

**PROCEEDINGS OF THE WASHINGTON COUNTY BOARD OF SUPERVISORS MEETING  
TUESDAY, JUNE 4, 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 an improvement project involving the installation of access control and video surveillance equipment in County facilities; discussion and action regarding an improvement project involving the installation of access control and video surveillance equipment in County facilities; Resolution 19-20 regarding improvement project involving the installation of access control and video surveillance equipment in County facilities; Resolution 19-19 regarding the inclusion of the Washington County seal on election ballots; discussion and action regarding Washington County Employee Handbook; public comment; adjourn. Supervisors Richard Young, Abe Miller, and Jack Seward, Jr., were also present. Supervisor Stan Stoops was absent.

Others attending were: Sally Hart, KCII Radio; Mary Zielinski, The News; Gretchen Teske, Washington Evening Journal; Shawn Ellingson, Deputy Sheriff; Cyndie Sinn, County IT/Budget Director; Amber Day, Deputy Auditor; Jacob Thorius, County Engineer; Danielle Pettit-Majewski, County Public Health Director; John Gish, County Attorney; Jo Greiner, County Recorder; Michael Bruegge, Secondary Roads; Amber Williams, Board of Supervisors Administrative Assistant; and citizens Charlotte Stalder, Karyl Miller, Bill Miller, Tom Dayton, Bette Brant, Rose Jaynes, Tom Duwa, and Denny Stalder.

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

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

On motion by Young, seconded by Seward, the Board voted to open a public hearing regarding an improvement project involving the installation of access control and video surveillance equipment in County facilities. Auditor Dan Widmer verified that notice of the hearing was published as legally required. Seward shared his opinion that to rebid the project was a good idea in that the bid form called for base bids along with alternative bids for other facilities because it would result in more options. County Engineer Jacob Thorius added that the planned bidding process would better allow for prioritizing the bids than the previous bidding process that took place earlier in the calendar year. On motion by Seward, seconded by Miller, the Board voted to close the public hearing.

On motion by Seward, seconded by Young, the Board voted to proceed with the improvement project involving the installation of access control and video surveillance equipment in County facilities.

On motion by Miller, seconded by Young, the Board voted by way of roll call vote to approve Resolution 19-20 as follows and to authorize the Chairperson to sign Resolution 19-20 on behalf of the Board.

**RESOLUTION 19-20**

**RESOLUTION APPROVING AND CONFIRMING PLANS, SPECIFICATIONS, FORM OF CONTRACT, AND ESTIMATE OF COST FOR THE WASHINGTON COUNTY ACCESS CONTROL AND VIDEO SURVEILLANCE 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 Access Control and Video Surveillance 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 Seward, seconded by Young, the Board voted by way of roll call vote to approve Resolution 19-19 as follows and to authorize the Chairperson to sign Resolution 19-19 on behalf of the Board.

**RESOLUTION 19-19**

**APPROVING OFFICIAL COUNTY SEAL FOR ELECTION BALLOTS**

**WHEREAS**, the following new legislation requires that the County Seal be placed on all election ballots as per Iowa Code §49.51 effective July 1, 2019: "Only one county seal, that of the county of the commissioner under whose direction the ballot is printed, shall appear on the ballot", and

**WHEREAS**, said seal shall replace the Auditor's "facsimile signature" on the ballot, which was the previous requirement. Under the new legislation "The name or signature of the commissioner shall not appear on the ballot except as part of the list of candidates when the commissioner is a candidate for election" as per Iowa Code §49.82, and

**WHEREAS**, Washington County possesses a County Seal non-specific to any department which states "Seal of the County of Washington Iowa" and has an eagle in the center with outstretched wings, an olive branch in one talon and a scroll in the other, which would be appropriate to use for this purpose;

**IT IS THEREFORE RESOLVED** by the Washington County Board of Supervisors that said "Seal of the County of Washington Iowa" mentioned above be used by the Commissioner of Elections for the specific purpose of ballot production in all future elections from this date, unless and until said legislation requiring such a seal be changed or amended.

Deputy Auditor Amber Day addressed the Board regarding proposed changes to the Washington County Employee Handbook (handbook) and stated that the proposed changes having the most impact were approved individually by way of Board action on May 28, 2019. Day added that all such changes had been incorporated into the final draft of the Washington County Employee Handbook. Discussion arose regarding mileage reimbursement with Day explaining that County employees presently receive mileage reimbursement, per the handbook, at a specific monetary rate per mile that is equal to the reimbursement rate paid to state employees. Rather than stating a specific monetary rate per mile, proposed new wording states that the reimbursement rate will be equal to the state monetary reimbursement rate and a specific monetary amount will not be listed. Such a change would eliminate the need to update the entire employee manual whenever the state mileage reimbursement rate changes. Day added that proposed wording regarding the County's return to work policy was still in progress along with policies related to modified duty, return to work, volunteers, and drug and alcohol use and thus such policies will not be included in the new handbook that is being proposed. However once such policies are finalized in the future they will be added to the handbook. Day confirmed that all changes to the handbook had been discussed at multiple meetings attended by Secondary Roads employees among others. Miller stated that during such meetings the consensus of those in attendance was that employees would be compensated at the overtime rate for those hours worked each day in excess of 8 hours. Day responded by stating that the current handbook stated that overtime would be calculated based on hours worked in excess of 40 hour per week and that no change was being included in the new handbook. Seward recalled that both methods (in excess of 8 hours per day or in excess of 40 hours per week) were discussed and considered but that no formal action was taken at work sessions. However, at its previous meeting held on May 28, 2019 the Board formally voted in favor of overtime being based on 40 hours per week. Young also emphasized that no formal action was taken at any work sessions or informal meetings nor were any decisions made at such meetings. Secondary Roads employee Mike Bruegge expressed appreciation to those individuals involved with the handbook modifications and advocated for vacation time to be included as hours worked when computing overtime. On motion by Seward, seconded by Young, the Board voted to approve, effective July 1, 2019, the proposed changes to the Washington County Employee Handbook. The vote on the motion: Aye-Yoder, Seward, Young; Nay-Miller; Absent-Stoops

At 9:21 a.m. on motion by Miller, seconded by Young, the Board voted to adjourn.

ATTEST:  
JUNE 4, 2019

ROBERT C. YODER  
Chairperson, Board of Supervisors

DANIEL L. WIDMER  
County Auditor