

Muscatine County Board of Supervisors
Monday, June 6, 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 Kelly, second by Furlong, the agenda was approved as written. Ayes: All.

On a motion by Howard, second by Furlong, claims dated June 6, 2011 were approved in the amount of \$676,573.98. Ayes: All. Furlong questioned a mowing bill at the Engineer's Office stating he believes the County could save a lot of money if the mowing was done by the Sheriff's inmate detail along with the other County properties. Board consensus was for the Sheriff and Engineer to discuss mowing options.

Discussion was held with Maintenance Supervisor Troy Sievert regarding the possible extension of a maintenance agreement with Northwest Mechanical. Sievert stated that due to the installation of Geothermal at the Courthouse, Northwest Mechanical is willing to remove the Courthouse from the agreement and hold the cost on the rest of the buildings at its current rate. Sievert stated it is in the best interest of the County to continue the contract for another year to allow him to monitor it, determine what is necessary and go out for bids next year. On a motion by Howard, second by Sorensen, the Chair was authorized to execute a one-year addendum to a Maintenance Agreement for Building Environmental Systems with Northwest Mechanical in the amount of \$77,624. Ayes: All.

Sievert updated the Board on various projects and outstanding issues. Sievert suggested the County develop a Muscatine County Historic Preservation Commission to enable the County to acquire grants for the Courthouse roof project. Sievert stated that if it is set up as an organization separate from county government, the State will return 25% of the cost of the project. Sievert stated that the County would need a 28E agreement between the County and the historic preservation group. Sievert stated that the development of a County Historic Society group needs a developer, lawyer and accountant. Watkins asked what an individual's commitment is for this group and stated he thinks the group should consist of five to seven members. Sievert stated that other groups have not been able to supply him with a list of job duties. Howard stated he thinks the County needs to move forward. Board consensus was to start compiling a list of interested individuals.

Sievert stated that he is still working on the outstanding Jail change order and that the new mower has been ordered and should arrive this week. Sievert stated he has made changes to the County website to include a tab for him under departments that will allow contractors to contact him for placement on a bidder list for future projects. Sievert requested permission to perform some minor remodeling at the former Work Release building for future use by General Services. Board consensus was to put discussion and possible action regarding Sievert's request on next Monday's agenda.

On a motion by Kelly, second by Howard, minutes of the Monday, May 23, 2011 regular meeting were approved as written. Ayes: All.

Correspondence:

Furlong received a phone call from a contractor who wants to bid on the Courthouse sidewalks.

Furlong received a phone call from a property owner who has issues with the farm definition.

Howard received a phone call regarding a property in Durant.

Watkins received a phone call regarding the quality of rock on County roads.

Watkins received a phone call regarding County Building Codes.

Sorensen received a couple of contacts from contractors about the Building Inspector position.

Committee Reports:

Watkins attended a Bi-State Regional meeting May 25th.

Howard attended a RC&D meeting May 31st.

The Board by consensus authorized Ann Bahn, Assessor's Office, to coordinate participation by the County in the Thanksgiving in July food program. Watkins requested that some of the food be distributed to food pantries in West Liberty and Wilton as well as Muscatine.

Disaster Services Director Jeff Carter commended Muscatine County employees for their expert handling of the distribution of FEMA funds in the 2008 flood while other counties are now under audit by FEMA for giving away hundreds of millions of dollars improperly.

Discussion was held regarding the possibility of increasing the number of members on the Veterans Affairs Commission from three to five. Furlong stated he believes increasing the Commission from three members to five members would allow for broader representation throughout the County. On a motion by Furlong, second by Kelly, the Board increased the number of members on the Veterans Affairs Commission from three to five effective July 1, 2011. Ayes: All.

On a motion by Furlong, second by Howard, the Board approved Resolution #06-06-11-01 Transferring \$4,000 from the General Basic Fund to the Conservation Youth Corps Fund. Roll call vote: Ayes: All.

On a motion by Howard, second by Kelly, the Board approved Resolution #06-06-11-02 Transferring \$4,000 from the General Basic Fund to the Conservation Equipment Reserve Fund. Roll call vote: Ayes: All.

The meeting was adjourned at 9:37 A.M.

ATTEST:

Leslie A. Soule, County Auditor

David H. Watkins, Chairperson
Board of Supervisors

Muscatine County Board of Supervisors
Monday, June 13, 2011

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

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

On a motion by Kelly, second by Furlong, claims dated June 13, 2011 were approved in the amount of \$210,674.04. Ayes: All.

On a motion by Howard, second by Kelly, the Chair was authorized to execute a Memorandum of Understanding between Muscatine County and the City of Muscatine for the FFY2011 Justice Assistance Grant Direct Award in the amount of \$20,801.00 of which the State mandates that \$4,160.20 be awarded to the Drug Task Force with the remaining balance split equally between the County and City of Muscatine. Ayes: All.

On a motion by Kelly, second by Furlong, the Board approved four Disabled Veterans' Homestead Tax Credit applications as allowed by the County Assessor's Office for Leonard Castleberry, Marion Hutton, Steven Berger and Michael Young. Ayes: All.

On a motion by Kelly, second by Furlong, the Board set a public hearing for Monday, June 20, 2011 at 9:00 A.M. for proposed amendments to Chapter IV Flood Plain Management Ordinance of the Muscatine County Code of Ordinances. Ayes: All.

On a motion by Furlong, second by Kelly, the Board accepted the following variance granted by the Muscatine County Board of Adjustment on June 3, 2011: Case #11-06-01 is an application filed by Patrick or Renee Cooley, Record Owners. This property is located in Bloomington Township, in the NE $\frac{1}{4}$ of Section 15-T77N-R2W, Goddard's North Acres, Lot 2, at 2598 180th Street, Muscatine, Iowa, containing approximately 1.5 acres, and is zoned R-1 Residential District. This request, if approved, would allow the Zoning Administrator to issue a Variance in order to extend their garage to within seven feet (7) of the side property line, instead of the required 15 foot setback. Ayes: All.

Zoning Administrator Jodee Stepleton informed the Board that Case #11-06-02, an application filed by Todd or Monica Horchem, Record Owners, was denied by the Muscatine County Board of Adjustment on June 3, 2011. This property is located in Sweetland Township, in the SE $\frac{1}{4}$ of Section 22-T77N-R1W, Part of Lot 1 Trolley Acres, at 1987 Trolley Avenue, containing approximately 28.81 acres and is zoned A-1 Agricultural District. The Muscatine County Board of Adjustment denied the variance because they felt there were other locations on the property suitable for placement of an outbuilding.

Discussion was held with Maintenance Supervisor Troy Sievert regarding pest control in County buildings. Sievert stated that Curtis Pest Control is willing to continue to provide pest control services at no increase and will include the new portion of the Jail at no additional cost. On a motion by Furlong, second by Howard, the Board approved a FY2011/2012 pest control contract with Curtis Pest Control at a cost of \$4,455.00. Ayes: All.

Discussion was held regarding the possible use of the former Work Release Center as the County maintenance shop and storage facility. Sievert requested permission to reopen the wall allowing access to the garage door and relocating the wall to the inside to partition off a maintenance shop area. Sievert stated he would house the General Services and Sheriff's trailers in the garage area. Sievert stated that he believed the work could be performed internally with current staff. Furlong stated that long term it would make a good maintenance building and he would like to see maintenance equipment currently stored at the Sheriff's House/Old Jail moved to the former Work Release Center. Kelly asked Sievert to keep in mind the possibility of flooding in that area and getting high dollar items moved in time if flooding should occur. Howard agreed that it would be a good use of the building. On a motion by Howard, second by Kelly, the Board authorized the use of the former Work Release Center by General Services. Ayes: All.

Discussion was held regarding Muscatine County Jail Expansion and Remodel Project Change Order #007. On a motion by Kelly, second by Furlong, the Board approved Muscatine County Jail Expansion and Remodel Project Change Order #007 in the amount of \$614.85 for a total project cost of \$6,951,149.63. Ayes: All.

Discussion was held with Sievert regarding progress on setting up a historical group. Watkins stated he has names of possible members and suggested they be appointed to the commission setup by the Board. Watkins stated maybe the County could use a historic group that is already out there for the grant from the State that Sievert mentioned last week. Howard stated he does not understand why the County needs both these boards and could the same people be members of both groups. Sievert stated that some money is available to commissions and some is available to independent historic groups and he has not seen any rules stating the members cannot be the same for both groups.

Watkins suggested the Board move ahead with finding an architect to develop the bid specs for the Courthouse project. Sievert stated he has had no response from Doug Steinmetz. Furlong suggested giving Steinmetz one more week to respond. Watkins stated that while waiting another week for Steinmetz, Sievert should look for another architect just in case he does not hear from Steinmetz.

Sievert stated that the Administration Building has some major issues and needs a structural evaluation. County Auditor Leslie Soule stated she has old bids she will forward to Sievert from two firms offering to do the study several months ago. Board consensus was to get the bids, sit down with Budget Coordinator Sherry Seright to see what funds are available and then return to the Board for consideration.

Sievert stated he would like to formally go out for bids for the Courthouse tuck pointing, separate from the rest of the roof/tower project. Sievert stated that informal bids he has received are substantially less than Doug Steinmetz's estimate. Board consensus was to proceed with formal bidding for tuck pointing the Courthouse.

On a motion by Howard, second by Kelly, minutes of the Monday, June 6, 2011 regular meeting were approved as written. Ayes: All.

Correspondence:

Watkins received a phone call concerned about the County dumping dirt on the floodplain.

Howard received two contacts regarding planning and zoning issues.

Committee Reports:

Kelly attended a Seventh Judicial District meeting June 10th.

Watkins and Furlong attended a MUSCOM meeting June 9th.

On a motion by Howard, second by Kelly, the Chair was authorized to execute the FY11-12 Contract for Specialized Transportation Services with River Bend Transit in the amount of \$7,000. Ayes: All.

On a motion by Furlong, second by Kelly, the Board authorized the Chair to execute a renewal Employee Assistance Program Service Agreement with Genesis Health System. Ayes: All.

The Board reviewed applications received for the Muscatine County Historic Preservation Commission from David Nowling and Lee Miller.

The Board reviewed the health/dental fund balance as of May 31, 2011.

Administrative Services Director Nancy Schreiber noted a response from County Attorney Alan Ostergren regarding the Veteran Affairs Commission which she will forward to the Veteran Affairs Commission members.

Schreiber reported that she held several meetings with County employees regarding new insurance options.

The meeting was adjourned at 9:41 A.M.

ATTEST:

Leslie A. Soule, County Auditor

David H. Watkins, Chairperson
Board of Supervisors

Muscatine County Board of Supervisors
Monday, June 20, 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 amended to include action authorizing the chair to execute a Federal Aid Agreement. Ayes: All.

Tom Campbell and Jason Sandholdt, Department of Natural Resources, presented the 2011 DNR County Attorney's Award to the Muscatine County Attorney's Office. Watkins thanked the Department of Natural Resources for recognizing the work of the County Attorney's Office.

A Public Hearing was called to order at 9:10 A.M. by Chairperson Watkins for proposed amendments to Chapter IV Flood Plain Management Ordinance of the Muscatine County Code of Ordinances. Zoning Administrator Jodee Stepleton explained that this wording would better explain substantial damage and repetitive damage in the Flood Plain Management Ordinance. No one spoke against the proposed amendments. On a motion by Kelly, second by Howard, the public hearing was closed at 9:13 A.M. Roll call vote: Ayes: All.

On a motion by Howard, second by Kelly, the Board approved Ordinance #06-20-11-01 Amending the Flood Plain Management Ordinance on the first of three readings. Roll call vote: Ayes: All.

Discussion was held regarding Zoning Administrator Jodee Stepleton's request to hire a Building Inspector. Stepleton presented four options for handling inspections in Muscatine County. Option 1: Hire the City of Muscatine to handle inspections in the County that are within two miles of the City at an approximate cost \$10,320.00. Stepleton stated that the City would only cover approximately 172 inspections annually, which leaves approximately 371 inspections to be conducted by zoning staff. Furlong stated that when two different offices handle the inspections, they may work with different rules. Option 2: Contract out all County inspections at an approximate cost \$21,836.00, but all inspections would be completed in the evening and there would be no office assistance. Watkins expressed concern that it would be difficult to perform inspections in a timely manner if they all had to be conducted at night. Option 3: Hire a part-time Building Inspector working 30 hours per week at a cost of \$26,664.00. Option 4: Hire a full-time Inspector to also handle septic system inspections at an approximate cost of \$47,553.00. Stepleton stated that Muscatine County is facing increasing problems with failing septic systems as well as extremely small lots. Sorensen stated that approximately 5500 hours a year are needed to handle building inspections which with current staffing, the County is about 1500 hours short or about 30 hours per week. Watkins stated he is not seeing a lot of new subdivisions right now so he cannot really justify the full-time position right now, but could justify the part-time position. Furlong agreed that he would support a part-time position. Howard stated they could expand the position in the future,

if necessary. Kelly agreed with the part-time position but does not want to lose sight of her end goal which would combine with the area municipalities for one countywide Zoning office. Howard thinks it is very important to understand that Stepleton and the City of Muscatine tried very hard to work out a combined City/County Inspector, but the City of Muscatine did not feel they could take it on at this time. Sorensen stated he wants the new building inspector to sign a non-solicitation agreement. Stepleton was directed to have the County Attorney help draft the agreement. Stepleton stated she will approach smaller cities about helping with their inspections. On a motion by Furlong, second by Howard, the Board authorized the Zoning Administrator to proceed with the hiring of a part-time Building Inspector. Ayes: All.

Maintenance Supervisor Troy Sievert presented bids from Durrant Group in the amount of \$9,100 plus \$700 reimbursable expenses and Shive-Hattery in the amount of \$5,500.00 for a structural study of the Administration Building. On a motion by Furlong, second by Kelly, the Board accepted the bid from Shive-Hattery in the amount of \$5,500.00 for a structural study of the Administration Building. Ayes: All.

Discussion was held with Sievert regarding design specifications for the Courthouse Project. Sievert stated that he is trying to pull the tuckpointing aspect out of the contract and is waiting for Shive-Hattery to give him a cost for writing the bid specifications for that portion. Sievert stated he is still acquiring bids for general contracting on the rest of the Courthouse Roof/Tower Project.

Sievert stated that the soldier from the old Civil War Memorial is going to the American Legion this afternoon. Sievert reported that the remodeling of the Work Release Center is approximately 50% completed.

Discussion was held regarding whether the Courthouse should be open for the Civil War Memorial Dedication on July 2, 2011. Furlong stated that he will take responsibility for opening the Courthouse for one hour before and after the dedication, closing the Courthouse during the dedication.

Sievert updated the Board on the Courthouse Geothermal Project and Judges Remodel.

County Engineer Keith White updated the Board on road projects.

On a motion by Kelly, second by Furlong, a public hearing was set for Monday, July 25, 2011 at 7:00 P.M. on various road vacation requests. Ayes: All.

On a motion by Kelly, second by Furlong, the Chairperson was authorized to execute an Iowa Department of Transportation Federal Aid Agreement for Project No. STP-S-C070(44)—5E-70 Taylor Avenue Pavement Rehabilitation from Highway 61 North to the Cedar/Muscatine County Line. Ayes: All.

On a motion by Howard, second by Kelly, minutes of the Monday, June 13, 2011 regular meeting were approved as written. Ayes: All.

Correspondence:

Sorensen received phone calls regarding the Building Inspector position.

Howard received a phone call regarding Chicken Creek Bridge.

Howard received a phone call concerned about truck traffic in Fruitland.

Furlong received a phone call complimenting the County on improved road maintenance in Cedar Township.

Committee Reports:

Sorensen attended a Wilton Development Corporation meeting June 15th.

Kelly and Howard attended a MAGIC meeting June 13th.

Watkins attended a Muscatine Development Corporation meeting June 17th.

Howard attended a Conservation Board special meeting June 15th.

Furlong attended a Muscatine County Fair Board meeting June 16th.

Howard attended a Fruitland City Council meeting June 14th.

County Auditor Leslie Soule informed the Board that the Temporary Redistricting Commission has developed a proposed Board of Supervisor District Plan which will be presented at a Public Hearing on July 8, 2011 at 2:00 P.M.

The Board reviewed two new applications received for the Muscatine County Historic Preservation Commission from Jim Nepple and Joyce Gauger. Administrative Services Director Nancy Schreiber stated that the County needs to approve a Resolution forming the Commission before making appointments. Schreiber stated that action to approve the Resolution will be placed on next week's agenda.

On a motion by Kelly, second by Furlong, the Board approved the FY11/12 Salary Schedule which reflects a 2% adjustment to the FY10/11 Salary Schedule for employees under the Salary Administration Program. Ayes: All.

Discussion was held regarding a lump sum payment in lieu of step in grade increases for employees who are at the maximum for their pay grade for FY11/12. Watkins stated that he feels that once an employee reaches the maximum salary for their pay grade, they should not be given a salary increase until maximum catches up to them. Furlong stated that unless they can justify they should be at a higher grade, then they should not get an increase. Howard stated he has a concern that an employee who has reached the maximum has no way of getting an increase based on merit. Watkins stated they tried merit increases several years ago and it did not work. Sorensen stated there are always going to be employees that exceed maximum and the Board will always be faced with this decision. Howard expressed concern that these individuals are being treated as a group and job performance is not being considered. Sorensen stated his assumption is that anyone who has been employed by the County for 30 years is assumed to be a good employee. On a motion by Furlong, second by Kelly, the Board approved a 1% lump sum payment in lieu of step in grade increases for employees who are at the maximum for their pay grade for FY11/12. Ayes: All.

On a motion by Kelly, second by Sorensen, the Board approved the June, 2011 payroll claims. Ayes: All.

Chairperson Watkins appointed Supervisors Sorensen and Furlong to negotiate the County Engineer's FY11-12 salary.

The Board recessed at 10:21 A.M. and reconvened at 10:30 A.M.

On a motion by Kelly, second by Howard, the Board went into closed session at 10:30 A.M. pursuant to Chapter 21.5(c), Code of Iowa, to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent. Roll call vote: Ayes: All. On a motion by Howard, second by Furlong, the Board returned to open session at 10:49 A.M. Roll call vote: Ayes: All.

On a motion by Howard, second by Sorensen, the Board went into non-public session at 10:50 A.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 Furlong, second by Howard, the Board returned to open session at 10:55 A.M. Roll call vote: Ayes: All.

The meeting was adjourned at 10:55 A.M.

ATTEST:

Leslie A. Soule, County Auditor

David H. Watkins, Chairperson
Board of Supervisors