

**PROCEEDINGS OF THE WASHINGTON COUNTY BOARD OF SUPERVISORS MEETING
TUESDAY, JUNE 25, 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; discussion and action regarding John Greiner request for road upgrade from Level B classification to Level A classification; award contract for installation of access control and video surveillance equipment in various Washington County facilities; approval of Washington/Keokuk County Line Project 28E Agreement for the V15 Diamond Grinding and Patching Project; Resolution 19-26 regarding appropriations authorization for FY20; Resolution 19-27 regarding designation of assigned funds for FY20; Resolution 19-28 regarding disbursement of county funds; Resolution 19-29 regarding disbursement of county funds; Resolution 19-30 regarding interfund operating transfer to secondary road fund; Resolution 19-31 regarding interfund operating transfer; Resolution 19-32 regarding disbursement of county funds; FY20 regarding county employee departmental wage recommendations; FY20 regarding longevity wage schedule and FY20 departmental step increase; acknowledgment of outgoing Veterans Affairs Commissioner; appointment of Veterans Affairs Commissioner; personnel change requests—Public Health, Recorder, Conservation; application for Iowa Retail Sales Permit for sale of Cigarette/Tobacco/Nicotine/Vapor products – Four Corners Fuel Stop; application for Class A Liquor License (LA) (Private Club) permit – Richmond AMVETS Post #107; public comment; adjourn. Supervisors Richard Young, Abe Miller, and Stan Stoops were also present. Supervisor Jack Seward, Jr. participated by telephone.

Others attending were: Sally Hart, KCII Radio; Mary Zielinski, The News; Gretchen Teske, Washington Evening Journal; Cyndie Sinn, County IT/Budget Director; Jacob Thorius, County Engineer; Michelle Hyman, Deputy Auditor; Jennine Wolf, County Environmental Health Director; John Gish, County Attorney; Jared Schneider and Shawn Ellingson, County Sheriff’s Office; Jo Greiner, County Recorder; Amber Williams, Board of Supervisors Administrative Assistant; and citizens Darren Dennler, Jeff Johnson, Charlotte Stalder, Karyl Miller, Bill Miller, Tom Dayton, and Denny Stalder.

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.

The Board continued discussion regarding a request from Citizen John Greiner to upgrade a one quarter mile portion of 285th Street, located west of its intersection with Ivy Avenue, from its current Level B classification to a Level A classification. Greiner presented a petition signed by adjacent landowners who expressed no issues with the proposed road reclassification. Greiner stated he had met all requirements outlined in Chapter 30 of the Washington County Code of Ordinances and was renewing his reclassification request which he originally made at the June 14, 2019 Board of Supervisors meeting. He reiterated his reasons for the request which included his plans to build a home at the west end (dead end) of 285th Street and the need for school bus service, maintenance by Washington County Secondary Roads staff, and mail service. Presently the road right-of-way (ROW) on the portion of 285th Street under review is 62 ft. according to Greiner which he described as the same ROW as the majority of County roads including Ivy Avenue which is a Level A road. Thus, Greiner stated he saw no reason to expand the 285th Street ROW to 100 ft. as a component of the requested road improvement project and classification upgrade. Greiner also referred to Section 7 of Washington County Ordinance 30-03 which states “the typical minimum right-of-way will be 50 ft. from centerline on each side” (100 ft. total ROW). Greiner emphasized that a synonym for the word “typical” is the word “average” and thus he maintained the ordinance allowed for exceptions. Thorius clarified that presently the ROW for 285th Street is 66 ft. and not 62 ft. and maintained the word “typical” as used in Section 7 of Washington County Ordinance 30-03 means “in excess” of the average or “confirming to a particular type”. Thorius reminded that any decision made with regard to Greiner’s request for an exception to a County Ordinance was that of the Board of Supervisors. Thorius stated that to allow a road ROW of less than 100 ft. on a Level A road would set precedent and he added that many similar such requests for ROW exemptions that had been made in the past were not granted. Greiner stressed his willingness to fund 100% of the project costs to which Thorius replied that Greiner would be required to do so per Iowa law. County Attorney John Gish provided his legal opinion that the Board could grant Greiner’s request due to the manner in which the ordinance was written. Miller moved and Stoops seconded a motion to allow for the necessary construction to take place on a one quarter mile portion of 285th Street resulting in a reclassification of the road from Level B to Level A but with no changes to the current road ROW. Prior to the vote being taken, Young cautioned that further study should be conducted regarding Board authority to make exceptions to county ordinances but Gish repeated his opinion that the Board had such authority in this particular situation. In answer to Yoder, Thorius stated that a 100 ft. ROW is the minimum ROW for any new road in the County. Yoder called for a vote on the motion and the motion was approved as follows: Aye-Young, Miller, Seward, Stoops; Nay-Yoder.

Thorius presented two bids that were received for a project that would involve installation of access control and video surveillance equipment. Thorius explained the bidding process and stated that bids were received as follows:

	<u>Tri City Electric</u>	<u>Electronic Engineering</u>
Base Bid - Courthouse and Jail	\$446,446.00	\$471,907.00
Alternate Bid #1 - McCreedy Bldg	\$ 24,535.00	\$ 17,816.00
Alternate Bid #2 - Orchard Hill Bldg 1	\$ 34,050.00	\$ 27,142.00
Alternate Bid #3 - Orchard Hill Bldg 2	\$ 36,645.00	\$ 22,384.00
Alternate Bid #4 - Orchard Hill Bldg 3	\$ 36,195.00	\$ 36,657.00
Alternate Bid #5 - Orchard Hill Bldg 4	\$ 43,375.00	\$ 31,631.00
Alternate Bid #6 - Sec Rds Main Shop & East Shop	\$ 44,685.00	\$ 55,672.00
Alternate Bid #7 - Sec Rds Crawfordsville Shop	\$ 11,020.00	\$ 9,141.00
Alternate Bid #8 - Sec Rds Rubio Shop	\$ 10,995.00	\$ 8,915.00
Alternate Bid #9 - Sec Rds West Chester Shop	\$ 11,535.00	\$ 10,045.00
Alternate Bid #10 - Sec Rds Wellman Shop	\$ 11,535.00	\$ 10,099.00
Alternate Bid #11 - Sec Rds Kalona Shop	\$ 11,240.00	\$ 10,017.00
Alternate Bid #12 - Sec. Roads Riverside Shop	\$ 10,995.00	\$ 9,165.00

Discussion followed after presentation of the bids with Thorius recommending that the base bid, Alternate Bid #4, and Alternate Bid #5 received from Tri City Electric Company of Iowa, located in Davenport, IA., be accepted. Miller expressed concern about the estimated price and shared that he had spoken with officials from other counties where access control and video surveillance systems equipment systems were installed at much lower costs than those being considered. Thorius responded by stating that the cost of the project was in large part due to the scope of the project and added that the system being recommended was very similar to the system already installed in local banks and schools which would result in access to real-time video from those locations. Thorius added that comparing prices from county to county is difficult due to multiple factors which include the number of cameras, types of cameras, and types of systems. On motion by Young, seconded by Stoops, the Board voted to accept the base bid and Alternate Bids 4 and 5 received from Tri City Electric Company of Iowa in the amount of \$526,016.00 and to authorize the Chairperson to sign pertinent documents. The vote on the motion: Aye-Yoder, Seward, Young, Stoops; Nay-Miller.

Thorius provided details on a joint 28E Agreement with Keokuk County providing for cooperative action pursuant to a proposed roadway construction project. The scope of the planned work calls for design, letting, and improvements to V15, Keokuk-Washington Road per plans and specifications projected by the Washington County Engineer. Work will include concrete patching, grinding, sealing, pavement markings, staking, inspection, and other items to complete the project. Washington County shall be responsible for the administration of the project and will initially finance the cost of the project with Keokuk County reimbursing Washington County for half of the actual cost of construction based on proposed plans. On motion by Young, seconded by Miller, the Board voted to approve Washington/Keokuk County Line Project Agreement for the V15 Diamond Grinding and Patching Project and to authorize those members of the Washington County Board of Supervisors participating in the meeting to sign the agreement.

On motion by Miller, seconded by Stoops, the Board voted by way of roll call vote to approve Resolution 19-26 as follows and to authorize the Chairperson to sign Resolution 19-26 on behalf of the Board.

**RESOLUTION 19-26
WASHINGTON COUNTY APPROPRIATIONS AUTHORIZATION
FISCAL YEAR 2020**

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 2020 as indicated:

00	Operating Accounts	3,575,207
01	Board of Supervisors	346,573
02	Auditor	574,829
03	Treasurer	509,693
04	County Attorney	671,672
05	Sheriff	4,349,203
07	Recorder	252,308
20	Secondary Roads	7,391,152
21	Veterans Affairs	90,769
22	Conservation	707,835
23	Public Health	1,582,050
24	Environmental Health	257,200
25	Mental Health Disability Service	766,593
26	Department of Human Services	10,700
27	General Assistance	26,480
28	Medical Examiner	100,000
38	Outreach	92,941
39	Economic Development	43,203
51	Buildings & Grounds	547,590
52	Information Technology	324,582
53	Subdivision Planning	38,881
54	GIS Services	294,700
99	Non Departmental	13,595,530
	Total	\$36,149,691

On motion by Stoops, seconded by Miller, the Board voted by way of roll call vote to approve Resolution 19-27 as follows and to authorize the Chairperson to sign Resolution 19-27 on behalf of the Board.

**RESOLUTION 19-27
Designation of Assigned Funds for FY 2019-2020**

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 2019-2020 to designate in the beginning cash balance of the budget the amount of **\$ 442,000** as assigned capital with the intent of future expenditure as follows:

Project **Amount Designated**

County facilities	357,000
County Aerials	30,000
Ambulance Purchase	50,000
Citizens Convenience Center	5,000

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 2020.

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

On motion by Miller, seconded by Stoops, the Board voted by way of roll call vote to approve Resolution 19-28 as follows and to authorize the Chairperson to sign Resolution 19-28 on behalf of the Board.

**RESOLUTION 19-28
FOR DISBURSEMENT OF COUNTY FUNDS**

BE IT RESOLVED by the Board of Supervisors of Washington County, Iowa, that funds budgeted for Fiscal Year 2019-2020 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>
Washington County Ambulance	\$20,833.33	monthly

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

On motion by Stoops, seconded by Miller, the Board voted by way of roll call vote to approve Resolution 19-29 as follows and to authorize the Chairperson to sign Resolution 19-29 on behalf of the Board.

**RESOLUTION 19-29
FOR DISBURSEMENT OF COUNTY FUNDS**

WHEREAS the Board of Supervisors of Washington County, Iowa, budgeted funds for Fiscal Year 2019-2020 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, 2019:

<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	\$ 31,344	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	\$ 6,528	one time in July 2019
WEDG	\$ 19,400	one time in August 2019
Workplace Learning Connection	\$ 2,225	one time in August 2019
English River Watershed	\$ 10,000	one time in August 2019
YMCA	\$ 5,000	one time in FY 2020
City of Kalona	<u>\$ 5,000</u>	one time per year, 4 years total
	\$463,847	

On motion by Young, seconded by Stoops, the Board voted by way of roll call vote to approve Resolution 19-30 as follows and to authorize the Chairperson to sign Resolution 19-30 on behalf of the Board.

**RESOLUTION 19-30
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 2019-2020 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 2019-2020, 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, 2019 shall not exceed the sum of **\$ 218,068.00**; and the total maximum transfer from other Rural Services Basic Fund to the Secondary Road Fund for the Fiscal Year beginning July 1, 2019 shall not exceed the sum of **\$ 2,278,689.00**.

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 **4.366115 %** of the apportionment of collected property taxes in the General Basic Fund and **67.49165%** 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 Stoops, seconded by Young, the Board voted by way of roll call vote to approve Resolution 19-31 as follows and to authorize the Chairperson to sign Resolution 19-31 on behalf of the Board.

**RESOLUTION 19-31
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 2019-20 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 \$604,000 for Fiscal Year 2019-20 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, 2020.

On motion by Miller, seconded by Young, the Board voted by way of roll call vote to approve Resolution 19-32 as follows and to authorize the Chairperson to sign Resolution 19-32 on behalf of the Board.

**RESOLUTION 19-32
FOR DISBURSEMENT OF COUNTY FUNDS**

BE IT RESOLVED by the Board of Supervisors of Washington County, Iowa, that funds budgeted for Fiscal Year 2019-2020 for payments listed below shall be disbursed by the County Auditor to the agencies at the intervals indicated herein:

CREDITOR	TOTAL	FREQUENCY
Wemiga Waste Inc.	\$13,832.00	monthly

On motion by Young, seconded by Stoops, the Board voted to acknowledge and approve FY20 county employee departmental wage recommendations.

On motion by Stoops, seconded by Young, the Board voted to acknowledge and approve FY20 departmental longevity schedules and FY20 wage step increase schedules for various employees in the Secondary Roads Department, Sheriff’s Office, Public Health, and Communications.

On motion by Stoops, seconded by Miller, the Board voted to acknowledge and thank outgoing Washington County Veterans Affairs Commissioner Darren Dennler.

On motion by Stoops, seconded by Young, the Board voted to appoint Carrie Rich to a three-year term on the Washington County Veteran Affairs Commission, effective July 1, 2019.

On motion by Miller, seconded by Young, the Board voted to acknowledge, and authorize the Chairperson to sign, a personnel change request from Public Health for the hiring of Jenifer Roberts as a full time non-exempt employee, effective July 8, 2019, at the rate of \$26.00 per hour. The County Auditor is hereby authorized to issue pay warrants upon proper certification from the Department Head.

On motion by Young, seconded by Miller, the Board voted to acknowledge a personnel change request from the Recorder’s office for Deputy Recorder Erin Yoder, from \$20.52 to \$23.52, effective July 1, 2019.

On motion by Young, seconded by Stoops, the Board voted to acknowledge a personnel change request from Conservation involving a change in pay rate for Executive Director Zach Rozmus, from \$2,115.38 biweekly to \$2,236.49 biweekly, effective July 1, 2019.

On motion by Miller, seconded by Stoops, 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, 2019 through June 30, 2020. Sheriff Jared Schneider expressed no issues with the application.

On motion by Stoops, seconded by Young, the Board voted to approve an application Class A Liquor License (LA) (Private Club) from the Richmond AMVETS Post #107 effective July 11, 2019, with an expiration date of July 10, 2020. Sheriff Jared Schneider expressed no issues with the application.

There was no public comment.

At 9:59 a.m. on motion by Stoops, seconded by Young, the Board voted to adjourn.

ATTEST:
JUNE 25, 2019

ROBERT C. YODER
Chairperson, Board of Supervisors

DANIEL L. WIDMER
County Auditor