

The Cedar County Board of Supervisors met in regular session at 8:30 a.m. June 8, 2021, with the following members present: Smith, Bell, Gaul, Kaufmann, and Chairperson Agne. Members of the public were also present.

The Board viewed correspondence from various agencies.

The Board acknowledged receipt of the following correspondence from:

Kyle Colvin has been hired for the Assessor's Office for the Appraiser position, starting on July 1, 2021, at the hourly rate of \$21.56.

Angela Driscoll, Auditor Payroll Clerk informed the Board that Home Base Iowa does not have the capability at this time to post job openings.

Manure Management Annual Updates submitted by:

East 200 Finisher #63914 for a site in Dayton Township.

Dircks Farms, Inc #62247 for a site in Dayton Township.

Michael Lilienthal #59739 Authorization to use.

Broadview Acres/Ward Farm #63240 located at 250 Buckeye Road, West Liberty.

It was noted the following Handwritten Disbursement was issued on to the Cedar County Treasurer for Benefits, Inc. for an electronic deposit: #427421 for \$6,447.23-self funded medical claims.

Moved by Sup. Smith seconded by Sup. Gaul to approve the agenda.

Ayes: All

Chairperson Agne addressed the public for comments and there were none.

Moved by Sup. Kaufmann seconded by Sup. Bell to approve the Board Minutes of June 1, 2021.

Ayes: All

Moved by Sup. Bell seconded by Sup. Smith to approve Payroll Disbursements #185782-185935 for the period ending 5/29/21 and to be paid on 6/4/21.

Ayes: All

The Board reported on Outreach/Committee Meetings they attended.

Auditor Dauber provided a memo from State Auditor Sand regarding public funds going to private non-profits. Consensus of the board was to have Auditor Dauber mail a copy of the memo to all entities that could significantly impact what the board can do for them.

Auditor Dauber presented a resolution to formalize the jurisdiction of the GIS position from the Board of Supervisors to the County Auditor.

Moved by Sup. Bell seconded by Sup. Smith to approve the following resolution.

RESOLUTION GEOGRAPHICAL INFORMATION SYSTEM POSITION

Effective June 8, 2021, all Geographical Information System (G.I.S.) processes, including but not limited to the administration, budgeting and staffing shall be controlled by the Cedar County Auditor.

The above and foregoing Resolution was adopted by the Board of Supervisors of Cedar County, Iowa, on this date, the vote thereon being as follows:

Ayes: All

Auditor Dauber updated the Board that she is currently working with Midland/SAM on agreements for GIS services. The approximate cost for this service is \$10,000 to \$12,000 a year,

based on time and how many deeds. Dauber is looking at having one staff member trained to process transfer, splits and to provide departments requested maps to reduce this cost in the future. Dauber has been working with Deputy Assessor Lemburg to understand the GIS job duties needed from the Assessor's Office.

Auditor Dauber updated the Board that the I.T. Office will be moving to the basement in the south office which is currently storage for the Relief Office. Dauber appreciated the cooperation with CPC Director Tischuk on relocating the supplies to the room that is located off the employee break room.

At 9:00 a.m., the Board held their monthly department head meeting. Those in attendance and providing an update on their department were Deputy Assessor Lemburg, Recorder Bahnsen, Treasurer Delaney, IT Director Cahoy, Public Health Director Walker, CPC Director Tischuk, Veteran Service Officer Hamann, County Attorney Renander, Conservation Director Dauber, and Auditor Dauber. Sup. Gaul left the meeting. Chairperson Agne asked all department heads how and if they utilized GIS in their department. Consensus was a limited number of department heads utilized the GIS services and only to the extent of creating or printing maps.

At 9:30 a.m., Mike Galloway, Ahlers & Cooney Attorney met with the Board and department heads to present handbook changes to the Board for consideration. The proposed handbook with the changes noted were emailed to Department Heads prior to the meeting. The topics that were discussed was effective date for health and dental, orientation period, timecards, wage matrix, personnel files, and template for job postings.

Moved by Sup. Bell seconded by Sup. Kaufmann to approve the proposed changes to the Cedar County Employee Handbook.

Ayes: All

Absent: Gaul

Moved by Sup. Kaufmann seconded by Sup. Smith to change the pay scale from every other year to every year for a step raise.

Ayes: All

Absent: Gaul

Moved by Sup. Bell seconded by Sup. Smith to approve changing the waiting period for health and dental insurance from the first of the month following sixty days to the first of the month following thirty days.

Ayes: All

Absent: Gaul

Discussion was held regarding allowing the County Auditor, Treasurer and Recorder to have a first deputy salary a percentage of the elected official. Galloway explained in majority of the counties across the state they have a first deputy position, and they are paid nothing less than 80%. He does not recommend having second deputies in these offices. Galloway informed the Board they have authority to approve the percentages. Dauber mentioned in the past the elected official would present the increase at budget time to the Board. Recorder Bahnsen mentioned she appreciates this option although will not be utilizing at this time. Treasurer Delaney does have an employee qualified for this position and Auditor Dauber may utilize for a future employee that will be responsible for elections and when she is absent from the office.

Moved by Sup. Kaufmann seconded by Sup. Smith to approve a First Deputy in the office of the County Auditor, Treasurer and Recorder and to set the percentage later.

Ayes: All

Absent: Gaul

General discussion was held with Galloway regarding a social media policy and having a HIPAA policy in the handbook. No decisions were made. The Board thanked Galloway for meeting with the department heads and presenting the handbook proposal.

Judy Funk, Consultant to Heartland Insurance Risk Pool met with the Board and presented the projected FY21/22 renewal rates. Discussion and explanation were held. The mod factor for FY21/22 will be .69 which is a decrease of .02 from the prior fiscal year.

Moved by Sup. Bell seconded by Sup. Kaufmann to authorize the chair to sign the Client Authorization Coverage to Bind.

Ayes: All

Absent: Gaul

Moved by Sup. Kaufmann seconded by Sup. Bell to adjourn at 11:10 a.m., to June 15, 2021.

Ayes: All

Absent: Gaul

Cari A. Dauber, Auditor

Steve Agne, Chairperson