

## February 18, 2025

The Mahaska County Board of Supervisors met in regular session on the above date at 9:00 a.m. in the third-floor conference room of the Mahaska County courthouse. Present were the following board members: Chairman – Mark Groenendyk; Vice Chairman – Steve Wanders and Member - Chuck Webb. Also present were the following: John Bandstra; Stacie LoVan; Jenae Sikkink; Tiffany Tauscheck; Chris Clingan, Conservation Director; Molly Hicks; Beth Danowsky; Angie Foster; Deann DeGroot; Russ Van Renterghem, Sheriff; and Jody Groenendyk, County Auditor

This meeting was live streamed by the Communications Research Institute of William Penn University.

Supervisor Groenendyk opened the meeting at 9:00 a.m. with the Pledge of Allegiance.

It was moved by Wanders seconded by Webb to approve the agenda with the change of moving Greater Des Moines Partnership immediately following the approval of the agenda. All present voted aye. Motion carried.

Discussion with Greater Des Moines Partnership regarding updates and changes to the matrix.

Public Comments: None

It was moved by Wanders seconded by Webb to approve the minutes from February 3 & 12. All present voted aye. Motion carried.

It was moved by Wanders seconded by Webb to approve Resolution 2025-07 establishing reimbursement for mileage for a public officer or employee of Mahaska County when using a private automobile in the performance of a public duty. All present voted aye. Motion carried.

### RESOLUTION 2025-07

WHEREAS, pursuant to Iowa Code section 70A.9, a public officer or employee of Mahaska County is entitled to be paid for the use of a private automobile used in the performance of a public duty, and

WHEREAS, such a charge shall be in an amount as determined by the Mahaska Board of Supervisors which may be the maximum allowable under federal internal revenue service rules per mile, notwithstanding established mileage requirements or depreciation allowances, and

WHEREAS, Mahaska Board of Supervisors has determined mileage rate for reimbursement should be the maximum allowable federal mileage rate as determined by the Internal Revenue Service, and

WHEREAS, the maximum allowable federal mileage rate as determined by the Internal Revenue Service is adjusted annually,

NOW, THEREFORE BE IT AND IT IS HEREBY RESOLVED, that the Mahaska County Auditor is hereby authorized to reimburse every public officer and employee of Mahaska County who is entitled to be paid for the use of a private automobile used in the performance of a public duty at the 2025 maximum allowable federal mileage rate of seventy cents per mile.

Dated at Mahaska County Iowa this 18<sup>th</sup> day of February 2025.

Mahaska County Board of Supervisors

---

---

---

ATTEST: \_\_\_\_\_  
County Auditor and Secretary to the Board of  
Supervisors

It was moved by Wanders, seconded by Webb to approve the Mahaska County Compensation plan. All present voted aye. Motion carried.

# Mahaska County Compensation

## JOB CLASSIFICATION PLAN

Mahaska County utilizes a compensable factor method of job evaluation for evaluating and classifying positions, based on the position's job description. Under this system, each position is evaluated and assigned a point total based on compensable factors present in the job. The resulting point value assigned to the position is the basis for determining an appropriate pay range.

The Compensation Team is responsible for maintaining the job classification plan, including an analysis of the duties and responsibilities assigned to and the qualifications required of each position.

Department heads shall cooperate with the Compensation Team in maintaining an accurate and up-to- date job description for each regular position in Mahaska County

As may be required in establishing new positions or reclassifying existing positions, the Compensation Team shall provide recommendations to the Board of Supervisors for their approval.

## ADJUSTMENTS TO A DEPARTMENT'S TABLE OF ORGANIZATION DURING THE BUDGET REVIEW PROCESS

Proposed changes to a department's table of organization, including the addition or elimination of positions as well as the upgrading or downgrading of existing positions, will normally be accomplished during the County's annual budget review process prior to the start of each fiscal year.

Departmental requests for changes to its table of organization shall be included with its annual budget request. Requests must be submitted in accordance with established time frames and should include detailed justification for the proposed changes. The Compensation Team will study all proposed changes and provide a recommendation to the Board of Supervisors.

#### ADJUSTMENTS TO A DEPARTMENT'S TABLE OF ORGANIZATION OUTSIDE OF THE BUDGET REVIEW PROCESS

Proposed changes to a department's table of organization are normally accomplished during the annual budget review process, exceptions to this rule will generally be limited to one of the following:

1. Situations in which there is an increase in the documented volume of work, which could not have been forecast during the most recent budget review process. Requests of this nature should be supported by in-depth documentation of the increased workload, the formula or method used to determine the number of additional staff needed, and an explanation as to why the situation could not have been anticipated during the previous budget cycle.
2. Situations in which the requested change provides greater efficiency of operation and results in a net reduction in the number of FTE's in the department and/or a reduction in overall salary/benefit expenditures. Requests of this nature should include a specific description of the increased efficiency and how it will be accomplished.
3. Situations in which there is a change in key personnel and a reorganization of the function is desired. Requests of this nature should include a detailed rationale as to the benefits of the reorganization.
4. Situations resulting from a change in external funding. Requests of this nature should identify the reason(s) for the change in funding and should set forth staffing alternatives to deal with such change.
5. Situations in which there has been a significant and unanticipated increase in the duties and responsibilities assigned to a given position, as verified by a job audit conducted by the Compensation Team. Requests of this nature should include specific justification for the necessity of increasing the duties and responsibilities of the position and

6. should address why such changes were not anticipated during the previous budget cycle.

## **PAY PLAN**

As noted earlier in this policy, Mahaska County utilizes this system for evaluating and classifying positions: the point value assigned to a position determines the pay range for that position. In addition, as may be necessary to recruit and retain qualified staff in a given occupational area, the County also may take into consideration the market value of a job in the relevant labor market are in establishing an appropriate pay range.

The Compensation Team is responsible for maintaining the County pay plan and administering the pay practices and procedures established in this policy. This shall include advising departments on pay administration matters and conducting periodic salary surveys of comparable positions in other organizations. The County pay plan will be updated annually and included in the official budget plan document.

Hourly pay rates for temporary, part-time and/or seasonal staff shall be established on an as-needed basis. The Compensation Team shall recommend appropriate pay rates for such positions in consultation with the hiring department. Final approval shall be by the Board of Supervisors.

## **ENTRY-LEVEL PAY RATES**

The entry-level pay rate for a new employee shall normally be the minimum in the pay range established for the position being filled.

A department head, subject to the approval by the Board of Supervisors, may make an appointment above the entry-level pay rate. Appointments above the entry-level pay rate will be considered when there are no fully qualified candidates willing to accept the position at the entrance rate, or in recognition of a candidate's exceptional qualifications.

Conversely, a department head may make an appointment below the minimum in the established pay range, subject to approval by the Board of Supervisors. Appointments below the entry-level pay rate will be considered when none of the applicants possess the minimum qualifications established for the position, or for the purpose of developing a current regular employee who does not possess the minimum qualifications but who has demonstrated an aptitude and ability to successfully perform the work.

## **TRANSFERS**

When an employee is transferred from one class to another within a common pay range, he/she shall continue to receive the same pay rate. The employee's anniversary date in the position will not change.

Inter-departmental transfers require a two-week notice prior to the official transfer of an employee unless otherwise agreed to by the appropriate department heads.

## **PROMOTIONS**

When a fully qualified employee is promoted from one class to another having a higher pay range, the incumbent's salary rate will be set at the minimum of the new pay range, or at the step higher than the incumbent's current rate. The employee will be given a new position anniversary date.

Inter-departmental promotions will require a two week notice prior to transfer of employees unless otherwise agreed upon by the appropriate departmental heads.

## **DEMOTIONS**

When an employee is demoted for reasons other than cause, consideration will be given to providing the employee some degree of pay-savings. The employee's anniversary date in the position may or may not change depending on the circumstances involved.

## **JOB RECLASSIFICATIONS**

In the event of an upgrade to an existing job classification (increase in point value), the incumbent's pay rate will be established at the next higher wage step within the new pay range. The incumbent's anniversary date in the position will not change.

In the event of a downgrade to an existing job classification (decrease in point value), the incumbent's pay rate will not change. Provided however, if the incumbent's pay rate is beyond the maximum pay rate in the new (lower) pay range, the incumbent's pay rate shall be frozen, and the employee shall not be eligible for any further increase in pay until such time as the new pay range catches up to the employee's actual rate of pay. The incumbent's anniversary date in the position will not change.

## TEMPORARY ASSIGNMENTS

Department heads may assign employees from one job to another for the following reasons:

1. To temporarily fill a vacancy or replace an employee who is absent due to illness, training or leave of absence.
2. To observe the performance of an individual for the purpose of determining employee potential and ability to assume the duties and responsibilities of a vacant position on a full- time basis.
3. To complete short-term assignments such as special projects, or to assist in relieving a backlog of work over a short period of time.

In the event an employee is temporarily assigned to a position with a higher pay range for more than ten working days, and the employee is fully performing the duties of such position, the employee shall be paid at the same rate of pay, starting with the eleventh working day, that he/she would have been paid if promoted to that position.

Upon conclusion of the temporary assignment, if the employee is returned to his/her previous position, the employee will receive his/her former rate of pay plus any earned increments that might have accrued.

Employees temporarily assigned to a position of the same or lower range than their present position will maintain their current salary.

## PURPOSE OF THE PERFORMANCE APPRAISAL SYSTEM

---

Ttie County's performance appraisal system represents an important part of the employee's work experience. The intent of the system is to not only assess performance periodically, but to provide an opportunity to establish future individual and/or organizational objectives, and thus further clarify management's expectation and direction for the employee.

The County also recognizes the importance of encouraging the recruitment and retention of highly qualified, competent and productive employees. To that end, the performance appraisal system will provide a method for determining individual salary adjustment based on the employee's documented record of performance on the job.

## **PROCEDURE FOR EVALUATING PERFORMANCE**

Each employee will be evaluated upon completion of the first six and twelve months in a new position, and yearly thereafter. Departments may wish to schedule more frequent reviews, either formal or informal, depending upon the need. Salary adjustments will, however, only be available at the identified milestones of twelve months and annually thereafter.

The completed performance appraisal for each employee shall be signed by the performance rater and by the employee being evaluated. If the employee disagrees with the evaluation, he/she may submit a statement of exception to be attached to the evaluation.

## **WRITTEN COMMENTS**

One of the primary purposes for conducting a performance appraisal is to provide the employee with relevant feedback regarding his/her performance on the job. To that end, raters are required to include written comments to support numerical ratings.

In those categories in which the employee is rated highly, the rater should identify examples of good performance and provide the employee with positive feedback to encourage the employee to maintain or exceed his/her current performance level during the next rating period.

In those categories in which the employee receives low ratings, the rater should identify examples of past poor performance and provide constructive criticism for the employee to improve his/her performance during the next rating period.

## **SALARY ADJUSTMENT GUIDE**

Individual salary adjustments are tied directly to the results of the performance appraisal.

Employees earning an acceptable performance review shall be moved to the next higher step within the existing range.

Employees earning an unacceptable performance review shall not be moved to the next higher step within the range, until such time where their performance has improved to an acceptable level. If a step increase has been withheld due to performance, the employee retains their eligibility to move to the next step on their established anniversary date.

It was moved by Webb seconded by Wanders to allow Mahaska County Conservation to use the county's EIN number to set up a business checking account for cabin reservations. All present voted aye. Motion carried.

It was moved by Webb seconded by Wanders to approve the request of the Auditor to add Sarah Champoux to the Auditor's office payroll as Accounts Payable clerk effective February 12, 2025, at the start rate of \$24.91. All present voted aye. Motion carried.

It was moved by Webb, seconded by Wanders to approve the request of the Auditor to remove Michelle Kent from the Auditor's office payroll effective February 21, 2025. All present voted aye. Motion carried.

It was moved by Webb seconded by Wanders to approve the request of the Auditor to add Laura Ayala to the Auditor's office payroll as Election Clerk effective February 18, 2025, at the start rate of \$23.04 per hour. All present voted aye. Motion carried.

It was moved by Wanders seconded by Webb to add Clinton Edward Jennings to the Sheriff's office payroll as full time jailer effective February 3, 2025, at an hourly rate of \$21.31 subject to a 6-month probationary period. All present voted aye. Motion carried.

It was moved by Webb seconded by Wanders to approve the Heartland Insurance Risk Pool liability increase from 7 million to 9 million for FY26. All present voted aye. Motion carried.

It was moved by Webb seconded by Wanders to approve the preliminary and final plat for Buchanan Subdivision. All present voted aye. Motion carried.

It was moved by Webb, seconded by Wanders to approve the right of way acquisition for the SE Connector project including the compensation thereof. All present voted aye. Motion carried.

It was moved by Wanders, seconded by Webb to approve the tentative agreement with AFSCME Iowa Council 61 Secondary Roads Unit for FY26 wage increase. All present voted aye. Motion carried.

It was moved by Wanders, seconded by Groenendyk to open the discussion of recommended salaries for elected officials for FY26. Chairman Groenendyk stated that for conflict of interest regarding the Auditor salary that he would be stepping away for that portion of discussion. Discussion for all elected officials was held except for the County Auditor. Webb said that he would like to stick to the previous recommendations stated for the Attorney, Recorder, Sheriff, & Treasurer at 5% and Supervisors at 2.44% Wanders stated that he would like to move the above mentioned elected officials to 3% to stay in line with what other county employees receive. It was moved by Webb seconded by Groenendyk to approve the wages for Attorney, Recorder, Sheriff, & Treasurer 5% and Supervisors 2.44%. Groenendyk aye, Wanders nay, Webb aye. Motion carried

At this point Chairman Groenendyk left the table and turned the meeting over to Vice Chair Wanders to discuss the salary increase for County Auditor. It was moved by Webb seconded by Wanders to approve a 5% increase for FY26 for County Auditor. Wanders aye; Webb aye, motion carried.

Vice Chair Wanders then turned the meeting back over to Chairman Groenendyk.



It was moved by Wanders seconded by Webb to set the public hearing for FY26 Proposed Property Tax Levy for Monday, March 31, 2025 at 6:30 pm. All present voted aye. Motion carried.

Committee reports: Wanders reported that there is a lawsuit involving Central Iowa Detention.

Public comments: Andrew Ritland discussed that there are more unfunded mandates coming through legislation pertaining to the Attorney and Sheriff's Departments

It was moved by Webb seconded by Wanders to adjourn the meeting. All ayes. Motion carried.

Attest: \_\_\_\_\_  
Jody Groenendyk, Auditor

\_\_\_\_\_  
Mark Groenendyk, Chairman Board of Supervisors