

June 28, 2024

The Benton County Board of Supervisors met in special session with Supervisors Primmer, Bierschenk and Seeman present. Supervisor Primmer called the meeting to order at 10:00 a.m. at the Benton County Service Center. Members of the public are invited to join in during open session or watch the livestream at <https://www.youtube.com/bentoncountyiowa>. *Summarized Resolutions will be available in the Auditor's office and at: www.bentoncountyiowa.gov*

Seeman moved/ Bierschenk seconded: To approve the agenda. All members voting aye thereon. Motion carried.
Primmer moved/Bierschenk seconded: To approve the minutes of June 25, 2024, with corrections given to Auditor's office for items to be removed. Primmer, Seeman and Bierschenk voting aye thereon. Motion carried.
Seeman moved/Bierschenk seconded: To approve and authorize signature on the quote from Tyler Technologies for Exec Time and Attendance Software. All members voting aye thereon. Motion carried.
Bierschenk moved/Seeman seconded: To approve Resolution #24-65, FY25 Interfund transfers. All members voting aye thereon. Motion carried.

RESOLUTION #24-65
INTERFUND OPERATING TRANSFERS

WHEREAS, it is desired to authorize the auditor to periodically transfer sums from the general basic fund to the secondary road fund, general supplemental fund, and conservation land acquisition fund; and rural services fund to secondary road and sanitary disposal funds during the 2024-2025 budget year, and

WHEREAS, said transfers must be in accordance with section 331.432, Code of Iowa,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF BENTON COUNTY, IOWA as follows:

Section 1. The total maximum transfers for the fiscal year beginning July 1, 2024, shall not exceed the amounts listed in the respective funds as follows:

<u>FROM (Fund)</u>	<u>TO (Fund)</u>	<u>AMOUNT (max.)</u>
General Basic	Secondary Road	\$ 295,264.00
Rural Services Basic	Secondary Road	\$ 3,360,768.00
General Basic	Conservation Land Acquisition	\$ \$200,000.00

Section 2. The auditor shall order a transfer each quarter of fiscal year 2024-2025. Said quarterly transfers shall be one quarter of the total transfer to each fund as set forth in Section 1.

Section 3. Exceptions to Section 2 shall be transfers to the Conservation Land Acquisition fund, which may be done at any time during the fiscal year

Section 3. The amount of the transfers required in section 1 to the Secondary Road fund shall be in accordance with Iowa Code 331.429(1)(a) and (b).

Section 4. The amount of any transfer shall not exceed available fund balances in the transferring fund.

Section 5. The auditor is directed to transfer said funds in accordance with this resolution and to notify the treasurer and county engineer of the amounts of said transfers.

The Board of Supervisors of Benton County, Iowa, adopted the above and foregoing resolution on June 28, 2024.

Rick Primmer, Chairman

Gary Bierschenk

Tracy Seeman

ATTEST:

Alisha Burmeister, Benton County Deputy Auditor

Bierschenk moved/Seeman seconded: To approve Resolution #24-66, FY25 Transfer of Funds. All members voting aye thereon. Motion carried.

RESOLUTION #24-66
TRANSFER OF FUNDS

BE IT RESOLVED by the Benton County Board of Supervisors that the following interfund funds are ordered:

Local Option Sales & Services (LOSST) to Secondary Roads - \$267,500.00
Local Option Sales & Services (LOSST) to General Basic - \$65,000.00

The auditor is authorized to make the necessary adjustments to the FY25 budget.

The Board of Supervisors of Benton County, Iowa, adopted the above and foregoing resolution on June 25, 2024.

Rick Primmer, Chairman

Gary Bierschenk

Tracy Seeman

ATTEST:

Alisha Burmeister, Benton County Deputy Auditor

Bierschenk moved/Seeman seconded: To approve Resolution #24-67, Handbook revision to 2.7 Mileage and Expense Reimbursement. All members voting aye thereon. Motion carried.

RESOLUTION #24-67
HANDBOOK REVISION TO 2.7 MILEAGE and EXPENSE REIMBURSEMENT

WHEREAS, the Benton County Employee Handbook Mileage and Expense Reimbursement section 2.7 is amended and attached hereto as Exhibit A.

NOW, THEREFORE, Be it Resolved by the Board of Supervisors of Benton County, Iowa, as follows:

Section 1. The Handbook section attached hereto as Exhibit A is hereby adopted and shall be dated as of the date hereof.

Section 2. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Passed and approved June 28, 2024.

Rick Primmer, Chairman

Gary Bierschenk

Tracy Seeman

ATTEST:

Alisha Burmeister, Benton County Deputy Auditor

"Exhibit A"

BENTON COUNTY, IOWA
HANDBOOK POLICIES AND PROCEDURES RE: MILEAGE and EXPENSE REIMBURSEMENT 2.7

Officials and employees shall be granted reasonable expenses while attending meetings pertaining to county government as outlined below. No reimbursement will be allowed for expenses of anyone other than the county employee.

1. Mileage:

Mileage will only be reimbursed if traveling outside of the city limits of your office's primary location.

1. Benton County will compensate an employee at the rate set forth by the IRS on a per mile basis when the employee is required to provide his or her own transportation in order to perform their job function. Mileage will start at employee's residence, unless the employee is reporting from work first, then it would be place of employment to meeting and back to employment.
2. In the instance where a County vehicle is available for use, and the employee chooses to drive their own vehicle, the employee will be reimbursed at the GSA (General Services Administration) current rate. Privately owned vehicle (POV) mileage reimbursement rates | GSA Exception to this would be if it would be farther distance traveled to get the county vehicle to drive to destination. In this case, employee must show documentation of shorter route.

2. Lodging:

Lodging is warranted in the following scenarios:

1. 60 miles one way from employee's home. Exception to this would be if a trial takes place in any county outside of Benton County pursuant to a court ordered change of venue, lodging would be permissible.
2. If event start time is prior to 7:30 am (This does not include registration time) or if event goes past 5:00 pm in the evening. (This does not include social hour).
3. Any exceptions to this will need to be approved by immediate supervisor in advance of incurring the expense or employee could be liable for the expense themselves.

Per Section 80.45 of the Department of Public Safety, before securing any lodging accommodations, employees must confirm a lodging provider's current certification status by the Public Safety Commission that Human Trafficking prevention training has been completed. Public funds cannot be used to pay for lodging for an establishment that does not have this certification. As a result, the cost of lodging would be the responsibility of the employee and not the County. More information on this requirement can be found here: <https://www.legis.iowa.gov/docs/code/80.45A.pdf>

3. Meals & Incidentals:

Meals and incidental expense while traveling inside of Benton County are not eligible for reimbursement.

1. Employees will be reimbursed for meals and incidental expenses related to authorized travel based on the "M&IE Total" column of the "Per Diem Rates" table as published on the U.S General Services Administration website. [Per diem rates | GSA](#)
2. If the event you are attending provides meals, those amounts will be subtracted from your per diem rate. Conference agendas must be included when submitting expense reimbursement claims. If you fail to provide an agenda, you will need to submit receipts to get reimbursed for your meals.
3. If employee chooses to submit actual receipts instead of using the GSA per diem rates, and those receipts are more than the per diem rate, reimbursement will only be approved up to the per diem rate. In addition, Tips/Gratuity and alcoholic beverages will not be reimbursed by the County. No exceptions. If your department gets any grant funding that covers these expenses, contact the Auditor's office in advance for guidance.
4. Meals cannot be paid for on Benton County credit cards. (Refer to credit card section 6.9 for more information on credit cards.)

4. Parking Fees:

1. Parking fees are allowable only when validation or free parking is not available. Receipts are required for reimbursement.
2. Parking tickets or traffic violations are the responsibility of the employee and will not be reimbursed by the county, unless approved by the Board of Supervisors.

Alternative Transportation: When driving is not feasible or cost effective, payment for alternative transportation must be pre-approved by the Board of Supervisors.

1. Claims of transportation expense must show point of departure, intermediate, and final destinations. Claims for commercial carrier transportation reimbursement must be accompanied by receipts, and shall not exceed coach fare.

2. The cost of first class transportation will be considered standard only when coach fare is not available, and must be approved by the Board of Supervisors in advance.

3. Early ticket purchase of coach fare tickets will be allowed to take advantage of reduced costs. However, if an employee fails to cancel the ticket within the proper time if unable to attend conference, employee will be responsible for the cost of the prepaid ticket, unless justified emergency can be proven by written explanation provided to Board of Supervisors.

Approved 6/25/24

Discussion was had on Historic Preservation office space and storage. No action taken.

Seeman moved/Bierschenk seconded: To approve fireworks permit for Watkins Community Athletic Association for July 6, 2024. All members voting aye. Motion carried.

Bierschenk moved/Primmer seconded: To approve new Human Resource Information System (HRIS) with Rippling. Primmer and Bierschenk voting aye, Seeman voting nay. Motion carried.

Supervisor Seeman reported on Eastern Iowa Housing and ECICOG committee meetings. He also reported on the tower project.

Supervisor Bierschenk reported on the Mental Health committee meeting.

Seeman moved/Bierschenk seconded: To Adjourn. Primmer, Seeman and Bierschenk voting aye. Motion carried.

Richard Primmer, Chairman

ATTEST: _____

Alisha Burmeister, Benton County Deputy Auditor