

Clarke County Board of Supervisors
June 5, 2023

June 5, 2023 - The Clarke County Board of Supervisors met in regular session on June 5, 2023, at the Clarke County Courthouse with the following members present: Dean Robins, Austin Taylor and Randy Dunbar. Also present, Auditor Janice White and Recorder Selena Humphrey. Chairman Dean Robins called the meeting to order at 9:00 a.m. Austin Taylor made a motion to approve the agenda, seconded by Randy Dunbar. All Ayes.

Res 23-099 - WHEREAS, the Clarke County Compensation Board meets annually to recommend a compensation schedule for elected officials for the fiscal year immediately following, in accordance with Iowa Code Chapters 331.905 and 331.907, and

WHEREAS, the Clarke County Compensation Board met on January 12, 2023, and made the following salary recommendations for the following elected officials for the fiscal year beginning July 1, 2023:

<u>Elected Official</u>	<u>Current Salary</u>	<u>Proposed Increase</u>	<u>Recommended Salary</u>
Auditor	\$64,681.08	10% + \$3,000 Stipend for annual budget	\$71,149.19 \$3,000.00
Attorney	\$116,829.93	10%	\$128,512.92
Recorder	\$64,632.72	10%	\$71,095.99
Sheriff	\$87,013.49	25%	\$108,766.86
Treasurer	\$64,681.08	10%	\$71,149.19
Supervisors	\$32,467.06	10%	\$35,713.77
Supervisor Chair	\$32,467.06	10% + \$1,000 Stipend	\$35,713.77 \$1,000.00

THEREFORE, BE IT RESOLVED THAT THE Clarke County Board of Supervisors approves the following salaries for the following elected officials for the fiscal year beginning July 1, 2023:

<u>Elected Official</u>	<u>Approved Salary</u>	<u>Approved Increase</u>
Auditor	\$67,915.13	5%
	\$3,000.00	Stipend – Budget Director
Attorney	\$122,671.43	5%
Recorder	\$67,864.36	5%
Sheriff	\$97,890.18	12.5%
Treasurer	\$67,915.13	5%
Supervisors	\$34,090.41	5%
Supervisor Chair	\$34,090.41	5%
	\$1,000.00	Stipend - Chairman

Motion made for the foregoing by Randy Dunbar, seconded by Dean Robins.
Vote was: “Ayes”: Dean Robins and Randy Dunbar. “Nays”: Austin Taylor.
Approved this 5th day of June, 2023.

Res 23-100 - Moved by Austin Taylor, seconded by Randy Dunbar, to approve the following salary increases for fiscal year 2023-24, effective July 1, 2023.

Mark Watsabaugh, Road Maintenance Supervisor, 5% increase to \$74,090.71; Corey Eckels, Engineer Technician, 5% increase to \$56,519.35; Jill Curnes, Secondary Road Office Manager, 5% increase to \$54,159.99; Russell Johnson, Head Custodian, 5% increase to \$23.63/hr.; Kevin Reisetter, Assistant County Attorney, 5% to \$65,835; Jessica Navas, Driver License Examiner, 12.24% increase to \$22.00/hr.; Amy Swanson, Sheriff Assistant Clerk, 8% increase to \$21.00/hr., with dispatch hours at dispatcher rate; Jodi Carson, Sheriff Clerk, 6% increase to \$48,160.03 and Mary DeLong, Community Services Coordinator, 5% increase to \$52,770.05.

The following increases will be effective January 1, 2024:

Chris Dorsey, County Attorney’s Office Manager, 2% increase to \$51,000.00; Manuel Cisneros Gomez, Custodian, 2% increase to \$18.36; Janice McCoy, part time Custodian, 2% increase to \$16.83; Esmeralda Elizondo, part time Passport Clerk, 2% increase to \$17.34.

Vote was: “Ayes”: Dean Robins, Austin Taylor and Randy Dunbar. “Nays”: None.
Signed this 5th day of June, 2023.

Res 23-101 - Moved by Randy Dunbar, seconded by Austin Taylor, to approve the salaries of the following deputies as of July 1, 2023.

Deputy Sheriff: Brian Akers \$83,206.65; Deputy Auditors: Jessica Graves \$57,727.86, Rachel Paulus \$57,727.86 and Garla LaFollette \$50,936.35; Deputy Treasurers: Brooke Caldwell \$57,727.86, Shelby Hawxby \$57,727.86; Kimberly Hamilton \$50,936.35 and Deputy Recorder: Joleen Louder \$50,898.27.

Vote was: “Ayes”: Dean Robins, Austin Taylor and Randy Dunbar. “Nays”: None.
Signed this 5th day of June, 2023.

Recorder Humphrey left at 9:10 a.m.

Res 23-102 - WHEREAS, the Clarke County Board of Supervisors does see the need for appointing someone to serve as the Clarke County Budget Director.

WHEREAS, the Clarke County Board of Supervisors does wish the Budget Director to have a background in accounting, bookkeeping and /or a working knowledge of governmental accounting standards.

WHEREAS, the Clarke County Board of Supervisors does establish the following duties as those of the Budget Director:

1. Assure compliance with state laws regarding governmental budgeting and reporting.
2. Prepare the Clarke County Budget, including attending budget meetings and work sessions with Department Heads and Supervisors as necessary and requested by the Board of Supervisors.
3. Process all proposed department budgets into the County Budget for presentation to the Board of Supervisors.

4. Compile the Board’s approved budget into the appropriate state forms on the state’s website.
5. Prepare publications and public hearings related to the annual budget process.
6. File and adopt approved budget on the State of Iowa website.
7. Prepare budget and budget amendment appropriations spreadsheet.
8. Project anticipated income, expenditures and fund balances for budgeting purposes.
9. Assist Department Heads with managing budgets and ensuring that budgeted amounts are not exceeded in Department, Fund and Service Area.
10. Coordinate and prepare budget amendments, prepare publications and public hearings related to the amendment process.
11. File and adopt approved amendments on the State of Iowa website.
12. Assure accurate recording of budget and financial transactions in the computer system.
13. Prepare reports and reconciliations as required for annual audit and state reporting.
14. Coordinate the preparation of numerous expenditure and cost reports as required by the legislature.
15. Assist with various grant applications, compliance, monitoring and reporting.
16. Coordinate the timely completion of all state and federal reporting requirements.

WHEREAS, the Clarke County Compensation Board has determined \$3,000 would be an adequate stipend to compensate the Auditor as the Budget Director for Fiscal Year 2023-24.

THEREFORE, BE IT RESOLVED that the Clarke County Board of Supervisors designate the Clarke County Auditor to serve as Budget Director and be responsible for the duties previously listed. A stipend in the amount of \$3,000 shall be allocated to the Auditor out of the Board of Supervisors’ budget.

Moved by Randy Dunbar, seconded by Dean Robins to approve the above resolution.

Vote was: “Ayes”: Dean Robins and Randy Dunbar. “Nays”: Austin Taylor.

Signed this 5th day of June, 2023.

Res 23-103 - Moved by Randy Dunbar, seconded by Austin Taylor, to approve payment of claims submitted from June 1, 2023 through June 5, 2023.

Vote was: “Ayes”: Dean Robins, Austin Taylor and Randy Dunbar. “Nays”: None.

Signed this 5th day of June, 2023.

Fund totals for claims as follows:

0001 GENERAL BASIC FUND	44,021.14
0002 GENERAL SUPPLEMENT FUND	478.85
0011 RURAL SERVICES BASIC FUND	3,254.37
0020 SECONDARY ROAD FUND	30,044.31
0023 REAP FUND	9,931.64
0025 DRUG FORFEITURE FUND	200.00
4000 EMERGENCY MANAGEMENT FUND	1,753.48

Having no other agenda items, Randy Dunbar made a motion to adjourn, seconded by Austin Taylor. All Ayes. Meeting adjourned at 11:00 a.m.

Signed: Dean Robins, Chairman

Attest: Janice M. White, Auditor