

March 31, 2020 9:00 a.m.

The Jones County Board of Supervisors met in regular session. Present Chairman Manternach, Supervisors Eaken, Oswald, Rohwedder, and Zirkelbach.

*Due to the COVID-19 public health emergency, and to abide by health safety and social distancing guidelines, remote participation to this meeting was provided by electronic video and audio streaming via remote meeting software, with audio only access also available by telephone. Said remote participation electronic meeting access is permitted via a Proclamation of Disaster Emergency issued by Governor Kim Reynolds on March 19, 2020. Physical in-person access to the public was not permitted at this meeting. Full instructions for access via remote participation were included on the meeting agenda which was posted on the east, west, and north exterior doors of the Courthouse, the County web-site, and was emailed to the list of fifty-seven individuals who are typically emailed the agenda for Board of Supervisors' meetings.*

The Emergency Management Coordinator, Public Health Coordinator, and Public Health Intern met with the Board to provide an update on emergency preparedness activities to address the COVID-19 public health emergency, including that they had received notification of Jones County's first confirmed cases of COVID-19, explained the required procedures for follow-up by the Jones County Public Health department including confidential notifications for emergency responders, and calls from the public with concerns about businesses not following recommended social distancing guidelines. The Emergency Management Coordinator reported that the Iowa National Guard has made one delivery of personal protective equipment primarily for first responders, with additional requests being made weekly, discussed recommendations from the Iowa Department of Public Health regarding citizens making protective masks and gowns, and noted a local Jones County business will soon be making face shields and that she had provided the business with information to become an approved vendor with the State of Iowa for additional opportunities.

Moved by Rohwedder seconded by Eaken to open the public hearing on the Fiscal Year 2020/2021 Jones County Budget at 9:19 a.m. On roll call vote: Zirkelbach aye, Rohwedder aye, Oswald aye, Eaken aye, Manternach aye. Motion carried.

No citizens were physically present for the hearing however an unknown number of persons were viewing the hearing remotely by internet or audio access. No objections to, nor comments in favor of, the proposed budget, were received.

The County Auditor provided a summary of the proposed budget, including tax rates, the major sources of revenues and major expenditure functions, included in the proposed budget.

Moved by Oswald seconded by Zirkelbach to close the public hearing at 9:23 a.m. On roll call vote: Zirkelbach aye, Rohwedder aye, Oswald aye, Eaken aye, Manternach aye. Motion carried.

Supervisor Zirkelbach introduced the following FISCAL YEAR 2020/2021 ELECTED OFFICIALS' SALARY RESOLUTION, and moved its adoption, seconded by Supervisor Rohwedder. On roll call vote: Zirkelbach aye, Rohwedder aye, Oswald aye, Eaken aye, Manternach aye, whereupon the Chairman declared the resolution duly passed and adopted.

#### FISCAL YEAR 2020/2021

#### ELECTED OFFICIALS' SALARY RESOLUTION

WHEREAS, the Jones County Compensation Board meets annually to recommend a compensation schedule for elected officials for the fiscal year immediately following, in accordance with Iowa Code Sections 331.905 and 331.907, and

WHEREAS, the Jones County Compensation Board met on January 27, 2020, and made the following salary recommendations for the following elected officials for the fiscal year beginning July 1, 2020:

| <u>Elected Official</u> | <u>Current Salary</u> | <u>Recommended Increase</u> | <u>Recommended Salary</u> |
|-------------------------|-----------------------|-----------------------------|---------------------------|
| Attorney                | \$99,561.60           | 10.00%                      | \$109,517.76              |
| Auditor                 | \$68,651.07           | 5.00%                       | \$ 72,083.62              |
| Recorder                | \$63,795.52           | 6.00%                       | \$ 67,623.25              |
| Sheriff                 | \$88,577.38           | 5.00%                       | \$ 93,006.25              |
| Treasurer               | \$66,584.76           | 5.00%                       | \$ 69,914.00              |
| Supervisors             | \$30,000.53           | 5.00%                       | \$ 31,500.56              |

THEREFORE, BE IT RESOLVED that the Jones County Board of Supervisors hereby reduces by 40% the salary increases recommended by the Jones County Compensation Board for the Board of Supervisors to reflect the salary increases noted below for the fiscal year beginning July 1, 2020, and reduces by 30% the salary increases recommended by the Jones County Compensation Board for the remaining elected officials to reflect the salary increases noted below for the fiscal year beginning July 1, 2020:

| <u>Elected Official</u> | <u>Current Salary</u> | <u>Approved Increase</u> | <u>Approved Salary</u> |
|-------------------------|-----------------------|--------------------------|------------------------|
| Attorney                | \$99,561.60           | 7.00%                    | \$106,530.91           |
| Auditor                 | \$68,651.07           | 3.50%                    | \$ 71,053.86           |
| Recorder                | \$63,795.52           | 4.20%                    | \$ 66,474.93           |
| Sheriff                 | \$88,577.38           | 3.50%                    | \$ 91,677.59           |
| Treasurer               | \$66,584.76           | 3.50%                    | \$ 68,915.23           |
| Supervisors             | \$30,000.53           | 3.00%                    | \$ 30,900.55           |

Supervisor Oswald introduced the following FISCAL YEAR 2020/2021 ADOPTION OF BUDGET and CERTIFICATION OF TAXES RESOLUTION, and moved its adoption, seconded by Supervisor Eaken. On roll call vote: Zirkelbach aye, Rohwedder aye, Oswald aye, Eaken aye, Manternach aye, whereupon the Chairman declared the resolution duly passed and adopted.

FISCAL YEAR 2020/2021 ADOPTION OF BUDGET  
& CERTIFICATION OF TAXES RESOLUTION

IT IS HEREBY RESOLVED by the Jones County Board of Supervisors that the Fiscal Year 2020/2021 Jones County proposed budget and tax levies be adopted as published. Said budget will reflect:

- total expenditures of \$20,346,491 (net of interfund transfers)
- total revenues of \$18,230,550 (including taxes, but net of interfund transfers)
- a county-wide tax levy of \$6,833,746 (\$6,712,810 property tax plus \$120,936 utility replacement tax) against a \$1,144,936,435 valuation (including gas and electric utilities) which produces a rate per \$1,000 of \$5.96867; said county-wide tax levy does not include a debt service levy
- a rural tax levy of \$2,203,753 (\$2,170,580 property tax plus \$33,173 utility replacement tax) against a \$810,921,842 valuation (including gas and electric utilities) which produces a rate per \$1,000 of \$2.7175.

BE IT FURTHER RESOLVED that the Board has designated portions of the projected June 30, 2021 unreserved fund balance as follows:

- General Basic Fund – for the purposes of county facility improvements, replacements, additions, and capital repairs, major software upgrades, and equipment which cannot be absorbed in the general operating budget of any particular department, all subject to Board approval, \$31,000 will be added in fiscal 2021 to the previously designated balance for said

purposes. Amounts so designated may be subsequently reduced by the amounts spent for those purposes, as authorized by the Board, during the fiscal year. The amount of unused funds accumulated for those purposes at June 30 shall be established by resolution as committed fund balance.

- General Supplemental Fund – \$20,000 will be added to a fund for future voting equipment replacement. The amount of unused funds accumulated for those purposes at June 30 shall be established by resolution as committed fund balance.
- Secondary Road Fund – unused local option sales tax designated per ballot measure for roads and bridges. The amount of unused funds accumulated for those purposes at June 30 shall be established by resolution as committed funds within the restricted Secondary Road Fund.
- These designations of committed and restricted fund balances indicate that Jones County prefers to use available financial resources for the specific purposes set forth above, and although committed, the funds are to remain an integral part of the spendable or appropriable resources of Jones County for cash flow purposes.

Moved by Oswald seconded by Zirkelbach to open the public hearing at 9:26 a.m., as required by Iowa Code section 331.434(6), on the matter of proposed reductions to fiscal year 2020 departmental appropriations which are in excess of 10% or \$5,000 (whichever is greater) of the original appropriations for the following departments:

- Court Activities-the original fiscal year appropriation was \$10,000; the total proposed reduction is \$6,500 (to reflect the savings in purchases for materials for the law library).
- Conservation Capital Projects – the original fiscal year appropriation was \$568,040; the total proposed reduction is \$297,884 (to reflect the change in construction activities for various major projects, including the MonMaq Dam project)
- Central Park Lake Project-the original fiscal year appropriation was \$47,458; the total proposed reduction is \$10,458 (to reflect the change in construction activities for rehabilitation of the Fremont Mill bridge in Central Park).
- Wapsipinicon Trail Project – the original fiscal year appropriation was \$520,000; the proposed reduction is \$449,793 (to reflect the delay in construction of phase 2 of the trail project to fiscal year 2021).

On roll call vote: Zirkelbach aye, Rohwedder aye, Oswald aye, Eaken aye, Manternach aye. Motion carried.

No citizens were physically present for the hearing however an unknown number of persons were viewing the hearing remotely by internet or audio access. No objections to, nor comments in favor of, the proposed departmental adjustments were received.

Moved by Eaken seconded by Oswald to close the public hearing at 9:30 a.m. On roll call vote: Zirkelbach aye, Rohwedder aye, Oswald aye, Eaken aye, Manternach aye. Motion carried.

Moved by Rohwedder seconded by Eaken to open the public hearing to amend the FY2020 County Budget at 9:30 a.m. On roll call vote: Zirkelbach aye, Rohwedder aye, Oswald aye, Eaken aye, Manternach aye. Motion carried.

No citizens were physically present for the hearing however an unknown number of persons were viewing the hearing remotely by internet or audio access. No objections to, nor comments in favor of, the proposed budget amendment were received.

The County Auditor provided a summary of the proposed amendment and reported that due to the COVID-19 public health emergency the Public Health department has requested that their budget not be reduced as had been initially proposed. The Auditor also reported that recent action by

the Iowa Department of Natural Resources will result in the need to reimburse the State of Iowa for advance payments previously received for two grants for the MonMaq Dam project (said amounts have been held and recorded as Restricted Fund Balance in the General Fund in the County's financial statements), and that the current budget amendment could not be adjusted to accommodate the required change to the spending authority for the appropriate expenditure category to make the reimbursement at this time.

Moved by Eaken seconded by Rohwedder to close the public hearing at 9:35 a.m. On roll call vote: Zirkelbach aye, Rohwedder aye, Oswald aye, Eaken aye, Manternach aye. Motion carried.

Supervisor Eaken introduced the following 2019/2020 JONES COUNTY BUDGET AMENDMENT RESOLUTION #1 and moved its adoption, seconded by Supervisor Oswald. On roll call vote: Zirkelbach aye, Rohwedder aye, Oswald aye, Eaken aye, Manternach aye, whereupon the Chairman declared the resolution passed and adopted.

2019/2020 JONES COUNTY BUDGET AMENDMENT RESOLUTION #1

IT IS HEREBY RESOLVED by the Jones County Board of Supervisors that the 2019/2020 Jones County budget be amended as published March 18, and 19, 2020 in the official County newspapers, with the exception of the proposed \$2,299 reduction to expenditures for Physical Health and Social Services, which will not be reduced due to the need for expenditures related to the COVID-19 public health emergency. Said budget after amendment shows \$19,587,103 of total revenues and other sources (which includes \$17,196,402 revenues and \$2,390,701 of interfund operating transfers in), and \$22,695,036 of total expenditures and other uses (which includes \$20,304,335 expenditures and \$2,390,701 of interfund operating transfers out). Further, the Board of Supervisors acknowledges that the 2019/2020 Jones County budget may need to be subsequently amended at a later date due to expenditures related to the COVID-19 public health emergency.

Supervisor Rohwedder introduced the following APPROPRIATION RESOLUTION 2019/2020-03 and moved its adoption, seconded by Supervisor Zirkelbach. On roll call vote: Zirkelbach aye, Rohwedder aye, Oswald aye, Eaken aye, Manternach aye, whereupon the Chairman declared the resolution passed and adopted.

APPROPRIATION RESOLUTION 2019/2020-03

BE IT RESOLVED by the Jones County Board of Supervisors that the following changes in departmental spending appropriations for fiscal year 2019/2020 be adopted:

|                         | current          | change     | amended        |
|-------------------------|------------------|------------|----------------|
| 01 Board of Supervisors | from \$290,864   | (\$419)    | to \$290,445   |
| 02 Auditor              | from \$514,383   | \$2,394    | to \$516,777   |
| 03 Treasurer            | from \$583,320   | (\$12,389) | to \$570,931   |
| 04 County Attorney      | from \$329,477   | \$200      | to \$329,677   |
| 05 Sheriff              | from \$2,698,626 | \$67,549   | to \$2,766,175 |
| 06 Court Activities     | from \$10,000    | (\$6,500)  | to \$3,500     |
| 07 Recorder             | from \$182,444   | (\$2,033)  | to \$180,411   |
| 08 Juvenile Court       | from \$22,185    | \$79       | to \$22,264    |
| 15 JETS                 | from \$518,971   | \$33,883   | to \$552,854   |
| 17 Environmental Health | from \$182,162   | (\$3,379)  | to \$178,783   |
| 20 Secondary Road       | from \$9,362,400 | (\$2,400)  | to \$9,360,000 |
| 21 Veterans Affairs     | from \$73,072    | \$530      | to \$73,602    |
| 22 Conservation         | from \$643,340   | (\$31,721) | to \$611,619   |
| 23 Public Health        | from \$143,413   | \$738      | to \$144,151   |
| 24 Land Use             | from \$45,657    | \$0        | to \$45,657    |

|                                    |      |              |             |    |              |
|------------------------------------|------|--------------|-------------|----|--------------|
| 25 General Assistance              | from | \$51,072     | (\$2,930)   | to | \$48,142     |
| 28 Medical Examiner                | from | \$39,000     | \$0         | to | \$39,000     |
| 29 Township                        | from | \$9,520      | \$0         | to | \$9,520      |
| 30 Conservation Capital Grant Act  | from | \$568,040    | (\$297,884) | to | \$270,156    |
| 31 Central Park Lake Project       | from | \$47,458     | (\$10,458)  | to | \$37,000     |
| 32 Economic Development Commission | from | \$40,000     | \$0         | to | \$40,000     |
| 33 Libraries                       | from | \$107,885    | \$0         | to | \$107,885    |
| 34 Historic Preservation/Tourism   | from | \$32,400     | \$25        | to | \$32,425     |
| 38 Human Services                  | from | \$2,300      | (\$1,140)   | to | \$1,160      |
| 39 Fairs                           | from | \$23,661     | \$0         | to | \$23,661     |
| 40 Memorial Hall                   | from | \$9,160      | \$0         | to | \$9,160      |
| 51 General Services                | from | \$354,190    | (\$776)     | to | \$353,414    |
| 52 Data Processing                 | from | \$281,524    | (\$46)      | to | \$281,478    |
| 53 G.I.S. Services                 | from | \$112,871    | (\$46)      | to | \$112,825    |
| 54 Solid Waste Disposal Co. Share  | from | \$45,605     | \$0         | to | \$45,605     |
| 58 Substance Abuse Services        | from | \$22,350     | (\$4,999)   | to | \$17,351     |
| 60 Mental Health Services          | from | \$649,768    | \$800       | to | \$650,568    |
| 62 Mental Health Administration    | from | \$240,077    | \$23,124    | to | \$263,201    |
| 62 DCAT/CPPC/ECI                   | from | \$84,854     | \$404       | to | \$85,258     |
| 67 Senior Dining                   | from | \$275,320    | \$10,180    | to | \$285,500    |
| 71 Emergency Management Co Share   | from | \$96,600     | \$0         | to | \$96,600     |
| 82 Employee Safety Committee       | from | \$0          | \$10,000    | to | \$10,000     |
| 93 Wapsipinicon Trail Project      | from | \$520,000    | (\$449,793) | to | \$70,207     |
| 94 Environmental Restoration       | from | \$10,000     | \$0         | to | \$10,000     |
| 95 Capital Projects                | from | \$870,624    | (\$58,108)  | to | \$812,516    |
| 96 Budget Holding                  | from | \$180,042    | (\$180,042) | to | \$0          |
| 99 Non-Departmental                | from | \$979,692    | (\$34,835)  | to | \$944,857    |
| Total Expenditures                 | from | \$21,254,327 | (\$949,992) | to | \$20,304,335 |

and, BE IT FURTHER RESOLVED that the Auditor post all 2019/2020 re-estimated revenues into budgeted revenue amounts, and that the Auditor post all 2019/2020 re-estimated expenditures into budgeted expenditure amounts, even if there is no change in net departmental budgeted amounts.

Moved by Eaken seconded by Zirkelbach to apply for a \$44,000 food distribution grant from the Iowa Economic Development Authority to primarily serve ill or homebound Jones County citizens during the COVID-19 public health emergency. All aye. Motion carried. [2020-026]

Moved by Rohwedder seconded by Zirkelbach to approve the Board of Health's recommendation for a pay increase for Kaci Ginn, Public Health Intern to \$18.00 per hour effective March 16, 2020. All aye. Motion carried.

Moved by Eaken seconded by Rohwedder to approve the minutes of the March 24, 2020 meeting. All aye. Motion carried.

Moved by Zirkelbach seconded by Oswald to approve claims #2003-0365 through #2003-0508. All aye. Motion carried.

Moved by Zirkelbach seconded by Oswald to approve a Class A Liquor License with Outdoor Service and Sunday Sales privileges for Wapsipinicon Country Club, 21309 County Rd. E34, Anamosa, to be effective April 1, 2020. All aye. Motion carried. [2020-027]

Moved by Eaken seconded by Rohwedder to open two quotes received to remove asbestos containing caulk around certain doors associated with the Courthouse window and door replacement project. All aye. Motion carried.

Moved by Rohwedder seconded by Eaken to accept a quote from Environmental Management Services of Iowa, Inc. in the amount of \$1,900.00 remove asbestos containing caulk

around certain doors associated with the Courthouse window and door replacement project. All aye. Motion carried.

Moved by Zirkelbach seconded by Rohwedder to approve the Conservation Board's request to access unused Fiscal Year 2019/2020 non-payroll maintenance operations spending authority in Fiscal Year 2020/2021, in an amount not to exceed \$10,000, noting that the department's spending authority for Fiscal Year 2020/2021 would need to be adjusted at a later date for that purpose. All aye. Motion carried.

Moved by Oswald seconded by Zirkelbach to authorize the Chairman to sign a letter requesting the following web-site domain names be acquired for county purposes: [jonescountyiowaelections.gov](http://jonescountyiowaelections.gov) as requested by the County Auditor for compliance with Iowa Administrative Rules scheduled to become effective in June 2020, and [jonescountyiowa.gov](http://jonescountyiowa.gov) as requested by the Information Technology Coordinator for possible future County use. All aye. Motion carried. [2020-028]

Moved by Zirkelbach seconded by Eaken to authorize the Chairman to sign a GIS Data Agreement with Hall & Hall Engineers to provide data for a project for the City of Wyoming. All aye. Motion carried. [2020-029]

Moved by Zirkelbach seconded by Eaken to allow employees to voluntarily take unpaid leave for up to 50% of their normal weekly schedule for COVID-19 related absences when they have eligible leave accruals available, unless the leave occurs on or after April 1, 2020 and qualifies for required payment under the federal Families First Coronavirus Response Act. All aye. Motion carried. [Auditor's note: Said action adds clarification to a motion from the March 18, 2020 meeting].

The Auditor requested that discussion on the agenda item regarding employee compensation for COVID-19 related absences, subsequent to the newly adopted federal Families First Coronavirus Response Act H.R. 6201 be postponed until a later date as information regarding the legislation is rapidly changing and she would like to gather more accurate information before requesting action by the Board.

The Auditor provided an update on the window replacement project, and reported that a representative of Shive-Hattery Architecture and Engineering had inspected the steps at the east and south entrances to the Courthouse after portions of the new caulk had been replaced.

The Engineer and Assistant to the Engineer met with the Board by remote access to discuss the maps for placement of contract rock, including the estimated cost of the 2020 contract rock program; to present the Iowa Department of Transportation (DOT) Jones County Secondary Road budget for approval; to present a new procedure to provide pavement marking on various county roads, and presented quotes from three companies to provide the pavement marking services, with the County purchasing the paint separately from a different vendor; and to provide updates on the Shaw Rd. grading and resurfacing project, spring road maintenance, an aerial survey of the U.S. Highway 151/Old Dubuque Rd./Circle Dr. corridor, and changes in Secondary Road operations to limit employee interactions during the COVID-19 public health emergency.

Board members inquired about rock quality and plans to address safety concerns at the intersection of Buffalo Rd. and Violet Rd.

Moved by Zirkelbach seconded by Eaken to approve, and authorize the Chairman to sign, the FY2021 Iowa Department of Transportation Jones County Secondary Road budget. All aye. Motion carried. [2020-030]

Moved by Zirkelbach seconded by Eaken to accept a quote from KAM Line Highway Markings in the amount of \$32,193 to apply 4,900 gallons of pavement marking paint on approximately 118 miles of County roads. All aye. Motion carried.

The Auditor reminded the Board that the Five-Year Road Construction Program had been previously approved at the January 14, 2020 meeting.

The Board members provided updates on recent and upcoming committee meetings, noting that most are now being conducted electronically due to the COVID-19 public health emergency.

The Board discussed requests from department heads to the Information Technology Coordinator to allow County employees to work remotely from their homes, and concerns regarding increased technology needs and security measures needed to address those requests. The Information Technology Coordinator reported she is working on a document to address security measures when employees work remotely with the County's data and with County computer equipment.

Moved by Oswald seconded by Eaken to require non-elected County department heads to obtain authorization from the Board of Supervisors to allow employees to work remotely from their homes. All aye. Motion carried.

Supervisor Zirkelbach shared information regarding recent cement work for an apparent building to be constructed within the Secondary Road setback area along County Rd. E34 without the required permits from the Land Use Administrator nor the County Engineer, and that both are addressing the situation.

Moved by Eaken seconded by Oswald to adjourn at 11:08 a.m. All aye. Motion carried.

Attest: Janine Sulzner, Auditor

Wayne Manternach, Chairman