

# Clayton County 911 Service Board

## Minutes

March 7, 2022

### Call Meeting to Order

Meeting was called to order at 1801 by Chair Fred Schaub.

### Members Present

Fred Schaub (Chair), Samantha Rumph (911 Coordinator), Sheriff Mike Tschirgi (CCSO), Nioka Schroeder (Garber), Darren Nading (Volga), Rex Meyer (Colesburg), Dean Courtnage (Strawberry Point), Ken Hoeger (Elkader), & Daniel Torkelson (Farmersburg).

Others present: Steve Holst & Robert Millin.

### Approval of Agenda

Motion made by Nioka. Second by Dean. Motion carried unanimously.

### Budget hearing fiscal year 2022-2023

Budget figures explained & reviewed. See attached budget proposal for exact figures per line item.

- Discovered fund balance figures had been incorrect from previous years (per Auditor Jen Garms)- that is corrected & reflected on this proposed budget. 2021-2022 estimated ending fund balance was going to be \$192,158. Per Auditor's office this should actually be beginning balance at \$187,123. This will make the ending for FY2021 be \$175,653.
- Landline & Wireless surcharge fees are adjusted based on previous years actual revenue received instead of the 2021-2022 year estimated revenue.
- Interest revenue adjusted based on actual interest received in past years instead of the 2021-2022 year estimated interest revenue.
- Miscellaneous refunds/reimbursements also adjusted down- 2021-2022 year we received reimbursement from the Ira Weinsfeld lawsuit and that is not an annual payment we will receive moving forward.
- Changes in administration expenditures; personnel costs (salary, benefits, 911 Coordinator cell phone, desk phone, and office supplies) have been cleared out and will instead be funded by the operating budget by county contribution.
- 911 trunk line bills have been moved to the proper line within the communications section. Also increased this line item as past years have been underestimated by approximately \$20,000 when comparing to actual expenses for the year. Other PSAP phone bills have also been separated out and put in the proper line.
- Mapping expenses were increased based on prior year's actual costs vs. 2021-2022 estimated costs.
- Other line items in the radio repair/maintenance and capital expenditure sections remain similar to the previous year budget. Adjusted down slightly based on what was actually

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spent so far 2021-2022 and projecting there will be money left in those lines at the end of the fiscal year.

- PSAP telephone equipment line added \$40,000 to fund the Zetron shared services phone project occurring in July 2022.
- Assigned all remaining money in the surcharge account for future projects per recommendation by the state 911 team (Blake Derouchey) due to the state legislature seeing no reason to put more funding into PSAPs/911 budgets when it appears there is a lot of unassigned money sitting out there. Assigning the funds does not commit it to any project or restrict it in any way moving forward.
- Operating fund will be distributed as follows & contributed by the board of supervisors:
  - Salary \$45,000
  - Other benefits (FICA, IPERS, Health insurance) total \$20,800
  - Office supplies \$400
  - Other (mileage) \$600
  - Cell phone/desk phone \$2,630

Motion made by Dean to close public comment on the budget amendment. Second by Daniel.

Motion made by Ken to approve the proposed budget amendment. Second by Nioka. Motion carried unanimously.

### **911 Signs & Addressing**

Proposing changing the current procedure for resident 911 sign installation as well as price increase to the resident. Samantha spoke with Rafe Koopman regarding this and he is in agreeance to no longer having the secondary road department install 911 signs unless requested for a special circumstance. Price increase is proposed as the previous price to the resident was \$50, installation for secondary roads is \$75, plus cost of materials meaning every sign was a "loss" in the 911 budget. In order to keep the cost to the resident as low as possible and not create a loss in the 911 budget, the following new procedure is being proposed.

Also discussed the cost to the 911 budget of \$100 per street sign to be paid to secondary roads for their installation fee. Board agreed to have Samantha speak with Rafe and have him space out the installation to stay on budget and not replace everything they ordered as the budget cannot support it currently.

New procedure:

1. Patti Ruff & Samantha will continue to take 911 sign orders.

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2. Increase the cost of residential signs: \$75 & resident installs themselves OR if the resident says they can't do it, we will offer an option for county roads to install like we do now, cost \$150. These prices will include all materials needed for the resident to install their sign.
3. I'll call OR mail out an explanation to all past sign requests and notify them of the new pick up/install policy.
4. Anything that's already been installed, we will honor the \$50 price to residents. Waiting on list from County Roads to see what's been installed but not billed and what has not been installed.
5. New pricing effective for any signs not installed yet. Spoke with County Attorney Zach Hermann and he advised this is legal and we are not required to honor the \$50 fee to all outstanding sign orders.

Residents can pick up their sign/materials from secondary road department and leave payment with them & they will get it to Samantha for deposit. Invoice will be attached to their materials for our records along with installation instructions/guidelines. Receipt will be given to the resident.

If resident wants their invoice mailed to them & pay by mail- Samantha will do that. (ex. Out of town people).

Samantha will keep a list of signs & go inspect them at intervals throughout the year once this process starts. Samantha is currently collaborating with county roads & Patti to get a cleaned up list together.

Motion made by Rex, second by Daniel to increase the price of the 911 sign to the resident and go to the new procedure for 911 resident sign installation. We will evaluate as we start this and make sure it's working the way we want and need it to.

### **Open Session/New Business**

Callworks bill has been resolved. Letter from Motorola containing terms Samantha/Zach Hermann agreed to was sent out. We can review further if needed at April's meeting.

MCM will be on site 3/22 and 3/23 for onsite interviews and to work on some other ongoing projects with Samantha.

Guttenberg approved our proposed cost share on the radio equipment cabinet. Samantha will be at the Guttenberg City Council Meeting 3/14 to get the final easement signed by the city.

Still waiting on Comelec for an explanation on labor cost for the new UPS.

Next meeting April 26<sup>th</sup> 5:30pm.

Motion to adjourn by Dean, second by Daniel. Motion carried unanimously.

**Meeting adjourned at 1825.**