

PUBLIC NOTICE
City of Sheffield

NOTICE OF PUBLIC HEARING

PUBLIC NOTICE is hereby given that on Monday December 14th, 2020, the City Council of the CITY OF SHEFFIELD, IOWA will hold a public hearing concerning amending the 2018 Sheffield Zoning Code for the City of Sheffield, Iowa.

The purpose of this amendment is to reduce the number of members on the Planning & Zoning Commission from 5 (five) to 3 (three).

Any person interested may appear at said hearing and be heard at the meeting of the City Council to be held in the City Council Chambers, City Hall, 110 South 3rd Street, on the 14th day of December, 2020 at 7:00PM.

Katy A. Flint, City Clerk/Treasurer of Sheffield, Iowa.

Published in The Sheffield Press on Dec. 3, 2020.

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The purpose of this amendment is to reduce the number of members on the Board of Adjustments from 5 (five) to 3 (three).

Any person interested may appear at said hearing and be heard at the meeting of the City Council to be held in the City Council Chambers, City Hall, 110 South 3rd Street, on the 14th day of December, 2020 at 7:00PM.

Katy A. Flint, City Clerk/Treasurer of Sheffield, Iowa.

Published in The Sheffield Press on Dec. 3, 2020.

PUBLIC NOTICE
Board of Supervisors

PROCEEDINGS OF THE FRANKLIN COUNTY BOARD OF SUPERVISORS
NOV. 23, 2020

Be it duly noted these minutes of 11/23/20 are UNOFFICIAL minutes.

The Board of Supervisors met in regular session at 8:30 a.m. with Board members Michael Nolte-Chairman, Gary McVicker and Corey Eberling (via Zoom).

Chairman Nolte led the Pledge of Allegiance.

Motion by McVicker, seconded by Eberling, approves the Agenda as presented. All ayes. Motion carried.

Motion by McVicker, seconded by Eberling, approves the Minutes of 11/16/2020. All ayes. Motion carried.

Committee Updates: FCDA hiring update; North Iowa Community Action; Workforce Development Brent Symens, County Attorney,

Lisa Mulford, P&Z, Ryan Peterson, Head Maintenance were present to discuss

the request received from H&R Block on renting the apartment above the H&R office at the Drop-In Center.

Motion by Eberling, seconded by McVicker, approves not renting the apartment above the H&R Block business located at the Drop-In Center building at 214 4th St SE, Hampton, per their request and for any requests in the future due the County not wanting to be functioning as a landlord. All ayes. Motion carried.

Motion by McVicker, seconded by Eberling, approves Final Plans and specs for HMA Resurfacing on S43 (Olive Avenue) Project FM-C035(108)—55-35 and HMA Resurfacing on C23 (210th Street) FM-C035(107)—55-35. All ayes. Motion carried.

Motion by McVicker, seconded by

Eberling, approves bids for Bridge Replacement – CCS on S41 (Mallard Avenue) over DD No. 6 from 80th Street North one mile to 90th Street. Project is a Federal grant project bundled with Story County. PCI of Reinbeck, Iowa, was the low bidder on the Franklin County Project at a bid of \$698,479.37; 55-percent Federal Aid Grant match with County Funds at 45 percent. All ayes. Motion carried.

Gabe Johanns, IT, discussed options for improving the sound at the Zoom virtual meetings located in the Supervisor's Board room.

Audrey Emery, HR Director, met to discuss a Telecommunicating County Policy and a Working from Home Agreement between the County and employees. The Board will address this policy and Working at Home Agreement at the November 30th Board meeting. No action taken.

LeRoy Brandt, Brandt Sand and

Gravel, Ackley, Iowa, met with the Board requesting Secondary Road to purchase gravel and keep the trucking in the County for next spring, using County contractors. The Board responded that budgets will be a major factor. No action taken.

The County Commissioner of Elections certified the Nov. 3, 2020 General Election Post-Election Audit Certification of Marion/Wisner/Scott Precincts as per the Code of Iowa.

Motion by Eberling, seconded by McVicker, adjourns at 10:58 a.m., until Nov. 30, 2020. All ayes. Motion carried.

ATTEST:
Michael Nolte, Chairman
Michelle S. Giddings, Auditor

Published in The Sheffield Press on Dec. 3, 2020.

PUBLIC NOTICE
Cerro Gordo County

PROCEEDINGS OF THE BOARD OF SUPERVISORS
NOV. 24, 2020

The Board of Supervisors of Cerro Gordo County, Iowa, met in regular session pursuant to adjournment. Present: Chairman Tim Latham, Vice Chairman Casey Callanan, Supervisor Chris Watts and various members of the public.

Chairman Latham convened the meeting at 10 a.m.

Watts moved with Callanan seconding, to approve today's agenda and the meeting minutes for the Nov. 17, 2020 regular session. Motion passed unanimously.

Public comment session was held. Callanan moved with Watts seconding, to approve claims. Motion passed unanimously.

Watts moved with Callanan seconding, to approve Resolution 2020-83 WHEREAS, the following payroll change requests were submitted to the Board of Supervisors for review; and, WHEREAS, the Board of Supervisors of Cerro Gordo County, has reviewed and considered the change requests as follows:

Department..... Name
Pay Change..... Effective Date
County Sheriff Zachary Lensing
\$23.89/Hourly..... 12/04/2020
\$25.22/Hourly..... 06/04/2021
THEREFORE, BE IT RESOLVED, that the Board of Supervisors of Cerro Gordo County does hereby approve the requests as shown above and directs the Auditor to make the necessary adjustments to the payroll. Motion passed unanimously.

Callanan moved with Watts seconding, to approve the extension of the temporary Recorder's Clerk position through 12/31/2020. Motion passed unanimously.

Chairman Latham opened the public hearing regarding the Change of Zone for Lathrop at 10:05 a.m.

Callanan moved with Watts seconding, to close the public hearing. Motion passed unanimously.

Watts moved with Callanan seconding, to approve Resolution 2020-84, WHEREAS, the Cerro Gordo County Planning & Zoning Commission, after study, has recommended that the change of zoning classification of a certain area hereinafter described, upon the application of the Allen M. Lathrop Estate by Dana Lathrop, Executor, be made, and, WHEREAS, the final public hearing has been held with notice as required by law. NOW, THEREFORE, BE IT RESOLVED by the Cerro Gordo County Board of Supervisors that Ordinance No. 15, Article 5.2, of the Zoning Ordinance of Cerro Gordo County, Iowa, is hereby amended by changing the district boundaries thereof so as to change the classification of the following described property from the A-1 Agricultural District and the R-1 Single Family Residential District to the A-2 Agricultural Residence District on the following described real estate, to-wit:

Parcel C totaling 5.88 acres located in the Southeast Quarter of the Fractional Southwest Quarter of Section 31, Township 97 North, Range 19 West of the 5th P.M. Cerro Gordo County, Iowa, as depicted in the Plat of Survey dated Oct. 9, 2020 and recorded on Oct. 12, 2020 as Document No. 2020-7065. Motion passed unanimously.

Watts moved with Callanan seconding, to approve Resolution 2020-85, WHEREAS, the Cerro Gordo County Planning & Zoning Commission, after study, has recommended that the change of zoning classification of a certain area hereinafter described, upon the application of the Allen M. Lathrop Estate by Dana Lathrop, Executor, be made, and, WHEREAS, the final public hearing has been held with notice as required by law. NOW, THEREFORE, BE IT RESOLVED by the Cerro Gordo County Board of Supervisors that Ordinance No. 15, Article 5.2, of the Zoning Ordinance of Cerro Gordo County, Iowa, is hereby amended by changing the district boundaries thereof so as to change the classification of the following described property from the R-1 Single Family Residential District to the A-1 Agricultural District on the following described real estate, to-wit:

That part of the existing R-1 Single Family Residential District located in the Southeast Quarter of the Fractional Southwest Quarter of Section 31, Township 97 North, Range 19 West of the 5th P.M. Cerro Gordo County, Iowa, except Lathrop's Subdivision, except Parcel A depicted in the Plat of Survey dated July 30, 2020 and recorded on Aug. 5, 2020 as Document No. 2020-5015, except Parcel B as depicted in the Plat of Survey dated Sept. 4, 2020 and recorded on Sept. 8, 2020 as Document No. 2020-6034, and except Parcel C dated Oct. 9, 2020 and recorded on Oct. 12, 2020 as Document No. 2020-7065. Motion passed unanimously.

Chairman Latham opened the public hearing on the Replat of Riebe's Subdivision and Change of Zone at 10:10 a.m.

Callanan moved with Watts seconding, to close the public hearing. Motion passed unanimously.

Callan moved with Watts seconding, to approve Resolution 2020-86, WHEREAS, the Planning and Zoning Commission of Cerro Gordo County, Iowa, on the 5th day of Nov. 2020, duly approved the Final Plat for "Replat of Riebe's Subdivision, Cerro Gordo County, Iowa," and WHEREAS, said Plat appears to comply with all statutes of Iowa and ordinances of Cerro Gordo County relative to plats of additions and subdivisions. NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Cerro Gordo County, Iowa; That there should be and hereby is approved the Final Plat for "Replat of Riebe's Subdivision, Cerro Gordo County, Iowa", which Plat is attached hereto and by this reference made a part of. Motion passed unanimously.

Callanan moved with Watts seconding, to approve Resolution 2020-87 WHEREAS, the Cerro Gordo County Planning and Zoning Commission, after study, has recommended that the change of zoning classification of a certain area hereinafter described upon the application of Wayne A. Neuberger and Juli A. Neuberger, be made, and, WHEREAS, the final public hearing has been held with notice as required by law. NOW, THEREFORE, BE IT RESOLVED by the Cerro Gordo County Board of Supervisors that Ordinance No. 15, Article 5.2, of the Zoning Ordinance of Cerro Gordo County, Iowa, is hereby amended by changing the district boundaries thereof so as to change the classification of the following described property from A-2 Agricultural Residence District to A-1 Agricultural District on the following described real estate, to-wit:

Lot 1 of Replat of Riebe's Subdivision, Cerro Gordo County, Iowa Motion passed unanimously.

Callanan moved with Watts seconding, to authorize the IT Director to sign the Tower Installation Proposal and Internet Access Proposal with Router12 Networks for a new tower at the Lime Creek Nature Center. Motion passed unanimously.

Watts moved with Callanan seconding, to approve the reports from the Zoning Director and the Environmental Health Service Manager concerning the Manure Management Plan Update filed by Dave Bamrick (site # 61482) and forward to the DNR. Motion passed unanimously.

Callanan moved with Watts seconding, to adjourn at 10:18 a.m. Motion passed unanimously.

Various tabulations, reports, correspondence and other documents that were presented at today's meeting are placed on file with the supplemental minutes.

Chairman Tim Latham Board of Supervisors ATTEST:

Adam V. Wedmore, Auditor
Cerro Gordo County
43 North Iowa, custodial.....
Absolute Waste Remov, sanit disp.....
Accord Architecture, consult.....
Accurate Analytical, lab tests.....
Affordable Towing, repair.....
Ahlers & Cooney PC, legal.....
Aigas USA LLC, repair.....
All Pro Pest Control, purch serv.....
Alliant Energy, utilities.....
Amazon Capital Servi, supplies.....
American Resource Co, election supp.....
Ames, Bonita, election official.....
Ames, Virginia, election official.....
Amoroso, Marta, election official.....
Amsterdam Printing I, advertising.....
Anderegg, Joleen, election official.....
Arispe, Carmen, election official.....
Arndt, Mary, election official.....
Arnold Motor Supply, parts.....
Arnold Motor Supply, repair.....
Ausborn, Kaitlyn, meals/mileage.....
Avery, Deborah, election official.....
Axon Enterprise Inc, supplies.....
Baack, Harlan, election official.....
Baack, Marjorie, election official.....
Baker, Dennis, purch serv.....
Barron, John M, election official.....
Basic Birder, supplies.....
Batteries Plus LLC, printing.....
Bauer Built Tires In, repair.....
Bauer Built Tires In, tires/tubel.....
Bell, Patsy, election official.....
Bennett, Kathryn, meals/mileage.....
Bergvig, Chyrl, election official.....
Billings, Brandon, mailing.....
Black Hawk County Sh, serve notice.....
Blackmore Nursery In, ag/hortic.....
Bolton & Menk Inc, tile lines.....
Brainard, Sylvia, election official.....
Brakke Implement, parts.....
Braughton, Donna R, election official.....
Brock, Debrah, election official.....
Brown, Ilene, election official.....
BSJ Investments, fuels.....
Butcher, Ann, election official.....
Butz, Rebecca, election official.....
C G Co Treasurer, data proc.....
C G Co Treasurer, equip.....
Cabeen, Mary Lou, election official.....
Cahalán, Debra, election official.....
Campbell, Douglass, election official.....
Campbell, Karen, election official.....
Carrier Access IT LC, equip.....
Carrier Access IT LC, software.....
Carroll, Larry, transport.....
Casey's Business Mas, fuels.....
Cassel, Kristine, election official.....
CDW Government, Inc., supplies.....
CenturyLink, telephone.....
CenturyLink, telephone.....
Charlie Brown Day Ca, scholarships.....
Chickasaw Ambulance, tax/fee disburse.....
Chickasaw Co Public, tax/fee disburse.....
Chizek, Paul, tile lines.....
Cintas Corporation #, supplies.....
City of Mason City, animal control.....
City of Mason City, utilities.....
City of Meservey, water test.....
City of Swaledale, account/audit/cleric.....
Clear Lake Area Cham, dues.....
Clear Lake Sanitary, storm sewers.....
Clear Lake Sanitary, utilities.....
Colville, Deborah, election official.....
Consolidated Energy, fuels.....
Cooper, Janice, election official.....
Cornelius, Barbara, election official.....
Corporon, Nancy, election official.....
Cott Systems Inc, data proc.....
Counsel, repair.....
Country Inn and Suit, meals/mileage.....
County Social Servic, Disbursement.....
CovertTrack Group In, equip.....
Cram, Randall, election official.....
Crazy Minnow Co, supplies.....
Crooks, Dorothy, election official.....
Crooks, Janice, election official.....
Crooks, Judith, election official.....
Cullinan, Tina, election official.....
D & L Sanitation Inc, sanit disp.....
Daley's Plumbing & H, repair.....
Daniel, Jean, election official.....
Davis, Ashley, election official.....
Day, Larry, election official.....
Des Moines Register, mag/books.....
Diamond Mowers Inc, equip.....
Diamond Mowers Inc, parts.....
Diamond Vogel Paint, supplies.....
Dole, Karen, election official.....
Don's Auto Service I, parts.....
Don's Auto Service I, repair.....
Dunn, Patrice, election official.....
Dykstra, Bruce, election official.....
Dykstra, Lorene, election official.....
Eddy, Glenn, election official.....
Edgar, Patricia, election official.....
Elders, Judy, election official.....
Elsbury, Teresa, election official.....
Engels-Hepker, LuAnn, election official.....
Erb, Douglas, election official.....
Erland, Kay, election official.....
Espinoza, Caron, election official.....
Farghūm, Barbara J, election official.....
Fastenal Company, parts.....
Federal Express Co, mailing.....
First Insurance Agen, contribution.....
First National Bank, mailing.....
First National Bank, meals/mileage.....
First National Bank, software.....
First National Bank, supplies.....
First National Bank, telephone.....
First National Bank, utilities.....
Fitzgerald, Larry, transport.....
Fitzgerald, Rose, election official.....
Flatness, Christophe, clean uniforms.....
Floyd & Leonard Elec, supplies.....
Floyd County Public, tax/fee disburse.....
Fountas, Cynthia, election official.....
Fountas, Joyce, election official.....
Franklin County Publ, tax/fee disburse.....
Franklin Rec, utilities.....
Frenz, David, election official.....
Frenz, Karrie, election official.....
Frieden, Jessielee, election official.....
Fritz, Rose Marie, election official.....
Galls LLC, uniforms.....
Gaylor, Arlene, election official.....
GlaxoSmithKline Phar, medicine.....
Glaza, Rachel, election official.....
Graham Tire Co, repair.....
Graham Tire Co, tires/tubes.....
GreatAmerica Financi, repair.....
Green Canopy Inc, sanit disp.....
Greenbelt Home Care, tax/fee disburse.....
Grettilat, Therese, election official.....
GRP & Associates Inc, sanit disp.....
Hanft, Brian, food/provisions.....
Hansen, Julie, election official.....
Harrison Truck Cente, lubricants.....
Harrison Truck Cente, parts.....
Harrison Truck Cente, repair.....
Haugen, Ardis, election official.....
Heartland Asphalt In, asphalt.....
Heartland Asphalt In, blading.....
Heimer, Jeanie, election official.....
Heinz, Brenda, election official.....
Help/Systems LLC, software.....
Hemann, Catherine, election official.....
Henkel Construction, building construct.....
Henkel Construction, building remodel.....
Hickey, James, election official.....
Hickey, Kathryn, election official.....
Honda Financial Serv, Lease - Vehicles.....
Hopkey, Barbara, election official.....
Horvath, Mary, election official.....
Howe, Dennis, election official.....
Huber Supply Co Inc, chem/gases.....
Hy-Vee Accounts Rece, food/provisions.....
IDALS, training.....
Innovative Monitorin, repair.....
Iowa Division of Lab, licenses/permits.....
Iowa DOT Office of V, freight.....
Iowa Drainage Inc, tile lines.....
Iowa One Call, purch serv.....
Iowa State Medical E, autopsies.....
Iowa State Medical E, lab tests.....
Jackson-Buffington, election official.....
Jamaica, Jaime, election official.....
Johnson, Daryl, election official.....
Karsjens, Myra, election official.....
KCMR Radio, advertising.....
KCMR Radio, public ed.....
Keenan, Carol, election official.....
Kennedy, Susan, election official.....
Kern, Bonnie, election official.....
Koehler, Katherine, election official.....
Kramer Ace Hardware, parts.....
Kramer Ace Hardware, repair.....
Kramer Ace Hardware, supplies.....
Kruger, Marlene, election official.....
Lambertsen Excavatin, tile lines.....
Language Line Servic, purch serv.....
Larry's Garage, repair.....
Larson Printing Comp, printing.....
Laudner, Rick, election official.....
LEAF, supplies.....
Legislative Services, mag/books.....
Little Angels Childc, scholarships.....
Little Lambs Prescho, scholarships.....
Little, Laura, election official.....
Logan, Robert, election official.....
Lutheran Services in, foster care.....
Marco Inc, Lease - Office Equipment.....
Marco Inc, repair.....
Marco Inc, supplies.....
Marco Technologies L, repair.....
Marnin, Myrna, election official.....
Martin Marietta Mate, blading.....
Martin, Denise, election official.....
Mason City Public Ut, utilities.....
McGowan, Beverly, election official.....
McKesson Medical - S, supplies.....
Mediacom, supplies.....
Menards, equip.....
Menards, supplies.....
Mennenga, Patricia, election official.....
MercyOne North Iowa, hosp treat.....
MercyOne Occupationa, med exam.....
Mericle, Craig, election official.....
Mericle, Kady, election official.....
MessageMedia USA Inc, software.....
MidAmerican Energy C, utilities.....
MidWest Wheel Compan, equip.....
MidWest Wheel Compan, parts.....
Mitchell County Home, tax/fee disburse.....
Moonlight Floor & Ma, custodial.....
Moore, Kathy, election official.....
Moore, Sandra, election official.....
Murray, Rhonda, election official.....
Myers, Cyneva, election official.....
Myers, Joan, election official.....
NAPA Auto Parts, lubricants.....
NAPA Auto Parts, parts.....
Newman Catholic Dayc, scholarships.....
Niebur, Ellen, election official.....
Niebur, Larry, election official.....
North Central Intern, lubricants.....
North Central Intern, parts.....
North Central Mechan, repair.....
North Iowa Area Comm, training.....
North Iowa Broadcast, judgement, fine.....
North Iowa Media Gro, mag/books.....
North Iowa Reporting, legal.....
Northern Iowa Therap, purch serv.....
OBrien, Gerald, election official.....
Office Elements, printing.....
Office Elements, supplies.....
Olson, John, election official.....
Ostermeier, Chelsey, meals/mileage.....
Pathology Associates, med examiner.....
Paulson, Susan, election official.....
Pearce, Jennifer, election official.....
Petersen, Margaret, election official.....
Peterson, Carol, election official.....
Peterson, Gary, election official.....
Petro-Blend Corp, lubricants.....
Petro-Blend Corp, parts.....
Pingel, Pamela, meals/mileage.....
Pirhonen, Nancy, election official.....
Pitney Bowes Inc, Lease - Office Equipment.....
Powerplan, parts.....
Prairie Energy Coope, utilities.....
Ramaeker, Daniel, election official.....
Ramaeker, Jennifer, election official.....
Reynolds, Chandler, election official.....
Rich, Roberta, election official.....
RICOH USA Inc, Lease - Office Equipment.....
RICOH USA Inc, repair.....
Rosene, Lorilee, election official.....
Ross, Cheryl, election official.....
RSM US LLP, consult.....
Ruby, Sharon, election official.....
Sachen, Mark L, election official.....
Safeguard Business S, printing.....
Schaefer, John, election official.....
Schaefer, Lana G, election official.....
Schurtz, Gail, election official.....
Secretary of State, printing.....
Shaw, Linda, election official.....
Shovein, Donita, election official.....
Shred Right, printing.....
Simon, Jacquelyn, election official.....
Siouxland Safety Ser, freight.....
SolarWinds, software.....
Stack, Tracy, election official.....
Staples Business Adv, equip.....
Staples Business Adv, printing.....
Staples Business Adv, supplies.....
Staples Credit Plan, supplies.....
Stellar Truck & Trai, equip.....
Stellar Truck & Trai, parts.....
Stemmerman, Gary, election official.....
Stemmerman, Pamela, election official.....
Stibal, Yvonne, election official.....
Storey Kenworthy, furn.....
Summit Food Service, food/provisions.....
Sunbeam Preschool, scholarships.....
Suntken, Pat, election official.....
Super 8 Mason City, rent.....
Thrifty White Pharma, supplies.....
Tierney South LLC, rent.....
Tooker, Barton, election official.....
Toyota Financial Ser, equip.....
Toyota Financial Ser, Lease - Vehicles.....
Transcend Holding LL, rent.....
Truck Specialties In, repair.....
Tugs Daycare, scholarships.....
ULINE Inc, furn.....
US Cellular, repair.....
Vandenberg, Steve, rent.....
Venzeke, Wayne, election official.....
Verizon Wireless, judgement, fine.....
Verizon Wireless, supplies.....
Verizon Wireless, telephone.....
VISA, supplies.....
Vold, Linda, election official.....
Vollmers, Jean, election official.....
Vollmers, Lloyd, election official.....
Walston, Roger, election official.....
Ward Van Slyke Colon, funeral.....
Weatherwax, Linda, election official.....
Weber, Dean, election official.....
Wellmark Blue Cross, purch serv.....
West Hancock Comm Pr, scholarships.....
West Payment Center, data proc.....
Wolf, Audrey, election official.....
Worth Co Public Heal, tax/fee disburse.....
Wyborny, Susan, election official.....
Young, Dana, secretary.....
Younge, Bonnie, election official.....
Ziegler Inc, lubricants.....
Ziegler Inc, parts.....
Zimmerman, Eve, election official.....
Zuke, Martha, election official.....

Published in The Pioneer Enterprise on Dec. 3, 2020.

PUBLIC NOTICE
Board of Supervisors

**PROCEEDINGS OF THE
FRANKLIN COUNTY BOARD OF
SUPERVISORS
NOV. 30, 2020**

Be it duly noted these minutes of 11/30/20 are UNOFFICIAL minutes.

The Board of Supervisors met in regular session at 8:30 a.m. with Board members Gary McVicker and Corey Eberling present; Mike Nolte absent.

Co-Chairman McVicker led the Pledge of Allegiance.

Motion by Eberling, seconded by McVicker, approves the Agenda as presented. All ayes. Motion carried. Motion by Eberling, seconded by McVicker, approves the Minutes of 11/23/2020. All ayes. Motion carried.

Present was: Chris Vanness-Supervisor District 2 Elect
Committee Updates: Recycling Questions

Jay Waddingham, County Engineer, attended for discussion.

Motion by Eberling, seconded by McVicker, approves claims for the period ending 11/29/2020. All ayes, motion carried.

Motion by Eberling, seconded by McVicker, approves the County Urban Renewal Area Report for 2019/2020. All ayes, motion carried.

Motion by Eberling, seconded by McVicker, appoints Martina Smith to the 2021 Tourism Board under the recommendation of the Franklin County Chamber Board. All ayes, motion carried.

Motion by Eberling, seconded by McVicker, adopts Resolution 2020-60: Remote Work/Telecommuting. Said Resolution reads as follows:
RESOLUTION 2020-60
Remote Work/Telecommuting Policy 2.15

Approval Date: 11/30/2020
Effective Date: 11/30/2020

It is the purpose of this policy to provide Franklin County employees and officials with guidelines for telecommuting arrangements. Telecommuting is a work arrangement in which some or all of the work is performed at an alternative work site such as the employee's home or in office space near the employee's home for all or part of the employee's regular workweek. This policy applies to both full-time and part-time employees.

Policy
In the case of a disaster declaration or an emergency situation as determined by the Board of Supervisors, or in cases of family or medical leave, telecommuting can be a viable alternative work arrangement when the employee, job and supervisor characteristics are best suited for such an arrangement. Telecommuting is intended to be a temporary arrangement and is approved on case-by-case basis, focusing first on the business needs of the County, with no expectation of ongoing continuance.

All telecommuting arrangements are determined at the sole discretion of the employee's Department Head or Elected Official, subject to the approval of the IT Director who is responsible for verifying if they are able to provide the needed software and access to needed information. The Department Head or Elected Official is responsible that the pertinent details are contained in a written agreement that is signed by both parties.

Telecommuting is not an entitlement, it is not a County-wide benefit, and in no way changes the terms and conditions of employment with Franklin County. Either an employee or a Department Head or Elected Official can suggest telecommuting as a possible work arrangement. Franklin County reserves the right to terminate a telecommuting arrangement at any time, for any reason, with little to no notice to the employee.

Telecommuting Evaluation and Responsibilities

Before telecommuting can begin, the employee and Department Head/Elected Official, with the assistance of the Human Resources Director and IT Director, will evaluate the suitability of such an arrangement. Telecommuting is generally inappropriate when the position requires the employee's physical presence at the worksite or the arrangement would be harmful for Franklin County. It may not be suitable if the employee's current assignment requires frequent supervision, the employee does not consistently achieve high performance and/or productivity levels or has demonstrated performance and/or attendance concerns. Before entering into any telecommuting agreement, the employee, Department Head/Elected Official, with the assistance of Human Resources, will evaluate if such an arrangement can be made according to the following areas:

Job Responsibilities – can the employee perform the primary functions of their job while working remotely, while continuing to meet the business needs of the County?
Equipment needs, work space design considerations and scheduling issues.

Tax and other legal implications for the business use of the employee's home based on IRS and state and local government restrictions. Responsibility for fulfilling all obligations in this area rests solely with the employee. Franklin County makes no representations concerning the tax implications of the telecommuting arrangement.

Key deliverables and how they will be measured, which should ordinarily reflect the maintenance of a standard workload.

Telecommuting is generally not to be used as a substitute for child or elder care. In the event of a disaster, pandemic, or in cases of fami-

ly or medical leave, exceptions may be made for employees with caregiving responsibilities. Contact Human Resources for information regarding requesting family and medical leave.

Scheduling and Performance Expectations

The employee's telecommuting schedule, manner and frequency of communication will be agreed upon by the employee and the employee's immediate supervisor. Changes to this schedule must be reviewed and approved in advance by the supervisor. The employee must demonstrate effectiveness regarding time management, productivity, and accountability for their work quality and deadlines.

Employees may, at the discretion of their immediate supervisor or Department Head/Elected Official, be called to work at their County located worksite during their telecommuting workday to meet workload demands. If an employee is telecommuting and during the workday they come in to their County located worksite, the time traveling from the employee's home to the worksite must be treated as job site travel and therefore be counted as hours worked and compensated accordingly.

Telecommuting employees shall not hold business meetings with internal or external customers or colleagues at their personal residence. Employees shall not conduct any unauthorized (non-County) work during their telecommuting work schedule. The employee's immediate supervisor and/or Department Head/Elected Official may regularly request progress reports to check on the status of the employee's work from home. Franklin County reserves the right to monitor network access logs to verify activity.

Work Environment & Supplies
Equipment (including hardware, software, modems, phones and data lines, facsimile equipment, etc.) supplied by Franklin County will be maintained by the County. Equipment supplied by the employee, if deemed appropriate by the County, will be maintained by the employee.

The employee will establish an appropriate and safe work environment within his/her home for work purposes. Franklin County is not responsible for costs associated with initial setup of the employee's home office such as remodeling, modifications, furniture, or lighting. The IT Department will not directly support non-County owned equipment.

Remote access to the County's network may be provided to the employee at the discretion of the employee's Department Head/Elected Official after consulting with the IT department. Equipment supplied by the County is to be used for official County purposes only. Consis-

tent with Franklin County's expectations of information security for employees working at their County worksite, telecommuting employees will be expected to ensure the protection of proprietary County and customer information accessible from their home office. Steps include use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment. If the employee has access to HIPAA protected information, the employee will coordinate with their supervisor and the County HIPAA Security Officer to assure their process is appropriate. County information stored on an employee's personal computer may be subject to public disclosure requirements.

Franklin County accepts no responsibility for damage or repairs to employee-owned equipment. Franklin County reserves the right to make determinations as to appropriate equipment, subject to change at any time. Upon termination of employment or termination of the telecommuting agreement, all County property will be returned to Franklin County, unless other arrangements have been made.

Workers' Compensation

Injuries sustained by the employee while at his or her telecommuting location and in conjunction with his or her regular work duties are normally covered by Franklin County's workers' compensation policy. Telecommuting employees are expected to follow Franklin County's workers' compensation reporting procedures. The employee is liable for any injuries sustained by visitors to his or her worksite. Franklin County assumes no responsibility for injuries occurring in the employee's telecommuting workspace outside of the agreed upon schedule. The employee agrees to maintain safe conditions in their workspace and to practice the same safety habits as those followed on Franklin County premises.

FLSA Regulations
Employees who are not exempt from the overtime requirements of the Fair Labor Standards Act (FLSA) will be required to accurately record all hours worked in a manner designated by Franklin County. Overtime hours must be approved in advance and are subject to the same policy as stated in employee policy 3.2 Earnings and Hours of Work and any applicable collective bargaining agreements. Overtime hours that are worked without advance approval will be paid but may be subject to disciplinary procedures.

All other employees must accurately record their hours worked for each pay period according to current County payroll procedure.

If the employee and Department Head or Elected Official agree, and Human Resources concurs,

a telecommuting agreement will be prepared and signed by all parties. Unless otherwise stated in the agreement, the employee will ordinarily be expected to attend on-site events in their Department, as may be necessary to participate in meetings, training sessions and similar events. The employee will be expected to report an illness to use sick time, or other available leave the employee may have if unable to work. The employee is also expected to request for vacation or a desired day off according to Department policy.

Violation of the Remote Work/Telecommuting Policy will result in revocation of telecommuting privileges and disciplinary action, up to and including termination of employment.

BE IT RESOLVED that The Franklin County Board of Supervisors approves the Subdivision Waiver.

Eberling-Aye, McVicker-Aye, Nolte-Absent. Resolution duly adopted.

Motion by Eberling, seconded by McVicker, approves a Telework Employment Agreement between the County and County employees in order to work at home. All ayes. Motion carried.

Motion by Eberling, seconded by McVicker, approves a License Agreement between Franklin County and USCOC of Greater Iowa, LLC to use Franklin County property located at the Franklin County Fairgrounds to provide wireless communications during the 2021 Franklin County Fair. Agreement commencing July 7, 2021 through July 23, 2021. All ayes. Motion carried.

The Board acknowledged correspondence from the City of Shell Rock requesting feedback on a request to form a Watershed Management Authority (WMA) for the Shell Rock River.

Motion by McVicker, seconded by Eberling, adjourns at 9:27 a.m., until Dec. 7, 2020. All ayes. Motion carried.

ATTEST:
Michael Nolte, Chairman
Michelle S. Giddings, Auditor
Publication List by Vendor/Description
11/30/20

A & M Electric, Srvs.....285.65 1
Alliant Energy, Util..... 13.97 1
Amazon Capital Services, Sup 229.66 3
Aramark Uniform, Srvs.... 91.77 2
Auditor of State, Filing Fee 625.00 1
Brenda Boyington, Mileage. 77.38 1
Cady & Rosenberg Law Firm PLC, Legal 100.00 1
Cady & Rosenberg Law Firm PLC, Legal Rep750.00 1
Calhoun Burns & Assoc, Srvs 7278.30 1

Central IA Detention, JV Detention295.01 1
Central Iowa Distributing, Sup.....

272.00 1
Central Salt LLC, Salt ..9867.30 1
Chemsearch, Shop Sup 620.10 1
Cintas First Aid, Srv/Sup 111.14 2
Comm Resource Ctr, Oct Exp 63.40 1
Concrete Inc, Concrete 2741.25 2
Continental Research, Shop Sup. 157.63 1
Counsel, Maint.....282.43 6
Donald W Croghan CPA PC, Srvs 2900.00 1
D&L Sanitation, Srvs379.00 5
Dale Howard Auto, Rep/Parts 1558.06 1
E & E Repair, Rep/Parts 725.00 2
Joshua Einspahr, Reimb..25.00 1
Fareway, Sup 19.99 1
Fastenal Co, Rep/Parts 106.89 1
Secondary Rds, Fuel..... 496.13 2
Franklin Co Sheriff, Srvs .98.75 2
Franklin REC, Util720.00 1
Lisbeth Garcia, Refund ..200.00 1
GovConnection, Data Proc..... 2290.85 1
Hampton Hardware, Sup .28.55 1
Hawkeye West Pest Cntrl, Srvs.... 60.00 1
Henry M Adkins & Son, Elect Sup 9930.57 1
Howie Equip, Rep/Parts .58.33 1
ICEA, Trng75.00 1
Iowa DOT, Sup/Safety ...650.00 1
IOWWA, Rnw95.00 1
ISSDA, Dues.....200.00 1
Jared Ites, Wk Appl278.81 1
Hollis Janssen, Well..... 476.00 1
Johnson Co Medical Examiner, Srvs.....327.13 1
Deb Jones, Trng..... 10.00 1
Lambertsen Excavating, Srvs 7320.00 1
Lawson Products, Parts/Sup..... 981.33 1
Mason City Tire, Rep/Parts 524.50 1
Ingrid M McCulley, Mileage .45.58 1
MD Products, Rep/Parts 792.65 1
Shirley Mejia, Mileage 51.41 1
ICEA, Trng75.00 1
Midland Power, Util 12.87 1
Midwest Pipe, Pipe96.00 1
Deb Miller, Mileage80.03 1
Murphys Htg & Plbg, Srvs1565.00 2
Angie Nettifee, Mileage .160.59 1
Router12 Networks, Srvs 95.00 1
Marla Schipper, Mileage 252.81 1
Jeremy Schrock, Well..1000.00 1
Staples Advantage, Sup 303.19 3
Brent Symens, Reimb.....417.38 1
Terracon, Srvs6200.00 1
Dan Tilkes, Mileage 169.07 1
UnityPoint Clinic, Tests.... 42.00 1
UPS, Shpg 10.26 1
US Cellular, Srvs.....59.02 1
Verizon Connect, Srvs...955.21 1
Verizon Wireless, Srvs .329.26 3
Visa, Trng/Sup1069.29 1
Dana Young, Srvs.....50.00 1
Grand Total68153.50
End of Report

Published in The Sheffield Press
on Dec. 3, 2020.