

**PROCEEDINGS OF THE WASHINGTON COUNTY BOARD OF SUPERVISORS MEETING  
TUESDAY, MARCH 29, 2022**

At 9:00 a.m. Vice-Chairperson Bob Yoder called to order in regular session a meeting of the Washington County Board of Supervisors which took place in the Washington County Courthouse. Items on the agenda included the following: approval of agenda; public comment related to agenda items; public hearing regarding proposed animal confinement feeding operation – 76 Swine LLC (Jordan Wright), Section 23, Seventy-Six Township; public hearing regarding proposed FY23 Washington County Budget; policy related to minimum number of hours worked – Ambulance; proclamation naming April 2022 as National Child Abuse Prevention Month; acknowledgment of proposed animal confinement feeding operation – 76 Swine LLC c/o Jordan Wright, Keota, Section 23, Seventy-Six Township; discussion and action regarding proposed FY23 Washington County budget; Resolution 22-12 related to adoption of Washington County FY23 budget; Resolution 22-13 related to adoption of FY23 compensation for elected officials; personnel change requests – Office of Sheriff; Quarterly Report – County Engineer; approval of Iowa DOT Preconstruction Agreement No. 2022-C-093 for Paving of Two Gravel Road Intersections along Highway 1/78; Handbook policy updates for employees classified as “regular part-time”; approval of contract with Carosh Compliance to provide HIPAA compliance services; personnel change request – Ambulance; department head comment; adjourn. Supervisors Jack Seward, Jr., Marcus Fedler, and Stan Stoops were also present. Supervisor Richard Young was absent.

Other individuals in attendance at the meeting included Sam McIntosh, KCII Radio; Kalen McCain, SE Iowa Union; Jacob Thorius, County Engineer; Rachel Rinner, Knee Deep Solutions; Cyndie Sinn, County Budget Director; Jeremy Peck and Pat Curl, County Ambulance Services; Shawn Ellingson, Chief Deputy Sheriff; Jeff Garrett, County Treasurer; Amber Armbruster, Deputy Auditor; Tammy Wetjen-Kesterson, Director for Jefferson/Keokuk/VanBuren/Washington Child Welfare Decategorization Project; Zach Rozmus, County Conservation Director; Amber Williams, Board of Supervisors Administrative Assistant; and Citizens Jordan Wright and Luke Jaeger. Various other individuals participated remotely.

All motions were passed unanimously by those Supervisors in attendance unless noted otherwise.

On motion by Stoops, seconded by Fedler, the Board voted to approve the agenda as published.

There was no public comment related to agenda items.

On motion by Seward, seconded by Fedler, the Board voted to open a public hearing regarding an animal confinement feeding facility proposed by 76 Swine LLC c/o Jordan Wright, Keota, to be located in Section 23 of Seventy-Six Township. Plans call for construction of an 81’2” x 301’4” hog confinement building with 8’ deep below building pit. There was no public comment. Auditor Dan Widmer confirmed that notice of the hearing had been published according to Iowa Code and added that his office had received no public comment prior to the hearing. On motion by Seward, seconded by Stoops, the Board voted to close the public hearing.

On motion by Fedler, seconded by Seward, the Board voted to open a public hearing regarding the proposed FY23 Washington County Budget. Budget Director Cyndie Sinn noted that the public hearing was the second public hearing related to the proposed FY23 budget with the first such public hearing, which addressed maximum levies, taking place on Tuesday, March 8, 2022. Sinn shared that for FY23 the overall 100% assessed valuation is \$2,266,369,052 which is a 4.56% increase over the \$2,167,543,609 total valuation figure for FY22. After rollback factors were applied the valuation total for FY23 is \$1,392,272,448 which is a 2.72% increase over the total for FY22. The FY23 general basic levy rate of 4.100000 per \$1,000 of taxable value is a 12.33% increase from the FY22 rate. The rural services levy rate for F23 is 10.11325 which is a 2.78% increase from the FY22 rate. The proposed total property tax asking for FY23 is \$12,904,026 which is a 7.08% increase from FY22. There was no public comment. On motion by Fedler, seconded by Stoops, the Board voted to close the public hearing. Widmer verified that the notice of the meeting had been published as required and added that his office had received no public comment. The complete FY23 Washington County budget is available for review in the office of the Washington County Auditor

Deputy Auditor Amber Armbruster and Ambulance Services Director Jeremy Peck provided the following proposed revisions to the Washington County Ambulance Employee Information Handbook.

1. Any part-time staff will be required to work a minimum number of hours each two consecutive pay periods.
2. The initial two consecutive pay period block for implementation of this policy will be May 5, 2022 (May 5, 2022 through May 18, 2022), and continue with each following two consecutive pay period block.
3. Part-time employees will be required to work a minimum of 24 hours over the two pay period block.
4. Exemption to this policy may be granted for unforeseen obligations and scheduled events (full-time job requirements, military duty, vacations, etc.). The Ambulance Director must be notified in advance of these obligations/events.
5. Emergency exemptions may be granted provided that the Ambulance Director is notified as soon as reasonably possible of the emergency.
6. Hours scheduled and called off will not be considered as hours worked, unless approved as in “4” or “5” above.

On motion by Fedler, seconded by Stoops, the Board voted to approve policy related to minimum number of hours worked as presented.

On motion by Fedler, seconded by Seward, The Board voted to adopt a proclamation designating April, 2022, as National Child Abuse Prevention Month.

**PROCLAMATION  
NATIONAL CHILD ABUSE PREVENTION MONTH  
APRIL 2022**

**WHEREAS**, child abuse and neglect is a serious problem that can be prevented; and

**WHEREAS**, our children are our most valuable resources and will shape the future of Iowa; and

**WHEREAS**, child abuse can have long-term psychological, emotional, and physical effects that have lasting consequences for victims of abuse; and

**WHEREAS**, protective factors are conditions that reduce or eliminate risk and promote the social, emotional, and developmental well-being of children; and

**WHEREAS**, effective child abuse prevention activities succeed because of the partnerships created between child welfare professionals, education, health, community- and faith-based organizations, businesses, law enforcement agencies, and families; and

**WHEREAS**, all members of a community benefit from creating conditions that support strong and healthy families; and

**WHEREAS**, communities must make every effort to promote programs and activities that create strong and thriving children and families; and

**WHEREAS**, we acknowledge that we must work together as a community to increase awareness about child abuse and contribute to promote the social and emotional well-being of children and families in a safe, stable, and nurturing environment; and

**WHEREAS**, prevention remains the best defense for our children and families.

**NOW, THEREFORE**, be it resolved that we, the Washington County Board of Supervisors, do hereby proclaim the month of April, 2022, as

**NATIONAL CHILD ABUSE PREVENTION MONTH**

in Washington County, Iowa, and urge all its citizens to recognize this month by dedicating themselves to the task of improving the quality of life for all children and families.

On motion by Seward, seconded by Fedler, the Board voted to acknowledge a proposed animal confinement feeding operation proposed by 76 Swine LLC c/o Jordan Wright, Keota, to be located in Section 23 of Seventy-Six Township.

On motion by Seward, seconded by Fedler, the Board voted by way of roll call vote to approve Resolution 22-12 as follows and to authorize the Vice-Chairperson to sign Resolution 22-12 on behalf of the Board.

**RESOLUTION 22-12**

**ADOPTION OF WASHINGTON COUNTY BUDGET FOR FISCAL YEAR BEGINNING JULY 1, 2022,  
AND ENDING JUNE 30, 2023, PER IOWA CODE 331.434**

**WHEREAS**, Iowa Code 331.434 requires that after a budget hearing, the Washington County Board of Supervisors shall adopt by resolution a budget, and;

**WHEREAS**, the Washington County Board of Supervisors has met the budget publication requirements in Iowa Code 331.434 through publication in the SE Iowa Union and The News, and;

**WHEREAS**, the Washington County Board of Supervisors has met the budget hearing requirements in IA Code 331.434 through public hearings held on March 8, 2022, at 9:00 a.m. and on March 29, 2022, at 9:00 a.m.

**THEREFORE, BE IT RESOLVED**, on the 29<sup>th</sup> day of March 2022, the Washington County Board of Supervisors hereby adopts by resolution the Washington County budget for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

On motion by Seward, seconded by Stoops, the Board voted by way of roll call vote to approve Resolution 22-13 as follows and to authorize the Vice-Chairperson to sign Resolution 22-13 on behalf of the Board.

**RESOLUTION 22-13**

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

**WHEREAS**, the Washington County Compensation Board met on December 20, 2021, and made the following salary recommendations for the following elected officials for the fiscal year beginning July 1, 2022:

Elected Official	FY22 Salary	Recommended % Increase	Recommended FY22 \$ Increase	Recommended FY23 Salary
Auditor	\$ 78,630	20.00%	\$15,726	\$ 94,356
Attorney	\$124,339	20.00%	\$24,868	\$149,207
Recorder	\$ 74,691	20.00%	\$14,938	\$ 89,629
Sheriff	\$102,243	35.00%	\$35,785	\$138,028

Supervisor	\$ 39,263	20.00%	\$ 7,853	\$ 47,116
Supervisor Chair	\$ 1,500	133.33%	\$ 2,000	\$ 3,500
Treasurer	\$ 75,772	20.00%	\$ 15,154	\$ 90,926

**THEREFORE, BE IT RESOLVED** that the Washington County Board of Supervisors, after considering the recommendations of the Washington County Compensation Board, hereby adopts, with no changes, the salary recommendations made and received from the Washington County Compensation Board.

Elected Official	FY22 Salary	Approved FY23 % Increase	Approved FY22 \$ Increase	Approved FY23 Salary
Auditor	\$ 78,630	20.0%	\$15,726	\$ 94,356
County Attorney	\$124,339	20.0%	\$24,868	\$149,207
Recorder	\$ 74,691	20.0%	\$14,938	\$ 89,629
Sheriff	\$102,243	35.0%	\$35,785	\$138,028
Supervisor	\$ 39,263	20.0%	\$ 7,853	\$ 47,146
Supervisor Chair	\$ 1,500	133.33.0%	\$ 2,000	\$ 3,500
Treasurer	\$ 75,772	20.0%	\$15,154	\$ 90,926

The vote on the motion: Aye-Seward, Stoops, Fedler; Nay-Yoder; Absent-Young.

The Board held no discussion and took no action with regard to a personnel change request from the Office of Sheriff.

County Engineer Jacob Thorius provided the Board with the Secondary Roads Quarterly Report for the 4<sup>th</sup> quarter of calendar year 2021. During the quarter Secondary Roads staff hauled a total of 22,046 tons of road rock, replaced 575 feet of road pipe, and cleaned 2,700 feet of roadway ditches. The report also provided a summary of various road construction projects that were undertaken and/or completed during the quarter. Thorius shared that during the quarter a total of \$6,976.95 was spent on salt, sand, employee hours, and equipment along with \$32,309.53 for snow blades and \$70,601.84 for diesel fuel in order to combat freezing precipitation and icy bridges on two occasions that occurred in late December of 2021. Thorius also spent time reviewing the 14 subdivisions that were submitted during the quarter which included four property line adjustments, nine plats of survey, and one retracement. For the entire 2021 calendar year a total of 83 subdivision applications were submitted. All of the work performed during the quarter was completed with a daily average of three staff members, out of a possible 33, absent from work due to vacation or illness. On motion by Stoops, seconded by Fedler, the Board voted to acknowledge receipt of the Secondary Roads Quarterly Report for the 4<sup>th</sup> quarter of calendar year 2021. The complete report is available for viewing in the Auditor's office.

Thorius shared that the Iowa DOT is planning a project that will consist of grading and paving overlay work on a portion of Highway 1 and 78 extending from the Keokuk/Washington County line eastward to Brighton. The project includes installation of 4-foot-wide paved shoulders along the roadway. Project plans also include paving work at two intersections in order to improve safety and provide ease in maintenance. One such location is the intersection of Fir Avenue and Highways 1 and 78 in which a 50 feet portion of Fir Avenue north of the intersection will be paved with Washington County bearing the entire cost. The other location is at the intersection of County Line Road and Highways 1 and 78 in which a 50 feet portion of County Line Road will be paved northward from the intersection with both Washington County and Keokuk County sharing equally in the cost. The bid letting date for the two County projects will take place in June of 2022. On motion by Seward, seconded by Fedler, the Board voted to approve Preconstruction Agreement No. 2022-C-093 with the Iowa Department of Transportation related to paving of 2 gravel road intersections along Highways 1 and 78 and to authorize the Vice-Chairperson to sign pertinent documents.

Armbruster provided the following proposed revisions to the Washington County Employee Information Handbook.

Section 2.9.b – Overnight Lodging – “According to Iowa Code 80.45A all employees of establishments in Iowa that provide lodging must complete the Iowa Department of Public Safety Human Trafficking course and pass a competency test in order for their employer to receive public funds as payment for services.

Prior to completing lodging reservations all employees must verify that the lodging provider has been certified with regard to such training. This can be accomplished by accessing the following website: [www.stopthiowa.org](http://www.stopthiowa.org). In order to be reimbursed for lodging expenses employees must submit a hard copy of such proof of certification along with a properly completed expense reimbursement claim form.

If an employee stays at a non-certified lodging provider the employee will not be reimbursed for lodging expenses.”

Section 4.2 – Personal Day – “Regular part-time employees will be granted one personal day on a pro rata basis each calendar year”.

Section 4.3 – Vacation – “A regular part-time employee will earn vacation leave pro rata based on the employee's normal hours of work and the regular full-time schedule, figured each pay period”.

Section 4.4 – Sick Leave – “A regular part-time employee will earn sick leave pro rata based on the employee’s normal hours of work and the regular full-time schedule, figured each pay period. Regular part-time employees can accumulate a maximum of 480 hours of sick leave”.

On motion by Seward, seconded by Fedler, the Board voted to approve, effective April 5, 2022, updates to the Washington County Employee Information Handbook as presented.

On motion by Seward, seconded by Fedler, the Board voted to renew its one-year contract with Carosh Compliance to provide HIPAA compliance services for the County. The effective date of the agreement is April 12, 2022, and the County will reimburse Carosh Compliance Solutions in the amount of \$10,800.00 for its services.

On motion by Fedler, seconded by Stoops, the Board voted to acknowledge, and authorize the Vice-Chairperson to sign, a personnel change request from Washington County Ambulance Services for Paramedic Jordan Wright whose final date of employment occurred March 24, 2022.

There was no department head comment.

At 10:10 a.m. on motion by Fedler, seconded by Stoops, the Board voted to adjourn.

ATTEST:  
MARCH 29, 2022

ROBERT C. YODER, VICE-CHAIRPERSON  
Washington County Board of Supervisors

DANIEL L. WIDMER  
County Auditor