

OFFICE OF THE

*Appanoose County Auditor*

**KELLY HOWARD**

COURTHOUSE  
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**Meeting Agenda**  
**April 5, 2021**

The Appanoose County Board of Supervisors will meet Monday, April 5, 2021 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 March 15 & 30, 2021 meetings
4. Approve reports (3/19 & 4/2 payrolls & Sheriff Quarterly Report)
5. Approve bills
6. Jack Kennelly Re: fences and bridges
7. Appoint Eminent Domain Commissioner
8. Set Public Hearing for FY21 County Budget Amendment
9. Set Public Hearing for ZOMA 0615-06: Residential to Commercial
10. Approve Resolution #2021-12: Interfund Loan
11. Discuss and Approve EMS Income Surtax Distributions
12. Approve Updated Employee Handbook (change in sick leave use)
13. County Engineer
14. 9:30 A.M. Public Hearing Law Center: Adopting plans, specifications, form of contract and estimate of cost for construction.
15. Approve Resolution #2021-13: Adopting plans, specifications, form of contract and estimate of cost for Appanoose County Law Enforcement Center
16. Approve Resolution #2021-14: Making award of construction contracts for the Appanoose County Law Enforcement Center
17. Public Comments
18. Adjourn

Posted 4/1/2021

March 15, 2021

Appanoose County Board of Supervisors met in regular session March 15, 2021 at 9:00 A.M. in the Boardroom of the Courthouse. Present: Linda Demry, Chairperson, Mark McGill and Jeff Kulmatycki, Boardmembers. Absent: none.

Meeting started with the Pledge.

#7 Vicki Butler requested to be removed from the agenda. McGill motioned to strike #7 and approve the agenda. Seconded by Kulmatycki. All voted aye.

Kulmatycki motioned to approve the minutes from the March 1, 2021 meeting. Seconded by McGill. All voted aye.

McGill motioned to approve 3/5 payroll and February Prisoner Room and Board. Seconded by Kulmatycki. All voted aye.

McGill motioned to approve the bills. Seconded by Kulmatycki. All voted aye.

Agriland FS	Engineering Services	22752.76
Albia Newspapers	Off. Supplies & Forms	844.56
Albia PreK & Daycare	Community Support Program	2019.50
Alliant	Engineering Services	5362.59
App Co Auditor	Off. Supplies & Forms	35.00
App Co ISU Ext	Community Support Program	969.23
Sec Rds	Fuels	1889.02
Serv Agency	Salary-Regular Employees	2806.79
App Co Tourism	Contrib. & Purchase Serv	12051.44
App Co Treas	Off. Supplies & Forms	249.91
App Comm Care	Homemaker-Home Health Aid	3819.52
Aramark	Engineering Services	188.56
Atomic Pest Control	Building Repair & Maintce	65.00
Bailey Off	Off. Supplies & Forms	73.00
L Ballanger	Election Official Comp	263.00
Banleaco	Off. Supplies & Forms	175.38
Bar Diamond Farms	Engineering Services	2537.61
Blue Sun Graphics LLC	Park Maint. & Supplies	607.00
C Bradley	Election Official Comp	50.00
L Bradley	Election Official Comp	50.00
Bratz Oil	Engineering Services	668.36
Brown's Shoe	Engineering Services	125.00
C-D Supply	Off. Supplies & Forms	157.51
Calhoun Burns	Engineering Services	6721.30
Cantera Aggregates	Engineering Services	4123.48
Card Services	Park Maint. & Supplies	406.88
CarQuest	Engineering Services	3997.41
Cville Iron	Engineering Services	263.41
Cville Wtrwks	Engineering Services	518.99
C'ville Produce & Feed	Park Maint. & Supplies	106.81
Central IA Det	Juvenile Detention & Shel	648.00
Chariton Valley Elec	Electric Light & Power	535.13
Chariton Valley Med	Medical & Health Services	200.00
Chariton Valley Pl	Off. Supplies & Forms	168.93
City Cville	Salary-Regular Employees	6904.46
Clark's Auto Rpr	Engineering Services	439.76
Coast to Coast	Off. Supplies & Forms	250.00
CocoBeen Reptiles & Feeders	Park Maint. & Supplies	125.00
M Conkity	Election Official Comp	274.25
C Cossolotto	Election Official Comp	166.30

K Cossolotto	Election Official Comp	166.75
S Cossolotto	Election Official Comp	160.00
K Cridlebaugh	Election Official Comp	160.00
Davis Co Sch	Community Support Program	800.00
Davis Co Daycare	Community Support Program	1860.30
Davis Co Sheriff	Medical & Health Services	12794.61
B Dittmer	Election Official Comp	180.00
E Dittmer	Election Official Comp	160.00
S Dittmer	Legal Serv. Dep-Subp-Tran	130.50
C Dixon	Election Official Comp	200.00
J Dudley	Park Maint. & Supplies	200.00
R Eggerman	Election Official Comp	160.00
Equipment Blades, Inc	Engineering Services	660.00
Finish Line	Fuels	352.86
First Bkcd	Educational & Train.Serv.	918.99
Fogle TV	Engineering Services	733.04
C Foster	Election Official Comp	229.70
Four Oaks Family Serv	Juvenile Detention & Shel	46.65
Fampton Carpentry	Building Repair & Maintce	2972.67
D Gee	Contract Services	306.70
S Golic	Election Official Comp	160.00
Hamilton Produce	Engineering Services	13.07
L Hamlin	Election Official Comp	160.00
C Havens	Election Official Comp	178.00
Hills San	Park Maint. & Supplies	30.00
B Howington	Mileage & Transp. Expense	252.25
Hunters' Mgmt Grp	Park Maint. & Supplies	150.00
M A Hurley	Election Official Comp	160.00
Hy-Vee	Medical & Health Services	3421.29
Impressive Designs	Contract Services	117.00
ISAC	Educational & Train.Serv.	150.00
J&K Rentals	Rent Payments	400.00
B Kauzlarich	Election Official Comp	50.00
Kids World	Community Support Program	1583.40
Kimball	Engineering Services	181.64
Lange FH	Mileage & Transp. Expense	490.00
S Larson	Election Official Comp	186.30
Lee Co Hlth	Community Support Program	108.17
LexisNexis	Dues & Memberships	100.00
Lockridge	Park Maint. & Supplies	181.23
The Machinery Barn	Park Maint. & Supplies	75.95
Marion Co Pub Hlth	Community Support Program	762.83
McKesson Med	Medical Supplies	118.13
Menards	Engineering Services	836.25
Midwest Alarm	Building Repair & Maintce	435.72
MMIT	Off. Equip Repair & Maint	90.31
Monroe Pub Hlth	Community Support Program	4486.98
D Moritz	Election Official Comp	160.00
P Morrow	Election Official Comp	30.00
NAI	Educational & Train.Serv.	85.00
NAPA	Engineering Services	274.41
Natel	Telephone & Telegr.Serv.	55.00
Orchard Pl	Community Support Program	1947.70
Ottumwa Courier	Official Pub.& Legal Not.	246.17
Phonetics	Off. Equip Repair & Maint	96.60
Prof Computer	Off. Equip Repair & Maint	19.95
Rainbo Oil	Engineering Services	1799.58

RASWC	Engineering Services	15.80
RRWA	Water & Sewer	52.80
Raw Metal Works	Park Maint. & Supplies	65.00
RICOH	Off. Supplies & Forms	10.68
River Hills	Medical & Health Services	527.00
RLR	Contrib. & Purchase Serv	16827.48
Rolling Prairie	Community Support Program	60.00
SCICAP	Community Support Program	21801.45
K Sherrard	Election Official Comp	168.10
Sinclair Tractor	Park Maint. & Supplies	128.30
Smith Fertilizer	Park Maint. & Supplies	141.64
E Spencer	Election Official Comp	170.80
D Sturms	Mileage & Transp. Expense	527.90
R Tissue	Mileage & Transp. Expense	32.31
Udell Twp	Care of Soldiers Graves	368.00
US Bank	Election Supplies	457.41
US Cellular	Off. Supplies & Forms	1000.53
VERIZON	Contrib. & Purchase Serv	40.00
Wayne Co Sheriff	Food Preparation Service	1260.00
Weston Heating	Engineering Services	1428.28
Wex Bank	Mileage & Transp. Expense	34.51
P White	Election Official Comp	169.00
C Wilson	Election Official Comp	200.00
Windstream	Off. Supplies & Forms	1741.75
Wright Pest & Turf Mgmt	Building Repair & Maintce	845.00
Grand Total		174470.29

McGill motioned to approve the liquor licenses for Brownie's Bait-Breakfast-Beer and Louies Lakeside Bistro. Seconded by Kulmatycki. All voted aye.

Kulmatycki motioned to appoint CJ Hash to the Magistrate Committee. Seconded by McGill. All voted aye.

McGill motioned to send a letter to the cities requesting LOSST funding for the law center. Seconded by Kulmatycki. All voted aye.

Kulmatycki motioned to approve preparing a request for proposal for work on the DHS building. Seconded by McGill. All voted aye.

Kulmatycki motioned to order a recount of the 3/2/2021 Centerville School Special Election due to a filed petition. Seconded by McGill. All voted aye.

McGill motioned to approve the Destruction of Noxious Weeds Notice. Seconded by Kulmatycki. All voted aye.

Kulmatycki motioned to approve Resolution #2021-11. Seconded by McGill. All voted aye.

#### RESOLUTION #2021-11 FOR INTERFUND OPERATING TRANSFER

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 \$ 197,109.50 is ordered to be transferred from the Rural Services Fund to the Secondary Road Fund, effective 3-15-2021.

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 3-15-2021 the vote being as follows:

Ayes: /s/:Linda Demry, Mark McGill, Jeff Kulmatycki

Nayes:/s/: none

Attest: /s/: Kelly Howard, County Auditor

County Engineer, Brad Skinner, provided an update to the Board. The bridge on 150<sup>th</sup> has been removed and the piling is going in. The maintainer operators had a roundtable to discuss issues, methods, and priorities. There are many potholes and they are working on them. They are hauling spot rock where needed but the main hauls will wait until we are clear of winter weather. Farm to Market projects coming up include: seal coat with a July letting, the rock haul which will be opened at 9:15 today, the bridge on 110<sup>th</sup> Street with a July letting, and the job Manatt's already received approval on. Demry questioned the Wardlow and Endress Road. Skinner stated they have been brush cutting and still have some cleanup work to do. McGill questioned how potholes are fixed. Skinner stated it's recommended to scratch to the bottom of the hole or if the bottom of the hole is soft then you can just fill with rock. Please call the office if you have concerns.

At 9:15 A.M. the rock haul bids were opened. L&W's total price was \$183,562.50 and Cantera's was \$167,729.25. Skinner recommended Cantera on all eleven locations. McGill motioned to accept and approve the bid from Cantera. Seconded by Kulmatycki. All voted aye.

CDC Coordinator, Stephanie Koch, provided an update to the Board. The next Governing Board is the 24<sup>th</sup> at 1:30 in Ottumwa or via Zoom. She will start C3 training again later this month. The Mental Health Coalition will meet April 13<sup>th</sup>.

John Hansen provided an update to the board. The plans have been approved by the state jail inspector and state code enforcement. The Notice of Bid letting has been posted. John will prepare the resolutions necessary for plan approval and bid approval. Addendums will come out the 22<sup>nd</sup>. Bids are due the 30<sup>th</sup> in the Auditor's Office. They will be doing a separate bid for the water main. A list of contractors that have the plans was provided. Also, new bills were submitted for payment.

Public Comments: McGill received a text regarding the Courthouse clock tower. The Auditor stated they were waiting for the time change to fix everything. Kulmatycki motioned to remove the mask mandate in the Courthouse but it is up to Department Heads if they still wish to require them in their offices. Seconded by McGill. All voted aye. Jason Fraser stated Alliant Energy is still working on their project around the square and the east and south entrances to the square will be closed finish. There are 1,147 recovered cases, 47 deaths, 33 active cases for a total of 1,227 cases. This will be the last COVID update as cases are slowing down.

McGill motioned to adjourn. Seconded by Kulmatycki. All voted aye.

The Board adjourned to meet at the call of the Auditor at 9:47 A.M.

Appanoose County Board of Supervisors

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Attest:

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Kelly Howard, Appanoose County Auditor

March 30, 2021

Appanoose County Board of Supervisors met in special session March 30, 2021 at 3:35 P.M. in the Boardroom of the Courthouse. Present: Linda Demry, Mark McGill, and Jeff Kulmatycki. Absent: none.

John Hansen opened and read the bids received for the law center project. The board will go over the bids during the regularly scheduled board meeting on Monday, April 5, 2021.

McGill motioned to adjourn. Seconded by Kulmatycki. All voted aye.

The Board adjourned to meet at the call of the Auditor at 4:20 P.M.

Appanoose County Board of Supervisors

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Attest:

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Kelly Howard, Appanoose County Auditor

# APPANOOSE COUNTY SHERIFF

## Treasurer Report

01/01/2021 thru 03/31/2021

<b>MAR</b>	Beginning Running Balance	20,791.87
	Credits (Deposits)	38,063.97
	Debits (Withdraws)	21,067.66
	Ending Running Balance	<u>\$37,788.18</u>

### Receipt Details - Collected during date range

CANCEL FEE	50.00
CL-CINCINNATI	300.00
CL-MYSTIC	300.00
CL-NUMA	300.00
COPIES_CV	124.00
DL-COUNTY	2.00
DL-DOT	5.50
DVD/CD	175.00
EXECUTION	120.00
INTEREST	1.86
JAIL PHONES	1,352.00
JAIL REIMBURSE	152.70
MAIL	32.00
MILEAGE	1,290.10
PROCESS NOTICE	1,280.00
PUBLICATION	282.10
REFUND	222.69
SALE	300.00
SERVICE FEES	3,955.00
SEX OFFEND REG	101.00
SHERIFF'S DEED	200.00
TRUST FUND	15,893.02
WP-ACQUIRE	225.00
WP-COUNTY	9,120.00
WP-DPS	2,280.00

**Receipts Posted by Date Paid: 38,063.97**

Receipts with Date Paid Before Minimum Date, deposited this Date Range: 0.00

Advance Fees Deposited this Date Range: 0.00

(This should equal credits for the date range) Deposited Total: **38,063.97**

### Payout Information:

**Monthly Starting Balance: 20,791.87**

**Receipts deposited this date range: 38,063.97**

**Total to Account For: 58,855.84**

**Disbursements Made This Date Range: -21,067.66**

**Funds to be paid to County Treasurer: Should Match Checkbook**

CANCEL FEE	50.00
CL-CINCINNATI	300.00
CL-MYSTIC	300.00
CL-NUMA	300.00
COPIES_CV	124.00
DL-COUNTY	2.00
DVD/CD	175.00
EXECUTION	120.00
INTEREST	3.27
JAIL PHONES	1,352.00
JAIL REIMBURSE	152.70
MAIL	32.00
MILEAGE	1,290.10
PROCESS NOTICE	1,280.00
SALE	300.00
SERVICE FEES	3,955.00
SEX OFFEND REG	101.00
SHERIFF'S DEED	200.00
WP-ACQUIRE	225.00
WP-COUNTY	9,120.00

**Total fees Due to County Treasurer: 19,382.07**

**Other Funds in Checkbook:**

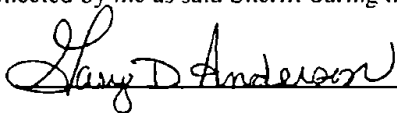
PUBLICATION	24.16
REFUND	0.00
TRUST FUND	17,726.95
WP-DPS	655.00

**Total Other Funds in Checkbook: 18,406.11**

**Zero Balance Check**

**0.00**

I, the Sheriff of APPANOOSE COUNTY SHERIFF do hereby certify that the report given above is a correct report of payments collected by me as said Sheriff during the month ending 3/31/2021

  
\_\_\_\_\_

Prepared by:



*Appanoose County Zoning Administrator*

**Beth Burgin**

COURTHOUSE  
201 N. 12th  
CENTERVILLE, IOWA 52544  
Phone (641) 437-4529  
Fax (641) 856-3062  
bburgin@appanoosecounty.net

3/16/2021

I would like to be put on the Agenda for the Board of Supervisors meeting on 4/5/2021 to set a public hearing for ZOMA 0615-06 for Jeremy & Melanie Frase, the changing of 2 parcels from Residential to Commercial.

Thank you,

Beth Burgin  
Zoning Administrator

## **ORDINANCE NUMBER ZOMA 0615-056**

*Prepared & Certified by Elizabeth Burgin, Appanoose County Zoning Administrator  
Return to Appanoose County Zoning, 201 N. 12<sup>th</sup> St., Centerville, IA 52544*

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP, WHICH IS CONSIDERED PART OF THE APPANOOSE COUNTY, IOWA RATHBUN RESERVOIR ZONING DISTRICT ORDINANCE, ORDINANCE #31, ADOPTED APRIL 6, 1970, BOOK 39 MISCELLANEOUS, PAGE 545 will be heard at \_\_\_\_\_ am. in the Board of Supervisors Office of the Appanoose County Courthouse, 201 N 12<sup>th</sup>, Centerville IA. The Amendment will read as follows:

SECTION 1. RESCISSION. This Ordinance rescinds the current zoning designation, "Residential" on the Jeremy & Melanie Frase property legally described as:

A PARCEL OF LAND LOC IN NW NW MORE PARTICULARLY DESC AS FOLLOWS: BEG AT A PT N 89DG 52' E 60.0' & 482.74' S OF THE NW COR OF THE ABOVE SAID QTR QTR SEC TH N 89DG 52' E 403.55' TH S 222.0' TH N 89D52' W 423.55' TH NW & PT NW NW DESC AS A PARCEL OF LAND LOC IN NW QTR MORE PARTICULARLY DESC AS FOLLOWS: BEG AT THE NW COR OF SAID SEC 19 TH N 89DG 52' E 60' TH S 482.74' TH S 77.16' TH W 20' TH S 144.84' TO THE TRUE PT OF BEG TH N west of the 5<sup>th</sup> Principal Meridian, Appanoose County, Iowa on the Official Zoning Map as was adopted on April 6, 1970.

SECTION 2. ADOPTION. This Ordinance adopts in lieu thereof a new zoning designation, "Commercial", for the properties legally described above, on the Official Zoning Map.

SECTION 3. INTEGRATION WITH CODE. Each section, provision or part of this Ordinance which is followed by a section number shall be inserted in the Appanoose County Zoning Ordinance (Ordinance 31), adopted on April 6, 1970 as indicated by said section number and hereafter shall be cited by reference to said section number.

SECTION 4. REPEALER. All ordinances and resolutions, parts thereof or amendments thereto, in conflict with this Ordinance are hereby repealed.

SECTION 5. SEVERABILITY OF REPEALER. All ordinances and resolutions, parts thereof or amendments thereto, not directly affected by this Ordinance shall remain in full force and effect.

SECTION 6. SEVERABILITY. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such section, provision, or part shall be severable from the rest of the Ordinance, and such adjudication shall not affect the validity of the ordinance as a whole, or any section, provision, or part not adjudged invalid or unconstitutional.

SECTION 7. EFFECTIVE DATE. This Ordinance shall be in full force and effect after its final passage and publication as provided by law.

PUBLIC HEARING AND FIRST PASSAGE (READING) \_\_\_\_\_

SECOND PASSAGE (READING) \_\_\_\_\_

THIRD AND FINAL PASSAGE (READING) AND ADOPTION \_\_\_\_\_

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Board of Supervisors Chair

County Auditor

RESOLUTION #2021-12  
INTERFUND LOAN

WHEREAS, it is desired to authorize the Auditor to transfer a sum from the General Basic Fund to the Capital Projects Fund during the 2020-2021 budget year, and

WHEREAS, said interfund loan transfer must be in accordance with Section 331.477(2), Code of Iowa,

NOW THEREFORE, be it resolved by the Board of Supervisors of Appanoose County, Iowa, as follows:

The interfund loan transfer from the General Basic Fund to the Capital Projects Fund in the amount of \$300,000, with anticipated repayment will be no later than the end of 2020-2021 fiscal year.

The Auditor is directed to correct her books when said loan transfers are made and to notify the Treasurer of the amount of the said transfer.

The above and foregoing Resolution was adopted by the Board of Supervisors of Appanoose County, Iowa, on April 5, 2021 the vote thereon being as follows:

Ayes: _____	Nays: _____
_____	_____
_____	_____

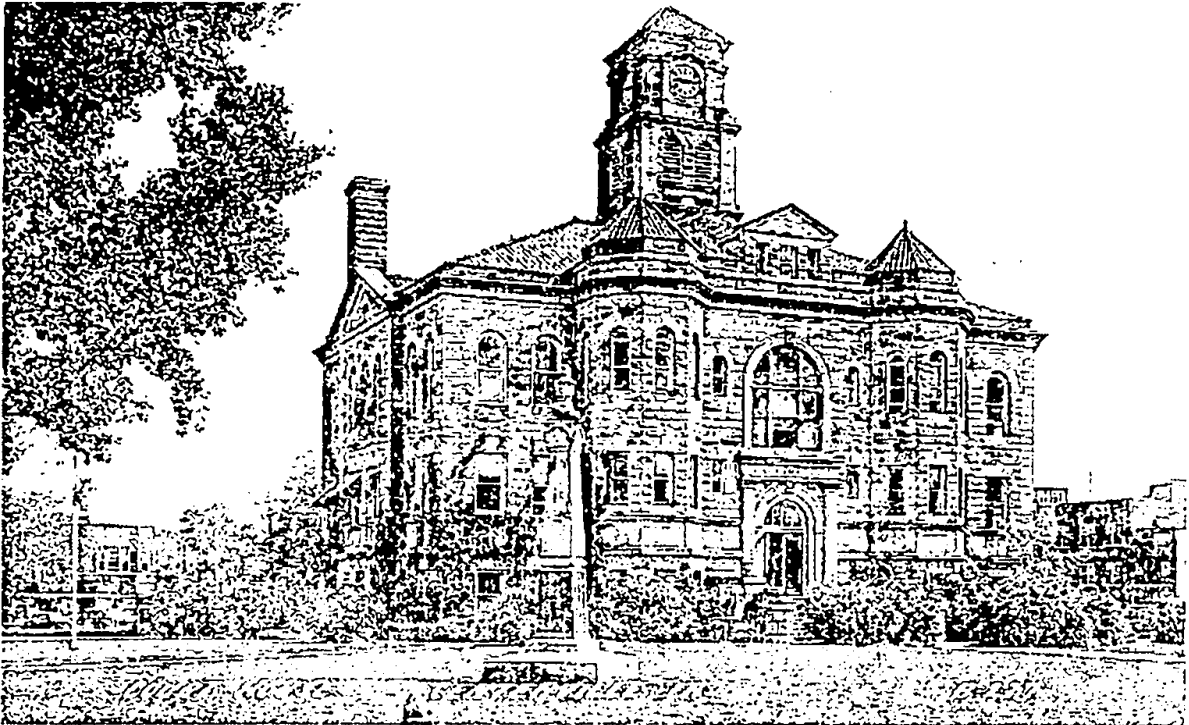
\_\_\_\_\_  
Linda Demry, Chairperson, Board of Supervisors

\_\_\_\_\_  
Attest: Kelly Howard, Appanoose County Auditor

EMS SERVICE	25000-01200-352-36		2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2019	2020	
	Vendor #												Special		
Unionville First Responders			2670	2843	2948	2924	600						Allocation		
Moravia First Responders	6133	0.069	3857	4106	4259	4224	5038	4906	4921	5.054	5.168	5.369	(see wrkst	5.438	2021
Moulton First Responders	6134	0.122	6943	7391	7665	7602	8781	8499	8700	8.936	9.138	9.494	EMS-1)	9.616	5511
Mystic First Responders	6135	0.058	3264	3475	3603	3574	4318	4215	4136	4.248	4.344	4.513		4.571	7943
Appanoose Co. Water Rescue	6138	0.02	1128	1200	1245	1235	1727	1728	1426	1.465	1.498	1.556		1.576	3809
Seymour First Responders	6136	0.005	237	252	262	260	647	691	357	366	375	389		394	1864
Southern Appanoose County	6567	0.058	3264	3475	3603	3574	4318	4215	4136	4.248	4.344	4.513		4.571	773
City of Centerville	1551	0.668	37980	40429	41931	41585	46548	44846	47636	48.929	50.035	51.982		52.650	2350
TOTALS		1	59343	63171	65516	64978	71977	69100	71312	73.246	74.902	77.818		78.816	59600
			5637 (election)				election								
			64980												
								1.032012	1.02712	1.02261	1.039				
Unionville First Responders			0.045	0.045	0.044997	0.045	0.008336	0	0	0	0	0		0	
Moravia First Responders			0.065	0.065	0.065007	0.065007	0.069995	0.070999	0.069007	0.069	0.069	0.069		0.069	.068
Moulton First Responders			0.117	0.117	0.116994	0.116993	0.121997	0.122996	0.121999	0.122	0.122	0.122		0.122	.097
Mystic First Responders			0.055	0.055	0.054994	0.055003	0.059991	0.060999	0.057999	0.058	0.058	0.058		0.058	.047
Appanoose Co. Water Rescue			0.019	0.019	0.019003	0.019006	0.023994	0.025007	0.019997	0.02	0.02	0.02		0.02	.033
Seymour First Responders			0.004	0.004	0.003999	0.004001	0.008989	0.01	0.005006	0.005	0.005	0.005		0.005	.012
Southern Appanoose County			0.055	0.055	0.054994	0.055003	0.059991	0.060999	0.057999	0.058	0.058	0.058		0.058	.029
Mercy Medical Center/Midwest Medical Transport/City of Cente			0.64	0.64	0.640012	0.639986	0.646707	0.649001	0.667994	0.668014	0.668	0.668		0.668013	.723
			1	1	1	1	1	1	1	1.000014	1	1		1.000013	.02

5462 Election - Payable to App Co Auditor  
84278 Check total

# Appanoose County



## Employee Handbook

April 2021

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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 1 ½ 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
- In cases where the employee would have been eligible for FMLA except for the year of service requirement.

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.) In the case of the death of the employee's aunt or uncle, the employee will be allowed up to 1 day.

## **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, unpaid bereavement leave, or to accommodate a newly hired employee's existing time off request.

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:

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 (Either 24 or 21 hours depending on normal schedule.) 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.

## **Injuries**

Employees should report any work-related injury as soon as practicable and prior to leaving the work, when possible, but no later than 24 hours after the accident. Appanoose County will accommodate work-related injuries, provided that restricted work is available. Appanoose County shall not accommodate non-work-related

injuries, unless it is determined that the injury is considered a disability under the ADA/ADAAA.

Employees who are eligible for workers' compensation benefits may use their sick leave accrual to supplement their workers' compensation benefit.

### **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.
- Appanoose County may store deleted emails for up to 90 days, at which time they shall be permanently removed.

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.

Discipline given to employees greater than 12-months prior, should not be used to increase the level of progressive discipline.

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 calendar year, during open enrollment you are free to change your medical elections for the following calendar 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)

(This Notice to be posted)

NOTICE AND CALL OF PUBLIC MEETING

Governmental Body: The Board of Supervisors of Appanoose County, State of Iowa.  
Date of Meeting: April 5, 2021  
Time of Meeting: 9:30 o'clock A.M.  
Place of Meeting: Board Room, County Courthouse, 201 North 12th Street,  
Centerville, IA 52544.

PUBLIC NOTICE IS HEREBY GIVEN that the above mentioned governmental body will meet at the date, time and place above set out. The tentative agenda for the meeting is as follows:

Public hearing on the matter of the adoption of plans, specifications, form of contract and estimate of cost for the construction of the new Appanoose County Law Enforcement Center.

- Resolution adopting plans, specifications, form of contract and estimate of costs.
- Consideration of construction bids.
- Resolution making award of construction contracts.

Such additional matters as are set forth on the additional \_\_\_\_\_ page(s) attached hereto.  
(number)

This notice is given at the direction of the Chairperson pursuant to Chapter 21, Code of Iowa, and the local rules of the governmental body.

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County Auditor, Appanoose County, State of  
Iowa

April 5, 2021

The Board of Supervisors of Appanoose County, State of Iowa, met in \_\_\_\_\_ session, in the Board Room, County Courthouse, 201 North 12th Street, Centerville, IA 52544, at 9:30 o'clock A.M., on the above date. There were present Chairperson \_\_\_\_\_, in the chair, and the following named Board Members:

\_\_\_\_\_

\_\_\_\_\_

Absent: \_\_\_\_\_

\* \* \* \* \*



This being the time and place fixed for a public hearing on the matter of the adoption of plans, specifications, form of contract and estimate of cost for the construction of certain public improvements described in general as the Appanoose County Law Enforcement Center, the Chairperson called for any oral objections to the adoption of the plans, specifications, form of contract and estimate of cost. No oral objections were offered and the Auditor reported that no written objections thereto had been filed.

Board Member \_\_\_\_\_ introduced the following Resolution entitled "RESOLUTION ADOPTING PLANS, SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATE OF COST FOR THE APPANOOSE COUNTY LAW ENFORCEMENT CENTER", and moved that the same be adopted. Board Member \_\_\_\_\_ seconded the motion to adopt. The roll was called and the vote was,

AYES: \_\_\_\_\_

\_\_\_\_\_

NAYS: \_\_\_\_\_

Whereupon, the Chairperson declared the following Resolution duly adopted:

RESOLUTION ADOPTING PLANS, SPECIFICATIONS, FORM  
OF CONTRACT AND ESTIMATE OF COST FOR THE  
APPANOOSE COUNTY LAW ENFORCEMENT CENTER

WHEREAS, on the \_\_\_\_\_ day of \_\_\_\_\_, 2021, plans, specifications, form of contract and estimate of cost were filed with the Auditor for the construction of certain public improvements described in general as the Appanoose County Law Enforcement Center; and

WHEREAS, notice of hearing on plans, specifications, form of contract and estimate of cost for the public improvements was published as required by law:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF APPANOOSE COUNTY, STATE OF IOWA:

Section 1. That the plans, specifications, form of contract and estimate of cost are hereby approved as the plans, specifications, form of contract and estimate of cost for the public improvements, as described in the preamble of this Resolution.

PASSED AND APPROVED this 5th day of April, 2021.

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
County Auditor

Whereupon, there was received and filed the County Auditor or her designee's report of the bids received on March 30, 2021, at 3:30 o'clock P.M., and publicly opened pursuant to the resolution of the Board and notice duly posted for construction of certain public improvements described in general as the Appanoose County Law Enforcement Center, in accordance with the plans and specifications now adopted, as attached following:

(Attach copy of report of bids received)

Board Member \_\_\_\_\_ introduced the following Resolution entitled "RESOLUTION MAKING AWARD OF CONSTRUCTION CONTRACTS FOR THE APPANOOSE COUNTY LAW ENFORCEMENT CENTER", and moved:

☐ that the Resolution be adopted.

☐ ADJOURN to permit the Engineer to review and make recommendation on said bids, therefore defer action on the Resolution to the meeting to be held at \_\_\_\_\_ o'clock \_\_\_\_\_.M. on \_\_\_\_\_, 2021, at this place.

Board Member \_\_\_\_\_ seconded the motion to adopt. The roll was called and the vote was,

AYES: \_\_\_\_\_

\_\_\_\_\_

NAYS: \_\_\_\_\_

Whereupon, the Chairperson declared the following Resolution duly adopted:

RESOLUTION MAKING AWARD OF CONSTRUCTION  
CONTRACTS FOR THE APPANOOSE COUNTY LAW  
ENFORCEMENT CENTER

BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF APPANOOSE  
COUNTY, STATE OF IOWA:

Section 1. That the following bid(s) for the construction of certain public improvements described in general as the Appanoose County Law Enforcement Center, described in the plans and specifications heretofore adopted by this Board on April 5, 2021, be and is hereby accepted, the same being the lowest responsive, responsible bid(s) received for such work, as follows:

Contract 1: General Construction:

Contractor: \_\_\_\_\_ of \_\_\_\_\_

Amount of bid: \_\_\_\_\_

Portion of project: All construction work relating to Contract 1: General Construction

Contract 2: Security Metal Doors, Frames, Hardware, Equipment & Security Electronics:

Contractor: \_\_\_\_\_ of \_\_\_\_\_

Amount of bid: \_\_\_\_\_

Portion of project: All construction work relating to Contract 2: Security Metal Doors, Frames, Hardware, Equipment & Security Electronics

Contract 3: Plumbing:

Contractor: \_\_\_\_\_ of \_\_\_\_\_

Amount of bid: \_\_\_\_\_

Portion of project: All construction work relating to Contract 3: Plumbing

Contract 4: HVAC:

Contractor: \_\_\_\_\_ of \_\_\_\_\_

Amount of bid: \_\_\_\_\_

Portion of project: All construction work relating to Contract 4: HVAC

Contract 5: Electrical/Security Electronics Conduit & Wiring:

Contractor: \_\_\_\_\_ of \_\_\_\_\_

Amount of bid: \_\_\_\_\_

Portion of project: All construction work relating to Contract 5: Electrical/Security Electronics Conduit & Wiring

Contract 6: Fire Sprinkler:

Contractor: \_\_\_\_\_ of \_\_\_\_\_

Amount of bid: \_\_\_\_\_

Portion of project: All construction work relating to Contract 6: Fire Sprinkler

Section 2. That the Chairperson and Auditor are hereby directed to execute the contracts with the contractor(s) for the construction of the public improvements, such contracts not to be binding on the County until approved by this Board.

PASSED AND APPROVED this 5th day of April, 2021.

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
County Auditor

CERTIFICATE

STATE OF IOWA

)

) SS

COUNTY OF APPANOOSE

)

I, the undersigned County Auditor of Appanoose County, State of Iowa, do hereby certify that attached is a true and complete copy of the portion of the records of the County showing proceedings of the Board, and the same is a true and complete copy of the action taken by the Board with respect to the matter at the meeting held on the date indicated in the attachment, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that meeting and all action thereat was duly and publicly held in accordance with a notice of public hearing and tentative agenda, a copy of which was timely served on each member of the Board and posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the Board (a copy of the face sheet of the agenda being attached hereto) pursuant to the local rules of the Board and the provisions of Chapter 21, Code of Iowa, upon reasonable advance notice to the public and media at least twenty-four hours prior to the commencement of the meeting as required by law and with members of the public present in attendance; I further certify that the individuals named therein were on the date thereof duly and lawfully possessed of their respective County offices as indicated therein, that no vacancy existed except as may be stated in the proceedings, and that no controversy or litigation is pending, prayed or threatened involving the incorporation, organization, existence or boundaries of the County or the right of the individuals named therein as officers to their respective positions.

WITNESS my hand and the seal of the Board hereto affixed this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
County Auditor, Appanoose County, State of  
Iowa

(SEAL)