

June 25, 2018

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

Present: Gary Bowden, Ron McCartney, and Ray Peterson
Guests: Myron Phelps, Pat McTaggart, Rafe Koopman, Jenna Pollock, Sue Meyer, Linda Zuercher, Eli Garms, Andy Loan, Mike Tschirgi, Sarah Moser, Patti Ruff, Jean Gage, Justin Flage, Dave Tschantz, Pam Vaske, Peg Connor

Peterson moved to approve the minutes of the June 18, 2018 and June 21, 2018 meetings. McCartney seconded. Ayes: Bowden, McCartney, Peterson. Motion carried.

Peterson moved to approve resolution #26-2018 "FY2018 Departmental Appropriation Changes". McCartney seconded. Roll Call Vote: Bowden-aye, Peterson-aye, McCartney-aye. Motion carried.

**RESOLUTION #26-2018
FY 2018 DEPARTMENTAL APPROPRIATION CHANGES**

WHEREAS, the Board of Supervisors shall appropriate the amounts deemed necessary for each of the county offices and departments during the ensuing fiscal year; and

WHEREAS, increases or decreases in appropriations between departments, and within the same Fund and Service Area, do not require an amendment, but may be provided by Resolution of the Board of Supervisors,

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Supervisors of Clayton County, Iowa, that the following amounts are hereby appropriated to the various departments for the fiscal year ending June 30, 2018:

<u>Department</u>	<u>Fund - Function</u>	<u>Change</u>
Information Technology	General Basic - 9	+\$40,000
Treasurer	General Basic - 9	-\$40,000

McCartney moved to approve the claims as presented. Peterson seconded. Ayes: Bowden, McCartney, Peterson. Motion carried.

McCartney moved to approve resolution #27-2018 "Amending Resolution #12-2018 to Correct Scrivener's Error". Peterson seconded. Roll Call Vote: Bowden-aye, Peterson-aye, McCartney-aye. Motion carried.

**RESOLUTION #27-2018
AMENDING RESOLUTION #12-2018 TO CORRECT SCRIVENER'S ERROR**

WHEREAS, the Clayton County Board of Supervisors approved Resolution #12-2018 on the 12th day of March, 2018; and

WHEREAS, said resolution had a scrivener's error in that the Attorney's Approved Salary had a transposition error and an error on approved increase amount as a result,

WHEREAS, said resolution should have the Attorney's Approved Salary of \$71,043 (not \$71,403) with an Approved Increase of \$1,393,

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors of Clayton County, that Resolution #12-2018 be corrected to show the Attorney's Approved Salary of \$71,043 with an Approved Increase of \$1,393.

McCartney moved to approve resolution #28-2018 "FY2019 Operating Transfers". Peterson seconded. Roll Call Vote: Bowden-aye, Peterson-aye, McCartney-aye. Motion carried.

RESOLUTION #28-2018
FY2019 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, 2019, 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	\$1,750,000

McCartney moved to approve resolution #29-2018 "FY2019 Departmental Appropriations". Peterson seconded. Roll Call Vote: Bowden-aye, Peterson-aye, McCartney-aye. Motion carried.

RESOLUTION #29-2018
FY2019 Department Appropriations

WHEREAS, July 1, 2018, begins a new fiscal year and it is necessary to make appropriations to the various departments for the legal expenditure of funds, THEREFORE BE IT RESOLVED by the Board of Supervisors of Clayton County, Iowa, that the following appropriations are made to the respective department for fiscal year ending June 30, 2019, as adopted in the budget and as presented in the following table:

Department	Fund	Amount
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Board of Supervisors	General Basic	\$128,868
Board of Supervisors	General Supplemental	\$43,392
Auditor	General Basic	\$156,499
Auditor	General Supplemental	\$264,077
Treasurer	General Basic	\$335,465
Treasurer	General Supplemental	\$113,129
Attorney	General Basic	\$186,345
Attorney	General Supplemental	\$49,114
Sheriff	General Basic	\$1,428,643
Sheriff	General Supplemental	\$350,718
Sheriff	Sheriff Seized Property	\$5,000
Communications	General Basic	\$312,500
Communications	General Supplemental	\$119,999
Recorder	General Basic	\$190,218
Recorder	General Supplemental	\$58,937
Recorder	Records Management	\$6,000
Courthouse	General Basic	\$174,507
Courthouse	General Supplemental	\$16,438
Office Building	General Basic	\$79,407
Office Building	General Supplemental	\$16,438
Economic Dev. Office Bldg.	General Basic	\$6,050
Civil Service Commission	General Basic	\$800
Civil Service Commission	General Supplemental	\$103
General Relief	General Basic	\$47,676
General Relief	General Supplemental	\$980
Secondary Rds/Eng.	Rural Services Basic	\$95,800
Secondary Rds/Eng.	Secondary Roads	\$7,400,496
Secondary Rds/Eng.	Secondary Roads LOST	\$1,000,000
Veteran Affairs	General Basic	\$78,127
Veteran Affairs	General Supplemental	\$14,131
Conservation	General Basic	\$526,236
Conservation	General Supplemental	\$138,007
Conservation	REAP Committee	\$44,000
Conservation	Conservation Reserve	\$150,000
Board of Health	General Basic	\$120,681
Board of Health	Rural Development LOST	\$95,000
Social Welfare	General Basic	\$6,400
Care Facility	General Basic	\$25,500
Medical Examiner	General Basic	\$35,000
Jail/Correctional Services	General Basic	\$533,149
Jail/Correctional Services	General Supplemental	\$125,739
Court Administration	General Basic	\$60,779
Court Administration	General Supplemental	\$28,637
Historic Preservation	General Basic	\$2,350
General Services	General Basic	\$16,800
Data Processing	General Basic	\$306,464

Data Processing	General Supplemental	\$36,578
Health & Zoning	General Basic	\$93,340
Health & Zoning	General Supplemental	\$8,244
Pioneer Cemetery Comm.	General Basic	\$2,000
Mental Health	MH-DD Services	\$651,218
Non-Departmental	General Basic	\$301,547
Non-Departmental	General Supplemental	\$425,705
Non-Departmental	Rural Services Basic	\$2,106,967
Non-Departmental	Rural Development LOST	\$64,500
Non-Departmental	Debt Service - Jail	\$259,255
Non-Departmental	Debt Service - Sewer	\$17,180
Non-Departmental	Debt Service – Office Building	\$70,630
Total:		\$18,931,763

Fund	Amount
0001 - General Basic	\$5,155,351
0002 - General Supplemental	\$1,810,366
0010 - MH-DD Services	\$651,218
0011 - Rural Services Basic	\$2,202,767
0014 - Rural Development LOST	\$159,500
0020 - Secondary Roads	\$7,400,496
0021 - Secondary Roads LOST	\$1,000,000
0023 - REAP Committee	\$44,000
0024 - Records Management	\$6,000
0027 - Conservation Reserve	\$150,000
0029 – Sheriff Seized Property	\$5,000
2010 - Debt Service - Jail	\$259,255
2011 - Debt Service - Sewer	\$17,180
2012 - Debt Service - Office Building	\$70,630

McCartney moved to approve the Employee Information Handbook pending Workmens' Comp and Insurance provisions. Peterson seconded. Ayes: Bowden, McCartney, Peterson. Motion carried.

Peterson moved to approve the Secondary Roads Employee Information Handbook pending Workmens' Comp and Insurance provisions. McCartney seconded. Ayes: Bowden, McCartney, Peterson. Motion carried.

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

Iowa County Information Technology members Chopper Albert and Ben Turnis presented the Board and Department Heads with the results of the Technology Assessment performed in May by the Pay IT Forward group.

The Board discussed the IT Director position. McCartney moved to continue to keep Justin Flage as the interim IT Director for the balance of calendar year 2018 with a salary of \$50,000 and included benefits. Peterson seconded. Ayes: Bowden, McCartney, Peterson. Motion carried.

McCartney moved to appoint a Technical Assessment Oversight Committee comprised of Assessor Andy Loan, Auditor Jennifer Garms, and a Law Enforcement Representative to be named later. Peterson seconded. Ayes: Bowden, McCartney, Peterson. Motion carried.

McCartney moved to approve the resolution #30-2018 “Wage Certifications for FYE June 30, 2019”. Peterson seconded. Roll Call Vote: Bowden-aye, Peterson-aye, McCartney-aye. Motion carried.

**RESOLUTION #30-2018
WAGE CERTIFICATIONS FOR FYE JUNE 30, 2019**

WHEREAS, July 1, 2018, begins a new fiscal year which necessitates the certification of deputy, clerk and a variety of other employees' wages effective July 1, 2018;

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 union contracts;

WHEREAS, the county officials were determined at the time of the county budget hearing and are as follows: County Auditor, Recorder, & Treasurer-\$56,679; County Attorney-\$71,043; County Sheriff-\$72,114; Chairman, Board of Supervisors-\$31,406; County Supervisors-\$30,906;

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, 2019:

Employee	Position	Percentage
Peggy K. Lane	First Deputy Auditor	85%
Taylor Alexie	Deputy Auditor - Accounts Payable	68%
Amy Bahnsen	Deputy Auditor - Elections	68%
Jane Wilke	First Deputy Treasurer	85%
Larita Hamlett	Deputy Treasurer - Motor Vehicle	80%
Maureen Schroeder	Deputy Treasurer - Drivers' License (30 hr. week)	80%
Sandra Ashline	Deputy Treasurer - Drivers' License	80%
Cathy White	Deputy Treasurer - Tax	80%
Rhonda Donlon	First Deputy Recorder	85%
Debra Tyer	Second Deputy Recorder	84%
Zach Herrmann	Assistant Co. Attorney	85%
Steve Holst	Chief Deputy Sheriff	85% + longevity

Shawn Boeke	Sergeant & Deputy Sheriff - Patrol	82% + .50/hr. + longevity
Brent Ostrander	Sergeant & Deputy Sheriff - Criminal Invest.	83% + .50/hr. + longevity
Mark Kautman	Deputy Sheriff - Criminal Investigator	83% + longevity
Randall Klein	Deputy Sheriff - Patrol	82% + longevity
Craig Johnson	Deputy Sheriff - Patrol	82%
Jedediah Jones	Deputy Sheriff – Patrol	82%
Matthew Moser	Deputy Sheriff - K-9 Handler	83% + longevity at anniv.
Jack Ostrander	Deputy Sheriff – Patrol	82% + longevity at anniv.
Tim Engelhardt	Deputy Sheriff - Patrol	82%
Dylan Rumph	Deputy Sheriff - Traffic Investigator	83%

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

Employee	Position	Pay
Justin Flage	Interim IT Director	\$50,000/yr.
Sarah Whittle	Attorney Secretary	\$17.75/hr.
Tammy Sylvester	Sheriff Administrative Assistant	\$21.83/hr. + longevity
Chad Werger	Jail Administrator & E911 Coordinator	\$61,200/yr.
	Sheriff Reserve Officers	\$15.45/hr.
Dave Tschantz	Court Security/Jailer	\$16.15/hr.
Paul Bazyn	Court Security/Jailer	\$15.45/hr.
Terry Puelz	Part-time Maintenance Custodian, Jail	\$25.44/hr.
Bruce Trapp	Transport Officer	\$18.55/hr.
John Bell	Transport Officer	\$18.55/hr.
Myron Phelps	Custodian - Courthouse, Jail, Office Bldg.	\$38,465/yr.
Kris Phelps	Custodian - Courthouse, Jail, Office Bldg.	\$38,465/yr.
Patti Ruff	Health & Zoning Administrator	\$47,940/yr.
Jean Gage	CPC, Veteran Affairs, General Relief Dir.	\$20.09/hr.
Sheryl Stoffel	Veteran Affairs Assistant	\$11.33/hr.
Kimberly Hurley	Veteran Affairs Assistant	\$10.10/hr.
	Township Trustees and Clerks	\$16.65/day
Ed Patrick	Head Garbage Monitor	\$13.50/hr.
Lew Schrandt	Garbage Monitor	\$13.00/hr.
Ivan Meisner	Garbage Monitor	\$13.00/hr.
Harlan Thurn	Field Asst. to the Engineer	\$20.47/hr.
Eli Garms	GIS/Adm. Asst. to the Engineer	\$22.45/hr. + longevity
Sandy Howard	Adm. Asst. to the Engineer	\$22.45/hr. + longevity
Peg Connor	Adm. Asst. to the Engineer	\$22.45/hr. + longevity
Trampus Thornton	Shop Foreman	\$24.22/hr. + longevity
Greg Lower	Maintenance Foreman	\$26.38/hr. + longevity
Bart Burgin	Bridge Crew Foreman	\$24.22/hr. + longevity
Michael Bahls	Construction Foreman	\$24.22/hr. + longevity
Mark Bolsinger	Assistant to the Engineer	\$28.14/hr. + longevity
Tony Puelz	Maintenance Foreman	\$26.38/hr. + longevity
Rafe Koopman	County Engineer	\$99,042.02/yr.

Danny Williams	Roadside Manager	\$24.22/hr. + longevity + \$1.00/hr. when working as weed commissioner
	Secondary Road, Summer Help-First Year	\$10.00-\$12.00/hr.

Supervisors Bowden and Peterson attended the countywide safety meeting.

Attest:

 Gary Bowden
 Chairman, Board of Supervisors

 Jennifer Garms
 Clayton County Auditor