

**PROCEEDINGS OF THE WASHINGTON COUNTY BOARD OF SUPERVISORS MEETING
TUESDAY, JUNE 23, 2020**

At 9:00 a.m. Chairperson Jack Seward Jr. 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; Washington County Recycling update; personnel change requests - Communications; personnel change requests - Public Health; COVID-19 update; personnel change request - Environmental Health; Resolution 20-35 regarding FY21 Appropriations Authorization; Resolution 20-36 regarding Designation of Assigned Funds for FY21; Resolution 20-37 regarding Disbursement of County Funds; Resolution 20-38 regarding Interfund Operating Transfer to Secondary Road Fund; Resolution 20-39 regarding Interfund Operating Transfer; Resolution 20-40 regarding Disbursement of County Funds; FY21 employee departmental wage recommendations; FY21 longevity wage schedule and FY21 departmental step increase; Resolution 20-17 regarding Public Highway Easement from Robert & Mildred Thomann, LLC; Resolution 20-18 regarding Public Highway Easement from Robert & Mildred Thomann, LLC; Resolution 20-20 regarding Public Highway Easement from William E. & Cynthia L. Lopshire; contract with Rob Brenneman regarding reimbursement of a portion of the costs for stabilizing a portion of 155th Street and Larch Avenue; FY21 lease agreement with Hillcrest Family Services for office space at Orchard Hill; public access to Washington County facilities; discussion of items as approved by Board Chairperson. Supervisors Richard Young, Abe Miller, Stan Stoops, and Bob Yoder were also in attendance.

Others attending were: Mary Zielinski, The News; Cyndie Sinn, IT Director; Jacob Thorius, County Engineer; Shawn Ellingson, Chief Deputy Sheriff; Michelle Hyman, Deputy Auditor; Jeff Garrett, County Treasurer; Marissa Reisen, County Emergency Management Director; Amber Williams, Board of Supervisors Administrative Assistant. Various other individuals listened and/or watched remotely by electronic means.

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

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

There was no public comment related to agenda items.

Lynn Whaley, of WEMIGA Waste Management, provided the Board with an update and summary report of activity at the Washington County Recycling Center for the month of May, 2020. He reported that totals for the month included 91.11 landfill tons, 3.81 tons of paper, no plastic, 4.49 tons of cardboard, 4.93 tons of tin and aluminum, 13.23 recyclable tons, 25 appliances, 17 televisions and other electronic devices, 3 tires, and no used oil. Landfill tons for the prior month of April totaled 86.95. The Board took no formal action. The report is available for review in the Auditor's office.

On motion by Yoder, seconded by Young, the Board voted to acknowledge, and authorize the Chairperson to sign, a personnel change request from Communications for Riley Thomann who will begin duties as a full-time non-exempt Dispatcher on July 6, 2020 at the rate of \$18.96/hr. for 1st shift, \$18.81/hr. for 2nd shift, and \$18.96/hr. for 3rd shift. The County Auditor is hereby authorized to issue pay warrants upon proper certification from the Department Head.

On motion by Miller, seconded by Stoops, the Board voted to acknowledge, and authorize the Chairperson to sign, a personnel change request from Communications for Sean Saleminck who will begin duties as a full-time non-exempt Dispatcher on July 1, 2020 at the rate of \$18.96/hr. for 1st shift, \$18.81/hr. for 2nd shift, and \$18.96/hr. for 3rd shift. The County Auditor is hereby authorized to issue pay warrants upon proper certification from the Department Head.

On motion by Miller, seconded by Yoder, the Board voted to acknowledge, and authorize the Chairperson to sign, a personnel change request from Public Health for Carol Detweiler whose last day of employment will occur on June 30, 2020.

On motion by Yoder, seconded by Stoops, the Board voted to acknowledge, and authorize Chairperson to sign, a personnel change request from Public Health for Becky Widmer whose last day of employment will occur on June 30, 2020.

With regard to COVID-19 Public Health Administrator Danielle Pettit-Majewski shared that in Washington County a total of 2,030 COVID-19 tests have been conducted resulting in 214 positive cases. Washington County is a part of a 17-county region in southeast Iowa and in the region there are currently 11 hospitalized individuals and 5 individuals in ICU. Pettit-Majewski remarked that these totals represent a decrease in the numbers that she presented at the June 16, 2020 Board of Supervisors meeting. Finally, she reported that in the region the number of young people in the region contracting COVID-19 is increasing. The Board took no formal action.

On motion by Young, seconded by Miller, the Board voted to acknowledge, and authorize the Chairperson to sign, a personnel change request from Environmental Health for Jason Taylor who will transfer from Environmental Health Food Safety Specialist to full-time non-exempt Environmental Health Program Director, effective July 1, 2020. Taylor's new rate of pay will be \$28.75 per hour.

On motion by Miller, seconded by Stoops, the Board voted by way of roll call vote to approve Resolution 20-35 as follows and to authorize the Chairperson to sign Resolution 20-35 on behalf of the Board.

**RESOLUTION 20-35
WASHINGTON COUNTY APPROPRIATIONS AUTHORIZATION
FISCAL YEAR 2021**

BE IT RESOLVED by the Board of Supervisors of Washington County, Iowa that the following appropriations are authorized to departments by expenditure during Fiscal Year 2021 as indicated:

00	Operating Accounts	3,106,594
01	Board of Supervisors	353,533
02	Auditor	595,734
03	Treasurer	543,576
04	County Attorney	681,101
05	Sheriff	4,397,562
07	Recorder	260,843
20	Secondary Roads	8,292,895
21	Veterans Affairs	93,020
22	Conservation	770,100
23	Public Health	1,625,130
24	Environmental Health	274,900
25	Mental Health Disability Service	937,530
26	Department of Human Services	10,700
27	General Assistance	26,676
28	Medical Examiner	50,500
36	Ambulance Services	1,707,910
38	Outreach	98,717
39	Economic Development	40,159
51	Buildings & Grounds	568,616
52	Information Technology	331,049
53	Subdivision Planning	33,208
54	GIS Services	313,000
99	Non Departmental	7,982,232
	Total	33,095,285

On motion by Stoops, seconded by Young, the Board voted by way of roll call vote to approve Resolution 20-36 as follows and to authorize the Chairperson to sign Resolution 20-36 on behalf of the Board.

**RESOLUTION 20-36
DESIGNATION OF ASSIGNED FUNDS**

WHEREAS, the Washington County Board of Supervisors acknowledges its responsibility to plan for certain repair projects or equipment purchases, and

WHEREAS, the Board recognizes it is fiscally responsible to allocate across time such monies secured through property taxation for future expenditure on said projects or purchases, and

WHEREAS, the Board wishes in FY 2020-2021 to designate in the beginning cash balance of the budget the amount of **\$ 322,000** as assigned capital with the intent of future expenditure as follows:

<u>Project</u>	<u>Amount Designated</u>
County facilities	312,000
Equipment Purchase	5,000
Citizens Convenience Center	5,000

NOW THEREFORE BE IT RESOLVED, that the County Auditor of Washington County, Iowa, is authorized to reflect the Board's intent by this resolution by indicating such on the appropriate budget preparation and reporting forms for FY 2021.

On motion by Miller, seconded by Stoops, the Board voted by way of roll call vote to approve Resolution 20-37 as follows and to authorize the Chairperson to sign Resolution 20-37 on behalf of the Board.

**RESOLUTION 20-37
DISBURSEMENT OF COUNTY FUNDS**

WHEREAS the Board of Supervisors of Washington County, Iowa, budgeted funds for Fiscal Year 2020-2021 for grant support of those agencies listed below to be disbursed by the County Auditor to the respective agencies at the intervals indicated herein effective July 1, 2020:

<u>GRANTEE</u>	<u>TOTAL GRANT</u>	<u>FREQUENCY</u>
HACAP	\$120,000	one-fourth each quarter
Mini-Bus	\$ 50,000	one-fourth each quarter
Fair & 4-H	\$ 17,000	one-fourth each quarter
Fairgrounds	\$ 24,000	one-fourth each quarter
Co. Historic Preservation	\$ 4,750	one-fourth each quarter
Humane Society	\$ 34,194	one-fourth each quarter
Wash Co Med Examiner	\$ 3,600	one-fourth each quarter
Public Library	\$165,000	one-fourth each quarter
Wash Main Street	\$ 6,834	one time in July 2020
WEDG	\$ 21,000	one time in August 2020
Workplace Learning Connect	\$ 2,225	one time in August 2020
English River Watershed	\$ 10,000	one time in August 2020
City of Kalona	\$ 5,000	one time per year 4 years
	\$463,603	

On motion by Yoder, seconded by Young, the Board voted by way of roll call vote to approve Resolution 20-38 as follows and to authorize the Chairperson to sign Resolution 20-38 on behalf of the Board.

**RESOLUTION 20-38
INTERFUND OPERATING TRANSFER TO SECONDARY ROAD FUND**

WHEREAS, it is desired to authorize the County Auditor of Washington County, Iowa, to periodically transfer sums from the General Basic Fund and the Rural Services Basic Fund to the Secondary Road Fund during the 2020-2021 Fiscal Year, and,

WHEREAS, said operating transfers must be in accordance with Section 331.432, Code of Iowa, 1995, as amended, and,

WHEREAS, said operating transfers were budgeted and appropriated for Fiscal Year 2020-2021, now

THEREFORE BE IT RESOLVED by the Board of Supervisors of Washington County, Iowa, that:

- Section 1.** The total maximum transfer from the General Basic Fund to the Secondary Road Fund for the Fiscal Year beginning July 1, 2020 shall not exceed the sum of \$ 222,186.00; and the total maximum transfer from Rural Services Basic Fund to the Secondary Road Fund for the Fiscal Year beginning July 1, 2020, shall not exceed the sum of \$ 2,325,058.00.
- Section 2.** Within ten days of being notified of the apportionment of current property taxes, and state replacements against levied property taxes, the General Basic Fund and Rural Services Basic Fund, the County Auditor shall order a transfer from said fund(s) to the Secondary Road Fund.
- Section 3.** The amount of the transfer required by Section 2, shall be equal to 4.500007 % of the apportionment of collected property taxes in the General Basic Fund and 70.74593% of the tax apportionment of the Rural Services Basic Fund.
- Section 4.** Notwithstanding the provisions of Section 2 and 3 of this Resolution, total transfers to the Secondary Road Fund shall not exceed the amounts specified in Section 1.
- Section 5.** Notwithstanding the provisions of Section 2 and 3, the amount of any transfer shall not exceed the available fund balance in the transferring fund.
- Section 6.** The County Auditor is directed to correct the Auditor's books when said operating transfers are made and to notify the County Treasurer and County Engineer of the amount of said transfers.

On motion by Miller, seconded by Yoder, the Board voted by way of roll call vote to approve Resolution 20-39 as follows and to authorize the Chairperson to sign Resolution 20-39 on behalf of the Board.

**RESOLUTION 20-39
FOR INTERFUND OPERATING TRANSFER**

WHEREAS, it is desired to authorize the County Auditor of Washington County, Iowa to periodically transfer sums from the General Basic and General Supplemental Funds during the 2020-21 Fiscal Year, and,

WHEREAS, said operating transfers must be in accordance with Section 331.432, Code of Iowa, 1995, as amended, and,

WHEREAS, said operating transfers were budgeted and appropriated in the maximum amount of \$105,000 for Fiscal Year 2020-21 and as may be amended from time to time by the Board of Supervisors.

NOW THEREFORE BE IT RESOLVED by the Board of Supervisors of Washington County, Iowa, that the County Auditor shall order a transfer from the General Basic and General Supplemental Funds to the Capital Projects Fund at any such time as it is necessary to maintain sufficient balance in the Capital Projects Fund to accomplish the purposes as contained in the Washington County Budget for the Fiscal Year ending June 30, 2021.

On motion by Yoder, seconded by Young, the Board voted by way of roll call vote to approve Resolution 20-40 as follows and to authorize the Chairperson to sign Resolution 20-40 on behalf of the Board.

**RESOLUTION 20-40
FOR DISBURSEMENT OF COUNTY FUNDS**

BE IT RESOLVED by the Board of Supervisors of Washington County, Iowa, that funds budgeted for Fiscal Year 2020-2021 for payments listed below shall be disbursed by the County Auditor to the agencies at the intervals indicated herein:

<u>CREDITOR</u>	<u>TOTAL</u>	<u>FREQUENCY</u>
WEMIGA Waste Management, Inc.	\$13,832.00	monthly

On motion by Stoops, seconded by Yoder, the Board voted to acknowledge and approve FY21 employee departmental wage recommendations; the FY21 longevity wage schedule, and the FY21 departmental step increase schedule for various employees in the Secondary Roads Department, Office of Sheriff, Public Health, Public Health, Outreach, Ambulance, and Communications.

On motion by Miller, seconded by Yoder, the Board voted by way of roll call vote to approve Resolution 20-17 as follows and to authorize the Chairperson to sign Resolution 20-17 on behalf of the Board.

**RESOLUTION NO. 20-17
PUBLIC HIGHWAY EASEMENT**

[For real estate located in Sec. 4-77-6]

BE IT RESOLVED by the Board of Supervisors of Washington County, Iowa that a Permanent Easement for a Public Highway in Iowa Township (4-77-6) dated June 23, 2020 from:

Robert and Mildred Thomann LLC

to Washington County, Iowa, be accepted and approved at a cost of \$291.38 and that the alteration in the public highway be established as described in said Easement.

Property in above-mentioned easement is described as:

A permanent right of way easement in Lot 1 and Lot 2 of the Auditor's Subdivision of the SE 1/4 of the SE 1/4 of Section 4, Township 77 North, Range 6 West of the 5th Principal Meridian in Washington County, Iowa described more particularly as follows:

Commencing at SE corner of said Section 4; thence N01°45'52"W 685.25 feet along the section line to the point of beginning; thence S88°14'08"W 85.00 feet; thence N01°45'52"W 48.00 feet; thence N88°14'08"E 85.00 feet to the said section line; thence S01°45'52"E 48.00 feet along the said section to the point of beginning and containing 0.09 total acres of which 0.06 acres are existing highway right-of-way.

On motion by Yoder, seconded by Young, the Board voted by way of roll call vote to approve Resolution 20-18 as follows and to authorize the Chairperson to sign Resolution 20-18 on behalf of the Board.

**RESOLUTION NO. 20-18
PUBLIC HIGHWAY EASEMENT**

[For real estate located in Sec. 4-77-6]

BE IT RESOLVED by the Board of Supervisors of Washington County, Iowa that a Permanent Easement for a Public Highway in Iowa Township (4-77-6), dated June 23, 2020 from:

Robert and Mildred Thomann LLC

to Washington County, Iowa, be accepted and approved at a cost of \$61.05 and that the alteration in the public highway be established as described in said Easement.

Property in above-mentioned easement is described as:

A permanent right of way easement in the NE 1/4 of the SE 1/4 of Section 4, Township 77 North, Range 6 West of the 5th Principal Meridian in Washington County, Iowa described more particularly as follows:

Commencing at E 1/4 corner of said Section 4; thence S01°45'52"E 316.67 feet along the section line to the point of beginning; thence continue S01°45'52"E 43.00 feet along said section line; thence S88°14'08"W 65.00 feet; thence N01°45'52"W 43.00 feet; thence N88°14'08"E 65.00 feet to the said section line and the point of beginning and containing 0.06 total acres of which 0.05 acres are existing highway right-of-way.

On motion by Young, seconded by Miller, the Board voted by way of roll call vote to approve Resolution 20-20 as follows and to authorize the Chairperson to sign Resolution 20-20 on behalf of the Board.

**RESOLUTION NO. 20-20
PUBLIC HIGHWAY EASEMENT**

[For real estate located in Sec. 3-77-6]

BE IT RESOLVED by the Board of Supervisors of Washington County, Iowa that a Permanent Easement for a Public Highway in Iowa Township (3-77-6) dated June 23, 2020 from:

William E. & Cynthia L. Lopshire

to Washington County, Iowa, be accepted and approved at a cost of \$277.99 and that the alteration in the public highway be established as described in said Easement.

Property in above-mentioned easement is described as:

A permanent right of way easement in the NW 1/4 of the SW 1/4 of Section 3, Township 77 North, Range 6 West of the 5th Principal Meridian in Washington County, Iowa described more particularly as follows:

Commencing at the W 1/4 corner of said Section 3; thence S01°45'52"E 332.17 feet along the section line to the point of beginning; thence N88°14'08"E 55.00 feet to the north property line; thence N63°42'08"E 21.98 feet along said north property line; thence S01°45'52"E 45.25 feet; thence S88°14'08"W 75.00 feet to the section line; thence N01°45'52"W 36.12 feet along the section line and the point of beginning and containing 0.06 total acres of which 0.05 acres are existing highway right-of-way.

On motion by Young, seconded by Yoder, the Board voted to approve, and authorize the Chairperson to sign, a contract for reimbursement with Rob Brenneman for stabilizing a portion of 155th Street and Larch Avenue. Specifically, the project will take place on a portion of 155th Street from the end of the pavement near 2048 155th Street east to Larch Avenue and a portion of Larch Avenue from 155th Street south to 1551 Larch Avenue. According to the agreement the parties agree that the 0.82 mile portion of roadway will be stabilized at an estimated total cost of \$60,000.00. Brenneman will pay the actual cost of the stabilizing agent used in the project up to a maximum of \$15,000.00. Work on the project is expected to be completed during the fall of 2020.

On motion by Young, seconded by Stoops, the Board voted to approve, and authorize the Chairperson to sign, a contract with Hillcrest Family Services (Lessee) for rental of office space at 2175 Lexington Boulevard, Building 2, (Orchard Hill complex) to be used by Lessee to provide mental health services. The agreement is for the time period of July 1, 2020 through June 30, 2021, unless a 90-day notice is given by either party. Per the agreement, Lessee agrees to pay \$2,586.67 per month which includes utilities with the exception of telephone and internet access.

The Board held a discussion regarding public access to County facilities in light of the COVID-19 virus. Young stated that multiple discussions have taken place among the Board and various department heads on the subject with consideration given to increasing public access to County facilities on Monday, July 6, 2020. However the public will still be strongly encouraged to conduct as much business as possible by remote means. Discussions are still taking place regarding the protection of County employees and citizens as well as the use of personal protective equipment (PPE). Young advocated for each department head to determine the steps and precautions to be taken for their individual departments. Seward

emphasized that a formal decision on a date for opening county facilities has yet to be reached. There was more discussion related to the differing physical layouts of various office spaces which results in unique COVID-19 risks. The Board took no formal action.

There was no public comment.

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

ATTEST:
June 23, 2020

JACK SEWARD JR.
Chairperson, Board of Supervisors

DANIEL L. WIDMER
County Auditor