LC0036292 )

Name of Applicant: <u>K.C.'s Landing LLC</u>		
Name of Business (DBA): <u>K.C.'s Landing</u>		
Address of Premises: <u>12166 Hwy S 70</u>		
City <u>Plano</u>	County: <u>Appanoose</u>	Zip: <u>52581</u>
Business	<u>(641) 649-2609</u>	
Mailing	<u>12917 137th Ave.</u>	
City <u>plano</u>	State <u>IA</u>	Zip: <u>52581</u>

Contact Person

Name	<u>Connie A. Brown</u>		
Phone:	<u>(641) 895-1326</u>	Email	<u>mabrown57@hotmail.com</u>

Classification Class C Liquor License (LC) (Commercial)

Term: 12 months

Effective Date: 08/04/2019

Expiration Date: 08/03/2020

Privileges:

Class C Liquor License (LC) (Commercial)

Outdoor Service

Sunday Sales

Status of Business

BusinessType:	<u>Limited Liability Company</u>		
Corporate ID Number:	<u>XXXXXXXXXX</u>	Federal Employer ID	<u>XXXXXXXXXX</u>

Ownership

Kim Brown

First Name: Kim Last Name: Brown  
City: Plano State: Iowa Zip: 52581  
Position: owner  
% of Ownership: 50.00% U.S. Citizen: Yes

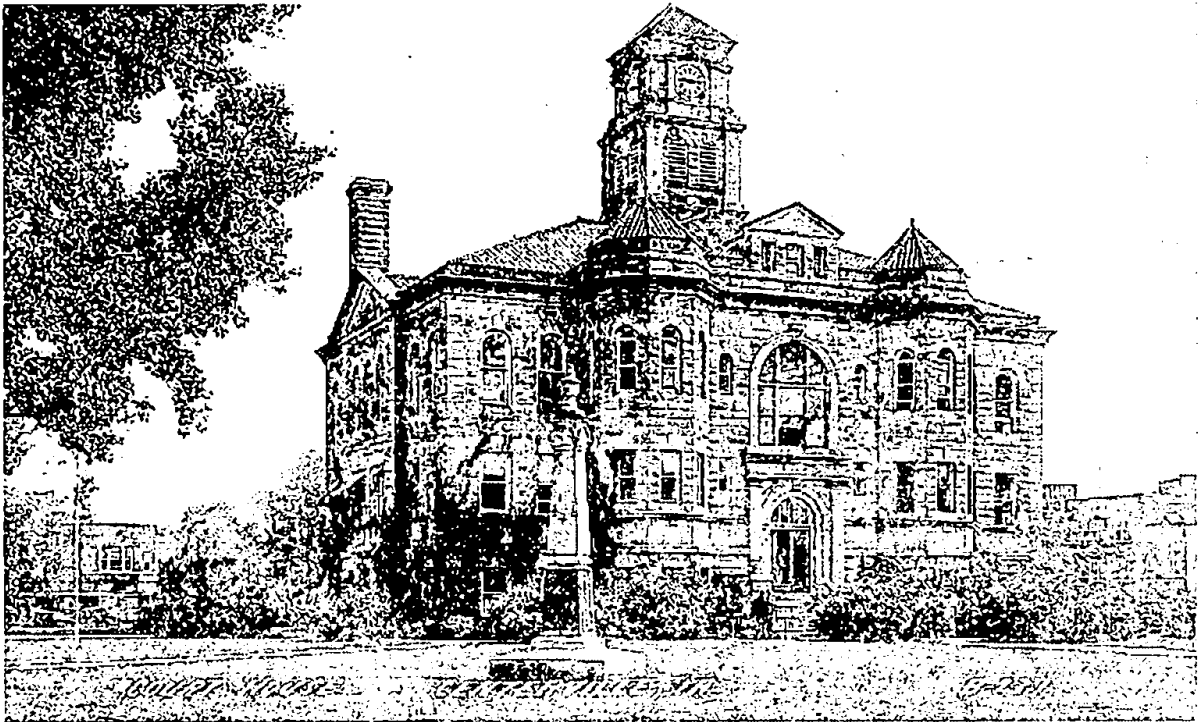
Connie Brown

First Name: Connie Last Name: Brown  
City: Plano State: Iowa Zip: 52581  
Position: owner  
% of Ownership: 50.00% U.S. Citizen: Yes

Insurance Company Information

Insurance Company:	<u>Auto Owners Insurance Company</u>
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# Appanoose County



## Employee Handbook

May 2019

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## **Introduction**

We wish to take this opportunity to welcome you as an employee of Appanoose County. It is our desire that you will enjoy your work, perform your work to the best of your abilities, and have a pleasant working relationship with the people with whom you will work, as well as the public you will serve.

## **At-Will Employment**

This handbook is presented as a matter of information only; it is not intended to form a contract between Appanoose County and the employee. Appanoose County reserves the right to change or eliminate any or all of the policies, procedures, work rules or benefits herein at any time, with or without prior notice.

These policies and procedures outlined in this handbook are applicable to:

All employees responsible to the Appanoose County Board of Supervisors.

All employees responsible to an elected office holder providing the office holder has certified its applicability.

All employees not directly responsible to either the Board of Supervisors or an elected office holder and whose governing body has certified its applicability.

Whenever the provisions of this handbook are in conflict with the Code of Iowa, or with a collectively bargained agreement between the Board and a certified bargaining unit, the provisions of the Code of Iowa and/or collectively bargained agreement will prevail.

Just as you retain the right to terminate your employment at any time for any reason, Appanoose County retains a similar right. No policy or practice of Appanoose County should be construed to change this relationship. Only the Board of Supervisors, or appropriate governing board, has the right to modify or change this practice, and such action must be in writing.

This handbook replaces all employee handbooks and amendments issued prior to the date of this handbook. Documents issued prior to this date should be discarded.

## **Equal Employment Opportunity**

It is the objective of Appanoose County to encourage employment and advancement of all individuals in a way that will utilize their talents to the maximum and develop their skills most effectively in a work and community environment that is free from discrimination.

Appanoose County has a policy to provide equal opportunity for all where employment is based upon personal capabilities and qualifications without discrimination because



of race, color, religion, sex, age, national origin, sexual orientation, gender identity, disability, or any other protected characteristic as established by law.

This policy of equal employment opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, promotion, termination and all other terms and conditions of employment.

### **Harassment**

It is the policy of Appanoose County that no employee be harassed by another employee, customer or supervisor on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity, disability, or any other protected characteristic as established by law.

Illegal harassment, whether verbal or physical, will not be tolerated. All members of management have the explicit responsibility and duty to take corrective action to prevent any illegal harassment of our employees.

If any employee believes that he or she has been subjected to illegal harassment, that employee should bring the matter directly to the immediate attention of their elected official, department head, a member of the Board of Supervisors or appropriate governing board. All complaints will be investigated and appropriate disciplinary action taken, up to and including termination. There will be no retaliation against anyone who submits a good faith harassment complaint or participates in an investigation relating to such a complaint.

### **Sexual Harassment**

It is the policy of Appanoose County that no employee be harassed by another employee or supervisor on the basis of sex.

The policy prohibits any demand for sexual favors that is accompanied by a promise of favorable job treatment or a threat concerning the employee's employment. Also prohibited is subtle pressures for sexual favors, including implying that an applicant's or employee's cooperation of a sexual nature, or refusal thereof, will have any effect on the person's employment, job assignment, wages, promotion, or any other condition of employment.

In addition, any behavior of a sexual nature not welcomed by the employee or found to be personally offensive is expressly forbidden. This includes but is not limited to:

- a. Repeated sexual flirtations, advances, or propositions.

- b. Continued or repeated verbal abuse of a sexual nature, sexually related comments and joking, graphic or degrading comments about the employee's appearance or the display of sexually suggestive objects or pictures.
- c. Any uninvited physical contact or touching, such as patting, pinching or other contact.
- d. Conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment, whether verbal or physical, will not be tolerated. All members of management have the explicit responsibility and duty to take corrective action to prevent any sexual harassment of our employees.

As with other forms of harassment, any employee who believes that he or she has been subjected to sexual harassment should bring the matter directly to the immediate attention of their elected official, department head, a member of the Board of Supervisors or appropriate governing board. All complaints or reports of sexual harassment will be investigated and appropriate disciplinary action taken, up to and including termination. There will be no retaliation against anyone who submits a good faith sexual harassment complaint or participates in an investigation relating to such a complaint.

### **Definitions**

Full-Time Employee – Full-time employees are those who are normally scheduled to work at least 30 hours per week.

Part-Time Employee – Part-time employees are those who are normally scheduled to work less than 30 hours per week.

Temporary Employee – Temporary employees are hired to work for a period of 8 months or less, on an annual basis.

Seasonal Employee – Seasonal employees are hired on an as-needed basis.

### **Job Openings**

Whenever a vacancy occurs within the County, the opening will be posted on the courthouse bulletin board for 10 days and advertised in the local newspaper. Current employees may indicate their interest in being considered for the vacancy by submitting an application for the position in writing to the Elected Official or

Department Head within the stated posting period. The Elected Official or Department Head will make the recommendation on who is to fill an opening in their office to the Board of Supervisors or appropriate governing board. Appanoose County reserves the right to use other recruiting sources to fill open positions at their discretion.

Appanoose County reserves the right to require a post-offer, pre-employment physical for certain positions.

### **Veteran's Preference**

Any honorably discharged veteran, as defined by Iowa law, shall be entitled to preference in appointment and employment over other applicants of no greater qualifications.

### **Employment of Relatives**

It is the County's policy to hire the best-qualified person available for each position. Relatives of current employees are eligible for employment with the County, subject to limitations of state law governing the employment of relatives of public officials and employees and the terms of this policy. To avoid the appearance of favoritism and difficulties in administering discipline, the County will not hire, appoint, transfer, promote, or otherwise place an individual in a position that involves the supervision of, or by, a family member. For purposes of this policy, 'family member' includes the individual's mother, father, brother, sister, grandparent, spouse, son, daughter, grandchild, great-grandchild, niece, nephew, aunt, or uncle.

If a supervisory relationship between family members is created by the marriage of two employees, the Department Head shall transfer, or separate employment of one of the employees.

### **Work Schedule**

In general, the work schedule of employees will not change from week to week. However, varying conditions in workload and demand of the public may necessitate a change in the work schedule. If it is necessary for the Elected Official or Department Head to change the normal work schedule, every effort will be made to give the employee as much notice as possible. Nothing in this section shall be construed as a guarantee of the number of hours an employee will be scheduled to work.

### **Overtime**

Periodically, overtime work is necessary to maintain County operations. In most cases, there are a sufficient number of employees available to make overtime work optional. Occasionally, however, the Elected Official or Department Head may require the employee to work overtime.

With Elected Official or Department Head approval, employees may make a request to receive compensatory time in lieu of overtime pay. Employees may accumulate up to 240 hours of compensatory time.

Exempt employees shall not receive overtime or compensatory time.

Non-exempt employees will be compensated at one and one half times their normal hourly rate for all hours in excess of 40 per week. Only hours actually worked shall be counted as work time for the purpose of determining overtime. All overtime and compensatory time accrued or used must have the prior approval of the Elected Official or Department Head.

### **Sick Leave**

Sick leave shall be accrued by a full-time employee at the rate of 1½ days per month to a total of 180 days.

Accumulated sick leave may be used for the following:

- Personal illness or injury
- Medical, dental, or vision appointments
- Care for a minor child
- FMLA approved absences

When absences due to sickness are necessitated, the employee shall notify their Elected Official or Department Head prior to the beginning of his/her scheduled reporting time. The supervisor has the right to require a medical certificate from the employee's attending physician for any sick leave absence.

Pro-rated sick leave, vacation time, or earned compensatory time may be used to supplement Worker's Compensation benefits, upon the employee's written request.

Employees shall be entitled to receive payment of unused sick leave upon retirement, as defined by IPERS, (at least 55 years old, a vested member, no longer working for an IPERS covered member, and receiving retirement benefits), not to exceed \$2,000. Employees shall be eligible for payment of unused sick leave upon death, if a vested member, not to exceed \$2,000. (Sheriff's Office Deputies and protected class employees, as defined by IPERS, shall follow their corresponding eligibility retirement requirements.)

Appanoose County employees may not donate sick leave to other employees.

### **Jury Duty**

Employees may be granted time off with pay for the purpose of jury duty. The employee will be granted time off only for that portion of the workday necessary to

serve duty. Any jury duty pay received by an employee shall be turned over to the County.

### **Bereavement Leave**

Each full-time employee shall be eligible for a paid leave of absence of up to 5 days, at the discretion of the Elected Official or Department Head, for a death of the employee's parent, spouse, child, brother, or sister. In the case of the death of the employee's father-in-law, mother-in-law, brother-in-law, sister-in-law, grandparents or grandchild, the employee will be allowed up to 3 days, at the discretion of the Elected Official or Department Head. (Includes corresponding step relatives.)

### **Family Medical Leave**

In accordance with the Family Medical Leave Act (FMLA), Appanoose County will grant up to 12 weeks' unpaid leave annually, based on the previous rolling 12-month period. To be eligible for this leave an employee must have worked for Appanoose County for one year and worked 1250 hours or more in the 12 months preceding the beginning of the leave.

FMLA leave will be granted for the following circumstances:

1. Employee's serious medical condition.
2. Birth, adoption or placement of a child.
3. Caring for a spouse, child or parent, with a serious health condition.
4. Exigency arising out of the fact that the employee's spouse, child or parent is covered military member on covered active duty.

Employees shall be eligible for 26 weeks of leave to care for a covered service member with a serious injury or illness in accordance with Federal Law.

You must provide a written request for leave and sufficient medical certification to the Auditor's Office within 15 calendar days from the date of your absence. Appanoose County reserves the right to request re-certification at the County's discretion in accordance with federal law.

The annual FMLA allowance will run concurrent with any Workers' Compensation leave.

Your insurance benefits will be maintained for up to 12 weeks during your leave under the same conditions as if you continued to work. You must continue to pay your portion of the insurance premiums. You must make arrangements for payment of these premiums in a timely manner. If your leave extends for more than 12 weeks, you will become responsible for payment of the entire health insurance premium to maintain coverage.

When you return from FMLA leave you will be reinstated to the same or equivalent job with the same pay, benefits, and terms and conditions of employment. If you do not return to work following FMLA leave you may be required to reimburse the County for your share of health insurance premiums paid on your behalf.

You will be required to present a certificate from your physician releasing you to full duty before returning to work.

If an employee fails to return to work on the agreed upon return date, Appanoose County shall assume that the employee has resigned.

Employees will be required to use all sources of paid leave concurrently with Family Medical Leave, with the exception of 5 days of vacation.

### **Unpaid Leave of Absence**

It is the policy of Appanoose County to grant unpaid leaves of absence to its employees when the requests are compatible with a department's operational needs and scheduling requirements. Employees may request an unpaid leave of absence for public service leave, extenuating medical circumstances or unpaid bereavement leave.

An employee desiring an unpaid leave of absence shall make a written request to his/her elected official or department head, setting forth the reason(s) for the request and the duration of the requested leave.

A request for an unpaid leave will be approved or disapproved promptly by the elected official or department head.

Upon return from an unpaid leave of absence, Appanoose County will attempt to place the employee in his/her former position at the salary and step occupied at the time such leave began; provided however, that the employee is able to perform the essential functions of his/her position. In the event the former position is not available or, the employee is not able to perform the essential functions of his/her position, the County will attempt to place the employee in another position consistent with qualifications, ability, and staffing requirements. At no time will employees utilizing this policy be guaranteed a position upon return from an unpaid leave of absence.

An employee who fails to return from an unpaid leave of absence on the date specified in the request shall be considered to have resigned his/her position, unless a written request for extension has been submitted by the employee, recommended by the elected official or department head, and approved by the elected official, Board of Supervisors or appropriate governing board.

While on an unpaid leave of absence, an employee shall not accrue sick leave or vacation benefits. Nor shall time spent on an unpaid leave of absence be considered time worked for the purpose of receiving an in-grade wage increment. The employee

must pay his/her own group health and life insurance premiums for that portion of an unpaid leave of absence in excess of thirty (30) days unless on Family Medical Leave.

In considering an employee's request for an unpaid leave of absence, the elected official or department head shall require the employee to use available vacation and/or compensatory time accruals prior to being placed on leave without pay.

### **Holidays**

Full-time employees receive their regular compensation for the following County holidays: (Secondary Roads employees shall follow the collective bargaining agreement.)

New Year's Day  
President's Day  
Memorial Day  
Independence Day  
Labor Day  
Veteran's Day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Day (2 days)

Those employees whose regular workweek is Monday to Friday – when a holiday falls on a weekend, it will be observed on the preceding Friday or following Monday. For 24-7 operations, the actual holiday shall be observed.

Those employees required to work on a holiday shall be paid time and one half for all hours worked on a holiday. Those employees required to work on a holiday in 24-7 operations shall be paid two and one half times for all hours worked.

### **Personal Leave**

Full-time employees shall receive 3 personal leave days per year. Personal leave usage shall be requested in writing and approved in advance by the Elected Official or Department Head. Personal days must be used within 1 year of receiving the leave.

**Vacation**

Full-time employees shall accrue vacation leave, from the employee’s start date. Annual vacation shall be provided as follows:

<b>Years of Service</b>	<b>Vacation Days</b>
After 1 year of employment	10 days
7 years but less than 15 years	15 days
15 years or more	20 days

Employees must use their vacation within one year of the accrual. Vacation usage is subject to approval by the Elected Official or Department Head.

Employees may not use accrued time to extend their date of separation.

Upon separation, employees shall be paid for all accrued, but unused vacation.

**Military Leave**

Employees with military obligations will be granted leaves of absence and re-employment rights in accordance with applicable federal and state laws.

**Travel Expense**

Employees required to use their personal automobile for County business will be reimbursed for mileage at the rate set by the Board of Supervisors. Reasonable costs of meals, lodging and other expenses shall be paid as established by the Board of Supervisors.

**Fitness For Duty**

Appanoose County reserves the right to require an employee to submit to a fitness for duty evaluation at any time to ensure the employee is able to perform the essential functions of the position, with or without reasonable accommodation.

**Licenses**

It is the employee’s responsibility to keep their licenses and certifications current. All required licenses should be brought to the Elected Official or Department Head for placement in the employee’s personnel file.

**County Equipment**

Appanoose County provides supplies, equipment, and materials necessary for you to perform your job. These items include but are not limited to: telephones, computers, email and the internet. These items are intended to be used for the County purposes.



Minimal, appropriate personal use may be acceptable as determined by your Elected Official or Department Head. Employees have no reasonable expectation of privacy with respect to any County provided equipment whether or not employees have private access or an entry code into any system.

It is unacceptable for any user at any time to use, submit, publish, display, or transmit on any County computer system information which:

- Violates or infringes on the rights of any other person, including the right to privacy;
- Contains defamatory, false, inaccurate, abusive, obscene, pornographic, profane, sexually oriented, threatening, racially offensive, or otherwise objectionable or illegal material;
- Contains any material or comments that would offend someone on the basis of his or her race, gender, age, sexual orientation, gender identity, religious or political beliefs, national origin, or disability.
- Restricts or inhibits other authorized users from using the system or otherwise inhibits the efficiency of the computer system.
- Encourages the use of controlled substances or uses the computer system for the purpose of inciting crime, or
- Use of the system for any other illegal purpose.

It is also unacceptable for any user at any time to use the facilities and capabilities of the system to:

- Conduct any business activity or solicit the performance of any activity which is prohibited by law; or
- On-line game playing;
- Transmit material, information or software in violation of any local, state or federal law;
- Conduct any fund raising and public relations activities, not related to County operations.

### **Cell Phone**

Occasional minimal personal use of a County or personal cell phone is permissible per Elected Official or Department Head approval and if the elected official or department head sufficiently controls its use.

Employees shall not be permitted to use a phone while operating a vehicle unless using a hands-free device.

## **Discipline**

Formal disciplinary actions will include verbal warning, written reprimand, suspension, and/or dismissal. It shall be the policy of Appanoose County to utilize a system of progressive discipline in addressing an employee's work deficiencies; however, any of the disciplinary measures cited above may be initiated on the more serious first offense.

In most cases, disciplinary action will be issued to the employee by his/her immediate supervisor, or by a higher-level supervisor in the department to which the employee is assigned. Disciplinary action will be issued in a manner, which will minimize embarrassment to the employee.

All disciplinary actions will be thoroughly documented in writing appropriate to the infraction committed. A copy should then be given to the employee, and a copy maintained in the employee's personnel file. If the action involves an employee covered by a collective bargaining agreement, said agreement may also require a copy be sent to the appropriate union steward.

It shall be the duty of all employees to maintain high standards of conduct, cooperation, efficiency and effectiveness in their work. Elected officials, department heads, and supervisors shall organize and direct the work of their units in a manner calculated to achieve these objectives. Whenever the work habits, attitude, production or personal conduct of an employee falls below an acceptable standard, the employee is subject to corrective and/or disciplinary action. All such actions shall be promptly and consistently administered and shall not be on account of political considerations, personal bias, or prejudice.

Letters of clarification shall precede formal discipline whenever, in the judgment of the elected official or department head, an infraction is readily correctable and is of lesser consequence.

In accordance with Iowa Code, information placed in the employee's personnel file as a result of disciplinary action, may become a public record.

## **Grounds For Disciplinary Action**

The seriousness of an offense will often vary with the circumstances prevailing at the time it occurred and the motives, which prompted it. Related and mitigating factors would be considered when determining the appropriate action to take. Each of the following work related infractions may be just cause for disciplinary action, up to and including dismissal. The list presented herein is not intended to be all-inclusive.

1. Unreasonable and/or abusive treatment of a client, citizen, other County employee or individual in the community, including verbal or nonverbal sexual or racial harassment, even outside normal working hours.
2. Violation of any lawful and reasonable County or departmental policy.
3. Destruction or loss of County property, including abuse of tools, equipment and/or clothing allotments.
4. Absence from duty without permission, proper notice or satisfactory reason.
5. Falsifying records, knowingly giving inaccurate information or unnecessarily withholding information.
6. Obtaining materials or leave time based on fraudulent information; dishonesty; stealing; and other criminal acts.
7. Being under the influence of narcotics, alcohol or other physically impairing or illegal substances on the job.
8. Possession of any type of firearms, explosives or concealed weapons on county property (without specific authority).
9. Conviction of a crime involving moral turpitude, casting doubt on the individual's ability to perform his/her County job effectively. (NOTE: Dismissal or non-prosecution for criminal charges shall not, in itself, preclude the County from taking disciplinary action.)
10. Incompetence, ineffectiveness, inefficiency or wastefulness in the performance of assigned duties.
11. Disregard for safety policies, procedures, reporting requirements, and/or proper use of safety equipment.
12. An attendance record, which demonstrates a consistent or continual lack of availability for work to the extent that ineffectiveness or inefficiency of services results.

The elected official or department head may elect to place an employee on investigative leave before making any determination of corrective or disciplinary action.

### **Drug Free Workplace**

Appanoose County is subject to the Drug-Free Workplace Act of 1988.

Appanoose County is committed to the policy of maintaining a drug-free workplace. Thus, the unlawful manufacture, distribution, dispensation, possession or use of alcohol or any controlled substance by any employee in the workplace is prohibited. A controlled substance within the meaning of this policy means any controlled substance as defined by state or federal law. Any violation of this prohibition will result in discipline up to and including discharge.

The use of controlled substances, either on or off the job, is inconsistent with the behavior expected of employees, subjects all employees and the public to unacceptable safety risks, and undermines the County's ability to operate effectively and efficiently.

The Drug-Free Workplace Act of 1988 requires you to report any conviction under a criminal drug statute for violations occurring on the County's premises, or off the County's premises while conducting official business. A report of a conviction must be made to your elected official or department head within five working days after the conviction. Failure to do so will result in immediate dismissal from your position.

### **Personnel Files**

Appanoose County maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of Appanoose County, and access to the information they contain is restricted. Generally, only management personnel of Appanoose County who has a legitimate reason to review information in a file is allowed to do so.

Employees who wish to review their own file should contact the Auditor's Office or appropriate department. With reasonable advance written notice, employees may review their own personnel file, with the exception of letter(s) of reference, in the appropriate office and in the presence of an individual appointed by Appanoose County to maintain the files.

### **Insurance**

Appanoose County has established a variety of employee benefit programs designed to assist you and your eligible dependents in meeting the financial burdens that can result from illness or injury. This portion of the employee handbook contains a very general description of the benefits to which you may be entitled as an employee. Please understand that this general explanation is not intended to, and does not, provide you with all the details of these benefits. Therefore, this handbook does not change or otherwise interpret the terms of the official plan documents. Your rights can be determined only by referring to the full text of the official plan documents, which are available for your examination.

Appanoose County reserves the right, in its sole and absolute discretion, to amend, modify or terminate, in whole or in part, any or all of the provisions of the benefit plans described herein, including any health benefits that may be extended to retirees and their dependents. Further, Appanoose County reserves the exclusive right, power and authority, in its sole and absolute discretion, to administer, apply and interpret the benefit plans described herein, and to decide all matters arising in connection with the operation or administration of such plans.

### **Health Insurance**

Appanoose County currently offers full-time employees, health coverage for themselves, their spouse and dependents.

Employees shall obtain coverage after completion of your first month of employment. Once made, your election is generally fixed for the remainder of the plan year. However, if you undergo a coverage enrollment event you may make a change in coverage provided you do so as soon as possible of that event. Please contact the Auditor's Office to determine if the change qualifies as an event under the plan document.

Near the end of each fiscal year, during open enrollment you are free to change your medical elections for the following fiscal year, whether or not you have a change event.

### **COBRA**

In accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA), the County will offer covered employees, spouses, and dependent children the opportunity to continue their group medical coverage under the County's current plan if coverage terminates.

### **Continued Retiree Coverage**

Employees who wish to retire, in accordance with Iowa law, before attaining Medicare eligibility shall be allowed to continue participation in the employer's health/medical plan under the group contract at the employee's own expense until the employee attains Medicare eligibility. An employee who wishes continuation of such coverage must request it in writing within 30 days of the date the group insurance would otherwise terminate. The employee shall remit the applicable premium to the Insurance Administrator by the 15th of the month for the following month's coverage. Continuation shall terminate when the employee becomes eligible for Medicare.

Elected officials may remain on the plan beyond Medicare eligibility, in accordance with Iowa law.

### **Life Insurance**

Appanoose County will provide a life insurance policy, at no cost to the eligible employee.

**ACKNOWLEDGMENT OF RECEIPT  
AND UNDERSTANDING OF THE APPANOOSE COUNTY  
EMPLOYEE HANDBOOK**

I have received my copy of the Appanoose County handbook. I know that I must read the handbook so that I understand my rights and responsibilities as an employee of County.

I understand that the handbook is not an employment contract, but it is an explanation or guide of County policies, procedures and benefits. The County has not solicited my assent or agreement to the policies and procedures set forth in this handbook, and my employment is not in consideration of or in return for my being bound by this handbook. I realize that the County may interpret, clarify, revise, and/or deviate from the procedures set forth in this handbook.

I also realize the employment relationship between the County and me is terminable at will by either party and that nothing in this handbook creates additional rights or provide a basis for me to believe my employment is not terminable at will.

I understand that if I have any questions, I am to talk with my immediate supervisor.

\_\_\_\_\_  
(Employee Name)

\_\_\_\_\_  
(Employee Signature)

## **Appanoose County Employee Handbook Addendum Secondary Roads**

**Overtime** - Overtime shall be paid at the rate of time and one-half (1-1/2) the employee's straight time hourly rate for hours worked in excess of 8 hours in any 8-hour workday or 10 hours in any 10-hour workday. Work performed on Saturday or Sunday will be paid for at the rate of time and one-half (1-1/2) the employee's straight time rate. Overtime shall not be paid more than once for the same hours worked. All time paid, such as sick leave, vacation, holidays, jury duty, military leave, and funeral leave will count as time worked for the purpose of computing overtime."

**Transfers** - Anyone who temporarily or permanently fills in a higher job classification will receive wages according to that classification. If transferred temporarily to a lower job classification, wages will remain at current hourly rate.

**Seniority** - Regular full-time employees will be put on the seniority list and their seniority shall be determined from their date of employment. Should more than one employee have the same seniority date, the employee with the lowest last four digits in his/her social security number shall have the most seniority. When the number of regular full-time employees is to be reduced within the unit, the Employer shall determine the employees to be laid off. Qualifications will be the primary consideration in said determination and only where qualifications between employees, as determined by the Employer, are relatively equal, seniority shall govern.

**Lead Man Pay** - A supplemental pay of \$2.50 per hour shall be paid to the employee designated to act as the lead man in the absence of the Road Foreman during the period of time they are acting.

**Licensed Chemical Applicator Pay** - The County engineer shall post for bid the position of Licensed Chemical Applicator when there is a vacancy as determined by the Engineer. A licensed employee must maintain his certification and shall receive \$0.25 per hour upon certification. The County shall pay for the training, materials and testing for an employee to become certified. An employee may test up to 2 times per year. Foreman and Motor Grader Operators will not be considered for this position. If the employee loses the certification for any reason, the pay will immediately cease and the position is deemed vacant.

**Visitation** - The Business Representative of the Union, who has been previously identified by the Union to the County Engineer or his designated representative for each visit, will be permitted to visit the jobs or shops to ascertain that the Agreement is being complied with. Said Union Representative is not to interfere with the Employer's operation.