

RESOLUTION #2026-24

RESOLUTION APPOINTING THE POWESHEIK COUNTY AUDITOR AS CLERK TO THE BOARD OF SUPERVISORS

WHEREAS, Iowa Code §331.504 does establish the duties of the Clerk to the Board

WHEREAS, Iowa Code §331.504 does note that the Auditor shall serve as the Clerk to the Board

WHEREAS, Iowa Code §331.504 does outline the duties of the Clerk to the Board as follows:

1. Record the Proceedings of the Board. The minutes of the Board shall include a record of all actions and the complete text of motions, resolutions, amendments, and ordinances adopted by the board. Upon the request of a supervisor present at a meeting, the minutes shall include a record of the vote of each supervisor on any question before the board.
2. Maintain the books and records required to be kept by the board under section 331.303
3. Sign all orders issued by the board for the payment of money.
4. Record the reports of the treasurer of the receipts and disbursements of the county.
5. Maintain a file of all accounts acted upon by the board with the board's action on each account. If the board allows an expenditure from an account, the auditor shall indicate the amount of expenditure and the bill or claim for which the expenditure is allowed.
6. Furnish a copy of the proceedings of the board required to be published as provided in section 349.18
7. Number each claim consecutively in the order of filing and enter the claim in the claim register alphabetically by the name of the claimant and including the date of filing, the number of the claim, and its general nature, the action of the board, and, if allowed, the fund from which the claim is paid. A record of the claims allowed at each session of the board shall be included in the minute book with reference to the numbers of the claims as entered in the claim register.
8. File for presentation to the board all unliquidated claims against the county and all claims for fees or compensation, except salaries fixed by state law. The claims, before being audited or paid, shall be itemized to clearly show the basis of the claim and whether for property sold or furnished for services rendered or for another purpose. An action shall not be brought against the county relating to a claim until the claim is filed as provided in this subsection and the payment is refused or neglected.

WHEREAS, the Poweshiek County Board of Supervisors does require the following duties to be the responsibility of the Clerk to the Board:

1. Schedule appointments for the Board of Supervisors
2. Respond to Requests for Information
3. Take dictation and transcribe documents
4. Compose and type routine correspondence
5. Sort and route incoming mail
6. File and maintain files for the Board
7. Prepare, post, and distribute weekly agendas
8. Prepare resolutions for the Board
9. Update website weekly with agendas and minutes
10. Work with attorneys, consultants, and other professionals as requested by the Board
11. Conduct communication between the Board and other County Department Heads & Employees as requested by the Board.

IT IS HEREBY RESOLVED THAT the Poweshiek County Auditor shall serve as the Clerk to the Poweshiek County Board of Supervisors and be responsible for all the duties previously listed and any others requested by the Board members.

PASSED and ADOPTED this 5 day of January 2025.

POWESHIEK COUNTY BOARD OF SUPERVISORS

Jason Roudabush
Jason Roudabush, Chairman

Jacki Bolen
Jacki Bolen, Vice Chair

Jeff Tindle
Jeff Tindle, Member

ATTEST: Melissa Eilander
Melissa Eilander, Poweshiek County Auditor