

June 30, 2021

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

Present: Steve Doeppke and Ray Peterson

Absent: Sharon Keehner

Guests: Rafe Koopman, Jared Bucksa, Shawn Ramler, Zach Herrmann, Brandi Lewin, Brittany Hubanks, Anna Schaufenbuel, Stacey Killian

Minutes were not considered as the Supervisors from the previous meeting were not both in attendance.

Doeppke moved, Peterson seconded to approve the 28E Agreement for Victim Witness Coordinator and Sexual Assault Response Team Assistant beginning July 1, 2021. Ayes: Doeppke, Peterson. Motion carried.

County Engineer Rafe Koopman opened quotes for two new motorgraders with possible trade-ins on a Caterpillar (CAT TI) and Volvo (VO TI). Martin Equipment bid two John Deere 772GP at \$562,815.00 each (with added discount of \$235,915.00/ea.) and possible \$90,000 CAT TI and \$45,000 VO TI for net total price of \$518,800.00. Ziegler bid two CAT 140 AWD at \$350,000.00 each (with discount taken off the top previously) and possible \$95,000 CAT TI and \$57,000 VO TI for a net total price of \$548,000.00. The Board will review the quotes and consider awarding at the next meeting.

Doeppke moved, Peterson seconded to approve the non-union contracts for Secondary Roads employees. Ayes: Doeppke, Peterson. Motion carried.

The Board received an update regarding public health concerns relating to COVID-19.

Doeppke moved, Peterson seconded to authorize the chair to sign the Clayton County Public Health Agreement for FY2022 in the amount of \$153,381. Ayes: Doeppke, Peterson. Motion carried.

Doeppke moved, Peterson seconded to approve resolution #21-2021 "Township Trustee and Clerk Compensation". Roll Call Vote: Doeppke-aye, Peterson-aye. Motion carried.

RESOLUTION #21-2021
TOWNSHIP TRUSTEE AND CLERK COMPENSATION

WHEREAS, the Clayton County Board of Supervisors currently authorizes that all Township Trustees and Clerks be compensated at the rate of \$40.00 per meeting, and

WHEREAS, the Board has not given any direction in the past as to the expected frequency of meeting for either Township Trustees or Clerks, and

WHEREAS, the Board of Supervisors now wishes to set a level of expectation as to the number of compensated meetings per fiscal year for Township Trustees and Clerks.

NOW THEREFORE BE IT RESOLVED that the Clayton County Board of Supervisors authorizes the following compensation and minimum/maximum number of meetings be set as follows:

1. All Township Trustees will be compensated \$40.00 for each official meeting they attend. Trustees are expected to attend a minimum of two (2) meetings per fiscal year with a maximum number of five (5) county paid meetings per fiscal year. The maximum number of county paid meetings may only be exceeded in any particular year by prior approval of the Board of Supervisors.
2. Clerks are expected to conduct work sessions to update township receipts, disbursements and other official records. Only Township Clerks will be compensated for said work sessions and said sessions are limited to twelve (12) per fiscal year with pay at \$20.00 per hour. All Township Clerks will be compensated \$40.00 per meeting they attend. All Township Clerks will also be compensated for two (2) official meetings per year with a maximum number of five (5) county paid meetings per fiscal year. The maximum number of county paid meetings may only be exceeded in any particular year by prior approval of the Board of Supervisors. Said compensation shall not exceed \$720.00 per fiscal year.

- All Township Trustees and Clerks shall turn in their completed timesheets to the County Auditor's Office in a timely manner.

PromiseLand Winery did not submit a cigarette permit application for consideration.

Doepcke moved, Peterson seconded to authorize the chair to sign the FY2021 Audit Agreement Letter with Hacker Nelson & Co., P.C. Ayes: Doepcke, Peterson. Motion carried.

Doepcke moved, Peterson seconded to authorize the chair to sign and place on file the FY2020 Cost Allocation Plan. Ayes: Doepcke, Peterson. Motion carried.

The FY2021 Departmental Appropriations resolution was not necessary.

Doepcke moved, Peterson seconded to approve the claims as presented totaling \$158,242.27. Ayes: Doepcke, Peterson. Motion carried.

Doepcke moved, Peterson seconded to approve resolution #22-2021 "FY2022 Operating Transfers". Roll Call Vote: Doepcke-aye, Peterson-aye. Motion carried.

**RESOLUTION #22-2021
FY2022 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, 2022, 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

Doepcke moved, Peterson seconded to approve resolution #23-2021 "FY2022 Departmental Appropriations". Roll Call Vote: Doepcke-aye, Peterson-aye. Motion carried.

**RESOLUTION #23-2021
FY2022 DEPARTMENTAL APPROPRIATIONS**

WHEREAS, it is desired to make appropriations for all officers and departments for the fiscal year beginning July 1, 2021, 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 fund and 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	\$187,202	Conservation	\$932,215
Auditor	\$429,964	Board of Health	\$221,125
Treasurer	\$479,600	Social Welfare	\$6,400
Attorney	\$245,173	Care Facility	\$25,000
Sheriff	\$1,942,076	Medical Examiner	\$50,000
Communications	\$477,434	Jail/Correctional Services	\$719,029

Recorder	\$298,437	Court Administration	\$104,859
Courthouse	\$117,341	Historic Preservation	\$2,050
Office Building	\$117,471	General Services	\$14,400
Economic Dev. Office Bldg.	\$9,500	Data Processing	\$407,706
Civil Service Commission	\$950	Health & Zoning	\$109,796
General Relief	\$69,071	Pioneer Cemetery Comm.	\$2,000
Secondary Rds/Eng.	\$8,481,105	Mental Health	\$526,470
Veteran Affairs	\$82,236	Non-Departmental	\$3,392,193
		GRAND TOTAL:	\$19,450,803

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, 2021.

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 2021/2022 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 2021/2022 fiscal year.

Section 6. All appropriations authorized pursuant to this resolution lapse at the close of the business on June 30, 2022.

Doepcke moved, Peterson seconded to approve resolution #24-2021 "FY2022 Wage Certifications". Roll Call Vote: Doepcke-aye, Peterson-aye. Motion carried.

RESOLUTION #24-2021 FY2022 WAGE CERTIFICATIONS

WHEREAS, July 1, 2021, begins a new fiscal year which necessitates the certification of deputy, clerk and a variety of other employees' wages effective July 1, 2021;

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 contracts;

WHEREAS, the county officials were determined at the time of the county budget hearing and are as follows: County Auditor, Recorder, & Treasurer-\$61,800; County Attorney-\$82,400; County Sheriff-\$81,785; Chair, Board of Supervisors-\$34,608; County Supervisors-\$33,608;

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, 2022:

Employee	Position	Percentage
Peggy K. Lane	First Deputy Auditor	85%
Amy Bahnsen	Deputy Auditor - Elections	75%
Audrey Tschirgi	Deputy Treasurer - Administration	73%
Josie Fettkether	Deputy Treasurer - Motor Vehicle	73%
Cathy White	Deputy Treasurer - Motor Vehicle	80%
Larita Hamlett	Deputy Treasurer - Drivers' License	80%
Sandra Ashline	Deputy Treasurer - Drivers' License	80%

Rhonda Donlon	First Deputy Recorder	85%
Debra Tyer	Second Deputy Recorder	85%
Steve Holst	Chief Deputy Sheriff	85% + longevity
Brent Ostrander	Sergeant & Deputy Sheriff - Criminal Investigator	81% + longevity
Mark Kautman	Deputy Sheriff - Criminal Investigator	80% + longevity
Riley Doepcke	Deputy Sheriff - Patrol	67% (72% 3/23/22)
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
Tim Engelhardt	Deputy Sheriff - Patrol	79%
Dylan Rumph	Deputy Sheriff - Traffic Investigator	80%
Brandon Taylor	Deputy Sheriff - Patrol	79%
Devon Baumgartner	Deputy Sheriff - Patrol	75% (79% 7/20/21)

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

Employee	Position	Pay
Justin Flage	IT Director	\$54,108/yr.
Anne E.H. Kruse	Assistant Co. Attorney	\$57,567/yr.
Sarah Whittle	Attorney Secretary	\$19.27/hr.
Tammy Sylvester	Sheriff Administrative Assistant	\$23.57/hr.+ longevity
Chad Werger	Jail Administrator & E911 Coordinator	\$66,066/yr.
	Sheriff Reserve Officers	\$16.75/hr.
Dave Tschantz	Court Security/Jailer	\$17.50/hr.
Paul Bazyn	Court Security/Jailer	\$16.75/hr.
Terry Puelz	Part-time Maintenance Custodian, Jail	\$27.50/hr.
Bruce Trapp	Transport Officer	\$20.00/hr.
John Bell	Transport Officer	\$20.00/hr.
David Swope	Part-time Cook	\$15.30/hr.
Mary Koresh	Part-time Cook	\$15.30/hr.
David Heck	Part-time Custodian	\$16.00/hr.
Myron Phelps	Custodian – Courthouse/ Office Bldg.	\$41,626/yr.
Kris Phelps	Custodian – Courthouse/ Office Bldg.	\$41,626/yr.
Patti Ruff	Health & Zoning Administrator	\$51,878/yr.
Jean Gage	CPC, Veteran Affairs, General Relief Director	\$21.74/hr.
Sheryl Stoffel	Veteran Affairs Assistant	\$12.26/hr.
	Township Trustees and Clerks	\$40.00/day (Resolution)
	Township Clerks	\$20.00/hr. (Resolution)
Richard Bahls	Head Garbage Monitor	\$14.86/hr.
Fred Kinne	Garbage Monitor	\$14.35/hr.
Walter Lutz	Garbage Monitor	\$14.35/hr.
Rafe Koopman	County Engineer	\$106,657.42/yr.
Bart Burgin	Assistant to the Engineer	\$30.30/hr. + longevity
Greg Lower	Maintenance Foreman	\$28.41/hr. + longevity
Tony Puelz	Maintenance Foreman	\$28.41/hr. + longevity
Trampus Thornton	Shop Foreman	\$26.09/hr. + longevity
Chris Weber	Bridge Crew Foreman	\$26.09/hr. + longevity
Michael Bahls	Construction Foreman	\$26.09/hr. + longevity
Danny Williams	Roadside Manager	\$26.09/hr. + longevity + \$1.00/hr. when working as weed commissioner
Peg Connor	Administrative Assistant to the Engineer	\$24.18/hr. + longevity
Eli Garms	GIS/Administrative Assistant to the Engineer	\$24.18/hr. + longevity

Ray Peterson, Board of Supervisors Chair

Attest: Jennifer Garms, Clayton County Auditor