

Muscatine County Board of Supervisors
Monday, October 17, 2011

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

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

On a motion by Furlong, second by Howard, claims dated October 17, 2011 were approved in the amount of \$1,941,160.33. Ayes: All.

Discussion was held with Sheriff Dave White and Maintenance Supervisor Troy Sievert regarding which department should pay for maintenance and replacement parts at the Jail. Sheriff White stated that he and Sievert are never quite sure who should be paying for certain repairs so they have settled on a list that generally has the Jail paying for repairs on the secure side of the Jail, security cameras and locks, with General Services paying for exterior building maintenance, repairs in the non-secure side of the Jail, and repairs to the HVAC system, the main cooler and the main water heater. Budget Coordinator Sherry Seright stated that maintenance was pulled from the Jail budget a few years ago, so she does not know if the Sheriff has enough money in his budget to cover all of these items. Sorensen stated he thinks there should be a fund to handle some of the catastrophic items. Watkins stated he wants to be able to see the profit off the Jail and will not see that if General Services pays for it. Seright stated that when the generator was sold, the \$25,000 in proceeds was put in a fund for Jail maintenance. Seright stated she could set up a county-wide maintenance fund that is broken down further by building. Sorensen agreed that expenses should be split by building in order to know how much a building is costing the County, but that it could be accomplished through a maintenance fund. Furlong stated he was willing to go with the Sheriff's and Maintenance Supervisor's recommendations for this year and decide at budget time how to fund maintenance in the future. Watkins stated the Board needs to decide how to budget for maintenance and also capital projects at budget time.

Discussion was held with White regarding a proposed class specification and grade placement for a Corrections Administrative Sergeant position. Administrative Services Director Nancy Schreiber stated this would be a position between the Corrections Sergeant and Corrections Lieutenant. Sheriff White stated that the Assistant Jail Administrator does not have time to do the duties proposed for the Corrections Administrative Sergeant position and this position would also fill in when the Corrections Sergeants or Corrections Lieutenants is on vacation which happens about 22 weeks out of the year. Howard asked what the Assistant Jail Administrator duties would be because the description for the new position is so detailed that it looks like this person would be doing everything. White stated that the job description encompasses everything the person could be doing, but that he would be assisting. Howard questioned the minimal requirements for the position stating he felt they should have more qualifications. White

stated the person in this position will likely be hired within and have experience plus they will be provided with the necessary training. White stated this should help with overtime. Watkins stated he would think that with three people reporting to the Jail Administrator, it would make that position exempt. Schreiber stated that the Jail Administrator position will probably become exempt. On a motion by Furlong, second by Howard, the Board approved a class specification for Corrections Administrative Sergeant position (Grade 11). Ayes: All.

On a motion by Furlong, second by Howard, the Board authorized the Sheriff to fill the Corrections Administrative Sergeant position. Ayes: All.

On a motion by Furlong, second by Sorensen, the Board approved a request for a credit card with a credit limit of \$5,000.00 for Muscatine County Jail Commissary. Ayes: All.

Sheriff White stated that they have one large exercise area, but have a lot of inmates that are required to be separated so it is hard to schedule 250 people to exercise in only one area. White stated he used fencing to divide the area into three exercise yards, but when winter comes, that area fills with snow so he is planning on putting a roof over that area that allows fresh air in, but keeps the snow out, so that they can use it throughout the course of the winter.

Maintenance Supervisor Troy Sievert presented the following bids for FY2011-2012 Snow Removal for County Owned Parking Lots at the Courthouse, Administration Building, Main Jail, DHS, Washington Street and Community Services:

	<u>Snow Plow*</u>	<u>Salt</u>	<u>Truck/Skidsteer</u>
Top to Bottom Construction	\$480-\$720	\$904.50	\$150/hr
Sulzberger Excavating, Inc.	\$780	\$595	Not included in bid
Riverbend Excavating, Inc.	\$425-\$975	\$650	\$144.70/hr
Shade Tree Enterprises LLC	\$513-\$820.80	\$485	\$205/hr

*The cost is dependent on the size of the snowfall.

Sievert recommended hiring Top to Bottom Construction stating that they are not the lowest bid for a small amount of snow, but if there is a lot of snow then they are the lowest bid. Sievert stated that all bidders were told that all lots must be plowed and cleared before 8:00 A.M. Sheriff White stated that the inmate work detail will clear the sidewalks. On a motion by Sorensen, second by Furlong, the Board approved a contract with Top to Bottom Construction for snow removal services for the 2011-2012 season. Ayes: Furlong, Watkins and Sorensen. Nay: Howard.

On a motion by Howard, second by Sorensen, the Board approved the bid request and form of contract for asbestos survey and monitoring of abatement for the Hinkeyville property. Ayes: All.

Stepleton provided the Board of Supervisors with an update on state mandated inspections on commercial septic pumpers and land disposal sites. Stepleton stated that

there are seven companies for which she has to review records back through 2008 by December 31, 2011 and she will have to inspect their trucks by June 2012.

The Board reviewed the following Special Use Permits approved by the Muscatine County Board of Adjustment on October 7, 2011: Case #11-10-01 is an application filed by Nichols Agriservice LLC, Record Owner, by Greg O'Toole, Manager, and Jeremy Drake, Record Owner. This property is located in Sweetland Township, in the SE $\frac{1}{4}$ of Section 4-T77N-R1W, South of Hwy 61, containing approximately three acres and is zoned I-2 Heavy Industrial District. This request would allow the Zoning Administrator to issue a Special Use Permit in order to expand the fertilizer plant onto three acres of adjoining property that Nichols Agriservice is proposing to purchase from Mr. Drake. The Board of Adjustment approved this request subject to the pending rezoning of the parcel being approved. Case #11-10-04 is an application filed by Martha M. Veon, Record Owner. This property is located in Montpelier Township, in the NW $\frac{1}{4}$ of Section 8-T77N-R1E, West of Pleasant Prairie Road, containing approximately 32.12 acres and is zoned A-1 Agricultural District. This request would allow the Zoning Administrator to issue a Special Use Permit in order to allow a rural residence to be placed on the property. The Board of Adjustment approved this request with the stipulation that the residence must be at least 750 feet away from the next nearest residence. Case #11-10-05 is an application filed by Paul or Verna Satterthwaite, Record Owners. This property is located in Bloomington Township, in the NE $\frac{1}{4}$ of Section 5-T77N-R2W, at the corner of 155th Street and N. Mulberry Road, containing approximately 134.07 acres and is zoned A-1 Agricultural District. This request would allow the Zoning Administrator to issue a Special Use Permit in order for the Satterthwaite's son, Fred Satterthwaite, to build a rural residence on this property that would be located south of 155th Street. The Board of Adjustment approved this request with the stipulation that the residence must be at least 750 feet away from the next nearest residence.

The Board reviewed variances granted by the Muscatine County Board of Adjustment on October 7, 2011. Case #11-10-02 is an application filed by Gregory D. or Linda Sue Lamb, Record Owners. This property is located in Bloomington Township, in the SW $\frac{1}{4}$ of Section 23-T77N-R2W, 1970 Hale Street, Muscatine, Iowa, Kent Estates, Chatham, Lot 2, containing approximately .98 acres, and is zoned R-2 Residential District. This request, if approved, would allow the Zoning Administrator to issue a Variance in order for the homeowners to build a 240 square foot detached building 15 feet from the corner lot, instead of the required 30 feet. On a motion by Howard, second by Sorensen, the Board accepted the variance. Ayes: All. Case #11-10-03 is an application filed by Edward and Joyce Shultz, Record Owners. This property is located in Sweetland Township, in the NW $\frac{1}{4}$ of Section 19-T77N-R1E, South of New Era Road, 3440 & 3444 New Era Road, containing approximately 3.54 acres and is zoned A-1 Agricultural District. This request, if approved, would allow the Zoning Administrator to issue a Variance for a subdivision waiver in order for the property owners to split the property into two separate parcels with an existing single family dwelling located on each lot. On a motion by Howard, second by Sorensen, the Board accepted the variance. Ayes: All.

On a motion by Furlong, second by Sorensen, the Board set a public hearing for November 7, 2011 at 9:00 A.M. on a request to rezone approximately 10.7 acres in Wapsinonoc Township from A-1 Agricultural District to C-2 Commercial District and a request to rezone approximately 3.3 acres in Sweetland Township from A-1 Agricultural District to I-2 Heavy Industrial District. Ayes: All.

On a motion by Furlong, second by Sorensen, the Board approved a renewal application for a Class C Beer and Sunday Sales Permit for Reif Oil Company, dba Stewart Road Fast Break, 2418 Stewart Road, Muscatine, IA 52761. Ayes: All.

On a motion by Howard, second by Sorensen, minutes of the Monday, October 10, 2011 regular meeting were approved as written. Ayes: All.

Correspondence:

Furlong stated that County Engineer Keith White cleared all trees and brush on the County right-of-way near Fruitland that Wayne Shoultz had complained about a few weeks ago and that White has contacted the railroad about clearing their brush.

Howard received contacts regarding the surfacing on Tipton Road.

Committee Reports:

Howard attended a Muscatine County Search & Rescue meeting October 12th.

Howard attended a MAGIC meeting October 10th.

Watkins attended an Emergency Food Shelter National Board (EFSNB) meeting October 10th. Howard attended a Fruitland City Council meeting October 11th.

Discussion was held regarding proposed revision of class specifications for Corrections Sergeant and Corrections Lieutenant. Administrative Services Director Nancy Schreiber stated that the revisions are due to a change to minimum qualifications. On a motion by Furlong, second by Howard, the Board approved a revised class specification for the Corrections Sergeant position (Grade 10) and the Corrections Lieutenant position (Grade 12). Ayes: All.

Discussion was held on the possible disposition of a County-owned parcel in Pike Township. Schreiber stated the parcel is approximately 7 acres and the only restriction is to go through a public hearing process. Schreiber stated that Keith Barnhart from Shadybrook Farms is interested in the parcel. Board consensus was for all adjacent landowners to be contacted and set a date for a public hearing.

Schreiber stated she is in the process of scheduling a Department of Labor representative to review exempt versus non-exempt positions for Muscatine County and will be sending an email to the Board of Supervisors, Elected Officials and Department Heads.

The meeting was adjourned at 10:17 A.M.

ATTEST:

Leslie A. Soule, County Auditor

David H. Watkins, Chairperson
Board of Supervisors

Muscatine County Board of Supervisors
Monday, October 24, 2011

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

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

Ron Storjohann, 3794 Hwy 61, Blue Grass, expressed concern about a neighbors' butcher shop. Storjohann stated he did not feel he was conducting his business as agreed upon with the Board. Watkins stated that the Zoning Administrator has sent the owner a letter stating he must abide by the original agreement. Storjohann stated he feels the signs are too close to the road. Storjohann stated another neighbor is adding more and more junk degrading the value of his property. Watkins stated he will have Zoning look at the ordinance and see what can be done to address the situation.

Discussion was held with Maintenance Supervisor Troy Sievert regarding a change order for the Muscatine County Courthouse Roof Project. On a motion by Furlong, second by Kelly, the Board approved Change Order #1 for the Muscatine County Courthouse Roof Project in the amount of \$16,500 for a total project cost of \$265,011. Ayes: All.

Sievert updated the Board on the Courthouse Roof Project stating that the tower is done and the scaffolding has been removed. Sievert anticipates that the roof will be completed this month.

Sievert requested direction on replacing the floor at the Optimae building. Watkins asked at what point does the Board decide what it is going to do with that building because if a lot of money is invested into that building and the renter leaves is the County going to be able to rent that building to recoup its investment. Furlong stated he feels it has to be done one way or the other. Watkins stated he would like to see some options including possibly moving Optimae to the larger facility. Sievert stated he has had some masons look at the outside of the Optimae building and they think the mortar is too hard for the brick which causes the brick face to spall. Watkins directed Sievert to bring back a list of what needs to be done to the Optimae building next week.

Sievert stated he received a preliminary estimate of \$30,000 from Kone on replacing the sleeve in the DHS elevator. Sievert stated the estimate was assuming that all went well and the cavity did not collapse in the process.

Sievert requested a key to the Administration Building for Lee Miller, Muscatine County Historic Preservation Commission so they can access the building for their meetings. The Board directed County Auditor Leslie Soule to issue a key to Lee Miller for the front door of the Administration Building.

Sievert requested direction on repair work and painting of window frames at the Community Services Building. Board consensus was to call two or three painters and then proceed.

On a motion by Furlong, second by Watkins, the Board approved an application for a Class C Native Wine and Sunday Sales Permit for Ardon Creek Vineyard and Winery, LLC, 2391 Independence Avenue, Letts, Iowa. Ayes: All.

On a motion by Kelly, second by Furlong, minutes of the Monday, October 17, 2011 regular meeting were approved as written. Ayes: All.

Correspondence:

Furlong, Watkins and Kelly received a phone call on a proposed restaurant on Hwy 61.

Watkins received a phone call regarding North Tipton Road.

Committee Reports:

Kelly attended a MAGIC meeting October 10th.

Kelly attended the Seventh Judicial Ribbon Cutting Ceremony October 14th.

Furlong attended a West Liberty Economic Area Development meeting October 20th.

Watkins, Furlong and Howard attended the dedication of the new National Guard Army Reserve Facility on October 19th.

On a motion by Furlong, second by Kelly, the Board accepted the resignation of Larry Wolf from the Veterans Affairs Commission. Ayes: All. Administrative Services Director Nancy Schreiber was directed to advertise for a female veteran in order to achieve a more gender balanced commission. The Board expressed their appreciation for Larry Wolf's service to the Veterans Affairs Commission.

On a motion by Kelly, second by Furlong, the Board accepted the October 2011 payroll claims. Ayes: All.

The meeting was adjourned at 7:36 P.M.

ATTEST:

Leslie A. Soule, County Auditor

David H. Watkins, Chairperson
Board of Supervisors

Muscatine County Board of Supervisors
Monday, October 31, 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 Furlong, second by Sorensen, claims dated October 31, 2011 were approved in the amount of \$977,598.49. Ayes: All.

On a motion by Howard, second by Sorensen, the Chairperson was authorized to sign an Application to the Iowa Law Enforcement Academy Council to be Certified to Carry Weapons for Reserve Officer Bradley Utter. Ayes: All.

On a motion by Kelly, second by Sorensen, the Board approved the hiring of Beth Sperstad as Corrections Administrative Sergeant at \$41,927 (Grade 11, Step 12) and authorized the Sheriff to backfill a full-time Corrections Sergeant position and subsequent Correction Officer positions as needed. Ayes: All.

On a motion by Kelly, second by Furlong, the Board authorized Maintenance Supervisor Troy Sievert to fill a full-time custodian vacancy and to backfill a part-time custodian position if needed. Ayes: All.

Maintenance Supervisor Troy Sievert reviewed a list of maintenance issues and cost estimates for the building currently leased to Optimae. Sievert provided a rough estimate for the flooring replacement in the amount of \$15,500 and calculated tuckpointing at roughly \$65,000. Sievert stated that the HVAC system is all original from 1987 and the Board should consider connecting it in to a geothermal field with DHS if they go that route with DHS. Optimae Life Services Regional Director Nancy Nauman stated that they have paid rent of \$1,800 per month since November 2007. Nauman explained Optimae's services in Muscatine stating the building is an excellent location down the street from Harmony Place, Fulton Place and Drake-Schauland apartments where many of their clients live. Nauman stated that two major safety issues have been addressed with the repair of downspouts and the parking lot and they are pleased to be housed in that building and would like to stay there long term. Nauman stated they have the only program of its type in the area. Nauman stated that Optimae does its own housekeeping, basic maintenance, and lawn care in addition to paying the rent. Kelly asked if Nauman would have any safety concerns if they were moved to the second or third floor of the DHS building. Nauman stated that anything other than ground floor would be a problem in an emergency because they have clients in power wheelchairs and in an emergency elevators are off. Furlong asked how clients decide to utilize Optimae's services. Nauman stated that the client or guardian makes the choice to use Optimae. Watkins stated the Board is looking at about \$100,000 in building improvements and he wonders if they should consider raising the rent because mental health will pay some of that since most of

clients services are paid through Muscatine County Community Services. Sorensen asked what percentage of services is mandated. Nauman stated she has not seen the list lately, but the areas they spend the most energy on are Supported Community Living and the Endeavors programs. Furlong stated he would like to see the County move ahead with the flooring at this time. Kelly stated the Board needs to first decide if they are going to keep the building and she is in favor of keeping it. Watkins stated he thinks if they keep it, then they need to establish a fair rent. Budget Coordinator Sherry Seright stated that the rent is comparable to what we charge Lutheran Social Services. Howard stated he is not ready to make a decision without more research. Watkins stated he is agreeable to bidding for the flooring at this time. On a motion by Sorensen, second by Kelly, the Board directed Maintenance Supervisor Troy Sievert to get sealed bids for replacement of flooring and increase of the underlayment thickness at Optimae. Ayes: All.

Sievert updated the Board on progress with the Courthouse Roof Project stating that it is ahead of schedule and nearly complete. Sievert stated he will be temporarily repairing the sidewalks for now with formal bidding for a permanent repair of the sidewalks in the Spring.

On a motion by Kelly, second by Sorensen, minutes of the Monday, October 24, 2011 regular meeting were approved as written. Ayes: All.

Correspondence:

Sorensen received several calls concerned with the condition of Tipton Road.
Kelly received a call from Nancy Nauman regarding projects at Optimae.
Howard received a call regarding junk on a Hwy 61 North property.

Committee Reports:

Furlong attended a Muscatine County Fair Board meeting October 25th.
Kelly attended a Bi-State Regional meeting October 26th.

The Board reviewed an application received from Wayne Barclay for a position on the Muscatine County Zoning Commission. Furlong stated he would like to extend the application process for a couple of weeks because the applicant does not live in the rural area of the County. Board consensus was to extend the process until November 16th in order for Board members and the Zoning Administrator to look for applicants.

On a motion by Furlong, second by Kelly, the Board adopted the following 2012 Holiday Schedule for Muscatine County. Ayes: All.

HOLIDAY

New Year's Day
Memorial Day
Independence Day
Labor Day
Veterans' Day
Thanksgiving Day

DAY OF OBSERVANCE

Monday, January 2, 2012
Monday, May 28, 2012
Wednesday, July 4, 2012
Monday, September 3, 2012
Monday, November 12, 2012
Thursday, November 22, 2012

Day after Thanksgiving
Christmas Eve
Christmas Day

Friday, November 23, 2012
Monday, December 24, 2012
Tuesday, December 25, 2012

In addition to the holidays enumerated above, staff is granted two unscheduled holidays (personal days) to be used in 2012.

The meeting was adjourned at 10:04 A.M.

ATTEST:

Leslie A. Soule, County Auditor

David H. Watkins, Chairperson
Board of Supervisors