

January 7, 2025

The meeting was called to order at 9:00 o'clock A.M. by Terri Martens, County Auditor. Board members present were Jean Heiden, Ty Rosburg, Kyle Schultz, Craig Dozark, and Dave Muhlbauer.

A motion was made by Heiden, seconded by Schultz to nominate Dave Muhlbauer as Chair and Craig Dozark as Vice-Chair for 2025.

Nominations ceased. Motion carried unanimously. Muhlbauer took over as Chair of the meeting.

Minutes from the previous meeting were read and approved.

The Board approved the resignation of Sheri Rowedder, RN, Public Health Department.

The Board approved the resignation of Hope Jensen, ARNP Family Planning, Public Health Department.

At 10:00 o'clock A.M., as advertised, a motion was made by Heiden, seconded by Rosburg to open the public hearing regarding the Budget Amendment for FY 2024/2025. Motion was passed unanimously. There were no written or oral objections. A motion was made by Rosburg, seconded by Dozark to close the public hearing at 10:03 o'clock A.M. Motion was passed unanimously.

A motion was made by Schultz, seconded by Dozark to approve the following resolution:

**RESOLUTION 2025-8**

It has become necessary for the following departments to spend amounts in excess of their current appropriations; therefore

BE IT RESOLVED that appropriation be increased to the following departments. Increases to be funded by Service Area Amendment Hearing of January 7, 2025.

DEPARTMENTS TO INCREASE

Auditor	\$ 36,000
County Farm	31,000
Roadside	218,052
Courthouse	335,275
Total increase by departments	\$620,327

Appropriations provided in Chapter 331.434(6) of the Code of Iowa. Dated at Denison, Crawford County, Iowa, this 7<sup>th</sup> day of January 2025.

Voting Aye: Schultz, Dozark, Muhlbauer, Heiden, and Rosburg. Motion was passed unanimously.

A motion was made by Heiden, seconded by Rosburg to approve the following resolution:

**Resolution No. 2025-9  
Resolution Transferring Funds**

NOW, THEREFORE, be it resolved by the Board of Supervisors of Crawford County, Iowa that

The sum of Three Hundred Thirty-Five Thousand Two Hundred Seventy-Five Dollars (\$335,275) is hereby transferred from the General Basic Fund #0001 into the Capital Projects Fund #1524.

Voting Aye: Schultz, Dozark, Muhlbauer, Heiden, and Rosburg. Motion was passed unanimously.

A motion was made by Schultz, seconded by Rosburg to approve the following resolution:

**Resolution No. 2025-10  
Resolution Transferring Funds**

NOW, THEREFORE, be it resolved by the Board of Supervisors of Crawford County, Iowa that

The sum of Seventy Thousand Dollars (\$70,000) is hereby transferred from the General Basic Fund #0001 into the Capital Projects Fund #1525.

Voting Aye: Schultz, Dozark, Muhlbauer, Heiden, and Rosburg. Motion was passed unanimously.

A motion was made by Heiden, seconded by Schultz to approve the following resolution:

**RESOLUTION 2025-1**

**RESOLUTION APPOINTING OFFICIAL NEWSPAPERS OF  
CRAWFORD COUNTY, IOWA FOR 2025**

WHERE AS, The Manilla Times, The Observer, and the Bulletin-Review have filed applications to be appointed official newspapers of Crawford County, Iowa, and

WHERE AS, the law requires that three (3) official newspapers be appointed in the County.

THEREFORE, BE IT AND IT HEREBY RESOLVED that The Manilla Times, The Observer, and the Bulletin-Review be designated as the Official Newspapers of Crawford County, Iowa, for the year 2025.

Voting Aye: Schultz, Dozark, Muhlbauer, Heiden, and Rosburg. Motion was passed unanimously.

A motion was made by Dozark, seconded by Rosburg to approve the following resolution:

**RESOLUTION 2025-2**

WHERE AS, it is necessary for the County Auditor to pay certain claims prior to audit by the Board of Supervisors.

THEREFORE IT IS HEREBY RESOLVED by the Board of Supervisors of Crawford County, Iowa, that the County Auditor be authorized to issue warrants prior to audit by the Board of Supervisors for the following purposes:

1. For salaries and payroll if the compensation has been fixed or approved by the Board. The salary or payroll shall be certified by the officer or supervisor under whose direction or supervision the compensation is earned.
2. For withholding taxes, FOAB, Medicare, IPERS, union dues, credit union, garnishments, tax deferred compensation, direct deposits, and insurance (Life, Health, Dental, Cancer and Unemployment).

Voting Aye: Schultz, Dozark, Muhlbauer, Heiden, and Rosburg. Motion passed unanimously.

A motion was made by Schultz, seconded by Rosburg to approve the following resolution:

**RESOLUTION 2025-3  
RESOLUTION NAMING DEPOSITORIES**

BE IT RESOLVED, that the Crawford County Board of Supervisors of Crawford County located in Crawford County, Iowa, approves the following list of financial institutions to be depositories of the Crawford County Treasurer. The Crawford County Treasurer is hereby authorized to deposit the Crawford County funds in amounts not to exceed the maximum approved for each respective financial institution as set out below.

<b>Name of Depository</b>	<b>Location of Home Office</b>	<b>Charter Location</b>	<b>Maximum Balance</b>
Wells Fargo, Bank Iowa, N.A.	Denison, IA	Des Moines, IA	\$10,000,000.00
Crawford County Trust & Savings Bank	Denison, IA	Denison, IA	\$10,000,000.00
Westside State Savings Bank	Westside, IA	Westside, IA	\$10,000,000.00
Bank Iowa	Denison, IA	Denison, IA	\$25,000,000.00
United Bank of Iowa	Denison, IA	Denison, IA	\$10,000,000.00
Defiance State Bank	Dow City, IA	Defiance, IA	\$ 25,000.00
IPAIT (Iowa Public Agency Investment Trust)	West Des Moines, IA		\$25,000,000.00

Voting Aye: Schultz, Dozark, Muhlbauer, Heiden, and Rosburg. Motion was passed unanimously.

A motion was made by Heiden, seconded by Dozark to designate Dave Muhlbauer, Chair, as the signatory for Region XII Council of governments for the ensuing year.

Motion was passed unanimously.

A motion was made Schultz, seconded by Heiden to approve the following resolution:

**RESOLUTION 2025-4  
RESOLUTION REGARDING THE NECESSITY FOR ECONOMIC EFFORTS AND APPROVING PROMOTION OF SUCH EFFORTS**

**IT IS HEREBY RESOLVED BY THE BOARD OF SUPERVISORS OF CRAWFORD COUNTY, IOWA, THAT:**

1. The state of Iowa generally and Crawford County, Iowa, in particular have in the past several years experienced adverse economic effects, including the loss of small businesses and erosion of tax base.
2. The economy of Crawford County is not sufficiently diversified to provide a stable economic base but is in large part dependent on agriculture and agribusiness
3. The current economic problems in the small business industries have reached sufficiently serious proportions that the general welfare of the citizens of the County is threatened thereby.
4. It is therefore in the best interest of the citizens of Crawford County, Iowa to take steps reasonably calculated to lead to diversified economic development in Crawford County, Iowa.
5. Crawford County does not have sufficient resources to hire a Director of Economic Development as a County employee and lacks sufficient resources to effectively operate an economic development program on its own.
6. Other cities and counties in Iowa are engaging in economic development efforts.
7. Therefore, Crawford County, Iowa finds that it is in the best interests of its citizens to cooperate with the cities in Crawford County, Iowa, and the Chamber & Development Council of Crawford County, a non-profit corporation, in order to promote diversified economic development in Crawford County, Iowa.

**THEREFORE, BE IT RESOLVED** that Crawford County, Iowa, has and will continue to support in efforts to enhance economic development by its financial contribution to Region XII Council Governments, CDC and other efforts as such arise throughout the year.

Voting Aye: Schultz, Dozark, Muhlbauer, Heiden, and Rosburg. Motion passed unanimously.

A motion was made by Dozark, seconded by Rosburg to approve the following resolution:

**RESOLUTION 2025-5  
RESOLUTION AUTHORIZING COUNTY ENGINEER TO EXECUTE CERTIFICATES FOR FARM-TO-MARKET PROJECTS FOR CRAWFORD COUNTY, IOWA**

BE IT RESOLVED by the Board of Supervisors of Crawford County, Iowa, that Paul J. Assman, the County Engineer of Crawford County, Iowa, be and is hereby designated, authorized, and empowered on behalf of the Board of Supervisors of said County to execute the certification of completion of work and final acceptance thereof in accordance with plans and specifications in connection with all Farm-to-Market and federal or state aid construction projects in this county.

Voting Aye: Schultz, Dozark, Muhlbauer, Heiden, and Rosburg. Motion passed unanimously.

A motion was made by Rosburg, seconded by Dozark to approve the following resolution:

**RESOLUTION # 2025-6  
CONSTRUCTION EVALUATION RESOLUTION**

**WHEREAS**, Iowa Code section 459.304(3) sets out the procedure if a board of supervisors wishes to adopt a “construction evaluation resolution” relating to the construction of a confinement feeding operation structure; and

**WHEREAS**, only counties that have adopted a construction evaluation resolution can submit to the Department of Natural Resources (DNR) an adopted recommendation to approve or disapprove a construction permit application regarding a proposed confinement feeding operation structure; and

**WHEREAS**, only counties that have adopted a construction evaluation resolution and submitted an adopted recommendation may contest the DNR’s decision regarding a specific application; and

**WHEREAS**, by adopting a construction evaluation resolution the board of supervisors agrees to evaluate every construction permit application for a proposed confinement feeding operation structure received by the board of supervisors between February 1, 2025, and January 31, 2026, and submit an adopted recommendation regarding that application to the DNR; and

**WHEREAS**, the board of supervisors must conduct an evaluation of every construction permit application using the master matrix created in Iowa Code section 459.305, but the board’s recommendation to the DNR may be based on the final score on the master matrix or may be based on reasons other than the final score on the master matrix;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF CRAWFORD COUNTY** that the Board of Supervisors hereby adopts this construction evaluation resolution pursuant to Iowa Code section 459.304(3).

Voting Aye: Schultz, Dozark, Muhlbauer, Heiden, and Rosburg. Motion passed unanimously.

A motion was made by Dozark, seconded by Heiden to approve the following Board Committee Appointments for 2025:

**BOARD COMMITTEE APPOINTMENTS FOR 2025**

<b>COMMITTEE</b>	<b>APPOINTMENTS</b>
BARGAINING UNIT NEGOTIATION REPRESENTATIVES	CHAIR & VICE CHAIR
BOARD OF HEALTH	HEIDEN & ROSBURG (ALTERNATE)
CENTRAL IOWA DETENTION CENTER	ROSBURG
CONSERVATION BOARD LIAISON	SCHULTZ
COUNTY FARM	SCHULTZ & DOZARK
COURTHOUSE & ANNEX	CHAIR & MARTENS
CHAMBER & DEVELOPMENT COUNCIL OF CRAWFORD CO (CDC)	ROSBURG & HEIDEN (ALTERNATE)
CRAWFORD CO. EARLY CHILDHOOD 28E GOV. BOARD	MUHLBAUER & DOZARK
E-911 BOARD	SCHULTZ & ROSBURG (ALTERNATE)
ELDERBRIDGE AGENCY ON AGING	DOZARK
EARLY CHILDHOOD IOWA – BUENA VISTA, CRAWFORD & SAC COMM.- CRAWFORD CO. ADVISORY COMM.	HEIDEN & MUHLBAUER (ALTERNATE)
EMA BOARD	ROSBURG
EMS ADVISORY BOARD	ROSBURG
DCAT BOARD	HEIDEN & MUHLBAUER (ALTERNATE)
FAIR BOARD REPRESENTATIVE	MUHLBAUER
HIPPA COMMITTEE	CHAIR & MARTENS
HUNGRY CANYONS & LOESS HILLS AUTHORITY CONSERVATION ALLIANCE	DOZARK
INSURANCE	CHAIR, VICE CHAIR & MARTENS
SOLID WASTE AGENCY	SCHULTZ
MENTAL HEALTH ADVISORY BOARD	HEIDEN
REGION XII COUNCIL OF GOVERNMENTS	MUHLBAUER
REPRESENTATIVE ON SAFETY & WELLNESS COMMITTEE	SCHULTZ
REGION 8 IOWA WORKFORCE DEVELOPMENT	MUHLBAUER
THIRD JUDICIAL DISTRICT DEPT. OF CORRECTIONAL SERVICES	DOZARK
WEST CENTRAL COMMUNITY ACTION	HEIDEN
WESCO	DOZARK
PLAINS AREA MENTAL HEALTH	MUHLBAUER
YOUTH EMERGENCY SERVICES (YES)	SCHULTZ
IT COMMITTEE	HEIDEN & DOZARK (ALTERNATE)

Motion passed unanimously.

A motion was made by Schultz, seconded by Dozark to approve the Holidays for 2025:

January 1, 2025	Wednesday	New Year's Day
January 20, 2025	Monday	Martin Luther King Jr. Day
February 17, 2025	Monday	President's Day
May 26, 2025	Monday	Memorial Day
July 4, 2025	Friday	Independence Day
September 1, 2025	Monday	Labor Day
November 11, 2025	Tuesday	Veteran's Day Observance
November 27 & 28, 2025	Thursday & Friday	Thanksgiving & Day After
December 24 & 25, 2025	Wednesday & Thursday	Christmas Eve & Day
January 1, 2026	Thursday	New Year's Day

Motion passed unanimously.

A motion was made by Heiden, seconded by Dozark to approve the Board Meeting Dates for 2025.

January	Tuesday, January 7 <sup>th</sup> , 14 <sup>th</sup> , 21 <sup>st</sup> , 28 <sup>th</sup>
February	Tuesday, February 4 <sup>th</sup> , 11 <sup>th</sup> , 18 <sup>th</sup> , 25 <sup>th</sup>
March	Tuesday, March 4 <sup>th</sup> , 11 <sup>th</sup> , 18 <sup>th</sup> , 25 <sup>th</sup>
April	Tuesday, April 1 <sup>st</sup> , 8 <sup>th</sup> , 22 <sup>nd</sup> , 29 <sup>th</sup>
May	Tuesday, May 6 <sup>th</sup> , 13 <sup>th</sup> , 20 <sup>th</sup> , 27 <sup>th</sup>
June	Tuesday, June 3 <sup>rd</sup> , 10 <sup>th</sup> , 17 <sup>th</sup> , 24 <sup>th</sup>
July	Tuesday, July 1 <sup>st</sup> – End of Fiscal Year Cash Count Tuesday, July 8 <sup>th</sup> , 22 <sup>nd</sup> , 29 <sup>th</sup>
August	Tuesday, August 5 <sup>th</sup> , 12 <sup>th</sup> , 19 <sup>th</sup> , 26 <sup>th</sup>
September	Tuesday, September 2 <sup>nd</sup> , 9 <sup>th</sup> , 23 <sup>rd</sup> , 30 <sup>th</sup>
October	Tuesday, October 7 <sup>th</sup> , 14 <sup>th</sup> , 21 <sup>st</sup> , 28 <sup>th</sup>
November	Tuesday, November 4 <sup>th</sup> , 18 <sup>th</sup> , 25 <sup>th</sup> Monday, November 10 <sup>th</sup>
December	Tuesday, December 2 <sup>nd</sup> , 9 <sup>th</sup> , 23 <sup>rd</sup> Wednesday, December 31 <sup>st</sup> – End of Calendar Year End Cash Count

Motion passed unanimously.

A motion was made by Dozark, seconded by Schultz to approve the following resolution:

**RESOLUTION NO. 2025-7**

**A Resolution of the County Board of Supervisors of Crawford County, Iowa,  
Approving the Appointment of Deputies to the Office of the Crawford County Auditor**

WHEREAS, Crawford County Auditor, Terri Martens, pursuant to Iowa Code Section 331.503(1) and 331.903, is afforded under Iowa Law the authority to appoint one or more deputies, assistants, or clerks for whose acts she is responsible, and;

WHEREAS, pursuant to Iowa Code Section 331.903(1), any such appointments are subject to approval of the Board of Supervisors, and;

WHEREAS, Crawford County Auditor, Terri Martens, has communicated to the Board of Supervisors the names, positions, and proposed salary rates of several individuals who she desires to so appoint, and,

WHEREAS, the Board has determined it would be in the best interest of Crawford County and the Crawford County Auditor's Office to approve such appointments;

NOW, THEREFORE, be it resolved that the following appointments in the Office of the Crawford County Auditor ARE HEREBY APPROVED:

1. Mary Eiten is appointed to the office of First Deputy Real Estate at a yearly salary of 85 percent of that of the County Auditor.
2. Amy Pieper is appointed to the office of First Deputy HR/Payroll/Elections at a yearly salary of 85 percent of that of the County Auditor.
3. Michele Mathies is appointed to the office of Second Deputy AP at a yearly salary of 75 percent of that of the County Auditor.
4. Megan Hanson is appointed to the office of Second Deputy Elections at a yearly salary of 64 percent of that of the County Auditor.

The above and foregoing resolution was adopted by the Board of Supervisors of Crawford County, Iowa, this 7<sup>th</sup> day of January 2025

Voting Aye: Schultz, Dozark, and Muhlbauer. Voting Nay: Heiden and Rosburg. Motion was passed.

A motion was made by Heiden, seconded by Dozark to appoint the following the Commission to Assess Damages for 2025.

<b>COMMITTEE</b>	<b>2025 APPOINTMENTS</b>	
<b>FARMERS:</b>	1 WEED, RANDY	204 BIRCH AVE, CHARTER OAK 51439
	2 RIESSELMAN, STEVEN	2475 350TH ST, VAIL 51465
	3 FEILMEIER, JEFFREY	3880 N AVE, WESTSIDE 51467
	4 VARY, STEVE	1914 Q AVE, DOW CITY 51528
	5 ARGOTSINGER, DEAN	2709 K AVE, DENISON 51442
	6 BLAIR, KENNETH	1471 210TH ST, SCHLESWIG 51461
	7 STRACKE, PHIL	3080 DONNA REED RD, MANILLA 51454
<b>REALTORS:</b>	1 KERKHOFF, KEITH F.	3390 380TH ST, MANILLA, 51454
	2 PAULEY, TOM	2403 12TH AVE S, DENISON 51442
	3 PREUL, BERNEIL	P.O. BOX 573, DENISON 51442
	4 SCHECHINGER, RITA	3326 T AVE, MANILLA 51454
	5 WALSH, JOHN	3546 L AVE, VAIL 51465
	6 BROWN, JIM	27 S MAIN ST, DENISON 51442
	7 WIGES, DAVE	107 MORNINGSIDE DR, DENISON 51442

<b>CITY PROPERTY OWNERS:</b>	1	KENNEDY, KAREN	P.O. BOX 511, SCHLESWIG 51461
	2	KOCH, VERLIN	P.O. BOX 126, WESTSIDE 51467
	3	STALEY, ALLEN	P.O. BOX 146, CHARTER OAK 51439
	4	HEIDEN, ADAM	662 S 5 <sup>TH</sup> ST CHARTER OAK 51439
	5	BURHOOP, LANDON	205 W PEARL ST, DOW CITY 51528
	6	GASKILL, COREY	211 11 <sup>TH</sup> ST, MANILLA 51454
	7	ZENK, DUANE	1517 1 <sup>ST</sup> AVE S, DENISON 51442
<b>KNOWLEDGE BY OCCUPATION:</b>	1	HOFFMAN, CLARENCE	616 PARKVIEW DR, DENISON 51442
	2	SCHULTZ, TODD	1464 170 <sup>TH</sup> ST, SCHLESWIG 51461
	3	MEINERS, ZACH	2857 HWY 141, DENISON 51442
	4	RASMUSSEN, JAMES	P.O. BOX 536, MANILLA 51454
	5	HIGHT, LEROY	1220 HWY 59, SCHLESWIG 51461
	6	FRAZIER, LYLE	215 N 7 <sup>TH</sup> ST, DENISON 51442
	7	OUTHOUSE, PAUL	520 FIR ST, SCHLESWIG 51461

Motion passed unanimously.

A motion was made by Schultz, seconded by Dozark to reappoint Doug Gronau to the Board of Adjustments for a five-year term ending on December 31, 2029.

Motion was passed unanimously.

A motion was made by Dozark, seconded by Schultz to reappoint Duane Zenk to the Law Enforcement Board of Operations for a one-year term ending on December 31, 2025.

Motion was passed unanimously.

A motion was made by Dozark, seconded by Heiden to reappoint Sarah Carlson and Linda Muhlbauer to the Region XII COG Policy Council for a one-year term ending December 31, 2025.

Voting Aye: Schultz, Dozark, Heiden, and Rosburg. Muhlbauer abstained. Motion was passed.

A motion was made by Dozark, seconded by Heiden to approve the Law Enforcement Center Operation Committee updated Addendum A, Operating Expense Sharing.

Motion passed unanimously.

A motion was made by Dozark, seconded by Heiden to approve the Crime Policy Renewal – EMC Insurance with FNIC.

Motion was passed unanimously.

A motion was made by Schultz, seconded by Dozark to approve a Privacy Policy for Website and Texting.

Motion was passed unanimously.

A motion was made by Rosburg, seconded by Heiden to approve the ICIT Assessment Date January 28<sup>th</sup> & 29<sup>th</sup>.

Motion was passed unanimously.

A motion was made by Rosburg, seconded by Dozark to approve the hiring of Roger Kenkel as the Weed Commissioner.

Motion was passed unanimously.

On motion duly seconded the Board adjourned at 11:48 o'clock A.M.

Agendas for the next meeting are posted and available at the Courthouse on Friday at 4:30 o'clock P.M. preceding the next meeting.

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County Auditor

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Chair