

June 18, 2024

Meeting of the Clayton County Board of Supervisors at 600 Gunder Road NE, Elkader, Iowa.

Present: Steve Doepcke, Ray Peterson, and Doug Reimer

Guests: Matt Sherman, Brittany Hubanks, Casey Stickfort, and Jennifer Garms.

Information Technology Director Matt Sherman provided a departmental update.

The agreement for dark fiber was not available for discussion and will be placed on a future agenda.

Reimer moved, Doepcke seconded to approve the meeting minutes for June 11, 2024. Ayes: Doepcke, Peterson, Reimer. Motion carried.

Doepcke moved, Reimer seconded to approve the claims as presented totaling \$567,514.11. Ayes: Doepcke, Peterson, Reimer. Motion carried.

Reimer moved, Doepcke seconded to approve resolution 23-2024 "FY2025 Operating Transfers." Roll Call Vote: Doepcke- aye, Peterson- absent, Reimer-aye. Motion carried.

**RESOLUTION #23-2024
FY2025 OPERATING TRANSFERS**

WHEREAS, because of legal restrictions in regard to budgeting and the use of levies it becomes necessary to make operating transfers between funds,

WHEREAS, the County Auditor monitors the need for these transfers,

WHEREAS, a calculation needs to be done to determine the exact maximum budget transfer amount for the fiscal year,

THEREFORE BE IT RESOLVED, by the Board of Supervisors of Clayton County, Iowa, that the County Auditor, is authorized to make operating transfers as prescribed by and in accordance with the adopted budget for fiscal year ending June 30, 2025, as the need arises for such transfers throughout the year. Those budgeted amounts are:

<u>Fund Transfer from</u>	<u>Fund Transfer to</u>	<u>Amount</u>
Rural Services Basic Fund	Secondary Road Fund	\$2,000,000

Reimer moved, Doepcke seconded to approve resolution 24-2024 "FY2025 Departmental Appropriations." Roll Call Vote: Doepcke- aye, Peterson- absent, Reimer-aye. Motion carried.

**RESOLUTION #24-2024
FY2025 DEPARTMENTAL APPROPRIATIONS**

WHEREAS, it is desired to make appropriations for all officers and departments for the fiscal year beginning July 1, 2024, in accordance with Section 331.434, Subsection 6, Code of Iowa.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors of Clayton County, Iowa, as follows:

Section 1. The amounts itemized by department or office are hereby appropriated as per adopted budget and presented in the following table:

<u>DEPARTMENT/OFFICE</u>	<u>TOTAL</u>	<u>DEPARTMENT/OFFICE</u>	<u>TOTAL</u>
Board of Supervisors	\$696,977	Conservation	\$1,579,585
Auditor	\$486,196	Board of Health	\$457,830
Treasurer	\$548,973	Social Welfare	\$6,150
Attorney	\$374,836	Care Facility	\$25,000
Sheriff	\$2,384,489	Medical Examiner	\$75,000
Communications	\$538,282	Jail/Correctional Services	\$813,377
Recorder	\$298,179	Court Administration	\$106,759
Courthouse	\$128,865	Historic Preservation	\$2,050
Office Building	\$127,301	General Services	\$14,000
Economic Dev. Office Bldg.	\$9,500	Data Processing	\$643,635

Civil Service Commission	\$950	Health & Zoning	\$132,642
General Relief	\$79,732	Pioneer Cemetery Comm.	\$2,000
Secondary Rds/Eng.	\$12,814,286	Non-Departmental	\$8,707,791
Veteran Affairs	\$98,857		
		GRAND TOTAL:	\$31,153,242

Section 2. Subject to the provisions of other county procedures and regulations and applicable state law, the appropriations authorized under Section 1 shall constitute authorization for the department or officer to make expenditures or incur obligations from the itemized fund, effective July 1, 2024.

Section 3. In accordance with Section 331.437, Code of Iowa, no department or officer shall expend or contract to expend any money or incur any liability or enter into any contract which by its terms involves the expenditure of money for any purpose in excess of the amounts appropriated pursuant to this resolution.

Section 4. If at any time during the 2024/2025 budget year the Auditor ascertains that, the available resources of a fund for that year will be less than said fund's total appropriations, the Auditor shall immediately inform the Board of Supervisors and recommend appropriate corrective action.

Section 5. The Auditor shall establish separate accounts for the appropriations authorized in Section 1, each of which account shall indicate the amount of the appropriation, the amounts charged thereto, and the unencumbered balance. The Auditor shall report the status of such accounts to the applicable departments and offices monthly, during the 2024/2025 fiscal year.

Section 6. All appropriations authorized pursuant to this resolution lapse at the close of the business on June 30, 2025.

The Board discussed potential obligations of American Rescue Plan Act and LATCF funds.

The Board received a departmental update from the Visiting Nurses' Association.

The Board performed an employee evaluation of Engineer Casey Stickfort without closed session.

Peterson moved, Reimer seconded to approve a three percent increase for the County Engineer position for FY2025. Ayes: Doepcke, Peterson, Reimer. Motion carried. Reimer moved, Doepcke seconded to approve an employment agreement for County Engineer Casey Stickfort for FY2025. Ayes: Doepcke, Peterson, Reimer. Motion carried.

Doepcke moved, Reimer seconded to approve a three percent increase for Secondary Roads positions for FY2025. Ayes: Doepcke, Peterson, Reimer. Motion carried. Reimer moved, Doepcke seconded to approve resolution #25-2024 "FY2025 Wage Certifications". Roll Call Vote: Doepcke-aye, Peterson-aye, Reimer-aye. Motion carried.

RESOLUTION #25-2024
FY2025 WAGE CERTIFICATIONS

WHEREAS, July 1, 2024, begins a new fiscal year which necessitates the certification of deputy, clerk and a variety of other employees' wages effective July 1, 2024;

WHEREAS, the Conservation Board staff wages are set by the County Conservation Board, the Assessor's Office staff is set by the Conference Board, and the EMA Director's is set by the Emergency Management Board.

WHEREAS, action has already been taken on the union contract;

WHEREAS, the county officials were determined at the time of the county budget hearing and are as follows: County Auditor, Recorder, & Treasurer-\$72,871; County Attorney-\$97,869; County Sheriff-\$104,624; Chair, Board of Supervisors-\$40,629; County Supervisors-\$39,629;

THEREFORE BE IT RESOLVED by the Board of Supervisors of Clayton County, that the following deputy salary percentages were certified for the fiscal year ending June 30, 2025:

Employee	Position	Percentage
Peggy K. Lane	First Deputy Auditor	85%
Amy Bahnsen	Deputy Auditor – Elections	80%
Amanda Sargent	Deputy Auditor – Accounts Payable	72%
Audrey Tschirgi	Deputy Treasurer – Administration	77%
Josie Fettkether	Deputy Treasurer – Motor Vehicle	77%
Cathy White	Deputy Treasurer – Motor Vehicle	80%
Jodi Burgin	Deputy Treasurer – Drivers' License	74%
Crystal Cumberland	Deputy Treasurer – Drivers' License	75%
Rhonda Donlon	First Deputy Recorder	85%
Emily Christianson	Second Deputy Recorder	70%
Steve Holst	Chief Deputy Sheriff	85% + longevity
Brent Ostrander	Sergeant/Deputy Sheriff - Criminal Investigator	81% + longevity
Mark Kautman	Deputy Sheriff – Criminal Investigator	80% + longevity
Nick Sylvester	Deputy Sheriff – Patrol	67% (72% at 1 year)
Craig Johnson	Deputy Sheriff – Patrol/Cellebrite	79.5% + longevity
Jedediah Jones	Deputy Sheriff – Patrol/DRE	79.5% + longevity
Matthew Moser	Sergeant/Deputy Sheriff - K-9 Handler	81% + longevity
Jack Ostrander	Deputy Sheriff – Patrol	79% + longevity
Eric Van Horn	Deputy Sheriff – Patrol	75% (79% at 2 years)
Dylan Rumph	Deputy Sheriff – Traffic Investigator	80%
Brandon Taylor	Deputy Sheriff – Patrol	79%
Mason Smith	Deputy Sheriff – Patrol	75% (79% at 2 years)

BE IT FURTHER RESOLVED that the following employee wages are certified:

Employee	Position	Pay
Matt Sherman	IT Director	\$32.32/hr.
Anne E.H. Kruse	Assistant Co. Attorney	\$65,994/yr.
Kari Whittle	Attorney Secretary	\$23.50/hr.
Brandi Lewin	Victim Witness Coordinator	\$66,500/yr.
Tammy Sylvester	Sheriff Administrative Assistant	\$26.88/hr.+ longevity
Chris Scott	Jail Administrator	\$28.10/hr. (+ longevity at 10 years)
Samantha Rumph	E911 Coordinator	\$51,030/yr.
	Sheriff Reserve Officers	\$18.43/hr.
Dave Tschantz	Courthouse Security	\$19.21/hr.
Paul Bazyn	Courthouse Security	\$19.21/hr.
Randy Klein	Courthouse Security	\$19.21/hr.
John Bell	Courthouse Security	\$19.21/hr.
Terry Puelz	Part-time Maintenance Custodian, Jail	\$30.19/hr.
David Swope	Part-time Cook	\$16.79/hr.
Mary Koresh	Part-time Cook	\$16.79/hr.
Rachel Bushkofsky	Part-time Cook	\$16.79/hr.
David Heck	Part-time Custodian	\$17.61/hr.
Justin Williams	Custodian – Courthouse	\$24.16/hr.
Randy Williams	Custodian – Office Building	\$22.91/hr.
Patti Ruff	Health & Zoning Administrator	\$59,476/yr.
Chris Jordan	Veteran Affairs/General Relief Director	\$26.94/hr.
	Township Trustees and Clerks	\$40.00/day (Resolution)
	Township Clerks	\$20.00/hr. (Resolution)
	Precinct Election Officials	\$15.00/hr.
Richard Bahls	Head Garbage Monitor	\$16.89/hr.
Fred Kinne	Garbage Monitor	\$16.33/hr.
Jerry Koons	Garbage Monitor	\$16.33/hr.
Casey Stickfort	County Engineer	\$111,925.00/yr.
Bart Burgin	Asst to the Engineer – Const. Maint., & Safety	\$33.78/hr. + longevity
Eli Garms	Asst to the Engineer – Survey & Design	\$30.17/hr. + longevity
Tony Puelz	Maintenance Superintendent	\$31.70/hr. + longevity
Chris Weber	Road Foreman – Structures	\$29.16/hr. + longevity
Michael Bahls	Road Foreman – Construction	\$29.16/hr. + longevity
Adam Lake	Roadside Management Superintendent	\$28.13/hr. + longevity

		+ \$1.00/hr. when working as weed commissioner
Peg Connor	Office Manager	\$29.04/hr. + longevity
Trampus Thornton	Shop Foreman	\$29.16/hr. + longevity
Kevin Groth	Road Foreman – Motor Patrol	\$27.81/hr. + longevity
Levi Farmer	Assistant Shop Foreman	\$28.07/hr. + longevity
	Maintenance Worker I	\$25.73/hr. + longevity
	Maintenance Worker II	\$26.36/hr. + longevity
	Maintenance Worker III	\$26.96/hr. + longevity
	Mechanic	\$26.88/hr. + longevity
	Engineering Aide	\$26.96/hr. + longevity

The Board discussed the possible appointment to the Upper Mississippi Regional Planning Commission.

/s/ Ray Peterson, Board of Supervisors Chair
 Attest: Jennifer Garms, Clayton County Auditor