

**PROCEEDINGS OF THE WASHINGTON COUNTY BOARD OF SUPERVISORS MEETING  
TUESDAY, JULY 21, 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; pay scale for employees of the County Attorney's office; personnel change request - County Attorney; Resolution 20-45 - application for Transportation Safety Improvement Program (TSIP) funding assistance for County Road W-55 (Wayland Road) shoulder paving project; Semi-Annual Report - Treasurer; review of Washington County Investment Policy - Treasurer; Quarterly Fee Report - Treasurer; Quarterly Report - Outreach; COVID-19 update; public access to Washington County facilities; personnel change requests - Auditor; public comment subject to approval of Board Chairperson. Supervisors Richard Young, Stan Stoops, Abe Miller, and Bob Yoder were also in attendance.

Others attending were: Mary Zielinski, The News; Jeff Garrett, County Treasurer; Jacob Thorius, County Engineer; Jo Greiner, County Recorder; Shawn Ellingson, Chief Deputy Sheriff; Anthony Janney, Asst. County Attorney; Brandon Hamilton, County Outreach Director; and Marissa Reisen, County Emergency Management Coordinator. 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 Yoder, seconded by Miller, the Board voted to approve the agenda as published.

There was no public comment related to agenda items.

Asst. County Attorney Anthony Janney was unable to be present at the beginning of the meeting and so the agenda item regarding the pay scale for employees of the County Attorney's office was placed at the end of the agenda.

On motion by Miller, seconded by Yoder, the Board voted to acknowledge, and authorize the Chairperson to sign, a personnel change request from the County Attorney's office for the hiring of Sandra Jara as Office Manager/Legal Secretary at the rate of \$20.12 per hour beginning August 3, 2020. The County Auditor is hereby authorized to issue pay warrants upon proper certification from the Department Head.

On motion by Miller, seconded by Young, the Board voted by way of roll call vote to approve Resolution 20-45 as follows and to authorize the Chairperson to sign Resolution 20-45 on behalf of the Board.

**RESOLUTION 20-45**

**APPROVAL OF APPLICATION FOR TRANSPORTATION SAFETY IMPROVEMENT PROGRAM FUNDING  
FOR PAVED SHOULDERS ON W-55 (WAYLAND RD.)**

**WHEREAS**, the Washington County Board of Supervisors recognizes the need to incorporate safety features in Secondary Roads projects, and

**WHEREAS**, Transportation Safety Improvement Program Funds are made available annually to qualifying local projects in amounts not to exceed \$500,000 to facilitate the incorporation of said safety features, and

**WHEREAS**, application for said funds must be submitted to the Iowa Department of Transportation for review and approval, and

**WHEREAS**, as a part of the application procedure, a commitment of funds and a commitment to maintain the facility for the useful life of the improvement must be made by the applicant, and

**THEREFORE, BE IT RESOLVED**, that the Board of Supervisors of Washington County, Iowa, as a part of the application for Transportation Safety Improvement Program Funding, resolves to commit to the additional funds needed above and beyond those granted to Washington County by the Transportation Safety Improvement Program and to supply the Construction and Engineering cost for the County Road W-55 (Wayland Road) Paved Shoulder Project (beginning at the Washington/Henry County Line and extending north 2.0 miles to 320<sup>th</sup> Street) from existing county funding and also resolve to maintain the facility for the useful life of the improvements;

**BE IT FURTHER RESOLVED** by the Washington County Board of Supervisors that the Washington County Engineer be authorized to execute and submit the application to the Iowa Department of Transportation for Traffic Safety Improvement Program funding.

Treasurer Jeff Garrett presented the Board with the Semi-Annual Statement of Accounts by Funds for the period of January 1, 2020 through June 30, 2020. Garrett explained to the Board that page one of the report lists beginning balances of all funds as of January 1, 2020 which totaled \$24,715,127.97, total receipts of \$32,676,651.14, total disbursements of \$37,748,310.55, operating transfers between funds which netted \$0.00, ending Treasurer's balances totaling \$19,643,468.56, outstanding warrants totaling \$690,880.26, and finally the various Auditor's balances which totaled \$18,952,588.30 as of June 30, 2020. Page two of the report displayed a breakdown of the \$19,643,468.56 ending Treasurer's balance which included \$10,836,235.42 in liquid assets, \$8,804,683.59 in certificates of deposit, and \$2,549.55 in cash on hand. Page three of the report displayed a summary of revenue and expenditures with total revenues of \$34,627,373.41, adjusted expenditures of \$36,699,032.82, and the ending balance of \$19,643,468.56. Garrett responded in the negative in response to a question from Seward as to whether Garrett saw anything of concern with regard to the County's present financial situation. On motion by Young, seconded by Yoder, the Board voted to acknowledge receipt of the Semi-Annual Treasurer's Statement of Accounts by Funds for the period of January 1, 2020 through June 30, 2020. The complete report is available in the office of the Washington County Treasurer.

**\*\*STATEMENT OF ACCOUNTS BY FUND – FROM THE PERIOD OF JANUARY 1, 2020 TO JUNE 30, 2020 INCLUSIVE\*\***

FUNDS	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	OPERATING TRANSFERS	TREASURER'S BALANCE	OUTSTANDING WARRANTS	AUDITOR'S BALANCE
General Basic	\$ 3,761,927.27	\$ 3,734,532.64	\$ 3,765,433.53	\$ (104,405.74)	3,626,620.64	\$ 148,388.76	\$ 3,478,231.88
General Supplemental	1,625,368.02	1,704,219.25	1,698,941.39	(94,000.00)	1,536,645.88	12,517.16	1,524,128.72
County MHDS	275,955.99	244,736.95	272,898.05	-	247,794.89	214,895.00	32,899.89
Rural Services Basic	1,092,887.42	1,584,175.63	366,399.95	(1,702,025.15)	608,637.95	13,975.97	594,661.98
Delinq Fine Collections Co Atty	24,037.10	5,487.91	-	(10,145.69)	19,379.32	-	19,379.32
Law Enforcement County Attorney	3,462.61	874.27	-	-	4,336.88	-	4,336.88
Law Enforcement County Sheriff	47,913.70	2,841.52	-	-	50,755.22	-	50,755.22
Secondary Roads	2,901,574.91	2,272,882.80	3,660,687.40	1,571,451.58	3,085,221.89	111,437.70	2,973,784.19
REAP	158,303.66	1,562.73	-	(30,000.00)	129,866.39	-	129,866.39
Recorders Records Management	50,952.65	2,944.70	-	-	53,897.35	-	53,897.35
Conservation Land Acquisition	317,768.01	40,271.75	81,801.29	40,000.00	316,238.47	-	316,238.47
Suppl Environmental Projects	2,609.92	28.23	-	-	2,638.15	-	2,638.15
Capital Projects	188,827.05	97,554.59	286,524.25	94,000.00	93,857.39	5,563.80	88,293.59
Capital Projects-Communications	8,718,509.18	21,141.00	3,692,628.85	-	5,047,021.33	113,721.53	4,933,299.80
Debt Service	181,971.70	1,939,852.98	2,091,789.43	-	30,035.25	-	30,035.25
Debt Service-Washington Co Hospital	-	1,124,552.50	1,125,352.50	800.00	-	-	-
Debt Service-Secondary Roads	55,045.77	210,023.00	468,450.00	234,325.00	30,943.77	250.00	30,693.77
Debt Service-Communications	429,242.43	337,504.28	629,025.00	-	137,721.71	300.00	137,421.71
Emergency Management Agency	112,957.91	491,793.67	513,030.97	-	91,720.61	86.18	91,634.43
Communications Commission	377,537.17	458,251.00	442,388.23	-	393,399.94	19,488.14	373,911.80
E911 Surcharge	822,997.75	128,842.22	102,315.05	-	849,524.92	17,057.30	832,467.62
Maternal/Child Health Care	51,961.45	161,049.67	153,821.40	-	59,189.72	2,645.52	56,544.20
Assessment Expense	275,422.26	208,561.36	251,780.75	-	232,202.87	24,974.56	207,228.31
Hospital	18,254.11	575,295.68	585,073.49	-	8,476.30	-	8,476.30
Agricultural Extension Service	3,609.19	113,747.59	115,680.86	-	1,675.92	-	1,675.92
Consolidated District Schools	265,216.30	8,156,534.74	8,299,212.38	-	122,538.66	-	122,538.66
Consolidated Community Colleges	21,763.02	692,383.90	704,012.00	-	10,134.92	-	10,134.92
Consolidated Corporations	60,930.63	3,399,939.97	3,411,453.80	-	49,416.80	-	49,416.80
Special Assessments /Cities/	1,608.67	4,952.12	6,205.79	-	355.00	-	355.00
Consolidated Townships	9,760.08	216,076.55	222,727.13	-	3,109.50	-	3,109.50
State General	87.04	1,610.72	1,638.06	-	59.70	-	59.70
Crawford Benefited Fire District	124.10	11,937.53	11,705.28	-	356.35	-	356.35
Tax Sale Redemption	-	106,914.92	106,914.92	-	-	-	-
Motor Vehicle	819,158.25	3,775,068.59	3,915,862.34	-	678,364.50	-	678,364.50
Drivers License	100.00	-	-	-	100.00	-	100.00
Condemnation	-	-	-	-	-	-	-
Unclaimed Property Fees	-	-	-	-	-	-	-
Advance Tax	8,058.60	61,430.08	-	-	69,488.68	-	69,488.68
Unapportioned Tax	-	-	-	-	-	-	-
Recorders Electronic Fees	380.88	2,400.00	2,388.00	-	392.88	-	392.88
Drainage District/Outside Trustees	3,927.13	42.48	-	-	3,969.61	-	3,969.61
Special Assessments /County/	5,459.00	-	5,459.00	-	-	-	-
Health Insurance Trust	1,990,218.57	738,218.42	731,555.48	-	1,996,881.51	722.63	1,996,158.88
Flexible Benefits Trust	14,601.94	11,821.76	9,345.59	-	17,078.11	-	17,078.11
Dental Insurance Trust	14,636.53	34,591.44	15,808.39	-	33,419.58	4,856.01	28,563.57
<b>Totals</b>	<b>\$ 24,715,127.97</b>	<b>\$ 32,676,651.14</b>	<b>\$ 37,748,310.55</b>	<b>\$ 0.00</b>	<b>\$ 19,643,468.56</b>	<b>\$ 690,880.26</b>	<b>\$ 18,952,588.30</b>

Washington County, Iowa We, Jeffrey A. Garrett, Treasurer, and Daniel L. Widmer, Auditor, do hereby certify that the report given above is a correct summary of the business transacted during the period therein specified.

x Jeffrey A. Garrett  
County Treasurer

x Daniel L. Widmer  
County Auditor

Garrett presented the Washington County Investment Policy for the Board to review and stated that the primary objectives, in order of priority, of all investment activities involving the financial assets of Washington County are safety, liquidity, and return. He added that assets of Washington County may be invested or deposited in interest-bearing savings accounts, money market accounts, and interest-bearing checking accounts at any federally insured depository institution operating within the state of Iowa. Assets may also be invested in certificates of deposit, obligations of the United States government, and with the Iowa Public Agency Investment Trust. The investment policy, including substantial procedural changes and investment activity, shall be reviewed annually by the Treasurer and Board of Supervisors and amended as necessary. Following additional Board comment, on motion by Miller, seconded by Young, the Board voted to acknowledge the Washington County Investment Policy for the period of July 1, 2019 to June 30, 2020. The complete report is available in the office of the Washington County Treasurer.

On motion by Yoder, seconded by Stoops, the Board voted to acknowledge receipt of the County Treasurer's Report of Fees Collected for the 4<sup>th</sup> quarter FY20 and to authorize the Chairperson to sign the report on behalf of the Board. The report listed total motor vehicle fees of \$1,680,540.83 collected during the quarter with Washington County retaining \$56,333.16 (3.35%) of that total. Garrett provided the following fee retention schedule: 4% of registration fees, \$2.50 per certificate of title, 60% of security interest notation fees, \$1.00 or 100% if greater than \$1.00 for new registrations, 5% of organ donor fund donations, \$15.00 per suspension, \$3.00 for postage to mail license plates, and \$7.00 for each driver's license issued. Garrett shared that no tax sale occurred in June due to COVID-19 concerns and thus there were no tax sale fees which caused the grand total of \$56,453.16 retained by the county to be lower than normal for the 4<sup>th</sup> quarter. The complete report is available in the office of the Washington County Auditor.

Outreach Director Brandon Hamilton reported that as of June 30, 2020, there were a total of 106 probation individuals which is a decrease of six from the April 30, 2020 report. Hamilton shared that the number of new cases supervision fees totaled \$200.00 since July 1, 2017. On motion by Miller, seconded by Stoops, the Board voted to accept the Outreach report as provided. The complete report is available in the County Auditor's office.

The Board received an update as to the County's response to COVID-19 from Emergency Management Coordinator Marissa Reisen who provided various statistics that indicated new cases of the virus were continuing and also that the reoccurrence of the virus in individuals was taking place. Reisen shared there was an adequate supply of available ICU beds and ventilators. The Board took no formal action.

Auditor Dan Widmer shared that with regard to access to the Washington County Courthouse a group of Department Heads had met on a number of occasions and jointly determined a plan for re-opening the Courthouse on a limited basis. The plan involves having an employee of the Sheriff stationed inside the entrance to the Courthouse whose purpose will be to make certain that the number of individuals in each department does not

exceed the maximum number of individuals allowed as determined by each department. Individuals are strongly encouraged to conduct as much business as possible by remote means. If individuals do come to the Courthouse they will be strongly encouraged to wear personnel protective equipment which will be supplied free of charge. These steps are being taken to provide access to the Courthouse while still preventing large numbers of the public from gathering inside the Courthouse. Garrett added that individuals applying for a driver's license must make an appointment. All visitors to the 2<sup>nd</sup> floor courtroom will be required to wear a mask and public access will be limited. Young reminded that access to all County facilities will be limited and not just the Courthouse. On motion by Miller, seconded by Stoops, the Board voted to reopen all Washington County facilities at 1:00 p.m. on July 21, 2020 with restrictions on occupancy as determined by each Department Head.

On motion by Stoops, seconded by Miller, the Board voted to acknowledge, and authorize the Chairperson to sign, a personnel change request from the Auditor's office for Jordan Farrier, Michael Cope, and Rick Conrad who will on July 21, 2020, add the duties of Courthouse Entrance Monitor to their existing duties with the Sheriff and will be reimbursed at the rate of \$17.47 for their Courthouse duties.

On motion by Seward, seconded by Stoops, the Board voted to acknowledge the plan of the County Attorney to adopt the administrative pay scale that is currently in place for non-elected employees of the Recorder, Treasurer, and Auditor's office.

There was no comment from the public.

At 10:18 a.m. on motion by Young, seconded by Stoops, the Board voted to adjourn.

ATTEST:  
July 21, 2020

JACK SEWARD JR.  
Chairperson, Board of Supervisors

DANIEL L. WIDMER  
County Auditor