

**PROCEEDINGS OF THE WASHINGTON COUNTY BOARD OF SUPERVISORS MEETING
TUESDAY, JUNE 27, 2023**

At 9:00 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; Employee Pay Recommendations; FY23-24 Step Increases; Resolution 23-37 - FY24 Appropriations Authorization; Resolution 23-38 – Interfund Operating Transfer; Resolution 23-39 – Designation of Assigned Funds for FY24; Resolution 23-40 – Disbursement of County Funds – Recycling; Resolution 23-41 – Disbursement of County Funds – Grants; Resolution 23-42 – Interfund Operating Transfer to Secondary Road Fund; Personnel change requests – Public Health; Resolution 23-43 Public Highway Easement – Dogwood Avenue in Section 10-74N-9W in Clay Township; Resolution 23-44 Public Highway Easement – Dogwood Avenue in Section 3-74N-9W in Dutch Creek Township; Resolution 23-45 Public Highway Easement – Dogwood Avenue in Section 4-74N-9W in Dutch Creek Township; Resolution 23-46 Public Highway Easement – Dogwood Avenue in Section 10-74N-9W in Dutch Creek Township; Resolution 23-47 Public Highway Easement – Dogwood Avenue in Section 9-74N-9W in Dutch Creek Township; Resolution 23-48 Public Highway Easement – Dogwood Avenue in Section 9-74N-9W in Dutch Creek Township; Approval of date, time, location and mailing of notice for Public Hearing on McKains Grading Project to upgrade the existing secondary road right-of-way known as Dogwood Avenue to improve the safety of the road, including necessary associated grading and roadway grade changes and appurtenant facilities thereto and involving the acquisition of agricultural land; Secondary Road Use Request Application – Crawfordsville Fire Department; Personnel change request – County Attorney; department head comment; adjourn. Supervisors Richard Young, Stan Stoops, and Marcus Fedler were also present. Supervisor Jack Seward Jr. attended by Zoom.

Other individuals present at the meeting included Jennifer Wilkinson with KCII Radio and Kalen McCain with the SE Iowa Union, County Attorney Nathan Repp, County Engineer Jacob Thorius, Public Health Director Emily Tokheim, Deputy Auditor Sue Meeks, and Deputy Auditor Michelle Hyman, and Board of Supervisors Administrative Assistant Amber Williams. 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 Young, seconded by Fedler, the Board voted to approve the amended agenda as published and rotate items on agenda to accommodate with Engineer’s limited availability.

There was no public comment.

On motion by Fedler, seconded by Young, the Board voted to acknowledge, and authorize the Chairperson to sign, a personnel change request from Public Health for Registered Dental Hygienist Martha Hernandez whose employment classification will change from full-time non-exempt to full-time exempt effective June 29, 2023. Hernandez’s rate of pay will change from \$35.82 hourly to \$2,292.48 bi-weekly.

On motion by Young, seconded by Fedler, the Board voted to acknowledge, and authorize the Chairperson to sign, a personnel change request from Public Health for Registered Dental Hygienist Lori Hobscheidt whose employment classification will change from full-time non-exempt to full time exempt effective June 29, 2023. Hobscheidt ’s rate of pay will change from \$29.79 hourly to \$1,904.64 bi-weekly.

On motion by Stoops, seconded by Fedler, the Board voted by way of roll call vote to approve Resolution 23-43 as follows and to authorize the Chairperson to sign Resolution 23-43 on behalf of the Board.

**RESOLUTION 23-43
PUBLIC HIGHWAY EASEMENT**

[For real estate located in Sec. 10-74N-9W]

WHEREAS, Brian Stevens, as Trustee of the Brian Stevens Living Trust and Jennifer Stevens, as Trustee of the Jennifer Stevens Living Trust have signed a Permanent Easement for Public Highway in Clay Township (10-74N-9W); and

WHEREAS, the above-mentioned persons have also signed a Purchase Agreement for said Permanent Easement.

IT IS THEREFORE RESOLVED by the Board of Supervisors of Washington County, Iowa that a Permanent Easement for a Public Highway in Clay Township (10-74N-9W) dated May 2, 2023 from:

Brian Stevens, as Trustee of the Brian Stevens Living Trust and Jennifer Stevens as Trustee of the Jennifer Stevens Living Trust

to Washington County, Iowa, be accepted and approved at a cost at \$400.00 and that the alteration in the public highway be established as described in said Easement.

On motion by Stoops, seconded by Fedler, the Board voted by way of roll call vote to approve Resolution 23-44 as follows and to authorize the Chairperson to sign Resolution 23-44 on behalf of the Board.

**RESOLUTION 23-44
PUBLIC HIGHWAY EASEMENT**

[For real estate located in Sec. 3-74N-9W]

WHEREAS, Berna Waterhouse AKA Berna A. Waterhouse, widow, has signed a Permanent Easement for Public Highway Easement in Dutch Creek Township (3-74N-9W) dated November 6, 2022; and

WHEREAS, the above-mentioned persons has also signed a Purchase Agreement for said Permanent Easement, see attached Purchase Agreement.

IT IS THEREFORE RESOLVED by the Board of Supervisors of Washington County, Iowa that a Permanent Easement for a Public Highway in Dutch Creek Township (3-74N-9W) dated November 6, 2022 from:

Berna Waterhouse AKA Berna A. Waterhouse, widow

to Washington County, Iowa, be accepted and approved at a cost at \$67,320.00 and that the alteration in the public highway be established as described in said Easement.

On motion by Young, seconded by Fedler, the Board voted by way of roll call vote to approve Resolution 23-45 as follows and to authorize the Chairperson to sign Resolution 23-45 on behalf of the Board.

**RESOLUTION 23-45
PUBLIC HIGHWAY EASEMENT**

[For real estate located in Sec. 4-74N-9W]

WHEREAS, Lynnette R. Waterhouse a/k/a Lynnette R. Hultman and Larry L. Hultman, her husband, Janette C. Waterhouse and David D. Burbidge, her husband, James M. Waterhouse and Teresa A. Waterhouse, his wife, and Berna A Waterhouse, Life Estate, single have signed a Permanent Easement for Public Highway Easement in Dutch Creek Township (4-74N-9W) dated November 6, 2022; and

WHEREAS, the above-mentioned persons have also signed a Purchase Agreement for said Permanent Easement, see attached Purchase Agreement.

IT IS THEREFORE RESOLVED by the Board of Supervisors of Washington County, Iowa that a Permanent Easement for a Public Highway in Dutch Creek Township (4-74N-9W) dated November 6, 2022 from:

Lynnette R. Waterhouse a/k/a Lynnette R. Hultman and Larry L. Hultman, her husband, Janette C. Waterhouse and David D. Burbidge, her husband, James M. Waterhouse and Teresa A. Waterhouse, his wife, and Berna A Waterhouse, Life Estate, single

to Washington County, Iowa, be accepted and approved at a cost at \$37,200.00 and that the alteration in the public highway be established as described in said Easement.

On motion by Fedler, seconded by Stoops, the Board voted by way of roll call vote to approve Resolution 23-46 as follows and to authorize the Chairperson to sign Resolution 23-46 on behalf of the Board.

**RESOLUTION 23-46
PUBLIC HIGHWAY EASEMENT**

[For real estate located in Sec. 10-74N-9W]

WHEREAS, Lynnette R. Waterhouse a/k/a Lynnette R. Hultman and Larry L. Hultman, her husband, Janette C. Waterhouse and David D. Burbidge, her husband, James M. Waterhouse and Teresa A. Waterhouse, his wife, and Berna A Waterhouse, Life Estate, single have signed a Permanent Easement for Public Highway Easement in Dutch Creek Township (10-74N-9W) dated November 6, 2022; and

WHEREAS, the above-mentioned persons have also signed a Purchase Agreement for said Permanent Easement, see attached Purchase Agreement.

IT IS THEREFORE RESOLVED by the Board of Supervisors of Washington County, Iowa that a Permanent Easement for a Public Highway in Dutch Creek Township (10-74N-9W) dated November 6, 2022 from:

Lynnette R. Waterhouse a/k/a Lynnette R. Hultman and Larry L. Hultman, her husband, Janette C. Waterhouse and David D. Burbidge, her husband, James M. Waterhouse and Teresa A. Waterhouse, his wife, and Berna A Waterhouse, Life Estate, single

to Washington County, Iowa, be accepted and approved at a cost at \$46,000.00 and that the alteration in the public highway be established as described in said Easement.

On motion by Fedler, seconded by Stoops, the Board voted by way of roll call vote to approve Resolution 23-47 as follows and to authorize the Chairperson to sign Resolution 23-47 on behalf of the Board.

**RESOLUTION 23-47
PUBLIC HIGHWAY EASEMENT**

[For real estate located in Sec. 9-74N-9W]

WHEREAS, Lynnette R. Waterhouse a/k/a Lynnette R. Hultman and Larry L. Hultman, her husband, Janette C. Waterhouse and David D. Burbidge, her husband, James M. Waterhouse and Teresa A. Waterhouse, his wife, and Berna A Waterhouse, Life Estate, single have signed a Permanent Easement for Public Highway Easement in Dutch Creek Township (9-74N-9W) dated November 6, 2022; and

WHEREAS, the above-mentioned persons have also signed a Purchase Agreement for said Permanent Easement, see attached Purchase Agreement.

IT IS THEREFORE RESOLVED by the Board of Supervisors of Washington County, Iowa that a Permanent Easement for a Public Highway in Dutch Creek Township (10-74N-9W) dated November 6, 2022 from:

Lynnette R. Waterhouse a/k/a Lynnette R. Hultman and Larry L. Hultman, her husband, Janette C. Waterhouse and David D. Burbidge, her husband, James M. Waterhouse and Teresa A. Waterhouse, his wife, and Berna A Waterhouse, Life Estate, single

to Washington County, Iowa, be accepted and approved at a cost at \$13,390.00 and that the alteration in the public highway be established as described in said Easement.

On motion by Young, seconded by Fedler, the Board voted by way of roll call vote to approve Resolution 23-48 as follows and to authorize the Chairperson to sign Resolution 23-48 on behalf of the Board.

**RESOLUTION 23-48
PUBLIC HIGHWAY EASEMENT**

[For real estate located in Sec. 9-74N-9W]

WHEREAS, Berna Waterhouse AKA Berna A. Waterhouse, widow, has signed a Permanent Easement for Public Highway Easement in Dutch Creek Township (9-74N-9W) dated November 6, 2022; and

WHEREAS, the above-mentioned persons have also signed a Purchase Agreement for said Permanent Easement, see attached Purchase Agreement.

IT IS THEREFORE RESOLVED by the Board of Supervisors of Washington County, Iowa that a Permanent Easement for a Public Highway in Dutch Creek Township (9-74N-9W) dated November 6, 2022 from:

Berna Waterhouse AKA Berna A. Waterhouse, widow,

to Washington County, Iowa, be accepted and approved at a cost at \$22,200.00 and that the alteration in the public highway be established as described in said Easement.

On motion by Young, seconded by Stoops, the Board voted to approve date, time, location and mailing of notice for Public Hearing on McKains Grading Project to upgrade the existing secondary road right-of-way known as Dogwood Avenue to improve the safety of the road, including necessary associated grading and roadway grade changes and appurtenant facilities thereto and involving the acquisition of agricultural land. The Public Hearing is scheduled for July 25, 2023 at 9:00 a.m. and will take place in the Washington County Courthouse.

On motion by Young, seconded by Stoops, the Board voted to acknowledge and approve FY23-24 county employee departmental wage recommendations.

On motion by Steward, seconded by Young, the Board voted to acknowledge and approve FY23-24 departmental longevity schedules and FY23-24 departmental wage step increase schedules for various employees in the Secondary Roads Department, Sheriff’s Office, Public Health, and Communications.

On motion by Fedler, seconded by Stoops, the Board voted by way of roll call vote to approve Resolution 23-37 as follows and to authorize the Chairperson to sign Resolution 23-37 on behalf of the Board.

**RESOLUTION 23-37
WASHINGTON COUNTY APPROPRIATIONS AUTHORIZATION
FISCAL YEAR 2024**

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 2024 as indicated:

00	Operating Accounts	2,922,224
01	Board of Supervisors	459,143
02	Auditor	806,642
03	Treasurer	716,443
04	County Attorney	897,853
05	Sheriff	5,870,773
07	Recorder	362,573
20	Secondary Roads	8,858,807
21	Veterans Affairs	105,912
22	Conservation	1,560,350
23	Public Health	1,819,825
24	Environmental Health	274,200
25	Mental Health Disability Service	144,236
26	Department of Human Services	8,500
27	General Assistance	28,688
28	Medical Examiner	60,600
36	Ambulance Services	2,574,141
38	Outreach	111,230
39	Economic Development	39,290
51	Buildings & Grounds	606,667
52	Information Technology	406,155
53	Subdivision Planning	23,364
54	GIS Services	276,400
99	Non Departmental	7,891,823

Total

36,825,839

On motion by Young, seconded by Fedler, the Board voted by way of roll call vote to approve Resolution 23-38 as follows and to authorize the Chairperson to sign Resolution 23-38 on behalf of the Board.

**RESOLUTION 23-38
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 2023-24 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 \$115,000 for Fiscal Year 2023-24 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 times 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, 2024.

On motion by Fedler, seconded by Stoops, the Board voted by way of roll call vote to approve Resolution 23-39 as follows and to authorize the Chairperson to sign Resolution 23-39 on behalf of the Board.

**RESOLUTION 23-39
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 2023-2024 to designate in the beginning cash balance of the budget the amount of \$ 377,250 as assigned capital with the intent of future expenditure as follows:

<u>Project</u>	<u>Amount Designated</u>
County facilities	312,000
Equipment Purchase	20,000
County aerials	40,000
Citizens Convenience Center	5,250

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 2024.

On motion by Stoops, seconded by Steward, the Board voted by way of roll call vote to approve Resolution 23-40 as follows and to authorize the Chairperson to sign Resolution 23-40 on behalf of the Board.

**RESOLUTION 23-40
FOR DISBURSEMENT OF COUNTY FUNDS**

BE IT RESOLVED by the Board of Supervisors of Washington County, Iowa, that funds budgeted for Fiscal Year 2023-2024 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 Inc	\$13,832.00	monthly

On motion by Young, seconded by Stoops, the Board voted by way of roll call vote to approve Resolution 23-41 as follows and to authorize the Chairperson to sign Resolution 23-41 on behalf of the Board.

**RESOLUTION 23-41
FOR DISBURSEMENT OF COUNTY FUNDS**

WHEREAS the Board of Supervisors of Washington County, Iowa, budgeted funds for Fiscal Year 2023-2024 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, 2023:

<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	\$ 30,156	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 2023
WEDG	\$ 23,000	one time in August 2023
Workplace Learning Connect	\$ 2,256	one time in August 2023
English River Watershed	\$ 10,000	one time in August 2023
Washington YMCA	\$ 2,000	one time in August 2023
	\$458,596	

On motion by Young, seconded by Stoops, the Board voted by way of roll call vote to approve Resolution 23-42 as follows and to authorize the Chairperson to sign Resolution 23-42 on behalf of the Board.

**RESOLUTION 23-42
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 2023-2024 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 2023-2024, 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, 2023 shall not exceed the sum of \$ 237,273.00 ; and the total maximum transfer from other Rural Service Basic Fund to the Secondary Road Fund for the Fiscal Year beginning July 1, 2023 shall not exceed the sum of \$ 2,524,151.00.

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 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 3.827677 % of the apportionment of collected property taxes in the General Basic Fund and 82.23916% 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 Fedler, seconded by Stoops, the Board voted to approve, and authorize the Chairperson to sign, a request for a Secondary Road Use Permit from Crawfordsville Fire Department for July 8, 2023, from 6 a.m. to Noon.

On motion by Fedler, seconded by Stoops, the Board voted to acknowledge, and authorize the Chairperson to sign, a personnel change request from County Attorney for Collection Coordinator Justin O'Rourke whose employment classification will change from full-time to regular part-time effective July 13, 2023.

The Board took up discussion regarding conflict with the next scheduled meeting and upcoming federal holiday. The Board took no formal action.

There was no department head comment.

At 9:35 a.m. on motion by Yoder, seconded by Stoops, the Board voted to adjourn.

ATTEST:
June 27, 2023

ROBERT C. YODER
Chairperson, Board of Supervisors

LIZ TORRES-POTTER
Washington County Auditor's Office