

**PROCEEDINGS OF THE
FRANKLIN COUNTY BOARD OF
SUPERVISORS
JULY 19TH, 2021**

The Board of Supervisors met at 8:30AM on Monday, July 19th, 2021, at the Franklin County Courthouse with Board members Mike Nolte & Gary McVicker in attendance. Chris Vanness was absent.

Chairman Nolte led the Pledge of Allegiance.

Motion by McVicker, seconded by Nolte to approve the Agenda as presented. All ayes. Motion carried.

Motion by McVicker, seconded by Nolte to approve the Board Minutes & Drainage Minutes dated 7/12/21. All ayes. Motion Carried.

Public Comment & Board Committee Reports: Nolte attended the ARPA Task Force meeting.

Jay Waddingham, County Engineer met with the Board and gave an update on his department.

Deb Jones, Home Care Director, met with the board to give an update on her department.

Gabe Johanns, IT Director, met with the board to give an update on his department.

Lee Galentine, Drainage Engineer, met with the Board regarding DD30, Lat 10. Colette Bruns, Drainage Clerk, met with the board regarding DD30, Lat 38. Full minutes may be obtained from the Drainage Clerk.

A Department Head Meeting was held at 10:30AM. Full minutes may be obtained from the County Attorney's office.

Motion by McVicker, seconded by Nolte to approve a resolution approving a Subdivision Waiver application for Nicolas & Anna Toomsen. The resolution reads, in full:

Resolution 2021-48
A RESOLUTION OF THE BOARD OF SUPERVISORS OF FRANKLIN COUNTY APPROVING A SUBDIVISION WAIVER

WHEREAS, The Franklin County Subdivision Ordinance 6.2 allows waivers to the requirements set therein, and

WHEREAS, Nicolas & Anna Toomsen have asked for a subdivision waiver for the following parcel: Parcel 2020-38 in the NE ¼ of the NW ¼ and the NW ¼ of the NE ¼ in Section 7, Township 91 N. Range 19 West of the 5th PM.

To subdivide property into two parcels, one of farm ground, and one of a residence.

BE IT RESOLVED that The Franklin County Board of Supervisors approves the Subdivision Waiver.

Roll call vote was as follows, Ayes: McVicker, Nolte. Absent: Vanness. Motion carried and resolution duly adopted

Motion by McVicker, seconded by Nolte to approve the hiring of Deputy Calan Holman at a salary of \$54,000 per year.

Motion by McVicker, seconded by Nolte to approve a resolution updating/amending Section 2.11

of the Employee Handbook. The resolution reads in full:

RESOLUTION #2021-47
A RESOLUTION UPDATING/ AMENDING SECTION 2.11 OF THE EMPLOYEE HANDBOOK, "REIMBURSEABLE EXPENSES/ CREDIT CARDS"

WHEREAS, the updated Franklin County Employee Handbook final copy was presented and approved by the Board of Supervisors on August 19, 2019;

WHEREAS, the Board of Supervisors does acknowledge the importance of annual review of policies;

WHEREAS, in said Employee Handbook, Section 2.11 contains a policy as it related to credit card use by County employees.

WHEREAS, the Franklin County Board of Supervisors does adopt the following Section 2.11 "Reimbursable Expenses/Credit Cards"

Section 2.11 now reads as follows:

REIMBURSEABLE EXPENSE/ CREDIT CARDS 2.11

POLICY STATEMENT

It shall be the policy of the Franklin County Board of Supervisors that whenever possible, County purchases should be made using direct billing or reimbursement. However, the Board of Supervisors understands there may be times when it is necessary to make a purchase using a credit card. Those situations may include, but are not limited to a vendor/ service provider that will not accept a purchase order or direct billing payments or to take advantage of cost-saving opportunities by being able to make purchases on the internet and through catalogs.

ISSUANCE & USAGE

• A credit card account can be set up in the Franklin County Departments name. Each Department Head will be the keeper of their card(s).

• A list of credit cards, cardholders, & credit limits will be provided to the Franklin County Auditor's Office. This list must be updated on an annual basis.

• Employees are not allowed to make personal purchases under any circumstances. Employees will not use a county credit card for personal purchases with the intent of reimbursing the County. Violations of this policy may result in disciplinary action up to and including termination, collection proceedings, and possible criminal actions. Credit card purchases are allowed for County business expenses only.

• Credit cards shall be limited to their usage. Use of cards should be limited to goods and services which cannot efficiently be purchased by methods such as purchase orders or direct billing. Allowable expenditures include, but are not limited to:

- Motel/Hotel Expenses and Guarantee of Reservations
- County Vehicle Expenses
- Meals when staying overnight

while attending meetings pertaining to County Government will be reimbursed at a per diem rate determined by the Board of Supervisors through a resolution. Overnight stay is defined as a meeting over 70 miles away. If the Department Head determines that a motel stay for a location that may be lesser than 70 miles is warranted, it may be considered an overnight stay with meals paid. (Including a tip of up to 15% of the cost of the meal or a tip that is prescribed by the establishment). Taxable meals for one-day meetings will not be reimbursed.

- Airline Reservations
- Car Rental
- Registration Fee
- Department Expenses as Approved by the Department Head
- No cash transactions such as accepting cash in lieu

• Department Heads must be accountable for all charges billed for. When deemed necessary, the Department Head may allow their staff to use their department card when traveling for meetings. Once the transactions have transpired, the Department Head shall turn in the Statement with receipts of purchases along with a claim and the line item, within 2-5 days of the usage.

• Misuse or Abuse of the Card Will Not Be Tolerated. Misuse or Abuse is defined as:

- Using the card for personal or unauthorized purposes
- Using the card to obtain a cash advance in lieu of credit to the purchasing card account
- Using the card to purchase alcoholic beverages or any substance, material, or service which violates policy, law, or regulation pertaining to the County or the Code of Iowa.
- Allowing use of the card by an unauthorized individual.
- Splitting a purchase or using another cardholder's card to circumvent the card purchasing limit of the card.
- Failing to provide, when requested, information about any specific purchase
- Not adhering to all of the County Purchasing Card Policy & Procedures
- Any other reason/use that the Board of Supervisors deems abuse/misuse

AWARDS POINTS

"Awards points" or other bonus opportunities that may accompany a credit card shall not be redeemed. The credit card is to be used solely when direct billing or reimbursement is not a viable option. For new credit card accounts opened, it must be requested that award points not be allowed on the account.

CLOSING A CREDIT CARD ACCOUNT

When a credit card account is no longer required, the account should be closed by the department head/elected official for which the credit card was issued. The

department head/elected official shall make a request in writing to the bank which issued the credit card to close the account for the department. A copy of the correspondence shall be filed with the Franklin County Auditor's Office.

DESTRUCTION OF CARDS

When a credit card is no longer required or voided, the card should be properly destroyed. The card shall be destroyed on-site using a card shredder.

A credit card shall be destroyed in the presence of no less than two County employees. The County employees will be required to sign an affidavit stating when and in what manner the card was destroyed. The affidavit shall be filed in the Clinton County Auditor's Office.

These are overall guidelines for the issuance and usage of Franklin County credit cards and operate in accordance with the Franklin County Employee Handbook Section 2.11 – Credit Card Purchases. Department Heads or Elected Officials may implement more restrictive policies and procedures, but may not adopt any that are less restrictive. If Department Heads or Elected Officials implement a more restrictive policy, the Auditor's Office must retain a copy of policy and procedures.

Roll call vote was as follows, Ayes: McVicker, Nolte. Absent: Vanness. Motion carried and resolution duly adopted.

Motion by McVicker, seconded by Nolte to approve the appointment of Chris Vanness & Jane Weiland to the Homeward Housing Trust Board. All ayes. Motion carried.

There was discussion regarding the Franklin County Courthouse Grounds Use Application by Franklin County Relay for Life. While the board is fine with the use, it was brought to their attention that the parking lot will not be available due to improvements being done to the curb, gutter, and sidewalk.

Motion by McVicker, seconded by Nolte to approve a Fireworks Permit Application from Kurt Johnson. All ayes. Motion carried.

Motion by McVicker, seconded by Nolte to approve the ARPA Funded Projects as presented. All ayes. Motion carried.

There was discussion regarding the current Financial Reporting Policy, which has not been updated since 2004. Auditor Flint will make the changes discussed and bring it back to the board next week for final approval.

Communications: None

Motion by Nolte, seconded by Vanness to adjourn at 12:15PM until Monday, July 26th, 2021, at 8:30AM at the Franklin County Courthouse. All ayes. Motion carried.

ATTTEST:

Michael Nolte, Chairman
Katy A Flint, Auditor