

Muscatine County Board of Supervisors  
Monday, January 15, 2018

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

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

On a motion by Sorensen, second by Mather, claims dated January 15, 2018 were approved in the amount of \$347,855.29. Ayes: All.

The Board reviewed variances granted by the Muscatine County Board of Adjustment on Friday, January 5, 2018. Case #18-01-01 is an application filed by Richard Holmes, Record Owner. This property is located in Moscow Township, in the NE ¼ of Sec. 28-T78N-R2W, 2454 140<sup>th</sup> Street, Moscow, containing approximately 4.22 acres and is zoned A-1 Agricultural District. This request, if approved, would allow the Zoning Administrator to issue a Variance in order to continue to operate semi trucks from their home located at 2454 140<sup>th</sup> Street in Moscow. Sorensen stated he felt the case should be remanded back to the Board of Adjustment because the property is not zoned for a commercial trucking business. Howard stated the County has to be careful because we have these same situations all over the County that are being allowed and this one has been allowed for 10 years. Sorensen stated the County just made another business move because the property was not zoned for its trucking business. Howard stated he feels the County needs to deal with the overall problem and rewrite the ordinance. Mather stated he agrees the County needs to deal with the problem going forward. Board consensus was to direct Zoning Administrator Eric Furnas to put together information with options for addressing the situation in the future. Bonebrake suggested asking the Board of Adjustment to limit the business to two trucks. On a motion by Howard, second by Sorensen, the Board remanded the case back to the Board of Adjustment for further review. Ayes: All. Case #18-01-02 is an application filed by James M. or Edith M. Groulx, Record Owners, and Andrew D or Megan D. Schoepf, Applicant and Proposed Buyers. This property is located in Bloomington Township, Mark Twain Meadows, Lot 4, 2697 Calaveras Lane, Muscatine, containing approximately 1.95 acres and is zoned R-2 Residential District. This request, if approved, would allow the Zoning Administrator to issue a Variance in order to allow more than one kitchen facility in this single family dwelling. On a motion by Mather, second by Howard, the Board accepted the variance. Ayes: All.

On a motion by Sorensen, second by Bonebrake, a public hearing was set for Monday, February 5, 2018 at 9:00 A.M. on proposed amendments to the Muscatine County Zoning Ordinance. Ayes: All.

Zoning Administrator Eric Furnas and Supervisor Sorensen attended a meeting with representatives of the Department of Natural Resources on proposed updates to the FEMA Flood Insurance Rate Map (FIRM) for Muscatine County and incorporated areas. Furnas presented the proposed maps to the Board of Supervisors stating they are part of a statewide project to cleanup some areas. Furnas stated this particular update is around the area of Nichols and involves a drainage ditch south of Nichols.

Information Services Director Bill Riley updated the Board on December help desk tickets and the status of the Tyler upgrade to Incode 10. Riley stated he is still using tapes for backup for now as the company through which he was going to move backup to the cloud is not ready.

On a motion by Sorensen, second by Bonebrake, the Board approved the Muscatine County Treasurer's Semi-Annual Report for the period of July 1, 2017 to December 31, 2017 for publication. Ayes: All.

On a motion by Sorensen, second by Bonebrake, minutes of the January 8, 2018 regular meeting were approved as written. Ayes: All.

Correspondence:

All Supervisors received a letter from an inmate regarding the inmate's complaint of excessive charges for the loss of County issued items.

Howard reported a complaint regarding a plugged culvert on Burlington Road.

Howard reported a letter from Beth Poci, Muscatine County Advance Care Planning Initiative Coordinator requesting a proclamation for Healthcare Decision Days.

Committee Reports:

Howard attended a Milestones Area Agency on Aging January 9<sup>th</sup>.

Sauer attended a Muscatine County Board of Health meeting January 10<sup>th</sup>.

Sorensen and Bonebrake attended a MAGIC meeting January 8<sup>th</sup>.

On a motion by Sorensen, second by Mather, the Board approved an agreement with A&J Associates for mechanical and electrical consulting engineering services for the Courtroom Renovation project at an estimated cost of 7% of the cost of construction. Ayes: All.

On a motion by Bonebrake, second by Sorensen, Resolution #01-15-18-01 Appointing Matthew Bonebrake and Jeff Sorensen as Muscatine County Representatives to the Muscatine County Joint Communications Commission. Roll call vote: Ayes: All.

The Board reviewed the health/dental fund balance as of December 31, 2017.

County Attorney Alan Ostergren reviewed the FY18/19 budget request for the Attorney's Office stating the fine collections program is still going pretty well and probably on pace to increase about 8-10% in fine collections over last year. Ostergren stated the budget request includes changing the job description for the legal secretary to a paralegal in order for that employee to help attorneys get cases prepared for trial.

County Auditor Leslie Soule reviewed the FY18/19 budget request for the Auditor's Office stating election supplies was increased to allow for revision of many of the forms due to the Voter ID law changes and postage was increased to accommodate a larger absentee turnout for a General Election. Discussion was held regarding whether laptops should start being replaced. Soule stated she has a place holder to replace a couple of laptops should there be a problem, but since they do not get used very often and she has extras, she is prepared to wait longer before automatically replacing them. Budget Administrator Sherry Seright stated there is enough fund

balance in General Supplemental to purchase several laptops should a problem occur. Soule reminded the Board that there is nothing budgeted for election reimbursement since, unlike School and City Elections, the County bears the cost of the General Election.

County Treasurer Amy Zybarth reviewed the FY18/19 budget request for the Treasurer's Office stating the salary line includes promoting her most recent hire up to a Clerk II. Zybarth stated passport traffic has increased and is working well through the Treasurer's Office.

County Recorder Sarah Hearst reviewed the FY18/19 budget request for the Recorder's Office stating she has increased postage slightly for boat renewals.

The Board recessed at 10:51 A.M. and reconvened at 1:00 P.M.

Conservation Director Curt Weiss reviewed the FY18/19 budget request for the Conservation Department stating he increased his part time staff by about \$3,000 to help with cleaning cabins when they are completed. Weiss stated the budget request includes replacing two vehicles in FY18/19 at an estimated cost of \$45,000. Weiss stated he increased building maintenance and repair since the Discovery Center is aging and may be in need of repair. Weiss stated he is hoping to construct the cabins in summer or fall of 2018.

Planning and Zoning Administrator Eric Furnas reviewed the FY18/19 budget request for Zoning/Environmental Services stating he is not requesting any increase for non-personnel items.

Sheriff C. J. Ryan reviewed the FY18/19 budget request for the Sheriff's Office and Jail stating the budget includes two squad cars instead of the normal three vehicles that have been purchased in past years. Sheriff Ryan stated he is planning on buying Tahoes rather than sedans as maintenance experience has been better with Tahoes. Sheriff Ryan stated \$10,000 has been added to the budget for Special Response Team equipment as a placeholder and the City of Muscatine has indicated they will also budget \$10,000 for the Special Response Team. Bonebrake asked about body cameras. Sheriff Ryan stated they have just completed outfitting all of the vehicles with video cameras and he plans to purchase one body camera to try out before committing to body cameras for all deputies. Sheriff Ryan included a \$10,000 placeholder for possible upgrading of the surveillance system at the Jail.

Information Services Director Bill Riley reviewed the FY18/19 budget request for the Information Services Department stating \$15,000 for printer supplies has been added to the budget because all printers are now being maintained by the Information Services Department. Riley stated internet service is increasing substantially because of video conferencing at the Jail. Riley stated computer equipment will increase considerably because of the running of a fiber connection between the Jail and the Public Safety building. Riley stated he plans to replace the Board room projector and screen with a larger and brighter screen and projector. Riley stated he is also planning on adding a projector to the Auditor's Office conference room to assist with meetings and trainings held there by various departments.

The Board recessed at 2:30 P.M. and reconvened at 2:35 P.M.

Community Services Director Kathie Anderson-Noel reviewed the FY18/19 budget request for General Assistance stating trust services expenses for clients that fall under general assistance have increased slightly. Anderson-Noel stated many of these clients are nursing home residents for which they are supplying guardianship or payee services. Anderson-Noel stated overall the budget request shows no increase from the prior budget. Bonebrake asked about funeral services which is budgeted at \$32,500. Anderson-Noel stated the County pays \$1,000 for direct cremation for burial. Board consensus was to lower the budget request for funeral services to \$15,000. Board consensus also lowered the utilities (electric) budget request for General Assistance to \$15,000.

Veterans Affairs Director Jennifer Watkins-Schoenig reviewed the FY18/19 budget request for Veterans Affairs.

Anderson-Noel reviewed the FY18/19 budget request for Mental Health stating supported community living increased from \$150,123 to \$200,000 because of an increase in mental health cases for individuals over 65 living in the community who get daily services who have lost eligibility for medicaid and habilitation services. On a request from Howard, Administrative Services Director Nancy Schreiber stated that General Assistance has 2.07 Full Time Equivalents (FTE), Veterans Affairs has 1.45 FTEs, Mental Health Administration has 1.75 FTEs, Trust Services has 2.53 FTEs and Service Management has 2.20 FTEs. In response to a question from Sorensen, Anderson-Noel stated they only have one vehicle which is used 2 - 4 days a week by trust services outside of the county or for travel by any of Community Services employees to Des Moines for meetings or training.

The meeting was adjourned at 4:02 P.M.

ATTEST:

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Leslie A. Soule, County Auditor

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Scott Sauer, Chairperson  
Board of Supervisors

Muscatine County Board of Supervisors  
Tuesday, January 16, 2018

The Muscatine County Board of Supervisors met in special session at 9:00 A.M. with Howard, Sauer, Sorensen and Bonebrake present. Mather joined the meeting at 9:09 A.M. Chairperson Sauer presiding.

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

Tom Summitt, Chief Medical Examiner Investigator, reviewed the FY18/19 budget request for Medical Examiner stating he has seen an increase in death investigation examinations in 2017 by 20 over the 70 they had in 2016. Summitt stated there were 36 autopsies in 2017. Summitt stated Dr. Weis' Medical Examiner fee increased from \$4,000 to \$4,800 and Education/Training was increased slightly because he is expecting an increase in dues for the Iowa Association of County Medical Examiners. Summitt stated he will be moving into the old Board of Supervisors room on the second floor of the Courthouse which will be a better location for the Medical Examiner's Office. Summitt updated the Board on new medical examiner investigator software they are going to be utilizing in the Medical Examiner's Office.

Summitt stated the EMS Grant for FY18/19 is budgeted at \$7,500 and is granted regionally rather than by County. Summitt stated Clinton County and Genesis are the administrators of the grants for Muscatine County. Summitt stated they have made it extremely difficult to access the grant funds. Summitt stated he has attended three meetings a month in order to meet the goals for receiving the grant funds for training, but he has yet to see any of the funds this year.

County Engineer Keith White reviewed the FY18/19 budget request for Secondary Roads stating they are expecting to spend \$1,405,000 in construction with \$424,000 expected to be reimbursed through federal bridge funding. White stated the budget request for road maintenance reflects an increase in asphalt and shoulders for overlays on Kelly Avenue and Bancroft Avenue. White stated the budget request for new equipment in the amount of \$786,000 is for the purchase of two new tandems with equipment, trade of the tractor backhoe and two medium duty trucks. White stated the budget request includes completing the rest of the parking lot behind Building 1 and in front of Building 2. White stated the budget request overall is showing no increase from FY17/18.

The Board reviewed the FY18/19 budget requests for Administration/Board of Supervisors, Court Services, DHS and General Services with Budget Administrator Sherry Seright and Administrative Services Director Nancy Schreiber.

The meeting was adjourned at 11:02 A.M.

ATTEST:

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Leslie A. Soule, County Auditor

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Scott Sauer, Chairperson  
Board of Supervisors

Muscatine County Board of Supervisors  
Thursday, January 18, 2018

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

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

The Board reviewed FY18/19 funding requests from outside agencies as follows:

Wilton Library – Sharon Bowers

FY17/18 Allocation \$14,209	FY18/19 Request \$15,000
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West Liberty Library – Debra Lowman

FY17/18 Allocation \$14,209	FY18/19 Request \$15,500
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Musser Public Library – Pam Collins

FY17/18 Allocation \$115,089	FY18/19 Request \$118,542
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Muscatine Legal Services – Jean Pfeiffer

FY17/18 Allocation \$22,170	FY18/19 Request \$27,000
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River Bend Transit – Randy Zobrist

FY17/18 Allocation \$7,000	FY18/19 Request \$7,000
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Greater Muscatine Chamber of Commerce and Industry - Greg Jenkins

FY17/18 Allocation \$10,000	FY18/19 Request \$10,000
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Quad Cities First – Greg Jenkins

FY17/18 Allocation \$5,000	FY18/19 Request \$5,000
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Wilton Development Corporation – Becky Allgood and Chris Ball

FY17/18 Allocation \$3,000	FY18/19 Request \$5,000
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WELEAD (West Liberty Development) – Sandee Buysee Baker

FY17/18 Allocation \$3,000	FY18/19 Request \$5,000
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Muscatine County Fair Board – Lori Gosenberg and Tim Nichols

FY17/18 Allocation \$10,000	FY18/19 Request \$10,000
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For FY18/19, a debt principle match not to exceed \$20,000.

For FY18/19, an additional contribution of \$5,000 was requested for the Muscatine County Fair Historical Restoration Project. This is the fourth year of a four year commitment for a total of \$20,000.

Unity Public Health – Christy Roby-Williams

FY17/18 - \$211,803	FY18/19 - \$222,393
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The Board held ongoing discussion of the proposed FY18/19 Muscatine County Budget.

The meeting was adjourned at 11:58 A.M.

ATTEST:

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Leslie A. Soule, County Auditor

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Scott Sauer, Chairperson  
Board of Supervisors

Muscatine County Board of Supervisors  
Monday, January 22, 2018

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

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

Discussion was held with Unity Public Health Director Christy Roby-Williams regarding Animal Bite Policy and Procedures for Muscatine County as adopted by the Muscatine County Board of Health on January 10, 2018. Roby-Williams stated it should be amended to read that this policy will supersede the previous policy adopted in August 1998. On a motion by Mather, second by Sorensen, the Board affirmed Animal Bite Policy and Procedures as adopted by the Muscatine County Board of Health and amended to include the date of the previous policy. Ayes: All.

GIS Manager Mark Warren reviewed the FY18/19 MAGIC budget stating the budget includes \$32,000 for parcel fabric migration which is a newer GIS format. Warren stated the budget includes reinstating an intern at a cost of \$7,800 to help get ready for parcel fabric migration at 40 hours per week for 13 weeks.

On a motion by Sorensen, second by Bonebrake, the Board approved the following utility permit: CenturyLink – provide fiber service to 3191 150<sup>th</sup> Street. Ayes: All.

County Engineer Keith White updated the Board on secondary road projects.

On a motion by Bonebrake, second by Sorensen, minutes of the January 15, 2018 regular meeting, January 16, 2018 special meeting and January 18, 2018 special meeting were approved as written. Ayes: All.

Correspondence:

Howard reported a call regarding a culvert issue on Burlington Road.

Committee Reports:

Howard attended a Muscatine County Conservation Board meeting January 15<sup>th</sup>.

Howard attended a Muscatine County Emergency Management Association meeting  
January 17<sup>th</sup>.

Mather attended a Seventh Judicial District meeting January 19<sup>th</sup>.

Sauer attended a Riverbend Transit Board meeting January 17<sup>th</sup>.

Sauer attended a Muscatine County Fair Board meeting January 18<sup>th</sup>.

Sorensen attended a Wilton Development Corporation meeting January 17<sup>th</sup>.

Bonebrake and Sorensen attended a Muscatine County Joint Communications  
Commission (MUSCOM) meeting January 17<sup>th</sup>.

Discussion was held with Community Service Director Kathie Anderson-Noel regarding her recommendations for mental health funding. Anderson-Noel stated she recommends a MH/DD tax levy that would maintain current services and expand crisis services in an amount equal to

\$19.30 per capita. Anderson-Noel stated the current MH/DD property tax levy generates \$34.78 per capita. Anderson-Noel stated that if all counties in the region levied at a level of \$19.30 per capita, then they would need to increase the levy back up to a level of \$30.78 per capita in the third year. Mather stated Cedar, Jackson and Scott Counties are talking about the \$19.30 per capita, but there is no guarantee. Mather stated he thinks Clinton County will go below the \$19.30 per capita. Sorensen stated Muscatine County contributed a lot of the fund balance of the region, whereas Scott County did not contribute their share. Mather stated some of the counties want to be fair from this point forward, others want to recoup some of what they paid that was more than their share. Sorensen stated he would probably cut the \$19.30 per capita in half to recoup some of the excess funds that were contributed by Muscatine County. Bonebrake stated he feels Muscatine County should follow Clinton County and draw down the fund balance faster to recoup more of Muscatine County's share. Anderson-Noel stated Muscatine County has benefited from services that have been able to be developed and resources that have been leveraged through our association as a region with all five counties. Anderson-Noel stated some of the services that the County is now getting would not be possible without working as a team at the region level. Sorensen stated he is not questioning the value of the region and that the counties worked together in the beginning, but Scott County betrayed the rest of the counties by not increasing their levy when they had the opportunity. Sorensen stated he has no problem raising the levy in the future in order to pay for the services Muscatine County residents are using. Mather stated there has to be a message sent to get everyone to work together and Scott County has not gotten that message yet. Anderson-Noel stated her recommendation is based on the service side of it, rather than the political side of it, but she understands their position as long as the Board realizes that in a few years they will have to bring the levy back up in order for the region to provide services.

On a motion by Mather, second by Bonebrake, the Board set a public hearing on proposed amendments to the FY 17/18 Muscatine County budget for Monday, February 26, 2018 at 9:00 A.M. Ayes: All.

On a motion by Howard, second by Sorensen, the Board set a public hearing on the proposed FY 18/19 Muscatine County budget for Monday, February 26, 2018 at 9:00 A.M. Ayes: All.

On a motion by Bonebrake, second by Sorensen, the Board accepted the January 2018 payroll claims. Ayes: All.

The Board recessed at 10:13 A.M. and reconvened at 10:23 A.M.

The Board reviewed the FY18/19 budget request for Non-Departmental with Budget Administrator Sherry Seright and Administrative Services Director Nancy Schreiber.

Discussion was held regarding proposed capital projects for FY18/19 and beyond. Projects were presented and discussed individually by Budget Administrator Sherry Seright. Board consensus was to include the following in the FY18/19 capital projects budget: Courthouse – 3<sup>rd</sup> Floor Courtroom/Railing/Mural Restoration - \$1,500,000. Board consensus was to fund the FY18/19 capital projects with the \$750,000 from the capital project fund and a transfer from the debt repayment fund of \$750,000.



Discussion was held regarding funding for outside agencies to be included in the proposed FY18/19 budget. Board consensus was to fund outside agencies as follows: Muscatine Legal Services - \$22,613; River Bend Transit - \$7,000; Greater Muscatine Chamber of Commerce & Industry - \$10,000; Quad Cities First - \$5,000; Wilton Development Corporation - \$5,000; West Liberty Development Corporation - \$4,000; Muscatine County Fair Board - \$0 for their operating budget; up to \$30,000 match for debt principal reduction through fundraising, not operations; and \$5,000 for the fourth installment of a four year commitment; Wilton Library - \$14,493; West Liberty Library - \$14,493; and Musser Public Library - \$117,391; and Unity Public Health - \$217,098.

The Board held ongoing discussion of the proposed FY18/19 Muscatine County Budget.

Budget Administrator Sherry Seright reviewed FY18/19 MH/DD levy options as follows: Option 1: Lower the levy rate to \$0 recouping \$1,007,269 from the Region; Option 2: Decrease the levy rate to \$.43 recouping \$182,290 from the region; and Option 3: Decrease the levy rate to \$.18 recouping \$665,309 from the region. Board consensus was to budget proposed FY18/19 levies as follows: General Basic - \$3.76 levy; General Supplemental - \$2.77 levy; MH/DD - \$0 levy; Rural Services - \$2.63 levy; and Debt Service - \$.62 levy.

The meeting was adjourned at 12:36 P.M.

ATTEST:

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Leslie A. Soule, County Auditor

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Scott Sauer, Chairperson  
Board of Supervisors