

## **DUBUQUE SOIL & WATER CONSERVATION DISTRICT ORGANIZATIONAL MEETING**

**January 2, 2025**

**210 Bierman Road, Epworth, IA 52045-9529**

**Call Meeting to Order:** The organizational meeting of the Dubuque Soil & Water Conservation District was called to order by Chairperson Wayne Demmer at 9:00 am in person at the District office in Epworth, IA and online through Zoom. Those present included Commissioners: Wayne Demmer, Mike Freiburger, Jeff Schmitt, Dennis Rauen and Ken Behnke. Staff included Helen Backes, CA and Allisen Freihage, Watershed Program Manager was present through Zoom.

### **Adopt Agenda:**

The agenda was approved as presented.

**25-1** Motion was made by Freiburger to approve the agenda. Motion was seconded by Schmitt. Motion carried unanimously.

### **Oath of Office:**

New Commissioners were sworn into office. Those taking the Oath of Office were Jeff Schmitt, Dennis Rauen and Ken Behnke. Notary Jenna White was present to certify their Oaths of Office.

### **Appointment of Officers:**

Demmer opened the floor to nominations of Officers.

**25-2** Motion made by Schmitt for Demmer to remain as Chairperson. Motion was seconded by Freiburger.

**25-3** Motion by Freiburger to cease nomination for Chairperson. Motion was seconded by Schmitt. Motion for Demmer as Chairperson carried with unanimously.

**25-4** Motion made by Freiburger to nominate Schmitt for Vice-Chairperson. Motion seconded by Rauen.

**25-5** Motion made by Freiburger to cease nominations for Vice-Chairperson. Motion seconded by Behnke. Motion for Schmitt as Vice-Chairperson carried unanimously.

**25-6** Motion made by Rauen to nominate Behnke as Treasurer. Motion seconded by Freiburger.

**25-7** Motion made by Schmitt to cease nominations for Treasurer. Motion seconded by Freiburger. Motion for Behnke as Treasurer carried unanimously.

**25-8** Motion made by Schmit for Freiburger to remain as Co-Treasurer. Motion seconded by Rauen.

**25-9** Motion by Behnke to cease nominations for Co-Treasurer. Motion seconded by Rauen. Motion for Freiburger as Co-Treasurer carried unanimously.

**25-10** Motion made by Freiburger to nominate Backes, CA, as Secretary. Motion was seconded by Schmitt.

**25-11** Motion made by Schmitt to cease nominations for Secretary. Behnke seconded the motion. Motion for Backes as Secretary carried unanimously.

Discussion was held on future Assistant Commissioners. Demmer will speak to Ron Miller as a potential candidate for Assistant Commissioner.

### **Other Appointments:**

Demmer called to discussion other appointments for Committees.

**25-12** Motion made by Freiburger for appointments to Committees as listed. Motion seconded by Rauen. Motion carried unanimously.

- **Finance Committee-** Demmer, Freiburger and Behnke
- **District Check Signing Authority-** Demmer and Freiburger
- **Personnel Committee-** Rauen, Schmitt and Freiburger
- **Dubuque County Watershed-** Demmer, Schmitt, Freiburger, Rauen and Behnke

- **CCWMA Representative**- Freiburger, Demmer as Alternate
- **MRWMA Representative**- Freiburger, Rauen as Alternate

Discussion was held regarding MRWMA and the duplication of services with the District's Watershed. Commissioners want to set up a meeting with Erin Erickson and Megan Giorgenti to discuss the duplication in services.

**Review Of:**

**District Financial Policies Annual Checklist**

**District Monthly Financial Checklist**

**State Employee Policy Regarding SWCD Financial Accounts**

Demmer called for a motion to approve the State Employee Policy Regarding Financial Online Access to State of Iowa, Iowa Workforce Development, Federal Tax and IPERS with no changes.

**25-13** Motion made by Schmitt to approve the State Employment Policy Regarding Financial Online Access. Motion seconded by Behnke. Motion carried unanimously.

**Public Funds Usage Policy**

Discussion was held by the Commissioners to update the Public Funds Usage Policies. Changes to the policy include

- 1) Increasing costs - "Meals and refreshments for district tours and education meetings shall not exceed \$10.00 per attendee for refreshments and \$20.00 per attendee for a meal"
- 2) Delete section regarding Dubuque County Woman Land and legacy
- 3) Increasing cost - "Memorial Gift for Commissioner or staff member, or spouse or child of such not to exceed \$100."

Demmer called for a motion to approve listed changes to the Public Funds Usage Policies.

**25-14** Motion made by Rauen to approve the changes to the Public Funds Usage Policies. Motion seconded by Freiburger. Motion carried unanimously.

**District Employee Training, Travel and Supply Request Policy**

Discussion on updating the District Employee Training, Travel and Supply Request Policy. Clarification and additions made to the current policy were meal rates, receipts, mileage reimbursement must include Google maps, reimbursements can be made thru payroll or at Commissioner meetings. Policy format was updated.

Demmer called for a motion to approve the updated District Employee Training, Travel and Supply Request Policy.

**25-15** Motion made by Schmitt to approve the updated policy. Motion seconded by Freiburger. Motion carried unanimously.

Demmer called for a motion to adjourn the organizational meeting.

**25-16** Motion made by Schmitt to adjourn. Motion seconded by Behnke. Motion to adjourn carried unanimously.

The meeting adjourned at 9:51 am.

Wayne Demmer 2/19/25  
Chairperson Date

Heidi Backes, CA 2-19-25  
Secretary Date