

Muscatine County Board of Supervisors  
Monday, February 21, 2011

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

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

On a motion by Kelly, second by Furlong, claims dated February 21, 2011 were approved in the amount of \$991,372.86. Ayes: All. Howard asked if there were potential reductions in the Northwest Mechanical payments due to the changes the County was making in some of the heating and cooling systems. Seright stated that there should be a fairly significant reduction.

A Public Hearing was called to order by Chairperson Watkins at 9:04 A.M. for the purpose of instituting proceedings and taking action to enter into a loan in a principal amount not to exceed \$500,000 for the purpose of financing improvements and repairs to County buildings. Budget Coordinator Sherry Seright explained that this is the next step in the proceedings to issue debt. On a motion by Howard, second by Kelly, the public hearing was closed at 9:05 A.M. Roll call vote: Ayes: All.

On a motion by Howard, second by Furlong, the Board approved Resolution #02-21-11-01 Authorizing a Loan Agreement and Providing for the Levy of Taxes to Pay the Same. Roll call vote: Ayes: All.

Discussion was held with Project Manager Stu Willits regarding the Muscatine County Jail Expansion. On a motion by Kelly, second by Howard, the Board approved Muscatine County Jail Expansion and Remodel Project Change Order #005 in the amount of \$26,253.78. Ayes: All. Willits stated that the Jail Expansion would be complete by March 1<sup>st</sup> and they would start moving approximately 5 inmates at a time starting as early as March 2<sup>nd</sup>.

On a motion by Howard, second by Kelly, the Board approved an amendment to the agreement with Advanced Correctional Healthcare for the provision of inmate health services at the Muscatine County Jail to reflect the increased number of out of County prisoners. Ayes: All.

On a motion by Furlong, second by Kelly, the Board approved Resolution #02-21-11-02 Regarding Placement of Embargoes on Certain Roads in Muscatine County. Roll call vote: Ayes: All. Discussion was held with County Engineer Keith White regarding damage control on roads. Furlong stated that it would be better to embargo roads sooner rather than later to protect the roads. White stated that the weather dictates road changes and people still need to get across the County so it is best to not embargo until necessary. Watkins stated that it may be better to change so the embargo of roads would be at the discretion of the Engineer rather than wait for Board approval. White stated concern for

public confusion if the embargoes were not approved at Board meetings and published. White also stated that he intends to issue permits only for what the code allows such as heating fuel and farm commodities, not construction, and the permits will contain language stating that you will be responsible for fixing what you destroy. Kelly stated that we need to notify the public so they realize that it will be at their expense.

The Board reviewed the Iowa DOT letting results for projects BROS-C070(52)—8J-70 and BROS-C070(53)—8J-70 twin RCB box culvert bridge replacement projects on 110<sup>th</sup> Street.

On a motion by Furlong, second by Sorensen, the Board authorized the County Engineer's Office to fill a Highway Maintenance Worker position. Ayes: All.

On a motion by Howard, second by Sorensen, minutes of the Monday, February 14, 2011 regular meeting were approved as written. Ayes: All.

#### Committee Reports:

Furlong and Sorensen attended a County Infrastructure Committee meeting February 17<sup>th</sup>.

Furlong attended a Muscatine County Fair Board meeting February 17<sup>th</sup>.

Howard attended a Muscatine County/Muscatine City Joint Administration Board meeting February 16<sup>th</sup>.

Watkins attended a Greater Muscatine Chamber of Commerce and Industry meeting February 18<sup>th</sup>.

Kelly attended a Decategorization Board meeting February 14<sup>th</sup>.

Sorensen attended a Wilton Development Corporation meeting February 16<sup>th</sup>.

Furlong and Watkins attended a Farm Bureau meeting February 16<sup>th</sup>. Kelly attended a Muscatine County Board of Health meeting February 15<sup>th</sup>.

Emergency Management Director Jeff Carter stated that with a good possibility of flooding on the Mississippi this year he would like to notify the public that sand bags are available, but we do not provide sand. Carter also stated that when the Board hires a new Zoning Administrator FEMA has a flood protection program available and the only cost to the County would be the person's food.

On a motion by Kelly, second by Furlong, the Board approved Resolution #02-21-11-03 Transferring Funds from the General Basic Fund to the GIS Fund. Roll call vote: Ayes: All.

On a motion by Furlong, second by Howard, the Board approved Resolution #02-21-11-04 Transferring Funds from the Rural Services Fund to the GIS Fund. Roll call vote: Ayes: All.

On a motion by Howard, second by Kelly, the Board accepted the resignation of Zoning Administrator Jeremy Underwood effective February 25, 2011. Ayes: All.

Discussion was held regarding the designation of an interim Zoning Administrator. Administrative Services Director Nancy Schreiber stated that Building Inspector Jodee Stepleton had indicated she would be willing to serve again. Schreiber stated that this will be the third time Stepleton has done this so Schreiber recommends a salary adjustment to grade 15 at \$48,574 annual salary while serving as interim Zoning Administrator. Sorensen said that he doesn't like appointing a person to interim if you don't ever plan on hiring them for the position. Watkins stated that we need to appoint somebody beforehand, then consider the person for the position and interview them if they are interested. Kelly stated appreciation for Stepleton's service to the County. Furlong stated that the Board needs to decide whether to advertise for new applicants for the Zoning Administrator position or start by interviewing Stepleton. Watkins stated that the Board needs to look at whether the Building Inspector position would still need to be filled or if the position was no longer necessary. On a motion by Kelly, second by Furlong, the Board designated Jodee Stepleton as the interim Zoning Administrator at grade 15 effective February 25, 2011. Ayes: All.

Discussion was held regarding the job description for a Maintenance Supervisor position. Supervisory duties were clarified regarding levels of authorization and decision making. Sorensen felt the language regarding responsibility for the set-up of the voting machines during elections in support of the Auditor needed to be changed to provide support. Furlong stated that he thinks there has been conflict where the maintenance people felt they had an important project they were pulled off of to set up voting machines and it may be better for the Auditor to hire someone to come in part time during election set-up. Kelly stated that if the wording was left in the person could still be part of the decision making process. Watkins and Kelly stated that the machine set-up is ultimately the Auditor's responsibility and she could train the person that is hired to help. On a motion by Sorensen, second by Furlong, the Board approved class specification and grade placement 14 for a Maintenance Supervisor position. Ayes: All. The Board directed Schreiber to post and advertise the Maintenance Supervisor position. The Board also directed Schreiber to post the Zoning Administrator position internally and discuss it further at the February 28, 2011 meeting.

Furlong stated that Congressman Loeb sack would be at Family Restaurant Wednesday and the Board was all invited to attend. Furlong said they would need to have some discussion with the County Attorney whether they could all attend with the understanding they could not deliberate or make decisions.

The meeting recessed at 9:53 A.M. and reconvened at 1:00 P.M. for discussion on warranties for new equipment at the jail, with Project Manager Stu Willits and Merit Construction representatives Randy Schinstock and Curt Conrad; tour of the jail expansion with Furlong, Howard, Watkins, Kelly and Sorensen present.

Conrad stated that general construction has a one year warranty and the County would be provided with a list of all contractors and suppliers involved in the expansion project. Conrad said there was owner training throughout the job and the list of contacts would provide support if needed.

The meeting adjourned at 2:00 P.M.

ATTEST:

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Leslie A. Soule, County Auditor

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David H. Watkins, Chairperson  
Board of Supervisors

Muscatine County Board of Supervisors  
Monday, February 28, 2011

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

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

A Public Hearing was called to order by Chairperson Watkins at 7:01 P.M. on the proposed Fiscal Year 2011/12 Muscatine County Budget. Budget Coordinator Sherry Seright stated that there is a decrease in the Urban levy of 17 cents and an increase in the Rural levy of 35 cents. No one spoke for or against the proposed Fiscal Year 2011/12 Muscatine County Budget. On a motion by Howard, second by Furlong, the public hearing was closed at 7:02 P.M. Roll call vote: Ayes: All. Kelly stated that all County staff worked hard to keep budgets down and the Board appreciates everything they have done.

On a motion by Kelly, second by Furlong, the Board approved Resolution #02-28-11-01 Adopting the Fiscal Year 2011/12 County Budget. Roll call vote: Ayes: All.

Civil War Memorial Committee Chairperson Lee Miller presented Civil War Monument drawings and specifications for approval. Miller stated that Randy Grammens is the Engineer on the project and the Contractor is John Shelongoski. Furlong requested they not do any more damage to the Courthouse grounds than necessary. Miller stated they will take great care to not damage the Courthouse lawn. On a motion by Furlong, second by Kelly, the Board approved the Civil War Monument drawings and specifications as presented. Ayes: All.

Discussion was held with County Assessor Dale McCrea regarding two additional applications for 2010 Family Farm Credit. Watkins stated that the Hinrich application is not filled out completely. McCrea stated that it is not the job of the Assessor's Office to review the applications. Watkins stated the motion should be subject to Mr. Hinrichs completing the application. On a motion by Kelly, second by Howard, the Board approved a 2010 Family Farm credit application for Mary Lynne Peterson as recommended by the County Assessor. Ayes: Howard, Watkins, Kelly and Sorensen. Abstain: Furlong. On a motion by Howard, second by Sorensen, the Board approved a 2010 Family Farm credit application for Marvin E. and Carol J. Hinrichs as recommended by the County Assessor based on completion of the application by the Hinrichs. Ayes: All.

Discussion was held regarding staffing for the Zoning Office. Administrative Services Director Nancy Schreiber stated that she received internal applications from Jodee Stepleton and Eric Furnas for the vacant Zoning Administrator position. Watkins questioned whether they can justify two full time positions or whether they should have one full-time Zoning Administrator and one part-time Building Inspector. Kelly stated

the Building Inspector could start inspecting rental residential property for a fee. Furlong stated he was not sure there are enough rentals in the County to justify the position. The Board received a letter from former Zoning Administrator Jeremy Underwood discouraging the Board from eliminating the Building Inspector position by combining that position with the Zoning Administrator position. Howard asked who can quantify the work required for the duties referred to in Underwood's letter. Sorensen stated there needs to be a way to quantify how long things take. Furlong stated he has talked to staff and members of the Zoning Board who felt the current staff are working full time to try and get everything done. Furlong thinks it may be best to fill the position and then let the new Zoning Administrator evaluate the current staffing and justify the position to the Board. Board consensus was to proceed with interviews of the two internal applicants.

On a motion by Howard, second by Kelly, minutes of the Monday, February 21, 2011 regular meeting were approved as written. Ayes: All.

Correspondence:

Howard received a phone call concerned about the increase in wages reported in the newspaper.

Furlong received a phone call from a member of the Zoning Board that they appreciate Jeremy Underwood's service to the County and felt the Zoning department needs both a Zoning Administrator and a full time position Building Inspector.

Committee Reports:

Kelly attended a Bi-State Drug & Alcohol Consortium meeting February 22<sup>nd</sup>.

Kelly attended a Bi-State Regional meeting February 23<sup>rd</sup>.

Furlong and Watkins attended the Jail Expansion Open House February 27<sup>th</sup>. Kelly and Furlong met with U.S Representative Dave Loebsack on February 23<sup>rd</sup> to discuss how Muscatine County is affected by changes in federal programs and budget reductions.

Budget Coordinator Sherry Seright stated that copies of the FY09/10 audit are available in her office.

County Assessor Dale McCrea stated the Board should pay attention to what the State legislature is considering doing with property valuations.

On a motion by Furlong, second by Kelly, the Board approved the appointment of Sherry Seright to the Examining Board for a term of six years. Ayes: All.

The Board reviewed an application to fill a vacancy on the Benefitted Fire District #6 from Angie Ehlers. On a motion by Kelly, second by Furlong, the Board approved the appointment of Angie Ehlers to fill the vacant position on Benefitted Fire District #6 for a term ending June 30, 2012 subject to approval by Scott County. Ayes: All.

The Board recessed at 7:30 P.M. and reconvened at 7:38 P.M.

On a motion by Kelly, second by Sorensen, the Board went into non-public session at 7:38 P.M. pursuant to Chapter 20.17(3), Code of Iowa, to discuss strategy in union negotiations. Roll call vote: Ayes: All. On a motion by Kelly, second by Furlong, the Board returned to open session at 8:27 P.M. Roll call vote: Ayes: All.

The meeting adjourned at 8:27 P.M.

ATTEST:

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Leslie A. Soule, County Auditor

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David H. Watkins, Chairperson  
Board of Supervisors