

March 19, 2020

Board met in regular session at 8:30 a.m. Members present Diana Dawley, Merle Doty & Jason Roudabush.

Chairman Roudabush led the pledge of allegiance.

Moved by Dawley, 2<sup>nd</sup> by Doty to approve agenda as amended to include approval of Utility Permits #20-32U, #20-33U, #20-34U, and #20-35U. 3 ayes. Motion carried.

8:30 a.m. Mark Vavroch, Conservation Director met with board for monthly meeting.

9:00 a.m. J.D. Griffith, Sanitarian/Zoning joined the meeting. J.D. advised he has a zoning and board of adjustment meeting next week and will continue with the meeting with only the chairs of each board and him physically present and conducting the meeting with other individuals via tele/video conference.

Moved by Dawley, 2<sup>nd</sup> by Doty to approve March 9, 16 & 17, 2020 board minutes. 3 ayes. Motion carried.

Moved by Doty, 2<sup>nd</sup> by Dawley to approve March 20, 2020 Poweshiek County Payroll for \$253,285.83. 3 ayes. Motion carried.

Moved by Dawley, 2<sup>nd</sup> by Doty to authorize Jason Roudabush, Chairman, to sign engagement letter with DA Davidson to review and evaluate refunding current GO Bonds. 3 ayes. Motion carried.

Moved by Doty, 2<sup>nd</sup> by Dawley to approve Resolution #2020-18 Temporary Employment Practices & Policies in Response to Novel Coronavirus (COVID-19) Pandemic. 3 ayes. Motion carried.

**RESOLUTION #2020-18  
TEMPORARY EMPLOYMENT PRACTICES & POLICIES IN RESPONSE TO NOVEL CORONAVIRUS  
(COVID-19) PANDEMIC**

WHEREAS, the Novel Coronavirus (COVID-19) is a respiratory virus designated as a global pandemic by the World Health Organization, and

WHEREAS, the health and safety of employees and the public are paramount, and

WHEREAS, Poweshiek County leaders from all departments have met to address operational plans, procedures and preventive measures in response to COVID-19, and

WHEREAS, Poweshiek County has a need to address multiple employment-related policies on a temporary basis to ensure the health and safety of Poweshiek County employees while providing for continuity of services to Poweshiek County residents, and

NOW THEREFORE BE IT RESOLVED that Poweshiek County approves the attached policy and directs Poweshiek County Auditor's Office to take the necessary steps to implement this resolution.

Approved this 19<sup>th</sup> day of March 2020.

Jason Roudabush, Chairman

Merle Doty, Vice Chairman

Diana Dawley, Member

ATTEST: Melissa Eilander, Poweshiek County Auditor

Moved by Dawley, 2<sup>nd</sup> by Doty to approve the following Utility Permits:

- #20-32U to Brooklyn Mutual Telecommunications Cooperative for work in Sections 19, 20, 21, 28, 29, 30, Warren Township;
  - #20-33U to Brooklyn Mutual Telecommunications Cooperative for work in Sections 1, 2, 12, Bear Creek Township; Sections 25, 35, 36, Madison Township; Sections 31, 32, 33, Jefferson Township; Sections 5, 6, 8, Warren Township;
  - #20-34U to Brooklyn Mutual Telecommunications Cooperative for work in Sections 7, 8, Lincoln Township;
  - #20-35U to Windstream Iowa Communications, LLC for work in Section 17, Washington Township
- 3 ayes. Motion carried.

Dawley stated the CICS region meeting is cancelled for this month.

10:30 a.m. Moved by Dawley, 2<sup>nd</sup> by Doty to adjourn. 3 ayes. Motion carried.

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Melissa Eilander, Poweshiek County Auditor

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Jason Roudabush, Chairman

March 23, 2020

Board met in regular session at 8:30 a.m. Members present Diana Dawley, Merle Doty & Jason Roudabush.

Chairman Roudabush led the pledge of allegiance.

Moved by Doty, 2<sup>nd</sup> by Dawley to approve agenda. 3 ayes. Motion carried.

Moved by Dawley, 2<sup>nd</sup> by Doty to approve the following:

- Certificate of Appointment for Amy Andrews, Naturalist, Conservation, effective March 24, 2020; rate of pay \$41,000 per year
- Certificate of Appointment for Kyle Doty, Seasonal Park Ranger, Conservation, effective May 1, 2020; rate of pay \$11.50 per hour

3 ayes. Motion carried.

9:00 a.m. Moved by Dawley, 2<sup>nd</sup> by Doty to enter into public hearing regarding adoption of FY'21 Poweshiek County Budget. 3 ayes. Motion carried. Present: Jason Roudabush, Diana Dawley, Merle Doty, Supervisors; Missy Eilander, Auditor. No one was present to speak for or against the proposed budget. 9:04 a.m. Moved by Doty, 2<sup>nd</sup> by Dawley to close public hearing. 3 ayes. Motion carried.

Moved by Dawley, 2<sup>nd</sup> by Doty to authorize Jason Roudabush, Chairman to sign Adoption of Budget & Certification of Taxes for FY'21 and to approve Resolution #2020-20 Adoption FY'21 Poweshiek County Budget. 3 ayes. Motion carried.

## **RESOLUTION #2020-20**

### **RESOLUTION TO ADOPT FY'21 POWESHIEK COUNTY BUDGET**

WHEREAS, upon due and proper notice, published in accordance with law, said proposed FY'21 Poweshiek County Budget was set for public hearing March 19, 2020 at 9:00 a.m., Boardroom, Courthouse, Montezuma, IA, and residents or taxpayers were given the opportunity to present objections to, or arguments in favor of, any part of the proposed budget.

WHEREAS, the Poweshiek County Board of Supervisors held public hearing on March 19, 2020 at 9:00 a.m., Boardroom, Courthouse, Montezuma, IA and reviewed the proposed FY'21 Poweshiek County Budget, for fiscal year July 1, 2020 to June 30, 2021.

WHEREAS, the FY'21 Poweshiek County Budget as submitted and proposed, is hereby approved and adopted for fiscal year July 1, 2020 to June 30, 2021. The budget hereby approved and adopted shall be signed by Jason Roudabush, Chairman and made part of the public records of Poweshiek County.

THEREFORE, be it resolved by the Board of Supervisors of Poweshiek County, Iowa that the FY'21 Poweshiek County Budget be hereby approved and adopted.

PASSED, APPROVED and ADOPTED THIS 19<sup>th</sup> day of March 2020.

POWESHIEK COUNTY BOARD OF SUPERVISORS

Jason Roudabush, Chairman

Merle Doty, Vice Chairman

Diana Dawley, Member

Attest: Melissa Eilander, Poweshiek County Auditor

9: 07 a.m. Sandy Ross, Treasurer and Dianna Longhenry, Recorder joined the meeting.

Board discussed letter from Governor Reynolds which states that it is critical to Iowa's economy for county offices to remain accessible and to maintain minimal operations throughout the COVID-19 pandemic. There is a drop box set up at the south entrance of courthouse for public to drop off any payments or documents for any of the county offices. Ross stated many individuals have utilized the drop box for tax payments and also for motor vehicle services. Longhenry stated she has abstractors needing in her office to search records. They are allowed to schedule an appointment to come in for essential searches. If individuals call ahead of time, most business can be conducted by phone or e-mail and also can make appointment to meet at door to exchange documentation. Auditor, Recorder, & Treasurer brought up the idea of possibly staggering employees to help keep distance among employees. Also discussed was determining essential employees for current needed county services and if the non-essential could be placed on paid administrative leave. The board questioned the paid administrative leave and wondered if employee should pull from vacation, sick or take without pay. After discussion, the board stated that each department head/elected official should determine what employees are considered essential or non-essential and the non-essential employees would be on paid administrative leave for a period up to two weeks.

Moved by Dawley, 2<sup>nd</sup> by Doty to approve Resolution #2020-21 approving department heads/elected officials to determine employees essential for current duties and those non-essential to be paid administrative leave for a period of two weeks. 3 ayes. Motion carried.

#### **RESOLUTION #2020-21**

WHEREAS, the Novel Coronavirus (COVID-19) is a respiratory virus designated as a global pandemic by the World Health Organization, and

WHEREAS, the health and safety of employees and the public are paramount, and

WHEREAS, Poweshiek County leaders from all departments have met to address operational plans, procedures and preventive measures in response to COVID-19, and

WHEREAS, Poweshiek County has a need to address multiple employment-related policies on a temporary basis to ensure the health and safety of Poweshiek County employees while providing for continuity of services to Poweshiek County residents, and

WHEREAS, the Board of Supervisors ordered that Poweshiek County offices are closed to the public until further notice effective March 18, 2020 with the exception of essential court functions; and

WHEREAS, county employees will continue to perform essential county services by appointment.

BE IT FURTHER RESOLVED that the Board of Supervisors directs county department heads and elected officials to determine which of their employees will be considered essential for current duties and which employees are not, and that non-essential employees will receive paid administrative leave for two weeks effective immediately.

Approved this 23<sup>rd</sup> day of March 2020.

Jason Roudabush, Chairman

Merle Doty, Vice Chairman

Diana Dawley, Member

ATTEST: Melissa Eilander, Poweshiek County Auditor

Roudabush provided an update on Iowa Workforce Development combining regions. He stated that Region 10 did not want to combine with Region 6 so now Region 6 is looking to combine with Region 15. Moved by Doty, 2<sup>nd</sup> by Dawley to agree on behalf of Poweshiek County for Region 6 to join with Region 15 for Iowa Workforce Development. 3 ayes. Motion carried.

Board received MMP Annual Updates from PI-348 Finisher, PI-331 Finisher, and JKBEE Finisher 2.

Board received Recorder's Report of Fees Collected for month ending February 29, 2020.

11:46 a.m. Moved by Doty, 2<sup>nd</sup> by Dawley to adjourn. 3 ayes. Motion carried.

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Melissa Eilander, Poweshiek County Auditor

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Jason Roudabush, Chairman