

Muscatine County Board of Supervisors  
Monday, January 11, 2016

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

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

Information Services Director Bill Riley updated the Board on help desk tickets for December.

Discussion was held regarding possible creation of a City-County committee to define “responsible bidder”. Supervisor Kelly stated she and Mayor Broderson would like to form a committee to work on defining the term “responsible bidder” so that it would be clear what the City and County expect when developing a Request for Proposal. County Engineer Keith White stated Secondary Roads policies contain a definition of responsible bidder based on Iowa DOT policies. Budget Coordinator Sherry Seright stated the County requires a performance bond with all bids. Administrative Services Director Nancy Schrieber stated the County also requires a bid bond for larger projects. Kelly stated this would also serve as a gateway into developing a good working relationship with the City of Muscatine. Board consensus was for Kelly to proceed with discussions with the Mayor regarding the possible development of a committee to define “responsible bidder”.

On a motion by Kelly, second by Sauer, the Board approved the Muscatine County Auditor’s Report of Fees Collected for the quarter ending December 31, 2015 in the amount of \$3,074.63. Ayes: All.

On a motion by Howard, second by Bonebrake, the Board approved the Muscatine County Recorder’s Report of Fees Collected for the quarter ending December 31, 2015 in the amount of \$55,205.53. Ayes: All.

On a motion by Kelly, second by Sauer, the Board approved the Muscatine County Sheriff’s Office - Civil Department Report of Fees Collected for the quarter ending December 31, 2015 in the amount of \$20,005.50. Ayes: All.

On a motion by Kelly, second by Bonebrake, the Board approved the Muscatine County Treasurer’s Report of Fees Collected for the quarter ending December 31, 2015 in the amount of \$118,096.54. Ayes: All.

On a motion by Kelly, second by Sauer, the Board approved the Muscatine County Treasurer’s Semi-Annual Report for the period of July 1, 2015 to December 31, 2015 for publication. Ayes: All.

On a motion by Howard, second by Bonebrake, minutes of the January 4, 2016 regular meeting were approved as written. Ayes: All.

No correspondence was noted.

Committee Reports:

Kelly attended a Muscatine Health Association meeting January 6<sup>th</sup>.

Kelly attended a Seventh Judicial District meeting January 7<sup>th</sup>.

Bonebrake attended a Muscatine County Safety Committee meeting January 6<sup>th</sup>.

Budget Coordinator Sherry Seright requested direction regarding a potential timeline for negotiation for the possible sale of a County building to Optimae, whether or not anyone else to should be allowed to tour the building while negotiating with Optimae and a possible minimum asking price. Bonebrake stated he does not have a problem with giving Optimae 30 days to negotiate. Bonebrake stated the minimum he would consider accepting would have to be close to fair market value. Board consensus was to allow 30 days to negotiate with Optimae without allowing anyone else access to the facility and to provide them with an estimated assessed value from the Assessor's Office.

On a motion by Kelly, second by Howard, the Chair was authorized to execute Contract No. 2016-06 State Historical Society of Iowa Grant-In-Aid Agreement for a CLG Planning for Preservation project in the amount of a \$8,400.00 grant with a \$1,400 cash match and a \$4,200 in-kind match for a total project cost of \$14,000.00. Ayes: All.

Discussion was held with Muscatine County Historic Preservation Commission Chairperson Lynn Pruitt regarding an Iowa Grant-in-Aid Agreement for a CLG Muscatine County Historic Jail pre-development project. Pruitt stated the upper level would be for storage of records with the lower level having historic displays. Bonebrake asked if there could be a better suited building because this building is only in fair condition. Pruitt stated they considered this building because it was already there and they had a need for a place to store historic documents. Bonebrake stated the heating/cooling of a building for storage of historic documents is an added cost the County does not need and a waste of taxpayer money. Budget Coordinator Sherry Seright stated the purpose of the grant is to bring out a consultant to make recommendations of potential use. Sorensen stated it could be really expensive to renovate that building. Bonebrake stated the County has put a fair amount of money into that building and would have to tear out some of what they have done to make the building handicap accessible. In response to a question from Howard, Pruitt stated they have not identified potential donors yet because they are just in the process of evaluating the building and for the handicap accessibility they only intend to make the main floor handicap accessible which would require a ramp. Seright stated there are grants available for renovating historic structures. Sauer stated the County never should have installed the geothermal heat pumps in the basement of that building and it will be a money pit that will continue to cost the County residents. Bonebrake feels there are other more suitable buildings and he does not know why someone would want to store documents in a historic building when the second floor will not be accessible to the public. Sorensen stated a part of the pre-development project will be to determine whether the building is a good fit for display and storage of documents. Howard stated he is not looking at it as a storage place, but the County has been putting money into maintaining it as a historical building and the Board needs to decide whether or not to continue to maintain it. Bonebrake stated he is not saying the County should not maintain the building, but he has no interest in using any part of that building for storage. Sorensen stated the reality is the building is registered as a National Historic building and with

that comes strings. Sorensen stated the grant is an investment to look at the options for the building. Pruitt stated the grant will allow them to decide whether this is a good fit or if there is another option. On a motion by Kelly, second by Howard, the Chair was authorized to execute Contract No. 2016-06 State Historical Society of Iowa Grant-In-Aid Agreement for a CLG Muscatine County Historic Jail pre-development project in the amount of a \$15,000.00 grant with a \$5,600 cash match and a \$5,000 in-kind match for a total project cost of \$25,600.00. Ayes: Kelly, Howard and Sorensen. Nays: Sauer and Bonebrake.

On a motion by Kelly, second by Howard, the Board approved an increase for Planning and Zoning Administrator Eric Furnas to \$67,060 (Grade 16, Step 5). Ayes: All.

The Board approved on motion by Sauer, second by Bonebrake, 2016 appointments to the following Boards and Commissions: Ayes: All.

Bi-State Regional Planning Commission	Sorensen & Howard
Bi-State Drug and Alcohol Consortium	Kelly
City of Muscatine Transportation Zone Commission	Sorensen
Community Volunteer Nominating Committee	Kelly
Decategorization Board	Kelly
Eastern Iowa MH/DS Region (MH Reorganization)	Kelly
Greater Muscatine Chamber of Commerce and Industry	Sorensen
Region 9 Regional Workforce Investment Board	Sorensen
Muscatine Community Health Association	Kelly
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	Sorensen
Muscatine County Fair Board	Sauer
Muscatine County Flood Control Commission	Howard & Bonebrake
Muscatine County/Muscatine City Joint Administration Board (Emergency Management)	Howard
Muscatine County REAP Commission	Bonebrake
Muscatine County Safety and Health Committee	Bonebrake
Muscatine County Veterans Affairs Commission(ex-officio)	Howard
Muscatine County Solid Waste Mgmt. Agency	Bonebrake
Region 9 Transportation Policy Board	Sorensen
Seventh Judicial District Dept. of Correctional Services Board	Kelly
WELEAD(West Liberty Economic Area Development Board)	Sorensen
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)

Sauer – term ends 12/31/17

Bonebrake – term ends 12/31/16

River Bend Transit Board of Directors  
Milestones Area Agency on Aging

Sauer – term ends 12/31/17

Howard – term ends 09/30/18

Muscatine River Project Partnership  
Bi-State Regional Trails Committee

Howard  
Sorensen & Curt Weiss

The meeting was adjourned at 10:21 A.M.

ATTEST:

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Leslie A. Soule, County Auditor

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Jeff Sorensen, Chairperson  
Board of Supervisors

Muscatine County Board of Supervisors  
Monday, January 18, 2016

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

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

On a motion by Sauer, second by Bonebrake, claims dated January 18, 2016 were approved in the amount of \$335,240.56. Ayes: All.

On a motion by Howard, second by Sauer, the Board approved Resolution #01-18-16-01 Approval of a Combined Preliminary and Final Plat of McCleary's First Addition, Phase 1, Lots 1 & 2, containing approximately 15 acres in Fruitland Township. Roll call vote: Ayes: All

Discussion was held regarding a possible replat of Lots 16, 17 & 23, Ramsgate, Kent Estates. Josh Allen, Whispering Pines Home Owner's Association President, stated the Association does not have a concern with this particular replat, except the HOA is currently in the process of amending covenants to address green spaces and how they are handled so as not to leave landlocked parcels. Planning and Zoning Administrator Eric Furnas stated this could be a legitimate concern without due diligence of design in the future, but this replat does not create any landlocked parcels. On a motion by Sauer, second by Bonebrake, the Board approved Resolution #01-18-16-02 Approval of a Combined Preliminary and Final Plat of Lots 16, 17 & 23 of Ramsgate Replat, Kent Estates, containing approximately 11.6 acres in Bloomington Township. Roll call vote: Ayes: All.

The Board reviewed a variance granted by the Muscatine County Board of Adjustment on Friday, January 8, 2016. Case #16-01-01 is an application filed by Andrew W. and Kayla A. Morrison, Record Owners. This property is located in Goshen Township, in the NW ¼ of Sec. 13-T78N-R3W, 2132 Hwy 6, Atalissa, containing approximately 6.26 acres, and is zoned A-1 Agricultural District. This request, if approved, would allow the Zoning Administrator to issue a Variance to allow the Morrisons to build a second home on this property and for Ms. Joyce Wilson (Mr. Morrison's grandmother) to occupy the existing dwelling. The Board of Adjustment approved this request with the stipulation that the Morrisons must tear down the other residence within six months of Ms. Wilson's passing providing adequate protection against the extra residence being utilized for other purposes. Furnas stated the Morrisons voluntarily supplied a notarized affidavit stating they will not attempt to split the parcel to sell off one of the residences. On a motion by Bonebrake, second by Howard, the Board accepted the variance. Ayes: All.

On a motion by Howard, second by Bonebrake, minutes of the January 11, 2016 regular meeting were approved as written. Ayes: All.

Correspondence:

Howard reported a contact regarding signage within a subdivision.

Committee Reports:

Sauer attended a Board of Health meeting January 13<sup>th</sup>.

Bonebrake attended a MAGIC meeting January 11<sup>th</sup>.

Howard attended a Fruitland City Council meeting January 12<sup>th</sup>.

Information Services Director Bill Riley reported a network problem on Friday affecting email and internet causing intermittent problems for approximately five hours. Riley also reported a cooling alarm in the computer room that he has reported to General Services.

The Board reviewed the health/dental fund balance as of December 31, 2015.

The Board recessed at 9:22 A.M. and reconvened at 9:30 A.M.

Conservation Director Curt Weiss reviewed the FY16/17 budget request for the Conservation Department stating he has budgeted \$10,000 for a UTV to be used at Deep Woods Park and \$30,000 to replace the 2006 Trailblazer utilized by Naturalist Dave Bakke who is the Park Officer at Saulsbury.

GIS Manager Mark Warren reviewed the FY16/17 MAGIC budget stating MAGIC is in a maintenance mode next year as there are no large capital expenditures or projects budgeted. Warren stated there is approximately \$19,000 of carryover anticipated resulting in the County's contribution to MAGIC decreasing 6% next year. Warren stated the MAGIC Board has already approved the FY16/17 MAGIC budget.

Information Services Director Bill Riley reviewed the FY16/17 budget request for the Information Services Department stating the biggest increase is for the Microsoft Agreement as Microsoft is looking at how the County has been handling the sequel licensing. Riley stated Microsoft has decided the County needs to have a license for anyone accessing the system rather than licensing based on how many users are normally on the system at one time.

Planning and Zoning Administrator Eric Furnas reviewed the FY16/17 budget request for Zoning/Environmental Services stating he tried to trim the budget, but added a small amount under Safety & Protective Supplies as well as a new recorder under Office Furniture. Furnas stated he and Schaapveld are required to take annual continuing education under a grant which he has added to Education & Training.

The Board recessed at 11:20 A.M. and reconvened at 11:26 A.M.

County Recorder Sarah Hearst reviewed the FY16/17 budget request for the Recorder's Office stating the only significant change was to remove the part time employee not needed at this time.

County Treasurer Amy Zybarth reviewed the FY16/17 budget request for the Treasurer's Office stating the biggest change is increased revenue due to higher interest rates. Zybarth stated her department outsources tax statement mailings which has allowed for a reduction in postage expenses.

County Auditor Leslie Soule reviewed the FY16/17 budget request for the Auditor's Office stating increases are mostly due to the upcoming 2016 Presidential Election and planned replacement of aging voting equipment. Soule stated absentee ballots are expected to exceed 12,000 requested and her current equipment is unable to count the high volume of absentees in a timely fashion, so she has included rental of a central count tabulator in her budget. Soule stated the Election Systems & Software (ES&S) vote tabulation equipment purchased in 2004 has exceeded its expected 10 year life and should be replaced in FY16/17 after the 2016 Presidential Election. Soule stated she is currently looking at two equipment companies and if she goes with the new system from ES&S, she may be able to negotiate a considerable reduction in the rental cost of the tabulator since the one she would be purchasing is unavailable until December.

The Board recessed at 12:03 P.M. and reconvened at 1:07 P.M.

County Engineer Keith White reviewed the FY16/17 budget request for Secondary Roads stating the construction program is the biggest change due to the following planned projects: Hot Mix Asphalt (HMA) overlays on Pettibone, 57<sup>th</sup> Street, Stewart Road, and Fruitland Road; a bridge replacement on 110<sup>th</sup> Street near Walcott; and a bridge deck overlay/guardrail on Wildcat Den Avenue. White stated he has increased lighting expense in case the Board decides to install lights at some intersections. White stated he plans to trade-in two tandem trucks, a sign truck, a motor grader and snow equipment for two tandem trucks bought in FY15/16. White stated he also has included a cold storage building in the FY16/17 budget. White stated the Water Main and Parking Lot Projects are budgeted through capital improvements. White stated the increase in fuel tax is reflected in the increase of road use tax revenue budgeted.

The meeting was adjourned at 2:25 P.M.

ATTEST:

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Leslie A. Soule, County Auditor

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Jeff Sorensen, Chairperson  
Board of Supervisors

Muscatine County Board of Supervisors  
Tuesday, January 19, 2016

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

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

Richard Townsend, 201 E. 8<sup>th</sup> Street, appeared before the Board representing his Uncle Marvin Haller who is trying to buy a piece of land from the County that is otherwise inaccessible. Administrative Services Director Nancy Schreiber stated the Board has placed a moratorium on issuing quit claim deeds for unknown owner parcels until the County Attorney and other affected offices develop a new policy. Chairperson Sorensen stated the Board is waiting for direction from the County Attorney before they proceed.

Christy Roby-Williams, Trinity Public Health Manager, reviewed the FY16/17 budget request for the Board of Health stating the proposed budget asks for a 5% increase over last year. Roby-Williams stated Muscatine County only spends \$4.79 per resident by contracting with Trinity for Public Health Services, whereas Washington County spends \$19.75 per resident, Louisa County spends \$29.28 per person and Lee County spends \$12.84 per person.

Sheriff C. J. Ryan reviewed the FY16/17 budget request for the Sheriff's Office and Jail stating there is a slight raise in education & training to reflect more what's in line with what they are spending. Sheriff Ryan stated there are three new squad cars in the FY16/17 budget. Sheriff Ryan stated all squads have video surveillance, but about 1/3 of the squads have been upgraded from ICOP to Watchguard video systems. In response to a question from Kelly, Sheriff Ryan stated whether to move forward with body cams is a monetary issue as well as the policies which must be developed to address privacy issues. Bonebrake stated he does not think the County Deputies need body cams. Howard stated he is agreeable with body cams when it makes sense but budget constraints are always a factor. Sheriff Ryan stated cameras in squads have been helpful and body cams may be a next step, but there are legal issues to address and the ongoing cost of the use of body cams is very expensive. Sheriff Ryan stated there is no privacy issue with a camera in a squad as everything happens in public, but with a body cam an officer may be entering a private residence so policies need to be in place.

Sheriff Ryan stated Jail revenue reflects a change in what Johnson County is being charged for housing their inmates. Sheriff Ryan stated Johnson County was paying \$43 per day per inmate, but is now paying the following rates: \$45 per day per inmate when Johnson County inmates are in excess of 50, \$50 when the number of Johnson County inmates drops below 50 and \$55 when Johnson County inmates drops below 40. Sheriff Ryan stated the Jail had an average of 25 federal prisoners last Spring, but he has had ongoing conversations with federal government officials which resulted in Jail population increasing to 80+ federal prisoners. Sheriff Ryan stated he also raised the price slightly on commissary items. Administrative Services Director Nancy Schreiber stated that the Jail has approximately 12 part-time employees who work in excess of 30 hours a week which under the Affordable Care Act will be considered full time. Schreiber

stated Sheriff Ryan would like the Board to consider eliminating part time corrections officers and replacing them with full-time employees. Board consensus was for Schreiber and Sheriff Ryan to proceed with developing a proposal for the Board to consider.

Tom Summitt, Chief Medical Examiner Investigator, stated the EMS Grant for FY16/17 is budgeted at \$8,000 which covers training including a countywide drill involving either a school or theatre shooting.

Summitt reviewed the FY16/17 budget request for Medical Examiner stating his department is still working towards a single countywide medical director for EMS. Summitt stated Muscatine County had 79 investigative deaths covered by 6 investigators last year. In response to a question from Bonebrake, Summitt stated he is the only investigator currently licensed, so he has increased education & training in his budget to allow for licensing two more investigators.

The Board reviewed the FY16/17 budget request for Administration/Board of Supervisors, Court Services, Non-Departmental and General Services with Budget Administrator Sherry Seright and Administrative Services Director Nancy Schreiber. Seright stated the General Services budget includes \$26,200 to replace the current truck purchased in 2006.

Discussion was held regarding the difficulty of hiring a contractor for small construction projects. The Board directed Administration to develop a possible proposal for Board consideration for entering into an agreement with a local contractor to be on call for completion of small construction projects.

The Board recessed at 11:41 A.M. and reconvened at 1:03 P.M.

Veterans Affairs Director Jennifer Watkins-Schoenig reviewed the FY16/17 budget request for Veteran Affairs stating her Board requested more funds for outreach. Watkins-Schoenig stated she also added a temporary employee to the budget due to her upcoming maternity leave.

Community Services Director Mike Johannsen reviewed the FY16/17 budget request for General Assistance stating the proposed budget reflects an overall 7% decrease. Johannsen stated the reduction is due to Title XIX covering a lot of the medical expenses.

Johannsen reviewed the FY16/17 budget request for Mental Health stating the County is levying at the same level as last year. Johannsen stated the region just signed an agreement with Robert Young for crisis stabilization services throughout the region which the County is already utilizing through Unity Hospital Emergency Department. Johannsen stated he has had funds donated through the Almoner's Fund to provide transportation for those receiving crisis stabilization services from Unity Hospital Emergency Department to their residence. Johannsen stated work with the County Attorney's Office on substance abuse commitments has been a positive experience. Johannsen stated Muscatine County is providing trust services for the entire region and being reimbursed by the region for those services. Sorensen stated the County should reduce the levy to generate \$1,887,637 to equal FY15/16 expenditures. Johannsen stated that amount would cover what he has budgeted for FY16/17 expenditures.

County Attorney Alan Ostergren reviewed the FY16/17 budget request for the Attorney's Office stating increases for mileage and training. Ostergren stated the budget request reflects an increase in litigation expenses, but is dependent on the actual number of big trials. Ostergren stated Fine Collection Revenue is running higher than last year. Ostergren stated he has not asked to revisit the support staff issue although his staff is still unable to keep up with the notifications through EDMS, especially with juvenile cases where a lot more documents are generated. Ostergren stated similar sized counties have more lawyers and support staff than Muscatine County.

Kelly asked if the County Supervisors should have an email address through the County's server rather than using personal email. Ostergren stated it depends how comfortable the Supervisor is with providing information for an open records request rather than Information Services providing the information. Ostergren stated best practice would be to have an email address through the County's server.

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

ATTEST:

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Leslie A. Soule, County Auditor

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Jeff Sorensen, Chairperson  
Board of Supervisors

Muscatine County Board of Supervisors  
Thursday, January 21, 2016

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

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

The Board reviewed FY16/17 funding requests from outside agencies as follows:

Wilton Library – Sharon Bowers		
FY15/16 Allocation \$13,930		FY16/17 Request \$15,000
West Liberty Library – Janette McMahon		
FY15/16 Allocation \$13,930		FY16/17 Request \$15,500
Musser Public Library – Pam Collins		
FY15/16 Allocation \$112,282		FY16/17 Request \$115,089
Muscatine Legal Services – Jean Pfeiffer		
FY15/16 Allocation \$21,525		FY16/17 Request \$23,000
River Bend Transit – Randy Zobrist		
FY15/16 Allocation \$7,000		FY16/17 Request \$7,000
Senior Resources – Todd Poci		
FY15/16 Allocation \$35,000		FY16/17 Request \$35,000
Muscatine Convention & Visitors Bureau – Ky Cochran		
FY15/16 Allocation \$2,500		FY16/17 Request \$5,000
Eastern Iowa Tourism Association – Ky Cochran		
FY15/16 Allocation \$500		FY16/17 Request \$500
Greater Muscatine Chamber of Commerce and Industry - Greg Jenkins		
FY15/16 Allocation \$10,000		FY16/17 Request \$10,000
Quad Cities First – Greg Jenkins		
FY15/16 Allocation \$5,000		FY16/17 Request \$5,000
Wilton Development Corporation – Becky Allgood and Chris Ball		
FY15/16 Allocation \$3,000		FY16/17 Request \$5,000
WELEAD (West Liberty Development) – Shannon McNaul		
FY15/16 Allocation \$3,000		FY16/17 Request \$5,000
Muscatine County Fair Board – Lori Gosenberg		
FY15/16 Allocation \$24,000		FY16/17 Request \$24,000
For FY16/17, an additional contribution of \$5,000 was requested for the Muscatine County Fair Historical Restoration Project. This is the second year of a four year commitment for a total of \$20,000.		

The Board reviewed the FY16/17 budget request for Department of Human Services (DHS) with DHS Region Administrator Felicia Toppert.

Supervisor Kelly stated Genesis has requested the County rescind its support for a 72 bed facility through Strategic Behavioral Health. Kelly stated she is uncomfortable rescinding a letter of support, but would be willing to consider another letter of support for Genesis. Board consensus

Muscatine County Board of Supervisors

Thursday, January 21, 2016

Page 2

was to proceed with development of a letter of support for Genesis for consideration at next Monday's meeting.

The meeting was adjourned at 12:16 P.M.

ATTEST:

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Leslie A. Soule, County Auditor

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Jeff Sorensen, Chairperson  
Board of Supervisors