

**Supervisors Room, Courthouse  
Pocahontas, Iowa  
August 20, 2024**

The Board of Supervisors of Pocahontas County, Iowa, met for a regular session pursuant to adjournment. Members present: Chairman, Kyle Smith; Supervisors, Jeff Ives, Louis Stauter, Clarence Siepker, Brent Aden; Auditor, Nita Hinrickson. Others present: Reporter, Erin Sommers, Tate Schmeling, Engineer, John Runneberg, Maintenance Superintendent, Jill Conlin, Public Health Administrator.

Motion by Clarence Siepker, seconded by Brent Aden, to approve the minutes from August 13, 2024 as presented. Ayes all, motion carried.

Motion by Jeff Ives, seconded by Louis Stauter, to approve the agenda as amended with removal of beavertail claim. Ayes all, motion carried.

There was no update on any old business.

Derek Hebert, IT informed the Board he had talked to Don from FM Controls and he didn't think he was going to be doing the jail door access. The Board advised to inquire at the Department Head meeting on who would be interested in door access control.

Tate Schmeling, Engineer reviewed changes he made to the Entrance Policy. Tate presented the Iowa DOT Record of Coordination Floodplain Development for review. The Board advised Tate he had the authority to sign off on these projects. For informational purposes, Tate reported the C49 project should have the asphalt completed by the end of this week, the shoulders and painting should be done the end of next week. Patching crew is continuing their work. Secondary Roads will be going back to 8-hour days beginning September 9, 2024.

Motion by Jeff Ives, seconded by Brent Aden to approve Resolution 2024-08-#36 Entrance Policy.

Resolution 2024-08-#36

Entrance Policy

WHEREAS, Pocahontas County has a policy regarding installation and widening of entrances to property along its secondary roads which was adopted 14 August 2007, and

WHEREAS, the policy has been reviewed and certain changes are deemed appropriate.

NOW THEREFORE BE IT RESOLVED that Pocahontas County Board of Supervisors on this date, August 20<sup>th</sup>, 2024, adopt the following policy regarding installation, widening, and removal of entrances to property along Pocahontas County roads and highways and hereby rescind previous policy in its entirety.

1. Construction of additional entrances and/or entrance widening shall be done by permit and in accordance with permit.
2. Permit to be obtained at County Engineer's Office in Pocahontas.
3. Permit fee in amount of \$100 to be charged for all entrance construction or widening permits.
4. Location of entrance must be approved by the Engineers office, and if approved, the size and type of culvert determined by County Engineer.
5. Price of entrance, including necessary culvert materials, shall be paid by landowner or tenant as applicable and prior to work being performed, except that governmental entities may be billed.
6. a Where the new entrance or widening is to be built to serve as primary entrance to a livestock or poultry confinement facility, the entrance shall be constructed to a minimum culvert length or width of 72 feet. If the construction of the entrance is to be in conjunction with the construction of the facility, the contractor doing the earthwork for the facility may also construct the entrance.  
b For entrances not covered by 6.a, where new entrance or widening desired with final length of culvert or width of entrance is in excess of 52 feet, construction or widening shall only be performed by County forces, unless otherwise approved by the County Engineer. On gravel roads, where new entrance or widening results in length or width of 52 feet or less, construction or widening may be performed by landowner, landowner's contractor or County forces at landowner's discretion. Any construction or widening on paved roads shall be performed by County forces unless otherwise approved by the County Engineer.
7. For entrances not covered by 6.a., the maximum width of the entrance, inclusive of widening, shall be 64 feet. Width is measured from toe of slope to toe of slope without safety flattening. With the County Engineer's approval or for 6.a. entrances, the maximum shall be 80 feet.
8. For purposes of fees charged for work to be done, widening shall not exceed 20 feet, otherwise new entrance fees to be charged.
9. On paved roads, the County will perform safety flattening of entrance slopes in conjunction with construction hereunder. Cost of additional culvert for safety flattening, on new entrances only, will be shared 50/50 by the County and the landowner/tenant and deemed to be 48 feet in length (24 feet cost to each party).
10. All work shall be done in accordance with permit and specifications furnished by County Engineer.
11. Where the entrance requires culvert (and connecting bands), the price charged will be the County's cost for new material plus 20%. In addition, earthwork done by County forces, the price shall be per the following schedule: (format: \$widening / \$full construction)

Location	Centerline to RoW:	33'	>33', <60'	>=60'
Class B or unimproved roads		\$800/\$950		
Granular surfaced roads		\$1000/\$1300	\$1300/\$1600	
Paved roads			\$1500/\$2750	\$1750/\$3250
Add if new construction in excess of 64'		\$400	\$600	\$850

12. Completed entrance, including culvert, to be property of Pocahontas County and to be maintained by Pocahontas County.
13. County will place rock or gravel on completed entrance at no cost to landowner following approved construction, except that no rock or gravel to be placed on entrances on Class B or unimproved roads.
14. County will re-rock entrances as needed and as determined by the County.
15. Landowners will be paid according to the following schedule when they permit the County to remove unused existing entrances:

Existing entrance Location	Not safety flattened		Safety flattened	
	Without pipe	With pipe	Without pipe	With pipe
Class B or unimproved roads	\$75	\$75		
Granular surfaced roads	\$150	\$150		
Paved roads	\$500	\$750	\$300	\$250

16. Where landowner/tenant is permitted to remove entrance, no payment shall apply, and disposal of the fill and old culvert shall be permittee's responsibility.
17. County to retain ownership of fill material and culvert pipe when entrances are removed by County.

BE IT FURTHER RESOLVED that this policy apply to all entrance applications received after August 20<sup>th</sup> 2024

By: Pocahontas County Board of Supervisors

/s/ Kyle Smith, /s/ Jeff Ives, /s/ Brent Aden, /s/ Louis Stauter, /s/ Clarence Siepker. Attested by /s/ Nita Hinrickson, County Auditor. Ayes all, motion carried.

Jill Conlin, Public Health Administrator presented a quote for a new desk in the amount of \$5,672.82. Jill's current desk will be moved to the Environmental Health office and the new desk will be in her office. Motion by Clarence Siepker, seconded by Brent Aden to approve Public Health quote for a new desk. Ayes all, motion carried.

Nita Hinrickson, Auditor informed the Board that Orene received a letter from the Department of Veteran's Affairs that the grant money has been awarded. Unlike previous years, using part of the grant funds for her wages is unauthorized. The Maintenance Job description has been updated and we are working on pay. ARPA funds remaining after all current projects is projected to be approximately \$354,000.00.

Motion by Louis Stauter, seconded by Clarence Siepker to approve the pay increase for Jeannie Thilges, FT Jailer as she has reached her 12-months of employment in the Sheriff's Department. Ayes all, motion carried. On August 23, 2024, Thilges' rate of pay will change to \$21.05 per hour plus differential, per union contract.

Motion by Clarence Siepker, seconded by Brent Aden to acknowledge the resignation of Jill Hubbell at Conservation, effective August 2, 2024. The Board thanks Jill for her 16 years of service. Ayes all, motion carried.

Motion by Clarence Siepker, seconded by Jeff Ives to acknowledge the hire of Alicia Kopriva as FT Office Manager/Marketing Specialist at Conservation. Alicia will begin full time starting August 19, 2024 at \$22.16 per hour. Louis Stauter questioned the hourly pay. Ayes: Ives, Smith, Siepker, Aden. Nays: Stauter. Motion carried.

Motion by Clarence Siepker, seconded by Louis Stauter to acknowledge the resignation of Dayton Buntjer as Naturalist with her last day being August 27, 2024. The Board thanks Dayton for her service. Ayes all, motion carried.

Motion by Louis Stauter, seconded by Brent Aden to approve JT DD 143 Secondary Road claim for \$73.50 for Buena Vista County to pay. Ayes all, motion carried.

Motion by Louis Stauter, seconded by Jeff Ives to approve DD 181 Big Cedar Secondary Road claim for \$2,435.47. Ayes all, motion carried.

Motion by Clarence Siepker, seconded by Brent Aden to approve MMP's for (1) K.E.B. Farms, Inc. – ID# 62383 NE NW, Sec. 2 Cummins Township David Besch as owner & contact person (2) Hess Farms – ID# 66286 NW NE, Sec. 30 Colfax Township Tim & Dennis Hess as owners & Twin Lake Env. Services, LLC as contact. Ayes all, motion carried.

Weekly meetings: Ives- Drainage Concerns, B & B Construction Project, Conservation concerns; Stauter- YES Center, EMS, Fair Board, Assessment Complaints; Smith-Wellness Committee, Bond Rating Meeting, Jail Meeting, Drainage

Concerns; Siepker- Conservation Board Meeting, Wiegert Fest this Sunday and Aden- Economic Development, Fonda Kaleidoscope Dedication, YES Center.

There being no further business, a motion was made by Brent Aden, seconded by Louis Stauter, to declare the meeting adjourned. Ayes all, motion carried.

---

Kyle Smith, Chairman

---

Nita Hinrickson, Auditor