

OFFICE OF THE

*Appanoose County Auditor*

**KELLY HOWARD**

COURTHOUSE  
201 N. 12th St., Rm 11  
CENTERVILLE, IOWA 52544

Phone (641) 856-6191  
[auditor@appanoosecounty.net](mailto:auditor@appanoosecounty.net)

**Meeting Agenda**

**July 21, 2025**

The Appanoose County Board of Supervisors will meet Monday, July 21, 2025 at 9:00 A.M. in the Boardroom of the Courthouse. Items on the agenda include:

1. Pledge
2. Declaration of items to be added to the agenda/Approve agenda
3. Approve minutes of the July 7, 2025 meeting
4. Approve reports (7/3&7/18 payrolls, June 2025 Prisoner Room & Board, Auditor, Recorder & VA Quarterly Reports, Treasurer Semi-Annual Report)
5. Approve bills
6. Approve County Handbook (revised July 2025)
7. Approve Authorizing South Central Iowa Workforce Development Board to join new group
8. 9:05 A.M. Public Hearing on Disposal of County's interest in Old Law Center Property (lots & building)
9. Discussion on transferring County owned property to City of Centerville/Possible action Resolution 2025-33
10. County Engineer report
11. Public Comments
12. Adjourn

Join Zoom meeting Online:

<https://zoom.us/j/6578806191?pwd=zxhtModzmQTn7Wka79RVJrQ7jDfA8R.1&omn=99701628053>

Or dial-in: (312) 626-6799

Meeting ID: 657 880 6191

Passcode: 1fQX33

Posted 7/17/25

July 7, 2025

Appanoose County Board of Supervisors met in regular session July 7, 2025, at 9:00 A.M. in the Boardroom of the Courthouse. Present: Jeff Kulmatycki, Chairman, Dustin Harvey, and Scott Buban, Boardmembers. Absent: none.

The meeting started with the pledge.

Harvey motioned to approve the agenda. Seconded by Buban. All voted aye.

Buban motioned to approve the minutes of the June 16 & 30, 2025 meetings. Seconded by Harvey. All voted aye.

Harvey motioned to approve 6/20/25 payroll & 6/30 Sheriff Quarterly Report. Seconded by Buban. All voted aye.

Buban motioned to approve the bills. Seconded by Harvey. All voted aye.

|                        |                           |          |
|------------------------|---------------------------|----------|
| Access Sys             | Typing-Print.-Bind.Serv.  | 154.51   |
| ADLM EH                | Construction & Maint.     | 33184.00 |
| Agriland FS            | Engineering Services      | 21742.42 |
| Alliant                | Engineering Services      | 5152.18  |
| App Co Treas           | Off. Supplies & Forms     | 196.43   |
| Bailey Off             | Off. Supplies & Forms     | 100.00   |
| D Barnthouse           | Building Repair & Maintce | 200.00   |
| BP Business Solns      | Transportation            | 224.66   |
| Brown's Shoe           | Engineering Services      | 208.25   |
| BUG PRO                | Extermination Services    | 90.00    |
| C-D Supply             | Custodial Supplies        | 705.97   |
| Caleb Murphy Detailing | Transportation            | 200.00   |
| Calhoun Burns          | Engineering Services      | 10606.00 |
| Cantera Aggregates     | Engineering Services      | 43633.59 |
| Capital One            | Food Preparation Service  | 166.64   |
| City Cville            | Salary-Regular Employees  | 7352.11  |
| City of Plano          | Maintenance Contract      | 246.70   |
| City of Unionville     | Maintenance Contract      | 182.54   |
| Dannco                 | Contract Services         | 762.00   |
| Davis Co Sheriff       | Legal Serv. Dep-Subp-Tran | 58.40    |
| Eastern IA Tire        | Engineering Services      | 1358.89  |
| Fogle Home & Hardware  | Building Repair & Maintce | 10.95    |
| Griffing & George      | Legal & Ct-Related Serv.  | 1594.00  |
| Henry Adkins           | Election Supplies         | 7530.00  |
| K Howington            | Medical & Health Services | 250.00   |
| IMWCA                  | Workmens' Comp. Ins.      | 97011.00 |
| IA Co Atty Case Mgmt   | Books & Periodicals       | 8430.00  |
| IA Media Network       | Educational & Train.Serv. | 2227.95  |
| IA ME                  | Medical & Health Services | 8183.00  |
| IPAC                   | Voter Registration Serv.  | 4829.68  |
| ISAC                   | Educational & Train.Serv. | 6560.00  |
| John Deere             | Engineering Services      | 379.79   |
| R Lamb                 | Mileage & Transp. Expense | 601.98   |
| Liberty                | Telephone & Telegr.Serv.  | 681.50   |
| Lockridge              | Building Perm. Improvemnt | 190.93   |
| Newman Signs           | Engineering Services      | 171.15   |
| Numa Towing            | Engineering Services      | 589.98   |
| R Pfannebecker         | Building Repair & Maintce | 180.00   |
| Polk Co Treas          | Medical & Health Services | 250.00   |
| Prof Computer          | Off. Equip Repair & Maint | 43.95    |
| Quick Shop             | Transportation            | 30.00    |

|                           |                           |           |
|---------------------------|---------------------------|-----------|
| Quill                     | Off. Supplies & Forms     | 505.99    |
| Rainbo Oil                | Engineering Services      | 193.74    |
| YMCA                      | Contrib. & Purchase Serv  | 7500.00   |
| RRWA                      | Engineering Services      | 28.50     |
| G Roefer                  | Medical & Health Services | 300.00    |
| SE IA Assessors           | Educational & Train.Serv. | 500.00    |
| M Sias                    | Salary-Regular Employees  | 1129.17   |
| B Skinner                 | Educational & Train.Serv. | 13.76     |
| Solutions                 | Computer & Microfilm Supp | 61055.74  |
| Southern IA Dev & Conserv | Flood & Erosion           | 500.00    |
| So IA Heat, Cool, & Plumb | Off. Equip Repair & Maint | 208.00    |
| Stanard & Associates      | Educational & Train.Serv. | 25.00     |
| D Sturms                  | Mileage & Transp. Expense | 536.90    |
| Thomas Funeral Home       | Mileage & Transp. Expense | 750.00    |
| US Bank                   | Unemployment Compensation | 44.24     |
| US Cellular               | Off. Supplies & Forms     | 418.90    |
| Wapello Co Aud            | Legal & Ct-Related Serv.  | 810.16    |
| Windstream                | Telephone & Telegr.Serv.  | 940.85    |
| Winger                    | Medical Supplies          | 315.00    |
| Xerox                     | Off. Supplies & Forms     | 292.61    |
| 10-15                     | Contrib. & Purchase Serv  | 2500.00   |
| Grand Total               |                           | 344839.71 |

Harvey motioned to re-appoint Dennis Westerman as Veteran Affairs Commissioner for a 3-year term ending June 30, 2028. Seconded by Buban. All voted aye.

Buban motioned to approve Resolution 2025-30. Seconded by Harvey. All voted aye.

#### RESOLUTION NO. 2025-30

#### A RESOLUTION OF APPANOOSE COUNTY, SUPPORTING THE YMCA RENOVATION PROJECT AND AUTHORIZING THE USE OF A PORTION OF THE COUNTY'S EXISTING FUNDING COMMITMENT TOWARD THE PROJECT TO SATISFY MATCHING FUND REQUIREMENTS FOR A COMMUNITY ATTRACTION AND TOURISM (CAT) GRANT

WHEREAS, the Centerville Community YMCA is a long-standing partner in providing youth development, healthy living, and community wellness programs to the residents of Centerville and the surrounding area; and

WHEREAS, Appanoose County has historically provided annual financial support to the YMCA through a funding agreement to assist in the delivery of recreation and community wellness services; and

WHEREAS, the YMCA is seeking a Community Attraction and Tourism (CAT) grant from the Enhance Iowa Board to support the renovation of its facilities, which will provide significant community benefit through expanded programming and improved accessibility; and

WHEREAS, a key requirement of the CAT grant program is demonstrated financial support from local government entities; and

WHEREAS, the YMCA has requested that the County allocate a portion of its existing annual contribution, to be designated specifically toward construction costs to satisfy local match requirements for the CAT grant; and

WHEREAS, the Board of Supervisors finds that supporting the YMCA renovation project is in the best interest of the County and its residents and aligns with the County's goals of promoting recreation, wellness, and quality of life.

NOW, THEREFORE, BE IT RESOLVED by the Appanoose County Board of Supervisors:

Section 1. The Appanoose County Board of Supervisors hereby expresses its support for the Centerville Community YMCA's renovation project.

Section 2. The County authorizes the use of \$7,500 from the annual financial support already committed to the YMCA to be designated toward construction costs associated with the renovation project.

Section 3. All resolutions in conflict with this resolution are hereby repealed.

Section 4. This resolution shall be effective July 7, 2025.

PASSED AND APPROVED by the Appanoose County Board of Supervisors this 7<sup>th</sup> day of July, 2025.

/s/Jeff Kulmatycki, Chairman, Appanoose County Board of Supervisors

ATTEST: /s/ Kelly Howard, County Auditor

Harvey motioned to approve Resolution 2025-31. Seconded by Buban. All voted aye.

#### RESOLUTION NO. 2025-31

#### RESOLUTION ACKNOWLEDGING AND APPROVING THE DISSOLUTION OF APPANOOSE COUNTY SERVICE AGENCY

WHEREAS, the City of Centerville, Iowa (the "City") and Appanoose County, Iowa (the "County") entered into a joint agreement for the creation of the Appanoose County Service Agency (the "Agency") pursuant to Agreement authorized by Iowa Code Chapter 28E dated April 10, 1972 (the "Agreement");

WHEREAS, the Agreement was a voluntary, joint undertaking of the City and the County, for the purpose of coordinating the public safety and law enforcement activities of Appanoose County, Iowa, and to provide centralized law enforcement facilities and equipment and to provide the proper holding facilities of those in violation of the law;

WHEREAS, Article XIV of the Agreement provides for the dissolution of the Agency at any time by unanimous vote of the membership and all member Governmental units passing a resolution supporting such Agency action;

WHEREAS, the Agreement further provides that upon dissolution of the Agency, any and all assets of the commission shall be liquidated and the net proceeds so obtained distributed to the governmental units pro-rata upon the same basis that said members contributed to the operation of the Agency; and

WHEREAS, the City and County agree and acknowledge that the Agency is no longer necessary to manage City and County law enforcement services.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF APPANOOSE COUNTY:

Section 1. The Board of Supervisors of Appanoose County acknowledges and approves of the dissolution of the Agency pursuant to the terms and conditions of the Agreement.

Section 2. On behalf of the County, the County Auditor, County Attorney, and any other necessary County official is hereby authorized to execute any and all documents necessary to accomplish the dissolution of the Agency.

Section 3. This resolution shall become effective upon its passage and approval as provided by law.

PASSED AND APPROVED this day 7<sup>th</sup> of July, 2025.

/s/Jeff Kulmatycki, Chairman, Appanoose County Board of Supervisors

Attest: /s/Kelly Howard, Appanoose County Auditor

Buban motioned to approve Resolution 2025-32. Seconded by Harvey. All voted aye.

#### Resolution 2025-32

#### SETTING PUBLIC HEARING ON PROPOSED DISPOSAL OF APPANOOSE COUNTY'S INTEREST IN CERTAIN REAL PROPERTY

WHEREAS, Appanoose County has a partial interest in certain real property consisting of two different parcels located in Centerville, Iowa, legally described as follows:

Lot 6, T.M. Fee's Addition to the City of Centerville, Iowa (Parcel 340011005390000), AND

The West 50 feet of Lot 10, Thatcher's Addition to the City of Centerville, Iowa (Parcel 340011005380000);



WHEREAS, Appanoose County has a partial interest in the building located on property legally described as follows:

Thatcher's Addition Lots 11 & W ½ Lot 12 and T.M. Fee's Partial of Lots 7, 8 & 9 in the City of Centerville, Iowa (Parcel 340011006600000);

WHEREAS, Appanoose County obtained an interest in the properties with the goal of building a law center in a joint agreement with the City of Centerville;

WHEREAS, Appanoose County passed Resolution 2025-31 to dissolve the Appanoose County Service Agency 28E Agreement dated April 10, 1972;

WHEREAS, Appanoose County is desirous of disposing of its interest in the above legally described properties by transferring ownership to the City of Centerville, Iowa;

WHEREAS, Appanoose County is desirous of disposing of its interest to the City of Centerville, Iowa to expedite the disposal of the properties legally described above and splitting the proceeds per the 28E Agreement dated April 10, 1972;

WHEREAS, Appanoose County is desirous of describing and setting forth the proposed land transaction in a public hearing, publishing notice of the time and place of the public hearing on the proposed property sale pursuant to Iowa Code Section 331.305; and soliciting public comment and input on the proposed property sale prior to finally acting on such proposal;

NOW THEREFORE BE IT RESOLVED that the Appanoose County Board of Supervisors will hold a public hearing to discuss the proposed property disposition by gift and the proposed real estate transfer to effectuate such real estate transfer, and to discuss whether or not the to pass and approve the proposed property disposition. Such public hearing will be held on the 21<sup>st</sup> of July, 2025 at 9:05 A.M. in the Boardroom of the Appanoose County Courthouse, Centerville, Iowa.

PASSED AND APPROVED this 7<sup>th</sup> day of July, 2025.

/s/ Jeff Kulmatycki, Chairman, Appanoose County Board of Supervisors

ATTEST: /s/ Kelly Howard, Appanoose County Auditor

Harvey motioned to approve Homestead Tax Credit Applications. Seconded by Buban. All voted aye.

Buban motioned to approve Disabled Veteran Property Tax Credit Applications. Seconded by Harvey. All voted aye.

Harvey motioned to approve the Sandoz Opioid Settlement Participation Agreement. Seconded by Buban. All voted aye.

Buban motioned to terminate the Carosh HIPAA Program Agreement. Seconded by Harvey. All voted aye.

Harvey motioned to approve the Service Agreement to Participate in ISAC HIPAA Program. Seconded by Buban. All voted aye.

County Engineer, Brad Skinner provided an update to the board. The department is dealing with some road issues. There was a blowup on J18 that required attention on Friday. There have also been some pipe issues due to the recent storms. The bridge deck on the Clarkdale bridge has been poured. They will work on the railing next. Grading, rip rap and seeding will still need to be completed. Crews continue to work on ditch cleaning. Harvey asked about their new copier. Skinner stated it was installed. They are also working on a draft safety action plan to apply for safety grants.

Public Comments: Matt Valentine spoke about his dust control and rock trucks on 470<sup>th</sup>. He asked the county to pay for his dust control that was covered up due to rock application and make

commercial traffic use 490<sup>th</sup> instead of 470<sup>th</sup>. Jesse Fagan spoke about the truck traffic on 470<sup>th</sup> and requested an embargo. Kulmatycki requested Skinner to handle the issues.

The Board adjourned to meet the call of the Auditor at 9:38 A.M.

Appanoose County Board of Supervisors

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Attest:

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Kelly Howard, Appanoose County Auditor

DISTRICT COURT OF APPANOOSE COUNTY IOWA

REPORT OF FEES COLLECTED  
\*\*\*PRISONER ROOM AND BOARD\*\*\*

To the Board of Supervisors of Appanoose County:

I, Sara Oden, Clerk/clerk's Designee of the District Court of the above named County and State, do hereby certify that the following is a true and correct statement of the fees collected by the Clerk of Court for the month of June, 2025, and the same has been paid to the County as per receipt attached.

COUNTY SHARE OF PRISONER ROOM & BOARD

|                         |  |          |
|-------------------------|--|----------|
| 1000-1000-4440-05-302   | Total Prisoner Room & Board<br>Reimbursement<br>100% General Basic | \$306.50 |
| 29000-01000-4440-05-301 | 60% Transfer to Sheriff  | \$183.90 |

Transfer authorized by Appanoose County Board of Supervisors  
This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

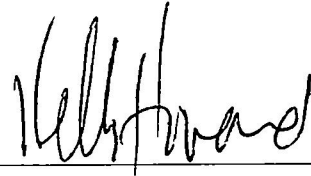
Signed: \_\_\_\_\_  
Chairperson

STATE OF IOWA, APPANOOSE COUNTY  
TO THE BOARD OF SUPERVISORS OF APPANOOSE COUNTY, IOWA

I, Kelly Howard, Auditor of the above-named County and State do hereby certify that the following is a true and correct statement of the fees collected by me in my office for the quarter ended June 30th, 2025, and the same has been paid to the proper authorities as per duplicate voucher as attached:

|            |                        |
|------------|------------------------|
| Plat Books | \$120.00               |
| Copy Work  | \$0.50                 |
| Misc.      | <u>\$0.00</u>          |
| Total      | <u><u>\$120.50</u></u> |

RESPECTFULLY SUBMITTED, \_\_\_\_\_



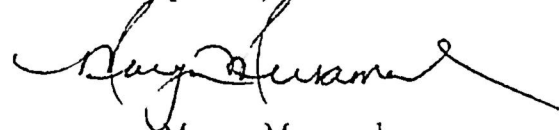
County Auditor

## County Recorder's Report of Fees Collected

I Maegan Messamaker, Recorder of the County of Appanoose State of Iowa, do hereby certify that the following is a true and correct statement of the fees collected by me in my office for the quarter ending, June 30, 2025 and the same has been paid to the County Treasurer, as per duplicate vouchers which are provided upon request.

|                                |             |
|--------------------------------|-------------|
| Recording Deeds                | \$2,710.00  |
| Real Estate Mortgages          | \$7,815.00  |
| Releases & Assignments         | \$1,055.00  |
| Hunting & Fishing Licenses     | \$89.00     |
| Copies                         | \$610.60    |
| Boat Registration Writing Fees | \$1,312.00  |
| Miscellaneous                  | \$3,171.00  |
| Snow & ATV Writing Fees        | \$384.00    |
| R.E. Transfer Tax              | \$7,611.11  |
| Vital Records                  | \$1,612.00  |
| County Conservation            | \$275.00    |
| Total                          | \$26,644.71 |

All of which is respectfully submitted.



Maegan Messamaker  
Appanoose County Recorder

**April 1, 2025- June 30, 2025**

[illegible]

Date - 7/08/25  
Time - 10:54:16

Appanoose County Treasurer - Accounting  
Semi-Annual Report

Program - TR20501  
Page - 1

Jennifer Salstrand, Treasurer-Appanoose County Treasurer, Centerville, IA  
For the period from January - June, Inclusive  
Statement of Account By Fund

Certification Date 6/30/2025

| Fund                              | Balance<br>January | Revenues      | Total to be<br>Accounted for | Disbursements | Fund Balance<br>June | Auditor's Warrants<br>Outstanding |
|-----------------------------------|--------------------|---------------|------------------------------|---------------|----------------------|-----------------------------------|
| 01 General Basic                  | 5,169,388.51       | 2,716,638.90  | 7,886,027.41                 | 2,107,825.04  | 5,778,202.37         | 160,429.41                        |
| 02 General Supplemental           | 1,223,961.56       | 622,673.15    | 1,846,634.71                 | 911,887.01    | 934,747.70           | 33,344.41                         |
| 03 Rural Services Basic           | 679,707.11         | 546,767.44    | 1,226,474.55                 | 693,679.95    | 532,794.60           | 1,996.09                          |
| 05 Secondary Road                 | 2,245,598.45       | 2,631,139.70  | 4,876,738.15                 | 2,246,656.99  | 2,630,081.16         | 198,674.12                        |
| 07 Flood & Erosion Control        | 20,209.15          | .00           | 20,209.15                    | .00           | 20,209.15            | .00                               |
| 20 Township Control               | 13,666.06          | 163,132.31    | 176,798.37                   | 171,334.32    | 5,464.05             | .00                               |
| 21 Corporation Control            | 17,970.75          | 1,752,499.05  | 1,770,469.80                 | 1,707,431.48  | 63,038.32            | .00                               |
| 22 School Control                 | 75,111.83          | 3,818,971.01  | 3,894,082.84                 | 3,759,213.52  | 134,869.32           | .00                               |
| 23 Area School Control            | 6,538.22           | 329,060.05    | 335,598.27                   | 323,925.66    | 11,672.61            | .00                               |
| 26 County Assistance              | .00                | .00           | .00                          | .00           | .00                  | .00                               |
| 27 Reap                           | 85,839.81          | 1,576.63      | 87,416.44                    | .00           | 87,416.44            | .00                               |
| 29 Co. Ag. Extension              | 1,564.66           | 79,554.12     | 81,118.78                    | 78,306.48     | 2,812.30             | .00                               |
| 30 Co. Cons. Land Acquisition Tru | .00                | .00           | .00                          | .00           | .00                  | .00                               |
| 31 Co. Assessor                   | 275,943.30         | 151,315.78    | 427,259.08                   | 171,547.10    | 255,711.98           | 147.76                            |
| 32 Motor Vehicle Trust            | 410,951.50         | 2,255,800.86  | 2,666,752.36                 | 2,320,066.85  | 346,685.51           | .00                               |
| 33 Use Tax Trust                  | .00                | .00           | .00                          | .00           | .00                  | .00                               |
| 34 City/County Special Assess.    | 7,690.00           | 24,612.35     | 32,302.35                    | 22,826.44     | 9,475.91             | .00                               |
| 35 Tax Redemption Trust           | 20,890.49          | 147,465.70    | 126,575.21                   | 126,311.88    | 263.33               | .00                               |
| 39 Records Management             | 18,448.18          | 1,650.76      | 20,098.94                    | 448.95        | 19,649.99            | .00                               |
| 40 Emergency Medical Services     | 86,054.07          | .00           | 86,054.07                    | 77,005.00     | 9,049.07             | 9,049.00                          |
| 41 Economic Development           | 411,423.45         | 3,480.00      | 414,903.45                   | 43,095.09     | 371,808.36           | .00                               |
| 42 Mh-Dd Services Fund            | 4.26               | .00           | 4.26                         | .00           | 4.26                 | .00                               |
| 43 E911 Surcharge Fund            | 394,265.80         | 104,828.61    | 499,094.41                   | 64,063.76     | 435,030.65           | 3,894.51                          |
| 44 Debt Service -Non Voucher      | .00                | .00           | .00                          | .00           | .00                  | .00                               |
| 45 County Sheriff Forfeiture Fund | 1,901.99           | 453.15        | 2,355.14                     | .00           | 2,355.14             | .00                               |
| 46 ADLM Empowerment Fund          | 258,313.81         | 135,691.43    | 394,005.24                   | 270,884.65    | 123,120.59           | 4,832.31                          |
| 47 Bangs                          | 8.99               | 467.35        | 476.34                       | 459.90        | 16.44                | .00                               |
| 48 Bankruptcy Acct                | .00                | .00           | .00                          | .00           | .00                  | .00                               |
| 53 Credit Card Fees               | .00                | .00           | .00                          | .00           | .00                  | .00                               |
| 54 Drivers License Trust          | .00                | 27,858.00     | 27,858.00                    | 27,858.00     | .00                  | .00                               |
| 55 Appanoose County Sewer Project | .00                | .00           | .00                          | .00           | .00                  | .00                               |
| 57 Prisoner Room & Board          | 103,534.02         | 1,780.87      | 105,314.89                   | 6,509.46      | 98,805.43            | .00                               |
| 58 Monies & Credits-Credit Unions | 1,035.24           | .00           | 1,035.24                     | .00           | 1,035.24             | .00                               |
| 59 E Commerce                     | 216.00             | 1,264.00      | 1,480.00                     | 1,240.00      | 240.00               | .00                               |
| 60 E Commerce from State          | .00                | .00           | .00                          | .00           | .00                  | .00                               |
| 61 ADLM Agency Fund               | .35                | .00           | .35                          | .00           | .35                  | .00                               |
| 62 Emergency Management Services  | 240,357.56         | 89,570.61     | 329,928.17                   | 98,769.51     | 231,158.66           | 440.52                            |
| 63 Haz-Mat                        | 148,162.55         | 43.00         | 148,205.55                   | 7,490.62      | 140,714.93           | .00                               |
| 65 Economic Development           | .00                | .00           | .00                          | .00           | .00                  | .00                               |
| 67 Future Tax Payments            | 51,908.97          | 16,563.50     | 68,472.47                    | .00           | 68,472.47            | .00                               |
| 68 Building Assets                | 43,660.79          | .00           | 43,660.79                    | .00           | 43,660.79            | .00                               |
| 69 Sundown Lake RIZ               | 6,197.19           | 246,606.20    | 252,803.39                   | 249,216.06    | 3,587.33             | .00                               |
| 70 Conservation Reserve Fund-CRP  | 37,935.92          | 52.00         | 37,987.92                    | 20,000.00     | 17,987.92            | .00                               |
| 71 LOSST Revenue Bond Fund        | 1,869,576.30       | 451,342.00    | 2,320,918.30                 | 427,500.00    | 1,893,418.30         | .00                               |
|                                   | 13,886,255.86      | 16,322,858.53 | 30,209,114.39                | 15,935,553.72 | 14,273,560.67        | 412,808.13                        |

Centerville, IA 52544

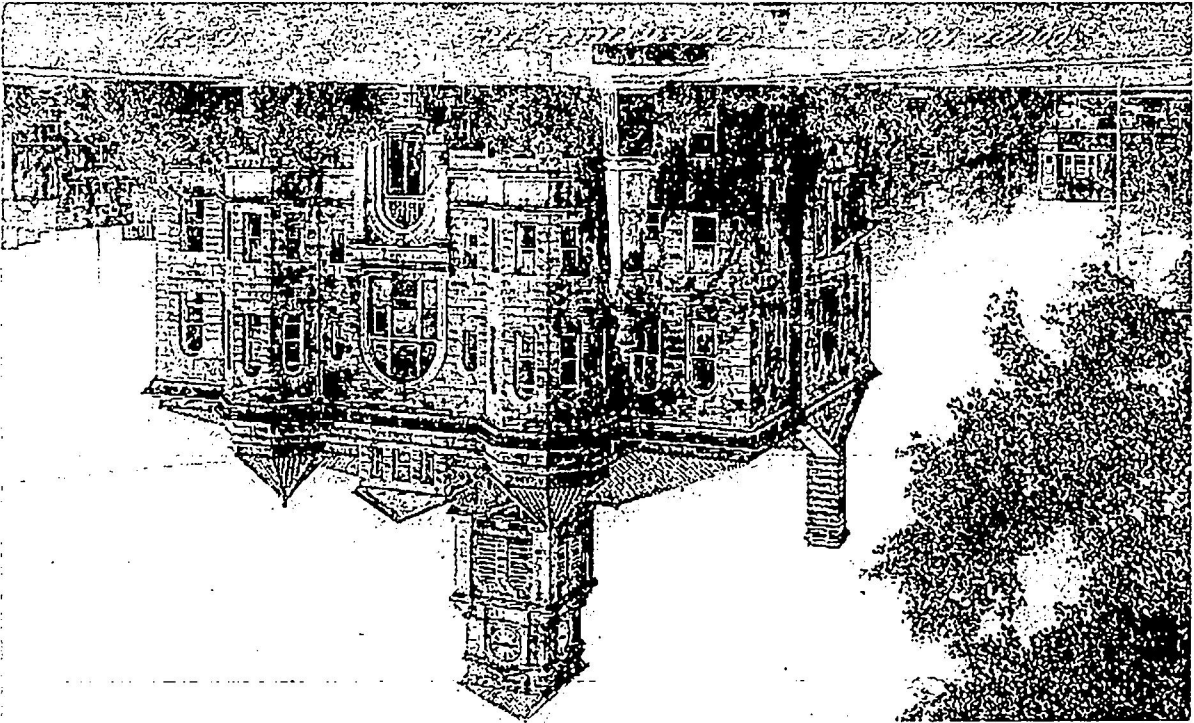
6/30/2025 Balance on Hand \$14,273,560.67

I, Jennifer Salstrand, Treasurer of Appanoose CountyTreasurer,  
do hereby certify that the report given is a correct summary of the  
business transacted by me as said during the period therein specified.



July 2025

# Employee Handbook



# Appanoose County

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## **Introduction**

We wish to take this opportunity to welcome you as an employee of Appanoose County. It is our desire that you will enjoy your work, perform your work to the best of your abilities, and have a pleasant working relationship with the people with whom you will work, as well as the public you will serve.

## **At-Will Employment**

This handbook is presented as a matter of information only; it is not intended to form a contract between Appanoose County and the employee. Appanoose County reserves the right to change or eliminate any or all of the policies, procedures, work rules or benefits herein at any time, with or without prior notice.

These policies and procedures outlined in this handbook are applicable to:

All employees responsible to the Appanoose County Board of Supervisors.

All employees responsible to an elected office holder providing the office holder has certified its applicability.

All employees not directly responsible to either the Board of Supervisors or an elected office holder and whose governing body has certified its applicability.

Whenever the provisions of this handbook are in conflict with the Code of Iowa, or with a collectively bargained agreement between the Board and a certified bargaining unit, the provisions of the Code of Iowa and/or collectively bargained agreement will prevail.

Just as you retain the right to terminate your employment at any time for any reason, Appanoose County retains a similar right. No policy or practice of Appanoose County should be construed to change this relationship. Only the Board of Supervisors, or appropriate governing board, has the right to modify or change this practice, and such action must be in writing.

This handbook replaces all employee handbooks and amendments issued prior to the date of this handbook. Documents issued prior to this date should be discarded.

## **Equal Employment Opportunity**

It is the objective of Appanoose County to encourage employment and advancement of all individuals in a way that will utilize their talents to the maximum and develop their skills most effectively in a work and community environment that is free from discrimination.

Appanoose County has a policy to provide equal opportunity for all where employment is based upon personal capabilities and qualifications without

discrimination because of race, color, religion, sex, age, national origin, sexual orientation, ~~gender identity~~, disability, or any other protected characteristic as established by law.

This policy of equal employment opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, promotion, termination and all other terms and conditions of employment.

### **Harassment**

It is the policy of Appanoose County that no employee be harassed by another employee, customer or supervisor on the basis of race, color, religion, sex, age, national origin, sexual orientation, ~~gender identity~~, disability, or any other protected characteristic as established by law.

Illegal harassment, whether verbal or physical, will not be tolerated. All members of management have the explicit responsibility and duty to take corrective action to prevent any illegal harassment of our employees.

If any employee believes that he or she has been subjected to illegal harassment, that employee should bring the matter directly to the immediate attention of their elected official, department head, a member of the Board of Supervisors or appropriate governing board. All complaints will be investigated, and appropriate disciplinary action taken, up to and including termination. There will be no retaliation against anyone who submits a good faith harassment complaint or participates in an investigation relating to such a complaint.

### **Sexual Harassment**

It is the policy of Appanoose County that no employee be harassed by another employee or supervisor on the basis of sex.

The policy prohibits any demand for sexual favors that is accompanied by a promise of favorable job treatment or a threat concerning the employee's employment. Also prohibited is subtle pressures for sexual favors, including implying that an applicant's or employee's cooperation of a sexual nature, or refusal thereof, will have any effect on the person's employment, job assignment, wages, promotion, or any other condition of employment.

In addition, any behavior of a sexual nature not welcomed by the employee or found to be personally offensive is expressly forbidden. This includes but is not limited to:

- a. Repeated sexual flirtations, advances, or propositions.

- b. Continued or repeated verbal abuse of a sexual nature, sexually related comments and joking, graphic or degrading comments about the employee's appearance or the display of sexually suggestive objects or pictures.
- c. Any uninvited physical contact or touching, such as patting, pinching or other contact.
- d. Conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment, whether verbal or physical, will not be tolerated. All members of management have the explicit responsibility and duty to take corrective action to prevent any sexual harassment of our employees.

As with other forms of harassment, any employee who believes that he or she has been subjected to sexual harassment should bring the matter directly to the immediate attention of their elected official, department head, a member of the Board of Supervisors or appropriate governing board. All complaints or reports of sexual harassment will be investigated, and appropriate disciplinary action taken, up to and including termination. There will be no retaliation against anyone who submits a good faith sexual harassment complaint or participates in an investigation relating to such a complaint.

### **Definitions**

Full-Time Employee – Full-time employees are those who are normally scheduled to work at least 30 hours per week.

Part-Time Employee – Part-time employees are those who are normally scheduled to work less than 30 hours per week.

Temporary Employee – Temporary employees are hired to work for a period of 8 months or less, on an annual basis.

Seasonal Employee – Seasonal employees are hired on an as-needed basis.

### **Job Openings**

Whenever a vacancy occurs within the County, the opening will be posted on the courthouse bulletin board for 10 days and advertised in the local newspaper.

Current employees may indicate their interest in being considered for the vacancy by submitting an application for the position in writing to the Elected Official or Department Head within the stated posting period. The Elected Official or Department Head will make the recommendation on who is to fill an opening in their office to the Board of Supervisors or appropriate governing board. Appanoose County reserves the right to use other recruiting sources to fill open positions at their discretion.

Appanoose County reserves the right to require a post-offer, pre-employment physical for certain positions.

### **Veteran's Preference**

Any honorably discharged veteran, as defined by Iowa law, shall be entitled to preference in appointment and employment over other applicants of no greater qualifications.

### **Employment of Relatives**

It is the County's policy to hire the best-qualified person available for each position. Relatives of current employees are eligible for employment with the County, subject to limitations of state law governing the employment of relatives of public officials and employees and the terms of this policy. To avoid the appearance of favoritism and difficulties in administering discipline, the County will not hire, appoint, transfer, promote, or otherwise place an individual in a position that involves the supervision of, or by, a family member. For purposes of this policy, 'family member' includes the individual's mother, father, brother, sister, grandparent, spouse, son, daughter, grandchild, great-grandchild, niece, nephew, aunt, or uncle.

If a supervisory relationship between family members is created by the marriage of two employees, the Department Head shall transfer, or separate employment of one of the employees.

### **Work Schedule**

In general, the work schedule of employees will not change from week to week. However, varying conditions in workload and demand of the public may necessitate a change in the work schedule. If it is necessary for the Elected Official or Department Head to change the normal work schedule, every effort will be made to give the employee as much notice as possible. Nothing in this section shall be construed as a guarantee of the number of hours an employee will be scheduled to work.

### **Overtime**

Periodically, overtime work is necessary to maintain County operations. In most cases, there are a sufficient number of employees available to make overtime work

optional. Occasionally, however, the Elected Official or Department Head may require the employee to work overtime.

With Elected Official or Department Head approval, employees may make a request to receive compensatory time in lieu of overtime pay. Employees may accumulate up to 240 hours of compensatory time.

Exempt employees shall not receive overtime or compensatory time.

Non-exempt employees will be compensated at one- and one-half times their normal hourly rate for all hours in excess of 40 per week. Only hours actually worked shall be counted as work time for the purpose of determining overtime. All overtime and compensatory time accrued or used must have the prior approval of the Elected Official or Department Head.

### **Sick Leave**

Sick leave shall be accrued by a full-time employee at the rate of 1½ days per month to a total of 180 days.

Accumulated sick leave may be used for the following:

- Personal illness or injury
- Medical, dental, or vision appointments
- Care for a minor child
- FMLA approved absences
- In cases where the employee would have been eligible for FMLA except for the year of service requirement.

When absences due to sickness are necessitated, the employee shall notify their Elected Official or Department Head prior to the beginning of his/her scheduled reporting time. The supervisor has the right to require a medical certificate from the employee's attending physician for any sick leave absence.

Pro-rated sick leave, vacation time, or earned compensatory time may be used to supplement Worker's Compensation benefits, upon the employee's written request.

Employees shall be entitled to receive payment of unused sick leave upon retirement, as defined by IPERS, (at least 55 years old, a vested member, no longer working for an IPERS covered member, and receiving retirement benefits), not to exceed \$2,000. Employees shall be eligible for payment of unused sick leave upon death, if a vested member, not to exceed \$2,000. (Sheriff's Office Deputies and protected class employees, as defined by IPERS, shall follow their corresponding eligibility retirement requirements.)

Appanoose County employees may not donate sick leave to other employees.

### **Jury Duty**

Employees may be granted time off with pay for the purpose of jury duty. The employee will be granted time off only for that portion of the workday necessary to serve duty. Any jury duty pay received by an employee shall be turned over to the County.

### **Bereavement Leave**

Each full-time employee shall be eligible for a paid leave of absence of up to 5 days, at the discretion of the Elected Official or Department Head, for a death of the employee's parent, spouse, child, brother, or sister. In the case of the death of the employee's father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents or grandchild, the employee will be allowed up to 3 days, at the discretion of the Elected Official or Department Head. (Includes corresponding step relatives.) In the case of the death of the employee's aunt or uncle, the employee will be allowed up to 1 day.

### **Family Medical Leave**

In accordance with the Family Medical Leave Act (FMLA), Appanoose County will grant up to 12 weeks' unpaid leave annually, based on the previous rolling 12-month period. To be eligible for this leave an employee must have worked for Appanoose County for one year and worked 1250 hours or more in the 12 months preceding the beginning of the leave.

FMLA leave will be granted for the following circumstances:

1. Employee's serious medical condition.
2. Birth, adoption or placement of a child.
3. Caring for a spouse, child or parent, with a serious health condition.
4. Exigency arising out of the fact that the employee's spouse, child or parent is covered military member on covered active duty.

Employees shall be eligible for 26 weeks of leave to care for a covered service member with a serious injury or illness in accordance with Federal Law.

You must provide a written request for leave and sufficient medical certification to the Auditor's Office within 15 calendar days from the date of your absence. Appanoose County reserves the right to request re-certification at the County's discretion in accordance with federal law.

The annual FMLA allowance will run concurrent with any Workers' Compensation leave.



Your insurance benefits will be maintained for up to 12 weeks during your leave under the same conditions as if you continued to work. You must continue to pay your portion of the insurance premiums. You must make arrangements for payment of these premiums in a timely manner. If your leave extends for more than 12 weeks, you will become responsible for payment of the entire health insurance premium to maintain coverage.

When you return from FMLA leave you will be reinstated to the same or equivalent job with the same pay, benefits, and terms and conditions of employment. If you do not return to work following FMLA leave you may be required to reimburse the County for your share of health insurance premiums paid on your behalf.

You will be required to present a certificate from your physician releasing you to full duty before returning to work.

If an employee fails to return to work on the agreed upon return date, Appanoose County shall assume that the employee has resigned.

Employees will be required to use all sources of paid leave concurrently with Family Medical Leave, with the exception of 5 days of vacation.

### **Unpaid Leave of Absence**

It is the policy of Appanoose County to grant unpaid leaves of absence to its employees when the requests are compatible with a department's operational needs and scheduling requirements. Employees may request an unpaid leave of absence for public service leave, extenuating medical circumstances, unpaid bereavement leave, or to accommodate a newly hired employee's existing time off request.

An employee desiring an unpaid leave of absence shall make a written request to his/her elected official or department head, setting forth the reason(s) for the request and the duration of the requested leave.

A request for an unpaid leave will be approved or disapproved promptly by the elected official or department head.

Upon return from an unpaid leave of absence, Appanoose County will attempt to place the employee in his/her former position at the salary and step occupied at the time such leave began; provided however, that the employee is able to perform the essential functions of his/her position. In the event the former position is not available or, the employee is not able to perform the essential functions of his/her position, the County will attempt to place the employee in another position consistent with qualifications, ability, and staffing requirements. At no time will employees utilizing this policy be guaranteed a position upon return from an unpaid leave of absence.

An employee who fails to return from an unpaid leave of absence on the date specified in the request shall be considered to have resigned his/her position, unless a written request for extension has been submitted by the employee, recommended by the elected official or department head, and approved by the elected official, Board of Supervisors or appropriate governing board.

While on an unpaid leave of absence, an employee shall not accrue sick leave or vacation benefits. Nor shall time spent on an unpaid leave of absence be considered time worked for the purpose of receiving an in-grade wage increment. The employee must pay his/her own group health and life insurance premiums for that portion of an unpaid leave of absence in excess of thirty (30) days unless on Family Medical Leave.

In considering an employee's request for an unpaid leave of absence, the elected official or department head shall require the employee to use available vacation and/or compensatory time accruals prior to being placed on leave without pay.

The requirements of an unpaid leave, as outlined in this policy, shall not apply to employees who are placed on an unpaid disciplinary suspension.

## **Holidays**

Full-time employees receive their regular compensation for the following County holidays:

New Year's Day  
President's Day  
Memorial Day  
Independence Day  
Labor Day  
Veteran's Day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Day (2 days)

Those employees whose regular workweek is Monday to Friday – when a holiday falls on a weekend, it will be observed on the preceding Friday or following Monday. For 24-7 operations, the actual holiday shall be observed.

Those employees required to work on a holiday shall be paid time and one half for all hours worked on a holiday. Those employees required to work on a holiday in 24-7 operations shall be paid two- and one-half times for all hours worked.

## **Personal Leave**

Full-time employees shall receive 3 personal leave days per year (Either 24 or 21 hours depending on normal schedule.) Personal leave usage shall be requested in

writing and approved in advance by the Elected Official or Department Head. Personal days must be used within 1 year of receiving the leave.

### **Injuries**

Employees should report any work-related injury as soon as practicable and prior to leaving the work, when possible, but no later than 24 hours after the accident. Appanoose County will accommodate work-related injuries, provided that restricted work is available. Appanoose County shall not accommodate non-work-related injuries, unless it is determined that the injury is considered a disability under the ADA/ADAAA.

Employees who are eligible for workers' compensation benefits may use their sick leave accrual to supplement their workers' compensation benefit.

### **Vacation**

Full-time employees shall accrue vacation leave, from the employee's start date. Annual vacation shall be provided as follows:

| <b>Years of Service</b>        | <b>Vacation Days</b> |
|--------------------------------|----------------------|
| After 1 year of employment     | 10 days              |
| 7 years but less than 15 years | 15 days              |
| 15 years or more               | 20 days              |

Employees must use their vacation within one year of the accrual. Vacation usage is subject to approval by the Elected Official or Department Head.

Employees may not use accrued time to extend their date of separation.

Upon separation, employees shall be paid for all accrued, but unused vacation.

### **Military Leave**

Employees with military obligations will be granted leaves of absence and re-employment rights in accordance with applicable federal and state laws.

### **Travel Expense**

Employees required to use their personal automobile for County business will be reimbursed for mileage at the current established Federal rate. Reasonable costs of meals, lodging and other expenses shall be paid as established by the Board of Supervisors.

Appanoose County will only pay for lodging with providers that have successfully completed certified human trafficking prevention training.

### **Fitness for Duty**

Appanoose County reserves the right to require an employee to submit to a fitness for duty evaluation at any time to ensure the employee is able to perform the essential functions of the position, with or without reasonable accommodation.

### **Licenses**

It is the employee's responsibility to keep their licenses and certifications current. All required licenses should be brought to the Elected Official or Department Head for placement in the employee's personnel file.

### **County Equipment**

Appanoose County provides supplies, equipment, and materials necessary for you to perform your job. County owned equipment should not be loaned out to members of the public for non-County related purposes. These items include but are not limited to: telephones, computers, email and the internet. These items are intended to be used for the County purposes. Minimal, appropriate personal use may be acceptable as determined by your Elected Official or Department Head. Employees have no reasonable expectation of privacy with respect to any County provided equipment whether or not employees have private access or an entry code into any system.

It is unacceptable for any user at any time to use, submit, publish, display, or transmit on any County computer system information which:

- Violates or infringes on the rights of any other person, including the right to privacy;
- Contains defamatory, false, inaccurate, abusive, obscene, pornographic, profane, sexually oriented, threatening, racially offensive, or otherwise objectionable or illegal material;
- Contains any material or comments that would offend someone on the basis of his or her race, gender, age, sexual orientation, ~~gender identity~~, religious or political beliefs, national origin, or disability.
- Restricts or inhibits other authorized users from using the system or otherwise inhibits the efficiency of the computer system.
- Encourages the use of controlled substances or uses the computer system for the purpose of inciting crime, or
- Use of the system for any other illegal purpose.

- Appanoose County may store deleted emails for up to 90 days, at which time they shall be permanently removed.

It is also unacceptable for any user at any time to use the facilities and capabilities of the system to:

- Conduct any business activity or solicit the performance of any activity which is prohibited by law; or
- On-line game playing;
- Transmit material, information or software in violation of any local, state or federal law;
- Conduct any fund raising and public relations activities, not related to County operations.

### **Cell Phone**

Occasional minimal personal use of a County or personal cell phone is permissible per Elected Official or Department Head approval and if the elected official or department head sufficiently controls its use.

Employees shall not be permitted to use a phone while operating a vehicle unless using a hands-free device.

### **Discipline**

Formal disciplinary actions will include verbal warning, written reprimand, suspension, and/or dismissal. It shall be the policy of Appanoose County to utilize a system of progressive discipline in addressing an employee's work deficiencies; however, any of the disciplinary measures cited above may be initiated on the more serious first offense.

Discipline given to employees greater than 12-months prior, should not be used to increase the level of progressive discipline.

In most cases, disciplinary action will be issued to the employee by his/her immediate supervisor, or by a higher-level supervisor in the department to which the employee is assigned. Disciplinary action will be issued in a manner, which will minimize embarrassment to the employee.

All disciplinary actions will be thoroughly documented in writing appropriate to the infraction committed. A copy should then be given to the employee, and a copy maintained in the employee's personnel file. If the action involves an employee covered by a collective bargaining agreement, said agreement may also require a copy be sent to the appropriate union steward.

It shall be the duty of all employees to maintain high standards of conduct, cooperation, efficiency and effectiveness in their work. Elected officials, department heads, and supervisors shall organize and direct the work of their units in a manner calculated to achieve these objectives. Whenever the work habits, attitude, production or personal conduct of an employee falls below an acceptable standard, the employee is subject to corrective and/or disciplinary action. All such actions shall be promptly and consistently administered and shall not be on account of political considerations, personal bias, or prejudice.

Letters of clarification shall precede formal discipline whenever, in the judgment of the elected official or department head, an infraction is readily correctable and is of lesser consequence.

In accordance with Iowa Code, information placed in the employee's personnel file as a result of disciplinary action, may become a public record. This includes but is not limited to the documented reasons and rationale for termination, demotion, or allowing an employee to resign in lieu of termination.

### **Grounds for Disciplinary Action**

The seriousness of an offense will often vary with the circumstances prevailing at the time it occurred and the motives, which prompted it. Related and mitigating factors would be considered when determining the appropriate action to take. Each of the following work-related infractions may be just cause for disciplinary action, up to and including dismissal. The list presented herein is not intended to be all-inclusive.

1. Unreasonable and/or abusive treatment of a client, citizen, other County employee or individual in the community, including verbal or nonverbal sexual or racial harassment, even outside normal working hours.
2. Violation of any lawful and reasonable County or departmental policy.
3. Destruction or loss of County property, including abuse of tools, equipment and/or clothing allotments.
4. Absence from duty without permission, proper notice or satisfactory reason.
5. Falsifying records, knowingly giving inaccurate information or unnecessarily withholding information.
6. Obtaining materials or leave time based on fraudulent information; dishonesty; stealing; and other criminal acts.

7. Being under the influence of narcotics, alcohol or other physically impairing or illegal substances on the job.
8. Conviction of a crime involving moral turpitude, casting doubt on the individual's ability to perform his/her county job effectively. (NOTE: Dismissal or non-prosecution for criminal charges shall not, in itself, preclude the County from taking disciplinary action.)
9. Incompetence, ineffectiveness, inefficiency, or wastefulness in the performance of assigned duties.
10. Disregard for safety policies, procedures, reporting requirements, and/or proper use of safety equipment.
11. An attendance record, which demonstrates a consistent or continual lack of availability for work to the extent that ineffectiveness or inefficiency of services results.

The elected official or department head may elect to place an employee on investigative leave before making any determination of corrective or disciplinary action.

### **Drug Free Workplace**

Appanoose County is subject to the Drug-Free Workplace Act of 1988.

Appanoose County is committed to the policy of maintaining a drug-free workplace. Thus, the unlawful manufacture, distribution, dispensation, possession or use of alcohol or any controlled substance by any employee in the workplace is prohibited. A controlled substance within the meaning of this policy means any controlled substance as defined by state or federal law. Any violation of this prohibition will result in discipline up to and including discharge.

The use of controlled substances, either on or off the job, is inconsistent with the behavior expected of employees, subjects all employees and the public to unacceptable safety risks, and undermines the County's ability to operate effectively and efficiently.

The Drug-Free Workplace Act of 1988 requires you to report any conviction under a criminal drug statute for violations occurring on the County's premises, or off the County's premises while conducting official business. A report of a conviction must be made to your elected official or department head within five working days after the conviction. Failure to do so will result in immediate dismissal from your position.

### **Personnel Files**

Appanoose County maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of Appanoose County, and access to the information they contain is restricted. Generally, only management personnel of Appanoose County who has a legitimate reason to review information in a file is allowed to do so.

Employees who wish to review their own file should contact the Auditor's Office or appropriate department. With reasonable advance written notice, employees may review their own personnel file, with the exception of letter(s) of reference, in the appropriate office and in the presence of an individual appointed by Appanoose County to maintain the files.

## **Insurance**

Appanoose County has established a variety of employee benefit programs designed to assist you and your eligible dependents in meeting the financial burdens that can result from illness or injury. This portion of the employee handbook contains a very general description of the benefits to which you may be entitled as an employee. Please understand that this general explanation is not intended to, and does not, provide you with all the details of these benefits. Therefore, this handbook does not change or otherwise interpret the terms of the official plan documents. Your rights can be determined only by referring to the full text of the official plan documents, which are available for your examination.

Appanoose County reserves the right, in its sole and absolute discretion, to amend, modify or terminate, in whole or in part, any or all of the provisions of the benefit plans described herein, including any health benefits that may be extended to retirees and their dependents. Further, Appanoose County reserves the exclusive right, power and authority, in its sole and absolute discretion, to administer, apply and interpret the benefit plans described herein, and to decide all matters arising in connection with the operation or administration of such plans.

## **Health Insurance**

Appanoose County currently offers full-time employees, health coverage for themselves, their spouse and dependents.

Employees shall obtain coverage after completion of your first month of employment. Once made, your election is generally fixed for the remainder of the plan year. However, if you undergo a coverage enrollment event you may make a change in coverage provided you do so as soon as possible of that event. Please contact the Auditor's Office to determine if the change qualifies as an event under the plan document.



Near the end of each fiscal year, during open enrollment you are free to change your medical elections for the following fiscal year, whether or not you have a change event.

### **Cobra**

In accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA), the County will offer covered employees, spouses, and dependent children the opportunity to continue their group medical coverage under the County's current plan if coverage terminates.

### **Continued Retiree Coverage**

Employees who wish to retire, in accordance with Iowa law, before attaining Medicare eligibility shall be allowed to continue participation in the employer's health/medical plan under the group contract at the employee's own expense until the employee attains Medicare eligibility. An employee who wishes continuation of such coverage must request it in writing within 30 days of the date the group insurance would otherwise terminate. The employee shall remit the applicable premium to the Insurance Administrator by the 15th of the month for the following month's coverage. Continuation shall terminate when the employee becomes eligible for Medicare.

Elected officials may remain on the plan beyond Medicare eligibility, in accordance with Iowa law.

### **Life Insurance**

Appanoose County will provide a life insurance policy, at no cost to the eligible employee.

### **Personal Property**

Appanoose County is not responsible for loss or damage to an employee's personal property. This includes, but is not limited to, personal cell phones.

**ACKNOWLEDGMENT OF RECEIPT  
AND UNDERSTANDING OF THE APPANOOSE COUNTY  
EMPLOYEE HANDBOOK**

I have received my copy of the Appanoose County handbook. I know that I must read the handbook so that I understand my rights and responsibilities as an employee of County.

I understand that the handbook is not an employment contract, but it is an explanation or guide of County policies, procedures and benefits. The County has not solicited my assent or agreement to the policies and procedures set forth in this handbook, and my employment is not in consideration of or in return for my being bound by this handbook. I realize that the County may interpret, clarify, revise, and/or deviate from the procedures set forth in this handbook.

I also realize the employment relationship between the County and me is terminable at will by either party and that nothing in this handbook creates additional rights or provide a basis for me to believe my employment is not terminable at will.

I understand that if I have any questions, I am to talk with my immediate supervisor.

\_\_\_\_\_  
(Employee Name)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

## **Appanoose County Employee Handbook Addendum Secondary Roads**

**Overtime** - Overtime shall be paid at the rate of time and one-half (1-1/2) the employee's straight time hourly rate for hours worked in excess of 8 hours in any 8-hour workday or 10 hours in any 10-hour workday. Work performed on Saturday or Sunday will be paid for at the rate of time and one-half (1-1/2) the employee's straight time rate. Overtime shall not be paid more than once for the same hours worked. All time paid, such as sick leave, vacation, holidays, jury duty, military leave, and funeral leave will count as time worked for the purpose of computing overtime."

**Transfers** - Anyone who temporarily or permanently fills in a higher job classification will receive wages according to that classification. If transferred temporarily to a lower job classification, wages will remain at current hourly rate.

**Seniority** - Regular full-time employees will be put on the seniority list and their seniority shall be determined from their date of employment. Should more than one employee have the same seniority date, the employee with the lowest last four digits in his/her social security number shall have the most seniority. When the number of regular full-time employees is to be reduced within the unit, the Employer shall determine the employees to be laid off. Qualifications will be the primary consideration in said determination and only where qualifications between employees, as determined by the Employer, are relatively equal, seniority shall govern.

**Lead Man Pay** - A supplemental pay of \$2.50 per hour shall be paid to the employee designated to act as the lead man in the absence of the Road Foreman during the period of time they are acting.

**Licensed Chemical Applicator Pay** - The County engineer shall post for bid the position of Licensed Chemical Applicator when there is a vacancy as determined by the Engineer. A licensed employee must maintain his certification and shall receive \$0.25 per hour upon certification. The County shall pay for the training, materials and testing for an employee to become certified. An employee may test up to 2 times per year. Foreman and Motor Grader Operators will not be considered for this position. If the employee loses the certification for any reason, the pay will immediately cease, and the position is deemed vacant.

Resolution 2025-33

RESOLUTION AUTHORIZING CONVEYANCE OF REAL PROPERTY

WHEREAS, Appanoose County has a partial interest in certain real property consisting of two different parcels located in Centerville, Iowa, legally described as follows:

Lot 6, T.M. Fee's Addition to the City of Centerville, Iowa (Parcel 340011005390000), AND

The West 50 feet of Lot 10, Thatcher's Addition to the City of Centerville, Iowa (Parcel 340011005380000);

WHEREAS, Appanoose County has a partial interest in the building located on property legally described as follows:

Thatcher's Addition Lots 11 & W ½ Lot 12 and T.M. Fee's Partial of Lots 7, 8 & 9 in the City of Centerville, Iowa (Parcel 340011006600000);

WHEREAS, Appanoose County is desirous of disposing of its interest in the above legally described property by transferring ownership by gift to the City of Centerville, Iowa;

WHEREAS, Appanoose County is desirous of disposing of its interest to the City of Centerville, Iowa to expedite the disposal of the properties legally described above and splitting the proceeds per the 28E Agreement dated April 10, 1972;

WHEREAS, Appanoose County, through the Board of Supervisors, is desirous of disposing of Appanoose County's interest in the real property above legally described pursuant to Iowa Code Section 331.361; Appanoose County has held a public hearing on the proposed property disposal to the City of Centerville, Iowa in accordance with Iowa Code 331.305, has published notice the time and place of the public hearing on the proposed property disposal; and has solicited public comment and input on the proposed property disposition prior to finally acting on such proposal;

NOW THEREFORE BE IT RESOLVED that, after a public hearing on the matter, Appanoose County, through the Board of Supervisors, resolves to transfer by gift any ownership it may have in the above legally described property, including all its right, title, interest, estate, claim and demand, in the above described real estate in Appanoose County, Iowa to the City of Centerville, Iowa

PASSED AND APPROVED this 21<sup>st</sup> day of July, 2025.

\_\_\_\_\_  
Jeff Kulmatycki, Chairman,  
Appanoose County Board of Supervisors

ATTEST: \_\_\_\_\_  
Kelly Howard,  
Appanoose County Auditor