

**PROCEEDINGS OF THE WASHINGTON COUNTY BOARD OF SUPERVISORS MEETING
WEDNESDAY, JULY 1, 2020**

At 10:00 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; Resolution 20-41 regarding Interim Interfund Loan for purchase of property at 1120 N. 8th Avenue, Washington; Public hearing regarding application for Community Development Block Grant (CDBG) housing funds from the Iowa Economic Development Authority; Community Development Block Grant (CDBG) Housing Fund Homebuyer Assistance Program; Resolution 20-42 regarding Community Development Block Grant (CDBG) Housing Fund Technical Services Contract; Resolution 20-43 regarding authorization for Chairperson to sign, execute, and submit grant funding application documents via the Community Development Block Grant (CDBG) Housing Fund; lease agreement for Crawford Pond; discussion and action on proposed Ambulance Operations Facility agreement with City of Kalona related to ambulance base of operations; application for Iowa Retail Sales Permit Renewal for Cigarette/Tobacco/Nicotine/Vapor from Ainsworth Four Corners LLC; dba Four Corners Fuel; COVID-19 virus update; Secondary Road Use Request - Dennis Murray; application for fireworks permit - Richmond Shooters; acknowledgment of K-9 fund donation; public access to Washington County facilities; discussion of items as approved by Board Chairperson. Supervisors Richard Young, Stan Stoops, and Bob Yoder were also in attendance. Supervisor Abe Miller was absent.

Others attending were: Mary Zielinski, The News; Cyndie Sinn, IT Director, Amber Williams, Board of Supervisors Administrative Assistant; Jeff Garrett, Treasurer; Jeremy Peck, Ambulance Director; Zach Rozmus, Conservation Director; Julie Johnson, Clerk of Court; and Tracey Achenbach, East Central Council of Governments. 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 Stoops, seconded by Young, the Board voted to approve the agenda as published.

There was no public comment related to agenda items.

On motion Seward, seconded by Stoops, the Board voted by way of roll call vote to approve Resolution 20-41 as follows and to authorize the Chairperson to sign Resolution 20-41 on behalf of the Board.

RESOLUTION 20-41

Interim Interfund Loan for the Purchase of Real Estate

WHEREAS, the Washington County Board of Supervisors has approved the purchase of real estate located at 1120 N 8th Avenue in Washington, Iowa, for a total cost of \$340,000.00; and

WHEREAS, Washington County paid \$150,000.00 toward the purchase price as earnest money in FY20 from available resources in the Capital Projects fund; and

WHEREAS, sufficient resources will accrue to the Capital Projects Fund by the end of FY21 to pay the remaining \$190,000.00.00 of the total purchase price.

NOW THEREFORE BE IT RESOLVED, that the Washington County Board of Supervisors hereby authorizes a no interest loan to the Capital Projects Fund, from the General Basic Fund, in the amount of \$100,000.00, pursuant to the Code of Iowa, Section 331.477(2), in anticipation of future revenues, with the interfund loan to be repaid when revenues are received, but no later than June 15, 2021.

The vote on the motion: Aye-Seward, Jr., Yoder, Stoops; Absent-Miller; Abstain-Young.

On motion by Yoder, seconded by Stoops, the Board voted to open a public hearing regarding an application for CDBG housing funds from the Iowa Economic Development Authority. Auditor Dan Widmer shared that advance notice of the public meeting was published as required. East Central Iowa Council of Governments (ECICOG) Housing Director Tracey Achenbach articulated that the Washington County Board of Supervisors determined that homebuyer assistance funding would be greatly beneficial in implementing the Board's goal of assisting low-to-moderate income homebuyers in the county to purchase a home. The County's contribution made annually to the East Central Iowa Housing Trust Fund to expand affordable housing opportunities and the County's most recent Community Development and Housing Needs Assessment demonstrates that the County places a great deal of emphasis on the area's housing stock and its impact on schools, employers, and communities. The homebuyer assistance program will be funded with \$172,800.00 in federal funds. The application will be submitted online as soon as feasible after July 1, 2020. One hundred percent of the funds will benefit households with incomes at or below 80 percent of the area's median income level. The proposed activity will be located within the city limits of any community in Washington County that provides water and sewer service to its residents. The assisted properties must also be located outside of the 100-year floodplain. Due to the lead hazard reduction activities required as a part of this program, homebuyers may be temporarily relocated from their homes as part of the project. Because the project is a homebuyer assistance program, and the only work to be done will be lead hazard reduction activity, displacement is not anticipated to occur often. If it does, a portion of the grant has been dedicated to cover the costs associated with temporary displacement. The amount will be allocated as necessary for each home to be purchased. Those owner-occupants who are required to be temporarily relocated will be asked to find housing that is lead safe in which to be relocated until the home has passed clearance testing. The County will pay up to

three days of relocation expenses in advance and reimburse the rest of the funds once the full amount of days out of the project home is known. If the homeowner is to enter the home during a period of relocation activity, funds will not be awarded or reimbursed. This project will provide homebuyer assistance for the purchase of five homes by low-to-moderate income buyers. The down payment will not exceed 50 percent of the lender-required down payment, the eligible closing costs cannot exceed \$3,500.00, and a \$300.00 home inspection fee reimbursement will also be provided. If relocation is required, due to reducing lead hazards, the voluntary relocation of these participants will also be allowed. If necessary any lead hazards identified in the home will be addressed. Eligible households must meet the State of Iowa's Housing Fund income guidelines. The home to be purchased must remain the buyer's principal residence for five years and be located outside of the 100-year floodplain and in a community that provides water and sewer service to its residents. Property insurance on the home is also required. Maximum federal dollars to be spent on homebuyer assistance per home is \$24,999.00 plus an average of \$4,800.00 per home for lead hazard reduction activities. The federal funds utilized will be secured by a five-year forgivable lien that will be in a second position to the home mortgage. Achenbach then read the Community Development and Housing Needs Assessment that had been developed and asked for public input. There was no public comment. On motion by Young, seconded by Stoops, the Board voted to close the public hearing.

On motion by Yoder, seconded by Stoops, the Board voted by way of roll call vote to approve Resolution 20-42 as follows and to authorize the Chairperson to sign Resolution 20-42 on behalf of the Board.

RESOLUTION 20-42

RESOLUTION AWARDING COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) HOUSING FUND TECHNICAL SERVICES CONTRACT UPON NOTIFICATION OF HOMEBUYER DOWN PAYMENT ASSISTANCE GRANT AWARD

WHEREAS, the Washington County Board of Supervisors solicited proposals for technical services for a proposed Community Development Block Grant (CDBG) Housing Fund Homebuyer Assistance grant; and

WHEREAS, Publication of Notice for Homebuyer Assistance Grant Technical Services was published in the SE Iowa Union/Washington Evening Journal and The News; and

WHEREAS, the Washington County Selection Committee consisting of 3 County staff members reviewed 1 proposal received from East Central Iowa Council of Governments using the evaluation criteria outlined in the RFP; and

WHEREAS, The Washington County Selection Committee recommends award of Homebuyer Assistance Grant Technical Services contract to East Central Iowa Council of Governments; and

WHEREAS, the award of technical services will be completed upon notification of CDBG Homebuyer Down Payment Assistance grant award; and

NOW THEREFORE BE IT RESOLVED, by the Washington County Board of Supervisors concurring with the Washington County Selection Committee's recommendation to award the Homebuyer Down Payment Assistance Grant Technical Services contract to East Central Iowa Council of Governments upon notification of CDBG Homebuyer Assistance grant award.

On motion Young, seconded by Yoder, the Board voted by way of roll call vote to approve Resolution 20-43 as follows and to authorize the Chairperson to sign Resolution 20-43 on behalf of the Board.

RESOLUTION 20-43

RESOLUTION AUTHORIZING AND DIRECTING THE CHAIRPERSON TO SIGN, EXECUTE AND SUBMIT APPLICATION AND ASSOCIATED DOCUMENTS FOR FUNDING VIA THE COMMUNITY DEVELOPMENT BLOCK GRANT ("CDBG") HOUSING FUND

WHEREAS, the Board of Supervisors has heretofore deemed it necessary and desirable to apply for a grant through the Community Development Block Grant ("CDBG") Housing Fund to provide homebuyer assistance to 5 income-qualified homebuyers; and

WHEREAS, the Washington County Board of Supervisors held a hearing on this date to discuss a. How the need for the proposed activities were identified, b. Source of funding, c. Date the applications will be submitted, d. Amount of federal funds to be requested, e. Portion of federal funds benefiting low-to-moderate income households, f. Location of proposed activities, g. Plans to minimize displacement of persons or businesses from funding activities, h. Plans to assist those displaced, and i. The nature of the projects as part of the application process; as required by the Iowa Economic Development Authority; and

WHEREAS, the Iowa Economic Development Authority provides municipalities and counties with Community Development Block Grant Program assistance through its Housing Fund to enable them to provide down payment and closing cost assistance to homebuyers; and

WHEREAS, accordingly, a grant application has been prepared and presented to the Board of Supervisors for the approval necessary to obtain said grant in the amount of \$172,800.00; and

WHEREAS, said grant application requires execution of the Federal Assurances Signature Page and the Federal Disclosure/Update Report and submittal on behalf of the Board of Supervisors.

NOW, THEREFORE, BE IT RESOLVED by the Washington County, Iowa Board of Supervisors that the Chairperson is hereby authorized and directed to sign, execute and submit on behalf of the Board of Supervisors the above described grant application. Further the Chairperson is hereby directed to execute any and all additional documentation as the Iowa Economic Development Authority shall deem necessary to carry out the objectives of the grant application.

On motion by Stoops, seconded by Yoder, the Board voted to approve the CDBG Administrative Plan for Homebuyer Assistance.

Conservation Director Zach Rozmus briefed the Board on a recent lease agreement between Ronald G. Crawford (Landlord) and Washington County Conservation Board (Tenant) for property recognized as Crawford Pond. The property is located east of interstate Highway 218 near Highland School. The lease

agreement covers the period of time from June 30, 2020 to June 30, 2030 and has been approved by the Landlord and Tenant. Per the terms of the agreement the Tenant will have all fishing, boating, swimming, and picnicking rights as well as the responsibility for litter removal. The Landlord will maintain all cropping, hunting, trapping, and mineral rights. On motion by Yoder, seconded by Stoops, the Board voted to acknowledge a lease agreement for Crawford Pond.

The Board took up consideration of a proposed agreement between Washington County (County) and the City of Kalona (City). Per the terms of the agreement the City agrees to provide the County with an ambulance bay and breakroom facility consisting of approximately 1,800.00 square feet within an existing City structure located at 2285 133rd Street, Kalona. Improvements to the building in order to make it suitable to serve as an ambulance base will be completed at no cost to the County. The County will be responsible for furnishing the breakroom. The agreement will run from July 1, 2020 to June 30, 2023 and the County will be responsible for all utility services associated with housing the ambulance and ambulance crew, including water, sewer, electric, gas, and communications. The County will be responsible for all ongoing maintenance costs associated with the breakroom and ambulance bay as well as snow removal. On motion by Young, seconded by Stoops, the Board voted to approve a lease with the City of Kalona for property located at 2285 133rd Street, Kalona, to be used as the base of operations for the Washington County Ambulance Department and to authorize the Chairperson to sign the document on behalf of the Board.

On motion by Stoops, seconded by Young, the Board voted to approve, and authorize the Chairperson to sign, an application from Four Corners Fuel Stop, Ainsworth, for an Iowa Retail Sales Permit for the sale of Cigarette/Tobacco/Nicotine/Vapor products for the period of July 1, 2020 through June 30, 2021. Sheriff Jared Schneider expressed no issues with the application.

Washington County Public Health Director Danielle Pettit-Majewski, who participated remotely, provided an update with regard to the COVID-19 virus. She shared various statistics that indicated an increase in hospitalizations and increased acuity. Also, there is a spike in cases involving the younger segment of the population. Finally, Pettit-Majewski stated that a total of 259 serology tests have been conducted in Washington County which have yielded six positive tests. Serology is the scientific study of serum and other body fluids. In practice, the term usually refers to the diagnostic identification of antibodies in the serum. The Board took no formal action.

On motion by Yoder, seconded by Stoops, the Board voted to approve, and authorize the Chairperson to sign, an application for a Secondary Road Use Permit received from Dennis Murray. The permit is related to an event scheduled for July 3, 2020 from 6:00 p.m. until 10:00 p.m. in Richmond.

On motion by Stoops, seconded by Yoder, the Board voted to approve, and authorize Chairperson to sign, an application for a fireworks permit received from Richmond Shooters. The permit is for July 3, 2020 from 6:00 p.m. until 10:00 p.m. in Richmond. There was no rain date listed on the application. Washington County Sheriff Jared Schneider expressed no issues with the application.

On motion by Yoder, seconded by Stoops, the Board voted to acknowledge a \$20.00 donation to the Washington County Sheriff's K-9 fund from Craig Hansen, Brighton.

The Board continued discussion as to the appropriate time in which to re-open county facilities to the public which have been closed in response to the COVID-19 virus as well as under what limitations. Seward noted that Iowa Governor Kim Reynolds' Emergency Declaration pertaining to the COVID-19 virus had been extended to July 25, 2020 and based on that, as well as on internal conversations with Washington County officials, Seward voiced his preference that current access limitations remain in force. Treasurer Jeff Garrett and Auditor Dan Widmer voiced agreement with Seward's preference that no changes be made at the present time. Garrett stated that his office will begin to wear face shields when meeting the public at the Courthouse west entrance. After discussion it was generally agreed upon that when building access is relaxed each department will be responsible for determining individual rules and protocol. Deputy Auditor Amber Day participated remotely and questioned whether a change in policy would need to occur with regard to employee administrative leave. Seward responded that at some point in the future the Board would likely need to consider passing a new resolution to supersede Resolution 20-15. The Board took no formal action.

The Board informally determined not to meet in regular session on Tuesday, July 7, 2020.

There was no comment from the public.

At 11:09 a.m. on motion by Yoder, seconded by Stoops, the Board voted to adjourn.

ATTEST:
July 1, 2020

DANIEL L. WIDMER
County Auditor

JACK SEWARD JR.
Chairperson, Board of Supervisors