Jasper County, Iowa

Joe Brock

Denny Carpenter

Dennis Stevenson



Board of Supervisors Courthouse PO Box 944 Newton IA 50208 Phone 641-792-7016 Fax 641-792-1053

JASPER COUNTY BOARD OF SUPERVISORS AGENDA www.co.jasper.ia.us August 5, 2014

9:30 a.m.

Item 1	Downtown Mainstreet – Andrew Bassman a) Appointment of Mike Jacobsen as Representative for Jasper County
Item 2	Engineer – Russ Stutt a) Resolution setting date and time for Public Hearing for road vacation (Recommended date is August 26, 2014 at 9:30a.m.) b) Resolution awarding ACC overlay contract
Item 3	CPC – Jody Eaton a) Transportation options for Mental Health commitments
Item 4	Human Resources – Dennis Simon a) Employee Hiring Resolution for PT Clerk in Assessor's Office b) Employee Hiring Resolution for (2) Grade III Skilled Labor at Secondary Roads
Item 5	Recorder – Nancy Parrott a) Recorder's Back Scan Project
Item 6	Sheriff – John Halferty a) Approval of civil service deputy candidate list
Item 7	Approval of Board of Supervisors minutes for 7/22/14, 7/25/14 & 7/30/14
Item 8	Board Appointments

PUBLIC INPUT & COMMENTS

Resolution No.

·	
	•
Resolution Setting Da Road Vacation	
Code 306	
A request was received by the Jasper County taken to vacate and close a section of Jasper	, -
A portion of S 112 th Ave W between West Fairview Township in Jasper C	
A hearing on the proposed vacation will be h Jasper County Courthouse, Newton, Iowa, at on August 26, 2014 in accordance with the C	9:30 A.M., Central Daylight Savings Time,
Passed and Approved this 5 th day of August	2014
rassed and Approved this 5 day of August	2014.
	<u>_</u>
Joseph Brock Chairman Board of Supervisors	
Chairman Board of Supervisors	
Danie Sterman	<u> </u>
Dennis Stevenson Board of Supervisors	
Double of Supervisors	·
Dennis Carpenter	-
Board of Supervisors	
e e	
ATTEST:	
Dennis Parrott	
County Auditor	

April 14, 2014

To: Jasper County Engineer

From: Adjacent property owners

RE: Road Closure

We the undersigned property owners request that Jasper County close the level "B" portion of S 112th Ave W that lays between section 19 & 30 - T78N - R20W.

Sign Names Jahr Land Holdings by David Talsma

Sign Names Elrod form Mutur Elrod POA Print Names Martin Elrod POA

Sign Names Jeanetta Dykstie By Loren Jay Dykste POA Print Names Jeanette Dykstra By Loren Jay Dykstra POA

Resolution	No	
Kesolution	INO.	

RESOLUTION AWARDING CONTRACT FOR PAVEMENT RENOVATION PROJECT NUMBER FM-C050(105)—55-50

Moved by,	seconded by,	
To accept the low bid from M	Manatt's, Inc. of Brooklyn, IA a	and award the contract for said project
FM-C050(105)—55-50 in th	e amount of Two Million Four	Hundred Twenty-One Thousand, Five
Hundred Ninety Five and 58/	/100 dollars (\$2,421,595.58). Tl	his project consists of an ACC overlay
on Route T22 from S 44 th Av	e E south to F62 in Jasper Coun	ty, Iowa in Elk Creek and Buena Vista
Townships. This Resolution	awards the contract and author	izes the Chairman to sign the contract
and performance bond.		
AYES:		
NAYS:Approved this5th day of	of <u>August</u> , 2014.	· · ·
Joseph Brock Chairman Board of Supervisors		
Dennis Stevenson Board of Supervisors	· · · · · · · · · · · · · · · · · · ·	
Dennis Carpenter Board of Supervisors	·	
ATTEST:		
Dennis Parrott Jasper County Auditor		- 100mm



Warren

Franklin Hamilton

Hardin Jesper Madison Marsheli

CENTRAL IOWA COMMUNITY SERVICES

July 22, 2014

Dear County Board of Supervisors,

At the July 21st Central Iowa Community Services (CICS) Governing Board meeting, the Board voted to authorize the Chair to contact the counties in our region about a potential transportation option for individuals ordered under a mental health commitment. Central Iowa Juvenile Detention Center (CIJDC) has been providing transportation for adjudicated and non-adjudicated youth since 1998. At a recent CIJDC Board meeting it was discussed that transportation could be extended to individuals under a mental health commitment needing to be transported to and from hospitals, MHIs, and other facilities. The safety of the individual and the transporter are of concern, so the Sheriff's Office would help determine the safety needs of the individual. If it was determined that the individual could safely be transported by CIJDC, then the Sheriff's Office would contact CIJDC to make arrangements. The court order would also need to be modified to read that transportation is provided by "Sheriff's Office or designee".

The cost to provide this level of service is \$40-\$48 per hour and includes wages, gas, and mileage. The idea is that the CICS Region would contract with CIJDC and the funds to support this service would be mental health and disability funds.

At this point we are just trying to gauge interest in this opportunity. There are many benefits to using a transportation alternative and I've included a transportation brochure that provides additional information. I encourage you to discuss this with your Board members and Sheriff's Office and if you are interested in pursuing this, please notify me in writing by Monday, August 11th.

Thank you for your time and consideration.

Sincerely.

Wayne Clinton Board Chair

Central Iowa Community Services

Wagne E. Clenton

Enclosure

Story County Office – 126 S. Kellogg Ave., Suite 001 – Ames, IA 50010 Phone 515-663-2930 - Fax 515-663-2940

CUDC Transport Statistics

CLIDC currently has transporters in 28 counties and 42 towns throughout lows to meet the needs of our clients. This greatly reduces trip lengths and costs.

Since 1998, CIJDC

- has employed over 304 transporters
 - has done over 27,500 transports
 - has transported 4,102,500 miles
- has transported over 108,325 hours has transported to over 409 towns
 - has transported to over 15 states
 - has transported 8,418 clients
- has transported 2,367 females
 - has transported 6,051 males

On our busiest transport day, CIJDC staff

- did 29 transports
- drove 4,934 miles
- transported 140 hours



Referrals are easy

Call (641) 858-3852

Email

transportation@cijdc.com

For more information, contact Program Coordinator Justin Cornish justin@cijdc.com



Transportation Service

2317 Rick Collins Way Eldora, IA 50627

Phone: (641) 858-3852 Fax: (641) 858-5839

Email: transportation@oijdo.com

Website:

Transportation

Serving lows with safe, cost effective client and family transportation from border to border and beyond.

- CIIDC employs transporters throughout lowe to minimize cost for our customers
- We fransport 365 days I year, day, middle of the night, weekends, holidays, etc.
- CUDC carries a \$6 Million liability insurance policy
- CUIDC averages 217 transports per month and has coordinated this service since 1998
- All juveniles who are adjudicated delinquent or have pending delinquency nay be transported using full mechanical restraints including handcuffs, shackles and bolly chain
- Youth who are not adjudicated delinquent will be transported without mechanical restraints
- We can fransport juveniles to any location in fowa at any time, serving all 99 counties
- We provide transportation for out-ofstate trips including air travel if necessary. We transport to all 50 states

Benefits

Customers who utilize our service benefit in the following ways:

- Reduces the overall number of Deputies, JCO's and DHS workers transporting juveniles
- Eliminates unnecessary overtime and scheduling concerns for the Sheriff's Department
- Increases community safety by keeping Sheriff Deputies in the community.
- CUDC can offer a more cost effective transportation option then Sheriff's Deputies
- CUDC coordinates all trip details from the essential information provided to us through JCS, DHS, and Sheriff Departments
- We have large array of vehicle types to accommodate the needs of our clients, which are located throughout the state to ensure the safety, security, and efficiency of our transportation service.
- Our service eliminates the need for numerous agencies
- All CIIDC transporters are equipped with a cell phone and GPS

Costs

- Costs are billed to any funding source, including but not limited to the: Judicial District, County, DHS, Decat, or Flex Survices
- CUDC is flexible and will easily work with customers to use any funding stream needed

Referral Process

- All transports must be set up by a JCO, DHS Worker or Law Enforcement Agency
- Call CIJDC 24 hours a day and refer the Irip to any staff member or follow the link or simply enail the details to transportation@cijdc.com
- Pleaso fax or e-mail a copy of the court order or funding request prior to the trip. If not available, please have it on the next business day
- CUDC can arrange transportation within 30 minutes of referral under most circumstances

Resolution 14-

WHEREAS, a position vacancy has been approved for the following appointment by the Board of Supervisors through the Personnel Requisition Process.

NOW, THEREFORE BE IT RESOLVED that the Board of Supervisors approves and certifies the following appointment to the Auditor for payroll implementation:

DEPARTMENT	POSITION	EMPLOYEE	PAY RATE	RANGE/STEP	EFFECTIVE DATE
Assessor	Part-time Clerk	Ashley Van Houweling	\$14.22	Hire-in	8/11/14

Resolution adopted this 5th day of August, 2014

Joseph Brock, Chairman				

RECORDED IN BOARD OF SUPERVISORS MINUTES BOOK 20 8/5/14 PAGE

Resolution 14-

WHEREAS, a position vacancy has been approved for the following appointment by the Board of Supervisors through the Personnel Requisition Process.

NOW, THEREFORE BE IT RESOLVED that the Board of Supervisors approves and certifies the following appointment to the Auditor for payroll implementation:

DEPARTMENT	POSITION	EMPLOYEE	PAY RATE	RANGE/STEP	EFFECTIVE DATE
Secondary Roads	Grade III Skilled Labor	Jamie St. John	\$20.76	Hire-In	08/11/14
Secondary Roads	Grade III Skilled Labor	Judd Keuning	\$20.76	Hire-In	08/11/14

Resolution adopted this 5th day of August, 2014

,		Joe Brock, Chairman			
Attest:					
¥					
De	nnis Parrott, Auditor				

RECORDED IN BOARD OF SUPERVISORS MINUTES BOOK 20 08/05/14 PAGE



ASPER COUNTY AUDITOR

2014 SCAN PROJECT BACK SCAN;

Attached hereto is a proposal from Cott Systems to:

Back SCAN records and attach them to the current computer index from 1988 through mid-1999.

In 1988 the Jasper County Recorder's office started computer indexing Real Estate Records. At this time we still maintained a paper copy of the record.

In 1999 we started scanning the Real Estate Records and the scanned copy attached to the computer index. From 1999 to current we have not maintained paper copies of records with a few exceptions.

It is our desire to capture (scan) all of the records from 1988 through 1999 to attach to the computerized index system.

There are approximately 246,000 Real Estate Records plus an additional 5,000 Subdivision and survey plats from this period for a total of 251,000 records. The images represent 234+ binder books and Plat Cabinet A in the vault of the recorder.

Objectives:

- 1. Disaster preparedness.
- 2. Off-site storage.
- 3. Availability of 11 more years of computerized images on lowal Land Records as well as on the public computers in the Recorder's office.
- 4. Free up needed space in the Recorder's vault.

The Cott System is our current software provider and their software is proprietary, and therefore they are the only company that can attach scanned copies to our current computer indexes.

On page 3 of the attached proposal is the estimated cost of the project of \$41,000. This figure will be subject to adjustment based on the actual number of pages to be scanned and could vary slightly up or down.

The Recorder has a Records Management Fund that currently has around \$30,000 available. This project falls under the guidelines of how the revenue can be spent and I propose that this fund be used for the majority of the project. I ask that the general fund pay the difference of approximately \$11,000.



Image Services Proposal

For Recorder of Deeds, Jasper IA Prepared on December 19, 2013

Record Books representing Records as follows:

Record Book Source:

Onsite Scanning by Cott

Index Type	Date Range	Book Page Range	Number of images	Page size	Binder Type	
General Records	12/1/1987- 6/30/1999	Book 907 / Page 1 to Book 1152 / Page 1,000	246,000	9" W X15"L	loose	
Plats	9/1/1987- Current		5,000	8 ½ " X 11" to large plat maps 60" X 60"	Plastic sleeves. Will need to unscrew to open sleeve.	

Total Estimated Images

251,000

Backfile Conversion of Record Books

Cott Systems will provide the services to electronically capture and catalog images of the Record Books specified above, import them for access via the "Search" feature in Cott's Resolution system, and create the necessary linkage to programmatically attach the images to the corresponding electronic index data. Unique features within the Resolution Search will allow users to search electronic index data and display associated images online.

Project Management

To provide a smooth and seamless implementation of this project, Cott Systems will assign a Project Coordinator to your project. The Project Coordinator will receive the survey and evaluation of the project details gathered to date and work with a team to determine any additional information needed to complete your project and to coordinate the onsite scan efforts. As work progresses, the Project Technician will keep you informed of the status and timeline.

Once the images are prepared for importing, Cott will send the images to the Customer, and then contact the Customer shortly thereafter for Customer's assistance in making the media with the images assessable to your system. Cott will then remotely access your system to import and link the specified images. Upon completion, a report will be generated at the Customer site for the Customer to review; this report will provide the actual number of images imported and will identify any images with exceptions. It is Customer's responsibility to check the images with exceptions and determine what if any next step(s) should be taken.

Image Services Proposal continued

IA JASPER - Page 1 of 3





Assumptions and Requirements

General Assumptions

- A supported version of Cott's Resolution/resolution3 search application is currently installed and running.
- Source documents provided and utilized by the Customer are assumed to be of usable quality, are complete, and are numbered and presented in sequence.
- A Missing Page Report will be provided in the event missing pages are encountered.
- The import and link software program is for this project's use and shall expire upon completion of this project.
- The import process will not account for multiple instruments on one image where an instrument on the image continues to the next page (a different image).
 - Cott Systems is able to provide a solution for such situations by developing a different utility. This utility is subject to an additional fee. If customer is interested in this utility, customer should advise their Sales Representative.
- Cott is not responsible for the integrity of the index data nor is Cott responsible for correcting any anomalies with the index data.
 - o Any anomalies in the indexed data that may prevent images from properly linking, will be flagged and reported to the customer in a log file during the import process.

General Requirements

- Cott will send a team on-site to the customer's location to gather images utilizing Cott's On-site Scanning Process. Customer books may be disassembled then re-assembled to obtain pages for scanning.
- Cott will track the Customer's media/images from receipt to return.
- Cott will provide Quality Control for sequencing and naming of images to match the actual page numbers on the documents.
- Upon starting the project, updates will be given to the Customer until the project is completed.
- Cott will utilize digitizing settings that apply to the largest majority of the images during the data capture
 process.
- Customer will be responsible for providing 21 GB of additional disc space needed for software and images.

Implementation Plan

Customer acknowledges that in order for Cott to carry out the following Implementation Plan, Customer is required to fulfill the responsibilities described below:

Phase I - Planning

Receipt of signed contract by Cott	Customer, Cott
Issue Invoice to Customer	Cott
Capture images as applicable	Cott, Customer
Evaluate images for quality and completeness as applicable	Cott, Customer
Catalogue and link images	Cott
Issue subsequent monthly invoices	Cott
Phase II - Implementation	
Customer Base System analysis	Cott
Software and data prepared for shipping to Customer	Cott
Ship software and data for install on Customer's Base System	Cott
Final project review	Cott

Phase III - Deployment

IA JASPER • Page 2 of 3





Remote installation of software and data on Customer's Base System Installation of any necessary hardware on Customer's Base System Oversee automated process through to project completion Issue invoice to Customer

Cott Cott Customer, Cott Cott

Major Project Steps	About the Project Steps
Scanning	Cott will assign project coordinator, complete scope of work details, review customer responsibilities, capture images, track media
Resync (naming images), Quality Control	Cott will review images for quality, rescan unacceptable images while onsite, name images, report missing images
Import Service, Post Import Support	Load record book images that have been quality controlled for retrieval.

¹ Fees are based in part on the initial estimated number of images, which was prepared based on information provided from an on-site survey of the records. If the actual number of images processed is less than the estimate, Customer will be invoiced for an aggregate amount that is less than the total specified herein. If the actual number of images processed is higher than the initial estimate, additional image charges will apply that will be the responsibility of the Customer. Cott will notify Customer of any additional charges.

Schedule of Payments

Pricing valid for 90 days.

Fees

invoice upon receipt of signed contract

\$10,300

\$41,200 1

Due upon subsequent invoices

\$30,900 2

2 Cott will issue subsequent invoice(s) until the project is complete. Invoice(s) will be issued to reflect the actual number of images processed by Cott for the previous month. Invoice(s) may also be issued for the actual number of images imported by Cott for the previous month. Cott will apply any applicable credit on your account from the initial down payment.

Invoices are due within thirty (30) days of issue.

Customer to provide the following: High Speed Internet Connection

Hardware/Network Software –additional 106 GB of disc space is needed

Pricing Authorized by:

Deboral A. Ball

Deborah A. Ball, Chief Executive Officer

Date: 12/20/2013

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Sheriff
John R. Halferty
P.O. Box 517
2300 Law Center Drive
Newton, Iowa 50208

Office (641) 792-5912 Fax (641) 792-4202 Chief Deputy Duane Rozendaal

July 25, 2014

Gary Dodds, Chair Jasper County Civil Service Commission 2209 N 2nd Ave E Newton, IA 50208

Dear Gary,

On Thursday, July 24th, 2014, the Jasper County Sheriff's Office conducted testing for the position of deputy sheriff. Recent Board approval allowed me to hire additional deputies and I need to fill two positions. The following individuals passed all testing procedures. I would ask that you consider certifying this list of candidates. If you have any questions, please contact me.

Cale McClain Kiel Archer Cody Hamilton Nick Aldrich Matt Hadsall Clint Ray

Sincerely,

John R. Halferty, Sheriff

Jasper County Civil Service Commission

Location: Jasper County Law Enforcement Center
2300 Law Center Drive
Newton, Iowa 50208

July 28, 2014

Sheriff John Halferty,

The Jasper County Civil Service Commission met on July 28th 2014 and certified the list of applicants that you supplied the commission from the applicant testing on July 24th, 2014

Sincerely,
Gary L. Dodds, Chair JCCSC

Tuesday, July 22, 2014 the Jasper County Board of Supervisors met in regular session at 9:30 a.m. with Supervisors Brock, Stevenson and Carpenter present and accounted for; Chairman Brock presiding.

Richard Phelps spoke to the Supervisors about the music that is played by the County's phone system when a caller is put on hold. Phelps said that the music is too loud and obnoxious. Supervisor Brock said the Board would look into it.

Greater Newton Area Chamber of Commerce interim Director Craig Light asked the Supervisors to allow the use of the Courthouse lawn for a car show and Ridiculous Day on Saturday, July 26, 2014.

Motion by Stevenson, seconded by Carpenter to approve the use of the Courthouse lawn for a car show and Ridiculous Days scheduled for July 26, 2014.

YEA: CARPENTER, BROCK, STEVENSON

Ryan Eaton, representing the County's IT Department, presented to the Board a quote for the purchase of HIPAA compliance software. The software includes an Easy Audit Dashboard, Self Auditing Questionnaires, Gap Monitoring and Remediation Management, Incident Tracking, Business Associate Management, Disclosure Tracking and HIPAA Hotline.

Motion by Stevenson, seconded by Carpenter to approve the purchase of software to make sure the County is HIPAA compliant from Compliancy Group, LLC at a cost of \$4,800 per year.

YEA: CARPENTER, STEVENSON, BROCK

Veterans Affairs Director, Chris Chartier, presented to the Supervisors his Annual Report for FY2014. The report shows that Chartier was able to reduce the total budget by 22% while serving 12% more veterans with County funds.

Motion by Carpenter, seconded by Stevenson to approve the Veterans Affairs Annual FY2014 Report.

YEA: STEVENSON, CARPENTER, BROCK

Motion by Carpenter, seconded by Stevenson to agree to engage in the US Communities Government Purchasing Alliance.

YEA: STEVENSON, CARPENTER, BROCK

Motion by Stevenson, seconded by Carpenter, to approve the cancelation of unclaimed County warrants that are more than one year old in the total amount of \$1,377.54.

YEA: CARPENTER, STEVENSON, BROCK

Motion by Carpenter, seconded by Stevenson to approve a fireworks permit for Mike Herbold for August 29 – September 3, 2014.

YEA: CARPENTER, STEVENSON, BROCK

Motion by Carpenter, seconded by Stevenson to approve Board of Supervisors minutes for July 15, 2014.

YEA: STEVENSON, BROCK, CARPENTER

	Motion by	Carpenter,	seconded b	y Stevenson	to adjourn	the	Tuesday,	July	22,	2014	Board	0
Super	visors meeti	ing.										
YEA:	STEVENSO	ON, CARPE	NTER, BRO	CK			÷					
		•										
												
	Dennis I	Parrott, Aud	litor				Joe Bro	ck, C	hairn	nan		

There were no Board appointments.

Tuesday, July 25, 2014 the Jasper County Board of Supervisors met in special session at 8:30 a.m. with Supervisors Brock, Stevenson and Carpenter present and accounted for; Chairman Brock presiding.

Motion by Carpenter, seconded by Stevenson to go into closed session in accordance with Iowa Code 21.5c "To discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent...."

YEA: STEVENSON, CARPENTER, BROCK

Motion by Stevenson, seconded by Carpenter to come out of closed session.

YEA: STEVENSON, CARPENTER, BROCK

Motion by Stevenson, seconded by Carpenter to accept the agreement relating to a personnel matter as addressed in closed session.

YEA: CARPENTER, STEVENSON, BROCK

Motion by Carpenter, seconded by Stevenson to adjourn the Friday, July 25, 2014 Board of Supervisors meeting.

YEA: STEVENSON, BROCK, CARPENTER

Melissa Hartgers, Deputy Auditor	Joe Brock, Chairman

Wednesday, July 30, 2014 the Jasper County Board of Supervisors met in special session at 11:00 a.m. with Supervisors Brock and Carpenter present and accounted for; Chairman Brock presiding.

Conservation Director, Keri Van Zante asked the Board approve payment to lowa Heartland RC&D in the amount of \$2,000 in regard to a grant application to the National Park Service for a county wide master plan for trails. This is a joint application with Marion County. The grant writing and grant administration fee of \$2,000 will cover the actual research and writing of the grant and also a year of services associated in the administration. Jasper County would only have to pay the amount if the county received the funds from the U.S. National Park Service.

Motion by Carpenter, seconded by Brock to approve payment of \$2,000 to lowa Heartland RC&D for grant writing and administration fees associated with the grant application with Marion County for a county wide master plan for trails.

YEA: BROCK, CARPENTER

Motion by Carpenter, seconded by Brock to adjourn the Wednesday, July 30, 2014 meeting of the Jasper County Board of Supervisors.

YEA: CARPENTER, BROCI	'EA:	RPENTER, E	BROCK
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Melissa Hartgers, Deputy Auditor	Joe Brock, Chairman