

June 27, 2024

The board met in regular session at 8:30 a.m. Members present Diana Dawley, Jason Roudabush and Jeff Tindle. Also present Chris Nolte, Veterans Affairs Director; Linda Stoll, Vice Chairperson/Commissioner; Sandy Ross, Treasurer; Lyle Brehm, Engineer; Megan Tindle and Brenda Sutfin.

Moved by Roudabush, 2nd by Tindle to approve agenda. 3 ayes. Motion carried.

Moved by Tindle, 2nd by Roudabush to approve June 24, 2024 board minutes. 3 ayes. Motion carried.

8:35 a.m. Chris Nolte presented minutes from Veterans Affairs Commission Meeting that was held on June 26, 2024. Chris noted that he has spoken with over 100 veterans in the last 45 days. His current position is supposed to be 20 hours a week, and he has not been able to keep it at 20 hours, therefore, he would like to propose the hiring another part time employee for 20 hours a week. He discussed the importance of another location to accommodate 2 part-time employees to do their job more effectively with a quieter space to appreciate confidentiality of the conversations being held. He has a couple of ideas for a different space and has identified a female veteran interested in filling the part time position. Roudabush shared that budgets are set for next year. Diana asked if grant money could be used for salaries. Chris was unsure, but is still looking into that and other avenues. Linda agreed the location is loud and less than ideal. Diana suggested the Campbell fund could possibly help financially with location change or update.

Moved by Roudabush, 2nd by Tindle to approve elected officials fiscal year end payroll of \$13,267.08. 3 ayes. Motion carried.

Moved by Tindle, 2nd by Roudabush to approve the following claims:

All American Pest Control	Svc	43.00
All Safe Industries	Goods	72.00
Alliant Energy/IPL	Svc	834.33
Altorfer Machinery Co	Svc	11,684.07
Amazon Capital Services Inc	Goods	531.64
American AED	Goods	1,344.00
Amy Stevenson	Mil	141.00
Arnold Motor Supply Inc	Goods	1,913.15
ASP	Goods	1,086.00
Bailey Office Outfitters	Goods	1,032.93
Beltz Rental Prop LLC	Svc	200.00
Big State Industrial Supply Inc	Goods	376.36
Bituminous Materials & Sup	Goods	1,023.65
Bob Barker Co Inc	Svc	406.68
Brian Paul	Reimb Phone	34.00
Brick Gentry PC	Svc	1,350.00
Brooklyn Grocery	Goods	9.98
Brooklyn Hardware	Goods	475.71
Brooklyn Lumber	Goods	42.99
Brownells Inc	Goods	2,525.00
Business Card	Svc	2,153.91
Calhoun-Burns & Assoc Inc	Svc	4,381.60
Carlson Crane	Svc	1,096.00
Central Iowa Detention Ctr	Svc	13.82
Central Iowa Salvage	Goods	3,000.00
Central Iowa Tech	Svc	495.00
Cintas Corporation	Goods	1,715.61

Concrete Crafters LLC	Goods	10,094.00
Consolidated Management Co	Svc	11,052.30
Des Moines Stamp Mfg Co	Goods	34.00
Douds Stone LLC	Goods	3,750.45
Ecolab	Svc	195.97
Electrical Engineering & Equip	Goods	252.00
Fastenal Company	Goods	1,129.15
French-Reneker-Associates, Inc	Svc	17,010.00
Galls Inc	Goods	375.70
Galyn Nook	Mil Reimb Phone	112.24
Grimes Asphalt & Paving Corp	Goods	778.10
Grinnell City Of	Svc	10,014.08
Grinnell Firestone Dealer Store, Inc.	Svc	28.76
Grinnell Herald Register	Svc	423.64
Grinnell Regional Public Health	Svc	35,823.71
H & J Fertilizer Inc	Goods	4,462.50
Hawkeye Lock & Security	Svc	516.43
Henderson Products Inc.	Goods	497.92
Henry M Adkins & Son Inc	Svc	3,240.00
Hickenbottom Inc	Goods	387.45
Hometown Hardware	Goods	106.89
Housby Mack Inc	Goods	308.32
Hydro-Klean LLC	Goods	3,520.00
Iowa Dept Of Public Health	Svc	2,104.84
Iowa Dept Of Revenue	Svc	10.00
Iowa Dept Of Transportation	Svc	344.00
Iowa Prison Industries	Goods	5,703.59
Iowa State University	Svc	125.00
ISAC	Svc	250.00
JD Griffith	Reimb Phone	480.00
John Deere Financial	Goods	91.97
Laura Durr	Mil	13.00
Lowry Equipment Inc	Goods	406.88
Mahaska Communication Group	Svc	280.04
Mail Services Llc	Svc	805.30
Manatts Inc	Goods	6,087.32
Martin Marietta Materials	Goods	105,069.55
Maschmann Construction	Svc	18,900.00
Matt Parrott/Storey Kenworthy	Goods	297.00
McGriff Farm & Home	Goods	2,858.15
Microbac Laboratories Inc	Svc	300.00
Mid American Energy	Svc	15.27
Montezuma State Bank	Goods	130.35
Mutual Wheel Co	Goods	907.08
Napa Auto Parts	Goods	167.38
New Century F.S. Inc	Svc	45.00
Oden Enterprises Inc	Goods	36,855.00
Odp Business Solutions	Goods	284.40
Pat Tish	Well Closure	500.00
Petty Cash	Goods	43.27

Pinnacle Plumbing & Mechanical	Svc	630.35
Pitney Bowes	Svc	3.84
Postmaster	Goods	2,820.00
Power Phone	Svc	4,179.00
Pow Co Secondary Rd	Svc	885.02
Premier Office Equip/RK Dixon	Svc	143.13
Quill Corporation	Goods	30.84
Racom Corporation	Svc	420.02
Reliance Telephone Inc	Svc	24.00
Ricoh Usa	Svc	7.59
Rob Sand	Svc	50,000.00
SCISWA	Svc	40.00
SHI International Corp	Goods	3,289.80
Signs By Fisher	Goods	838.00
Sinclair Napa	Goods	729.59
Snap On Tools	Goods	189.40
Sprayer Specialties, Inc.	Goods	3,420.59
State Hygenic Lab	Svc	21.50
Stellar Services LLC	Goods	1,553.46
Tama County Highway Dept	Goods	231.00
Taylor Auto Body, Inc	Svc	45.00
The Depot Express	Goods	10.67
The Railroad Yard Inc	Goods	43,500.00
The Record	Svc	1,117.50
Tip Rural Electric Coop	Svc	212.00
Uline	Goods	207.88
United States Cellular	Svc	223.61
Valsoft Corporation Inc	Svc	175.00
Verizon	Svc	200.09
Verizon Connect Nwf Inc	Svc	1,117.11
Vestis	Svc	73.90
Victor Oil, Inc.	Goods	901.10
Victory Auto Glass	Goods	180.00
VISA	Svc	1,422.99
Willson & Pechacek PLC	Svc	489.10
Wmpf Group LLC	Svc	850.55
Xerox Financial Services	Svc	470.22
Ziegler Inc	Goods	<u>119.82</u>

3 ayes. Motion carried.

9:00 a.m. Brenda Sutfin spoke to clarify after previous meeting that she and Megan were asking for the boards consideration of updating the handbook to allow for a catastrophic family sick leave policy. Sandy confirmed that as their supervisor, she supports such a policy change. The board reminded them of their understanding and shared that they still want to talk to Renee Von Bokern about the policy. Jason said they will find out as quickly as possible if our current policy can be changed/updated and keep in touch with them.

9:15 am. Sandy Ross, Treasurer presented updated job descriptions and title changes for some of her employees. Jason asked about cross training within the departments. Sandy confirmed some cross training is in place, but there are some complications due to separate locations in the building. Sandy confirmed Brenda's upcoming retirement at the end of the year, and also asked for the board's opinion on when she can hire a replacement for her department. Jason gave Sandy information he obtained from other counties and their staffing procedures. Jason suggested that

her department possibly has too many employees, and his suggestion is to not replace her. Jason also suggested a location change for the Treasurer and Motor Vehicle/DL departments. Tindle would like research on title/registration numbers that are processed to confirm that a location change is/is not the solution. Sandy voiced her opinion and need to hire, as motor vehicle is her busiest department and will soon be down to one employee with upcoming employee leave requests. The board will do more research on staffing before making a decision on this.

9:43 a.m. Lyle Brehm presented his engineer’s report. Tindle asked about the responsibility of the flashing light by Caseys/Diamond Trail intersection, as it hasn’t worked for 6 months or so. Lyle confirmed it was the responsibility of the DOT, and he would make a call.

Moved by Roudabush, 2nd by Tindle to approve Resolution #2024-43 pay plan entrance/maximum rates for non-contract employees. 3 ayes. Motion carried.

**RESOLUTION #2024-43
PAY PLAN FOR POWESHIEK COUNTY GOVERNMENT
NON-CONTRACT/NON-STATUTORY EMPLOYEES
Effective July 1, 2024**

	<u>Entrance Rate</u>	<u>Maximum Rate</u>
<u>ROADS</u>		
Office Assistant	\$15.32	\$25.21
Assistant to the Engineer	\$21.20	\$35.44
Maintenance Supervisor	\$22.47	\$35.10
Roadside Mgr/Weed Commissioner	\$21.50	\$30.67
<u>SHERIFF</u>		
Civil Clerk	\$17.87	\$34.23
Administrative Clerk	\$14.76	\$19.40
Comm Center Supervisor	\$20.65	\$27.12
Jail Administrator	\$21.92	\$40.54
<u>COURTHOUSE</u>		
Clerk	\$15.09	\$19.86
Accounting Technician	\$19.40	\$30.43
Assistant Finance Director	\$20.73	\$28.96
Real Estate Administrative Asst	\$18.23	\$22.55
Assistant Commissioner of Elections	\$20.73	\$35.59
Legal Assistant	\$16.67	\$24.26
Assistant Tax & Finance Officer Treasurer’s Designee	\$20.47	\$33.68
Tax Accountant Specialist, Sanning Specialist	\$20.00	\$25.44
Assistant Motor Vehicle Supervisor, Treasurer’s Designee	\$20.47	\$31.68
Senior Clerk Specialist III – MV Treasurer’s Designee	\$16.33	\$25.66
Motor Vehicle Clerk II	\$16.23	\$22.14
Motor Vehicle Clerk I	\$14.74	\$21.73
Senior Clerk Specialist – DL	\$16.33	\$20.73
Assistant County Driver’s License Supervisor	\$20.00	\$29.75
Universal Clerk Specialist (MV/DL/TAX)	\$14.74	\$20.98
Universal Clerk Specialist (MV/DL/TAX), Treasurer Designee	\$14.74	\$21.39
Assistant Recorder	\$20.47	\$30.58
<u>CONSERVATION</u>		

Director	\$21.73	\$30.56
Conservation Tech	\$15.09	\$26.56
Park Tech	\$15.09	\$24.18
Resource Manager/Naturalist	\$19.72	\$24.86
<u>COMMUNITY SERVICES</u>		
Office Assistant	\$14.74	\$18.93
GA Director	\$15.85	\$21.29
<u>MISCELLANEOUS</u>		
Veteran Affairs	\$14.74	\$25.73
Sanitarian/Zoning Coordinator	\$18.68	\$29.59
Maintenance Director	\$21.00	\$27.85
Information Technology	\$40.00	\$50.24
Safety Director		\$5,000/annual

POWESHIEK COUNTY BOARD OF SUPERVISORS

Diana Dawley, Chairman

Jeff Tindle, Vice-Chairman

Jason Roudabush, Member

Attest: Melissa Eilander, Poweshiek County Auditor

Roudabush shared that he listened in on a radio conference earlier in the week and shared that we will have extra radios for vehicles.

Dawley has an NEI3A Zoom meeting today at 11:00, and a central Iowa juvenile detention meeting tomorrow.

10:13 a.m. Moved by Tindle, 2nd by Roudabush to adjourn. 3 ayes. Motion carried.

Melissa Eilander, Poweshiek County Auditor

Diana Dawley, Chairman