

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  
April 20, 2026

The Appanoose County Board of Supervisors will meet April 20, 2026 at 9:00 A.M. in the Boardroom of the Courthouse. Items on the agenda include:

1. Open Silent Auction
2. Pledge
3. Declaration of items to be added to the agenda/Approve agenda
4. Approve minutes of the April 6, 2026 meetings
5. Approve reports (4/10 payroll, 3/26 Prisoner Room & Board, Auditor, Recorder & VA Quarterly Reports)
6. Approve bills
7. Approve Liquor Licenes: Pale Moon & Valley View Event Center (pending dram)
8. Brittany Hoover, NAMI South Central Iowa: Lighting Courthouse green in May
9. Larry Wright: Request for Maintenance – Wright-Brannon Cemetery
10. Sheriff Gary Anderson: Hiring of Gannon Swan, FT Jailer eff 4/26/26 \$25/hr
11. Approve GIS Data Agreement: CoreLogic Spatial Solutions, LLC
12. 9:10 A.M. Public Hearing: FY27 County Budget
13. Approve Resolution #2026-12: FY27 County Budget
14. Approve Resolution #2026-13: FY27 Elected Officials Salaries
15. Approve FY27 Iowa DOT Budget & 5 Year Construction Program
16. Approve Conservation Department PT Park Technicians: Cassie Severson eff 4/6/26 \$18/hr; Jackson Sisul eff 5/26 \$15/hr
17. Approve Updated Appanoose County Employee Handbook (March 2026)
18. City of Rathbun: Dust Control Request
19. County Engineer report
  - a. Volunteer Fire Fighter Policy
20. Public Comments
21. Recess
22. Reconvene at Noon
23. Accept Silent Auction bids
24. 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 4/16/26

April 6, 2026

Appanoose County Board of Supervisors met in special session April 6, 2026, at 8:00 A.M. in the Boardroom of the Courthouse. Present: Jeff Kulmatycki, Chairman, Dustin Harvey and Scott Buban, Boardmembers. Absent: none.

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

Buban motioned to open the public hearing for the FY27 Proposed Property Tax Levy. Seconded by Harvey. All voted aye.

Public Comments: none

Harvey motioned to close the public hearing. Seconded by Buban. All voted aye.

Buban motioned to adjourn. Seconded by Harvey. All voted aye.

The Board adjourned to meet the call of the Auditor at 8:01 A.M.

Appanoose County Board of Supervisors

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Attest:

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

April 6, 2026

Appanoose County Board of Supervisors met in regular session April 6, 2026, 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 March 16, 2026 meeting. Seconded by Harvey. All voted aye.

Harvey motioned to approve 3/27/26 payroll and Sheriff Quarterly Report. Seconded by Buban.

All voted aye.

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

|                            |                           |          |
|----------------------------|---------------------------|----------|
| Access Sys                 | Construction & Maint.     | 138.79   |
| Access Sys                 | Typing-Print.-Bind.Serv.  | 1059.18  |
| Alliant                    | Electric Light & Power    | 5416.86  |
| Amazon                     | Food Preparation Service  | 430.16   |
| Sec Rds                    | Mileage & Transp. Expense | 1959.51  |
| App Co Treas               | Off. Supplies & Forms     | 237.94   |
| Ascendance                 | Engineering Services      | 174.72   |
| Bailey Off                 | Off. Supplies & Forms     | 24.50    |
| Bauer Built Tire & Service | Engineering Services      | 11200.00 |
| Kimberly A. Blink, CSR     | Legal Serv. Dep-Subp-Tran | 157.45   |
| Bratz Oil                  | Mileage & Transp. Expense | 235.07   |
| Capital Sanitary Supply    | Off. Equip Repair & Maint | 355.89   |
| Centec                     | Care of Soldiers Graves   | 262.10   |
| Centerville Body Shop      | Transportation            | 61.00    |
| C'ville Produce & Feed     | Engineering Services      | 588.40   |
| Central IA Det             | Juvenile Detention & Shel | 8897.00  |
| Certified Power            | Engineering Services      | 2479.72  |
| Chariton Valley Elec       | Engineering Services      | 41.80    |
| Cville Wtrwks              | Water & Sewer             | 8418.01  |
| City Moravia               | Care of Soldiers Graves   | 486.00   |
| CJ's Rental                | Law Enf. Equip & Weapons  | 300.00   |
| Clark's Sewer & Rooter     | Engineering Services      | 160.00   |
| Davison Fuels & Oil        | Fuels                     | 114.66   |
| DeJong Ag Service          | Engineering Services      | 104.35   |
| Flags Importer             | Care of Soldiers Graves   | 510.00   |
| Fogle Home & Hardware      | Equip. Parts & Supplies   | 274.15   |
| Foundation 2               | Juvenile Detention & Shel | 839.70   |
| Galls                      | Uniforms                  | 1191.55  |
| Gradient9 Studios          | Computer & Microfilm Supp | 920.00   |
| GreatAmerica               | Telephone & Telegr.Serv.  | 240.40   |
| Hotsy Cleaning Systems     | Engineering Services      | 725.00   |
| IDPS                       | Radio and related equipme | 1431.00  |
| IA Dept of Transp          | Engineering Supplies      | 187.00   |
| Intoximeters               | Law Enf. Equip & Weapons  | 135.00   |
| IA Emerg Mgmt              | Educational & Train.Serv. | 310.00   |
| IA Media Network           | Typing-Print.-Bind.Serv.  | 304.61   |
| IA ME                      | Medical & Health Services | 2062.00  |
| IA Workforce               | Off. Supplies & Forms     | 406.82   |
| R Lamb                     | Medical & Health Services | 900.00   |
| K Laurson                  | Educational & Train.Serv. | 66.30    |
| LEE COUNTY ENGINEERS       | Educational & Train.Serv. | 30.00    |

|                              |                           |           |
|------------------------------|---------------------------|-----------|
| Liberty                      | Telephone & Telegr.Serv.  | 280.00    |
| Lockridge                    | Plumbing Rpr & Maint      | 165.96    |
| Mail Serv                    | Typing-Print.-Bind.Serv.  | 5697.74   |
| Mainstay Systems             | Construction & Maint.     | 2709.00   |
| M Messamaker                 | Educational & Train.Serv. | 266.80    |
| Mid Country Machinery        | Engineering Services      | 1318.56   |
| Midwest Wheel                | Engineering Services      | 695.38    |
| Z Musgrove                   | Medical & Health Services | 250.00    |
| Numa Towing                  | Engineering Services      | 340.00    |
| Official Pest Control        | Off. Equip Repair & Maint | 80.00     |
| R Pfannebecker               | Building Repair & Maintce | 192.49    |
| Phelps Uniform               | Engineering Services      | 266.04    |
| Pictometry                   | Appraisal & Consultant Se | 17342.00  |
| Professional Office Services | Vehicle Renewal Notices   | 538.41    |
| Prof Rescue                  | Construction & Maint.     | 4146.00   |
| Quick Shop                   | Transportation            | 30.00     |
| Quill                        | Off. Supplies & Forms     | 304.93    |
| Rainbo Oil                   | Engineering Services      | 2772.56   |
| RRWA                         | Engineering Services      | 28.50     |
| River Hills                  | Medical & Health Services | 390.00    |
| G Roefer                     | Medical & Health Services | 400.00    |
| M Sias                       | Salary-Regular Employees  | 1129.17   |
| Simmons Bldg Materials       | Office Equip. & Furniture | 14.29     |
| Sinnott Funeral Home         | Funeral Services          | 900.00    |
| SJ Smith Co Inc              | Engineering Services      | 246.61    |
| D Sturms                     | Mileage & Transp. Expense | 255.85    |
| Dr. Anthony Tatman           | Educational & Train.Serv. | 10.00     |
| Thomas Funeral Home          | Mileage & Transp. Expense | 1500.00   |
| TerviPay                     | Medical & Health Services | 676.41    |
| TRINITY HEALTH EPIC- PP      | Engineering Services      | 441.00    |
| Windstream                   | Computer Services         | 1213.14   |
| US Bank                      | Educational & Train.Serv. | 5377.11   |
| US Cellular                  | Telephone & Telegr.Serv.  | 422.67    |
| USPS                         | Postage & Mailing         | 390.00    |
| Verizon                      | Contrib. & Purchase Serv  | 200.04    |
| Visa                         | Engineering Services      | 2693.64   |
| Walker Welding               | Engineering Services      | 28.88     |
| Wapello Co Aud               | Legal & Ct-Related Serv.  | 621.57    |
| P Whisler                    | Educational & Train.Serv. | 60.42     |
| J Willier                    | Legal & Ct-Related Serv.  | 1320.00   |
| Grand Total                  |                           | 109551.81 |

Sheriff Gary Anderson spoke to the board about the 3-year lake contract. Harvey motioned to approve the lake contract. Seconded by Buban. All voted aye. Anderson also requested permission to replace aging equipment in the fleet depending on his budget and sell the old equipment at public auction instead of the silent auction. Buban motioned to approve the purchase and disposal of county vehicles. Seconded by Harvey. All voted aye.

Kulmatycki spoke about a letter received from Larry Wright regarding a pioneer cemetery in the county. He reached out to Gary Craver on the Pioneer Cemetery Commission and was told Gary is no longer the chair. He plans to reach out to the new chair. Harvey motioned to table any action until they speak to the pioneer cemetery commission. Seconded by Buban. All voted aye.

Tonya Clawson and Justin Ballanger from Community Betterment spoke about their housing project requiring supervisor approval. Harvey motioned to approve a letter of support. Seconded by Buban. All voted aye.

Buban motioned to approve a one-time \$1,500 allocation to the 10-15 D.R.I.V.E. project to support veteran transportation. Seconded by Harvey. All voted aye.

Harvey motioned to set the public hearing for the FY27 County Budget for 4/20/2026 at 9:10 A.M. Seconded by Buban. All voted aye.

Buban motioned to approve the silent auction items for disposal and set the silent auction for 4/20/2026 from 9 A.M. – noon. Seconded by Harvey. All voted aye.

Buban motioned to approve setting the FY27 health insurance premiums and the wellness program incentive notice. Seconded by Harvey. All voted aye.

Harvey motioned to approve the tax suspension for parcel 340011018080000. Seconded by Buban. All voted aye.

Buban motioned to approve the Appanoose County Computer Policy. Seconded by Harvey. All voted aye.

Harvey motioned to approve the Bond to Insure Against Double Payment for Great America Financial Services, warrant #70243 \$234.21. Seconded by Buban. All voted aye.

Harvey motioned to approve the Federal-Aid Agreement for the City Highway Bridge Program Project on Hwy T14. Seconded by Buban. All voted aye.

Buban motioned to approve the hiring of William Barbaglia as Road Superintendent effective 3/23/26 with a starting wage of \$33.00/hour. Seconded by Harvey. All voted aye.

Harvey motioned to approve the Dust Control Policy. Seconded by Buban. All voted aye.

Harvey motioned to table consideration of the volunteer fire fighter policy until liability is determined and noted in the policy. Seconded by Buban. All voted aye.

County Engineer, Brad Skinner provided an update to the board. The asphalt project has started and should be done in the next couple weeks. Work continues on the 130<sup>th</sup> bridge. It should be ready for a deck pour on May 1<sup>st</sup>. The Moulton shed was taken down, and footings are expected to be poured soon weather permitting. The advertisements for job openings have been placed.

Public Comments: Terry Sivetts asked if it was possible to get dust control applied earlier in the year. Skinner stated that each year the conditions are different. Sivetts also stated the hiring Billy was a wise choice.

Harvey motioned to adjourn. Seconded by Buban. All voted aye.

The Board adjourned to meet the call of the Auditor at 9:24 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 March, 2026, 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 Reimbursement |           |
|                         | 100% General Basic                        | \$1038.43 |
| 29000-01000-4440-05-301 | 60% Transfer to Sheriff                   |           |
|                         |   | \$623.06  |

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

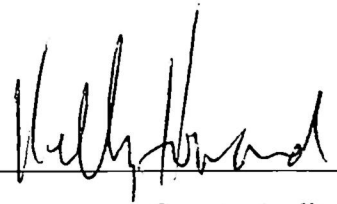
Signed: \_\_\_\_\_  
Chairperson

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 March 31<sup>st</sup>, 2026, and the same has been paid to the proper authorities as per duplicate voucher as attached:

|            |                       |
|------------|-----------------------|
| Plat Books | \$30.00               |
| Copy Work  | \$0.0                 |
| Misc.      | <u>\$20.00</u>        |
| Total      | <u><u>\$50.00</u></u> |

RESPECTFULLY SUBMITTED,



County Auditor



Office of Appanoose County Recorder  
c/o Courthouse  
201 N. 12<sup>th</sup> Street | Centerville, Iowa 52544  
641-856-6103

## 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, March 31, 2026 and the same has been paid to the County Treasurer, as per duplicate vouchers which are provided upon request.

|                                |             |
|--------------------------------|-------------|
| Recording Deeds                | \$2,445.00  |
| Real Estate Mortgages          | \$7,340.00  |
| Releases & Assignments         | \$710.00    |
| Hunting & Fishing Licenses     | \$54.00     |
| Copies                         | \$424.20    |
| Boat Registration Writing Fees | \$176.00    |
| Miscellaneous                  | \$2,675.50  |
| Snow & ATV Writing Fees        | \$394.00    |
| R.E. Transfer Tax              | \$7,543.91  |
| Vital Records                  | \$1,488.00  |
| County Conservation            | \$145.00    |
| Total                          | \$23,395.61 |

All of which is respectfully submitted.

Maegan Messamaker  
Appanoose County Recorder



Pending DRAM Insurance

## Applicant

Help

Name of Legal Entity : HARTLAND ENTERPRISES LLC

Business Name (DBA) : PALE MOON

Business Type : Limited Liability Company

Insurance Company : SPECIALTY RISK OF AMERICA

## Premises Address

Street : 19071  
SUNSHINE  
RD

Suite/Apt :

City : CENTERVILLE

County : APPANOOSE

State : IOWA

ZIP : 52544-8345

## Mailing Address

Street : 19561 205TH  
AVE

Suite/Apt :

City : CENTERVILLE

County : APPANOOSE

State : IOWA

ZIP : 52544-8943

## Application Information

Application ID : 0-010-275-205

Application Type : Class "C" Retail Alcohol License (LC) Renewal

Current Stage : Dramshop Review

Premises Type : Bar/Tavern

Term : 12 months

Effective Date : 01-Jun-2026

Expiration Date : 31-May-2027

## Applicant

Help

Name of Legal Entity : VALLEY VIEW EVENT CENTER LLC

Business Name (DBA) : VALLEY VIEW EVENT CENTER LLC

Business Type : Limited Liability Company

Insurance Company : FOUNDERS INSURANCE COMPANY

## Premises Address

Street : 22322 278TH  
AVE

Suite/Apt :

City : MOULTON

County : APPANOOSE

State : IOWA

ZIP : 52572-8456

## Mailing Address

Street : 22322 278TH  
AVE

Suite/Apt :

City : MOULTON

County : APPANOOSE

State : IOWA

ZIP : 52572-8456

## Application Information

Application ID : 0-010-298-305

Application Type : Class "C" Retail Alcohol License (LC) Renewal

Current Stage : Dramshop Review

Premises Type : Convention Center/Hall

Term : 12 months

Effective Date : 01-Jun-2026

Expiration Date : 31-May-2027

Privileges : Outdoor Service

## REQUEST FOR MAINTENANCE -- WRIGHT-BRANNON CEMETERY

This document locates, describes, and summarizes recent preservation efforts of the Wright-Brannon Cemetery in Appanoose County, Iowa which now requires future maintenance.

Whereas the Appanoose County Recorder has no information on the Wright-Brannon Cemetery.

Whereas one of Appanoose County's earliest settlers John Conger Wright established a family cemetery for relatives and neighbors and is buried there where he lived in the mid 1800s.

Whereas in 1925 47 gravestones were visible in this cemetery and after years of neglect only two gravestones remain today. It is possible that some graves were initially unmarked to make the number of burials there greater than 47.

Whereas the Wright-Brannon Cemetery is located on privately owned land.

Whereas a Wright family descendant contacted the Office of the State Archaeologist about preserving this cemetery and this cemetery was officially designated an "Ancient Burial Site" (over 150 years) identified as 13AN297 which includes location information.

Whereas a Wright family descendant and the Appanoose County Pioneer Cemetery Commission recently undertook preservation efforts to include tree and brush removal, installing cemetery signage, gravestone repair, and requesting a non-invasive geophysical survey (Ground Penetrating Radar).

Whereas a Ground Penetrating Radar Survey was completed by the Office of the State Archaeologist with a detailed report of findings which concluded that burials "clearly on the order of 50 graves" were at the Wright-Brannon Cemetery within an area designated by GPS points.

Whereas the State Association for the Preservation of Pioneer Cemeteries awarded a \$500 grant to the Appanoose County Pioneer Cemetery Commission for their preservation efforts.

Whereas the current out-of-state owner of this property has deferred to the county to perform cemetery maintenance.

Now therefore, this document describes and locates the Wright-Brannon Cemetery so Appanoose County officials can maintain and preserve it.

Section 1. Location. The Wright-Brannon Cemetery is located on land with the legal description of T68N R17W Section 9 SE ¼ SW ¼ (Sharon Township) and within the area documented by the Office of the State Archaeologist Ground Penetrating Radar Survey with GPS points for the 4 corners of grid latitude/longitude (N/W) Grid 1 SW 40.16831 -92.04798, Grid 2 SE 40.69688 -92.02135, Grid 3 NE 40.69711 -92.82141, Grid 4 NW 40.69712 -92.82166.

Section 2. Verbal description. The Wright-Brannon Cemetery is approximately 4 ½ miles southeast of Centerville. Take Hwy 5 south of Centerville to Thirty Corner and go east on 540<sup>th</sup> Street 2.4 miles to a railroad crossing. Park on the east side of the railroad crossing and walk north uphill through a farm field about 300 feet to a fence line. Cross the fence at the wooden ladder and the Wright-Brannon Cemetery is another 30 feet northwest. This cemetery is located on private property with the address of 24778 540<sup>th</sup> Street, Centerville, IA 52544.

Section 3. Maintenance. Appanoose County is hereby requested to maintain and preserve this cemetery subject to the Iowa Cemetery Act 5231.316 and local best practice.

Larry Wright  
Wright Family Descendant



**Office of  
APPANOOSE COUNTY SHERIFF**

**Gary D. Anderson, Sheriff  
22158 Dewey Rd.  
P.O. Box 474  
Centerville, Iowa 52544  
Phone: 641-437-7100 Fax: 641-437-7107**



April 14, 2026

Appanoose County Board of Supervisors  
Appanoose County Courthouse  
Centerville, Iowa 52544

Dear Appanoose County Board of Supervisors;

I respectfully request the approval of Gannon Swan being hired as a fulltime Jailer. Swan's effective date of employment will be April 26, 2026.

Swan will fill a current opening in the jail. Swan will start at \$25.00 per hour; he will be on probation for one year, his hourly pay increases will be submitted to the Auditor until he reaches top Jailer pay.

Swan is currently a certified Jailer and has passed all the required testing and background checks.

Sincerely;

/s/ Gary D. Anderson, Sheriff

Cc: Auditor's Office

## Data Acquisition Agreement Concerning Geographic Information System Data

This Data Acquisition Agreement is entered into this 2nd day of April, 2026 by and between Appanoose County AND

CoreLogic Spatial Solutions, LLC (Hereinafter referred to as Customer)  
(Print or Type Customer Name)

1825A Kramer Ln, Austin, TX, 78758  
(Print or Type Customer Address)

Sourav Laha 512-977-3372  
(Print or Type Customer Contact Person) (Print or Type Customer Telephone Number)

**Describe the intended use for the acquired data:** \_\_\_\_\_  
We use raw GIS data to create value-added derivative products.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The PURPOSE OF THIS DATA ACQUISITION AGREEMENT is to specify the terms and conditions under which Customer may acquire Geographic Information Systems (GIS) data from Appanoose County.**

**NOTE: Appanoose County GIS cadastral map data does not replace or modify land surveys, deeds, and/or other legal instruments defining, land ownership and use.**

Appanoose County, has developed a digital graphic and tabular database (Geographic Information System, hereinafter GIS) depicting land and cadastral data based on NAD\_1983 State Plane, Iowa South FIPS 1402 Feet.

**Appanoose County agrees** to provide the GIS data listed on page 3 of this agreement, for the intended use described above. The fees charged the Customer for this GIS data are based on the cost of the data, as well as the direct cost of the of materials and services to provide the data.

**Customer hereby acknowledges** the limitations of the Appanoose County GIS data and information contained therein and restrictions on the use of the GIS data.

### **Limitations of the data and information provided**

1. Appanoose County is not responsible for any hardware or software needed to access and use the product and information therein.
2. The Appanoose County GIS data distributed by Appanoose County contains information from publicly available sources. Appanoose County has developed the data for internal use. All data is provided as is, with all faults, and without warranty of any kind, expressed or implied, including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose.
3. The Grantee understands and acknowledges that the data and information contained therein are subject to constant change and that its accuracy cannot be guaranteed. Appanoose County makes no warranties or a guarantee, expressed or implied, as to the accuracy, completeness, or correctness of such data, nor accepts any liability arising from any incorrect, incomplete or misleading information contained therein.
4. Appanoose County shall not be subject to liability for human errors, defect or failure of machines, or any material used in connection with the machines, including but not limited to CDs, DVDs, and FTP(where available).
5. Appanoose County shall not be subject to liability for any lost profits or consequential damages, or claims against the Customer by Third parties. The liability of Appanoose County for damages, regardless of the form of the action, shall not exceed the fee paid for the GIS data.
6. The entire risk as to the quality, performance and usefulness of the data rests with the Customer.
7. The Customer releases Appanoose County and its officers, agents, consultants, contractors and employees from any and all claims, actions or causes of action for damages including, but not limited to, any costs of recovering, reprogramming or reproducing of programs or data stored in or used with the Appanoose County GIS data, damage to property, damages for personal injury or for any lost profits, lost savings or other special incidental or consequential damages arising, from the use of or inability to use the Appanoose County GIS data.
8. The Customer shall indemnify and hold harmless Appanoose County and its officers, agents, consultants, contractors and employees from any and all liability claims or damages to any person or property arising from or connected with the use of Appanoose County GIS data.

### **Restrictions on use of the data and information provided**

1. The Customer understands that this is a one-time only delivery and that Appanoose County has no responsibility for updating, this product or information therein.
2. This Data Acquisition Agreement does not constitute a sale or transfer of any title or interest in the Appanoose County GIS data.
3. The Customer agrees to recognize and honor in perpetuity the copyrights, and other proprietary claims for databases, tax maps, and other collateral information, and products established or produced by Appanoose County, or the vendors furnishing said items to Appanoose County
4. The Customer may copy the Appanoose County GIS data granted via this agreement only for backup purposes and not for use by any party other than the Customer.

5. Derived products such as graphic displays and printed tabular listings derived from Appanoose County GIS data may be used in publications and presentations, provided that credit is given to Appanoose County as the custodian of the data and credit is also given to the original source of the data if other than Appanoose County.
6. The Appanoose County GIS data are acquired solely and exclusively for the internal use of the Customer and not for the use by any other person or entity, including, but not limited to, any entity which is affiliated with the Customer unless specified at the time of acquisition.
7. The Customer shall not license, assign, release, publish, transfer, sell or otherwise make available the Products or portion thereof to a third party without the expressed written permission of Appanoose County. Any such attempted assignment or transfer shall be null and void, and shall be a breach of this Agreement.
8. Upon the occurrence of the breach of or non-compliance with any term or provision of this Agreement, Appanoose County may provide written notice of the occurrence to the Customer, and terminate this Agreement. This Agreement shall terminate immediately following such notice by Appanoose County. The Customer shall, within 30 day after termination of this Agreement, return all GIS Products that were provided through this Agreement and are in the possession of the Customer to Appanoose County
9. This Data Acquisition Agreement constitutes the entire contract between the parties hereto. This Agreement may not be changed, modified, or amended, in whole or in part, except in writing, and signed by the parties.
10. This Agreement and performance hereunder shall be governed and construed by the laws of the State of Iowa.

*Appanoose County makes no claims as to the reliability of the data or the validity of any future use of this data. Appanoose County maintains an ongoing program to record and correct errors in this data that are brought to its attention. Appanoose County maintains records regarding the methods used to collect and process this data and will provide this information upon request.*

*If any provision or provisions of this Agreement shall be held to be invalid, illegal, unenforceable or in conflict with the law of any jurisdiction, the validity, legality and enforceability of the remaining provisions shall not be affected or impaired thereby.*

**Appanoose County provides the Products listed below to the Customer for internal use in accordance with this Data Acquisition Agreement.**

**The GIS Products being provided via this agreement are: \_\_\_\_\_**

**Latest GIS parcel polygon shapefiles for Appanoose County, IA.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The period of time for which the Customer is allowed the right to use the GIS Products is:  
For as long as it is needed.

Other restrictions imposed on the use of such Products are: \_\_\_\_\_

Customer shall pay Appanoose County a one-time fee of \$ 50.00 for the cost of the time to produce the data, as well the direct cost of materials and services has itemized on the Appanoose County GIS Data Cost Analysis sheet.

The undersigned acknowledges the terms and conditions of this Data Acquisition Agreement specified above and warrants to Appanoose County that he/she has full power and authority to enter into, and where applicable, to act as the agent of the Customer and be bound to perform its obligations under this Agreement.

Signed by: Mark Chowtham Date 4/3/2026  
DD33C7485E54417

Print Name: Mark Chowtham

Title: Director - Data Sourcing

Company or Affiliation: CoreLogic Spatial Solutions, LLC

Appanoose County acknowledges this Data Acquisition Agreement as specified above:

\_\_\_\_\_  
(Chair, Appanoose County Board of Supervisors) Date \_\_\_\_\_

To submit this form please print, complete, and mail to:

GIS Technician  
1200 Hwy 2 West  
Centerville, IA 52544  
[jfoster@appanoosecounty.net](mailto:jfoster@appanoosecounty.net)

**NOTICE OF PUBLIC HEARING – PROPOSED BUDGET**  
 Fiscal Year July 1, 2026 - June 30, 2027

County Name: APPANOOSE COUNTY County Number: 04

The County Board of Supervisors will conduct a public hearing on the proposed Fiscal Year County budget as follows:

Meeting Date: 4/20/2026 Meeting Time: 09:10 AM Meeting Location: Courthouse Boardroom, 1st Floor 201 N 12th Street Centerville, IA 52544

At the public hearing any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget. This notice represents a summary of the supporting detail of revenues and expenditures on file with the County Auditor. A copy of the supporting detail will be furnished upon request. County budgets are subject to protest. If protest petition requirements are met, the State Appeal Board will hold a local hearing. For more information, consult [dom.iowa.gov/local-budget-appeals](http://dom.iowa.gov/local-budget-appeals)

Average annual percentage changes between "Actual" and "Budget" amounts for "Taxes Levied on Property", "Other County Taxes/ TIF Tax Revenues", and for each of the ten "Expenditure Classes" must be published. Expenditure classes proposing "Budget" amounts, but having no "Actual" amounts, are designated "NEW".

County Website (if available)  
<https://appanoosecounty.iowa.gov>

County Telephone Number  
 (641) 856-6191

|  |           | Budget<br>2026/2027                               | Re-Est<br>2025/2026 | Actual<br>2024/2025 | AVG<br>Annual<br>% CHG |
|--|-----------|---|---------------------|---------------------|------------------------|
| <b>REVENUES &amp; OTHER FINANCING SOURCES</b>  |           |   |                     |                     |                        |
| Taxes Levied on Property   | 1         | 4,611,376   | 4,967,635           | 5,062,839           | -4.56                  |
| Less: Uncollected Delinquent Taxes - Levy Year   | 2         | 0   | 0                   | 0                   |                        |
| Less: Credits to Taxpayers   | 3         | 174,952   | 214,262             | 213,832             |                        |
| Net Current Property Taxes   | 4         | 4,436,424   | 4,753,373           | 4,849,007           |                        |
| Delinquent Property Tax Revenue  | 5         | 0   | 0                   | 2,886               |                        |
| Penalties, Interest & Costs on Taxes   | 6         | 12,000  | 12,000              | 73,296              |                        |
| Other County Taxes/TIF Tax Revenues  | 7         | 1,415,771   | 1,449,276           | 1,506,169           | -3.05                  |
| Intergovernmental  | 8         | 4,413,353   | 4,611,580           | 5,355,130           |                        |
| Licenses & Permits   | 9         | 20,200  | 15,200              | 28,394              |                        |
| Charges for Service  | 10        | 419,745   | 422,245             | 402,392             |                        |
| Use of Money & Property  | 11        | 158,700   | 158,750             | 501,775             |                        |
| Miscellaneous  | 12        | 614,711   | 316,675             | 704,389             |                        |
| <b>Subtotal Revenues</b>   | 13        | 11,490,904  | 11,739,099          | 13,423,438          |                        |
| Other Financing Sources:   |           |   |                     |                     |                        |
| General Long-Term Debt Proceeds  | 14        | 0   | 0                   | 227,760             |                        |
| Operating Transfers In   | 15        | 1,114,245   | 1,006,181           | 979,867             |                        |
| Proceeds of Fixed Asset Sales  | 16        | 0   | 0                   | 0                   |                        |
| <b>Total Revenues &amp; Other Sources</b>  | 17        | 12,605,149  | 12,745,280          | 14,631,065          |                        |
| <b>EXPENDITURES &amp; OTHER FINANCING USES</b>   |           |   |                     |                     |                        |
| Operating:   |           |   |                     |                     |                        |
| Public Safety and Legal Services   | 18        | 4,241,849   | 3,930,043           | 3,071,982           | 17.51                  |
| Physical Health and Social Services  | 19        | 686,582   | 702,355             | 514,050             | 15.57                  |
| County Environment and Education   | 21        | 938,809   | 1,343,642           | 1,079,778           | -6.76                  |
| Roads & Transportation   | 22        | 5,136,887   | 5,075,411           | 5,003,387           | 1.33                   |
| Government Services to Residents   | 23        | 675,442   | 682,066             | 652,156             | 1.77                   |
| Administration   | 24        | 2,521,147   | 1,775,252           | 1,481,267           | 30.46                  |
| Nonprogram Current   | 25        | 0   | 0                   | 0                   |                        |
| Debt Service   | 26        | 548,150   | 549,150             | 777,160             | -16.02                 |
| Capital Projects   | 27        | 250,516   | 299,336             | 431,839             | -23.83                 |
| <b>Subtotal Expenditures</b>   | 28        | 14,999,382  | 14,357,255          | 13,011,619          |                        |
| Other Financing Uses:  |           |   |                     |                     |                        |
| Operating Transfers Out  | 29        | 1,114,245   | 1,006,181           | 979,867             |                        |
| Refunded Deb/Payments to Escrow  | 30        | 0   | 0                   | 0                   |                        |
| <b>Total Expenditures &amp; Other Uses</b>   | 31        | 16,113,627  | 15,363,436          | 13,991,486          |                        |
| <b>Excess of Revenues &amp; Other Sources<br/>over (under) Expenditures &amp; Other Uses</b> | 32        | -3,508,478  | -2,618,156          | 639,579             |                        |
| Beginning Fund Balance - July 1,   | 33        | 9,559,251   | 12,177,407          | 11,537,828          |                        |
| Increase (Decrease) in Reserves (GAAP Budgeting)   | 34        | 0   | 0                   | 0                   |                        |
| Fund Balance - Nonspendable  | 35        | 0   | 0                   | 0                   |                        |
| Fund Balance - Restricted  | 36        | 2,182,585   | 3,792,892           | 4,875,724           |                        |
| Fund Balance - Committed   | 37        | 2,338,280   | 2,114,430           | 1,891,580           |                        |
| Fund Balance - Assigned  | 38        | 1,548,702   | 3,651,929           | 5,410,103           |                        |
| Fund Balance - Unassigned  | 39        | -18,794   | 0                   | 0                   |                        |
| <b>Total Ending Fund Balance - June 30,</b>  | 40        | 6,050,773   | 9,559,251           | 12,177,407          |                        |
| Proposed property taxation by type:  |           | Proposed tax rates per \$1,000 taxable valuation: |                     |                     |                        |
| Countywide Levies*:  | 3,321,874 | Urban Areas:                                      |                     | 5.08880             |                        |
| Rural Only Levies*:  | 1,289,502 | Rural Areas:                                      |                     | 8.04597             |                        |
| Special District Levies*:  | 0         | Any special district tax rates not included.      |                     |                     |                        |
| TIF Tax Revenues:  | 0         |   |                     |                     |                        |
| Utility Replacement Excise Tax:  |           |   |                     |                     |                        |

RESOLUTION 2026-13

APPANOOSE COUNTY ELECTED OFFICIAL COMPENSATION FOR FY2026

WHEREAS HF2415 abolished county compensation boards in 2024.

WHEREAS the Appanoose County Board of Supervisors did not re-establish the county compensation board for Appanoose County:

WHEREAS the Appanoose County Board of Supervisors did determine the wages for county elected officials for FY2026 as follows:

| <u>Elected Official</u> | <u>Current Salary</u> | <u>Proposed Increase</u> | <u>Recommended Salary</u> |
|-------------------------|-----------------------|--------------------------|---------------------------|
| Attorney                | \$124,596.95          | 0%                       | \$124,596.95              |
| Auditor                 | \$75,255.96           | 0%                       | \$75,255.96               |
| Recorder                | \$72,613.99           | 0%                       | \$72,613.99               |
| Treasurer               | \$72,613.99           | 0%                       | \$72,613.99               |
| Sheriff                 | \$103,907.56          | 0%                       | \$103,907.56              |
| Supervisor              | \$35,566.43           | 0.0%                     | \$35,566.43               |

Chairman of the Supervisors receives an additional \$1,000.00 stipend.

THEREFORE, BE IT RESOLVED that the Appanoose County Board of Supervisors adopts the salary recommendations for elected officials for the fiscal year beginning July 1, 2026.

BE IT DULY ADOPTED on this 20<sup>th</sup> day of April, 2026, with the vote thereon being as follows:

AYES:

NAYS:

ABSENT/NOT VOTING:

APPANOOSE COUNTY BOARD OF SUPERVISORS

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Jeff Kulmatycki, Chairman

ATTEST:

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Kelly Howard, Auditor

# SECONDARY ROADS BUDGET

Iowa Department of Transportation

County: Appanoose County

Fiscal Year: 2027

Version: Original

Status: Submitted

| COUNTY CERTIFICATION  |       |
|---|-------|
| This Secondary Road Budget was adopted by the Board of Supervisors on | _____ |
|   | Date  |
| ATTESTED  |       |
| _____   | _____ |
| County Auditor  | Date  |
| _____   | _____ |
| County Engineer   | Date  |
| _____   | _____ |
| Chairperson, Board of Supervisors                                     | Date  |

PREVIEW

## SECONDARY ROADS BUDGET

|   |  | Actual Receipts Prior Years |                       | Estimated Receipts |                |
|---|--|-----------------------------|-----------------------|--------------------|----------------|
|   |  | 2 <sup>nd</sup> Prior       | 1 <sup>st</sup> Prior | Current            | Next           |
|   |  | FY 2024                     | FY 2025               | FY 2026            | FY 2027        |
| 1. County Auditor's Beginning Balance   |  | \$2,663,050.78              | \$2,285,839.35        | \$2,431,407.04     | \$2,208,884.25 |
| Receipts from Property Tax Levies   | 3.00375 Dollars on all taxable property in county except on property within cities and towns. (Max. \$3.00375) | \$898,040.00                | \$957,182.00          | \$1,000,000.00     | \$1,111,245.00 |
|   | 0.16875 Dollars on all taxable property in the county. (Max. \$0.16875)  |                             |                       |                    |                |
| 2A. Local Option Sales Tax  |  | \$0.00                      | \$0.00                | \$0.00             | \$0.00         |
| 3. Regular Road Use Tax Received  | (Doesn't include transfer of local R.U.T. to FM account for const. on FM routes)                               | \$3,234,089.77              | \$3,311,997.10        | \$3,239,847.00     | \$3,265,623.00 |
| 3b. Amount for 306.4(a3)  | (Senate File 451 - FM Ext. in City <=500)  | \$46,773.32                 | \$47,036.39           | \$46,533.21        | \$46,367.62    |
| 3c. Time 21   |  | \$367,942.43                | \$367,541.18          | \$361,644.00       | \$362,043.00   |
| 4. RISE Funds   |  | \$0.00                      | \$0.00                | \$0.00             | \$0.00         |
| 5. FA Bridge Replacement Funds  |  | \$446,385.59                | \$417,720.84          | \$0.00             | \$0.00         |
| 5a. SWAP Bridge Replacement Funds   |  | \$0.00                      | \$0.00                | \$0.00             | \$0.00         |
| 6. Proposed transfer of FM funds to Local Secondary Fund. (Section 309.10)  |  | \$0.00                      | \$0.00                | \$0.00             | \$0.00         |
| 7. Tax Refunds (-) and/or Credits (+). (Section 309.10 - Code of Iowa)  |  | \$6,382.20                  | \$8,038.49            | \$0.00             | \$0.00         |
| 8. Miscellaneous Receipts<br><i>Donations, sale of used materials, Special Assessments, etc</i><br><i>Itemized for 2027</i>   | Gasoline, Street, Maintenance- Other Gov't Entities Reimbursements   |                             |                       | \$131,000.00       | \$134,000.00   |
|   | Materials sold, Trip permits   |                             |                       | \$165,000.00       | \$50,000.00    |
|   | Watershed  |                             |                       | \$5,500.00         | \$5,500.00     |
|   | All Other  | \$173,615.82                | \$45,414.84           | \$15,200.00        |                |
| 9. Total Miscellaneous Receipts   |  | \$173,615.82                | \$45,414.84           | \$316,700.00       | \$189,500.00   |
| 10. TOTAL RECEIPTS  |  | \$7,836,279.91              | \$7,440,770.19        | \$7,396,131.25     | \$7,183,662.87 |
| 11. Road Use Tax Funds or other local funds not transferred to Secondary Roads to be transferred to FM fund for construction. |  | 0                           | 0                     | \$0.00             | \$0.00         |

# SECONDARY ROADS BUDGET

|  | Actual Expenditures Prior Years |                       | Estimated Expenditures |                       |
|--|---------------------------------|-----------------------|------------------------|-----------------------|
|  | Prior 2                         | Prior 1               | Current                | Next                  |
|  | FY 2024                         | FY 2025               | FY 2026                | FY 2027               |
| <b>70X * Administration and Engineering</b>  |                                 |                       |                        |                       |
| 700 Administration Expenditures  | \$392,165.34                    | \$314,171.65          | \$474,937.00           | \$457,495.00          |
| 701 Engineering Expenditures   | \$353,421.54                    | \$384,717.13          | \$397,598.00           | \$353,069.00          |
| <b>TOTAL ADMINISTRATION AND ENGINEERING</b>  | <b>\$745,586.88</b>             | <b>\$698,888.78</b>   | <b>\$872,535.00</b>    | <b>\$810,564.00</b>   |
| <b>020* Construction</b>   |                                 |                       |                        |                       |
| Adjusted Construction Program Expenditures (300) on FM and Local Sec. Roads<br><i>(With other than FM funds ---See Accomplishment Year projects)</i> | \$827,082.63                    | \$416,838.50          | \$111,836.00           | \$210,000.00          |
| <b>71X* Roadway Maintenance</b>  |                                 |                       |                        |                       |
| 710 Bridges and Culverts (420, 430)  | \$502,595.66                    | \$241,407.54          | \$490,867.00           | \$482,331.00          |
| 711 Roads (4250, 460, 480)   | \$1,344,694.26                  | \$1,435,587.91        | \$1,560,573.00         | \$1,515,574.00        |
| 712 Snow and Ice Control (520)   | \$97,706.66                     | \$87,224.00           | \$136,254.00           | \$136,254.00          |
| 713 Traffic Controls (590)   | \$238,703.23                    | \$3,552.48            | \$156,766.00           | \$186,766.00          |
| 714 Road Clearing (490)  | \$218,843.19                    | \$291,705.48          | \$237,053.00           | \$253,034.00          |
| <b>TOTAL ROADWAY MAINTENANCE</b>   | <b>\$2,402,543.00</b>           | <b>\$2,059,477.41</b> | <b>\$2,581,513.00</b>  | <b>\$2,573,959.00</b> |
| <b>72X * General Roadway</b>   |                                 |                       |                        |                       |
| 720 New Equipment (610)  | \$504,860.33                    | \$709,142.98          | \$405,000.00           | \$575,000.00          |
| 721 Equipment Operations (620, 630, 650)   | \$1,038,268.61                  | \$1,087,445.37        | \$996,363.00           | \$996,363.00          |
| 722 Tools, Materials and Supplies (655, 660, 670, 680, 690)  | \$21,880.48                     | \$34,211.30           | \$20,000.00            | \$11,000.00           |
| 723 Real Estate and Buildings (800)  | \$10,218.63                     | \$3,358.81            | \$200,000.00           | \$145,000.00          |
| <b>TOTAL GENERAL ROADWAY</b>   | <b>\$1,575,228.05</b>           | <b>\$1,834,158.46</b> | <b>\$1,621,363.00</b>  | <b>\$1,727,363.00</b> |
| <b>TOTAL EXPENDITURES (70X + 020 + 71X + 72X)</b>  | <b>\$5,550,440.56</b>           | <b>\$5,009,363.15</b> | <b>\$5,187,247.00</b>  | <b>\$5,321,886.00</b> |
| County Auditor's balance at end of fiscal year   | \$2,285,839.35                  | \$2,431,407.04        | \$2,208,884.25         | \$1,861,776.87        |
| <b>TOTAL (Must equal receipts) (Does not include transfer of Road Use Tax to FM Fund)</b>  | <b>\$7,836,279.91</b>           | <b>\$7,440,770.19</b> | <b>\$7,396,131.25</b>  | <b>\$7,183,662.87</b> |

# SECONDARY ROADS FIVE YEAR PROGRAM

## Iowa Department of Transportation

County: Appanoose County

Fiscal Year: 2027

Version: Original

Status: Submitted

### COUNTY CERTIFICATION

The detailed construction program for the secondary road system was adopted by the Board of Supervisors on \_\_\_\_\_

Date

### ATTESTED

\_\_\_\_\_  
County Auditor

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Engineer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson, Board of Supervisors

\_\_\_\_\_  
Date

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## SECONDARY ROADS FIVE YEAR PROGRAM

| Project Number<br>Project Name<br>Project ID       | Location<br>Description of Work<br>Sec. / Twp. / Rng.  | AADT<br>Length<br>Federal ID | Status<br>FM<br>Transfer | Day Labor<br>Type of Work<br>Project Type     | Fund    | Accomp<br>Year<br>FY<br>2027 | Priority Years    |                   |                   |                   | Total |
|--|--|------------------------------|--------------------------|---|---------|------------------------------|-------------------|-------------------|-------------------|-------------------|-------|
|  |  |                              |                          |   |         |                              | 1st<br>FY<br>2028 | 2nd<br>FY<br>2029 | 3rd<br>FY<br>2030 | 4th<br>FY<br>2031 |       |
| L-8634A--73-04<br>315th Ave Bridge<br>45625        | On 315TH AVE, Over<br>INDIAN CREEK, from<br>570th St S 0.8 miles<br>to bridge S34 T68<br>R16<br><br>34 / 68 / 16 | 5<br><br>64260               | Previous                 | \$10<br><br>331 Pipe<br>Culverts<br><br>Local | Local   | \$30                         |                   |                   |                   |                   | \$30  |
|  |  |                              |                          |   | FM      |                              |                   |                   |                   |                   |       |
|  |  |                              |                          |   | Special |                              |                   |                   |                   |                   |       |
|  |  |                              |                          |   | FA      |                              |                   |                   |                   |                   |       |
| L-7823A--73-04<br>210th Ave Bridge<br>49860        | On 210TH AVE, Over<br>STREAM, S23 T67<br>R18<br><br>23 / 67 / 18   | 20<br><br>63900              | Previous                 | \$100<br><br>320 Bridges<br><br>Local         | Local   | \$180                        |                   |                   |                   |                   | \$180 |
|  |  |                              |                          |   | FM      |                              |                   |                   |                   |                   |       |
|  |  |                              |                          |   | Special |                              |                   |                   |                   |                   |       |
|  |  |                              |                          |   | FA      |                              |                   |                   |                   |                   |       |
| Notes: RR Flatcar                                  |  |                              |                          |   |         |                              |                   |                   |                   |                   |       |
| FM-C004(133)--55-04<br>J3T Culvert Liners<br>58198 | On HWY J3T, from<br>ECL Moravia E 8<br>miles to WCL of<br>Unionville<br><br>20 / 70N / 16W                       | 47<br>8 miles                | New                      | \$0<br><br>331 Pipe<br>Culverts<br><br>FM     | Local   |                              |                   |                   |                   |                   | \$700 |
|  |  |                              |                          |   | FM      | \$700                        |                   |                   |                   |                   |       |
|  |  |                              |                          |   | Special |                              |                   |                   |                   |                   |       |
|  |  |                              |                          |   | FA      |                              |                   |                   |                   |                   |       |
| L-7816A--73-04<br>600th Street Bridge<br>52876     | On 600TH ST, Over<br>STREAM, from T20 W<br>0.5 miles S9 T67 R18<br><br>9 / 67 / 18                               | 52<br><br>63841              | Previous                 | \$30<br><br>320 Bridges<br><br>Local          | Local   |                              | \$30              |                   |                   |                   | \$30  |
|  |  |                              |                          |   | FM      |                              |                   |                   |                   |                   |       |
|  |  |                              |                          |   | Special |                              |                   |                   |                   |                   |       |
|  |  |                              |                          |   | FA      |                              |                   |                   |                   |                   |       |
|  |  |                              |                          |   | SWAP    |                              |                   |                   |                   |                   |       |

## SECONDARY ROADS FIVE YEAR PROGRAM

| Project Number<br>Project Name<br>Project ID                              | Location<br>Description of Work<br>Sec. / Twp. / Rng.   | AADT<br>Length<br>Federal ID | Status<br>FM<br>Transfer | Day Labor<br>Type of Work<br>Project Type | Fund    | Accomp<br>Year | Priority Years    |                   |                   |                   | Total   |
|---|---|------------------------------|--------------------------|---|---------|----------------|-------------------|-------------------|-------------------|-------------------|---------|
|   |   |                              |                          |   |         | FY<br>2027     | 1st<br>FY<br>2028 | 2nd<br>FY<br>2029 | 3rd<br>FY<br>2030 | 4th<br>FY<br>2031 |         |
| L-7609A--73-04<br>308th Ave Bridge<br>52878                               | On 308TH AVE, Over<br>LONG BRANCH, from<br>590th St S 0.3 miles<br>S9 T67 R16<br><br>9 / 67 / 16        | 26<br><br>63500              | Previous                 | \$100<br>320 Bridges<br><br>Local         | Local   |                | \$180             |                   |                   |                   | \$180   |
|   |   |                              |                          |   | FM      |                |                   |                   |                   |                   |         |
|   |   |                              |                          |   | Special |                |                   |                   |                   |                   |         |
|   |   |                              |                          |   | FA      |                |                   |                   |                   |                   |         |
|   |   |                              |                          |   | SWAP    |                |                   |                   |                   |                   |         |
| Notes: RR Flatcar   |   |                              |                          |   |         |                |                   |                   |                   |                   |         |
| BHS-5357()-63-04<br>Bridge Repair and Deck<br>Overlay T14 S<br>54927      | In the city of Mystic,<br>On T 14, near W 1/4<br>Cor S16-T69N-R18W<br><br>16 / 69N / 18W                | 540<br><br>13991             | Previous                 | \$0<br>320 Bridges<br><br>FA              | Local   |                |                   |                   |                   |                   | \$1,500 |
|   |   |                              |                          |   | FM      |                |                   |                   |                   |                   |         |
|   |   |                              |                          |   | Special |                |                   |                   |                   |                   |         |
|   |   |                              |                          |   | FA      | \$1,200        |                   |                   |                   |                   |         |
|   |   |                              |                          |   | SWAP    | \$300          |                   |                   |                   |                   |         |
| Notes: City Bridge Program funding. Do not know actual cost estimate yet. |   |                              |                          |   |         |                |                   |                   |                   |                   |         |
| BHS-C004()-63-04<br>Bridge Deck Overlay T14 N<br>58449                    | On HWY T14, Over<br>Little Walnut Creek,<br>from 472nd St N 0.4<br>miles to bridge<br><br>9 / 69N / 18W | 541<br><br>65440             | New                      | \$0<br>320 Bridges<br><br>FA              | Local   |                |                   |                   |                   |                   | \$400   |
|   |   |                              |                          |   | FM      |                |                   |                   |                   |                   |         |
|   |   |                              |                          |   | Special |                |                   |                   |                   |                   |         |
|   |   |                              |                          |   | FA      | \$320          |                   |                   |                   |                   |         |
|   |   |                              |                          |   | SWAP    | \$80           |                   |                   |                   |                   |         |
| Notes: Bridge deck replacement for 980901                                 |   |                              |                          |   |         |                |                   |                   |                   |                   |         |
| STP-S-C004()-5E-04<br>J3T HMA Overlay<br>56097                            | On HWY J3T, from<br>ECL Moravia SE 8<br>miles to Unionville<br><br>20 / 70N / 16W                       | 143<br>8.3 miles             | Previous                 | \$0<br>366 HMA<br>Paving<br><br>FA        | Local   |                |                   |                   |                   |                   | \$2,000 |
|   |   |                              |                          |   | FM      | \$1,000        |                   |                   |                   |                   |         |
|   |   |                              |                          |   | Special |                |                   |                   |                   |                   |         |
|   |   |                              |                          |   | FA      | \$1,000        |                   |                   |                   |                   |         |
|   |   |                              |                          |   | SWAP    |                |                   |                   |                   |                   |         |

## SECONDARY ROADS FIVE YEAR PROGRAM

| Project Number<br>Project Name<br>Project ID   | Location<br>Description of Work<br>Sec. / Twp. / Rng.   | AADT<br>Length<br>Federal ID  | Status<br>FM<br>Transfer | Day Labor<br>Type of Work<br>Project Type | Fund    | Accomp<br>Year<br>FY<br>2027 | Priority Years    |                   |                   |                   | Total |
|--|---|-------------------------------|--------------------------|---|---------|------------------------------|-------------------|-------------------|-------------------|-------------------|-------|
|  |   |                               |                          |   |         |                              | 1st<br>FY<br>2028 | 2nd<br>FY<br>2029 | 3rd<br>FY<br>2030 | 4th<br>FY<br>2031 |       |
| STP-S-C004()-5E-04<br>J3T Moravia HMA Overlay<br>56100   | On Hwy J3T, from IA<br>Hwy 5 SE 1.6 miles to<br>ECL Moravia<br><br>4 / 70N / 17W  | 87<br>1.6 miles               | Previous                 | \$0<br>366 HMA<br>Paving<br><br>FA        | Local   |                              |                   |                   |                   |                   | \$575 |
|  |   |                               |                          |   | FM      |                              | \$275             |                   |                   |                   |       |
|  |   |                               |                          |   | Special |                              |                   |                   |                   |                   |       |
|  |   |                               |                          |   | FA      |                              | \$300             |                   |                   |                   |       |
|  |   |                               |                          |   | SWAP    |                              |                   |                   |                   |                   |       |
| Notes: This segment through the town of Moravia is proposed to be done by Small Communities fund by Region 17. Funding to be determined if Moravia will be awarded this funding. |   |                               |                          |   |         |                              |                   |                   |                   |                   |       |
| L-8825A--73-04<br>560th Bridge<br>37215  | On 560th St, Over<br>Unnamed Trib, from<br>HWY 5 W 0.4 miles to<br>560th St Bridge on<br>NLINE S25 T68N<br>R18W<br><br>25 / 68N / 18W | 70<br>0.01 miles<br><br>64691 | Previous                 | \$60<br>320 Bridges<br><br>Local          | Local   |                              |                   | \$160             |                   |                   | \$160 |
|  |   |                               |                          |   | FM      |                              |                   |                   |                   |                   |       |
|  |   |                               |                          |   | Special |                              |                   |                   |                   |                   |       |
|  |   |                               |                          |   | FA      |                              |                   |                   |                   |                   |       |
|  |   |                               |                          |   | SWAP    |                              |                   |                   |                   |                   |       |
| Notes: Beam in Slab  |   |                               |                          |   |         |                              |                   |                   |                   |                   |       |
| LFM-8929A--7X-04<br>110th Ave Bridge Replacement<br>54925  | On 110TH AVE, Over<br>N SHOAL CREEK,<br>from 560th Ave S 0.8<br>miles to bridge S29<br>T68 R19<br><br>29 / 68 / 19                    | 45<br><br>64941               | Previous                 | \$100<br>320 Bridges<br><br>Local         | Local   |                              |                   | \$180             |                   |                   | \$180 |
|  |   |                               |                          |   | FM      |                              |                   |                   |                   |                   |       |
|  |   |                               |                          |   | Special |                              |                   |                   |                   |                   |       |
|  |   |                               |                          |   | FA      |                              |                   |                   |                   |                   |       |
|  |   |                               |                          |   | SWAP    |                              |                   |                   |                   |                   |       |
| Notes: RR Flatcar  |   |                               |                          |   |         |                              |                   |                   |                   |                   |       |
| BRS-C004()-60-04<br>East 580th St Bridge<br>37209  | On 580TH ST, Over<br>Unnamed Trib to<br>Shoal Cr, from 110th<br>Ave E 0.6 miles to<br>580th St Bridge<br><br>32 / 68N / 19W           | 60<br><br>63910               | Previous                 | \$0<br>320 Bridges<br><br>FA              | Local   |                              |                   |                   |                   |                   | \$500 |
|  |   |                               |                          |   | FM      |                              |                   |                   |                   |                   |       |
|  |   |                               |                          |   | Special |                              |                   |                   |                   |                   |       |
|  |   |                               |                          |   | FA      |                              |                   | \$400             |                   |                   |       |
|  |   |                               |                          |   | SWAP    |                              |                   | \$100             |                   |                   |       |
| Notes: Replace Existing Bridge with box culvert - On System 80% Federal Aid 20% Swap   |   |                               |                          |   |         |                              |                   |                   |                   |                   |       |

## SECONDARY ROADS FIVE YEAR PROGRAM

| Project Number<br>Project Name<br>Project ID          | Location<br>Description of Work<br>Sec. / Twp. / Rng.   | AADT<br>Length<br>Federal ID  | Status<br>FM<br>Transfer | Day Labor<br>Type of Work<br>Project Type   | Fund    | Accomp<br>Year<br>FY<br>2027 | Priority Years    |                   |                   |                   | Total |
|---|---|-------------------------------|--------------------------|---|---------|------------------------------|-------------------|-------------------|-------------------|-------------------|-------|
|   |   |                               |                          |   |         |                              | 1st<br>FY<br>2028 | 2nd<br>FY<br>2029 | 3rd<br>FY<br>2030 | 4th<br>FY<br>2031 |       |
| BROS-C004()-5F-04<br>450th Street Bridge<br>49849     | On 450th Street, Over<br>SOAP CREEK, from<br>294th Avenue W 1<br>miles to bridge S31<br>T70 R16<br><br>31 / 70 / 16 | 76<br><br>65990               | Previous                 | \$0<br><br>320 Bridges<br><br>FA            | Local   |                              |                   |                   |                   |                   | \$600 |
|   |   |                               |                          |   | FM      |                              |                   |                   |                   |                   |       |
|   |   |                               |                          |   | Special |                              |                   |                   |                   |                   |       |
|   |   |                               |                          |   | FA      |                              | \$600             |                   |                   |                   |       |
|   |   |                               |                          |   | SWAP    |                              |                   |                   |                   |                   |       |
| L-9634A--73-04<br>310th Ave Bridge<br>37207           | On 310th Ave, Over<br>Unnamed Trib, from<br>HWY 2 S 0.3 miles on<br>WLINE S34 T69N<br>R16W<br><br>34 / 69N / 16W    | 50<br>0.01 miles<br><br>65110 | Previous                 | \$60<br><br>320 Bridges<br><br>Local        | Local   |                              |                   | \$160             |                   |                   | \$160 |
|   |   |                               |                          |   | FM      |                              |                   |                   |                   |                   |       |
|   |   |                               |                          |   | Special |                              |                   |                   |                   |                   |       |
|   |   |                               |                          |   | FA      |                              |                   |                   |                   |                   |       |
|   |   |                               |                          |   | SWAP    |                              |                   |                   |                   |                   |       |
| Notes: Beam in Slab                                   |   |                               |                          |   |         |                              |                   |                   |                   |                   |       |
| L-9610A--73-4<br>477th St Bridge Replacement<br>39598 | On 477th Street, Over<br>local drainage, from<br>310th Ave E 0.6 miles<br>S10 T69 R16<br><br>10 / 69 / 16           | 20<br>0.1 miles               | Previous                 | \$60<br><br>320 Bridges<br><br>Local        | Local   |                              |                   | \$160             |                   |                   | \$160 |
|   |   |                               |                          |   | FM      |                              |                   |                   |                   |                   |       |
|   |   |                               |                          |   | Special |                              |                   |                   |                   |                   |       |
|   |   |                               |                          |   | FA      |                              |                   |                   |                   |                   |       |
|   |   |                               |                          |   | SWAP    |                              |                   |                   |                   |                   |       |
| Notes: Beam in Slab                                   |   |                               |                          |   |         |                              |                   |                   |                   |                   |       |
| FM-C004()-55-04<br>T61 Pavement Improvement<br>54932  | On T61, from<br>Unionville NCL N 3<br>miles to 437th St<br><br>27 / 70 / 16   | 11<br>2.6 miles               | Previous                 | \$0<br><br>365 Stabilized<br>Base<br><br>FM | Local   |                              |                   |                   |                   |                   | \$500 |
|   |   |                               |                          |   | FM      |                              |                   | \$500             |                   |                   |       |
|   |   |                               |                          |   | Special |                              |                   |                   |                   |                   |       |
|   |   |                               |                          |   | FA      |                              |                   |                   |                   |                   |       |
|   |   |                               |                          |   | SWAP    |                              |                   |                   |                   |                   |       |
| Notes: Pavement Repair                                |   |                               |                          |   |         |                              |                   |                   |                   |                   |       |

## SECONDARY ROADS FIVE YEAR PROGRAM

| Project Number<br>Project Name<br>Project ID                                | Location<br>Description of Work<br>Sec. / Twp. / Rng.   | AADT<br>Length<br>Federal ID | Status<br>FM<br>Transfer | Day Labor<br>Type of Work<br>Project Type | Fund    | Accomp<br>Year<br>FY<br>2027 | Priority Years    |                   |                   |                   | Total   |
|---|---|------------------------------|--------------------------|---|---------|------------------------------|-------------------|-------------------|-------------------|-------------------|---------|
|   |   |                              |                          |   |         |                              | 1st<br>FY<br>2028 | 2nd<br>FY<br>2029 | 3rd<br>FY<br>2030 | 4th<br>FY<br>2031 |         |
| FM-C004()-55-04<br>T61 Pavement Improvement<br>54933                        | On Hwy T61, from<br>437th St N 4 miles to<br>407th St<br><br>24 / 70 / 16   | 11<br>4 miles                | Previous                 | \$0<br>365 Stabilized<br>Base<br><br>FM   | Local   |                              |                   |                   |                   |                   | \$500   |
|   |   |                              |                          |   | FM      |                              |                   | \$500             |                   |                   |         |
|   |   |                              |                          |   | Special |                              |                   |                   |                   |                   |         |
|   |   |                              |                          |   | FA      |                              |                   |                   |                   |                   |         |
|   |   |                              |                          |   | SWAP    |                              |                   |                   |                   |                   |         |
| Notes: Pavement Repair  |   |                              |                          |   |         |                              |                   |                   |                   |                   |         |
| BROS-C004()-5F-04<br>168th Ave Bridge Replacement<br>54924                  | On 168TH AVE, Over<br>SMALL STREAM,<br>from 166th Ave E 0.5<br>miles to bridge S20<br>T69 R18<br><br>20 / 69 / 18 | 70<br>65500                  | Previous                 | \$0<br>320 Bridges<br><br>FA              | Local   |                              |                   |                   |                   |                   | \$1,500 |
|   |   |                              |                          |   | FM      |                              |                   |                   |                   |                   |         |
|   |   |                              |                          |   | Special |                              |                   |                   |                   |                   |         |
|   |   |                              |                          |   | FA      |                              |                   | \$1,500           |                   |                   |         |
|   |   |                              |                          |   | SWAP    |                              |                   |                   |                   |                   |         |
| L-0730A--73-04<br>Boyer Ridge Bridge<br>49854                               | On BOYER RDG RD,<br>Over OVER CP-RR,<br>S30 T70 R17<br><br>30 / 70 / 17   | 50<br>66090                  | Previous                 | \$0<br>320 Bridges<br><br>Local           | Local   |                              |                   |                   |                   |                   | \$800   |
|   |   |                              |                          |   | FM      |                              |                   |                   |                   |                   |         |
|   |   |                              |                          |   | Special |                              |                   |                   | \$800             |                   |         |
|   |   |                              |                          |   | FA      |                              |                   |                   |                   |                   |         |
|   |   |                              |                          |   | SWAP    |                              |                   |                   |                   |                   |         |
| Notes: Bridge is owned by CP Railroad. Anticipate their funding replacement |   |                              |                          |   |         |                              |                   |                   |                   |                   |         |
| L-7702A--73-04<br>263rd Ave Bridge<br>52877                                 | On 263RD AVE, Over<br>PACKARD CREEK,<br>from 582nd St S 0.7<br>miles S2 T67 R17<br><br>2 / 67 / 17                | 16<br>63710                  | Previous                 | \$100<br>320 Bridges<br><br>Local         | Local   |                              |                   |                   |                   | \$180             | \$180   |
|   |   |                              |                          |   | FM      |                              |                   |                   |                   |                   |         |
|   |   |                              |                          |   | Special |                              |                   |                   |                   |                   |         |
|   |   |                              |                          |   | FA      |                              |                   |                   |                   |                   |         |
|   |   |                              |                          |   | SWAP    |                              |                   |                   |                   |                   |         |
| Notes: RR Flatcar   |   |                              |                          |   |         |                              |                   |                   |                   |                   |         |

## SECONDARY ROADS FIVE YEAR PROGRAM

|   |  |   |                              |                          |   | Accomp<br>Year | Priority Years |                   |                   |                   | Total |                   |
|---|--|---|------------------------------|--------------------------|---|----------------|----------------|-------------------|-------------------|-------------------|-------|-------------------|
| Project Number<br>Project Name<br>Project ID            |  | Location<br>Description of Work<br>Sec. / Twp. / Rng.   | AADT<br>Length<br>Federal ID | Status<br>FM<br>Transfer | Day Labor<br>Type of Work<br>Project Type |                | Fund           | 1st<br>FY<br>2027 | 2nd<br>FY<br>2028 | 3rd<br>FY<br>2029 |       | 4th<br>FY<br>2031 |
| L-8601A--73-04<br>330th Ave Bridge Replacement<br>54934 |  | On 330TH AVE, Over<br>FOX CREEK, from<br>Hwy 2 S 0.5 miles to<br>bridge S1 T68 R16<br><br>1 / 68 / 16 | 51<br><br><br>64060          | Previous                 | \$60<br><br>320 Bridges<br><br>Local      | Local          |                |                   |                   |                   | \$160 | \$160             |
|   |  |   |                              |                          |   | FM             |                |                   |                   |                   |       |                   |
|   |  |   |                              |                          |   | Special        |                |                   |                   |                   |       |                   |
|   |  |   |                              |                          |   | FA             |                |                   |                   |                   |       |                   |
|   |  |   |                              |                          |   | SWAP           |                |                   |                   |                   |       |                   |
| Notes: Beam in Slab                                     |  |   |                              |                          |   |                |                |                   |                   |                   |       |                   |

PREVIEW

## SECONDARY ROADS FIVE YEAR PROGRAM

| Fund         | 2027             | 2028               | 2029               | 2030               | 2031               | Total               |
|--------------|------------------|--------------------|--------------------|--------------------|--------------------|---------------------|
| SWAP         |                  | \$380,000          | \$100,000          |                    |                    | \$480,000           |
| FM           | \$700,000        | \$1,275,000        |                    | \$1,000,000        |                    | \$2,975,000         |
| Local        | \$210,000        | \$210,000          | \$340,000          | \$320,000          | \$340,000          | \$1,420,000         |
| FA           |                  | \$2,820,000        | \$1,000,000        | \$1,500,000        |                    | \$5,320,000         |
| Special      |                  |                    |                    |                    | \$800,000          | \$800,000           |
| <b>Total</b> | <b>\$910,000</b> | <b>\$4,685,000</b> | <b>\$1,440,000</b> | <b>\$2,820,000</b> | <b>\$1,140,000</b> | <b>\$10,995,000</b> |

PREVIEW



25100 - 520<sup>th</sup> Street  
Centerville, IA 52544  
(641)856-8528

# Appanoose County Conservation Board

Appanoose County Board of Supervisors:

The Appanoose County Board has hired Cassie Severson to the Seasonal part-time Park Technician position effective 4/6/2026. Ms. Severson will be working 29 hours a week and will make \$18.00 per hour.

Thank You,

Austin Hoffman  
Co-Director/Technician

Hannah Wiltamuth  
Co-Director/Naturalist

*Our mission statement: "To create a balance between man and his environment by educating, providing, and protecting the natural resources of Appanoose County"*



25100 - 520<sup>th</sup> Street  
Centerville, IA 52544  
(641)856-8528

# Appanoose County Conservation Board

Appanoose County Board of Supervisors:

The Appanoose County Board has hired Jackson Sisul to the Seasonal part-time Park Technician position effective May of 2026. Mr. Sisul will be working 29 hours a week and will make \$15.00 per hour.

Thank You,

Austin Hoffman  
Co-Director/Technician



Hannah Wiltamuth  
Co-Director/Naturalist

*Our mission statement: "To create a balance between man and his environment by educating, providing, and protecting the natural resources of Appanoose County"*

# Appanoose County



## Employee Handbook

March 2026

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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)

**City of Rathbun**  
**411 Main Street**  
**Rathbun, IA 52544**  
**rathbuniowa@gmail.com**

Appanoose County Engineers

1200 Hwy 2 W

Centerville, IA 52544

Appanoose County Board of Supervisors

201 N 12<sup>th</sup> St #12

Centerville, IA 52544

April 1, 2026

Dear Board of Supervisors and County Engineer,

The City of Rathbun has been paying for dust control on the County's road running through the town. It is an expensive burden on the City but also necessary because of the heavy traffic. The County took the road away from the City and was designated a Farm to Market. The City of Rathbun was told that improvements would be made on the road. The City has not seen any improvement in all these years. Are improvements slated in the near future?

Would The County consider splitting the expense of Dust Control with the City? We also would appreciate the County waiving the \$50.00 material fee.

We appreciate your attention in this matter and look forward to your answer. Please contact our City Clerk, Karen on this matter, 641-895-4663

Sincerely,

  
Barbara Milburn, Mayor

# Appanoose County Secondary Roads Policies

POLICY CONCERNING: Volunteer Emergency Services Provider  
(Volunteer Fire Fighter)

STAFF WHO IS AFFECTED: Appanoose County Secondary Roads Employees

POLICY: It is the policy of Appanoose County Secondary Roads to support First Responders and Volunteer Fire Departments and therefore:

Any employee who volunteers for an Emergency Services Department shall:

- 1) Notify the Engineer/Office Manager in writing that the employee is a volunteer emergency services provider.
- 2) The employee who is a volunteer emergency services provider and who is absent from or late to work while:
  - a. responding to an emergency shall provide the Engineer/Office Manager with a written statement or email from the supervisor or acting supervisor of the volunteer emergency services unit or organization stating that the employee responded to an emergency and stating the date and time of the emergency
  - b. performing duties as a volunteer emergency services provider shall notify the Engineer/Office Manager as soon as possible that the employee may be absent or late
- 3) Calls/Emergencies responded to shall:
  - a. be within the jurisdiction of the normal work territory of the employee or subject to permission of the employee's supervisor
  - b. subject to employee's non-critical status or current work assignment
- 4) The employees responding to emergency calls shall be subject to the policy procedures and liability coverage of the emergency services department they are assisting during the period of service.
- 5) The employee who is a volunteer emergency services provider will be paid for all emergency services calls during working hours to a maximum of 40 hours per year with no compensatory time being earned.