

**PROCEEDINGS OF THE WASHINGTON COUNTY BOARD OF SUPERVISORS MEETING  
TUESDAY, JUNE 13, 2023**

At 9:01 a.m. 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 approval of agenda; public comment related to agenda items; monthly report – WEMIGA Waste Management; discussion and action regarding 28E Agreement with PAWS & More Animal Shelter related to stray animals; personnel change request – Office of Sheriff; personnel change requests – Secondary Roads; discussion and action regarding agreement with Iowa State Association of Counties Information Technology group to perform a review of Washington County’s Information Technology Department; discussion and action regarding an Indemnification and Hold Harmless Agreement related to a review of Washington County’s Information Technology to be performed by the Iowa State Association of Counties Information Technology group; discussion and action related to the possible remodeling of various County structures and relocation of various County staff; department head comment; adjourn. Supervisors Jack Seward Jr., Richard Young, Stan Stoops, and Marcus Fedler were also present.

Other individuals present at the meeting included Jennifer Wilkinson with KCII Radio along with Board of Supervisors Administrative Assistant Amber Williams, Conservation Director Zach Rozmus, IT Director Cyndie Sinn, PAWS & More Animal Shelter representatives Amber Talbot; Emergency Management Director Marissa Reisen, Deputy Sheriff Shawn Ellingson, Public Health Director Emily Tokheim, Communications Supervisor Cara Sorrells, Recorder Teresa Mangold, Treasurer Jeff Garrett, Washington Economic Development Director Mary Audia, Washington Chamber of Commerce Executive Director Michelle Redlinger, and Lynn Whaley with WEMIGA Waste Management. Various other individuals listened and/or watched remotely by way of electronic means.

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

On motion by Seward, seconded by Stoops, the Board voted to approve the agenda after it was amended to include the following: personnel change request – Ambulance Services.

During the public comment portion of the meeting Emergency Management Director Marissa Reisen voiced strong opposition to the idea of allowing the Emergency Operation Center meeting room to be used as a site for various meetings and events that are unrelated to emergency operations. Washington Chamber of Commerce Executive Director Michelle Redlinger expressed appreciation to the Board for its apparent decision to not relocate various County offices and staff from the Courthouse to Orchard Hill.

Lynn Whaley of WEMIGA Waste Management (WEMIGA) presented a report that detailed WEMIGA activities for the months of January through May of the present calendar year. During the five-month period WEMIGA processed 319.87 landfill tons, 4.86 tons of glass, 13.14 tons of paper, 13.1 tons of plastic, 40.99 tons of cardboard, 25.37 tons of tin and aluminum, 97.46 tons of recyclable material, 102 appliances, 203 televisions and other electronic devices, 114 batteries, 49 tires, and 49 gallons of used oil. On motion by Stoops, seconded by Young, the Board voted to acknowledge the WEMIGA Waste Management Report as presented. The complete report is available for review in the Auditor’s office.

The Board took up discussion with regard to a proposed 28E Agreement between Washington County (County) and PAWS & More Anima Shelter (PAWS). The agreement formalizes the duties and responsibilities of both parties with regard to stray animals in rural Washington County. The annual fee paid by the County to PAWS for boarding and transportation services provided by PAWS will be based on a 5-year rolling average of such fees paid by the County for such services. The County will also pay PAWS a maximum of \$2,000.00 per fiscal year for conducting trap, neuter, and release services. Auditor Dan Widmer stated the proposed agreement had been vetted by County Attorney Nathan Repp. On motion by Seward and seconded by Fedler the Board voted to approve, and authorize the Chairperson to sign, a 28E Agreement with PAWS & More Animal Shelter.

On motion by Young, seconded by Fedler, the Board voted to acknowledge, and authorize the Chairperson to sign on behalf of the Board, a personnel change request from the Office of Sheriff for Brett Houston who will assume the duties of non-exempt full-time Jailer at the rate of \$21.50 per hour effective June 23, 2023. The County Auditor is hereby authorized to issue pay warrants upon proper certification from the Department Head.

On motion by Fedler, seconded by Stoops, the Board voted to acknowledge, and authorize the Chairperson to sign on behalf of the Board, a personnel change request from Secondary Roads for Scott Gerot who will assume the duties of non-exempt full-time Equipment Operator at the rate of \$25.91 per hour effective June 26, 2023. The County Auditor is hereby authorized to issue pay warrants upon proper certification from the Department Head.

On motion by Fedler, seconded by Young, the Board voted to acknowledge, and authorize the Chairperson to sign on behalf of the Board, a personnel change request from Secondary Roads for Logan Hesser who will assume the duties of non-exempt full-time Equipment Operator at the rate of \$25.91 per hour effective June 19, 2023. The County Auditor is hereby authorized to issue pay warrants upon proper certification from the Department Head.

On motion by Fedler, seconded by Stoops, the Board voted to acknowledge, and authorize the Chairperson to sign on behalf of the Board, a personnel change request from Ambulance Services for Hogan Miller involving a change in employee classification to non-exempt full time Paramedic and an increase in compensation to \$26.63 per hour with such changes to take effect on June 13, 2023.

On motion by Fedler, seconded by Seward, the Board voted to approve, and authorize the Chairperson to sign, a Statement of Work Agreement with the Iowa Counties Information Technology (ICIT) group. Per the agreement ICIT will perform an assessment of Washington County's Information Technology Department for a fee of \$3,000.00.

On motion by Fedler, seconded by Seward, the Board voted to approve, and authorize the Chairperson to sign, an Indemnification and Hold Harmless Agreement by and between Joel Rohne - Iowa State Association of Counties Targeted Small Business Group, Andrew DeHaan - Marion County Information Technology, Colin Gerst - Des Moines County Information Technology, Bill Horning - Johnson County Information Technology, Max Harlan - Van Buren Information Technology, Ben Turnis - Benton County Information Technology, and Ryan Eaton - Jasper County Information Technology in their capacities as volunteers as a team of technology professionals (collectively, the "Team") and Washington County. It was noted that such individuals serve on the ICIT.

The Board next took up discussion regarding the remodeling of various County structures and the relocation of various county offices. Such discussion centered on the following options.

### **Option A**

This option was described by Fedler as being basically the same as the original August 26, 2022, plan as it relates to Orchard Hill. Under this option the Board of Supervisors, Public Health, Assessor, Auditor, Recorder, and Treasurer would be relocated to Orchard Hill and join Mental Health, Environmental Health, GIS, Information Technology, General Assistance, and Veteran Affairs at the Orchard Hill site. Outreach would relocate to the Courthouse and join the County Attorney, Clerk of Court, and Court Services. Option A does not include a conference room and instead would utilize the existing 40-person meeting room located in the Emergency Operations Center. Federation Bank would no longer be used as a site for County offices.

<b>Option A</b>	
Construction Costs	\$3,475,000 to \$3,678,000
Soft Costs	<u>\$695,000 to \$690,000</u>
Total Budget	\$4,170,000 to \$4,595,000

### **Option B**

With this option the Assessor and the Outreach Department would join the Auditor, Treasurer, Recorder, GIS, County Attorney, Clerk of Court, and Court Services at the Courthouse. Meanwhile Public Health would relocate to Building 2 at Orchard Hill while Information Technology and the Board of Supervisors would join Environmental Health, Veteran Affairs, General Assistance, and Probation at Orchard Hill Building 3. Option B does not include a conference room and instead would utilize the existing 40-person meeting room located in the Emergency Operations Center. Federation Bank would no longer be used as a site for County offices.

<b>Option B</b>	
Construction Costs	\$2,595,000 to \$2,755,000
Soft Costs	<u>\$520,000 to \$690,000</u>
Total Budget	\$4,170,000 to \$4,595,000

### **Option C**

This option utilizes Building 3 at Orchard Hill as well as the current Federation Bank Building. With this option the Board of Supervisors, Probation, Environmental Health, Mental Health, General Assistance and Veteran Affairs would be located at Orchard Hill Building 3. The Assessor, Auditor, Recorder, Treasurer, GIS, IT and Public Health would relocate to the Federation Bank building. Finally, the County Attorney, Clerk of Court, and Court Services would remain at the Courthouse and be joined by Outreach.

<b>Option C</b>	
Construction Costs	\$4,860,000 to \$5,175,000
Soft Costs	<u>\$970,000 to \$1,295,000</u>
Total Budget	\$5,830,000 to \$6,470,000

Seward seconded a motion made by Fedler to proceed and instruct Carl A. Nelson & Company and Encite Architecture & Design PLLC to proceed with Option B. During discussion prior to the vote on the motion Young stressed that the plans presented under Option B are far from being final plans and he encouraged the public to keep an open mind. The motion passed.

Department head comment included Public Health Director Emily Tokheim sharing that Washington County Public Health (WCPH), in partnership with Washington County Hospital and Clinics, is looking for feedback from all Washington County residents regarding WCPH's effectiveness in serving the health needs of Washington County citizens. According to Tokheim, every five years Washington County conducts a Community Health Assessment to discover how best to serve the Communities of Washington County and she urged individuals to provide input by completing the survey.

Communications Supervisor Cara Sorrells urged individuals to report missing and/or damaged rural road identification signs and 911 signs to the Washington County Communications Center at (319) 653-2107.

Seward shared the difficulties being encountered with insurance adjusters regarding the Wellman 911 Communications tower and related equipment.

At 9:55 a.m. on motion by Stoops, seconded by Fedler, the Board voted to adjourn.

ATTEST:  
June 13, 2023

ROBERT C. YODER  
Chairperson, Board of Supervisors

DANIEL L. WIDMER  
County Auditor