

---

FOR THE YEAR 2012  
BOARD OF SUPERVISOR'S MINUTE BOOK  
CHEROKEE COUNTY, IOWA  
APRIL 17, 2012

---

The Cherokee County Board of Supervisors met in regular session on Tuesday, April 17, 2012 with Larry Prunty, Dean Schmidt, Mark Leeds, Terry Graybill, and Jeff Simonsen present. Mike Leckband, *Chronicle Times*, represented the press. Meghan Siefken, Cherokee High School Government student was also in attendance. Unless otherwise indicated, all votes were offered as follows: Ayes - Simonsen, Graybill, Prunty, Leeds, Schmidt; Nays – none; Abstentions – none.

Motion by Simonsen, seconded by Leeds to approve the agenda and minutes of the previous meeting. Motion carried.

Ryan Kolpin, County Attorney, presented employment requests for legal assistants in his office.

Motion by Leeds, seconded by Prunty to approve a \$43,000 wage authorization for Kara Harpenau as full-time Legal Assistant/Paralegal with an agreement to consider a wage increase to \$44,000 and 4 weeks of vacation after the standard six month probationary period is completed. Motion carried.

Motion by Graybill, seconded by Simonsen to approve a \$14.35 wage authorization for Lori Kolpin as part-time temporary Legal Assistant in the County Attorney's Office. Motion carried.

Kristi Petersen, Human Resources Director, presented six employee wage requests.

Motion by Simonsen, seconded by Graybill to approve an \$11.00 wage authorization for Brian Whitesel as part-time temporary GIS/GPS Summer Intern. Motion carried.

Motion by Graybill, seconded by Leeds to approve a \$14.78 step wage authorization for Lisa Dame, part-time jailer, per the Law Enforcement Center Union Contract. Motion carried.

Motion by Graybill, seconded by Prunty to approve a \$14.00 wage authorization for Laura Kohn, full-time Naturalist, as authorized by the Cherokee County Conservation Board. Motion carried.

Motion by Simonsen, seconded by Graybill to approve three wage authorizations for Seasonal Park Techs including Tasha Larsen (\$9.00), Alex Roseen (\$9.50), and Tony Morris (\$10.00) pending successful completion of a Physical Capacity Profile and drug testing per the Cherokee County Personnel Manual. Motion carried. The seasonal positions were previously approved by the Cherokee County Conservation Board.

Dave Shanahan, County Engineer, reported that a property owner requested monetary reimbursement for trees that will need to be removed for a bridge construction project. Shanahan presented a letter from the LeMars District DNR Forester stating the value of Silver Maple and Cottonwood trees growing along the Little Sioux River and within the required easement area for the Washta Bridge replacement project.

Motion by Leeds, seconded by Graybill to approve an additional temporary easement amount of \$2,392.70 to Tim and Janelle Schlenger, property owners, to reimburse for the appraised value of trees to be removed during the Washta Bridge construction project. Motion carried.

No action resulted from continued discussion about truck traffic and dust issues on 480<sup>th</sup> Street East of Marcus. The supervisors asked Shanahan to meet with the City of Marcus to discuss possible solutions to the ongoing problem.

A resolution to transfer budget funds with the Engineer's DOT Budget was tabled until Shanahan provides information to the County Attorney for drafting the document.

Negotiation of Shanahan's employment contract was tabled until all parties were given time to review possible changes in terms and the County Attorney can draft an updated contract.

Motion by Simonsen, seconded by Graybill to approve a DNR Construction Application for Phillip Bush in Section 29 of Sheridan Township for a 560 head deep pit beef cattle confinement barn at an existing facility. Motion carried.

Motion by Leeds, seconded by Simonsen to approve an \$8,500 proposal from Emswiler Architecture, Missouri Valley, to design and act as general contractor for a sidewalk/drainage improvement project at the Cherokee County Law Enforcement Center. Motion carried.

Kris Glienke, County Auditor, presented employment requests to fill two vacant positions in her office.

Motion by Graybill, seconded by Simonsen to approve a \$42,000 wage authorization for Jason Kline as full-time Auditor's Technology Assistant pending successful completion of a Physical Capacity Profile and drug testing per the Cherokee County Personnel Manual. Motion carried.

---

FOR THE YEAR 2012  
BOARD OF SUPERVISOR'S MINUTE BOOK  
CHEROKEE COUNTY, IOWA  
APRIL 17, 2012

---

Motion by Graybill, seconded by Simonsen to approve a \$45,000 wage authorization for Tara Davis as full-time Auditor's Accounting Assistant pending successful completion of a Physical Capacity Profile and drug testing per the Cherokee County Personnel Manual. Motion carried.

Glienke requested a review of the additional duties required of the Auditor's personnel and wages to be considered in relationship to increasing responsibilities.

Motion by Graybill, seconded by Prunty to approve a \$42,000 wage authorization for Jill Titcomb as Auditor's Election Assistant effective July 1, 2012. Motion carried.

Motion by Graybill, seconded by Simonsen to approve a \$45,000 wage authorization for Sara Lucas as Assistant Auditor effective July 1, 2012. Motion carried.

Glienke asked for clarification of the County's Personnel Policy regarding employees' work hours and specifically what departments are subject to follow the policy which states: *"The normal workweek for regular full-time employees who are assigned to work in the Courthouse shall consist of five (5) eight (8) hour days for a total of 2080 hours per calendar year. The normal workweek will be from 8:00 a.m. to 4:30 p.m., Monday through Friday, with a one hour lunch period and no scheduled morning or afternoon breaks."*

The supervisors reviewed the Personnel Policy Handbook and interpreted the clause to include all departments in the Courthouse. Since the county will be having a number of new employees, Graybill suggested that the supervisors draft a memo to all employees to confirm the expected work hours per the Personnel Policy.

Action for appointing members to the Siouxland Regional Housing Authority and Cherokee County Board of Health were tabled for further research.

There being no further business, Chairman Schmidt adjourned the meeting at 10:55 a.m.

All board agendas and minutes are available online at [www.cherokeecountyiowa.com](http://www.cherokeecountyiowa.com).

Attest: \_\_\_\_\_

\_\_\_\_\_  
Dean Schmidt, Chairman

\_\_\_\_\_  
Kris Glienke, County Auditor