



COMMUNITY DEVELOPMENT

MEMORANDUM

Planning,
Zoning,
Building Safety,
Construction Inspection Services,
Public Health,
Housing Inspections,
Code Enforcement

To: Mayor and City Council Members
Cc: Gregg Mandsager, City Administrator
From: Steven Boka, Director of Community Development
Date: April 1, 2014
Re: County Inspection Services - MOU

INTRODUCTION: City and County staff continue to work together on a number of projects that improve coordination, efficiency and areas of mutual interest and concern.

BACKGROUND: Following an inquiry concerning the opportunity to utilize certified city inspectors to provide inspection services for industrial and commercial construction in the unincorporated areas in Muscatine County, a Memorandum of Understanding was developed that could be approved by both the Muscatine County Board of Supervisors and the City Council for the City of Muscatine. Essentially the MOU permits the city to act on behalf of Muscatine County to conduct site plan reviews, construction plan reviews, approve and issue construction permits, and retain fees for inspection services, based on the adopted City of Muscatine permit and review fee schedules. On Monday, March 31st, the Muscatine County Board of Supervisors unanimously approved the MOU, as presented. Prior to initiating the program, it is necessary that the City Council also approve the MOU.

RECOMMENDATION/RATIONALE: It is recommended that the City Council take action to approve the attached Memorandum of Understanding.

BACKUP INFORMATION:

1. Memorandum of Understanding

MEMORANDUM OF UNDERSTANDING
SITE PLAN REVIEW AND PLAN REVIEW SERVICES FOR COMMERCIAL AND
INDUSTRIAL USES IN THE UNINCORPORATED AREAS OF MUSCATINE COUNTY

WHEREAS, the Muscatine County Board of Supervisors (County) has expressed an interest in utilizing the City of Muscatine (City) building inspection staff to conduct specific services on behalf of Muscatine County; and

WHEREAS, the City Council has discussed the use of city personnel to provide inspection services and has agreed to the utilization of qualified city inspectors to provide inspection and plan review services on behalf of Muscatine County; and

WHEREAS, the Muscatine County Board of Supervisors and the City Council for the City of Muscatine recognize the mutual benefit and efficiency of utilizing existing certified inspectors to provide inspection services as follows:

1. City inspectors are authorized to conduct site plan review and plan review services on behalf of the county for all commercial and industrial uses within the unincorporated area of Muscatine County.
2. The inspectors will utilize city and county adopted construction codes and plan review policies, including the collection of associated fees currently in place or as may be updated in the future with the prior consent of the County.
3. The City inspectors shall have no authority to represent the County beyond site plan review and approval, plan review, inspection services and the collection of associated fees without the express approval of the County Board of Supervisors and the Muscatine City Council.
4. City inspectors are not authorized to approve any plans or provide inspection services without receiving prior approval from the County that all other planning & zoning matters have been approved.
5. The City shall cooperate with the County in all matters with respect to sharing of information and any records pertaining to this Memorandum of Understanding.
6. The County and City agree that the city shall use their city-adopted fee schedules for all site plan reviews, construction plan reviews and construction permits and shall retain the fees in return for providing the services as herein described.
7. That this Memorandum of Understanding may be terminated by either party, for any reason, at the conclusion of a written thirty-day (30) Notice to Terminate.

THEREFORE, the Muscatine County Board of Supervisors (County) and the City of Muscatine, Iowa (City) hereby agree to this Memorandum of Understanding until terminated by either party as set out in item No. 7 herein.

For Muscatine County



Robert E. Howard, Chair
Muscatine County Board of Supervisors

For the City of Muscatine
