

June 25, 2024

The Benton County Board of Supervisors met in regular session with Supervisors Primmer, Bierschenk and Seeman present. Supervisor Primmer called the meeting to order at 9:00 a.m. at the Benton County Service Center. Members of the public are invited to join in during open session or watch the livestream at <https://www.youtube.com/bentoncountyiowa>. *Summarized Resolutions will be available in the Auditor's office and at: [www.bentoncountyiowa.gov](http://www.bentoncountyiowa.gov)*

- Bierschenk moved/Seeman seconded:** To approve the agenda. All members voting aye thereon. Motion carried.
- Seeman moved/Bierschenk seconded:** To approve the minutes of June 18, 2024. Primmer, Seeman and Bierschenk voting aye thereon. Motion carried.
- Bierschenk moved/Seeman seconded:** To approve Payroll checks numbered 143265 through 143330, ACH Deposits 57368 through 57532, vendor checks 250270 through 250276 and claims numbered 250277 through 250454. Primmer, Seeman and Bierschenk voting aye thereon. Motion carried.
- Seeman moved/Bierschenk seconded:** To approve ARPA Tribal Claim for Iowa Natural Heritage Foundation in the amount of \$6,500 for conservation's Wildcat project. Primmer, Seeman and Bierschenk all voted aye. Motion carried.
- Bierschenk moved/Seeman seconded:** To approve farm exemption application for Karen Fountain in a part of the SE ¼ SW ¼ of Section 6-84-10. Voting aye were: Primmer, Seeman and Bierschenk. Motion carried.
- Seeman moved/Bierschenk seconded:** To approve Class C Retail Alcohol License for Beyonder Resort at Lazy Acres LLC. Effective May 31, 2024 through May 30, 2025. All members voting aye thereon. Motion carried.
- Barb Greenlee asked that the board approve an additional 5 days of vacation pay for her effective July 1, 2024. It was her understanding that there have been recent new hires who are getting more than the capped 4 weeks that pertains to employees who have been here 17 years or more. Greenlee has been a county employee for 39 years and felt she was deserving of this and it was her understanding that the handbook committee has been discussing this. Sue Wilber reported there was going to be another handbook sub-committee meeting on July 10<sup>th</sup> and they will be discussing it further. The Board thought it was a good idea to handle everyone at the same time, so no action was taken and they will wait until the revision to the handbook is brought back to the Board.
- Bierschenk moved/Seeman seconded:** To re-appoint Michael Silhanek and Jeffory Holmes to the Veterans Affairs Commission with a term ending June 30, 2027. All members voting aye thereon. Motion carried.
- Seeman moved/Bierschenk seconded:** To approve and acknowledge Eide Bailey's FY24 arrangement for the audit and statements. All members voting aye thereon. Motion carried.
- Seeman moved/Bierschenk seconded:** Approve Resolution #24-60, County Official Bank Depository Limits. Primmer, Seeman and Bierschenk voted aye thereon. Motion carried.

RESOLUTION #24-60

COUNTY OFFICIAL BANK DEPOSITORY LIMITS

IT IS HEREBY RESOLVED by the Benton County Board of Supervisors that we do hereby designate the following named banks to be depositories for County funds in amounts not to exceed the amount named opposite said depository and the following named county officers are hereby authorized to deposit said County funds in amounts not to exceed the maximum amount named after said bank as follows for fiscal year 2025:

Lexa Speidel, Recorder

Cedar Valley Bank and Trust \$150,000

Ron Tippett, Sheriff

Farmers Savings Bank & Trust – Vinton \$ 500,000

Ron Tippett, Sheriff

US Bank \$ 1,000

Mark Erickson, Transportation Dept.

Midwest One Bank \$ 2,500

Signed this 25th day of June, 2024

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Rick Primmer, Chairman

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Gary Bierschenk

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Tracy Seeman

ATTEST:

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Hayley Rippel, Benton County Auditor

**Seeman moved/Bierschenk seconded:** To approve Bank Depositories for FY 25. All members voting aye. Motion carried.

Resolution #24-61  
Bank Depositories

BE IT RESOLVED by the Benton County Board of Supervisors that we do hereby designate the following named banks to be depositories for the County funds in amounts not to exceed the amount named opposite said designated depository, and the County Treasurer is here by authorized to deposit said county funds in amounts not to exceed the maximum approved for each respective bank as follows for fiscal year 2025.

Farmers Savings Bank & Trust Vinton/Traer	\$ 20,000,000
Midwest One Bank & Trust Belle Plaine	\$ 1,000,000
Chelsea Savings Bank Belle Plaine	\$ 5,000,000
Chelsea Savings Bank Van Horne	\$ 5,000,000
Benton County State Bank Blairstown	\$ 4,000,000
Bank Iowa Norway	\$ 2,000,000
Watkins Savings Bank Watkins	\$ 1,000,000
Cedar Valley Bank & Trust La Porte City/Vinton	\$ 13,000,000
Central State Bank Walford	\$ 2,000,000
Atkins Savings Bank & Trust Atkins	\$ 1,000,000
Keystone Savings Bank Keystone	\$ 3,000,000
Dysart State Bank Dysart	\$ 500,000
First Federal Credit Union Urbana	\$ 2,000,000

Signed this 25th day of June, 2024.

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Rick Primmer, Chairman

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Gary Bierschenk

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Tracy Seeman

ATTEST:

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Hayley Rippel, Benton County Auditor

**Seeman moved/Bierschenk seconded:** To Approve Resolution #24-62, FY25 Appropriations. All members voting aye thereon. Motion carried.

RESOLUTION # 24-62  
APPROPRIATIONS

**WHEREAS**, it is desired to make appropriations for each of the different officers and departments for the fiscal year beginning July 1, 2024, in accordance with Section 331.434, Subsection 6, Code of Iowa,

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF BENTON COUNTY, IOWA**, as follows:

Section 1. The amounts as shown, published, and approved in the County Budget for fiscal 2024/2025 on April 23, 2024, be and are itemized by service area to each department on the budgets filed in the office of the county auditor on July 1, 2024 are hereby appropriated. Federal and State grants and/or reimbursements expendable during the fiscal year are hereby appropriated to the designated departments or offices. For purposes of this resolution all departments relating to elections are considered one department. Further, the auditor is authorized to expend funds from the following budgets: Auditor, Elections, District Court, General Services, Non-departmental, GIS, Medical Examiner, Human Resources, and other budgets not under the specific authority of an elected official or full-time county official to ensure the day-to-day operations of the county.

Section 2. Subject to the provisions of other county procedures and regulations and applicable state law, the appropriations authorized under Section 1 shall constitute authorization for the department or officer listed to make expenditures or incur obligations, effective July 1, 2024.

Section 3. In accordance with Section 331.437, Code of Iowa, no department or officer shall expend or contract to expend any money or incur any liability, or enter into any contract, which by its terms involves the expenditure of money for any purpose in excess of the amounts appropriated pursuant to this resolution.

Section 4. If at any time during the 2024-2025 budget year the auditor shall ascertain that the available resources of a fund for that year will be less than said fund's total appropriations, she shall immediately so inform the Board and recommend appropriate corrective action.

Section 5. The auditor shall establish separate accounts for the appropriations authorized in Section 1, each of which account shall indicate the amount of the appropriation, the amounts charged thereto, and the unencumbered balance. The auditor shall report the status of such accounts to the applicable departments and officers at least quarterly during the 2024-2025 budget year.

Section 6. Tax Increment payments, which are subject to annual appropriation are authorized.

Section 7. All appropriations authorized pursuant to this resolution lapse at the end of the business day on June 25, 2025, for payment of goods and services received and/or performed as of that date. The board reserves the right to waive this date at its sole discretion for specific payments for the provision of goods and services that it deems should be paid within said fiscal year.

Section 8. Departmental appropriations remain in full force and effect through June 30, 2025, for payroll expenses occurring after the date stated in Section 7, for the final processing of expenses submitted on or before June 18, 2025, and for any expenses approved by the Board of Supervisors subsequent to June 24, 2025. All appropriations will lapse at the close of business June 30, 2025.

The Board of Supervisors of Benton County, Iowa, adopted the above and foregoing resolution on June 25, 2024.

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Rick Primmer, Chairman

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Gary Bierschenk

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Tracy Seeman

ATTEST:

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Hayley Rippel, Benton County Auditor

**Seeman moved/Primmer seconded:** To approve Resolution #24-63, Amending Service Area(s) in the FY 24 Budget. Primmer, Seeman and Bierschenk voting aye thereon. Motion carried.

#### RESOLUTION #24-63

#### SERVICE AREA BUDGET AMENDMENTS

**WHEREAS**, the Benton County Board of Supervisors adopted the FY2024 budget on April 18, 2023;

**WHEREAS**, the Board now desires to amend said budget within service area(s) to reallocate funds;

**NOW, THEREFORE BE IT RESOLVED** by the Benton County Board of Supervisors that the FY2024 county budget is hereby amended within the following service areas:

- Service Area 0) 1500-98-0220-000-429000-000 -\$2,200  
0030-99-0030-000-429000-000 +\$2,200
- Service Area 1) 0002-61-1620-000-425000-000 -\$2,000  
0002-31-1500-000-425045-000 +\$2,000
- Service Area 8) 0024-07-8110-000-447000-000 -\$1,500  
0001-07-8110-000-413000-000 +\$1,000  
0001-07-8110-000-412000-000 +\$500

**IT IS FURTHER RESOLVED** that said funds are hereby appropriated. The auditor is directed to make the necessary changes.

Signed this 25th day of July, 2024

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Rick Primmer, Chairman

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Gary Bierschenk

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Tracy Seeman

ATTEST:

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Hayley Rippel, Benton County Auditor

**Seeman moved/Bierschenk seconded: To approve Resolution #24-64, FY 24 Certification of Deputies and Assistants Salaries.**

RESOLUTION #24-64

CERTIFICATION OF DEPUTY SALARIES FOR FY25

WHEREAS, Iowa Code 331.904(1) states that auditor, treasurer, and recorder shall certify the annual base salary of the deputies in the auditor's, recorder's, and treasurer's office pursuant to said code section; and

WHEREAS, Iowa Code 331.904(2) states that the sheriff shall certify the salaries of the first and second deputies within his department pursuant to said code section; and

WHEREAS, Iowa Code 331.904(3) states that the county attorney shall set the salaries of the assistant county attorneys pursuant to said code section; and

WHEREAS, the salaries of the deputies and assistants of the auditor, treasurer, recorder and sheriff, have been certified by the principal officers to the board of supervisors; and

WHEREAS, the base salaries will not exceed the limitations specified in Iowa Code for the deputies in the auditor's, treasurers, recorder's and sheriff's departments; and

WHEREAS, Iowa Code 331.904 states that the Board shall certify the salaries to the county auditor if the salaries are within the budgets set for the auditor, treasurer, recorder and sheriff,

**NOW THEREFORE BE IT RESOLVED** by the Benton County Board of Supervisors that the following salaries for deputies and assistants in the respective offices be certified to the county auditor:

Auditor's Office:

Gina Edler – 85% of the principal officer

Nancy Jorgensen –70% of the principal officer

Alisha Burmeister-70% of the principal officer

Recorder's Office:

Marla Sutton-85% of the principal officer

Katelyn Welper-55% of the principal officer

Treasurer's Office:

Rose Sackett – 85% of the principal officer

Joy McGowan – 81% of the principal officer

Jodi Bonar– 69% of the principal officer

Beth Geater-59% of the principal officer

Ariane Geiger-54% of the principal officer

Ann Stephens-53% of the principal officer

Sheriff's Department:

Chief Deputy– John Lindaman-85% of the principal officer

Second Deputy-Josh Karsten-80% of the principal officer

Karen Uthoff-Office Administrator-\$70,720

FURTHER BE IT KNOWN that the county attorney has set the salaries for the assistants in his office as follows:

Alisha Stach-Lorang- 90% of the principal officer

Dated this 25th day of June 2024.

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Rick Primmer, Chairman

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Gary Bierschenk

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Tracy Seeman

ATTEST:

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Hayley Rippel, Benton County Auditor

**Primmer moved/Seeman seconded:** To acknowledge resignation of Ann Stephens in the Treasurer's office effective July 5, 2024. Motion carried.

Hayley Rippel , County Auditor brought up the quote they obtained from Tyler Technologies software in March for the add on piece for paperless time sheets called Executive Time and Attendance that expires on June 30. She reminded the Board they actually approved this same software in September of 2023 but she later learned that Sue Wilber redacted it from the vendor herself without board action. Rippel reminded them this was a payroll matter and her office handles payroll. The upfront fee is \$15,870 for the conversion and implementation and after that, just like any software it will have an annual licensing fee of \$14,505. Rippel also shared with the board a list of the 59 counities who utilize this software. The state only has so many options to be compatible to what

we need. HR director Sue Wilber said she still had unanswered questions and wants to make sure it is a system that will do all the things they want. She didn't know it would be on the agenda and didn't have time to vet out her concerns and asked that they hold off until Friday. Rippel replied, she apologized, but didn't know she needed permission to put something on the agenda and that she wouldn't be able to attend another meeting Friday, she will be gone to Auditor's summer school. Supervisor Primmer said it would be nice to get questions answered and what would a few days matter.

**Seeman moved/Bierschenk seconded:** To table action on approving quote for the Tyler Technologies software (Exec Time and Attendance) Payroll add-on. This will be addressed at a meeting Friday, June 28, 2024 at 10:00 a.m. All members voting aye thereon. Motion carried.

Sue Wilber. HR director reported on the handbook revisions and the sub committee's recommendation to make changes to section 2.7 regarding mileage and expense reimbursement. The various mileage rates and meal reimbursements along with still the possibility of a pooled car was also discussed.

**Seeman moved/Bierschenk seconded:** To approve the handbook modification to section 2.7, Mileage and Expense Reimbursements. All members voting aye thereon. Motion carried.

Auditor Rippel asked if this could be done by Board Resolution so that its clearly stated in the minutes for reference what those changes are along with previous revisions already made to the handbook. The Board agreed to place it on a future agenda.

Tracy Seeman reported on his landfill committee meeting he attended. Supervisor Primmer added he was recently there and noted how fast that new cell is filling up. Primmer attended the Heartland Insurance zoom meeting last week to discuss insurance renewal amounts that go into effect July 1<sup>st</sup>. Supervisor Bierschenk reported he has a committee meeting Thursday to attend.

Russ Glime, Historic Preservation brought up office space and being allowed use of the Conference room. This will also be placed on a future agenda.

**Seeman moved/Bierschenk seconded:** To Adjourn at 10:50 a.m. Primmer, Seeman and Bierschenk voting aye. Motion carried.

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Richard Primmer, Chairman

ATTEST: \_\_\_\_\_

Hayley Rippel, Benton County Auditor