Clayton County Emergency Management Commission Minutes
January 25, 2022

Call meeting to order
Meeting was called to order at 1900 by Chair Valerie Cromer

Roll call of voting members
Jerry Schroeder (Luana), Fred Schaub (Guttenberg), Dean Courtnage (Strawberry Point),
David Hart (Clayton), Nioka Schroeder (Garber), Daniel Torkelson (Farmersburg), Marcus
Kahrs (St. Olaf), Randy Henning (Elkader), Brittany Hemmer (Marquette), Valerie Cromer
(Chair, Garnavillo), Grant Langhus (Monona), Preston Landt (Monona-Alternate), Austin
Greve (Guttenberg-Alternate), Sarah Moser (Secretary)

Approval of Agenda
Motion by Dean Courtnage to approve the agenda, second by Nioka Schroeder, motion
carried unanimously.

Approval of past meeting minutes
Motion by Nioka Schroeder to approve the minutes, second by Dan Torkelson, motion
carried unanimously.

Presentation and Public Comments on Proposed Budget for FY 2023 EMA Budget
Sarah presented the budget as proposed.

Close Public Hearing
Closed at 1905 by Chair Cromer.

Review and approval/revision of FY 2023 budget
Motion by Jerry Schroeder to approve the budget as presented, which includes salary
for the EMA Coordinator Sarah Moser to be increased to $55,500, second by Fred
Schaub, motion carried unanimously.

Hazardous Mitigation Plan Update
All documents and signatures have been collected and submitted. Sarah is waiting for
Robyn Reese to compile and print out the copies. Sarah will then distribute them to
everyone.
Summary of work
Sarah provided updates on meetings, training and activities since the last meeting.

EMPG
Sarah presented the updates to training requirements (12 formal hours and 12 hours that can be decided by the commission). She will also be working on drafts for updating/creating policies and procedures. Two of the main ones she will focus on are Social Media and Procurement Policy.

Procurement Policy
As stated, the EMA procurement policy needs to be reviewed and updated. Sarah would like to have additional direction listed as to procurements that don’t utilize federal funds. She will continue to work on this and present it at the next meeting.

Open session/new business
Discussion on moving the time of the meetings to 6:30 PM since there currently isn’t a meeting before ours. Motion by Randy Henning to move the start time of the meetings to 6:30 PM, second by Nioka Schroeder, motion carried unanimously.

Close of meeting
Motion to adjourn by Dean Courtnage, second by Brittany Hemmer, motion carried unanimously.

Meeting adjourned at 1936.

Respectfully submitted,

Sarah Moser