

Muscatine County Board of Supervisors  
Monday, June 13, 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 Sauer, the agenda was approved as presented. Ayes: All.

On a motion by Howard, second by Kelly, the Board approved Resolution #06-13-16-01 Approval of a Combined Preliminary and Final Plat of Shady Acres Addition, containing approximately 33 acres in Fulton Township. Roll call vote: Ayes: All.

The Board reviewed a variance granted by the Muscatine County Board of Adjustment on Friday, January 3, 2016. Case #16-06-01 is an application filed by Waterfront Properties LLC, Record Owner by Jeff King. This property is located in Sweetland Township, 3372 Hwy 22, Lots 1 & 2, Blk. 7 & East 40' Adams Street, Fairport, in the SE $\frac{1}{4}$  of Sec. 25-T77N-R1W, containing approximately 0.44 acres, and is zoned I-1 Light Industrial District. This request, if approved, would allow the Zoning Administrator to issue a Variance that would allow a proposed 72' X 48' storage building to be 32 feet from the rear setback, instead of the required 40 feet. The Board of Adjustment approved this request. Case #16-06-02 is an application filed by Timothy J. or Pamela A. Gray, Record Owners. This property is located in Montpelier Township, 3686 Dismore Road, in the SE $\frac{1}{4}$  of Sec. 21-T77N-R1E, containing approximately 0.45 acres, and is zoned A-1 Agricultural District. This request, if approved, would allow the Zoning Administrator to issue a Variance that would allow the Gray's to build a detached accessory structure 10 feet from the front lot line, instead of the required 50 feet. The Board of Adjustment approved this request. Case #16-06-04 is an application filed by Susan K. Vela, Record Owner. This property is located in Moscow Township, 1213 Marolf Drive, Tract #6, Plat of Survey, in the NW $\frac{1}{4}$  of Sec. 17-T78N-R2W, containing approximately 9,583 square feet, and is zoned A-1 Agricultural District. This request, if approved, would allow the Zoning Administrator to issue a Variance due to the fact that this lot only contains 9,583 square feet and the required minimum square footage is 20,000 square feet. The Board of Adjustment approved this request. On a motion by Kelly, second by Sauer, the Board accepted the three variances. Ayes: All.

The Board reviewed Special Use Permits granted by the Board of Adjustment on June 3, 2016: Case #16-06-04 is an application filed by Susan K. Vela, Record Owner. This property is located in Moscow Township, 1213 Marolf Drive, Tract #6, Plat of Survey, in the NW $\frac{1}{4}$  of Sec. 17-T78N-R2W, containing approximately 9,583 square feet, and is zoned A-1 Agricultural District. This request would allow the Zoning Administrator to issue a Special Use Permit in order for Ms. Vela to place a travel trailer on this lot for her to use as a Seasonal Recreational Cottage. The Board of Adjustment approved this request on the condition that the camper must be on the site less than 180 consecutive days; that it must remain fully licensed and able to be moved; and cannot have anything permanent attached to it. Case #16-06-05 is an application filed by Deeda Rock, Seasonal Recreational Cottage (RV Camper) Owner and Marolf Drive Homeowner's Association, Inc, Property Owner. This property is located in Moscow Township, 1237 Marolf Drive, buildings on Leased Land; Gov. Lot 6, Marolf, Lot 2, in the NW $\frac{1}{4}$  of Sec. 17-T78N-R2W, zoned A-1 Agricultural District. This request would allow the Zoning Administrator to issue a

Special Use Permit in order for Ms. Rock to place a seasonal recreational cottage (12' X 39' 2-bedroom RV) on this lot. Case #16-06-03 is an application filed by JED Partnership LLC, Record Owners. This property is located in Wapsi Township, 1249 Hwy 70, East of Hwy 70, in the NE $\frac{1}{4}$  of Section 13-T78N-R4W, containing approximately 2.21 acres, and is zoned C-2 Commercial District. This request would allow the Zoning Administrator to issue Approval of a Non-Conforming Use to either rebuild or reconstruct the existing dwelling located at 1249 Hwy 70, after it was destroyed by lightning. The Board of Adjustment approved this request.

On a motion by Kelly, second by Howard, the Board set a public hearing for Monday, June 20, 2016 at 9:00 A.M. on adopting a proposed Wind Energy Conversion Systems ordinance. Ayes: All.

On a motion by Kelly, second by Sauer, the Board approved the following utility permit: Windstream Communications – placement of 1,080 feet of cable along the west side of Davis Avenue near 1749 Davis Avenue. Ayes: All.

County Engineer Keith White stated they are receiving dozens of utility permit applications from CenturyLink and incurring issues with their contractor tearing up roads without prior notification to Secondary Roads. White stated that until the problems are resolved, he is not going to recommend approval of CenturyLink permits. Planning and Zoning Administrator Eric Furnas stated he has received 77 permit applications for electrical service that he will not act on until the Secondary Road issues are resolved.

County Engineer Keith White updated the Board on Secondary Road Projects.

On a motion by Kelly, second by Bonebrake, a letting date was set for July 11, 2016 at 9:00 A.M. for four hot mix asphalt overlay projects: LFM-(03-01)—7X-70 on Pettibone Avenue from 57<sup>th</sup> Street to Stewart Road; L-(FR-2)—73-70 on 57<sup>th</sup> Street from Muscatine Corp. Line to Stewart Road and Stewart Road to Pettibone Avenue; LFM-(FR-5)—7X-70 on Stewart Road from County Line to Fruitland Road; and L-(M16-1)—73-70 on Moscow Road from 155<sup>th</sup> Street to Hwy 6 (bridge). Ayes: All.

On a motion by Howard, second by Sauer, minutes of the June 6, 2016 regular meeting and June 6, 2016 special meeting were approved as written. Ayes: All.

**Correspondence:**

The Board received Notification of Appeal of Assessment by Menards, Inc.

**Committee Reports:**

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

On a motion by Kelly, second by Bonebrake, the Board approved Resolution #06-16-01-02 Setting Date for Sale of General Obligation Urban Renewal Refunding Bonds, Series 2016B. Roll call vote: Ayes: All. The sealed bids will be received and reviewed by the Administration Office on June 27, 2016 at 10:00 A.M. The Board will meet June 27, 2016 at 7:00 P.M. to consider the bids and pass a resolution providing for the award and sale of the Bonds.

On a motion by Bonebrake, second by Sauer, the Board approved Resolution #06-13-16-03 Authorizing the Issuance of \$6,365,000 General Obligation County Purpose and Refunding Bonds, Series 2016A and Providing for the Levy of Taxes to Pay the Bonds. Roll call vote: Ayes: All.

Administrative Services Director Nancy Schreiber stated Community Services has not been filling their vacant case manager positions for a period of time due to the uncertainty of what would be happening with case management due to the implementation of Medicaid Managed Care by the State of Iowa, but now feel they can justify an additional staff person. Schreiber stated Community Services believes this will be revenue neutral due to the reimbursement they will receive from the managed care company. On a motion by Kelly, second by Howard, the Board authorized the Community Services Director to fill one additional Case Manager position. Ayes: All.

On a motion by Sauer, second by Kelly, the Chairperson was authorized to sign a letter of support for the Muscatine-Louisa Island Levee District's request for assistance from the US Army Corps of Engineers on a project to raise the Muscatine levee system. Ayes: All.

On a motion by Bonebrake, second by Kelly, the Board approved the FY 16/17 Salary Schedule (2% adjustment to the FY15/16 schedule). Ayes: All.

On a motion by Kelly, second by Howard, the Board adopted a revised Muscatine County Salary Administration Program dated June 13, 2016. Ayes: All.

Administrative Services Director Nancy Schreiber reminded the Board that the Triumph Consulting Salary Administration Program recommendations implemented July 1, 2015 included grade placement increases for 10 positions. Schreiber stated the Board directed her to place the employees in a step that would result in a maximum increase of 7.5% with the indication that similar adjustments would be allowed in future years until such time as all affected employees regained their step placement. Schreiber requested a similar increase this year which would return 4 of the 8 remaining employees to the step they would have reached without the grade change. On a motion by Kelly, second by Howard, Administrative Services Director Nancy Schreiber was directed to make step adjustments of up to a 7.5% increase (including the 2% salary scale adjustment) for the remaining 8 employees to regain their step placement. Ayes: All.

On a motion by Kelly, second by Bonebrake, Howard and Sauer were appointed to negotiate a FY16/17 salary increase with the County Engineer. Ayes: All.

The Board reviewed the health/dental fund balance as of May 31, 2016.

The Board recessed at 10:04 A.M. and reconvened at 10:11 A.M.

On a motion by Kelly, second by Sauer, the Board went into closed session at 10:12 A.M. pursuant to Chapter 21.5.1(i), Code of Iowa, for a performance evaluation. Roll call vote: Ayes: All. Planning and Zoning Administrator Eric Furnas had requested a closed session. On a

motion by Kelly, second by Bonebrake, the Board returned to open session at 11:12 A.M. Roll call vote: Ayes: All.

On a motion by Kelly, second by Sauer, the Board went into closed session at 11:13 A.M. pursuant to Chapter 21.5.1(j), Code of Iowa, to discuss the sale of real estate. Roll call vote: Ayes: All. On a motion by Kelly, second by Sauer, the Board returned to open session at 11:41 A.M. Roll call vote: Ayes: All.

The meeting was adjourned at 11:42 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  
Tuesday, June 14, 2016

The Muscatine County Board of Supervisors met in special session at 9:06 A.M. with Kelly, Sorensen, and Sauer present. Howard and Bonebrake were absent. Chairperson Sorensen presiding.

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

The Muscatine County Board of Supervisors met as a Board of Canvassers for the Primary Election held on Tuesday, June 7, 2016. Results of the canvass were presented by County Auditor Leslie A. Soule with the following candidates being nominated for various County Offices for the November 2016 General Election:

<b>COUNTY OFFICES</b>	<b>REPUBLICAN</b>	<b>DEMOCRAT</b>
Board of Supervisors, District Three	Scott Sauer	Nathan Reichert
Board of Supervisors, District Four	Nathan Mather	Kas Kelly
County Auditor	Leslie A. Soule	No candidate nominated
County Sheriff	C. J. Ryan	Michael Channon

The meeting was adjourned at 9:30 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, June 27, 2016 – Special Session

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

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

On a motion by Kelly, second by Sauer, the Board went into closed session at 9:02 A.M. pursuant to Chapter 21.5.1(i), Code of Iowa, for a performance evaluation. Roll call vote: Ayes: All. Information Services Director William Riley had requested a closed session. On a motion by Howard, second by Kelly, the Board returned to open session at 10:47 A.M. Roll call vote: Ayes: All.

On a motion by Bonebrake, second by Kelly, the Board went into closed session at 10:48 A.M. pursuant to Chapter 21.5.1(i), Code of Iowa, for a performance evaluation. Roll call vote: Ayes: All. Administrative Services Director Nancy Schreiber had requested a closed session. On a motion by Kelly, second by Sauer, the Board returned to open session at 11:47 A.M. Roll call vote: Ayes: All.

The meeting was adjourned at 11:47 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, June 27, 2016

The Muscatine County Board of Supervisors met in regular session at 7:00 P.M. with Howard, Kelly, Sorensen and Sauer present. Bonebrake was absent. Chairperson Sorensen presiding.

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

On a motion by Sauer, second by Howard, claims dated June 27, 2016 were approved in the amount of \$6,890,506.77. Ayes: All.

Chief Medical Examiner Investigator Tom Summitt updated the Board on the upcoming retirement of Muscatine County Medical Examiner Dr. Odell. Summitt stated Odell is retiring in September and Dr. Weiss is interested in becoming the ME at that time. Summitt stated Odell has not been charging Muscatine County for his services for the past 1½ - 2 years. Summitt stated his research shows Cedar County pays their ME \$200 per case and other Counties pay an annual stipend of \$4,000 - \$30,000 depending on the case load. Summitt stated Weiss has agreed to an annual stipend based on an estimate of 80 cases per year at \$60 per case. Summitt recommended the County retain Weiss's services. In response to a question from Sorensen, Administrative Services Director Nancy Schreiber stated the County could set up an account to pay Weiss a monthly stipend in lieu of case tracking. Kelly stated the Board appreciates Odell volunteering his services. Board consensus was to approve Weiss as Medical Examiner after Odell retires at the rate of \$4,800 annually.

Discussion was held with Emergency Manager Matt Shook regarding a disaster declaration for the City of Fruitland and the surrounding area. Shook stated on Tuesday the City of Fruitland and the surrounding area had straight line winds which caused significant damage to agricultural property and some homes. On a motion by Kelly, second by Sauer, the Board authorized the Chair to sign a disaster declaration for the City of Fruitland and the surrounding area. Ayes: All.

Discussion was held with Planning and Zoning Administrator Eric Furnas regarding a request to hire temporary help to perform archiving and indexing of Building and Zoning documents. Furnas stated he has researched workflow and paper files indexing software in order to improve office efficiency and maintain better record retention. Furnas stated there are approximately 5,000 septic permits, 2,500 building permits and other Zoning records that should be digitally scanned and indexed. Furnas stated he estimates it will take 500 hours to scan and index the documents at an estimated total cost of \$6,750.00. On a motion by Kelly, second by Sauer, the Board approved a request to hire temporary help to perform archiving and indexing of Building and Zoning documents for a cost of \$6,750.00. Ayes: All.

On a motion by Howard, second by Kelly, the Board approved Resolution #06-27-13-01 Naming Depositories – Treasurer's Office. Roll call vote: Ayes: All. The following are the maximum allowable balances:

<u>DEPOSITORY</u>	<u>LOCATION</u>	<u>MAXIMUM FUND BALANCE</u>
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CBI Bank	Muscatine, IA	\$ 35,000,000
Community Bank	Muscatine, IA	\$ 2,000,000
Farmers & Merchants Savings Bank	Nichols, IA	\$ 2,000,000
First National Bank	Muscatine, IA	\$ 2,000,000
IPAIT	Des Moines, IA	\$ 15,000,000
Midwest One Bank	West Liberty, IA	\$ 5,000,000
South Ottumwa Savings Bank	West Liberty, IA	\$ 15,000,000

On a motion by Kelly, second by Howard, minutes of the June 20, 2016 regular meeting were approved as written. Ayes: All.

Correspondence:

Schreiber reported Kevin Canon requested she report to the Board that he was at the Treasurer's Office to complete passport paper work Monday morning and the service received was outstanding.

Schreiber reported Bonebrake had contacts regarding road issues in Fairport.

Sauer reported contacts regarding a road issue on Vail Avenue.

Committee Reports:

Howard attended a Veterans Affairs Commission meeting June 21<sup>st</sup>.

Howard and Sorensen attended a Bi-State Regional Planning meeting June 22<sup>nd</sup>.

Kelly attended an Eastern Iowa Mental Health Region meeting June 20<sup>th</sup>.

Sorensen attended a WELEAD (West Liberty Economic Area Development Board) meeting June 24<sup>th</sup>.

Sauer attended a Muscatine County Conservation Board meeting June 20<sup>th</sup>.

Kelly attended a Muscatine City Council special meeting June 21<sup>st</sup>.

On a motion by Kelly, second by Sauer, appointments to the Muscatine County Compensation Commission were approved for the period July 1, 2016 to June 30, 2017. Ayes: All. Kelly stated there are still two vacancies for licensed real estate salespersons or brokers; two vacancies for bankers, appraisers, auctioneers, property managers; one vacancy for owners of agricultural property; and two vacancies for owners of city property.

On a motion by Howard, second by Sauer, George Alt was re-appointed to the Veterans Affairs Commission for a 3-year term ending June 30, 2019. Ayes: All.

On a motion by Howard, second by Sauer, Dave Jones and Tom Spread were re-appointed to the Mercer-Muscatine Revolving Loan Fund Administration Board for a 2-year term ending June 30, 2018. Ayes: All.

On a motion by Kelly, second by Sauer, the Board authorized the Chair to execute the FY 16/17 Federal Violence Against Women Contract with the Crime Victim Assistance Division of the Iowa Department of Justice in the amount of \$3,741.00. Ayes: All.

Jenny Blankenship, PFM, reviewed bids received for the purchase of General Obligation Urban Renewal Refunding Bonds, Series 2016B. Blankenship stated the County received seven bids from thirty-eight bidders. Blankenship presented the Board with a tabulation of bids as follows:

<u>Name of Bidder</u>	<u>True Interest Rate</u>	<u>Price</u>
UMB Bank N.A.;		
Community Bank & Trust;		
CBI Bank & Trust	1.5308%	\$7,357,511.10
FTN Financial Capital Markets	1.5899%	\$7,265,964.15
Robert W. Baird & Co., Inc; C.L. King & Assoc.; Cronin & Co., Inc.; Vining-Sparks IBG, LP; Crews & Assoc., Inc.; Ross, Sinclair & Assoc., LLC; Samco Capital Markets; Coastal Securities, Inc.; WNJ Capital; Davenport & Co. LLC; Duncan-Williams, Inc.; Country Club Bank; Oppenheimer & Co.; Bernardi Securities, Inc.; Sierra Pacific Securities; Alamo Capital; Sumridge Partners; Loop Capital Markets; IFS Securities; Wayne Hummer & Co.; R. Seelaus & Company, Inc.; Rafferty Capital Markets; First Empire Securities, Inc.; W. H. Mell Assoc.; Dougherty & Co., LLC; Wedbush Securities, Inc.; FMS Bonds, Inc.;		
Commerce Bank, N.A.	1.6077%	\$7,256,866.05
D.A. Davidson & Co.	1.6228%	\$7,249,155.80
Suntrust Robinson Humphrey; Stifel Nicolaus & Co., Inc.;		
Bank of Oklahoma	1.6373%	\$7,378,542.10
Northland Securities, Inc.	1.6874%	\$7,216,293.80
Wells Fargo Bank, N.A.	1.7872%	\$7,302,121.15

Blankenship stated the savings to the County will be \$868,117.28 on the lowest bid. Blankenship stated PFM formally recommends the \$7,060,000 General Obligation Urban Renewal Refunding Bonds, Series 2016B decreased to a par amount of \$6,690,000 and the True Interest Rate increased to 1.5320% be awarded to UMB Bank N.A., Community Bank & Trust and CBI Bank & Trust.

On a motion by Kelly, second by Howard, the Board approved Resolution #06-27-16-02 Awarding Sale of General Obligation Urban Renewal Bonds, Series 2016B in the decreased par amount of \$6,690,000 at an increased True Interest Rate of 1.5320%. Roll call vote: Ayes: All.

On a motion by Kelly, second by Sauer, the Board approved Resolution #06-27-16-03 FY 2016/17 Budget Appropriations. Roll call vote: Ayes: All.

On a motion by Sauer, second by Howard, the Board approved a 3% increase for the County Engineer for FY16/17. Ayes: All.

Discussion was held with Administrative Services Director Nancy Schreiber regarding making future mileage rate adjustments effective January 1<sup>st</sup> of each year. Schreiber stated currently the County mileage rates are set at 90% of the Federal mileage rate with the rate adjustment being made on July 1<sup>st</sup>. Schreiber requests that the rate adjustment date be changed to coincide with the Federal rate change on January 1<sup>st</sup>. On a motion by Kelly, second by Sauer the Board moved the mileage rate adjustment date from July 1<sup>st</sup> to January 1<sup>st</sup>. Ayes: All.

On a motion by Kelly, second by Howard, the Board accepted the June, 2016 payroll claims. Ayes: All.

The Board scheduled fiscal year-end cash counts with County departments.

The meeting was adjourned at 8:02 P.M.

ATTEST:

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Leslie A. Soule, County Auditor

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Jeff Sorensen, Chairperson  
Board of Supervisors