

Approved Emmet County Board of Supervisor Minutes
 January 9, 2024 at 9:00 a.m.
 Regular Meeting
 Board Room, Courthouse

Present: Todd Glasnapp, Chair
 John Pluth
 Tim Schumacher
 Lisa K. Hansen
 Jeff Quastad

Absent: None

Media: Mike Tidemann
 Ed Funston
 Ben Lundsten

Chairman Glasnapp, called the meeting to order. All in attendance recited the Pledge of Allegiance. Motion by Schumacher, second by Hansen to approve the minutes from the last meeting on 01.02.2024. Also approving minutes for publication. All Ayes, motion carried.

During public forum, Quastad consulted with drainage engineer, Collin Klingbeil, in regards to EK2 and DD 44 drainage concerns. Pluth discussed DD44 with Bodle for estimate. Glasnapp attended safety meeting yesterday and Emmet County is 311 days without injury. Kari Batman has found a grant to pay for new defibrillators in the courthouse. Auditor Goebel shared the IGHCP group health insurance renewal came in from Wellmark at 4%.

Board reviewed the monthly claims. Motion by Hansen, second by Schumacher to approve the monthly claims as presented. All ayes, motion carried. Motion by Quastad, second by Pluth to approve drainage claims. All ayes, motion carried.

Gross Pay 2023 December	\$375,697.64
Total Gross Payroll	\$512,175.33
County Share IPERS	\$33,947.64
County Share FICA	\$21,860.09
County Share Medicare	\$5,112.45
County Share Health/Life/Dent Ins.	\$75,477.51

Claims Paid Prior to 01/09/24

DATE	VENDOR	PURPOSE	AMOUNT
12/15	EMPLOYEE BENEFIT SYSTEMS	PSF CLAIMS ACCOUNT	\$9,346.18
12/15	ICAP	YEARLY INS PREMIUM	\$121,130.00
12/22	EMPLOYEE BENEFIT SYSTEMS	HEALTH INSURANCE PREMIUM	\$107,662.67
12/22	EMMET CO AUDITOR	YEARLY 2024 FLEX SPENDING ELECTION	\$37,390.00
12/29	EMPLOYEE BENEFIT SYSTEMS	PSF CLAIMS ACCOUNT	\$3,810.93
		TOTAL	\$279,339.78

A & M LAUNDRY INC	LAUNDRY SERVICES COURTHOUSE	209.49
ACE HARDWARE	ID TABS FOR KEYS	229.28
ADAMS, LOREN "TEX"	MILEAGE REIMBURSEMENT	34.98
AHLERS & COONEY, ACCOUNTING DEPT	PIPELINE ORDINANCE & PERMITS	6,614.68
ALLIANT ENERGY	ARMSTRONG REPEATER SITE	1,152.64
AMY'S SIGN DESIGN	MEETING ENTRANCE EXIT SIGNS	68.00
ANDERSON TILING	REPAIR	11,295.75
ANDERSON, MELANIE	CELL PHONE REIMBURSEMENT	20.00
ARMSTRONG AMBULANCE	MONTHLY PAYMENT	437.83
ARMSTRONG BUILDING SUPPLY	SHOP SUNDRY	49.25
ARMSTRONG HISTORICAL SOCIETY, %CHARLOTTE THIESSE	MONTHLY PAYMENT	125.00
ARMSTRONG JOURNAL	PUBLICATIONS	464.40
ARMSTRONG SENIOR CITIZENS	MONTHLY PAYMENT	150.00
ARMSTRONG SERVICE CENTER	INV 29715 LP TANK AND GAS	92.50
AT & T	E911 ACCESS	51.53
AVERA MED GROUP ESTHERVILLE	INMATE MEDICAL EXPENSES	205.52
AXON ENTERPRISE INC	TRAINING TUITION	432.09
B & W CONTROL SPECIALISTS INC	DD 62 WEED SPRAYING	723.80
BATMAN, KARI	CELL PHONE REIMBURSEMENT	147.60
BCN TELECOM	BCN LONG DISTANCE	53.75
BLACK HILLS ENERGY	NATURAL GAS SERVICE	1,076.05
BOMGAARS SUPPLY	LADDERS,TAPE MEASURE,MISC SUPPLIES	510.57
BUDACH, ROXANNE	CELL PHONE REIMBURSEMENT	20.00
C & G MANUFACTURING LLC	WELDING SUPPLIES	499.13
CAASA	MONTHLY PAYMENT	208.33
CENTURYLINK	E911	330.42
CENTURYLINK	CONSERVATION ACCT #71545015	32.99

CHRISTENSEN CONSTRUCTION COMPA	APPLICATION NO 5 AND 6	123,595.00
CINTAS	FIRST AID BOX REFILL	49.34
CITY OF ARMSTRONG	WATER SEWER GARBAGE	118.75
CITY OF DOLLIVER	WATER BILL 1ST QUARTER	90.00
CITY OF ESTHERVILLE	ELECTRICITY WATER SEWER GARBAGE BILL	3,861.90
CITY OF ESTHERVILLE-AMBULANCE	MONTHLY PAYMENT	2,541.67
CITY OF RINGSTED	WATER SEWER GARBAGE BILL	40.50
CITY OF WALLINGFORD	WATER SEWER	40.24
CITY OF WALLINGFORD	MONTHLY PAYMENT	335.00
COUNSEL - VISUAL EDGE IT	Copies Ricoh IM C2500	51.78
COZO	2024 MEMBERSHIP	75.00
CREECH MD, JAMES	MEDICAL EXAMINER FEES	1,000.00
CRITTENTON CENTER	SHELTER MEDICAL COST	1,679.40
CRYSTEEL TRUCK EQUIPMENT INC	PARTS FOR #1204	675.37
DAN'S REPAIR	MOUNTING SQUAD TIRE AIR FILTER	144.00
DASH MEDICAL GLOVES INC	DISPOSABLE GLOVES FOR JAIL SHERIFFS	75.90
DAVIS-OETH, WALTER	PARKING/MEALS CONFERENCE	32.84
DES MOINES STAMP MFG CO	NOTARY STAMP	33.00
DETTMANN, PAMELA	CELL PHONE REIMBURSEMENT	20.00
DISCOVERY HOUSE	MONTHLY PAYMENT	1,250.00
DON EDWARDS PLUMBING LLC	REPLACE GAS LINE NEW SHOP	1,377.12
DON JOSE RESTAURANT	HOT MEALS FOR JAIL DECEMBER	329.00
DON'S TRUCK SALES INC	PARTS	107.62
DOORS INC	WEST DOOR FOR SHOP	3,661.00
DUCKETT, TREVOR	CELL PHONE REIMBURSEMENT	20.00
DUITSMAN PLUMBING & HEATING	BUILDING REPAIRS	221.64
EGELAND, THOMAS	CELL PHONE REIMBURSEMENT	20.00
ELECTRONIC SPECIALTIES	PURCHASE 24 PAGERS	9,156.00
EMMET CO EMA	CONTRACT FOR 911 SERVICES	10,670.00
EMMET CO ENGINEER	Fuel	623.50
EMMET CO FAIRGROUNDS, CAMI PAULSON	MONTHLY PAYMENT	4,375.00
EMMET CO HISTORICAL SOCIETY	MONTHLY PAYMENT	500.00
EMMET CO SHERIFF	TRANSPORT FEES FECR012936	1,831.11
EMMET CO TREASURER	POSTAGE	743.92
ENDERSON, JEFFREY	CELL PHONE REIMBURSEMENT	20.00
ESRI INC	ArcGIS Maintenance	1,430.00
ESTHERVILLE CHAMBER, OF COMMERCE	EAPG MONTHLY PAYMENT	1,666.67
ESTHERVILLE COMMUNICATIONS	PHONE INTERNET	562.81
ESTHERVILLE DINNER DATE	MONTHLY PAYMENT	300.00
ESTHERVILLE LIBRARY	MONTHLY PAYMENT	1,412.75
ESTHERVILLE NEWS AND SPIRIT	ATV RENEWAL AD	1,092.55
ESTHERVILLE PAINT & GLASS	DOOR SWEEP	16.99
ESTHERVILLE PHARMACY	PRISONER MEDICATION FIRST AID SUPPLIES	638.27
ESTHERVILLE PRINTING CO	OFFICE SUPPLIES	106.00
EWEN, ALEX	CELL PHONE REIMBURSEMENT	32.84
FAREWAY STORES	HB INCENTIVES	34.90
FECHTER, KARI	WELLNESS PROGRAM TSHIRTS	85.00
FIRSTNET AT&T MOBILITY	AUDITOR HOTSPOT	955.51
FORCE AMERICA DISTRIBUTING LLC	PARTS	216.54
FORGE & BUILD, (N IA LUMBER)	GARAGE DOOR	1,506.27
FREDERICKSEN, TRAVIS	CELL PHONE REIMBURSEMENT	20.00
GALLS LLC	3 REPLACEMENT WINTER JACKETS 15	1,266.21
GOEBEL, HEIDI	CELL PHONE REIMBURSEMENT	20.00
GOEBEL, ROB	MONTHLY PAYMENT	1,992.00
GREAT LAKES CONCRETE	GROUT	744.00
GREENWALD, DAVID	MART TRAINING	13.59
GRIFFITH, MELINDA	MILEAGE AND EXPENSES	26.60
HENRY-OLSON FUNERAL HOMES	TRANSPORT TO STATE	6,700.00
HOME IMPROVEMENT CENTER	SELF TAPING SCREWS	12.49
HOOGE, SHARON	CELL PHONE REIMBURSEMENT	149.80
HOWING, MICHELLE	CELL PHONE REIMBURSEMENT	20.00
HOWING, TAYLOR	CELL PHONE REIMBURSEMENT	153.10
HUNTLEY, BEN	MILEAGE EXPENSES	374.69
HY-VEE ACCOUNTS RECEIVABLE	BOH MEETING EXPENSE	468.19
IA PUBLIC HEALTH ASS'N	DUES (2024)	300.00
IACCB	2024 IACCB MEMBERSHIP	1,100.00
ILCC	ELECTION EDUCATION	133.50
INLAND TRUCK PARTS & SERVICE	PARTS	148.00
INMAN ELECTRIC	RETURN SHIPPING FOR DOOR HANDLE	10.65
IOWA COUNTY RECORDERS ASSOC, ATTN: MELISSA BAHNSEN	DUES	250.00
IOWA EMERGENCY MGMT ASSOC	MEMBERSHIP FEES	225.00
IOWA LAKES ELECTRIC COOP	SIGNALS FLASHING LIGHTS	543.21

IOWA LAKES REGIONAL WATER	GRUVER WATER/SEWER	141.50
IOWA LAW ENFORCEMENT ACADEMY	40 HOUR TELECOMMUNICATOR CLASS	375.00
ISAC	REGISTRATION	539.00
ISAC	EDUCATIONAL TRAINING SERVICES	210.00
ISAC UNEMPLOYMENT	4TH QTR 2023 UNEMPLOYMENT	1,313.28
J & J AG SOLUTIONS-J & J LAND	WELDING SUPPLIES	77.90
JASA, KEVIN	RINGSTED TREE REMOVAL	2,200.00
JASPER COUNTY SHERIFF	SERVICE OF PAPERS	30.00
JCL SOLUTIONS - JANITORS CLOSE	COURTHOUSE CUSTODIAL SUPPLIES	433.13
JOHN DEERE FINANCIAL	PARTS	166.07
JOHNSTON AUTO STORES	SQUAD CAR REPAIRS	716.89
JT EXCAVATION	ADD CURB AND HOOK OLD WATER LINE	10,428.98
K & H CO-OP OIL CO	GAS AND DIESEL	23,491.63
KANE, MARTIN	COMMISSIONER MEETING	52.14
KAPP'S FIRE EXTINGUISHER SALES	FIRE EXTINGUISHER	297.45
KARELS, DEB	MILEAGE	6.60
KIRCHNER, LARRY	CELL PHONE REIMBURSEMENT	20.00
KOLLASCH, MACKENZIE	CELL PHONE REIMBURSEMENT	20.00
KWIK TRIP	FOOD FOR JAIL KITCHEN	121.16
LANGUAGE LINK	INTERPRETER SERVICES	58.54
MAIL SERVICES	RENEWALS	395.38
MAINSTAY SYSTEMS OF IOWA	MAINTENANCE AGREEMENT	237.00
MARCO (DALLAS)	COPIER LEASE	561.53
MARCO (MPLS)	COPIER AMOUNT	84.70
MATHESON TRI-GAS INC	WELDING SUPPLIES	860.73
MEDIACOM	MAINTENANCE SHED	1,800.64
ME'S BODY SHOP	SQUAD WINDOW RELACEMENT	384.12
MIDWEST WHEEL COMPANIES INC	LED LIGHT	620.07
MONTREUIL, JILL	CUSTODIAL SERVICES	100.00
MYHRE, PAULA	CELL PHONE REIMBURSEMENT	158.05
NAPA STAR GROUP LLC	FILTER OIL AIR HOSE	314.59
NW IA DISTRICT ASSESSORS, SETH WEIS	Com/Ind Pricing School	275.00
NW IOWA REGIONAL HOUSING TRUST	FY 2024	761.00
OFFICE ELEMENTS	COPY PAPER	35.97
OLESON, LUCAS	CELL PHONE REIMBURSEMENT	20.00
OLSON, ANTHONY	MILAGE FOR SIOUX FALLS TRIP	133.82
ONE OFFICE SOLUTION	GENERAL OFFICE SUPPLIES	144.53
PERGANDE, JASON	DD 56 LAT 3 BRANCH 2	870.00
POMP'S TIRE SERVICE INC	TIRES	3,897.34
POSTMASTER	ELECTION POSTAGE NCOA MAILINGS	500.00
POWER PLAN	PARTS AND REPAIRS	16,415.22
PRO COOP POCAHONTAS	GAS AND OIL	3,668.66
REAGAN OUTDOOR ADVERTISING	BILLBOARD	660.00
REDWOOD CO MN SHERIFF DEPT	SERVICE PAPERS	70.00
RICOH USA	OFFICE SUPPLIES	98.76
RINGSTED AMBULANCE	MONTHLY PAYMENT	370.42
RINGSTED DISPATCH	PUBLICATIONS	232.21
RINGSTED LIBRARY	MONTHLY PAYMENT	470.83
RINGSTED SENIOR CITIZENS, %RON WILSON	MONTHLY PAYMENT	150.00
RINGTEL COMMUNICATIONS	RINGSTED SHED	463.08
RIVER VALLEY TELECOMMUNICATION	WALLINGFORD GARAGE	879.92
ROSBURG, LISA	OFFICE SUPPLIES	5.34
RUSSELL, RHONDA	CELL PHONE REIMBURSEMENT	240.55
S & R AUTO AND TIRE INC	SQUAD CAR SERVICE WHILE THE COUNTY	135.66
SANCHEZ, ELIZABETH	INTERPRETER	378.40
SCHUMACHER ELEVATOR	ELEVATOR MAINTENANCE	194.72
SNAP ON, LARRY WHITE TOOLS	INVOICE 11302324519 12012324592 TOOLS	233.19
SPENCER OFFICE SUPPLIES	OFFICE SUPPLIES	24.46
STALLS FARM & HOME	PARTS SIGNS SUPPLIES SUNDRY	1,058.33
STANARD & ASSOCIATES INC	POST TEST FORMS	59.00
STATE HYGIENIC LAB, UNIVERSITY OF IOWA	WATER TESTING	551.50
STOREY KENWORTHY/MATT PARROTT	OFFICE SUPPLIES	131.42
SUESS, TRACY	MATRON FEES	122.50
SUMMERS BAULER, MELANIE	CELL PHONE REIMBURSEMENT	20.00
SUNSET LAW ENFORCEMENT LTD	9MM 223 AMMO FOR TRAINING AND DUTY	1,028.34
TENDAL, ANNIE	MATRON FEES	350.00
TERRIL TELEPHONE CO	E911 ACCESS	5.68
TURNER JENNESS FUNERAL HOMES	TRANSPORTATION TO MED EXAMINER	700.00
US POSTAL SERVICE - POSTAGE B	PREPAID POSTAGE PER AUDITOR	1,000.00
VANDER HAAGS INC	ALIGNMENT FOR 1902	637.16
VERIZON WIRELESS	Cell Phone Service	421.56
VFW POST 3388	HOT JAIL MEALS DECEMBER 26-30 2023	196.00

VISA	CASEYS DONUTS OFFICE SUPPLIES	6,713.04
WARE, SCOTT	WALMART	
WELLS FARGO - ELITE CARD	SIOUX FALLS TRIP 272 MILES	149.60
WELLS FARGO FINANCIAL LEASING	MEALS FOR MART TRAINING	939.34
WEST PAYMENT CENTER	Copier Lease Ricoh IM C2500	68.00
WILLIAMS, SHERRI	WESTLAW	931.62
WILLSON & PECHACEK	CLEAING	346.50
WILSON, TRAVIS	Attorney Fees	1,785.00
WINDSTREAM	BALANCE 2 TIRES	5.00
WINDSTREAM	DOLLIVER GARAGE INVOICE 76103712	30.90
WINTHER & STAVE	DOLLIVER GARAGE	397.00
WORLD DATA CORPORATION	AUDIT PROGRESS BILLING	8,700.00
WSP USA ENVIRONMENT INC	GENERAL OFFICE SUPPLIES	250.00
ZIEGLER	MULTI JURISDICTIONAL HAZARDOUS PLAN	872.00
	PARTS FILTERS REPAIRS	24,426.19
	GRAND TOTAL	348,770.15

Emmet County elected official compensation board recommended 4.5% at the December 5, 2023 meeting. Motion by Quastad to reduce recommendation by 33.3% (one-third) to 3% and that the board of supervisors take a 0 (zero)% increase. Second by Pluth. Ayes-Pluth, Quastad, Glasnapp. Nays- Schumacher, Hansen.

Fiscal year 2025 Wage Matrix Scale for Auditor's, Treasurer's, Recorder's Office:

Take the elected official's board of supervisors approved fiscal year salary divide this by 2080 hours (40 hour work week). This becomes the elected official's hourly rate. The following scale is based on the ELECTED OFFICIAL'S HOURLY WAGE.

Starting hourly wage	58% of elected hourly
On your anniversary date at one year of service	61% of elected hourly
On your anniversary date at two years of service	64% of elected hourly
On your anniversary date at three years of service	67% of elected hourly
On your anniversary date at four years of service	70% of elected hourly
On your anniversary date at five years of service	73% of elected hourly

After six years of employment, there will be no more anniversary wage matrix step raises but the approved COLA raise in July still will be added to your hourly rate. The increase for employees after six years of employment will be the approved COLA each fiscal year.

Fiscal year Cost of Living Adjustments (COLA) will be applied in the July payroll for all employees in the auditor's, treasurer's, recorder's offices that fall under this wage matrix. No additional stipends will be paid outside of this wage matrix.

Motion by Pluth, second by Quastad to approve the matrix scale for FY25 for treasurer's, auditor's, recorder's office. All ayes, motion carried.

Motion by Quastad to set non-union, non-wage matrix, non-board-ran departments to match the adjusted compensation board percentage of 3%. Second by Hansen, All ayes, motion carried.

Review of expenditures and budget amendment #2 amounts. Goebel asked the board what expenditure line item to take the HF 718 postage for budget statements and associated expenses from. Board agreed that the auditor's budget would be appropriate.

CMBA Architects, Brett Salzwedel and Adam Van Gorp joined the meeting to discuss courthouse renovations final checklist. Motion by Quastad, second by Hansen to approve the final courthouse renovations checklist and approve the \$24,000 to CMBA for redesign and fees. All ayes, motion carried. CMBA will also be on the agenda on 1.23.24 for another update.

Auditor Assistant, Roxanne Budach & Emmet County Assessor, Barb Bohm joined the meeting to discuss the Appointments for County Planning and Zoning Commission, Zoning Board of Adjustment, Drainage Attorney, replacement on Committee to Assess Damages for Owner-Operator Agricultural Real Estate.

Motion by Schumacher, second by Hansen to approve Derek Young for the replacement on the Committee to Assess Damages for Owner-Operator Agricultural Real Estate. All ayes, motion carried.

Motion by Pluth, second by Schumacher to approve Chuck Gardner, Jerome Schacherer, and Doug Welbig for the County Planning and Zoning Commission. All ayes, motion carried.

Motion by Schumacher, second by Hansen to approve Brad White for the Zoning Board of Adjustment. All ayes, motion carried.

Motion Pluth, Second by Quastad to appoint Jack Brashear for the Emmet County Conservation Board. All ayes, motion carried.

Drainage Attorney will be revisited in a couple weeks until a replacement is found.

Budach also presented to move November 12 board meeting to November 13 to comply with election law for UOCAVA voters and canvass of general election. Motion by Schumacher, second by Pluth to move the November 12 board meeting to November 13. All ayes, motion carried.

<u>Owner</u>	<u>Facility Name</u>	<u>Facility ID</u>
Michael Daggett	PRKG 368 LLC	67605

Motion to adjourn by Pluth, second by Hansen to adjourn at 11:47 a.m. All ayes. Motion carried.

Heidi Goebel, Auditor

Todd Glasnapp, Chairman