

**PROCEEDINGS OF THE WASHINGTON COUNTY BOARD OF SUPERVISORS MEETING
TUESDAY, MAY 28, 2019**

Chairperson Bob Yoder called the meeting to order at 9:00 a.m. in the Courthouse chambers in regular session. Items on the agenda included the following: approval of agenda; public hearing regarding proposed drawings, specifications, budget, and form of contract for Washington County Communications Center/Emergency Operations Center project; discussion and action regarding approval of plans, specifications, budget, form of contract, and estimate of cost for Washington County Communications Center/Emergency Operations Center project; Resolution 19-18 regarding approval and confirmation of plans, specifications, budget, form of contract, and estimate of cost for Washington County Communications Center/Emergency Operations Center Project; establish date for public hearing related to proposed drawings, specifications, budget, and form of contract for access control and video surveillance equipment in County facilities; Washington County Secondary Roads Department FY19 Iowa Department of Transportation Budget Amendment; approval of fuel contract; Washington County Living Roadway Trust Fund grant applications; personnel change requests – Conservation; Washington County Employee Manual revision; public comment; adjourn. Supervisors Jack Seward, Jr., Abe Miller, Stan Stoops, and Richard Young were also present.

Others attending were: Sally Hart, KCII Radio; Mary Zielinski, The News; Gretchen Teske, Washington Evening Journal; Shawn Ellingson, County Sheriff’s Office; Jacob Thorius, County Engineer; Cyndie Sinn, County IT/Budget Director; Danielle Pettit-Majewski, County Public Health Director; John Gish, County Attorney; Marissa Reisen, County Emergency Management Coordinator; Jeff Garrett, County Treasurer; Amber Day, Deputy Auditor; Jo Greiner, County Recorder; Matt Miller, Carl A. Nelson & Company; Amber Williams, Board of Supervisors Administrative Assistant; and citizens Charlotte Stalder, Karyl Miller, Bill Miller, Tom Dayton, Tom Duwa, Bette Brant, Steve Roberts, and Denny Stalder.

All motions were passed unanimously unless noted otherwise.

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

On motion by Miller, seconded by Young, the Board opened a public hearing regarding proposed drawings, specifications, budget, and form of contract for new Washington County Communications Center/Emergency Operations Center project. There was no comment from those assembled. Auditor Dan Widmer stated that notice of the public hearing was published as required and he added that no public comment was received in the Auditor’s office prior to the public hearing. On motion by Stoops, seconded by Young, the Board voted to close the public hearing.

Consultant Matt Miller, with Carl A. Nelson and Company, presented the Board with the following breakdown of estimated costs (in dollars) related to the future construction of the Washington County Communications Center/EOC facility and radio support as follows:

<u>General Conditions</u>	<u>Project Total</u>	<u>Building Construction</u>	<u>Radio Services Support</u>
General Conditions	308,588.93	308,558.93	0.00
Bid Pkg. #1			
Site work & Utilities	306,161.78	306,161.78	0.00
Bid Pkg. #2			
General Construction	1,226,932.03	1,126,161.62	100,770.41
Bid Pkg. #3			
Masonry	499,401.99	499,401.99	0.00
Bid Pkg. #4			
Plumbing & HVAC	557,467.59	92,652.12	164,815.47
Bid Pkg. #5			
Electrical Communications & Technology	660,835.69	266, 860, 07	393,975.62
Cost of Work	3,559,358.00	2,899,796.50	659,561.50
Fees	504,071.00	352.850.00	151,221.00
Construction Contingency	219,321.00	155,103.50	64,217.50
Direct Costs	<u>67,250.00</u>	<u>67,250.00</u>	<u>0.00</u>
TOTAL	\$4,350,000.00	\$3,475,000.00	\$875,000.00
	Project Budget Total	Building Construction	Radio Services Support

On motion by Seward, seconded by Young, the Board voted to approve the drawings, specifications, budget, and form of contract as presented to Washington County for a new Washington County Communications Center/EOC facility and radio support.

On motion by Seward, seconded by Miller, the Board voted by way of roll call vote to approve Resolution 19-18 as follows and to authorize the Chairperson to sign Resolution 19-18 on behalf of the Board.

RESOLUTION 19-18

Resolution approving and confirming plans, specifications, form of contract and estimate of cost for the Washington County Communications Center/EOC Building Project

WHEREAS, the Board of Supervisors of Washington County, Iowa, has heretofore given preliminary approval to the plans, specifications, form of contract and estimate of cost (the “Contract Documents”) for the proposed Washington County Communications Center/EOC Building Project (the “Project”), as described in the notice of hearing on the Contract Documents for the Project; and

WHEREAS, a hearing has been held on the Contract Documents;

NOW, THEREFORE, IT IS RESOLVED by the Board of Supervisors of Washington County, Iowa, as follows:

Section 1. The Contract Documents referred to in the preamble hereof are hereby finally approved, and the prior action of the Board giving preliminary approval is hereby finally confirmed, and the Project, as provided for in the Contract Documents, is necessary and desirable for the County.

Section 2. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

On motion by Young, seconded by Stoops, the Board voted to set 9:00 a.m. on June 4, 2019 as the time and date for a public hearing related to proposed drawings, specifications, budget, and form of contract for access control and video surveillance equipment in County facilities.

On motion by Seward, seconded by Miller, the Board voted to approve a Washington County Secondary Roads Department FY19 Iowa Department of Transportation (IDOT) budget amendment. County Engineer Jacob Thorius explained to the Board that when the Secondary Roads Department amends its County budget it also becomes necessary to amend its IDOT budget. The various amendments to the IDOT budget mirror those made recently to the County budget. The complete IDOT budget amendment is available in the office of the Washington County Engineer.

Thorius outlined the two bids received by his office related to delivery of fuel for Secondary Roads, Sheriff Department, and Minibus. The bidders were Cobb Oil, Brighton, Iowa, and Agri-Land FS, Winterset, Iowa. Agri-Land FS was the low bidder at \$1,800.00 while the bid received from Cobb Oil was \$2,574.00. Thorius stated the bid is for FY20 with an additional one year option. He also explained that the bids are for the delivery cost only with the cost of the fuel itself based on the "rack" price from the Iowa Department of Transportation. On motion by Miller, seconded by Stoops, the Board voted to accept the fuel bid in the amount of \$1,800.00 received from Agri-Land FS for FY20.

With regard to the Iowa Department of Transportation Living Roadway Trust Fund grant, Thorius informed the Board that such grant funding is to be used for such things as roadside management programs, seeding, equipment, education programs, and training equipment. He stated his intent to apply for funding assistance in the amount of \$10,000.00 to offset the approximate \$14,000.00 purchase price of a seed drill. The drill would be used in conjunction with a compact track loader. Thorius also plans to apply for funding assistance in the amount of \$1,178.00 to offset the \$1,500.00 purchase price of accessories which would allow the seed drill to be used with a tractor. Finally, Thorius plans to request funding assistance in the amount of \$2,000.00 to offset the \$3,000.00 purchase price of a straw mulcher. On motion by Seward, seconded by Stoops, the Board voted to approve an application from Washington County for an Iowa Department of Transportation Living Roadway Trust Fund grant and to authorize the County Engineer to sign pertinent documents.

On motion by Young, seconded by Miller, the Board voted to acknowledge, and authorize the Chairperson to sign, a personnel change request from Conservation involving an increase in pay rate for Randi Jenkins, from \$18.00 per hour to \$18.50 per hour, effective May 28, 2019. The increase is due to completion of a six month probation period.

On motion by Seward, seconded by Stoops, the Board voted to acknowledge, and authorize the Chairperson to sign, a personnel change request from Conservation for Thomas Cady whose last day of employment occurred March 30, 2018.

The Board next discussed at length various changes to the Washington County Employee Manual. Thorius and Deputy Auditor Amber Day explained that consideration of modifications to the manual began in 2018 after the Secondary Roads union failed to recertify as a union.

On motion by Seward, seconded by Stoops, the Board voted to define overtime hours as those hours worked that exceed 40 hours in a week rather than those hours that exceed 8 hours in a day. The vote on the motion: Aye-Yoder, Seward, Stoops, Young, Nay-Miller.

On motion by Stoops, seconded by Young, the Board voted to approve the following: Hours worked and paid holiday hours will be used in computing overtime. Any other paid non-work time (sick, vacation, or comp hours) shall not be counted as work time for purposes of determining overtime. The vote on the motion: Aye-Yoder, Seward, Stoops, Young, Nay-Miller.

On motion by Seward, seconded by Stoops, the Board voted to approve the following: Call Back Time - Any employee that is called in to work outside their normal work schedule will receive a minimum of two (2) hours pay at their regular hourly rate. The minimum does not apply when an employee is called back to work within one (1) hour of the employee's regular working hours and in that event the employee will be paid for the time actually worked. Secondary Roads Department employees will be expected to work overtime when offered by the employer for situations including, but not exclusive of, pavement blow ups, snow removal, storm damage, etc. If an employee is called in to work on a holiday, they will receive their regular holiday pay hours plus a minimum of two (2) hours pay at one and one-half (1-1/2) times the regular hourly rate.

On motion by Seward, seconded by Young, the Board voted to approve the following: The department head may grant compensatory (comp) time in lieu of payment for overtime hours, granted at a rate of one and one-half (1-1/2) hours for each hour of overtime worked. Accrued comp time cannot revert to overtime hours for pay except for purposes of end-of-year payout by the Payroll Department. Effective January 1, 2001, if a department head chooses to grant comp time, the total amount of comp time accumulated in a given year may not exceed 80 hours. A maximum of 40 hours of comp time may be carried over into the next calendar year. Any of the 80 hours of comp time accumulated but not carried over will be paid at the end of the calendar year. Requests to use comp time must be made to the department head and will be granted only if use of the time will not unduly disrupt the department's operations. More restrictive guidelines may be imposed by the department head. An employee may request to have all comp time paid out (if requested in writing and approved by the employee's department head) by the end of the calendar year.

With regard to vacation accrual, on motion by Miller, seconded by Seward, the Board voted to approve the following vacation accrual schedules:

Years 1-4 of employment - accrual of 3.08 hours per pay period for a total of 80 hours per year

Years 5-11 of employment - accrual of 4.62 hours per pay period for a total of 120 hours per year

Years 12 and beyond - accrual of 6.15 hours per pay period for a total of 160 hours per year.

On motion by Seward, seconded by Stoops, the Board voted to add wording stating that County departments other than Secondary Roads may provide Personal Protective Equipment (PPE) as necessary for specific positions. A safety allowance may be established for individual County Departments for PPE items that are not otherwise provided by the County.

On motion by Seward, seconded by Stoops, the Board voted to add wording stating that mileage reimbursement will be equal to the mileage reimbursement rate set by the State of Iowa for state employees.

There was no public comment.

At 10:25 a.m. on motion by Young, seconded by Miller, the Board voted to adjourn.

ATTEST:

May 28, 2019

ROBERT C. YODER
Chairperson, Board of Supervisors

DANIEL L. WIDMER
County Auditor