

September 7, 2017
Mt Pleasant, IA

The Board met in regular session at 9:00 AM. Members present: Chairman, Marc Lindeen, Greg Moeller and Gary See.

It was moved by Moeller and seconded by See to approve the minutes of the September 5, 2017 Supervisors meeting. 3 ayes. Motion carried.

The following Department Heads met to give their monthly update to the Board:
Derek Wellington, IT; Roger Pittsenbarger, Vet Affairs; Sarah Berndt, CDS; Jake Hotchkiss, Engineer; Ana Lair, Treasurer; Shirley Wandling, Recorder; Gary Dustman, Assessor; Joe Buffington, Planning & Zoning Administrator; Walt Jackson, EMC; Patti Sallee, Public Health and Shelly Barber, Auditor.

Jake Hotchkiss, Engineer presented Resolution #25-2017 approving purchase Agreement for real estate in Sec 18-71-6. It was moved by See and seconded by Moeller to approve Resolution #25-2017. 3 ayes. Motion carried.

RESOLUTION NO. 25-2017

RESOLUTION APPROVING A PURCHASE AGREEMENT WITH THE ESTATE OF JAMES LEEPER, BY JOANNE LEEPER, EXECUTOR FOR ONE PARCEL TOTALING APROXAMATELY 6 ACRES.

WHEREAS, the estate of James Leeper, is the owner of one parcel containing approximately 6 acres described as:

A tract of land located in the NE ¼ of Section 18 T71 R6W, of the 5th P.M. Henry County, Iowa and commencing at the NE corner of said Section 18, thence West 917.31 feet to an iron pin **AT THE POINT OF BEGINNING**, Thence S0⁰18'E, 261.13 feet to an iron pin, thence West 998.21 feet to an iron pin, thence N0⁰56'W, 261.16 feet to an iron pin, thence East 1000.88 feet to the **POINT OF BEGINNING**. Said tract contains 6.00 acres more or less.

WHEREAS, Henry County, Iowa and the estate of James Leeper have negotiated a Purchase Agreement whereby the estate of James Leeper would sell the above described property to Henry County, Iowa for \$47,500.00; and

WHEREAS, Henry County intends to use the property for a future expansion of the Henry County Quarry; and

WHEREAS, it is necessary for Henry County to formally approve said agreement.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Henry County, Iowa that the aforementioned Purchase Agreement be and the same is hereby approved. Further, the Chairman of the Board and County Auditor are authorized to execute said Purchase Agreement on behalf of Henry County, and are hereby directed to execute any and all further documentation to finalize this transaction.

Approved this 7th day of September 2017.

HENRY COUNTY BOARD OF SUPERVISORS

Attest:
 /s/Shelly Barber
 Henry County Auditor

Aye:/s/Marc B. Lindeen, Chairman
 Aye:/s/Gary K. See, Supervisor
 Aye:/s/Greg Moeller, Supervisor

Shirley Wandling, Recorder announced her retirement as Henry County Recorder effective November 3, 2017 her last day of work being November 2, 2017. Wandling reminded the Board that at the time she hired her current part time employee Stephanie Whalen that it was with the potential of going full time at some point, the Board agreed that they remembered this. At this time Wandling is asking to make Whalen full time as soon as possible. It was moved by See and seconded by Moeller to approve Stephanie Whalen to become full time effective September 11, 2017. 3 ayes. Motion carried.

Joe Buffington, Planning and Zoning Administrator presented a resolution establishing a document retention schedule for planning and zoning, 911 addressing and manure management plans as these are not set out in the Code of Iowa anywhere. It was moved by Moeller and seconded by See to approve Resolution #24-2017 establishing a document retention schedule. 3 ayes. Motion carried.

**RESOLUTION ESTABLISHING A DOCUMENT RETENTION SCHEDULE FOR
 PLANNING AND ZONING, 911 ADDRESSING, AND MANURE MANAGEMENT PLANS
 Henry County Board of Supervisors Resolution Number: 24-2017**

WHEREAS it is proposed that Henry County establish a record retention schedule for Planning and Zoning, 911 Addressing, and Manure Management Plans and,

WHEREAS a document retention schedule is intended to assist county officials in managing records produced by county business in an efficient and consistent manner and,

WHEREAS the Code of Iowa does not establish the length of retention for documents pertaining to Planning and Zoning, 911 Addressing, or Manure Management Plans and,

NOW THEREFORE BE IT RESOLVED by the Board of Supervisors of Henry County, that the following document retention schedule be established and become effective September 7th, 2017.

ITEMS:	CODE (or other attribution):	EXPLANATION:	DISPOSITION:
BOARD OF ADJUSTMENT MINUTES	Local retention schedule	Record of action by the Board of Adjustment	PERMANENT
PLANNING & ZONING COMMISSION MINUTES	Local retention schedule	Record of action by the Planning & Zoning Commission	PERMANENT
ZONING PERMITS	Local retention schedule	Record of who was permitted to be what and where	PERMANENT
CONDITIONAL USE PERMITS	Local retention schedule	Record of uses subject to Board of Adjustment Conditions	PERMANENT
SPECIAL USE PERMITS	Local retention schedule	Record of multiple main building developments and certain exemptions to bulk requirements	PERMANENT

VARIANCE	Local retention schedule	Record of structures allowed to encroach on or reduce established bulk requirements	PERMANENT
ZONING PERMIT APPLICATIONS	Local retention schedule	Application for zoning permit containing action applied for	PERMANENT
CONDITIONAL USE APPLICATION	Local retention schedule	Application for conditional permit containing action applied for	PERMANENT
SPECIAL USE APPLICATION	Local retention schedule	Application for special use permit containing action applied for	PERMANENT
VARIANCE APPLICATION	Local retention schedule	Application for variance containing action applied for	PERMANENT
RE-ZONING APPLICATION	Local retention schedule	Application to re-zone specific land	PERMANENT
ZONING PERMIT RESEARCH/DOCUMENTATION	Local retention schedule	Work product related to zoning permit request	RETAIN 6 MONTHS AFTER COMPLETION OF CONSTRUCTION
CONDITIONAL USE RESEARCH/DOCUMENTATION	Local retention schedule	Work product related to conditional use request	RETAIN 6 MONTHS AFTER FINAL DISPOSTION
SPECIAL USE RESEARCH/DOCUMENTATION	Local retention schedule	Work product related to special use request	RETAIN 6 MONTHS AFTER FINAL DISPOSTION
ITEMS:	CODE (or other attribution):	EXPLANATION:	DISPOSITION:
VARIANCE RESEARCH/DOCUMENTATION	Local retention schedule	Work product related to variance request	RETAIN 6 MONTHS AFTER FINAL DISPOSTION
RE-ZONING RESEARCH/DOCUMENTATION	Local retention schedule	Work product related to re-zoning request	RETAIN 6 MONTHS AFTER FINAL DISPOSTION
ZONING NOTICE OF VIOLATION	Local retention schedule	Notice to property owner of alleged violation	PERMANENT
VIOLATION RESEARCH/DOCUMENTATION	Local retention schedule	Work product related to alleged violation	RETAIN 6 MONTHS AFTER FINAL DISPOSTION

DISPOSITION OF ZONING VIOLATION	Local retention schedule	Record of ongoing action or final disposition of abatement of zoning violation.	PERMANENT
E-911 ADDRESS APPLICATION	Local retention schedule	Application to obtain an E-911 Address marker	PERMANENT
E-911 ADDRESS INSTALLATION WORK ORDER	Local retention schedule	List of new addresses to be installed by secondary roads	PERMANENT
MANURE MANGEMENT PLAN ORIGINAL	Local retention schedule	New manure management plan for existing site	DO NOT RETAIN
MANURE MANGEMENT PLAN RENEWAL	Local retention schedule	Renewal of manure management plan for existing site	DO NOT RETAIN
MANURE MANAGEMENT PLAN NEW CONSTRUCTION	Local retention schedule	Notification of construction of new confinement facility	RETAIN 6 MONTHS AFTER COMPLETION OF CONSTRUCTION
CONSTRUCTION APPLICATION MASTER MATRIX	Local retention schedule	Notification by Iowa DNR of confinement facility requiring master matrix evaluation	RETAIN 6 MONTHS AFTER COMPLETION OF CONSTRUCTION
SITE EVALUATION MASTER MATRIX FACILITY	Local retention schedule	Documents and research verifying points claimed on master matrix	RETAIN 6 MONTHS AFTER COMPLETION OF CONSTRUCTION

Approved this 7th day of September, 2017

HENRY COUNTY BOARD OF SUPERVISORS

Attest:
/s/Shelly Barber
Henry County Auditor

Aye:/s/Marc B. Lindeen, Chairman
Aye:/s/Greg Moeller, Supervisor
Aye:/s/Gary K. See, Supervisor

Joe Buffington, County P & Z and Jack Swarm, City P & Z discussed the possibility of a joint subdivision that may fall in both entities jurisdiction and how each viewed the issue.

The Board approved the following claims:

General Basic Fund

Access Energy Cooperative	Util -Conserv	\$9.65
Agri-Center of Henry Co	Dog Food-Shff	\$91.00
Agriland FS Inc	Vchle Fuel -Conserv	\$306.62
All American Pest Control	Extermination Exp-Jail	\$40.00
Garry Allender	Ground Maint -Conserv	\$488.00
Alliant Energy	Util -DHS	\$33.85
Bailey Office Outfitters	Ofc Suppl -Trs	\$35.88

Card Center	Suppl -County	\$2,138.52
Coberleys Sales-Service	mower maintenance-Sheriff	\$35.00
Megan Conrad	Custodial -Conserv	\$341.25
Emily Curry	Med Exam Fees	\$184.56
Dave's Lock and Key	Key-Sheriff	\$7.50
Des Moines Co Clerks Office	Serv of Notice Fees	\$5.00
Des Moines Co Sheriff	Serv of Notice Fees	\$92.80
East End Automotive	Vehicle Exp-Deputy Sheriff	\$27.95
Ebert Supply Co	Cust Suppl -Cths	\$125.68
Chris Gerling	Med Exam Fees	\$171.40
Mark Haan	IT Contracting	\$1,250.00
Henry Co Public Health	Public Health Nursing	\$8,691.95
Henry Co Veterinary Hosp	Dog Care -Sept 2017	\$550.00
Iowa Assoc for Justice	Criminal Law Seminar -Att	\$230.00
J & S Electronic Systems	Ofc Equip -Conserv	\$64.05
KILJ Radio	Publication -Conserv	\$100.00
Ana Lair	MIge -Trs	\$144.45
Lance Refuse Serv	Sanit & Disp -Conserv	\$115.00
Marc Lindeen	Parking -Supv	\$8.00
Maddy Tree Service	Construction & Maint -Con	\$650.00
Mail Services LLC	Tax Statements -Trs	\$5,241.60
MailFinance Dept 3682	Mail & Postage -Cths	\$223.59
Mt Pleasant Electric Contractor	Bldg Rprs -Cths	\$108.44
Mt Pleasant Utilities	Utilities -County	\$1,311.82
New England Mfg Company	Grave Markers -VA	\$96.22
New London Journal	Subscription -Supv	\$37.00
Oak Ridge Services	Construction & Maint -Con	\$1,968.00
On-Site Info Destruction Inc	Shredding -Cths	\$168.48
James R Onorato	Meeting Fee -VA	\$82.49
Raymond Onorato	Meeting Fee -VA	\$25.00
Postmaster	Postage & Mailing -Conser	\$225.00
ProPac	Medical Bags- Sheriff	\$168.27
Terri Quartucci	MIge -Atty	\$243.96
Regional Utility Serv Systems	Annual Membership -FY18	\$10,000.00
Gary See	Parking/Meals -Supv	\$160.45
Shottenkirk -Mt Pleasant	Vehicle Exp-Dep Sheriff	\$37.46
Signs & Designs	Vchle Maint -Conserv	\$368.00
Smith Plumbing, Heating & Cool	Bldg Rprs -DHS	\$1,330.90
Solutions	Website Hosting -Cths	\$200.00
Becky Thornton	Postage -Conserv	\$25.00
Twin State Inc	Construction & Maint -Con	\$173.15
U S Cellular	Hotspot -VA	\$104.54
Lynn Vanderham	6-18 5 hrs,6-19 5 hrs-201	\$3.00

Verizon Wireless	Cell phones-Sheriff	\$122.66
Wal-Mart Payments	Supplies -Trs	\$34.89
Shirley K Wandling	MIge -Trs	\$156.76
Winfield Beacon/Wayland News	Bd Proc -Supv	\$876.80
WMPF Group LLC	Add property	\$80.80
General Supplemental Fund		
I M W C A	Work Comp -'17-'18	\$5,114.00
Franklin Ruiz	Interpreter	\$67.50
SIADSA Lee/ Lucas	Detention Stay -Juv Prob	\$2,590.00
Winfield Beacon/Wayland News	Ballot -School Election	\$277.90
Pioneer Cemetery Fund		
Henry Co Sec Road Dept	Posts -Sec Rds	\$184.50
MH - DD Services		
Bailey Office Outfitters	Ofc Suppl -CDS	\$48.57
Deb Bergquist	MIge -CDS	\$61.53
Sarah Berndt	MIge -CDS	\$342.91
King Property Rentals H. Dean	Rent -GA	\$350.00
Lloyd, McConnell Davis & Lujan	Commitment -CDS	\$144.50
Mt Pleasant Utilities	Utilities -County	\$55.39
Elley Neuzil	MIge -CDS	\$147.13
Rural Services Basic Fund		
Joseph Buffington	MIge -Zoning	\$44.92
Jodi Sutter	Wages -BOH	\$5,125.88
Attorney's Forfeiture Fund		
Ed Harvey	Supplies -Atty	\$48.65
Secondary Road Fund		
Access Energy Cooperative	Util - County	\$29.40
Agri-Center of Henry Co	IRVM Sec Rd	\$2,024.25
Alliant Energy	Sheds Sec Rd	\$205.22
Banner Auto & Hardware	Parts Sec Rd	\$49.78
Binns & Stevens	Dust Palliative Sec Rd	\$20,487.98
Calhoun-Burns & Associates Inc	Consultant Fees Sec Rd	\$47,625.70
Card Center	Meals & Lodging Sec Rd	\$145.20
Data Imaging Supplies	Office Supplies Sec Rd	\$857.70
Fastenal Co	Equip Repair Supply SecRd	\$41.36
Henderson Truck Equipment	Parts Sec Rd	\$954.00
Jake Hotchkiss	Mileage/Parking Sec Rd	\$134.26
Hotsy Cleaning Systems	Power Washer Maint Sec Rd	\$130.00
Ia Dept of Transportation	Oil Sec Rd	\$667.68
Ia Prison Industries	Decals Sec Rd	\$932.50
Midwest Old Threshers	Dust Palliative Sec Rd	\$850.00
Mt Pleasant Tire-Service	Tires Sec Rd	\$219.95
New London Utilities	Shed Sec Rd	\$64.48

Northern Safety Co Inc	Supplies Sec Rd	\$71.77
O'Reilly Automotive Inc	Parts Sec Rd	\$559.02
L L Pelling Co., Inc.	HMA Sec Rd	\$41,138.85
Republic Companies	Posts Sec Rd	\$1,797.75
Sadler Power Train	Parts Sec Rd	\$740.70
Shottenkirk - Burlington	Parts Sec Rd	\$127.87
Florence Smith	Janitor Sec Rd	\$450.00
SS Mobile Blasting	Fuel Tank Painting Sec Rd	\$4,574.35
Staples Advantage	Engineer Equipment Sec Rd	\$11.19
Swales Auto Supply	Batteries Sec Rd	\$837.21
The Company	Parts Sec Rd	\$203.55
Truck Country	Parts Sec Rd	\$2,859.75
U S Cellular	Devices Sec Rd	\$630.85
Winfield Builders Supply	Supplies Sec Rd	\$17.69
Conservation Fund		
Deb Adams	Outside Serv -Conserv	\$50.00
Agriland FS Inc	Vchle Fuel -Conserv	\$38.84
Marsha Birdsell	Outside Serv -Conserv	\$175.00
Megan Conrad	Custodial -Conserv	\$78.00
Hannums	Construction & Maint -Con	\$15.90
Pete Jones	Outside Serv -Conserv	\$200.00
Lance Refuse Serv	Sanit & Disp -Conserv	\$80.00
Menards - Burlington	Construction & Maint -Con	\$192.51
David Neff	Outside Serv -Conserv	\$75.00
Oak Ridge Services	Construction & Maint -Con	\$840.00
Rathbun Regional Water	Util -Conserv	\$138.25
Community Betterment Fund		
Great River Reg Waste	Sanit & Disp -Cths	\$7,011.87
Mt Pleasant Utilities	Utilities -County	\$57.05
Mike Prottzman Sanitation	Sanit & Disp -Cths	\$14,865.40
Mark Shull	Safety & Protective Suppl	\$139.99
Wemiga Waste	Sanit & Disp -Cths	\$325.00
Economic Development		
Estate of James Leeper	Deposit -Purchase Agreeme	\$1,000.00
Emergency Management		
Capital One Bank	Bldg-Repairs & Maint. -Em	\$1,557.90
Reliable Pest Solutions	Pest Control -Em Mgmt	\$102.00
Verizon Wireless	Telephone -Em Mgmt	\$50.02
Co. Assessor Agency Fund		
Bailey Office Outfitters	Ofc Suppl -Assessor	\$137.85
Sharon G Barron	Meals-Assessor	\$19.24
Gary Dustman	Meals -Assessor	\$29.21
ESRI	Soils & Mapping -Assessor	\$3,800.00

Mt. Union Sewer Revenue Fund

Regional Utility Serv Systems	Mt Union Sewer	\$3,760.92
Grand Total		\$218,295.73

In sub-committee meetings Moeller attended Healthy Henry County Communities.

It was moved by Moeller and seconded by See the meeting be adjourned. 3 ayes. Motion carried.

Shelly Barber, Auditor

Marc Lindeen, Chairman