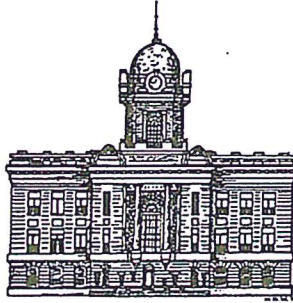


Jasper County, Iowa

Denny Carpenter

Doug Cupples

Brandon Talsma



Board of Supervisors

Courthouse

PO Box 944

Newton IA 50208

Phone 641-792-7016

Fax 641-792-1053

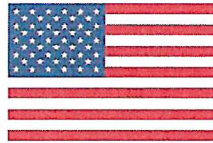
JASPER COUNTY BOARD OF SUPERVISORS MEETING AGENDA

www.jasperia.org

February 4th 2020

9:30am

Pledge of Allegiance



- Item 1 Engineer – Russ Stutt**
 - a) Resolution setting speed limits on F62 east of Sully
 - b) Resolution creating a Finance and Office Manager

- Item 2 Human Resources – Dennis Simon**
 - a) Employee Hiring Resolution – Elderly Nutrition

- Item 3 Approval of Board of Supervisors Minutes for 01/28/2020**

- Item 4 Approval of Claims for Period ending 2/03/20 & 2/04/20**

- Item 5 Board Appointments**

PUBLIC INPUT & COMMENTS

Resolution No. _____

**RESOLUTION TO
ESTABLISH SPEED LIMITS
ON F62 EAST SIDE OF SULLY
IN LYNN GROVE TWP.**

Moved by _____, seconded by _____

to place a 25 MPH Speed Limit on F62, beginning at the intersection of E 124th Street S and going east 1500 Feet at that point the speed shall increase to 35 MPH going east an additional 800 feet, then at that point the speed shall increase to 45 MPH for an additional 800 feet where the speed limit will then become 55 MPH in Lynn Grove Township.

AYES: _____

NAYS: _____

Approved this 4th day of February, 2020.

Brandon Talsma, Chairman Board of Supervisors

Dennis Carpenter, Board of Supervisors

Doug Couples, Board of Supervisors

ATTEST: _____
Dennis Parrott
Jasper County Auditor

FOR ENGINEER USE ONLY:

Date Signs Erected: _____

Time: _____

Resolution No. _____

**RESOLUTION CREATING A
PERMANENT FULL-TIME POSITION**

Moved by, _____ seconded by, _____

to create a permanent full-time position of Office and Finance Manager in the County Engineers Office of the Secondary Roads Department. Position start date to be on or after March 16, 2020. Starting Salary will be between \$ 48,931 and \$ 57, 574 depending on knowledge and experience, with a possible raise after a 6 months' probation period.

AYES: _____

NAYS: _____

Approved this 4th day of February, 2020.

Brandon Talsma
Chairman Board of Supervisors

ATTEST: _____

Dennis Parrott
Jasper County Auditor

Office and Finance Manager

Jasper County, Iowa

Job Title: Office and Finance Manager

Department: Engineer's Office and Secondary Roads

Supervisor: The County Engineer

Duties of the Department: To Maintain the Secondary roads in Jasper County.

General Job Description:

To assist the Engineer in keeping the financial and development records and to oversee the running of the front office.

Major Duties and Responsibilities

- Prepare and submit the Secondary Road Budget and Program as directed by the Engineer.
- Prepare and submit the Secondary Roads Annual report to IA DOT per Code of Iowa.
- Perform office related functions such as handling inquiries or complaints and related public relations duties.
- Approve accounts payable claims and code by appropriate IDOT Coding.
- Review and sign all single and annual trip permit for compliance sent into the office.
- Maintain ledgers, cards and records by auditing and verifying invoices for proper prices, signatures, sales tax exemption, not previously paid, and related control and processing procedures; post invoices to various accounts according to IDOT.
- Maintains various employee logs and records relating to hours worked; sick and annual leave accrued and taken; such as compensatory time, workers' compensation and related payroll and personnel activity; pro-rated hours worked according to various account codes used by State and County Offices.
- Codes income received from various sources through the Treasurer's Office; prepares annual financial report indicating all expenditures and income received from various account categories.
- Assists with figures for budget preparation and keeps track of budget throughout the year to check for over spending and keeps the Engineer informed of such.
- Ensure Accounts payable are paid in a timely manner in compliance with Jasper County policies and procedures.
- Process Payroll in a timely and efficient manner as required by the Jasper County Auditor's office.
- Manage the production of the annual budget and forecasts in conjunction with the County Engineer.
- Calculate variances from budget and report significant issues to the Engineer.
- Prepare and publish timely monthly financial statements to maintenance staff and County Engineer.
- Manage compliance with IADOT Drug Testing requirements for workforce; schedule appointments and submit documents to the proper authorities.
- Initializes all pay changes for workforce in compliance with all county policies and union contracts and submits to Auditors Office after Engineer's approval and signature.
- Maintains departmental records relating to road surfacing projects performed by maintenance projects.
- Responsible for knowing and following company policies and procedures as outlined in employee handbook and for following and adhering to instructions, requests, and task assignments as given by The County Engineer.
- Process and record accounts payable invoices and monthly expenses, project expenses, enter, manipulates, retrieve and balance financial and statistical information in usable form.

- Maintain the GASB records for the Engineer to report to the State Auditors.
- Maintain the TPMS records on the Iowa County Engineers Service Bureau site.

Minor Duties and Responsibilities

To help cover the phones and counter as needed

Qualifications for the Job

Education:

Associate degree in accounting, Preferred or
10 years of related accounting experience
FPC: Fundamental Payroll Certification Preferred

Experience:

Proficient with Microsoft office (Excel, Access and Word), and has strong computer skills.
Knowledge and ability to use Tyler Technologies Incode Financial System, Preferred

Other:

Ability to maintain a high level of confidentiality with sensitive information.
Strong problem-solving skills with a high level of attention to detail and accuracy.
Ability to adapt to a fast paced, changing work environment and respond well under stress to ensure all deadlines are met.
Ability to effectively lead the work activities of others. Excellent communication and customer service skills required.
Flexibility to work additional hours when needed or to provide support to staff.
Must have a current driver's license.
Must have knowledge of the workings of a county road department.

Key Competencies

Computer Skills, analytical skills and the ability to maintain Confidentiality and must be able to speak and understand the English language fluently.

Physical Requirements

Must be able to drive a vehicle from the office to the Courthouse to deliver documents as needed.
Must be able to lift and carry 25 pounds
Must be able to talk to and hear someone on the phone and/or county radio
Must be able to type on a Keyboard
Must be able to reach the front counter and open the safety glass window

Tuesday, January 28, 2020 the Jasper County Board of Supervisors met in regular session at 9:30 a.m. Supervisors Talsma, Cupples and Carpenter present and accounted for; Chairman Talsma presiding.

Motion by Cupples and seconded Carpenter to approve the Veterans Affairs Quarterly Report for the period beginning October 1, 2019 and ending December 31, 2019.

YEA: CARPENTER, CUPPLES, TALSMA

Motion by Carpenter and seconded by Cupples to approve Courthouse Tuckpointing Change Order #2 in which provides for the temporary sealing of open mortar joints.

YEA: CUPPLES, CARPENTER, TALSMA

Motion by Cupples and seconded by Carpenter to approve the purchase of replacement cameras for the Courthouse from SCI in the amount of \$6,000.

YEA: CARPENTER, CUPPLES, TALSMA

Motion by Cupples and seconded by Carpenter to adopt Resolution 20-08 a Construction Evaluation Resolution relating to the construction of a confinement feeding operation structure. The Supervisors then must use the master matrix to evaluate an application for a permit construct.

YEA: CARPENTER & CUPPLES

NA: TALSMA

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

Motion by Cupples and seconded by Carpenter to agree to the Blue Flame Financial terms, for the proposed solar energy project, as presented by Simpleray Solar Energy Company, setting up final approval which is to come at a later date.

YEA: CARPENTER, CUPPLES, TALSMA

Motion by Cupples and seconded by Carpenter to approve a 2 year contract for bridge inspections and rating services between Jasper County and Calhoun-Burns and Associates Inc. for the total amount of \$62,770, \$31,180 in 2020 and \$31,590 in 2021.

YEA: CARPENTER, CUPPLES, TALSMA

Motion by Carpenter and seconded by Cupples to table agenda item #6(b) Resolution creating the position of Office and Finance Manager for the Secondary Roads Department.

YEA: CUPPLES, CARPENTER, TALSMA

The Engineer, Russ Stutt, in his monthly report to the Board listed a number of the things that the Secondary Roads Department has been able to accomplish so far this year including such things as ditch cleaning, asphalt patching, adding road pipes, road shoulder upgrades and brush control.

Motion by Carpenter and seconded by Cupples to set public hearing dates for changes to the snow removal ordinance. Those dates are February 11, 18 & 25 of 2020. The hearing will start at 9:30 a.m. and be held in the Board of Supervisors Office in the Jasper County Courthouse.

YEA: CUPPLES, CARPENTER, TALSMA

Motion by Cupples and seconded by Carpenter to adopt Resolution 20-09 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	3 rd Cook Dishwasher	Mark Patterson	\$10.26	Hire-in Rate Non-progressive Union Scale	01/29/2020

YEA: CARPENTER, CUPPLES, TALSMA

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

Motion by Carpenter and seconded by Cupples to adopt Resolution 20-10 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 3 rd Cook	Delaine "Dee" Bucklin	\$11.34	2 Year Rate Non-progressive Union Scale	02/07/2020

YEA: CUPPLES, CARPENTER, TALSMA

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

Motion by Carpenter and seconded by Cupples to approve Board of Supervisors minutes for 01/21/2020.

YEA: CUPPLES, CARPENTER, TALSMA

Motion by Cupples and seconded by Carpenter to appoint Jeff Davidson to the Enterprise Zone Commission term to expire 12/31/2022.

YEA: CARPENTER, CUPPLES, TALSMA

Motion by Cupples and seconded by Carpenter to appoint Jeff Davidson to the Central Iowa Tourism Board.

YEA: CARPENTER, CUPPLES, TALSMA

Motion by Cupples and seconded by Carpenter to appoint Brandon Talsma to the Mid Iowa Development Board.

YEA: CARPENTER, CUPPLES, TALSMA

Motion by Carpenter and seconded by Cupples to appoint Jeff Davidson to the Mid Iowa Development Board.

YEA: CUPPLES, CARPENTER, TALSMA

Motion by Carpenter and seconded by Cupples to adjourn the Tuesday, January 28, 2020 meeting of the Jasper County Board of Supervisors.

YEA: CUPPLES, CARPENTER, TALSMA

Dennis K. Parrott, Auditor

Brandon Talsma, Chairman