

SUPERVISORS MINUTE BOOK 2023

July 11, 2023

The regular meeting of the Board of Supervisors was called to order at 9:02am by Doug Sorensen. Present were Doug Sorensen, Rick Thompson, Heath Hansen, Lisa Frederiksen, Chassity Musfeldt, Kent Grabill, Cassie Jacobsen, Miranda Bills, Deb Campbell, Janell Bluml, Ben Linde, Michelle Kilmer, John Hansen, Tyler Thygesen, Chris Swensen, & Justin Veik via phone call.

Motion-Thompson Second-Hansen to approve the agenda with the additions of a phone call to Justin Veik to discuss HVAC plans and approval of the ongoing contract with New Opportunities for County Substance Abuse Prevention Services. Vote-all in favor.

The Department Heads started off the meeting discussing various topics including the Handbook Revisions/Updates. The Supervisors asked input on the upcoming HVAC project and wanted to know if there would be any conflicts. The Auditor's Office has elections in November and Treasurer's Office will be busy in August/September with Taxes. If possible, they would like to have the main floor held off until after those are done. Linda Bills said the Secondary Roads employees are now all on the new Employee Self-Serve time entry for payroll. Supervisors discussed sharing the cost of snow removal for the Presbyterian Church parking lot since several of the Courthouse employees utilize the parking lot while at work. Rick Thompson was going to contact Tom Gardener to discuss this further.

A phone call was made to Justin Veik to discuss the HVAC project. He suggested getting an early start in September. The Supervisors explained the conflicts with starting that early and would like to hold off on the main floor until after November. He would like to start the bid process soon. Further discussion will be held.

Supervisor Rick Thompson had to leave the meeting early. More discussion was held on the Employee Handbook revisions. Chris Swensen joined the conversation to answer various questions about carrying weapons. He was going to check into those. Time sheets and remote work were also topics discussed. Supervisors asked Chris if it would be possible to notate on timesheets when various/multiple positions are being worked and to also have employees note when they are working remotely to help clear up any questions that may arise concerning state grants and State Auditor questions. He said he was waiting to talk to HR attorney Mike Galloway. Other Handbook topics included appointing a HIPPA compliance officer, county vehicle policies, safety boot reimbursements, county cell phone reimbursements, fringe benefits, after hour usage of the Courthouse, and an acceptable lactation room.

Motion- Hansen Second- Sorensen to approve the meeting minutes of July 5th, 2023. Vote-all in favor.

Motion- Hansen Second- Sorensen to accept/ file the Recorder's June 2023 Report of fees. Vote-all in favor. Motion- Hansen Second-Sorensen to accept/file the Clerk of Courts June 2023 Report of fees.

Vote-all in favor. Motion- Sorensen Second- Hansen to accept/file the Auditor's Month End June 2023.

Vote-all in favor. Auditor Lisa Frederiksen answered questions on the Month End reports as to why the Economic Development account was over budget in June. The invoice had been paid earlier than necessary so it was noted on the invoice and initialed by Chairman Sorensen that it was paid in FY23 but had been anticipated being paid off the FY24 budget. She also explained the differences between the All Funds report and County Budget with/without transfers.

Motion- Sorensen Second- Hansen to appoint Peggy Smalley to represent Audubon County on the Region XII Regional Housing Authority Board. Term effective October 1, 2023 to September 30, 2024.

Vote-all in favor.

Homestead and Military applications and removals were approved/signed by the Board. Assessor Janell Bluml came down to answer questions regarding these.

The FY24 Conservation budget was discussed. Auditor Lisa Frederiksen discussed that the Cabin Project expenditures were not included in the FY24 budget so it would need amended. The REAP and Park Improvement will also probably need amended. The Board will need to meet with Bruce Haag from Conservation to discuss.

Motion- Sorensen Second- Hansen to approve IT Director position FY24 salary increase. Vote-all in favor.

RESOLUTION 2023-45

BE IT HEREBY RESOLVED, by the Audubon County Board of Supervisors that effective July 1, 2023, Audubon County IT Director Benjamin Linde receive an 8.7% wage increase making his annual salary \$84,786.

Dated at Audubon County, Iowa this 11th day of July, 2023.

/s/Doug Sorensen
Chairperson, Board of Supervisors
Audubon County, Iowa

ATTEST: /s/Chassity Musfeldt
Audubon County Auditor Clerk

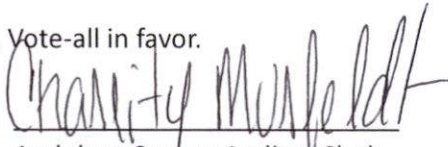
Motion- Hansen Second- Sorensen to approve the following claims for payment. Vote-all in favor.

MIDWEST GROUP BENEFITS INC	HRA CLAIM REIMB	\$	1,255.69
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Motion- Hansen Second- Sorensen to approve the ongoing contract with New Opportunities for the County Substance Abuse Prevention Services. Vote-all in favor.

Motion- Hansen Second- Sorensen to adjourn the meeting at 12:25 pm. Vote-all in favor.


Audubon County Board of Supervisors


Audubon County Auditor Clerk