

# 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](http://www.co.jasper.ia.us)**

**October 18, 2016**

**9:30 a.m.**

- Item 1      Human Resources – Dennis Simon**
  - a) Employee Hiring Resolution for Sheriff
  - b) New Positions Resolution for Sheriff for 3 Part-time Jailers
  - c) New Positions Resolution for Public Health for 2 PRN Public Health Nurses
  
- Item 2      Recorder – Denise Allan**
  - a) Cott Software Services Renewal Contract
  
- Item 3      Veteran’s Affairs- Kurt Jackson**
  - a) Approval of Quarterly Report ending September 30, 2016
  
- Item 4      Approval of Board of Supervisors minutes for 10/11/16**
  
- Item 5      Board Appointments**

**PUBLIC INPUT & COMMENTS**

Resolution 16-

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:

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>EMPLOYEE</u>	<u>PAY RATE</u>	<u>RANGE/STEP</u>	<u>EFFECTIVE DATE</u>
Sheriff Office	Part-Time Transport Officer	Paul Higginbotham	\$13.28	Hire In	10/11/16
Sheriff Office	Part-Time Transport Officer	Brandon Huggins	\$13.28	Hire In	10/11/16

Resolution adopted this 11th day of October, 2016

\_\_\_\_\_  
Denny Stevenson, Chairman

Attest:

\_\_\_\_\_  
Dennis Parrott, Auditor

RECORDED IN BOARD OF SUPERVISORS MINUTES  
BOOK 21                      10/11/16                      PAGE

Resolution 16-

WHEREAS, The Jasper County Sheriff has the need for and has requested that the Board of Supervisors create three permanent part-time jailer positions

NOW, THEREFORE BE IT RESOLVED that the Jasper County Board of Supervisors shall create the three positions of permanent part-time jailer effective immediately.

A hiring resolution will be presented to the Board of Supervisors to fill the positions and set the level of pay.

Resolution adopted this 18<sup>th</sup> day of October, 2016.

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Denny Stevenson, Chairman

Attest:

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Dennis Parrott, Auditor

RECORDED IN BOARD OF SUPERVISORS MINUTES

BOOK 21

10/18/2016

PAGE

Resolution 16 - \_\_\_\_\_

WHEREAS, The Jasper County Public Health Department has the need for and has approval from the Jasper County Board of Health, requested that the Board of Supervisors create two PRN Public Health Nurse positions.

NOW, THEREFORE BE IT RESOLVED that the Jasper County Board of Supervisors shall create two positions of PRN Public Health Nurse effective as of October 18, 2016.

A hiring resolution will be presented to the Board of Supervisors to fill this position, establish the level of pay and define the length of service.

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Denny Stevenson, Chairman

Attest:

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Dennis Parrott, Auditor

RECORDED IN BOARD OF SUPERVISORS MINUTES

BOOK 21      10/18/2016      PAGE \_\_\_\_\_



**Software Services Renewal Schedule**  
For Denise Allan, Recorder, Jasper County, IA  
Prepared on October 6, 2016

Cott providing the following:

<b>Records Management System</b> <span style="font-size: 2em; font-weight: normal;">Resolution<sub>3</sub></span> <i>Software Services</i> <small>Land Records Management</small> <b>Renewal</b>		
<b>Modules:</b> Fees Indexing Imaging	<b>User Licenses:</b> 5 users 2 search  <b>Estimated Annual Filing Volume:</b> 8,135 Instruments 32,435 Images	<b>Services included:</b> Hosted (Internet) Search
<b>Software Assurance</b> <ul style="list-style-type: none"> <li>• Software Assurance allows unlimited phone support and unlimited remote support.</li> <li>• Software Assurance provides software patches and releases to the current version of our software to increase speed, improve efficiencies, and enhance the ease of operation for you and your staff.</li> </ul>		
<b>Assumptions and Requirements</b> <ul style="list-style-type: none"> <li>• Customer has a right to use Resolution3 software for term specified.</li> <li>• Customer will continue to designate one point of contact in their office to communicate information to Cott.</li> <li>• Firewall, security and high speed internet access is provided by Customer.</li> <li>• Customer's proper use of software and compliance to all operating instructions.</li> <li>• Customer is responsible for data entry standards or rules.</li> <li>• Grade of internet connection at the customer site and its degree of dedication to Cott product(s) affects the implementation and support services.</li> <li>• Authorized access to Cott Systems products (excluding eSearch) is limited to <u>Jasper County IA</u> employees, no access may be granted to 3rd party suppliers.</li> </ul>		
<b>Lease Fees   Schedule of Payments   Service Term 36</b>		<b>Invoice Issued Monthly    \$1,445/mo.</b>

Invoices are due within thirty (30) days of issue

TERM: the new thirty-six (36) month contract term is effective from 11/1/2016 through 10/30/2019.

**END OF MAINTENANCE:** above fee does not include continuation of Hardware Maintenance. Maintenance to end upon renewal on Fujitsu Fi-5750C Scanner SN: 005147, as equipment is no longer in use.



Software Services Renewal Schedule (continued)

Cott and Customer have executed this Addendum and Schedules to be effective as of the date it is signed by Customer. Cott's Master Agreement for Products and Services also applies to the provision of services by Cott under these Schedules and the terms of such agreement are hereby incorporated by reference. The terms actually set forth in these Schedules will govern in the event of any conflict or inconsistency between its terms and the terms set forth in any other document between the parties.

These Schedules may be executed and delivered in counterparts (including by facsimile or other electronic transmission such as in .pdf or other electronic delivery format, any such delivery, an "Electronic Delivery"), all of which shall be considered one and the same agreement. These Schedules, to the extent delivered by Electronic Delivery, shall be treated in all manner and respects as an original agreement and shall be considered to have the same binding legal effect as if it were the original signed version thereof delivered in person including for evidentiary purposes.

Master Agreement for Products and Services	<u>2/8/2010</u> (Date Signed)
Software License and Software Assurance Addendum	<u>2/8/2010</u> (Date Signed)
Hosted Services Addendum	<u>9/24/2015</u> (Date Signed)

COTT SYSTEMS, INC.

Jasper County IA

(County, Parish, Town)

CUSTOMER

Renewal

Deborah A. Ball 10/6/2016  
(Signature) (Date)

\_\_\_\_\_  
(Signature) (Date)

Deborah A. Ball  
(Print Name)

\_\_\_\_\_  
(Print Name)

Chief Executive Officer  
(Print Title)

\_\_\_\_\_  
(Print Title)

Jalinda Green  
(Attest)

\_\_\_\_\_  
(Attest)



Please digitally sign or print and sign original copy/copies for your records.

Once contract is signed, please email or fax the entire contract to Cott.

To: Cott Systems | ATTN Finance Dept | 1.866.540.1072 | [contracts@cottsystems.com](mailto:contracts@cottsystems.com)

Software Services Renewal Schedule (continued)

Customer to provide the following: High Speed Internet Connection, Hardware/Network Software

**HARDWARE SPECIFICATIONS – Medium Office (6-15)\***

**Minimum Requirements**

**DB Server**

Quad Core Intel® Xeon®, 2GHz+  
 16GB RAM  
 Storage to accommodate 4 years+ growth  
 Windows Server 2008R2/2012/2012R2 (Correct # of Cals)  
 Microsoft SQL Server 2008/2008R2/2012/2014 (Correct # of Cals or Cores)

**Web Server**

Quad Core Intel® Xeon®, 2.0+GHz,  
 Windows Server 2008R2/2012/2012R2  
 8GB RAM

**Workstations**

Intel Core i3 2.0Ghz+  
 4GB RAM  
 Windows 7/10 Professional  
 20" VGA/DVI Monitor w/Adjustable Stand

**Dual Monitor Workstations**

Intel Core i3 2.0Ghz+  
 4GB RAM  
 Windows 7/10 Professional  
 2 - 20" Widescreen VGA/DVI Monitors w/Adjustable Stand  
 256MB, Dual Monitor DVI or VGA Graphics Chipset/Card

**Search Stations**

Intel Core i3 2.0Ghz+  
 4GB RAM  
 Windows 7/10 Professional  
 24" Widescreen VGA/DVI Monitor 16x10 w/Adjustable Stand

**Printers**

*High capacity:* Dell B5460DN |512mb RAM min |500 sheet paper tray  
*Low capacity:* Dell B3460DN|512mb RAM min |500 sheet paper tray

**Scanners**

*ADF:* Fujitsu fi-7160  
*ADF + flatbed:* Fujitsu fi-7260 or Fujitsu fi-6770 – High volume scanner

**Specialty Fee Devices**

GX43-102510-000 ZEBRA, GX430, 300 DPI, (spare label printer recommended)  
 TM-H6000IV-8771 EPSON THERMAL SLIP/RECEIPT (must be a USB)

**Cash Drawer**

APG Cash Drawer JB320BL1816 (older Indiana cash drawers will not work with USB receipt printers)  
 APG USB Cash Drawer

\*The equipment listed in this specification sheet has been tested successfully with our software. Due to the abundance of hardware available in the market place, additional equipment not listed may be compatible with our software. If you have questions regarding equipment not listed, please contact your sales representative for additional guidance.

**Recommended for Faster Performance**

– (if different than Minimum)

**DB Server**

6 Core Intel® Xeon®, 2.4GHz+  
 32GB RAM

**Web Server**

16GB RAM

**Workstations**

Intel Core i5 3GHz+  
 8GB RAM

**Dual Monitor Workstations**

Intel Core i5 3GHz+  
 8GB RAM

**Search Stations**

Intel Core i3 2.4GHz+

**First Quarter 2016-17**

<b>Description</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>Quarterly Totals</b>
<b>FEDERAL</b>				
Intent to Files	<u>2</u>	<u>7</u>	<u>7</u>	16
VA Compensation/Pension Claim Submitted	<u>6</u>	<u>11</u>	<u>8</u>	25
Survivor Benefits/ Burial Benefits/ Death Pension Applications Submitted	<u>2</u>	<u>2</u>	<u>2</u>	6
Pending Claims Consulted	<u>2</u>	<u>4</u>	<u>3</u>	9
Military Records Ordered (DD214/Awards/Medical Records, etc.)	<u>3</u>	<u>4</u>	<u>1</u>	8
VA Health Care Benefits applied for	<u>4</u>	<u>7</u>	<u>2</u>	13
Other VA Forms (POA, Waivers, Statements, etc)	<u>8</u>	<u>40</u>	<u>21</u>	69
				<hr/> 146
<b>STATE</b>				
State Assistance Applications Submitted	<u></u>	<u></u>	<u>2</u>	2
<b>COUNTY</b>				
Number of Veterans Assisted by Jasper County	<u>6</u>	<u>9</u>	<u>3</u>	18
Total Spent on Financial Assistance Provided	<u>\$3,068.16</u>	<u>\$5,784.09</u>	<u>1041.21</u>	\$9,893.46
Unclaimed Assistance	<u></u>	<u></u>	<u></u>	0
Projected Total	<u></u>	<u></u>	<u></u>	0
Average per Veteran	<u>\$511.36</u>	<u>\$642.68</u>	<u>\$347.07</u>	\$549.64



Allocation Name	July	August	September	Quarter	YTD	Allocated	Remaining	% Remaining
Accrual FY2015 - 2016	\$2,087.92	\$0.00	\$0.00	\$2,087.92	2087.92	\$0.00	-\$2,087.92	#DIV/0!
Mileage for Veterans	\$511.33	\$562.92	\$317.52	\$1,391.77	1391.77	\$10,000.00	\$8,608.23	86.08%
Admin	\$0.00	\$470.00	\$22.24	\$492.24	492.24	\$14,100.00	\$13,607.76	96.51%
County Assistance	\$3,827.44	\$5,784.09	\$807.21	\$10,418.74	\$10,418.74	\$35,000.00	\$24,581.26	70.23%
Pending Vouchers	\$0.00	\$0.00	\$234.00	\$234.00	\$234.00	\$0.00	-\$234.00	#DIV/0!
Grant	\$0.00	\$0.00	\$0.00	\$0.00	0	\$10,000.00	\$10,000.00	100.00%
<b>Total</b>	<b>\$6,426.69</b>	<b>\$6,817.01</b>	<b>\$1,380.97</b>	<b>\$14,624.67</b>	<b>\$14,624.67</b>	<b>\$69,100.00</b>	<b>\$54,475.33</b>	<b>78.84%</b>
% used	9.30%	9.87%	2.00%	21.16%	21.16%			

	July	August	September	Quarter	YTD	Allocated	Remaining	% Remaining
<b>Wages</b>	<b>\$3,951.26</b>	<b>\$5,264.38</b>	<b>\$1,203.75</b>	<b>\$10,419.39</b>	<b>\$10,419.39</b>	<b>\$48,290.00</b>	<b>\$37,870.61</b>	<b>78.42%</b>
	8.18%	10.90%	2.49%	21.58%				
<b>Wages- Commission</b>	<b>0.00%</b>	<b>\$1,000.00</b>	<b>\$450.00</b>	<b>\$1,450.00</b>	<b>\$1,450.00</b>	<b>\$3,000.00</b>	<b>\$1,550.00</b>	<b>51.67%</b>
		33.33%	15.00%	48.33%				
<b>Fica-County Portion</b>	<b>\$284.23</b>	<b>\$461.18</b>	<b>\$126.51</b>	<b>\$871.92</b>	<b>\$871.92</b>	<b>\$8,951.00</b>	<b>\$8,079.08</b>	<b>90.26%</b>
	3.18%	5.15%	1.41%	9.74%				
<b>IPERS-County Portion</b>	<b>\$352.84</b>	<b>\$118.47</b>	<b>\$107.50</b>	<b>\$578.81</b>	<b>\$578.81</b>	<b>\$10,448.00</b>	<b>\$9,869.19</b>	<b>94.46%</b>
	3.38%	1.13%	1.03%	5.54%				
<b>Employee Insurance</b>	<b>\$1,406.35</b>	<b>\$1,406.35</b>	<b>\$0.00</b>	<b>\$2,812.70</b>	<b>\$2,812.70</b>	<b>\$39,899.00</b>	<b>\$37,086.30</b>	<b>92.95%</b>
	3.52%	3.52%	0.00%	7.05%				

**\$16,132.82 \$16,132.82 \$110,588.00 \$94,455.18 85.41%**

# July 2016 Veterans Affairs Expenditures

WHO	Code	Total \$ Assist	INV Date	DATE	ACCRUED	DRIVERS	ADMIN	ASSIST	VOUCHEI	GRANT	WHAT	Miles	Who Paid
Elaine Bennett			7-Jul-16	26-Jul-16		Driver Expenses					Mileage	86	
Richard Bullock			7-Jul-16	26-Jul-16		\$46.44						357.9	
Linda Cross			7-Jul-16	26-Jul-16		\$193.27						52	
Dwain Holmes			7-Jul-16	26-Jul-16		\$28.08						56	
Paul Koeppen			7-Jul-16	26-Jul-16		\$30.24						70	
Lori Korte			7-Jul-16	26-Jul-16		\$37.80						124	
Bruce Maach			7-Jul-16	26-Jul-16		\$29.70						12	
Judie O'Conner			7-Jul-16	26-Jul-16		\$66.96						38	
Larry Pauley			7-Jul-16	26-Jul-16		\$6.48						96	
Ron Wickman			7-Jul-16	26-Jul-16		\$20.52							
			7-Jul-16	26-Jul-16		\$51.84							
						Assistance		\$299.79			Utilities (Water)		City of Sully
	EP4874	\$299.79	1-Jul-16	26-Jul-16				\$40.00			Rent Late Fee		Brookfield Apartments
	BH0112	\$40.00	1-Jul-16	26-Jul-16				\$410.44			Vr 224,225,226		Fareway #848
	DM1670	\$410.44	5-Jul-16	26-Jul-16				\$480.00			Rental Assistance		Farrell Properties, LLC
	PJ4670	\$888.58	25-Jul-16	9-Aug-16				\$408.58			Utilities (Electric)		Alliant Energy
	CC0033	\$400.00	13-Jul-16	9-Aug-16				\$400.00			Food Assist		Fareway #138
	LA1715	\$625.00	27-Jul-16	9-Aug-16				\$625.00			Rent		Shelly Chandler
	BH9022	\$791.79	26-Jul-16	9-Aug-16				\$650.00			Rent		Carol VanElsen
	SR6920	\$183.84	5-Jul-16	26-Jul-16				\$141.79			Utilities (Water)		City of Colfax
	SD3321	\$188.00	27-Jul-16	9-Aug-16				\$183.84			Food Assist		Fareway #848
								\$188.00			Rent		Forest View Apartments

Code	Description	Total \$ Assist	DATE	WHAT	Miles	Who Paid
	Last years expenditures	\$2,087.92				
	Mileage for Veterans Admin	\$511.33				
	Assistance	\$0.00				
	Pending Vouchers	\$3,827.44				
	Grant	\$0.00				
	<b>Total</b>	<b>\$6,426.69</b>				



# September 2016 Veterans Affairs Expenditures

WHO	Code	Total \$ Assist	INV Date	DATE	ACCRUED	DRIVERS	ADMIN	ASSIST	VOUCHEI	GRANT	WHAT	Who Paid
Forbes Office Supplies			1-Sep-16	20-Sep-16		Operational Expenses	\$22.24				Office Supplies	Forbes
Richard Bullock			6-Sep-16	20-Sep-16		Driver Expenses	\$131.22				243 miles	Jasper County Ride
Mary Helms			6-Sep-16	20-Sep-16			\$5.40				10 miles	Jasper County Ride
Paul Koepfen			6-Sep-16	20-Sep-16			\$18.90				35 miles	Jasper County Ride
Bruce Maach			6-Sep-16	20-Sep-16			\$41.04				76 miles	Jasper County Ride
Lelah Main			6-Sep-16	20-Sep-16			\$42.12				78 miles	Jasper County Ride
Joe Rogers			6-Sep-16	20-Sep-16			\$33.48				62 miles	Jasper County Ride
Ron Wickman			6-Sep-16	20-Sep-16			\$45.36				84 miles	Jasper County Ride
						Assistance		\$400.00			Shelter (Rent)	Wendi Cupples
	LTS774	\$400.00	6-Sep-16	20-Sep-16				\$234.00			VR 230, 232, 233	Fareway Food
	VN1244	\$234.00	8-Sep-16	8-Sep-16				\$407.21			VR 227, 228	Fareway Food
	WR9424	\$407.21	2-Aug-16	4-Oct-16								

September	Last years expenditures	\$0.00	\$317.52	\$22.24	\$807.21	\$234.00	\$1,041.21	\$0.00	\$1,380.97
	Mileage for Veterans Admin		\$317.52	\$22.24	\$807.21	\$234.00	\$1,041.21	\$0.00	\$1,380.97
	Assistance							22.24	
	Pending Vouchers							0	
	Grant							0	
	Total								

**kjackson**

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**From:** Parmenter, Donita S [CO PD] <donitap@iastate.edu>  
**Sent:** Monday, October 03, 2016 8:32 AM  
**To:** kjackson; Chris Chartier  
**Subject:** Quarterly VA RIDE Data

Jasper County RIDE Program  
VA RIDE  
Quarterly Data

July, Aug, Sept 2016

	Iowa City	Des Moines	Skiff	Newton Clinic	Newton - Other	Other Area Towns	Totals
Veterans Transported (unduplicated)							11
TOTAL RIDES for Veterans	5	18	2	1	2	6	34

*Donita Huegel*

*Program Assistant*

Retired and Senior Volunteer Program (RSVP)

**IOWA STATE UNIVERSITY**  
Extension and Outreach

Healthy People. Environments. Economies.

Jasper County  
550 N 2<sup>nd</sup> Ave W  
Newton, Iowa 50208  
641-792-6433  
641-791-0769 Fax

October 11, 2016

Tuesday, October 11, 2016 the Jasper County Board of Supervisors met in regular session at 9:30 a.m. with Supervisors Carpenter and Brock present and accounted for; Vice-Chairman Brock presiding.

Sheriff John Halferty asked the Board to approve his proposal to increase part time jail staff from four to six. With the cost savings in reduced overtime, the need to amend the budget is not anticipated.

Motion by Carpenter, seconded by Brock to approve the Sheriff's proposal to fill the open part-time jail position and add two additional part-time jail positions.

YEA: CARPENTER, BROCK

Motion by Carpenter, seconded by Brock to approve Sheriff's Quarterly report for the period beginning July 1, 2016 and ending September 30, 2016.

YEA: CARPENTER, BROCK

Human Resources Director, Dennis Simon asked the Board approve a revised hiring resolution for Elderly Nutrition replacing resolution 16-67 and a hiring resolution for Veteran's Affairs.

Motion by Carpenter, seconded by Brock to adopt Resolution 16-71, a hiring resolution certifying the following appointment to the Auditor for payroll implementation:

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>EMPLOYEE</u>	<u>PAY RATE</u>	<u>RANGE/STEP</u>	<u>EFFECTIVE DATE</u>
Elderly Nutrition	Substitute (kitchen-help)	Polly Milliman	\$9.22	Range 9 Step 1 Non-Progressive	10/3/16
Elderly Nutrition	Substitute (kitchen/Driver)	Polly Milliman	\$9.22	Range 9 Step 1 Non-Progressive	10/3/16

YEA: CARPENTER, BROCK

A complete copy of the resolution is on file in the Office of the Jasper County Auditor.

Motion by Carpenter, seconded by Brock to adopt Resolution 16-72, a hiring resolution certifying the following appointment to the Auditor for payroll implementation:

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>EMPLOYEE</u>	<u>PAY RATE</u>	<u>RANGE/STEP</u>	<u>EFFECTIVE DATE</u>
Veterans Affairs	Temporary Part-Time Clerk	Keith Thorpe	\$15.00	Standard Rate	10/11/16

YEA: CARPENTER, BROCK

A complete copy of the resolution is on file in the Office of the Jasper County Auditor.

Dennis Simon, Human Resources Director and Robert Meller, Meller Insurance & Consulting presented the proposed 2017 renewal rates for Health, Dental, Vision, Life & LTD.

Motion by Carpenter, seconded by Brock to approve the Health, Dental, Vision, Life & LTD rates as proposed.

YEA: CARPENTER, BROCK

Bob Meller presented the Cafeteria Plan Election Forms for 1/1/2017 – 12/31/2017.

Motion by Carpenter, seconded by Brock to approve the 2017 Cafeteria Plan Election Forms.

YEA: CARPENTER, BROCK

Motion by Carpenter, seconded by Brock to approve the Elected Officials Cafeteria Plan Election Form for 1/1/17 – 12/31/17.

YEA: CARPENTER, BROCK

Pam Olson, Assistant to the Engineer, asked the Board adopt a resolution awarding contract for bridge replacement over the North Skunk River on T-12. The bids are as follows:

Iowa Bridge & Culvert, L.C.	\$ 1,040,330.94
United Contractors Inc. and Subsidiaries	\$ 1,047,990.05
Herberger Construction Co., Inc.	\$ 1,110,810.37
A.M. Cohron & Son, Inc.	\$ 1,122,624.14

Motion by Carpenter, seconded by Brock to adopt Resolution 16-73, a Resolution Awarding Contract for Bridge Replacement on T-12, Project BROS-C050(112)-5F-50 to Iowa Bridge & Culvert, L.C. in the amount of \$1,040,330,94.

YEA: CARPENTER, BROCK

Motion by Carpenter, seconded by Brock to approve Recorder's monthly report for the period of Sept. 1, 2016 through Sept. 30, 2016.

YEA: BROCK, CARPENTER

Motion by Carpenter, seconded by Brock to approve the Board of Supervisor's minutes for 10/4/16.

YEA: CARPENTER, BROCK

There were no Board appointments.

Motion by Carpenter, seconded by Brock to adjourn the Tuesday, October 11, 2016 meeting of the Jasper County Board of Supervisors.

YEA: BROCK, CARPENTER

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Melissa Hartgers, Deputy Auditor

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Joe Brock, Vice-Chairman