

Muscatine County Board of Supervisors  
Monday, December 29, 2014

The Muscatine County Board of Supervisors met in regular session at 9:00 A.M. with Furlong, Sorensen, Howard, Sauer and Kelly present. Chairperson Howard presiding.

On a motion by Kelly, second by Furlong, the agenda was approved as written. Ayes: All.

Information Services Director William Riley updated the Board on the new County website. Riley also reported that the imaging server is down and is being rebuilt.

On a motion by Sorensen, second by Sauer, minutes of the Monday, December 22, 2014 regular meeting were approved as written. Ayes: All.

Correspondence:

Howard reported a complaint regarding the condition of G28.

No committee reports were noted.

On a motion by Furlong, second by Sorensen, the Board accepted the December 2014 payroll claims. Ayes: All.

Chairperson Howard presented a plaque to Supervisor Tom Furlong thanking him for his 12 years of dedicated service to Muscatine County. Furlong thanked the citizens of Muscatine County for giving him the opportunity to represent them.

The meeting was adjourned at 9:14 A.M.

ATTEST:

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Leslie A. Soule, County Auditor

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Kas Kelly, Chairperson  
Board of Supervisors

Muscatine County Board of Supervisors  
Friday, January 2, 2015

The Muscatine County Board of Supervisors met in regular session at 9:00 A.M. with Bonebrake, Sorensen, Howard, Sauer and Kelly present.

County Auditor Leslie Soule conducted nominations for Chairperson. On a motion by Sauer, second by Sorensen, Kas Kelly was elected Chairperson and presided over the remainder of the meeting. Ayes: All.

On a motion by Sorensen, second by Sauer, Robert Howard was elected Vice-Chairperson. Ayes: All.

On a motion by Sorenson, second by Howard, the agenda was approved as amended. Ayes: All.

On a motion by Sorensen, second by Sauer, the Board approved Resolution #01-02-15-01 Authorizing the County Engineer to Sign For and Collect Disaster Relief Funds. Roll call vote: Ayes: All.

On a motion by Sorensen, second by Sauer, the Board approved Resolution #01-02-15-02 Authorizing the County Engineer to Execute Certification of Completion and Final Acceptance on Farm-to-Market Construction Projects. Roll call vote: Ayes: All.

On a motion by Sorensen, second by Sauer, the Board approved Resolution #01-02-15-03 Authorizing the County Engineer to Close Secondary Roads in Emergency Situations. Roll call vote: Ayes: All.

On a motion by Sauer, second by Sorensen, the Board approved Resolution #01-02-15-04 Designating Official Newspapers In and For Muscatine County for 2015. Roll call vote: Ayes: All. They are as follows: Muscatine Journal, West Liberty Index and Wilton-Durant Advocate News.

On a motion by Sorensen, second by Sauer, the Board approved Resolution #01-02-15-05 Construction Evaluation Resolution. Roll call vote: Ayes: All.

On a motion by Sauer, second by Sorensen, the Board re-appointed Bruce Bryant as the Muscatine County Weed Commissioner for a one-year term ending December 31, 2015. Ayes: All.

On a motion by Howard, second by Bonebrake, the Board appointed Nick Cusick as the Eastern Iowa Tourism Association representative for a one-year term ending December 31, 2015. Ayes: All.

On a motion by Sorensen, second by Sauer, the Board re-appointed Ana Gretsinger to the Community Action of Eastern Iowa Board of Directors for a two-year term ending December 31, 2016. Ayes: All.

On a motion by Sorensen, second by Bonebrake, the Board approved the re-appointment of Dr. Mark Odell as the Muscatine County Medical Examiner for a two-year term ending December 31, 2016 along with the following designated Deputy Medical Examiners/Medical Examiner Investigators for two-year terms ending December 31, 2016: Namrata Choudhary, M.D., Collette Hostetler, M.D., Manasi Nadkarni, M.D., Steven Paulsrud, D.O., Shrima Sarkar, M.D., Ashley Schmieg, D.O., Matthew Sojka, M.D., Robert Weis, M.D. and David Wettach, M.D.; Medical Examiner Investigators Thomas Summitt (Chief Medical Examiner Investigator), Darren Brooke, Susan Garrett, Kevin Guck, Kenny Hora and Todd Heck. Ayes: All.

On a motion by Howard, second by Sauer, the Board re-appointed David Nowling and Lisa Wertzbaugher to the Muscatine County Historic Preservation Commission for three-year terms ending January 1, 2018. Ayes: All. The Board reviewed an application from Rebeckah Allgood for a newly created position on the commission for a term ending January 1, 2016.

Correspondence:

The Board received Certificates of Appointment for Deputies in the Treasurer and Recorder Offices as follows: First Deputy Treasurer Kim Olson, Second Deputy Treasurer Susan Schnedler, First Deputy Recorder Laura Taylor and Second Deputy Recorder Jennifer Gandia.

Howard reported a call thanking the Board for managing the County's money.

Howard reported a contact with recommendations on appointing Boards and Commissions.

No committee reports were noted.

Discussion was held regarding meeting dates and times for 2015. A motion was made by Kelly to set meeting dates and times for 2015 as follows: the 4<sup>th</sup> and 5<sup>th</sup> Monday of every month at 7:00 P.M., all other Mondays at 9:00 A.M and other meetings to be scheduled at the discretion of the Board. Kelly withdrew the motion. On a motion by Sauer, second by Howard, the Board set meeting dates and times for 2015 as follows: the 4<sup>th</sup> Monday of every month at 7:00 P.M., all other Mondays at 9:00 A.M. and other meetings to be scheduled at the discretion of the Board. Ayes: All.

The Board reviewed appointments to Boards and Commissions for 2015.

The meeting was adjourned at 9:25 A.M.

ATTEST:

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Leslie A. Soule, County Auditor

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Kas Kelly, Chairperson  
Board of Supervisors

Muscatine County Board of Supervisors  
Monday, January 5, 2015

The Muscatine County Board of Supervisors met in regular session with Bonebrake, Sorensen, Kelly, Sauer and Howard present. Chairperson Kelly presiding.

On a motion by Sorensen, second by Bonebrake, the agenda was approved as written.  
Ayes: All.

On a motion by Sorensen, second by Sauer, claims dated January 5, 2015 were approved in the amount of \$205,116.40. Ayes: All.

A Public Hearing was called to order at 9:02 A.M. by Chairperson Kelly on a request to amend the Zoning Ordinance M-1 Mobile Home & Travel Trailer District provisions to identify mobile home sales and service sales as "Uses Permitted", and to identify rental storage units and automobile sales and service as "Special Uses Permitted". Zoning Administrator Jodee Stepleton explained that this area of the M&W Mobile Home property is zoned M-1 and the owner of the mobile home park wants to use the property for an auto sales/repair business, but he does not want to open the area up to larger businesses that may not be as compatible with a mobile home park. Stepleton stated that amending this portion of the ordinance only affects two places in the County, both of which are owned by Tim McCleary, 4500 25<sup>th</sup> Street South, Muscatine. No one spoke against the proposed amendment. On a motion by Sorensen, second by Bonebrake, the public hearing was closed at 9:26 A.M. Roll call vote: Ayes: All.

On a motion by Sorensen, second by Howard, an ordinance amending the Zoning Ordinance M-1 Mobile Home & Travel Trailer District provisions to identify mobile home sales and service sales as a "Uses Permitted", and to identify rental storage units and automobile sales and service as "Special Uses Permitted" on the first of three readings. Roll call vote: Ayes: All.

On a motion by Sorensen, second by Sauer, the Board approved Resolution #01-05-01 Granting a 90-day Extension for Filing the Final Plat of Kleppe One Subdivision. Roll call vote: Ayes: All.

Discussion was held with Zoning Administrator Jodee Stepleton regarding compliance with Iowa Code Chapter 103, Electrical Certification Requirements. Stepleton reported that Muscatine County is compliant with code requirements as Building Inspector Jim Schaapveld is now certified to perform electrical inspections. Bonebrake suggested that Stepleton also get certified. On a motion by Sorensen, second by Bonebrake, the Board agreed to continue to utilize Muscatine County Building Inspector Jim Schaapveld for in-house electrical inspections. Ayes: All.

Discussion was held with Stepleton regarding the possibility of accepting credit card payments for building permits. Stepleton stated she is working with Information Services Director Bill Riley to develop a plan to present to the Board in the near future.

On a motion by Howard, second by Sauer, the Board set a public hearing for Monday, January 12, 2015, at 9:00 A.M. on a proposed amendment to Title III, Chapter VI – Construction Codes and Enforcement of the Muscatine County Code of Ordinances. Ayes: All.

Discussion was held with Greater Muscatine Chamber of Commerce and Industry President and CEO Greg Jenkins regarding Board of Supervisor support for the Monsanto expansion project. On a motion by Sorensen, second by Howard, the Chair was authorized to sign letters of support for the Monsanto expansion project. Ayes: All.

Discussion was held with County Recorder Sarah Bodman regarding her request to fill a part-time Recorder's Clerk position. Howard stated he was not sure the position can be supported in a future budget. Bodman stated customer service will decrease and they will fall behind if the position is not filled. Howard suggested looking at a utility person that could be used as needed in various departments. Sorensen stated he does not have a problem filling this position because it is budgeted, but he agrees that the Board needs to be sure it can fund these positions in the future. Sauer stated it is important to do the job efficiently and effectively and trained personnel is necessary to do it effectively. On a motion by Sorensen, second by Sauer, the Board authorized the County Recorder to fill a part-time Recorder's Clerk position as budgeted. Ayes: All.

County Recorder Sarah Bodman stated the Recorder's Office will be closed January 16<sup>th</sup> for final transition to their new recording system.

On a motion by Sorensen, second by Sauer, the Board approved the Muscatine County Auditor's Report of Fees Collected for the quarter ending December 31, 2014 in the amount of \$347.89. Ayes: All.

On a motion by Sauer, second by Sorensen, the Board approved the Muscatine County Sheriff's Office - Civil Department Report of Fees Collected for the quarter ending December 31, 2014 in the amount of \$26,936.36. Ayes: All.

The Board recessed at 9:57 A.M. and reconvened at 10:10 A.M.

Michael Avgenackis, Triumph Consulting, gave a presentation of the results of the evaluation of the County's current Salary Administration Program. Avgenackis explained each position covered under the Salary Administration Program was analyzed for appropriateness of the job description as well as competitive pay with the market. Avgenackis stated questionnaires were completed by the employees which were followed up with personal interviews with those employees.

Triumph Consulting Project Leader Kristina Henson stated Muscatine County employees are paid approximately 13.5% below market and presented three possible scenarios for updating the Salary Administration Program as follows: 1) Develop a merit based promotion system at a total cost to place all employees within the new salary ranges

would be \$19,027. Future salary increases would be determined using a merit based system. 2) Give employees a 6.75% salary increase, if their grade was not changed, or a 13.5% salary increase if they were raised one grade level for a total cost of \$219,300. 3) Give employees a 3.375% salary increase, if their grade was not changed, or a 6.75% salary increase if they were raised one grade level for a total cost of \$109,650. Henzen stated the second and third scenarios would still utilize the step system for future increases. Henzen stated the County had no FLSA issues and job descriptions were rewritten.

Avgenackis stated the County has not been keeping up with inflation over the last five years and suggested the merit based approach for future increases explaining that the merit based system would differentiate people by performance with higher performance equating to a higher increase. Howard asked how benefits were involved in the analysis because sometimes better benefits are more important than pay. Avgenackis stated that benefits were not analyzed when looking at market data. Hensen stated that the majority of external data was gathered from other counties. Kelly expressed concern that a merit based system would create an issue with employees upset about their pay as compared to their counterpart doing the same work. Avgenackis stated online training can be utilized and documented to recognize those employees who go above and beyond expected levels.

Avgenackis stated the County needs to move forward in a direction to stay competitive. Sorensen stated he has worked with State government using a merit based system and it worked very effectively. Howard stated it is important, regardless of what you decide to do, is that you stick to it and follow it. Bonebrake stated employees know who the top performers are in their department. Howard stated it will be a social change to move to a merit system. Sorensen stated you have to have strong line managers that are willing to give fair and adequate reviews. Administrative Services Director Nancy Schreiber stated the County would also have difficulty budgeting increases for the various funds/departments. Schreiber stated when the County went to a step system the Board chose to stay below market value. Bonebrake stated if an employee doing minimal work gets the same increase as one that excels, there is no incentive for the one that excels to continue to excel. Sauer stated the weak link in the system is the rigidity of the spine in the individual doing the evaluation. Schreiber expressed concern that the unions have no ability to reward performance and would possibly focus on the higher percentage increases given through a merit system to an outstanding employee when negotiating increases for all of the employees covered under the union contract. Schreiber stated the step system allows the County to treat all employees the same and comparable to the union contracts. In response to a question from Kelly, Henzen stated data gathered on the MUSCOM Manager, Disaster Services Coordinator and GIS department employees will be provided at a later date. The Board will review the information provided by Triumph Consulting and discuss it further at a future Board meeting.

On a motion by Howard, second by Sorensen, minutes of the Monday, December 29, 2014 and January 2, 2015 regular meetings were approved as written. Ayes: All.

No correspondence was noted.

No committee reports were noted.

County Engineer Keith White reminded the public experiencing winter weather to slow down and drive with caution.

The Board reviewed applications received from Donald McCullough Jr., Richard Buser and Lynn Murphy for one vacancy on the Conesville Benefitted Fire District Board of Trustees and from Holly Oppelt, Jeanette Phillips and Martha Peterson for three vacancies on the Muscatine County Magistrate Appointing Commission.

The Board approved on motion by Sorensen, second by Bonebrake, 2015 appointments to the following Boards and Commissions: Ayes: All.

Bi-State Regional Planning Commission	Kelly & Howard
Bi-State Drug and Alcohol Consortium	Kelly
City of Muscatine Transportation Zone Commission	Kelly
Community Volunteer Nominating Committee	Kelly
Decategorization Board	Sorensen
Eastern Iowa MH/DS Region (MH Reorganization)	Kelly
Greater Muscatine Chamber of Commerce and Industry	Kelly
Region 9 Regional Workforce Investment Board	Sorensen
Muscatine Community Health Association	Kelly
Muscatine Co. Convention & Visitors Bureau Board of Directors	Sorensen
Muscatine County Board of Health (ex-officio)	Sauer
Muscatine County Conservation Board (ex-officio)	Sauer
Muscatine County E911 Service Board	Howard
Muscatine County Enterprise Zone Commission	Kelly
Muscatine County Fair Board	Sauer
Muscatine County Flood Control Commission	Howard & Sorensen
Muscatine County Hazard Mitigation Plan Update Committee	Sauer
Muscatine County/Muscatine City Joint Administration Board (Emergency Management)	Howard
Muscatine County REAP Commission	Howard
Muscatine County Safety and Health Committee	Bonebrake
Muscatine County Veterans Affairs Commission(ex-officio)	Bonebrake
Muscatine County Solid Waste Mgmt. Agency	Sorensen
Muscatine Search and Rescue	Howard
Region 9 Transportation Policy Board	Sorensen
Seventh Judicial District Dept. of Correctional Services Board	Kelly
WELEAD(West Liberty Economic Area Development Board)	Bonebrake
Wilton Development Corporation	Sorensen
Muscatine County Joint Communications Commission (standing appointment until Board resolution to change)	Bonebrake & Sauer

M.A.G.I.C. Committee (2 year terms)

Kelly – term ends 12/31/15

Bonebrake – term ends 12/31/16

Sauer – term ends 12/31/15

Howard – term ends 09/30/15

Howard

Sorensen & Curt Weiss

River Bend Transit Board of Directors  
Milestones Area Agency on Aging  
Muscatine River Project Partnership  
Bi-State Regional Trails Committee

On a motion by Sorensen, second by Bonebrake, the Board approved Resolution #01-05-15-02 Appointing Matt Bonebrake and Scott Sauer as Muscatine County Representatives to the Muscatine County Joint Communications Commission. Roll call vote: Ayes: All.

The meeting was adjourned at 11:28 A.M.

ATTEST:

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Leslie A. Soule, County Auditor

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Kas Kelly, Chairperson  
Board of Supervisors

Muscatine county Board of Supervisors  
Monday, January 12, 2015

The Muscatine County Board of Supervisors met in regular session at 9:00 A.M. with Bonebrake, Sorensen, Kelly, Sauer and Howard present. Chairperson Kelly presiding.

On a motion by Sorensen, second by Sauer, the agenda was approved as written. Ayes: All.

On a motion by Sorensen, second by Sauer, a public hearing on a proposed amendment to Title III, Chapter VI – Construction Codes and Enforcement of the Muscatine County Code of Ordinances was delayed to Monday, January 19, 2015 at 9:00 A.M. Ayes: All.

Discussion was held regarding a possible amendment to Title III, Chapter II, Article VII – Zoning Ordinance M-1 Mobile Home & Travel Trailer District provisions to identify mobile home sales as a “Uses Permitted”, and to identify rental storage units and automobile sales and service as “Special Uses Permitted”. Sauer stated the storage units and automobile sales fall under C-2 Commercial and the problem he has is how the parcel would be valued for property taxes. Sauer stated he does not have a problem with the mobile home sales portion of the amendment. Sauer suggested rezoning the parcel to C-2 Commercial instead of making it a special use permitted. Howard and Sorensen agreed. Sorensen stated he would be interested in the County Attorney’s opinion. Kelly asked if it would be spot zoning. Zoning Administrator Jodie Stepleton stated the parcel would have to be split from the Mobile Home Park and then rezoned, but it would not be considered spot zoning because there is Commercial and Industrial zoning across and down the road. On a motion by Sorensen, second by Bonebrake, an ordinance amending Title III, Chapter II, Article VII – Zoning Ordinance M-1 Mobile Home & Travel Trailer District provisions to identify mobile home sales as a “Uses Permitted”, and to identify rental storage units and automobile sales and service as “Special Uses Permitted” failed on the second reading. Roll call vote: Ayes: Sorensen. Nays: Sauer, Howard, Bonebrake and Kelly.

Discussion was held with Vic Amoroso, A&J Associates, regarding Change Authorization Request #5 for the Muscatine County Administration Building HVAC Upgrade Project. Amoroso stated the request is to upgrade the loop by-pass control valve from manual operation to automated operation. On a motion by Sorensen, second by Sauer, the Board approved Change Authorization Request #5 for the Muscatine County Administration Building HVAC Upgrade Project in the amount of \$588.00. Ayes: All.

Discussion was held with Conservation Director Curt Weiss on an application for funding through the Iowa Department of Economic Development for Deep Lakes Park enhancements at a total cost of \$1,000,000. Weiss stated this is a joint venture between the City of Muscatine and Muscatine County. Howard asked Weiss if he knew how much the County would have to match should the grant be approved. Weiss stated he foresees the Muscatine County Conservation approving \$50,000 in REAP funding earmarked towards this project and the State will probably ask for some type of financial support

from the County, but the County could spread it out over multiple years. On a motion by Sauer, second by Sorensen, the Board approved Resolution #01-12-15-01 Authorizing an Application with the Iowa Department of Economic Development for Community Attraction & Tourism Program Funding for the Pearl of the Mississippi Phase III – Community Improvement Project and Deep Lakes Park Enhancements. Roll call vote: Ayes: All.

On a motion by Sorensen, second by Bonebrake, the Board approved the following utility permits: Iowa Power and Light (Alliant Energy) – utility pole replacements within the unincorporated area known as town of Moscow. Ayes: All.

On a motion by Sorensen, second by Sauer, the Board approved the Muscatine County Recorder's Report of Fees Collected for the quarter ending December 31, 2014 in the amount of \$60,329.41. Ayes: All.

On a motion by Sorensen, second by Sauer, the Board approved the Muscatine County Treasurer's Report of Fees Collected for the quarter ending December 31, 2014 in the amount of \$109,392.16. Ayes: All.

On a motion by Sauer, second by Sorensen, the Board approved the Muscatine County Treasurer's Semi-Annual Report for the period of July 1, 2014 to December 31, 2014 for publication. Ayes: All.

On a motion by Sorensen, second by Sauer, the Board authorized the Chair to sign a Statement of Election Costs for the September 9, 2014 and December 2, 2014 Louisa-Muscatine School Special Elections. Ayes: All.

On a motion by Howard, second by Sauer, minutes of the Monday, January 5, 2015 regular meeting were approved as written. Ayes: All.

#### Correspondence:

Sorensen and Howard reported contacts regarding the Salary Study.

Sorensen reported a contact regarding a zoning issue.

Howard reported a contact regarding snow removal on G28.

Sauer reported a conversation with area residents regarding a box culvert on Martz Lane.

#### Committee Reports:

Kelly attended a Muscatine Health Association meeting January 7<sup>th</sup>.

Kelly attended a Seventh Judicial District meeting January 9<sup>th</sup>.

Sorensen met with Solid Waste Manager Laura Liegois January 8<sup>th</sup>.

Information Services Director Bill Riley reported that he is reviewing options for online payments. Riley reported that the MPW connection at Secondary Roads went live a week ago and he has had no complaints so far. County Engineer Keith White believes the connection is working a lot better. Riley stated the MPW connection for Community

Services will be installed Wednesday afternoon with a yet to be determined go live date. Riley reported that he has installed new help desk software that he believes will work better than the old help desk software. Riley stated it is still in testing, but he hopes to use it for General Services should it prove to be reliable software.

On a motion by Sauer, second by Howard, the Board appointed Donald McCullough Sr. to the Conesville Benefitted Fire District for a three-year term ending December 31, 2017, subject to approval by the Louisa County Board of Supervisors. Ayes: All.

On a motion by Sorensen, second by Sauer, the Board appointed Rebeckah Allgood to the Muscatine County Historic Preservation Commission for a term ending January 1, 2016. Ayes: All.

The Board recessed at 9:39 A.M. and reconvened at 9:52 A.M.

On a motion by Howard, second by Sorensen, the Board went into closed session at 9:53 A.M. pursuant to Chapter 21.5.1(i), Code of Iowa, for a performance evaluation. Roll call vote: Ayes: All. On a motion by Sorensen, second by Howard, the Board returned to open session at 10:38 A.M. Roll call vote: Ayes: All.

The meeting was adjourned at 10:38 A.M.

ATTEST:

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Leslie A. Soule, County Auditor

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Kas Kelly, Chairperson  
Board of Supervisors

Muscatine County Board of Supervisors  
Friday, January 16, 2015

The Muscatine County Board of Supervisors met in special session at 9:01 A.M. with Bonebrake, Sorensen, Kelly, Sauer and Howard present. Chairperson Kelly presiding.

On a motion by Sorensen, second by Howard, the agenda was approved as written. Ayes: All.

On a motion by Sorensen, second by Howard, Zoning Administrator Jodee Stepleton was terminated effective January 16, 2015 based on failure to reach specific goals and objectives set forth in her June 14, 2014 performance evaluation. Ayes: All.

Discussion was held regarding designation of an interim Zoning Administrator. Administrative Services Director Nancy Schreiber stated Building Inspector Jim Schaapveld has expressed interest in serving as Interim Zoning Administrator should the Board desire. Schreiber stated she and Supervisor Howard also met with Steve Boka who is retired from the City of Muscatine Planning and Zoning Department. Schreiber stated that Boka indicated he has some interest and would be willing to work for the County in a contractor arrangement whereby he would oversee and assure that the administrative duties are being taken care of during the interim period. Schreiber stated she and Howard also talked to Boka about assisting the County in terms of looking at the duties of the office so they are being carried out in an efficient manner, reviewing the Zoning Administrator job description and assisting the County with the search for qualified applicants. Schreiber stated if the Board chooses to go this route, she would develop a memorandum of understanding with a not to exceed timeline. Schreiber stated Boka would then spend some time assessing the needs of the department. Schreiber stated once Boka has made the assessment, he would work on an as needed basis, less than 40 hours a week, overseeing the department while allowing other staff keep the daily operations going. Howard stated Boka evaluating the position and reviewing applications would be a good opportunity to get the application process headed in the right direction. Sorensen stated the County is lucky to have someone with Boka's network, background and experience who is willing to do this for the County. Bonebrake agreed, but expressed concern Boka might implement guidelines which a new Zoning Administrator may not agree with. Schreiber stated Boka understands his role would be to get things in shape for and then be a resource for the new Zoning Administrator. Schreiber stated the County would be looking to Boka to assess if we are efficiently utilizing our resources. Kelly stated it is always good to have an experienced person from the outside look at the process. In response to a question from Bonebrake about who the employees would report to, Schreiber stated Boka would provide daily direction of the employees with assistance from herself to make sure Boka is performing the functions in the way the Board intended. Sauer agreed with the Board that they are fortunate to have the opportunity to bring in someone with Boka's experience and ability willing to assist the County. The consensus of the Board was for Schreiber to proceed with drafting a memorandum of understanding, reviewed by the County Attorney, for Steve Boka to assume the duties of Interim Zoning Administrator. Schreiber informed the Board she

authorized Building Inspector Jim Schaapveld to work 40 hours per week on a temporary basis until the Board can sort out what they are doing.

The meeting was adjourned at 9:16 A.M.

ATTEST:

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Leslie A. Soule, County Auditor

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Kas Kelly, Chairperson  
Board of Supervisors

Muscatine County Board of Supervisors  
Monday, January 19, 2015

The Muscatine County Board of Supervisors met in regular session at 9:00 A.M. with Bonebrake, Sorensen, Kelly, Sauer and Howard present. Chairperson Kelly presiding.

On a motion by Sorensen, second by Bonebrake, the agenda was approved as written.  
Ayes: All.

Bill Craig, 3314 160<sup>th</sup> Street, expressed concern regarding a failed box culvert on Martz Lane. Craig stated he has a hog confinement operation which hauls manure to ground leased by Kevin Meyer that requires crossing the culvert on Martz Lane. Craig stated the County Engineer made several unsuccessful attempts to repair the box culvert. Craig stated the residents would like to see the culvert replaced. Craig stated if the crossing is closed, they would have to haul onto Hwy 61 with large farm equipment causing significant safety risk when mixed with Hwy 61 traffic. Craig referred to accidents that have occurred between farm equipment and Hwy 61 traffic, stating the severity of the accident is much greater with high versus slow moving collisions. Craig stated he is asking the Board to find money to repair or replace culvert. Howard asked if they would still have to get to the other side of Hwy 61 if the culvert was repaired. Craig responded they do haul to farms across Hwy 61. Howard noted they are still mixing with Hwy 61 traffic. Sauer asked about the option to take 160<sup>th</sup> Street over to Vail Avenue, up to 150<sup>th</sup> Street and down Underwood Avenue. Craig stated Vail Ave is a seal coat which at times is embargoed and the heavy manure transfer equipment will cause considerable damage to Vail Avenue. Kevin Meyer stated pulling out on Hwy 61 at Vail Avenue is a risk with farm equipment slowly pulling out with high speed vehicles coming around the curve. Meyer stated because of the failed culvert, he is currently traveling down Hwy 61 with a tractor and grain cart with a maximum speed of 32 miles per hour, an 18' wide combine and both a 30' long 12-row head and 35' long bean platform hauled behind a pickup. Chief Deputy CJ Ryan stated Hwy 61 is patrolled heavily, but they routinely see vehicles in excess of 90 miles per hour. County Engineer Keith White stated they unsuccessfully tried to repair the culvert with County staff. White stated he contacted Muscatine Bridge, but the structure is 101 years old, so the \$60,000 cost to repair may be better put towards a new structure which would cost \$150,000 - \$160,000. Sauer stated it is dangerous to pull out at the 160<sup>th</sup> Street and Vail Avenue intersection. The Board will take the concerns under consideration during their budget sessions.

On a motion by Sorensen, second by Sauer, claims dated January 19, 2015 were approved in the amount of \$495,810.80. Ayes: All.

A Public Hearing was called to order at 9:41 A.M. by Chairperson Kelly on a proposed amendment to Title III, Chapter VI – Construction Codes and Enforcement of the Muscatine County Code of Ordinances. Administrative Services Director Nancy Schreiber reviewed the proposed amendment. No one spoke for or against the amendment. On a motion by Howard, second by Sorensen, the public hearing was closed at 9:41 A.M. Roll call vote: Ayes: All.

On a motion by Sorensen, second by Howard, an ordinance amending the Muscatine County Subdivision Ordinance was approved on the first of three readings. Roll call vote: Ayes: All.

The Board reviewed drawings/plans for the Courthouse Lighting Project with John Jurca, A&J Associates. Jurca stated the Board could implement all of the project or any part of it, but the estimated total cost of the entire project is \$120,525. Jurca stated this project is for decorative lighting, not security lighting at the Courthouse. Jurca stated conduits were placed under the sidewalks last year during the landscaping project in anticipation of this project. Bonebrake stated he is not opposed to starting small and working into it, but feels there are better ways to spend \$120,000 than on decorative lights for the Courthouse. Seright stated tax credit dollars could be used for the entrance lighting portion of the project, because it would be restored to its original appearance. The Board will review this during their budget discussions of capital projects.

On a motion by Sorensen, second by Bonebrake, the Board authorized the Chair to execute a Memorandum of Understanding for the 2015 HIDTA Award, in the amount of \$66,641.00. Ayes: All.

On a motion by Sorensen, second by Sauer, the Board approved plans and specifications for HRRR-C070(60)—5R-70, PCC paved shoulder improvements on portions of Zachary Avenue (Y36). Ayes: All.

On a motion by Howard, second by Sauer, minutes of the Monday, January 12, 2015 regular meeting and Friday, January 16, 2015 special meeting were approved as written. Ayes: All.

Correspondence:

Howard reported a contact regarding a box culvert on Martz Lane.

Committee Reports:

Sauer attended a Muscatine County Conservation Board meeting January 12<sup>th</sup>.

Kelly and Bonebrake attended a MAGIC meeting January 12<sup>th</sup>.

Kelly attended a MAGIC Salary Study meeting January 13<sup>th</sup>.

Kelly presented to Leadership Muscatine January 15<sup>th</sup>.

Sorensen attended a Muscatine Convention and Visitors Bureau meeting January 12<sup>th</sup>.

Sorensen attended a Muscatine County Solid Waste Management meeting January 12<sup>th</sup>.

The Board recessed at 10:05 A.M. and reconvened at 10:17 A.M.

Budget Coordinator Sherry Seright reviewed the FY15/16 budget request for Zoning/Environmental Services stating the Zoning Office is asking to trade-in the 2006 Chevy Trailblazer for a new vehicle at an approximate cost of \$22,400.00. Board

consensus was to remove the vehicle from the budget. The Board would like to see Administration put together a plan for County vehicle maintenance/replacement schedules.

County Engineer Keith White reviewed the FY15/16 budget request for Secondary Roads stating they try to spend revenue on the roads every year leaving approximately 25% in the fund balance. White reviewed road and bridge projects which were included in the FY15/16 budget. White stated the proposed increase in the engineering portion of the budget is implementation of the succession plan through the addition of another engineer which will not be spent if the Board does not proceed with or postpones implementation of the succession plan during FY15/16. Sorensen suggested the Board consider transferring General Fund money to the Secondary Road Fund. Budget Coordinator Sherry Seright stated the Board transferred funds for years until local option funding was funneled to Secondary Roads over ten years ago. White reviewed proposed capital expenditures during FY15/16 as follows: Tandem Plow Trucks with Snow Equipment (Trade-ins) - \$388,000; Light Duty Trucks (Trades) - \$63,000; Motor Grader (Trade) - \$192,000; Cold Storage Building - \$135,000; and Water Main - \$50,000.

The Board recessed at 12:02 P.M. and reconvened at 1:08 P.M.

Tom Summitt, Chief Medical Examiner Investigator, reviewed the FY15/16 budget request for Medical Examiner stating his only increase is in equipment/supplies. Summitt stated he has started charging for copies of medical reports unless it is for law enforcement or the County Attorney. Summitt stated he is the only death investigator actually certified so he has included funding for the certification of two more death investigators.

Summitt stated that the EMS Grant for FY15/16 is budgeted at \$9,000 which covers training and quality improvement through education and standardization of records.

Information Services Director Bill Riley reviewed the FY15/16 budget request for the Information Services Department stating he has included approximately \$50,000 to change the backup solution from once a day backup to tape to a solution that would allow for data loss to be restored within 4 hours. Riley stated an additional storage area network device at a cost of \$55,000 is included in the budget. Riley stated the backup solution could be phased in over a period of time. Riley proposed moving to a hosted email that includes larger mailboxes, filtering and archiving at an estimated cost of \$13,000.

Conservation Director Curt Weiss reviewed the FY15/16 budget request for the Conservation Department stating the increase of \$5,000 in part time summer help was pulled from the YCC program that no longer exists. Weiss stated the County is no longer eligible for the aquatic education grant. Weiss stated the budget includes a \$30,000 transfer to the vehicle/equipment reserve fund with proposed capital expenditures in FY15/16 as follows: 1997 GMC 4X4 - \$25,000; and 2007 John Deere mower - \$12,000. Bonebrake stated an ATV would be useful to Conservation at Deep Lakes Park as long as training and insurance coverage is available.

County Treasurer Amy Zybarth reviewed the FY15/16 budget request for the Treasurer's Office stating all non-personnel expenditures are the same as FY14/15. Zybarth stated the budget does include a clerk position that is currently vacant and budgeted at \$52,000 with benefits. Zybarth stated that she is planning on hiring an entry level clerk and may designate a current clerk as a senior clerk. Zybarth stated she is paying her deputies a lower percentage than last fiscal year. Zybarth stated she needs the clerk to maintain adequate segregation of duties. Zybarth stated she has three employees with over 20 years of experience that may retire soon and they are the ones who should train the new clerks. Howard asked Zybarth to provide information to the Board of the duties that have to be segregated to see if there are any duties that could possibly be done by another department in order to help with the segregation of duties. Zybarth stated that she would want the person to report to the Treasurer's Office because there are so many liabilities and responsibilities that she is responsible for and it would not be fair to ask another office who is not familiar with the activity that goes on in the Treasurer's Office to sign off on something that they would not know why they are approving it. Sorensen stated he has been a big proponent of job sharing although he has not really thought about how to handle segregation of duties in relation to possible job sharing.

County Recorder Sarah Bodman reviewed the FY15/16 budget request for the Recorder's Office stating she would like to see the 25 hour part time position budgeted at \$19,500 remain in the budget. Bodman stated that the part-time employee handles most of the DNR, covers for vacations/sick leave and backs up the counter. Bodman stated they bring in about \$100,000 in Boat/ATV registrations and hunting/fishing licenses, but most of the fee is remitted to the State.

County Auditor Leslie Soule reviewed the FY15/16 budget request for the Auditor's Office stating that the only increase is \$6,000 for the purchase of a new copier. Soule stated the current copier is eight years old and increasingly requiring more maintenance. Soule also stated the Election Systems & Software (ES&S) vote tabulation equipment purchased in 2004 needs to be replaced within the next 5 years at an approximate cost of \$250,000. Soule stated the equipment has a useful life of approximately 10 years, but is still operating efficiently. Soule stated the time will come when ES&S will no longer provide support for the equipment due to the development of newer versions. Soule stated she would like to still use the current equipment through the 2016 Presidential election with possible replacement after November 2016.

The meeting was adjourned at 2:51 P.M.

ATTEST:

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Leslie A. Soule, County Auditor

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Kas Kelly, Chairperson  
Board of Supervisors

Muscatine County Board of Supervisors  
Tuesday, January 20, 2015

The Muscatine County Board of Supervisors met in special session at 10:00 A.M. with Bonebrake, Sorensen, Kelly and Howard present. Sauer was absent. Chairperson Kelly presiding.

On a motion by Sorensen, second by Bonebrake, the agenda was approved as written.  
Ayes: All.

Mary O'Dell, Director of Public Health, reviewed the FY15/16 budget request for the Board of Health stating the proposed budget asks for a 3% increase over last year. O'Dell stated Muscatine County only spends \$4.50 per resident by contracting with Trinity for Public Health Services, whereas surrounding counties budget between \$15 and \$25 per resident.

Sauer joined the meeting at 10:12 A.M.

Chief Deputy C J Ryan reviewed the FY15/16 budget request for the Sheriff's Office and Jail stating vehicle purchases and setup increased slightly due to a new platform of transitioning vehicles to Tahoes and Chargers. Ryan stated they try to transition equipment from older vehicles, but the current vehicles transitioning out are Crown Victorias, which do not transition well. Ryan stated that will only leave two Crown Victorias left in the fleet. Ryan stated jail prisoner population is currently 19 federal, 63 Johnson County and 71 local for a total of 153 prisoners. Ryan anticipated in March 2015 Johnson County prisoners may increase by 60-70 per day for a period of six months due to work at the Johnson County Jail. Ryan stated they are currently working on development of a policy for body cams purchased by some of the deputies.

Sheriff White discussed Courthouse Security stating the judges requested more coverage by Courthouse Security earlier and later in the day. White stated that change will be incorporated July 1<sup>st</sup>. White stated they also requested more alarms. White stated he has patched the Jail video recording system for the last several years, but he is running into software issues and the whole system is outdated. White stated he is hoping to find a solution in the near future and stay within the current budget.

Sheriff Dave White stated he has included \$5,500 in his budget for Search and Rescue to cover expenses. White stated insurance has been a huge expense, but they are moving towards being insured by the County which should save money. White stated they have a large panel truck that is incurring large repairs, but he was able to get them a surplus military vehicle with only 3,600 miles on the odometer.

Community Services Director Mike Johannsen reviewed the FY15/16 budget request for General Assistance stating the proposed budget reflects an overall 8% decrease. Johannsen stated the Affordable Care Act has caused a significant reduction to the cost of counseling and medication as many clients now have Title XIX. Johannsen stated they

have not increased what they have provided for food supplements for years, so he would like to have another conversation in the near future with the Board about boosting the assistance by a couple of dollars per supplement. Howard asked how they go about getting private donations. Johannsen stated Food Pantry Coordinator Tim Stelzner works with all of the service clubs and has a great network with area churches. Johannsen stated they just received a check from the Muscatine High School for \$7,000 which will be divided equally between the Food Pantry and the Bag of Blessings program. Johannsen stated that he reduced the amount for rent payments and is proposing \$25,000 for a Housing Advocate through MCSA. Maggie Curry, MCSA Executive Director, stated the Housing advocate moves clients to a more independent status.

Johannsen reviewed the FY15/16 budget request for Veteran Affairs stating they are pretty much status quo. Veterans Affairs Director Jennifer Watkins-Schoenig stated in the areas of outreach, she attends conferences and meetings. Watkins-Schoenig stated she takes every opportunity to speak in public and will be on the radio next Tuesday.

Johannsen reviewed the FY15/16 budget request for Mental Health stating this will be the first full year that the County will be part of the Regional budget. Johannsen stated \$100,000 has been included in the budget for crisis stabilization with the intent of embedding a social worker in the emergency room to divert some of the mental health cases. Johannsen stated \$82,699 has been budgeted for sheltered workshops which is a core plus service that the region is going to continue to provide in the upcoming year. Johannsen stated the portion Muscatine County will have to supply to the region's pool of funds for FY15/16 is approximately \$920,000.

Johannsen reviewed the FY15/16 Case Management budget stating due to regionalization, it is no longer part of the Mental Health Fund. Johannsen stated he has had six personnel changes this year for a variety of reasons with loss of considerable experience. Johannsen stated he has worked with the Human Resources department to work their way through this by filling some positions, with two positions still open. Johannsen stated the budget reflects filling only one of the remaining positions

The Board recessed at 12:09 P.M. and reconvened at 1:15 P.M.

County Attorney Alan Ostergren reviewed the FY15/16 budget request for the Attorney's Office stating the County is clearing about \$110,000 over and above the cost of the fine collection program, so he is requesting the addition of another staff member for the program at an approximate cost of \$48,000 including benefits. Ostergren stated the additional staff member would work on collecting debt incurred prior to 2012 and tracking down the debt that is a little harder collect. In response to a question from Sauer, Ostergren stated he estimates it would take 5-7 years for this person to complete the work of collecting the debt incurred prior to 2012. Ostergren stated the fines collection program also collects restitution that goes directly to the victim. Ostergren stated they would need to collect another \$7,000 - \$8,000 per month to pay for the additional position. Howard stated his concern is that without knowing how much in total they are going after, they could hire this position and discover there is not enough there to go after

in order to justify this position. Sorensen stated he likes the restitution portion of this position. Ostergren stated they will begin electronic filing with the court system on February 24<sup>th</sup>, so they will have a lot of training this month. Ostergren stated the system is designed to put the work on the filer rather than the Clerk of Court, but he is not asking for additional staff to cover that extra workload at this time.

The Board reviewed the FY15/16 budget requests for DHS, Administration/Board of Supervisors, Court Services and General Services with Budget Coordinator Sherry Seright and Administrative Services Director Nancy Schreiber.

The meeting was adjourned at 3:38 P.M.

ATTEST:

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Leslie A. Soule, County Auditor

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Kas Kelly, Chairperson  
Board of Supervisors

Muscatine County Board of Supervisors  
Thursday, January 22, 2015

The Muscatine County Board of Supervisors met in special session at 9:30 A.M. with Sorensen, Kelly, Sauer and Howard present. Bonebrake was absent. Chairperson Kelly presiding.

On a motion by Sorensen, second by Sauer, the agenda was approved as written. Ayes: All.

The Board reviewed FY15/16 funding requests from outside agencies as follows:

Muscatine Legal Services – Jean Pfeiffer	
FY14/15 Allocation \$21,525	FY15/16 Request \$22,000
Senior Resources – Todd Poci	
FY14/15 Allocation \$38,601	FY15/16 Request \$35,000

Bonebrake joined the meeting at 9:48 A.M.

River Bend Transit – Randy Zobrist	
FY14/15 Allocation \$7,000	FY15/16 Request \$7,000
Greater Muscatine Chamber of Commerce and Industry - Greg Jenkins	
FY14/15 Allocation \$10,000	FY15/16 Request \$10,000
Quad Cities First – Greg Jenkins	
FY14/15 Allocation \$5,000	FY15/16 Request \$5,000
Wilton Development Corporation – Becky Allgood and Chris Ball	
FY14/15 Allocation \$3,000	FY15/16 Request \$5,000
WELEAD (West Liberty Development) – Shannon McNaul	
FY14/15 Allocation \$3,000	FY15/16 Request \$5,000
Muscatine County Fair Board – Lori Gosenberg and Lisa Wertzbaugher	
FY14/15 Allocation \$24,000	FY15/16 Request \$24,000
For FY15/16, an additional one-time contribution of \$24,000 was requested for the Muscatine County Fair Historical Restoration Project.	

The Board recessed at 11:28 A.M. and reconvened at 11:40 A.M.

Muscatine Convention & Visitors Bureau – Nick Cusick	
FY14/15 Allocation \$2,500	FY15/16 Request \$4,500
Eastern Iowa Tourism Association – Nick Cusick	
FY14/15 Allocation \$500	FY15/16 Request \$500
Wilton Library – Sharon Bowers	
FY14/15 Allocation \$13,525	FY15/16 Request \$15,000
Musser Public Library – Pam Collins	
FY14/15 Allocation \$109,543	FY15/16 Request \$112,282
West Liberty Library – Janette McMahon	
FY14/15 Allocation \$13,525	FY15/16 Request \$15,500

## Muscatine County Board of Supervisors

Thursday, January 22, 2015

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QC Career Connections – Kodie Wittenauer and Molly Elizalde

## Milestones – Christa Merritt

The meeting was adjourned at 1:03 P.M.

**ATTEST:**

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Leslie A. Soule, County Auditor

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Kas Kelly, Chairperson  
Board of Supervisors