

**UNOFFICIAL MINUTES OF THE JEFFERSON COUNTY BOARD OF
COMMISSIONERS**

**Disclaimer-This document represents the "unofficial" minutes of the Jefferson County Board of Commissioners. At this point, it is a working document and does not become official until the Board approves the minutes at a subsequent meeting. It is to be used for informational purposes only.*

May 18, 2020

The Jefferson County Board of Commissioners convened in regular session on Monday May 18 at 1:00 p.m. Present were Commissioners Lynn Luck, Wayne Ledbetter and Richard Malm. Also present were Counselor Josh Ney and County Clerk Linda M. Buttron.

Vouchers were reviewed and approved by the Counselor and the Board. Wayne moved that the minutes of May 11 be approved as presented. Richard seconded. All voted in favor of the motion.

Dustin Parks, Community Development Director met with the Board. Dustin discussed Community Development Block Grant money made available last week. The grant is intended for small business with 50 employees or less. The award may be up to \$300,000 per municipality. Dustin will apply for the grant for the County. The City of Winchester and the City of Nortonville expect to apply on their own. Businesses will be responsible for calculating the low to moderate income (LMI) of their employees after the grant is awarded. A public hearing is required and will be held June 1. The upcoming public hearing for zoning cases next Tuesday was discussed. They will be using the Oskaloosa City Hall for the meeting. He asked for clarification from Josh on whether the meeting would violate the mass gathering order. Josh indicated that if he could social distance it would not be a violation. If he can't social distance it could be considered exempt as a government function. Dustin discussed how the meeting will be conducted in order to respect regulations for COVID19. Dustin asked about any special guidance from the Board for firework stands. Current regulation requires application by mid-June. By consensus the Board agreed to refund the fees if the Governor's order were to prohibit the activity. Dustin asked if the Board would be ok with his assisting the city in reviewing flood plain applications. The Board agreed by consensus.

Phil Hoffman, Interim Public Works Director met with the Board. The Board signed a roadside work agreement for Centurylink. He presented a copy of the performance bond for Hamm's for the overlay project. The Board signed agreements for the Lecompton Road project. Work on the 58th street project was discussed. Patching, mowing and curb and shoulder work is being done by the crews. The Board asked about repairs to the generator at the jail. Power lines on 62nd street project will be moved this week.

Crystal VanHoutan, Health Department Administrator met with the Board. Crystal provided a copy of a press release regarding COVID 19 and the County. As of today, County buildings will be open to foot traffic by appointment. The press release also states where to find a copy of the Governor's Order 20-31. Jefferson County is now at 20 cases Twelve have recovered and two remain hospitalized.

James Tweed, Emergency Services Director met with the Board. James discussed a conference call with FEMA regarding emergency declarations. They want the declarations in the form of a resolution and not just noted in the minutes. A resolution will be presented to the Board in the near future regarding this issue.

Appraiser Janet Allen reported that Personal Property hearings are over this week and she expects to certify the values to the Clerk this week.

Wayne moved that the Board go into executive session to discuss matters of non-elected personnel regarding employee retention and recruitment until 1:40 p.m. Lynn seconded. All voted in favor of the motion. The Board recessed at 1:29 p.m. Present during the session was the Board. The Board reconvened at 1:40 p.m. The chair announced that no binding action was taken during executive session.

Lynn announced that she would be helping Wayne and his wife on Medicare applications tomorrow in her capacity as Director of the Jefferson County Service Organization.

If there is a need to change the plan for operations in light of COVID 19 a special meeting may be called next week as Monday is a holiday and the Board will not meet.

There being no further business to come before the Board they adjourned to meet in regular session on June 1, 2020, unless a special meeting is called.