
FOR THE YEAR 2011
BOARD OF SUPERVISOR'S MINUTE BOOK
CHEROKEE COUNTY, IOWA
APRIL 5, 2011

The Cherokee County Board of Supervisors met in regular session on Tuesday, April 5, 2011 with Larry Prunty, Dean Schmidt, Jeff Simonsen, Mark Leeds, and Terry Graybill present. Mike Leckband, *Chronicle Times*, represented the press. Unless otherwise indicated, all votes were offered as follows: Ayes - Schmidt, Graybill, Prunty, Leeds, Simonsen; Nays - none; Abstentions - none.

Motion by Prunty, seconded by Graybill to approve the agenda and minutes of the previous meeting. Motion carried.

Kristi Petersen, Human Resources Director, discussed a wage authorization for the Conservation Department, Family Medical Leave Act requests from two employees, responses to recommendations received from ICAP after a site visit in February, and personnel policy changes.

Motion by Schmidt, seconded by Leeds to approve a \$13.00 wage authorization for Greg Johnson as full time Conservation Department employee. Motion carried with Graybill and Prunty voting nay due to the failure to work through county provided human resources services.

Motion by Graybill, seconded by Schmidt to approve two employee requests for Family Medical Leave Act. Motion carried.

Petersen presented changes to the wording of the personnel policy to address motor vehicle use. The county's insurance provider, Iowa Communities Assurance Pool (ICAP), requested loss control methods in 2005 including proof of insurable drivers and motor vehicle record verification by the employer. The county has policies in place to address these issues but has not been proactive in strictly implementing the policies with all employees.

Motion by Graybill, seconded by Prunty to approve an addition to the Cherokee County Personnel Policy as follows:

"Motor vehicle operation represents one of the largest liability exposures. The use of County or personal vehicles must maintain the appropriate levels of insurance. Iowa requires both Driver Liability proof as well as Vehicle Owner Liability. In order to protect the employees, the County, and our citizens; Cherokee County is committed to verify that all employees are in compliance with State Law. Additionally, we wish to ensure that the employee is not risking their financial livelihood while driving for the County.

As a condition of employment, Cherokee County requires the following:

- 1. Valid driver's license of the appropriate class*
- 2. Proof of personal liability insurance that meets or exceeds the minimum State of Iowa requirements*
- 3. Regular motor vehicle records checks*
- 4. Successful completion of any driver safety programs*
- 5. Compliance with all County policies, as well as State and Federal laws*

This information will be kept on file in the Human Resources office. Human Resources will be responsible for conducting regular MVR checks on all County employees." This policy is effective April 5, 2011. Motion carried.

Motion by Leeds, seconded by Schmidt to approve "Clarification and Summary" of the Motor Vehicle Operation section in the Cherokee County Personnel Policy to include the following:

"#6. Maintain a satisfactory driving record

Violations of this policy, or refusal to comply, may result in revocation or restriction of employee authorization to drive a County owned, leased or rented vehicle AND / OR any private vehicle used on County business. Further disciplinary action, up to and including demotion, suspension or dismissal may result."

This policy clarification is effective April 5, 2011. Motion carried.

Dave Shanahan, County Engineer, reviewed several documents for the board's consideration.

Motion by Graybill, seconded by Leeds to authorize the chairman to sign the 5 year Secondary Roads Construction Plan as presented. Motion carried.

Motion by Schmidt, seconded by Prunty to approve the FY12 Iowa DOT Secondary Roads Budget as presented. Motion carried.

Motion by Leeds, seconded by Schmidt to approve a contract with Calhoun Burns for a bridge design on M21 between Sections 3 & 4 in Diamond Township. Motion carried.

Dawn Jones Coombs, County Recorder, presented her quarterly revenue report.

Motion by Prunty, seconded by Graybill to accept the Recorder's March 31, 2011 Quarterly Revenue Report reflecting \$19,359 of County funds and \$34,214 of State funds. Motion carried.

FOR THE YEAR 2011
BOARD OF SUPERVISOR'S MINUTE BOOK
CHEROKEE COUNTY, IOWA
APRIL 5, 2011

Motion by Graybill, seconded by Leeds to approve a 3 year contract with Cost Advisory Services for preparation of cost allocation plans for fiscal years 2011, 2012, and 2013. Motion carried.

Motion by Schmidt, seconded by Leeds to approve a \$13.84 step wage authorization for Lisa Dame, part time jailer, per the Law Enforcement Union contract. Motion carried.

Motion by Graybill, seconded by Prunty to approve the 2011 Slough Bill applications including tax exemption for 1261 acres of Forest Cover and Open Prairie lands. Motion carried.

There being no further business, Chairman Simonsen adjourned the meeting at 11:15 a.m.

All board agendas and minutes are available online at www.cherokeecountyiowa.com.

Attest: _____

Jeff Simonsen, Chairman

Kris Glienke, County Auditor