

**PROCEEDINGS OF THE WASHINGTON COUNTY BOARD OF SUPERVISORS MEETING  
TUESDAY, DECEMBER 3, 2019**

Chairperson Robert C. 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 possible action regarding FY21 budget; Washington Economic Development Group (WEDG) Annual Report and FY21 funding request; Washington County Public Library Association Annual Report and FY21 funding request; personnel change request – Conservation; discussion and possible action to set the date for a public hearing regarding proposed bid packages for civil work and tower construction sites that are a part of the Washington County Communications Project; discussion and possible action regarding Resolution 19-63 regarding creation of the position of Washington County Ambulance Services Department and the position of Director of the Washington County Ambulance Services; discussion and possible action to approve job description for Washington County Ambulance Services Director; discussion and possible action regarding advertising for the hiring of a Washington County Ambulance Services Director; Washington County Ambulance Advisory Committee report; public comment; adjourn. Supervisors Abe Miller, Richard Young, and Jack Seward were also present. Supervisor Stan Stoops was absent.

Others attending were: Sally Hart, KCII Radio; Mary Zielinski, The News; Bill Monroe, SE Iowa Union; Cyndie Sinn, County IT/Budget Director; Jeff Garrett, County Treasurer; Shawn Ellingson, Deputy Sheriff; Danielle Pettit-Majewski, County Public Health Director; Jennine Wolf, County Environmental Health Director; Zach Rozmus, County Conservation Director; Amber Day, Deputy Auditor; Carol Wilkins, Anne Skaden, and Bryna Walker, Washington County Public Library Association; David Collins, WEDG Executive Director; Ron Lutovsky, WEDG Vice President; Amber Williams, Board of Supervisors Administrative Assistant; Christine Yancey, Riverside City Administrator; Ryan Schlabaugh, Kalona City Administrator; and citizens Karyl Miller, Bill Miller, Charlotte Stalder, Harold R. Frakes, Tom Dayton, 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.

Seward clarified that the budget guidelines for FY21 are to hold operational line item expense spending to the same amounts contained in the FY20 budget. Seward added that exceptions to the guidelines will be considered by the Board. Guidelines for employee compensation will be provided after the Washington County Compensation Board meets on December 5, 2019. The board took no formal action.

Washington Economic Development Group (WEDG) Executive Director David Collins, along with WEDG Vice-President Ron Lutovsky, provided the 2020 – 2022 WEDG Investor Campaign Plan. Components of the plan include a focus on business retention and expansion, a focus on attracting companies to the Washington County area, continued steps to maintain a strong presence within the region through strategic networking, improved Board/Staff communications to increase awareness of WEDG activities, and the building of a multi-year strategy and establishment of a funding base. The plan is intended to assist in providing a “blueprint” for the ongoing WEDG role in growing Washington County. Five areas of focus have been identified which include business retention, housing, workforce, recruitment, and organization. According to the report WEDG is entering a period of change and recognizes that its short term focus must be clear and concise. WEDG success stories were provided which included, among others, a net growth in Washington County population over the past 10 years of 487 which is the 15<sup>th</sup> fastest among the 99 counties in Iowa, the sale of three Washington Business Park lots with another building under construction, the growth and expansion of Premier 1 Supplies which will increase its employee numbers, full completion and occupation of the 6 Pennsylvania Townhomes in Washington, efforts to restore the former Kalona Bakery building, completion of the Washington County Trails and Recreation Plan, support and encouragement for two existing businesses to participate in 260 job training programs, opening of a new Dollar General Store in Brighton, opening of Washington Auto in Washington which was aided by a \$250,000.00 investment by developer Cornerstone Property Management, construction of a new sewer main that serves Washington Auto and that also opened 20 acres for future development, and finally \$317,000.00 in East Central Iowa Council of Governments (ECICOG) funding used to pave a portion of the Kewash Nature Trail. In closing, on behalf of WEDG, Collins and Lutovsky requested \$30,000.00 in funding from Washington County for FY21. For current FY20 WEDG receives \$19,400.00 in funding from Washington County. The entire report is available for review in the Auditor’s office. The Board took no formal action.

On behalf of the Washington County Public Library Association (WCPLA) Bryna Walker, Anne Skaden, and Carol Wilkins addressed the Board to recap recent activity at the three public libraries located in Wellman, Kalona, and Washington. Highlights for the year included expansion of the Wellman Public Library, grant funding from the Kalona Community Heritage project which enabled an intern to digitize historic Kalona photos, a new bilingual library program at the Washington Public Library, and a grant from the National Science Foundation for a Science Saturday book club series. With funding from Washington County, the three libraries had over 300 people attend Grout Museum’s “Star Lab” as part of the Summer Reading program entitled “Universe of Stories”. The Blank Park Zoo attracted a total crowd of over 900 people at its stops at each of the libraries during the summer. In 2020 the Information Technology (IT) maintenance contract with iTech for technological support will increase by \$1,000.00 (5.50%) to a new total of \$19,500.00 while the cost of digital collections and movie licenses are also expected to increase. For these reasons, as well as others, funding in the amount of \$168,029.00 was requested for FY21. For current FY20 the Washington County Public Library Association receives \$165,000.00 in funding assistance from Washington County. The Board took no formal action.

On motion by Miller, seconded by Young, the Board voted to acknowledge, and authorize the Chairperson to sign, a personnel change request from Conservation for a pay increase from \$2,236.49 bi-weekly to \$2,323.83 bi-weekly for Director Zach Rozmus effective December 6, 2019. The increase results from Rozmus’s one year employment anniversary.

On motion by Seward, seconded by Miller, the Board voted to set 9:00 a.m. on December 17, 2019 as the time and place for a public hearing regarding proposed bid packages for civil work and tower constructions that are a part of the Washington County Communications Project.

On motion by Seward, seconded by Miller, the Board voted by way of roll call vote to approve Resolution 19-63 as follows and to authorize the Chairperson to sign Resolution 19-63 on behalf of the Board.

### **RESOLUTION 19-63**

#### **A RESOLUTION OF THE WASHINGTON COUNTY BOARD OF SUPERVISORS TO ESTABLISH AMBULANCE AND EMERGENCY SERVICES FOR THE COUNTY BY CREATING THE WASHINGTON COUNTY AMBULANCE SERVICES DEPARTMENT, AND THE CREATION OF A POSITION FOR DIRECTOR OF AMBULANCE SERVICES IN WASHINGTON COUNTY, IOWA**

**WHEREAS**, Recognizing that Emergency Medical Services, including Ambulance and Quick Responder Services are necessary to preserve the health, safety and welfare of Washington County citizens as well as all persons visiting, working, or traveling in the County; and

**WHEREAS**, Access to quality emergency care significantly improves the survival and recovery rate of those who experience sudden illness or serious injury; and

**WHEREAS**, Ambulance and Emergency Medical Services are an important and necessary public service that should be available in Washington County when needed; and

**WHEREAS**, Recognizing that those services will end when the contract with the longstanding provider of those services will expire on June 30, 2020, the County created the Washington County Advisory Committee to recommend and advise the Board of the best option(s) to continue providing services to the County; and

**WHEREAS**, The Ambulance Advisory Committee recommended the County should undertake to preserve and provide for those high quality Ambulance and related Emergency Medical Services by establishing a County operated service; and

**WHEREAS**, the Washington County Board of Supervisors has the authority under Iowa Code 331.301(1) to “exercise any power and perform any function it deems appropriate to protect and preserve the rights, privileges, and property of the county or if its residents, and to preserve and improve the peace, safety, health, welfare, comfort, and convenience of its residents.”

**NOW THEREFORE**, the Washington County Board of Supervisors do hereby resolve to exercise the necessary power and functions appropriate to provide for and establish the Washington County Ambulance Services Department, and further to establish the position of Director of the Washington County Ambulance Services.

The Board took up discussion of a draft job description for the position of Director of Ambulance Services with Seward explaining that the document was merely a draft prepared for Board consideration. Seward in turn advocated that wording on page 1 of the document be changed from “Ambulance Director” to “Ambulance Services Director” in order to achieve consistency throughout the document while County IT/Budget Director Cyndie Sinn opined that wording at the top of page 1 with regard to “Department” should be changed from “Ambulance” to “Ambulance Services”. Seward noted the proposed job description had undergone review by many individuals with various backgrounds and interests. There was no further discussion and on motion by Miller, seconded by Seward, the Board voted to approve the job description for Ambulance Services Director including the addition of “Ambulance Services Director” and “Ambulance Services”.

With regard to advertising for the hiring of an Ambulance Services Director Young addressed the requirement contained in the proposed advertisement that the Director be required to reside in the emergency response area (Washington County) no later than July 1, 2020. He described the requirement as being very necessary due in large part to the requirements of the job which require a quick response even if the Director is not necessarily on duty. Young also offered that the salary range of \$75,000.00 (low) to \$85,000.00 (high) contained in the proposed advertisement was appropriate based on job responsibilities and duties. Miller disagreed and cited research that he had performed which indicated a salary of approximately \$65,000.00 was appropriate and typical for the position and in turn he recommended a salary range of \$65,000.00 (low) to \$80,000.00 (high). He added that there were employees of Washington County with over 20 years of service that did not receive a salary equal to that being proposed for the new Ambulance Services Director. In response to a question from Seward as to the source of his information, Miller responded that his information came from various national web sites that he deemed reliable while Seward maintained that research related to local compensation was more applicable in determining an appropriate salary range commensurate with job duties. Miller restated his belief that veteran employees of Washington County would be treated unfairly under the suggested salary range while Seward maintained that each job is different and unique. Young reminded that the Ambulance Services Director must be available 24 hours per day each and every day of the year and he, along with Seward, provided a lengthy list of tasks that would have to be completed by the new director prior to July 1, 2020. Seward warned that careful consideration be given to the salary range so as to not discourage good candidates from applying and in turn he recommended a salary range of between \$70,000.00 (low) and \$85,000.00 (high). On motion by Seward, seconded by Young, the Board voted to approve the hiring notice for the position of Ambulance Services Director and to include the revision and edits discussed earlier in the meeting and to authorize the publication of the job opening. The vote on the motion: Aye-Yoder, Seward, Young; Nay-Miller; Absent-Stoops.

On behalf of the Washington County Ambulance Advisory Committee Kalona City Administrator Ryan Schlabach reported that the committee was continuing work on billing issues, equipment acquisition costs, and various start-up costs in relationship to providing future ambulance and emergency medical services. The Board took no formal action.

There was no public comment.

At 9:53 a.m. on motion by Miller, seconded by Young, the Board voted to adjourn.

ATTEST:

December 3, 2019

DANIEL L. WIDMER  
County Auditor

ROBERT C. YODER  
Chairperson, Board of Supervisors