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FOR THE YEAR 2013  
BOARD OF SUPERVISOR'S MINUTE BOOK  
CHEROKEE COUNTY, IOWA  
SEPTEMBER 24, 2013

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The Cherokee County Board of Supervisors met in regular session on Tuesday, September 24, 2013 with Dennis Bush, Rick Mongan, Jeff Simonsen, and Ginger Walker present. Mark Leeds was absent. Dan Whitney, *Chronicle Times*, represented the press. Gary Lundquist, Bud Clow, Jim Peck, Ed Boger, Richard Boothby, Dave Scott, Jeff Friedrichsen, Dave Skou, Dawn Miller, Chad Brown, Hedgie Brandt, Lindsay Bressler, Dana Evans, Ben Shuberg, and Dave Shanahan were also in attendance. Unless otherwise indicated, all votes were offered as follows: Ayes – Simonsen, Mongan, Bush, Walker; Nays – none; Abstentions – none.

Vice Chairman Simonsen called the meeting to order.

Motion by Mongan, seconded by Bush to approve the agenda. Motion carried.

Motion by Bush, seconded by Walker to approve the minutes of the previous meeting. Motion carried.

Ed Boger, VFW Commander, and Jim Peck, Veterans Rock Committee, requested approval to place a rock on the Courthouse property adjacent to the Veterans Memorial. The pros and cons of placing the rock next to the Memorial or at alternative locations were discussed by those in attendance. No decisions were made as a result of the location.

Dawn Miller, County Recorder, reported that she has an employee who was promoted to a full time position on July 1<sup>st</sup> and questioned why the employee was not paid for a recent holiday and 16 hours of sick time used. The County Personnel Policy provides 9 paid holidays and 8 hours per month of sick time for full time employees after successful completion of a six month probationary period. Miller stated that the County's Personnel Policy allows elected officials and department managers to waive the probationary period. Walker clarified that any payroll changes including promotions, wages, or policy exceptions must be directed in writing to the Board of Supervisors so it can be addressed during a meeting and documented in the minutes. Miller asked if the policy was going to be rewritten since it does not say that an official needs to provide a written notice to waive a probationary period. Walker added that the payroll clerk cannot make changes to policy or standard procedures without written authorization from the Board of Supervisors.

Miller presented a wage authorization to promote a full time clerk to a Deputy Recorder position at 80% of the Recorder's wage with notation that no new probationary period will be enforced.

Motion by Mongan, seconded by Walker to approve a wage authorization for Michelle Rupp to move from a full time Recorder's Clerk position (\$13.86 per hour) to a Deputy Recorder position (\$41,200) effective September 16, 2013 with the probationary period waived. Motion carried with Bush voting no.

Chad Brown, Conservation Director, presented three wage authorizations previously approved by the Cherokee County Conservation Board. Brown explained that wage increases for Conservation employees will be issued in two steps with a raise in September and another wage increase in January.

Walker asked for a clarification to be put on record that the Conservation Department will not be requesting a budget amendment to accommodate the wage increases. Brown confirmed that a budget amendment would not be necessary to fund the additional wages.

Motion by Walker, seconded by Bush to acknowledge the following wage authorizations as approved by the Cherokee County Conservation Board: Greg Johnson, Conservation Tech, currently \$15.50 to \$16.75 on September 16, 2013 and \$16.75 to \$18.00 on January 1, 2014; Emmett Kohn, Conservation Tech, currently \$15.50 to \$16.75 on September 16, 2013 and \$16.75 to \$18.00 on January 1, 2014; and Laura Kohn, Naturalist, currently \$15.50 to \$16.45 on September 16, 2013 and \$16.45 to \$17.40 on January 1, 2014. Motion carried.

Dave Shanahan, County Engineer, presented a wage authorization for a new position in the Secondary Roads Department.

Motion by Bush, seconded by Walker to approve a \$17.79 wage authorization for Josh Douglas as Truck Driver/Laborer per the Secondary Roads Union Contract with terms of current employee benefits yet to be determined by the County Attorney. Motion carried.

Shanahan gave a progress report on the Washta Bridge project with final dirt work, guardrails, and concrete testing to be completed within the next week. M21 sub-grading is nearing completion and the road should open this week if work proceeds as planned.

Hedgie Brandt, County Treasurer, reported that the County's insurance carrier has confirmed coverage for DOT testing on County property and requested formal approval to conduct motorcycle testing in the Law Enforcement Center parking lot.

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Motion by Mongan, seconded by Walker to authorize the Cherokee County Treasurer's Office to use the Law Enforcement Center parking lot for motorcycle license testing. Motion carried.

Dana Evans, Veteran Affairs Director, reviewed a rental contract proposal for the current office space occupied by the Veteran Affairs Department. No action was taken and the contract will be forwarded to the County Attorney for review and potential revisions.

Motion by Bush, seconded by Mongan to approve the claims for payment as presented. Motion carried. A complete listing is available for review in the County Auditor's office and online.

The board reviewed union labor contracts for Secondary Roads and Law Enforcement employees.

Motion by Mongan, seconded by Walker to ratify an Agreement between Cherokee County and Cherokee County Secondary Roads Employees with an effective date from July 1, 2013 through June 30, 2014. Motion carried.

Motion by Bush, seconded by Mongan to ratify an Agreement between Cherokee County and Cherokee County Law Enforcement Employees with an effective date from July 1, 2013 through June 30, 2014. Motion carried.

Motion by Walker, seconded by Mongan to authorize the Vice Chairman to sign the 2012/2013 audit representation letter for financial reporting as of June 30, 2013. Motion carried.

Rick Angell, Wellmark representative, reported that he had been contacted by Lindsay Bressler about meeting with a small group of employees to discuss health insurance provided by the County. Angell asked if the supervisors were in agreement that he could meet with Bressler to discuss the County's health insurance plan. The consensus of the board was to authorize Angell to meet with Bressler and other employees to explain how the benefits of Cherokee County's health insurance plan work.

There being no further business, Vice Chairman Simonsen adjourned the meeting at 11:50 a.m.

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

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

Jeff Simonsen, Vice Chairman

Kris Glienke, County Auditor