

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM

Date: 05/15/2025

Weekly Agenda Date: 5/27/2025

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Loni Kuhlmann

WORDING FOR AGENDA ITEM:

Approval to authorize an additional Clerk II position to cover an employee deployment

ACTION REQUIRED:

Approve Ordinance ☐

Approve Resolution ☐

Approve Motion ☒

Public Hearing ☐

Other: Informational ☐

Attachments ☒

EXECUTIVE SUMMARY:

This authorization will substitute for an employee that will be serving our country for a 12 month period.

BACKGROUND:

With one of the current CVSO's being deployed assistance for in office duties. Upon return from deployment the position will not be backfilled and the current CVSO will be back in office.

FINANCIAL IMPACT:

There will be no financial impact

IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?

Yes ☐ No ☐

RECOMMENDATION:

Approve the motion

ACTION REQUIRED / PROPOSED MOTION:

Motion to approve the authorization of a Clerk II position.

Loni Kuhlmann

From: Shona Campbell
Sent: Thursday, May 15, 2025 3:53 PM
To: Michelle Skaff; Melissa Thomas; Loni Kuhlmann
Cc: Ryan Ericson; Lisa Robinson
Subject: RE: Temp Clerk II Hire

Below is budget amount for Clerk II, Grade 1.

Recap

	Gross	Deductions	Taxes	Net Pay
Employee	41,344.52	5,476.49	2,942.84	32,925.19
Employer		23,572.38	2,942.84	
Budget Amount	41,344.52	23,572.38	2,942.84	67,859.74

Thanks! 😊

Shona Campbell
Woodbury County Auditors Office

From: Michelle Skaff <miskaff@woodburycountyiowa.gov>
Sent: Thursday, May 15, 2025 8:46 AM
To: Melissa Thomas <melissathomas@woodburycountyiowa.gov>; Loni Kuhlmann <lkuhlmann@woodburycountyiowa.gov>; Shona Campbell <shcampbell@woodburycountyiowa.gov>
Cc: Ryan Ericson <rericson@woodburycountyiowa.gov>; Lisa Robinson <lrobinson@woodburycountyiowa.gov>
Subject: RE: Temp Clerk II Hire

Loni, I apologize, I misunderstood the request.
Shona, please send Loni the financial impact for a clerk II for FY26.

Thanks!

From: Melissa Thomas <melissathomas@woodburycountyiowa.gov>
Sent: Thursday, May 15, 2025 8:38 AM
To: Loni Kuhlmann <lkuhlmann@woodburycountyiowa.gov>; Michelle Skaff <miskaff@woodburycountyiowa.gov>
Cc: Ryan Ericson <rericson@woodburycountyiowa.gov>; Lisa Robinson <lrobinson@woodburycountyiowa.gov>
Subject: Re: Temp Clerk II Hire

I think Loni is seeking an overlap of employees, which the sheriff had approved a couple weeks ago without an amendment.

From: Loni Kuhlmann <lkuhlmann@woodburycountyiowa.gov>
Sent: Thursday, May 15, 2025 8:33:44 AM
To: Michelle Skaff <miskaff@woodburycountyiowa.gov>
Cc: Ryan Ericson <rericson@woodburycountyiowa.gov>; Lisa Robinson <lrobinson@woodburycountyiowa.gov>; Melissa Thomas <melissathomas@woodburycountyiowa.gov>
Subject: RE: Temp Clerk II Hire

I understand that, however with Sasha being out for a year the amount for the Temp would be less than what we would have to pay Sasha. We have it in our budget for a third person.

Please send the finical impact.

Loni Kuhlmann, Executive Director
Woodbury County Commission of Veteran Affairs
Retired Air Force Veteran
1211 Tri View Ave Suite A
Sioux City, IA 51103
Phone: (712) 279-6605 or 6606
Fax: (712) 224-4093
Email: lkuhlmann@woodburycountyiowa.gov



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From: Michelle Skaff <miskaff@woodburycountyiowa.gov>
Sent: Wednesday, May 14, 2025 4:52 PM
To: Loni Kuhlmann <lkuhlmann@woodburycountyiowa.gov>
Cc: Ryan Ericson <rericson@woodburycountyiowa.gov>; Lisa Robinson <lrobinson@woodburycountyiowa.gov>
Subject: RE: Temp Clerk III Hire

Budgets are set so if this changes the budget, the board has to approve, and it will have to be a budget adjustment later in the year when adjustments are made. I would recommend talking to Ryan if this is regarding the budget. We cannot change the budget at this time since it is complete.

From: Loni Kuhlmann <lkuhlmann@woodburycountyiowa.gov>

Sent: Wednesday, May 14, 2025 1:25 PM

To: Michelle Skaff <miskaff@woodburycountyiowa.gov>

Cc: Ryan Ericson <rericson@woodburycountyiowa.gov>; Lisa Robinson <lrobinson@woodburycountyiowa.gov>

Subject: Temp Clerk III Hire

Michelle,

Can you please give me the amount a Clerk III position needs to be budgeted. Due to Sasha being on orders till April 2026 we are looking for a temp Clerk to assist in our office.

Thank you

Loni

Loni Kuhlmann, Executive Director
Woodbury County Commission of Veteran Affairs
Retired Air Force Veteran
1211 Tri View Ave Suite A
Sioux City, IA 51103
Phone: (712) 279-6605 or 6606
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