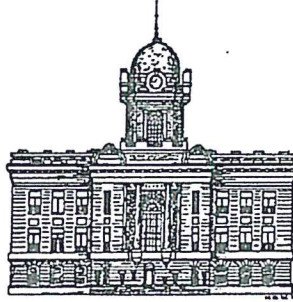


Jasper County, Iowa

Denny Carpenter

Doug Cupples

Brandon Talsma



Board of Supervisors

Courthouse

PO Box 944

Newton IA 50208

Phone 641-792-7016

Fax 641-792-1053

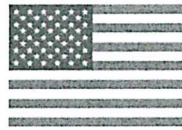
JASPER COUNTY BOARD OF SUPERVISORS MEETING AGENDA

www.jasperia.org

April 6, 2021

9:30 a.m.

Pledge of Allegiance



You may still physically attend the Jasper County Supervisors Meeting, as the County will continue to follow the COVID-19 Guidelines for social distancing. However, you may also attend the meeting by joining us via "Live Stream" at <https://jasper.zoom.us/j/97712718501> Please use the **Meeting ID: 977 1271 8501**. You may also dial in at +1-312-626-6799, using the same meeting ID.

- Item 1 Online Road Complaint Form Going Live**
- Item 2 JEDCO – Jeff Davidson**
 - a) Jasper County Façade Improvement Program
- Item 3 Human Resources – Dennis Simon**
 - a) Hiring Resolution – Deputy Sheriff
 - b) COVID Leave
- Item 4 Community Development – Kevin Luetters**
 - a) Resolution to Approve Proceeding with Abatement of Abandoned Property:
1410 Jade Street, Kellogg, IA
- Item 5 Engineer – Paul Geilenfeldt**
 - a) Purchase of Steel
- Item 6 County Attorney – Scott Nicholson**
 - a) State of Iowa Courtroom Project
- Item 7 Approval of Board of Supervisors minutes for 03/30/21**

PUBLIC INPUT & COMMENTS

- Item 8** **Closed Session requested by Paul Geilenfeldt in accordance with Iowa Code 21.5(c) “To discuss strategy with legal counsel in matters that are presently in litigation or where litigation is imminent....”**
- Item 9** **Closed Session requested by Dennis Simon in accordance with Iowa Code 21.5(c) “To discuss strategy with legal counsel in matters that are presently in litigation or where litigation is imminent....”**

2:00 PM

Contractors Bid Opening for Administration Building

Jasper County Facade Improvement Program

A public-private partnership designed to revitalize downtown commercial areas in
JEDCO member communities.

sponsored by
Jasper County Economic Development Corporation (JEDCO) and
supported by the Jasper County Board of Supervisors



Jasper County Facade Improvement Program Guidelines

Purpose

Jasper County Economic Development Corporation (JEDCO) recognizes that the aesthetic appeal and the economic vitality of a business are influenced by the appearance and success of surrounding commercial establishments. Attractive central business districts can contribute significantly to the appearance of the entire community and extend benefits beyond the community to the entire region.

The Jasper County Facade Improvement Program provides matching funds to business owners within the downtown commercial areas in JEDCO member communities (Baxter, Colfax, Kellogg, Lynnville, Mingo, Monroe, Prairie City, and Sully) for facade improvements. The purpose of the Jasper County Facade Improvement Program is to support the revitalization of business districts in small towns by stimulating private investments that enhance the appearance of buildings and properties and encourage business expansion and creation.

Eligibility

Allowable Awards

JEDCO will award a one-time reimbursement grant of up to \$10,000 toward the total project costs of facade improvements. The business owner and the City shall each provide matching funds equal to or greater than the amount provided by JEDCO.

Projects will be evaluated by JEDCO staff and a recommendation made to the JEDCO Board who have ultimate approval authority. JEDCO reserves the right to fund one or several applications as funding allows. A City may only submit and receive funding for one application per fiscal year.

Eligible Applicants

The goal of the Program is to create public-private partnerships between business owners, City governments, and JEDCO to create the greatest benefit to the citizens of Jasper County. Properties and/or businesses located in the downtown commercial areas in JEDCO member communities—Baxter, Colfax, Kellogg, Lynnville, Mingo, Monroe, Prairie City, and Sully—are eligible for the Jasper County Facade Improvement Program.

The City will be the applicant for all applications to this program. An eligible property and/or business owner shall work with the City Council of their respective community, and the City shall apply on their behalf. All funds disbursed from JEDCO shall be awarded to the City. Additional applicant requirements are identified in the "Terms of Agreement" found at the end of the program guidelines.

The eligible business shall be a legally established and licensed business in the State of Iowa and shall be in conformance with all applicable City/County/State codes and regulations. Cities should confirm that a business meets these requirements before submitting an application on its behalf. JEDCO reserves the right to deny and/or withhold funding to properties delinquent on payment of fines, fees, or taxes.

Ineligible properties include structures that are residential in use, churches and other religious institutions, nonprofit organizations, public buildings, tax delinquent properties, or properties whose owner has any other tax delinquent property in the County.

Facade improvement projects that have commenced prior to their approval by this Program shall be ineligible for JEDCO's funding.

Eligible Improvements

This Program is intended to help support high-quality improvements that will improve the appearance and character of a community's downtown commercial area. Eligible projects are those that make improvements to the exterior portion of existing structures that are publicly visible from the road right-of-way on which the structure fronts.

This Program is not intended to finance routine repairs or maintenance required under existing building codes. Examples of routine repairs or maintenance include: gutters, paint touch up, window frame painting, caulking and sealing of windows and doors.

With the exception of painting, improvements funded by this Program shall be completed by a licensed contractor and shall be made in conformance with all applicable building codes, laws, zoning requirements, and any local architectural and historic preservation standards. Painting may be completed by the property owner, however, if the property owner chooses to do their own painting instead of hiring a contractor, project funding will only cover the costs of materials and will not be used to compensate the business owner for painting.

Eligible improvements include:

- Exterior building improvements, either cosmetic and/or structural
- Signage (not including billboards)
- Lighting
- Accessibility
- Windows
- Doors
- Awnings

Application Routing

Once the application materials are complete, a property/business owner shall submit all materials to their respective City. The City will review the application, assure that it meets program requirements, and determine the maximum match it will contribute toward the project. The City and business owner shall each provide matching funds equal to or greater than the amount that they request from JEDCO. Once the City has made its match determination, it shall forward the application with this information to JEDCO for review.

Application Deadline

Applications are accepted at any time; however, an application must receive approval from JEDCO prior to the work starting. Qualified projects will be awarded on a first-come, first-served basis following the beginning of the fiscal year.

Awarded projects shall be completed and project bills submitted within twelve (12) months of the funding award date. A complete copy of bills and invoices from expenses relating to the project, along with photos of the completed project, must be presented to JEDCO before the funds will be provided. The amount of the funding provided may be adjusted if actual project costs are lower than the cost estimates provided in the project application. Both the City and JEDCO must approve any changes to the approved project as described in the application before those changes are made. Deviations from the approved project as described in the application made without prior approval by both the City and JEDCO may disqualify the project for reimbursement funding.



Jasper County Facade Improvement Program Application Form

Project Information

Project Address _____ Property Owner _____

Business Owner _____ Name of Business _____
(if different from Property Owner)

Contact Information

Applying City _____ City Contact Person _____

Phone _____ E-mail _____

Amount Requested _____

Owner Matching Amount _____ City Matching Amount _____

Application Attachment Checklist

In addition to the completed application, please attach the following:

- Written consent from the property owner to allow improvements
- Color photographs of existing conditions
- Written statement that outlines in detail the scope of the project
- Project budget that includes detailed cost estimates prepared by contractors
- Any design documents prepared by a licensed architect or engineer, if available

By signing below, you certify that to the best of your knowledge, you have submitted all the required information to apply for a facade grant and that the information is accurate. You further acknowledge that you have read and agree to the **Terms of Agreement** outlined on the following page.

Signature of Property/Business Owner

Date

Signature of Applicant—Name & Title of Chief Elected Officer

Date



Jasper County Facade Improvement Program Terms of Agreement

- The applicant is the City.
- The applicant and property/business owner meet all of the eligibility criteria outlined in the Jasper County Facade Improvement Program.
- No funds are approved for the proposed improvements until the applicant is notified in writing and meets all Program requirements. Work completed prior to final approval is ineligible for funding.
- All funds are distributed on a reimbursement basis after all work is completed.
- The City shall ensure that work is performed in a satisfactory manner and conforms to the approved application, project budget, and project schedule and all applicable local ordinances and design standards. The City is responsible for ensuring compliance with all local permitting that is required.
- The City and business owner shall each provide matching funds equal to or greater than the amount that they request from JEDCO. The City shall keep a record of all documents, receipts, lien waivers, etc., to substantiate that they and the business owner are in conformance with this requirement.
- No changes to the approved project plans shall be made without prior consent from JEDCO.
- JEDCO funds shall be disbursed only upon the project's satisfactory completion in accordance with the approved plans for the project. It is the responsibility of the applicant to demonstrate that the project is satisfactorily complete.
- Funds are only to be used for the scope of the project approved by JEDCO.
- The applicant and business owner authorize JEDCO to promote their approved project, including, but not limited to, displaying a sign at the site during and after the construction and using photographs and descriptions of the project in JEDCO media materials.

Acknowledgment of Terms of Agreement

Signature of Property/Business Owner

Date

Signature of Applicant—Name & Title of Chief Elected Officer

Date

JASPER COUNTY

Temporary Employment Practices and Policies in Response to the Novel Coronavirus (COVID-19) Pandemic

3/20/2020

Temporary Employment Practices & Policies in Response to the Novel Coronavirus (COVID-19) Pandemic:

1.0 General Statement of Policy:

The Novel Coronavirus (COVID-19), a respiratory virus designated as a global pandemic by the World Health Organization, has generated a need to address multiple Jasper County employment-related policies on a temporary basis to ensure the health and safety of Jasper County employees while providing for continuity of services to Jasper County residents. The purpose of this policy is to implement various employment-related practices, on a temporary basis, that are consistent with federal OSHA and CDC recommendations for employers, while also ensuring the continuity of Jasper County government.

To the extent any permanent policy of the County contradicts this policy while in effect, the terms of this policy shall prevail.

2.0 Employee Infection Control Practices

Employees are expected to adhere to the infection control practices outlined in this policy, and in the communication sent to employees by the Jasper County Board of Supervisors on March 24, 2020. Those practices specifically include, but are not necessarily limited to, the following:

- Engage in respiratory etiquette and hand hygiene while in the workplace
 - Hand hygiene includes washing hands often with soap and water for at least 20 seconds
 - Respiratory etiquette includes covering your cough or sneeze
- Provide appropriate notification and stay home from work if symptomatic
- Cooperate with department/office management regarding staffing coverage for absences related to illness of other employees, including working additional hours/shifts so symptomatic employees may remain isolated from the workplace

Employees are further required to comply with any department/office-specific rules, including those implemented for infection control purposes in the workplace.

3.0 Jasper County Infection Control Practices

In addition to the specific policy initiatives reflected below, Jasper County will engage in the following employment-related control and prevention practices:

- Limit non-essential staff meetings, conferences, training or other gatherings
- Eliminate any non-essential work-related travel
- Make available wipes and other disposable cleaning products for routine environmental cleaning of work areas

4.0 Remote Work for Non-Essential Jasper County Staff

Consistent with OSHA recommendations¹ that employers implement policies, such as telecommuting, designed to limit contact between individuals to mitigate spread, departments and offices must permit staff to work remotely to the extent the position duties are able to be performed at the employee's home. Determination as to whether a position is capable of being performed remotely is solely at the discretion of, and approval by the Elected Official that directly over or supervises identified employee(s).

All remote workers shall be required to agree to the terms of the telework agreement attached to this policy.

5.0 Paid Leave for COVID-19 Isolation, Testing, Treatment and/or Recovery

Employees who test positive for, or are otherwise required to miss work for purposes of isolation, testing, treatment and/or recovery from COVID-19 related symptoms may receive up to a maximum of 80 hours of paid leave, any additional time shall be credited to the employee's sick leave bank. Employees may be allowed to enter into a negative balance up to a maximum of 80 hours of sick leave accrual. Employees shall only be able to use this leave for purposes of isolation, testing, treatment and/or recovery from COVID-19 related symptoms. Once the employee has been fever free without medication and seven (7) days symptom free, the employee is expected to return to work.

6.0 Leave for Employees in Identified High-Risk Categories

Employees requiring their presence at the worksite who fall into one of the high-risk categories as determined by the CDC² may request the department provide an alternate/modified work assignment or leave to accommodate their underlying risk factor(s). Departments and offices will accommodate the leave request to the greatest extent feasible, consistent with the operational continuity of the department. If leave is granted by the department and approved by the Board of Supervisors or Elected Official, the employee may utilize any accrued leave (e.g. vacation, sick or comp time). If an employee does not have available accrued leave, the employee may be allowed to enter into a negative balance on their sick leave accrual. A negative balance should not exceed a maximum of more than 80 hours. Should an employee need additional time off, this

¹ See <https://www.osha.gov/Publications/OSHA3990.pdf> at page 9.

² The CDC has determined the following categories of individuals are at a higher risk of getting very sick from COVID-19: older adults and people who have serious chronic medical conditions like heart disease, diabetes or lung disease. See <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html>.

will be reviewed on a case by case basis and the employee may be placed in an authorized leave without pay status.

Employees with disabilities seeking employment-related accommodation may do so in accordance with Jasper County's EEO/AA/ADA Policy.

7.0 Contingent Staff Plan

Departments and offices are encouraged to consult and follow the Jasper County COOP to ensure sufficient staffing levels for the continuity of operations. Contingent staffing plans will be department specific and designed to address the specific operational continuity needs of that department.

8.0 Resources

Employees are encouraged to remain informed by consulting federal, state and local authorities that are providing guidance regarding the COVID-19 pandemic. A list of resources is provided below:

- OSHA guidance for employers: <https://www.osha.gov/Publications/OSHA3990.pdf>
- CDC COVID-19 guidance: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- Iowa Department of Public Health: <https://idph.iowa.gov/>
- Jasper County Health Department: <https://www.co.jasper.ia.us/285/Health-Department>

RESOLUTION OF AUTHORIZATION
COMMUNITY DEVELOPMENT DEPARTMENT

WHEREAS the Jasper County Board of Supervisors desires to keep the County free of abandoned and unsafe property.

WHEREAS Iowa Code Chapter 657A provides for the abatement of buildings that are a menace to the public health, welfare, or safety, or that is structurally unsafe, unsanitary, or not provided with adequate safe egress, or that constitutes a fire hazard, or is otherwise dangerous to human life, or that in relation to the existing use constitutes a hazard to the public health, welfare, or safety by reason of inadequate maintenance, dilapidation, obsolescence, or abandonment.

WHEREAS Community Development Director, Kevin Luetters, has informed the Supervisors that such an abandoned property exists at 1410 Jade St., Kellogg, Iowa.

THEREFORE the Jasper County Board of Supervisors authorizes Community Development Director, Kevin Luetters, to proceed with the possible abatement of the abandoned and unsafe property located at 1410 Jade St., Kellogg, Iowa.

Approved, this 6th day of April 2021.

Doug Cupples, Chairman
Jasper County Board of Supervisors

Attest: _____
Dennis, K. Parrott, Auditor

R. B. JONES OF IOWA INC.

Steel Bldg

PROJECT

LOCATION

OWNER

April 6, 2021

DATE OF BID OPENING

ITEM NO. QUANTITY DESCRIPTION

10 1/2" x 45' x 42#

12" x 50' x 75#

53,125

56,400

NO BID

BIDDERS
O'Brien Enterprises
Husker Steel
Skylight Steel

Jasper County Engineer
910 N 11th Ave E, Newton Iowa 50208
Phone: 641-792-5862 Fax: 641-791-7740

Jasper County Secondary Roads is taking quotes on the items listed. Please fax quotes to 641-791-7740 or e-mail to dsimmons@jasperia.org by **Noon, Thursday April 1, 2021**. If quotes are sent regular mail the quote must be in the office by the deadline or it will not be considered.

The quotes will be taken to the board on Tuesday April 6, 2021 for approval.

Delivery and invoicing must be completed by June 7, 2021.

Item	Quantity	Cost Per Each	Total
10"x45'x42# H-Pile	48	\$1,106.78	\$53,125.44
12"x50'x79#	24	\$2,467.96	\$59,231.04

Please return this sheet with your quote to Jasper County

Oden Enterprises, Inc.

Company Bidding

PO Box 26, Wahoo, NE 68066

Bidders Address

stu_eoden@yahoo.com

Bidders e-mail address

800-950-6336, 402-443-5289

Bidders Phone/Fax



Signature of Authorized Bidder Representative

Jasper County Engineer
 910 N 11th Ave E, Newton Iowa 50208
 Phone: 641-792-5862 Fax: 641-791-7740

Jasper County Secondary Roads is taking quotes on the items listed. Please fax quotes to 641-791-7740 or e-mail to dsimmons@jasperia.org by **Noon, Thursday April 1, 2021**. If quotes are sent regular mail the quote must be in the office by the deadline or it will not be considered.

The quotes will be taken to the board on Tuesday April 6, 2021 for approval.

Delivery and invoicing must be completed by June 7, 2021.

Item	Quantity	Cost Per Each	Total
* 10"x45'x42# H-Pile	48	\$1175 ⁰⁰ /EA	\$56,400 ⁰⁰
* 12"x50'x79#	24	\$2,567 ⁰⁰	\$61,608 ⁰⁰

Please return this sheet with your quote to Jasper County

HUSKER STEEL
 Company Bidding

HUSKER STEEL COMPANY
 P.O. Box 36
 1864 29 Ave. East
 Columbus, NE 68601

Bidders Address
huskstl@megavision.com
 Bidders e-mail address



402-564-3271 / 402-564-6437
 Bidders Phone/Fax

Mike Raney
 Signature of Authorized Bidder Representative

* TO DELIVER H-PILE (HP10x42) & BEAMS (W12x79) BEFORE JUNE 7, 2021, HUSKER STEEL WILL NEED THE JASPER COUNTY BOARD TO AWARD OUR PROPOSAL PRIOR TO APRIL 9, 2021.

March 30, 2021

Tuesday, March 30, 2021 the Jasper County Board of Supervisors met in regular session at 9:30 a.m. Supervisors Talsma, Carpenter and Cupples present and accounted for; Chairman Cupples presiding.

Doug Cupples read the Jasper County Compensation Board letter of recommendations.

Motion by Talsma and seconded by Carpenter to adopt Resolution 21-26 approving the following salary adjustments for elected officials for FY 21/22 beginning July 1, 2021.

Elected Official	Approved Salary	Approved % Increase
Attorney	\$127,546	2%
Auditor	\$ 79,640	2%
Recorder	\$ 79,640	2%
Sheriff	\$117,491	2%
Supervisors	\$ 42,020	0%
Treasurer	\$ 79,640	2%

YEA: CARPENTER, TALSMA, CUPPLES

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

Motion by Talsma and seconded by Carpenter to approve a 2% increase in salary for Department Heads for FY 21/22.

YEA: CARPENTER, TALSMA, CUPPLES

Motion by Carpenter and seconded by Talsma to approve a 2% increase in salary for Non-Department Heads & Hourly Non-bargaining employees for FY21/22.

YEA: TALSMA, CARPENTER, CUPPLES

Motion by Talsma and seconded by Carpenter to open a public hearing on the FY21/22 budget.

YEA: CARPENTER, TALSMA, CUPPLES

There were no public comments. Supervisors Cupples mentioned that the levy has been reduced from 11.63697 in FY19/20 to 10.4453 in FY20/21 and this year it was reduced to 10.100905.

Motion by Carpenter and seconded by Talsma to close the public hearing,

YEA: TALSMA, CARPENTER, CUPPLES

Motion by Carpenter and seconded by Talsma to approve the FY21/22 County Budget.

YEA: TALSMA, CARPENTER, CUPPLES

Motion by Talsma and seconded by Carpenter to approve the Ahlers & Cooney Law Firm as bond counsel for the upcoming bond sale for the new Administration Building.

YEA: CARPENTER, TALSMA, CUPPLES

Motion by Talsma and seconded by Carpenter to approve the HMA and seal project in the amount of \$9,750 by Denco Highway Construction Corp. for parking lots at the County Jail and at 113 W 2nd St S, Newton.

YEA: CARPENTER, TALSMA, CUPPLES

Motion by Talsma and seconded by Carpenter to approve the agreement between Jasper County and Karpel Solutions for the County Attorney's case management software project.

YEA: CARPENTER, TALSMA, CUPPLES

Motion by Talsma and seconded by Carpenter to approve the DOT FY 21/22 Budget and 5 Year Program.

YEA: CARPENTER, TALSMA, CUPPLES

Motion by Carpenter and seconded by Talsma to approve the DOT FY2021 Budget Amendment.

YEA: TALSMA, CARPENTER, CUPPLES

Motion by Carpenter and seconded by Talsma to approve the DOT FY2021 5 Year Program Amendment.

YEA: TALSMA, CARPENTER, CUPPLES

Motion by Carpenter and seconded by Talsma to approve Board of Supervisors minutes for 03/23/2021.

YEA: TALSMA, CARPENTER, CUPPLES

Motion by Talsma and seconded by Carpenter to approve claims paid through 03/30/2021.

YEA: CARPENTER, TALSMA, CUPPLES

Motion by Carpenter and seconded by Talsma to appoint Don Goodman term to end 06/30/2026 and Mary Wurzer term to end 06/30/2022 to the Zoning Board of Adjustment.

YEA: TALSMA, CARPENTER, CUPPLES

Motion by Talsma and seconded by Carpenter to appoint Terri Rosonke to the Magistrate Appointing Commission term to expire 12/31/2026.

YEA: CARPENTER, TALSMA, CUPPLES

Motion by Carpenter and seconded by Talsma to adjourn the Tuesday, March 30, 2021 meeting of the Jasper County Board of Supervisors.

YEA: TALSMA, CARPENTER, CUPPLES

Dennis K. Parrott, Auditor

Doug Cupples, Chairman