

**Marshall County Board of Supervisors**  
Regular Session Wednesday, April 26, 2023, at 9:00 a.m.  
Marshall County Sheriff's Office Meeting Room, 3rd Floor 3B  
2369 Jessup Avenue, Marshalltown, Iowa

**AGENDA**

**1. Call to Order.**

**How to Participate in the meeting**

The Board encourages the public to remain engaged and actively participate via the ZOOM process if they are unable to attend the meeting in person. Presenters may provide documentation electronically for inclusion during the meeting prior to the agenda deadline and are requested to participate via ZOOM. There are 4 available options to view and/or participate in the public meetings: Attend in person.

- View on YouTube. View live or replay later. MARSHALL COUNTY YOUTUBE  
[https://www.youtube.com/channel/UC2SRE\\_isBm8PyHrZNXf3nsA](https://www.youtube.com/channel/UC2SRE_isBm8PyHrZNXf3nsA)
- Call in by Phone: 1- 312 - 626 - 6799, Meeting ID 871 3622 1316 Passcode 526957
- Zoom. Participate Live. [HTTPS://US02WEB.ZOOM.US/J/87136221316?](HTTPS://US02WEB.ZOOM.US/J/87136221316?PWD=Q0LDEXVVEHPLSVROA3LVRDVTXHAQT09)  
PWD=Q0LDEXVVEHPLSVROA3LVRDVTXHAQT09

**Notice to the Public**

The Board of Supervisors welcomes comments from the public during the time allowed for discussion. You are requested to approach the microphone, state your name for the record and limit the time used to present your remarks in order that others may be given the opportunity to speak. The normal process on any agenda item is for the Chair to read the item from the agenda. The Board is given an opportunity to comment on the issue and/or place a motion on the floor. An opportunity for discussion may be presented at which time the public may participate and a roll call vote will follow.

**2. Roll Call. Chair Heil, Vice Chair Salasek, Member Hibbs.**

- Present:
- Absent:
- Attended By Zoom:

**3. Pledge of Allegiance.**

**4. Approve Agenda.**

Motion by \_\_\_\_\_, second by \_\_\_\_\_ to \_\_\_\_\_ agenda.

Roll call vote: Heil, Salasek, Hibbs.

**5. Consent Agenda:**

**5.a. Approve Minutes, Regular Session April 12, 2023.**

Documents:

[2023-04-12\\_MINUTES.PDF](#)

**5.b. Approve claims as audited**

Approve claims as audited. and authorize the County Auditor and Recorder to issue payment of the same. The listing of claims paid at this meeting and all claims paid in the current month will be published as part of the first meeting of the following month.

**5.c. File Manure Management Plans**

- Kaleb Appelgate ID69350 1757 Underwood Ave Mtn - no changes
- PI-133 ID67102 1444 148th St Clemons - with changes
- PI-295 ID65971 1670 10th St Clemons - with changes
- PI-296 ID65970 1806 170th St Clemons - with changes

Documents:

[KALEB APPELGATE ID69350 1757 UNDERWOOD AVE MTWN - NO CHANGES.PDF](#)  
[PI-133 ID67102 1444 148TH ST CLEMONS - WITH CHANGES.PDF](#)  
[PI-295 ID65971 1670 10TH ST CLEMONS - WITH CHANGES.PDF](#)  
[PI-296 ID65970 1806 170TH ST CLEMONS - WITH CHANGES.PDF](#)

**5.d. Personnel Changes:**

**5.d.i. Conservation Season Temporary Workers**

- Approve New Hire Seasonal Temp, Conservation Board, Wyatt Benson, pay \$12.00/hr, on or after 5/10/23, ending date of 8/31/23.
- Approve New Hire Seasonal Temp, Conservation Board, Julie Stahl, pay \$15.00/hr, on or after 5/24/23, ending date of 10/31/23.
- Approve New Hire Seasonal Temp, Conservation Board, Bill Carey, pay \$15.00/hr, on or after 5/10/23, ending date of 8/31/23.
- Approve New Hire Seasonal Temp, Conservation Board, Hunter Hughlette, pay \$12.50/hr, on or after 5/10/23, ending date of 8/31/23.

Documents:

[HUNTER HUGHLETTE.PDF](#)  
[JULIE STAHL.PDF](#)  
[WYATT BENSON.PDF](#)  
[BILL CAREY.PDF](#)

**5.e. End of Consent Agenda. Roll call vote:**

Motion by \_\_\_\_\_, second by \_\_\_\_\_ to \_\_\_\_\_ consent agenda.

Roll call vote: Heil, Salasek, Hibbs.

**6. Iowa Valley Community College Business Outreach presentation, VAL RUFF Conference Center & Business Solutions, Coordinator**

**7. Approve 28E Agreement between Marshall County Sheriff's Office and the City of Melbourne regarding Law Enforcement Agreement**

Motion by \_\_\_\_\_ second by \_\_\_\_\_ to (approve) 28E Agreement between Marshall County Sheriff's Office and the City of Melbourne regarding Law Enforcement Agreement effective April 1, 2023 - June 30, 2024, and authorize Chair to sign.

Roll call vote: Heil, Salasek, Hibbs.

Documents:

[LE AGREEMENT MELBOURNE THRU 06-30-2024.PDF](#)

**8. Binford Avenue stop signs. Discussion, possible staff direction.**

Motion by \_\_\_\_\_ second by \_\_\_\_\_ to (direct) the county engineer to prepare a Resolution authorizing stop sign(s) on Binford Avenue for board consideration at a future meeting, or to \_\_\_\_\_.

Roll call vote: Heil, Salasek, Hibbs.

**9. Green Mountain area engine brake signs. Discussion, possible staff direction.**

Motion by \_\_\_\_\_ second by \_\_\_\_\_ to (direct) county engineer to \_\_\_\_\_.

Roll call vote: Heil, Salasek, Hibbs.

**10. Public Forum.**

Time set aside for the public to make comments on topics of County business other than those listed on this agenda. No action will be taken on any of these topics brought up in the public forum.

**10.a. Board Announcements**

- 5-16-2023 12:00 PM: The Supervisors will be speaking at Rotary
- 5-24-2023 8:45 AM: Ribbon Cutting, prior to the Regular Board Meeting at the Courthouse, horseshoe parking area

**11. Closed Session per Iowa Code is 21.5(1)(k) to review or discuss records which are required or authorized by state or federal law to be kept confidential.**

Motion by \_\_\_\_\_, second by \_\_\_\_\_ to enter into Closed Session pursuant to Section 21.5, subsection 1, paragraph k, of the Code of Iowa, "to discuss information contained in records in the custody of a governmental body that are confidential records pursuant to section 22.7, subsection 50." Marshall County has an attorney-client relationship with the Office of the Marshall County Attorney and Ahlers & Cooney. Time:\_\_\_\_\_.

(Must read entire motion to enter into minutes as required by Iowa Law)

Heil, Chair	Salasek, Vice Chair	Hibbs, Member

Motion by \_\_\_\_\_, second by \_\_\_\_\_, to return to open session. Time:\_\_\_\_\_

Heil, Chair	Salasek, Vice Chair	Hibbs, Member

Roll call in open session. Time:\_\_\_\_\_

Heil, Chair	Salasek, Vice Chair	Hibbs, Member

Possible motion by \_\_\_\_\_, second by \_\_\_\_\_ to direct staff to proceed as discussed in closed session. Time:\_\_\_\_\_ (or to proceed with specific action:\_\_\_\_\_)

Heil, Chair	Salasek, Vice Chair	Hibbs, Member

**12. Adjournment.**

The next regular session is Wednesday, May 10, 2023, at 9:00 a.m., at the Marshall County Sheriff's Complex, 3rd Floor Conference Room 3B. All business to be acted upon at that session should be submitted to the County Auditor and Recorder's Office or the Board of Supervisors' Office by Wednesday, May 3, 2023, at 12:00 p.m. There being no further business to come before the Board, the meeting is adjourned at \_\_\_\_\_ a.m.

Subscribe to receive Marshall County notifications: <http://www.marshallcountya.gov/list.aspx>

**Marshall County Board of Supervisors  
Regular Session April 12, 2023, at 9:00 a.m.  
Marshall County Sheriff's Office 2369 Jessup Avenue, Marshalltown, Iowa**

**MINUTES**

The Marshall County Board of Supervisors met in regular session according to the posted notices in the 3<sup>rd</sup> floor conference room, Sheriff's Complex, 2369 Jessup Avenue, Marshalltown, Iowa, and online via ZOOM. Chair Heil called the meeting to order on April 12, 2023, at 9:00 a.m. Present: Chair Jarret Heil, Vice Chair Steve Salasek, Member Carol Hibbs. Hibbs moved to approve the agenda, removing an item from consent agenda for separate consideration, second by Salasek. Motion carried 3-0.

Hibbs moved to adopt the **Consent Agenda**, second by Salasek. Salasek asked for clarification of claims. Motion carried 3-0. Items:

1. Approve Regular Session Minutes, March 29, 2023 and March 2023 Claims Listing;
2. Approve claims as audited and authorize the County Auditor and Recorder to issue payment of the same. The listing of claims paid at this meeting and all claims paid in the current month will be published as part of the first meeting of the following month;
3. File Clerk of District Court Report: March 2023;
4. File Manure Management Plans:
  - a. Bangor Finisher Farm ID59034 1326 Hopkins Ave, Union - with changes;
  - b. Larsen ID67141 73890 160th St, St Anthony - with changes
  - c. P-341 ID67142 1422 Davidson Ave, St Anthony - with changes
5. Personnel Changes:
  - a. Approve Status Change, Secondary Roads, Donald Box II, from Truck Drive 3 to Patrolman 2, full time, from \$27.75 to \$27.84 per hour, effective April 15, 2023.
  - b. Approve Status Change, Attorney's Office, Travis Conder, Assistant County Attorney, full time, from \$71,456.40 to \$80,765.04, effective April 16, 2023. VAWA/VOCA Grant Contract.
  - c. Approve New Hire, Treasurer's Office, Universal Clerk, Courtney Svacina, permanent full time, 40 hours per week, \$17.56/hour, start date on or after 12pm April 12, 2023.
  - d. Rehire temporary Election Workers to complete State of Iowa required training before April 30, 2023: Kathy Baker, Randy Baker, Phyllis Eygabroad, Linda Fuller, Jeff Von Ahnen, Pat Von Ahnen, Bev Worden.
  - e. Approve New Hire, Auditor & Recorder, Assistant, Maria Urbina, Auditor/Recorder Assistant - Recording & Passports, full time 40 hours per week, \$18.75 per hour, start date on or after April 13, 2023.
  - f. Approve New Hire shared position: Public Health, Board of Supervisors and Auditor & Recorder, Administrative Assistant, Kelly Illum, full time 40 hours per week, \$22.00 per hour, start date on or after April 13, 2023

The Arts & Culture Alliance Master Plan was presented by Executive Director Amber Danielson, and explained the 10-year plan to rebuild the community.

Item removed from Consent Agenda: Salasek moved to approve the Master Matrix and Construction Permit Application for Marshall Ridge Farms LLC, second by Hibbs. Motion carried 3-0. The expansion creates 50 additional employees. A letter received April 5, 2023, from John K Allen was read. The board discussed the stop signs for T-intersections at 245<sup>th</sup> Street and Binford Avenue, dust, heavy equipment traffic and speed. Sheriff Phillips stated his department will respond to speed complaints. Action items: Stop signs, dust control and speed limit concerns.

Motion by Hibbs second by Salasek to approve new Special Class C Retail Alcohol License, 8 months, for CP3, LLC dba Collison Par 3, 1731 Taylor Avenue, Marshalltown, effective May 1, 2023 - January 1, 2024. Motion carried 3-0.

Motion by Salasek second by Hibbs to adopt RESOLUTION NO. 2023-0022 ACCEPTING THE DESTINATION IOWA PROGRAM FUNDS FOR 2023 OF \$400,000 FOR GREEN CASTLE CAMPGROUND. Motion carried 3-0. Conservation Director Herring discussed the next steps for the grant project, anticipation construction to begin in the spring of 2024.

**RESOLUTION NO. 2023-0022 ACCEPTING THE DESTINATION IOWA PROGRAM FUNDS FOR 2023 OF \$400,000 FOR GREEN CASTLE CAMPGROUND**

WHEREAS, the State of Iowa has created the Destination Iowa program to provide grants to projects which enhance tourism opportunities in Iowa; and

WHEREAS the Marshall County Conservation Board applied for funding under the Destination Iowa Grant under the Outdoor Recreation Fund for \$464,000 for the project of Phase One of the Green Castle Campground; and

WHEREAS the Marshall County Conservation Board (MCCB) was awarded a Destination Iowa Grant for \$400,000 on March 10, 2023; and

WHEREAS, the Marshall County Conservation Board had match funding secured in excess of \$695,000 as of the Destination Iowa application submission date of May 9, 2022; and

WHEREAS, due to federal requirements, the grant must be registered under a Unique Entity Identifier (UEI) number; and

WHEREAS the UEI for the MCCB is registered under the name Marshall County with Marshall County Conservation Board as a division of Marshall County.

NOW, THEREFORE, BE IT RESOLVED BY THE MARSHALL COUNTY BOARD OF SUPERVISORS, agree to the terms and conditions set forth in the agreement and authorize the Director of MCCB to sign the contract agreement on behalf of Marshall County and to administer and manage the grant effective March 10, 2023, the award date of Destination Iowa Funds.

Passed and adopted this 12th day of April, 2023.

\_\_\_\_\_  
Jarret P. Heil  
Board of Supervisors, Chair

Attest: \_\_\_\_\_  
Nan Benson  
Marshall County Auditor / Recorder

Motion by Hibbs second by Salasek to adopt RESOLUTION 2023-0023 TO PROTECT THE WILL OF THE VOTERS' APPROVED REVENUE PURPOSE STATEMENTS FOR THE ALLOCATION OF LOCAL OPTION SALES TAX REVENUE, OPPOSING SF 550. Motion carried 3-0. County Engineer Geilenfeldt reviewed the necessity of the resolution and answered questions. The impact of the senate file negatively affects local revenue.

**RESOLUTION 2023-0023 TO PROTECT THE WILL OF THE VOTERS' APPROVED REVENUE PURPOSE STATEMENTS FOR THE ALLOCATION OF LOCAL OPTION SALES TAX REVENUE, OPPOSING SF 550**

WHEREAS the voters of Marshall County and cities within the county have voted to enact a 1 cent Local Option Sales Tax in accordance with Iowa Code 423B; and

WHEREAS the revenue derived from the tax is used for road and bridge improvements, public safety facilities, and property tax relief; and

WHEREAS the residents of Marshall County have grown to rely on these revenues as a means to reduce property taxes; and

WHEREAS, the 2023 legislative session has seen the introduction of SF 550, which proposes to convert the Local Option Sales Tax efforts into a statewide sales tax and impose the local option sales tax in every jurisdiction, thereby triggering the constitutional amendment to require an allocation of 3/8th of a cent to the Iowa Water and Land Legacy (IWLL) trust fund; and

WHEREAS SF 550 proposed to backfill revenues lost due to the proposal, there are concerns of the Legislature ability to continue backfilling revenues; and

WHEREAS voters across Iowa who have voted to either implement a local option sales tax or not to do so; and

WHEREAS voters across Iowa who have voted to utilize the local option sales tax have approved revenue purpose statements (RPS); and

WHEREAS SF 550 also sunsets these provisions on January 1, 2025, after which no jurisdiction will have the authority to take either a LOST proposal or revenue purpose statement to a vote, essentially deleting the local government's ability to have local option sales taxes.

THEREFORE, the Marshall County Board of Supervisors would like to express their support of the current Local Option Sales Tax. The current law best represents the interest of voters and furthers the reduction of property taxes, which is a common goal of the County and the Iowa Legislature. The Board of Supervisors unanimously supports the Iowa Water and Land Legacy (IWLL) trust fund; however, SF 550 as currently written, would not only strip the County of control over Local Option Sales Tax (LOST) revenues, but would effectively disregard the will of the Voters.

Passed and approved on this 12th day of April, 2023.

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Jarret P. Heil  
Board of Supervisors, Chair

Attest:

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Nan Benson  
Marshall County Auditor / Recorder

Motion by Salasek second by Hibbs to approve Contract Extension for PPME LOCAL 2003, Secondary Roads, to modify negotiated wage increases effective July 1, 2023 and July 1, 2024, with the following changes:

1. WAGES

7/1/2023: 7.00% across the board

7/1/2024: 7.00% across the board

2. No other terms or conditions shall be modified until such time as it expires on June 30, 2025. (See attached Contract Extension)

Motion carried 3-0. County Auditor/Recorder Benson and County Engineer Geilenfeldt provided historical information for discussion. The unions do not receive step increases, and the increases will help with competitively hiring new employees and retention of good workers.

Motion by Hibbs second by Salasek to approve purchase of a new 2024 Landoll 455B-53 Equipment Trailer from Landoll Company in Marysville, KS for \$162,191.70. This trailer will be built next winter and paid from our FY 2024 equipment budget. Motion carried 3-0. The old equipment will be sold on GovDeals.

Motion by Salasek second by Hibbs to approve purchase of a new 2023 Kubota SSV75PHFRC Skid Loader from Central Iowa Farm Store in Marshalltown for \$64,084.73. This unit will be delivered in September and paid from our FY 2024 equipment budget. Motion carried 3-0.

Geilenfeldt answered questions for all budget and road construction program requests. The bridge swap program requires up front county monies eventually reimbursed after completion of the work. The Iowa DOT budget mirrors the county budget. The Secondary Roads Construction Program is a list of approved projects that may be completed in a different order due to priority or efficiencies.

Motion by Hibbs second by Salasek to approve Secondary Roads - FY2023 Iowa DOT Budget Amendment. Motion carried 3-0.

Motion by Hibbs second by Salasek to approve Secondary Roads - Marshall County FY2024 Secondary Roads Construction Program. Motion carried 3-0.

Motion by Salasek second by Hibbs to approve Secondary Roads - FY2024 Iowa DOT Budget. Motion carried 3-0.

Motion by Hibbs second by Salasek to approve Transfer #941, a quarterly transfer of \$700,000.00 from Rural Services Fund to Secondary Road Fund. Motion carried 3-0.

Benson provided update on the three employee benefit renewals for discussion.

Motion by Hibbs second by Salasek to approve renewal of the Avesis Business Associate Agreement, effective July 1, 2023-June 30, 2025, for plan option #933, and authorize chair to sign. Motion carried 3-0.

Motion by Salasek second by Hibbs to approve renewal of the contract with Delta Dental Plan of Iowa for the Marshall County Employee Dental Benefit Plan, effective July 1, 2023 - June 30, 2024, and authorize chair to sign. Motion carried 3-0.

Motion by Hibbs second by Salasek to approve renewal of the Employee Benefits Program with Sourcewell for Life, Accidental Death and Dismemberment (AD&D), Long Term (LTD) and Short Term (STD) Disability benefits from July 1, 2023, thru June 30, 2024, and authorize chair to sign. Motion carried 3-0.

**Public Forum:** Benson announced PPHT Scholarship meeting on 4/25/2023 at 5:15 Pm at the Election Center. Salasek mentioned a call from Green Mountain regarding truck noise. District Clerk of Court Haney questioned the service counter height in the new courthouse area, Heil asked for review of original work request and what cost to make it fit the need of personnel.

Rhonda Braudis noted this week honors National Emergency Communication Personnel. The proclamation was presented at the April 12 meeting.

**Adjournment.** The next regular session is Wednesday, April 26, 2023, at 9:00 a.m. All business to be acted upon at that session should be submitted to the County Auditor and Recorder's Office or the Board of Supervisors' Office by Wednesday, April 19, 2023, at 12:00 p.m. There being no further business to come before the Board, the meeting is adjourned at 10:36 a.m.

Attest:

\_\_\_\_\_  
Jarret P Heil  
Board of Supervisors, Chairman

\_\_\_\_\_  
Nan Benson, Auditor and Recorder





**2023 MMP Short Form for Annual Update**

**Facility**

KALEB APPELGATE # 69350  
1757 Underwood Ave.  
Marshalltown, IA 50158

**Date Due:** 05/01/2023

**Date Received:** 04/08/2023

**Date Approved:** 04/08/2023

**Owner**

Kaleb Appelgate

Prior to making changes in manure management practices, update the on-site copy to show actual changes. Please select changes below and include all changes in your current, on-site MMP.

- I have made no changes to my MMP
- I have added acres
- Change Crop Rotation or Optimum Yields
- Changed Application Method
- Used manure analysis
- I am electing to be a small animal feeding operation (SAFO) or facility capacity has changed
- I have made other changes to my MMP Describe :

**County Notifications**

The following counties have been notified:

Marshall

**Animal Unit Capacity / Payment Summary**

Animal Type	Head	AUC	Amount (AUC * 0.15)
Swine Wean to Finish	2499	999.60	\$149.94
<b>Total</b>	<b>2499</b>	<b>999.60</b>	<b>\$149.94</b>

I, David Halvorsen, attest that the information indicated above is accurate and complete.



**2023 MMP Short Form for Annual Update**

**Facility**

PI-333 # 67102  
1444 148th Street  
Clemons, IA 50239

**Date Due:** 05/01/2023

**Date Received:** 04/05/2023

**Date Approved:** 04/13/2023

**Owner**

Prestage Farms of Iowa LLC

**Contact**

Ben Crawford

Prior to making changes in manure management practices, update the on-site copy to show actual changes. Please select changes below and include all changes in your current, on-site MMP.

- I have made no changes to my MMP
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**County Notifications**

The following counties have been notified:

Marshall

**Animal Unit Capacity / Payment Summary**

Animal Type	Head	AUC	Amount (AUC * 0.15)
Swine Wean to Finish	4992	1996.80	\$299.52
<b>Total</b>	<b>4992</b>	<b>1996.80</b>	<b>\$299.52</b>

I, Ben Crawford, attest that the information indicated above is accurate and complete.



**2023 MMP Short Form for Annual Update**

**Facility**

PI-295 # 65971  
1670 170th Street  
Clemons, IA 50051

**Date Due:** 05/01/2023

**Date Received:** 04/05/2023

**Date Approved:** 04/13/2023

**Owner**

Prestage Farms of Iowa LLC

**Contact**

Ben Crawford

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- I have made other changes to my MMP Describe :

**County Notifications**

The following counties have been notified:

Marshall

**Animal Unit Capacity / Payment Summary**

Animal Type	Head	AUC	Amount (AUC * 0.15)
Swine Wean to Finish	2496	998.40	\$149.76
<b>Total</b>	<b>2496</b>	<b>998.40</b>	<b>\$149.76</b>

I, Ben Crawford, attest that the information indicated above is accurate and complete.



**2023 MMP Short Form for Annual Update**

**Facility**

PI-296 # 65970  
1806 170th Street  
Clemons, IA 50051

**Date Due:** 05/01/2023

**Date Received:** 04/05/2023

**Date Approved:** 04/13/2023

**Owner**

Prestage Farms of Iowa LLC

**Contact**

Ben Crawford

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The following counties have been notified:

Marshall

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Animal Type	Head	AUC	Amount (AUC * 0.15)
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Swine Wean to Finish	2496	998.40	\$149.76
<b>Total</b>	<b>4992</b>	<b>1996.80</b>	<b>\$299.52</b>

I, Ben Crawford, attest that the information indicated above is accurate and complete.

## New Employee Approval/ Change of Employee Status Form

### Section 1 – Employee Information To be completed by the Department Head/Supervisor.

The department head must complete this form, and forward to the Board of Supervisor's Office for inclusion on the next Board agenda before any work is performed. Once approved, payroll documents (section 3) will be completed by the Accounting Department. Paychecks will not be issued until all payroll forms are complete and Board approval (Section 2) granted.

Name of Employee Hunter Hughlette  
Date of Employment May 10, 2023 Department Conservation  
Pay Rate \$12.50/hour Job Title Seasonal Conservation Aid  
Employee Status Full Time  Part Time  Temporary

**New Employee**

References checked Yes  No

Number hours per week 40 (Full Time is 32+ hrs/wk) If temporary, end date August 31

Job Posting Dates From 1/11/23 to 4/3/23 (10 Days Required)

Job Description/Grading Complete?  Yes  No  Union Employee

Physical Complete?  Yes, Date: \_\_\_\_\_  N/A Driver's License Check  Yes  No  
*will complete*

**Existing Employee Change of Status**

Date of Change \_\_\_\_\_

Position Title from \_\_\_\_\_ to \_\_\_\_\_

Pay Rate from \_\_\_\_\_ to \_\_\_\_\_

Date 4/18/23 Tentative Department Head Approval 

### Section 2 – Board Approval Obtain Board Signature below or attach meeting minutes containing approval.

APPROVAL/ DISAPPROVAL \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Date \_\_\_\_\_  
Board of Supervisors (yes or no + initials)

**Sections 1 and 2 must be completed BEFORE going to Auditor's Accounting Department**

### Section 3 – Forms To be completed by accounting payroll personnel only

- W-4s - Federal and IA Tax Forms
- I-9 - 2 IDs Verified/ Employment Eligibility Verification Form
- Health, Dental, Vision Forms - Full Time/ Health Ins Referral Form – Part Time
- Direct Deposit
- County Life Insurance Forms
- Voluntary Forms – Voluntary Life Insurance, Voluntary Accident Insurance, Colonial, Flexible Spending
- LTD/ STD Explained, Gross up Form
- EAP & Credit Union Explained
- Deferred Comp Information
- Personnel Policy Acknowledgement (printed copy available upon request)
- ESS set up/ Training Completed
- Employee Reported to IPERS, Centralized Employee Registry
- Employee Deductions/ Benefits added to profile/ spreadsheets
- Medical Benefits, Flex Spending to BLA for enrollment, AD&D to Molly (if FT & Enrolled)
- Set up in Incode

## New Employee Approval/ Change of Employee Status Form

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Name of Employee Julie Stahl  
Date of Employment May 24, 2023 Department Conservation  
Pay Rate \$15.00/hour Job Title Seasonal Conservation Aid  
Employee Status Full Time  Part Time  Temporary

#### New Employee

References checked Yes  No

Number hours per week 40 (Full Time is 32+ hrs/wk) If temporary, end date October 31

Job Posting Dates From 1/11/23 to 4/3/23 (10 Days Required)

Job Description/Grading Complete?  Yes  No  Union Employee ~~\_\_\_\_\_~~

Physical Complete?  Yes, Date: \_\_\_\_\_  N/A Driver's License Check  Yes  No  
*will complete*

#### Existing Employee Change of Status

Date of Change \_\_\_\_\_

Position Title from \_\_\_\_\_ to \_\_\_\_\_

Pay Rate from \_\_\_\_\_ to \_\_\_\_\_

Date 4/18/23 Tentative Department Head Approval *Emily Herz*

### Section 2 – Board Approval Obtain Board Signature below or attach meeting minutes containing approval.

APPROVAL/ DISAPPROVAL \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Date \_\_\_\_\_  
Board of Supervisors (yes or no + initials)

**Sections 1 and 2 must be completed BEFORE going to Auditor's Accounting Department**

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Name of Employee Wyatt Benson  
Date of Employment May 10, 2023 Department Conservation  
Pay Rate \$12.00/hour Job Title Seasonal Conservation Aid  
Employee Status Full Time  Part Time  Temporary

**New Employee**

References checked Yes  No

Number hours per week 40 (Full Time is 32+ hrs/wk) If temporary, end date August 31

Job Posting Dates From 1/11/23 to 4/3/23 (10 Days Required)

Job Description/Grading Complete?  Yes  No  Union Employee

Physical Complete?  Yes, Date: \_\_\_\_\_  N/A Driver's License Check  Yes  No

*will complete*

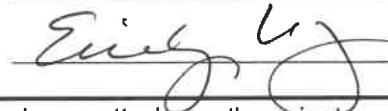
**Existing Employee Change of Status**

Date of Change \_\_\_\_\_

Position Title from \_\_\_\_\_ to \_\_\_\_\_

Pay Rate from \_\_\_\_\_ to \_\_\_\_\_

Date 4/18/23 Tentative Department Head Approval



### Section 2 – Board Approval Obtain Board Signature below or attach meeting minutes containing approval.

APPROVAL/ DISAPPROVAL \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Date \_\_\_\_\_  
Board of Supervisors (yes or no + initials)

**Sections 1 and 2 must be completed BEFORE going to Auditor's Accounting Department**

### Section 3 – Forms To be completed by accounting payroll personnel only

- W-4s - Federal and IA Tax Forms
- I-9 - 2 IDs Verified/ Employment Eligibility Verification Form
- Health, Dental, Vision Forms - Full Time/ Health Ins Referral Form – Part Time
- Direct Deposit
- County Life Insurance Forms
- Voluntary Forms – Voluntary Life Insurance, Voluntary Accident Insurance, Colonial, Flexible Spending
- LTD/ STD Explained, Gross up Form
- EAP & Credit Union Explained
- Deferred Comp Information
- Personnel Policy Acknowledgement (printed copy available upon request)
- ESS set up/ Training Completed
- Employee Reported to IPERS, Centralized Employee Registry
- Employee Deductions/ Benefits added to profile/ spreadsheets
- Medical Benefits, Flex Spending to BLA for enrollment, AD&D to Molly (if FT & Enrolled)
- Set up in Incode

## New Employee Approval/ Change of Employee Status Form

### Section 1 – Employee Information To be completed by the Department Head/Supervisor.

The department head must complete this form, and forward to the Board of Supervisor's Office for inclusion on the next Board agenda before any work is performed. Once approved, payroll documents (section 3) will be completed by the Accounting Department. Paychecks will not be issued until all payroll forms are complete and Board approval (Section 2) granted.

Name of Employee Bill Carey  
Date of Employment May 10, 2023 Department Conservation  
Pay Rate \$15.00/hour Job Title Seasonal Naturalist Intern  
Employee Status Full Time  Part Time  Temporary

#### New Employee

References checked Yes  No

Number hours per week 40 (Full Time is 32+ hrs/wk) If temporary, end date August 31

Job Posting Dates From 1/11/23 to 3/6/23 (10 Days Required)

Job Description/Grading Complete?  Yes  No  Union Employee

Physical Complete?  Yes, Date: \_\_\_\_\_  N/A Driver's License Check  Yes  No  
*will complete*

#### Existing Employee Change of Status

Date of Change \_\_\_\_\_

Position Title from \_\_\_\_\_ to \_\_\_\_\_

Pay Rate from \_\_\_\_\_ to \_\_\_\_\_

Date 4/18/23 Tentative Department Head Approval 

### Section 2 – Board Approval Obtain Board Signature below or attach meeting minutes containing approval.

APPROVAL/ DISAPPROVAL \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Date \_\_\_\_\_  
Board of Supervisors (yes or no + initials)

**Sections 1 and 2 must be completed BEFORE going to Auditor's Accounting Department**

### Section 3 – Forms To be completed by accounting payroll personnel only

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## **MARSHALL COUNTY SHERIFF'S OFFICE LAW ENFORCEMENT AGREEMENT**

THIS AGREEMENT made and entered into this **1st** day of **April 2023**, by and between **MARSHALL COUNTY, IOWA**, hereafter referred to as the "COUNTY" and the City of **Melbourne, Iowa**, hereafter referred to as the "CITY."

WHEREAS, the City is desirous of contracting with the County for law enforcement protection within the corporate limits of the City, and the County agrees to render such services on the terms and conditions herein set forth:

AND WHEREAS, such contracts are authorized and provided for in Section 28E.12 of the Iowa Code.

NOW THEREFORE, it is hereby agreed by and between the parties hereto as follows:

1. The County agrees, through the Sheriff of Marshall County, Iowa, to provide law enforcement protection within the corporate limits of the City to the extent and in the manner herein provided.

The services to be provided shall encompass and be limited to law enforcement duties and functions of the type ordinarily rendered by a City Police Department, and shall include: the enforcement and filing of charges under city ordinances (if a city does not have an ordinance, then charges may be filed under applicable state statutes), all criminal investigations, the performance of security checks of business establishments within the City, and the establishment of patrol coverage of the City each day at intermittent intervals.

The City of **Melbourne** agrees to recognize that all law enforcement and Sheriff's Office personnel remain under the sole control and direction of the Sheriff. Any complaints, requests or suggestions will be filed directly with the Sheriff's Office for consideration.

The rendition of such service, the standards of performance, the discipline of officers and other matters incidental to the performance and to the control of personnel so employed, shall be the responsibility of the County.

In the event of a dispute between the parties as to the level or manner of performance of such service, the problem shall be mediated by the Sheriff of Marshall County, the Mayor of the City of **Melbourne**, and the City Administrator. If the position of City

Administrator does not exist, that position on the mediation committee shall be filled by a designate of the City Council.

2. To facilitate the performance of the functions contemplated herein, it is hereby agreed that the County shall have the full cooperation and assistance of the City of **Melbourne**, its officers, agents, and employees.
3. The city must provide the following items for the Sheriff's Office:
  - A. An annually updated manual containing all City ordinances of the City of **Melbourne**.
  - B. A current list of all employees of the City of **Melbourne** and a means of contacting employee(s) or delegates as necessary. (24 hours)
  - C. An annually updated list of all City residences, places of businesses and owners thereof.
  - D. Payment for services as pre-agreed.
  - E. The name of an attorney who will represent the City in prosecution of offenders of City ordinances.
  - F. Full cooperation and assistance from the City, its officers, agents and employees.
4. The County shall furnish the necessary amount of equipment, supplies, and employees required to carry out the services provided for in this Agreement.
5. The Sheriff's Office shall make monthly reports, which will include a summary of enforcement activity conducted by the Sheriff's Office within the municipality, and interim reports on other matters not considered routine criminal matters to the Mayor of the City of **Melbourne**.
6. The City of **Melbourne** shall not be called upon to assume any liability for the direct payment of any salaries, wages, or other compensation to any of the County personnel performing service hereunder for said City, or any other liability other than that provided for in this Agreement.
7. The City of **Melbourne** shall not be responsible for any act, injury, or damage arising out of the performance of this Agreement by Marshall County, and in case claim is made by any third party, the County shall defend, indemnify and hold harmless the City of **Melbourne**.
8. Both parties mutually agree to allow access to records, documents, and papers to auditors, such access shall continue until the expiration date of three (3) years after completion of the program or project with which the assistance is used.
9. This Agreement shall be effective as of the **1st** day of **April 2023**, and shall run through the **30th** day of **June, 2023**. Thereafter, at the option of the Council of said City, with the consent of the Board of Supervisors of Marshall County, this

Agreement may be renewable for successive periods of not to exceed one year each. In the event the City desires to renew this Agreement for any successive one-year period, the City and the County shall execute an addendum to this Agreement, which shall set forth the sum of money which said City shall pay to the County for the costs of the services to be provided to the City during each succeeding year. Upon execution of the addendum all other terms of this Agreement shall automatically renew for one year and, in the event that such an extension of the Agreement is not executed, this Agreement shall terminate at the end of the current period.

10. Either party to this Agreement may discontinue their participation and set aside the terms of this Agreement by providing a written notice of such intent at least thirty days prior to the intended date of termination.
11. The City agrees to pay to the County the sum of **\$21,165.00** for the contract year of **July 2023 through June 2024, (prorated April 1<sup>st</sup>, 2023 through June 30<sup>th</sup>, 2023 to the amount of \$5,291.25)** for services herein set forth and enumerated, based on a cost of **\$65.00 per taxable household, as of this date there are three hundred twenty one (321) qualified households**, and **\$300.00 per approved liquor license** issued for use in the City of **Melbourne** during the year in question, *as of this date the City of Melbourne indicates there is one (1) license issued to serve liquor in the city limits.* The same can be payable in quarterly installments as set out herein: **July 1, 2023, \$5,291.25, October 1, 2023, \$5,291.25, January 1, 2024, \$5,291.25, and April 1, 2024, \$5,291.25.** The same shall be paid to the Auditor of Marshall County who will place the amounts paid into the General Fund of Marshall County, Iowa as revenue developed through this agreement.

The undersigned Mayor of the City of Melbourne, Iowa, and the Chairman of the Marshall County Board of Supervisors, hereby state that they have been authorized by their respective city council and board members to execute this instrument.

IN WITNESS WHEREOF, we have set our hands this 15<sup>th</sup> day of April, 2023.

ATTEST:

CITY OF Melbourne

Mary S. Athast  
City Administrator (Clerk) (seal)

Cynthia K. Stasager  
Mayor

ATTEST:

MARSHALL COUNTY, IOWA

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County Auditor

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Chairman, Board of Supervisors

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Sheriff, Marshall County