

Muscatine County Board of Supervisors
Monday, January 30, 2012

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. Vice-Chairperson Sorensen presiding.

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

Discussion was held regarding space to store County records at the Muscatine County Courthouse. Watkins stated the Board is looking at moving records out of the Old Sheriff's House/Jail and into the Courthouse first floor room currently being used by the Clerk of Court whose records would have to be moved to the second floor of the Courthouse. Watkins suggested installing a door into the room to enable first floor access similar to the courtroom that was added on the other side of the rotunda. Clerk of Court Jeff Tollenaeer stated that the records are packed in there from floor to ceiling and it would be a tremendous amount of work to move them and he does not know where to store them. Watkins asked Tollenaeer what the procedure is for getting funding from the State to relocate the court records. Audrey Tompkins and Betty Burch, employees of the Clerk of Court's Office, asked where they are supposed to put the records as everything is full. Tompkins stated there is no funding to reproduce the records that have to be kept forever and for which they need access to on a daily basis. Watkins stated that maybe the County should have someone come in to see if there is a better way of storing the records. Howard stated the legislature should be involved with funding the storage of those records. Howard stated the current storage of the court records is unsafe as file cabinets are stacked on top of file cabinets. Tompkins stated someone should come in to evaluate the situation before they are evicted out of that space. Howard stated he needs clarification as to who is responsible for paying for this. Watkins thinks the Clerk of Court should find a better way of storing the records in the cluster on the second floor that used to be the Recorder's Office and the Clerk of Courts former office which would make access to the records more efficient for the Clerk's Office. Lisa Starkweather informed the Board that the State computer networking is located in a cabinet in the first floor room and it would be cost prohibitive to relocate the equipment and wiring. Watkins stated the County could store records around that equipment. Furlong stated he thinks the County is going to have to hire someone to deal with the County and State storage in that building. District Court Judge Marlita Greve stated that in Scott County any physical remodeling is paid for by the County. Greve stated that records are currently stored in every square inch of space that the courts have access to and could possibly be consolidated, but it all has to be stored somewhere and she does not know of any funding unless the legislature provides the funding. Watkins stated the County may have to defer the Judges Chamber remodeling project and use that funding to deal with the storage issue. Tompkins stated they also have records in the Old Sheriff's House/Jail that will have to be moved into the Courthouse. Judge Greve stated that Scott County has some records stored offsite. Furlong stated some records could possibly be stored at the DHS building. Sorensen stated they would have to be pretty old records that are not

accessed very often to be stored offsite. Watkins stated he does not mind furnishing the space, but the State has some responsibility too. Howard stated he would like this to be handled expediently and he will volunteer to contact legislators to see who is responsible for the cost and Administration staff could research possible grants. Furlong stated the County could at least get some cost estimates. Watkins feels the County should go ahead and put a door in to allow easier access to the records. Burch suggested using the room that is earmarked for a larger judge's chambers for storage instead of enlarging the judge's chambers. The Board directed Maintenance Supervisor Troy Sievert to locate firms for proposals for studying the storage situation and to get an estimate for installing a door into the first floor room.

The Board reviewed a variance granted by the Muscatine County Board of Adjustment on January 6, 2012. Case #12-01-01 is an application filed by Jeffrey Thoma, Record Owner and Ronald B. or Pamela K. Jackson, Contract Purchasers. This property is located in Montpelier Township, 3784 Midway Beach Road, in the SE ¼ of Sec. 22-T77N-R1E, containing approximately .65 acres, and is zoned R-2 Residential District. This request, if approved, would allow the Zoning Administrator to issue a Variance in order for Mr. and Mrs. Jackson to place a 16' X 20' utility building in front of their existing residence and only 20 feet from the front lot line, instead of the required 35 feet. The Board of Adjustment approved this request. On a motion by Howard, second by Watkins, the Board accepted a Variance for Case #12-01-01 as approved by the Board of Adjustment. Ayes: All.

Clerk of Court Jeff Tollenauer inquired about the request by the County Attorney's Office for a Collections position and where to house the person. Watkins stated the space needed would be the old County Attorney's Office reception area in the first floor of the Courthouse. Tollenauer expressed concern about the security of court records located in that office. District Court Judge Marlita Greve stated she felt it would be difficult for the County Attorney to supervise that position if it is across the street from his office, but that if the Board felt the position had to be at the Courthouse, she would suggest using the law library on the first floor which would protect the security of their records because no records are located in that library. Greve stated that the Seventh Judicial District has unsupervised hearings that involve a four month review for delinquencies and those are handled so she is not sure this new position should be a full-time position. Greve stated that the position would work with courts online and could be located in the County Attorney's Office. Audrey Tompkins stated that the State has a third party collection agency out of Des Moines that handles delinquent fines. Tollenauer stated that the Scott County share of collections was \$18,000 last month which annualizes to approximately \$216,000 a year and they are four times the size of Muscatine County. The Board will make sure that the County Attorney works with the Clerk of Court on where to place the person if they decide to move forward with the position.

On a motion by Howard, second by Furlong, the Board approved an amendment to the agreement with Advanced Correctional Healthcare, Inc. for provision of inmate health services at the Muscatine County Jail to include Muscatine County Jail inmates while

housed in Louisa County at no additional cost unless the County exceeds the agreed upon average daily population over a three month period. Ayes: All.

Discussion was held with Sheriff White regarding contracts with Accurate Controls, Inc. Sheriff White stated he is not prepared to move forward with these contracts at this time because he still has some questions that need addressed. Howard stated it is a very restrictive contract and expensive for the service the County is receiving. Howard asked if there are any others that provide this service. White stated it is worth seeing if someone local could work on the system and recommended not signing a contract, but rather paying them or someone else to fix the locks on an as needed basis. White will investigate the Renovo software support contract further as he thinks that portion of the contract is also expensive.

On a motion by Watkins, second by Furlong, the Vice-Chairperson was authorized to sign a contract with Noble Construction for floor replacement and tile repair at Optimae at a cost of \$21,945.50. Ayes: All.

Discussion was held with Maintenance Supervisor Troy Sievert regarding an RFP schedule for various capital projects. Sievert was asked to go out for bids within the next couple of weeks for installing a door into the first floor store room at the Courthouse, but not to seal up the stairway at this time. Sievert was advised that getting quotes on a storage evaluation was his responsibility. Sorensen stated that some States have a department that goes in and makes sure records are stored properly. Sievert stated he tried unsuccessfully to find such an office associated with the State of Iowa. County Recorder Cindy Gray suggested talking to Jim Mori. Sievert stated he is waiting on a bid for the Optimae Water Heater and the Community Services Handrail specifications are done. Sievert stated that an RFP will be sent out by February 10th for tuckpointing the Old Historic Jail and Optimae. Sievert stated he is working with the County Engineer for survey elevation to address accessibility and Vic Amoroso, A&J Associates, for geothermal heating design of the Courthouse Sidewalk Projects which is a fairly major project and will take some time. Sievert stated an RFP for the Community Services Roof Project will be sent around March 9th. Sievert stated he has the Judges Chamber Remodel on hold for until the Board decides about storage space in the courthouse. Sievert asked for direction on the demolition on all or part of the Old Sheriff's House/Jail. Board consensus was to try to meet with the Historic Society and anyone else that is interested in the Old Sheriff's House/Jail at the night meeting on February 27th before proceeding with demolition of any part of that building. Sievert stated that the Historic Jail Rehabilitation has to be approved by the State before he can proceed so it could be two to three months before an RFP can be issued. Sievert stated that the Courthouse Sprinkler project will be incorporated into the Courthouse Sidewalk Project design in order to allow for placement of PVC pipe under the sidewalks. Sievert stated the DHS geothermal and old portion of the Jail HVAC contracts are currently being reviewed by the County Attorney and should be on next week's agenda. Sievert stated he is still waiting to hear back from Shive Hattery on the Administration Building repairs.

The Board canvassed the Muscatine-Louisa Drainage District #13 Third District Election held on January 21, 2012. Results were as follows: For the office of Trustee for a three-year term beginning January 28, 2012 – 2,152 votes were cast. Robert W. Cook received 2,152 votes. Robert W. Cook was elected.

The Board canvassed the Muscatine-Louisa Island Levee Third District Election held on January 21, 2012. Results were as follows: For the office of Trustee for a three-year term beginning January 28, 2012 – 8 votes were cast. Tom Langan received 8 votes. Tom Langan was elected.

The Board canvassed the Drainage District #2 Election held on January 24, 2012. Results were as follows: For the office of Trustee for a three-year term beginning January 28, 2012 – 3 votes were cast. Mark Elder received 3 votes. Mark Elder was elected.

The Board canvassed the Drainage District #5 Election held on January 20, 2012. Results were as follows: For the office of Trustee for a three-year term beginning January 28, 2012 – 3 votes were cast. Dave Johnson received 3 votes. Dave Johnson was elected.

The Board canvassed the Levee District #17 Election held on January 21, 2012. Results were as follows: For the office of Trustee for a three-year term beginning January 28, 2012 – 10 votes were cast. Louis Broders received 10 votes. Louis Broders was elected.

On a motion by Watkins, second by Furlong, minutes of the Monday, January 23, 2012 special meeting, Monday, January 23, 2012 regular meeting and the Tuesday, January 24, 2012 special meeting were approved as written. Ayes: All.

Correspondence:

Furlong received a call requesting recycling trailers on the east side of town.
Howard received an email regarding the County budget.
Howard also had two personal contacts regarding staffing.

Committee Reports:

Furlong attended a Muscatine County Solid Waste Management meeting January 26th.
Kelly and Sorensen attended a Bi-State Regional meeting January 25th.

Discussion was held regarding a letter to State legislators regarding the Mental Health Redesign. Howard stated he would like to see his concern added to the letter that Muscatine County residents not see degradation of services as a result of this project. Board consensus was to send the letter to all State Senators and Representatives. On a motion by Watkins, second by Furlong, the Vice-Chairperson was authorized to sign a letter to legislators regarding the Mental Health Redesign as revised. Ayes: All.

The meeting was adjourned at 10:35 A.M.

ATTEST:

Leslie A. Soule, County Auditor

Kas Kelly, Chairperson
Board of Supervisors

Muscatine County Board of Supervisors
Tuesday, January 31, 2012

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

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

Discussion was held regarding funding for outside agencies to be included in the proposed FY12/13 budget. Board consensus was to fund outside agencies as follows: Wilton Library - \$13,000; West Liberty Library - \$13,000; Musser Public Library - \$105,291; Trinity-Community Nursing Subsidy - \$180,975; EMS-Mileage for Training - \$1,450; Search & Rescue - \$5,500; MCSA Case Coordinator - \$24,348; MCSA Shelter Subsidy - \$25,780; Muscatine Legal Services - \$20,000; River Bend Transit - \$7,000; Senior Resources - \$38,601; Greater Muscatine Chamber of Commerce & Industry - \$10,000; Eastern Iowa Economic Development Alliance - \$5,700; Wilton Development Corporation - \$3,000; West Liberty Development Corporation - \$3,000; Muscatine County Fair Board - \$24,000; and Eastern Iowa Tourism Association - \$500.

Board consensus was to remove Y-Family Program Services as an outside agency and place \$15,000 in General Assistance under Prevention Programs for Community Services Director Mike Johannsen to decide from which agencies to obtain the services.

The Board recessed at 9:43 A.M. and reconvened at 9:53 A.M.

Discussion was held regarding staffing levels in various County departments. Howard stated that as presentations are made he wants justification for why departments have more than one deputy.

Muscatine County Auditor Leslie Soule presented handouts and explained the duties of the Auditor's Office, the duties of herself and each individual employee in her office, and a comparison of the level of staffing in the Muscatine County Auditor's Office (Population Rank 14) versus the Counties with a Population Rank of 9-19. In response to a question from Furlong, Soule replied that her staff is cross-trained. In response to a question from Howard, Soule noted that her Second Deputy is the Real Estate Manager and would likely receive higher pay if placed in the County's Salary Administration Program.

Soule stated that at five support staff, she already has less than most of the Counties of similar size. Watkins said that, even with the removal of the budget and General Services from the Auditor's Office, the creation of Schreiber's position, a static population and technology improvements, there has been no decrease to the staffing level in the Auditor's Office. Soule stated that in most of the Counties of similar size, they are not doing the budget and still have more employees than Muscatine County and the few that are doing the budget consider it a part-time position. Soule stated the oversight of

General Services was her responsibility and the removal of that function did not change any of her staff's responsibilities. Howard asked Soule if she had ever evaluated her staffing level. Soule replied that her staffing level had been reviewed several times over the years and she does not feel that her office can function with less staff.

Sorensen asked if improved technology provided any opportunity to create more synergy between offices. Soule stated that the addition of MAGIC only computerized the drawing of maps which were already being manually drawn as a responsibility of her office. Soule stated that her Real Estate Deputy deals with much more than just changes to County maps as she is a former abstractor and assists lawyers and cities with legal descriptions so that their documents are correct the first time they are recorded.

Soule noted that anticipated payroll changes discussed by the Board will also significantly increase the workload of her staff. She stated she feels the public wants more service, not less and that she resents the fact that staff cuts to elected officials' offices are brought up by the Board every few years, but other County offices are not looked at. Furlong stated that there have been staff reductions in the Engineer's Office and Community Services since FY01/02. Soule responded that those reductions were through attrition, not by picking apart how an elected official runs their office.

County Recorder Cindy Gray presented a handout showing the number of employees and fees for various duties in her office as compared to other similar sized Counties. Gray stated that her biggest obstacle is passports, which is a very good public service that they do for the County. Gray stated that everyone in her office has a separate job, but they all have to know each other's job. Furlong asked if the Board reduces her staff, will she stop issuing passports. Gray stated she will never drop passports. Kelly stated she has heard her say that one of her employees is there only to cover lunch hours and vacations. Gray stated she didn't realize they were taking an off comment literally, but that isn't the case at which time Gray proceeded to describe all of the duties of each employee in her office. Howard asked Gray why she needed two deputy positions. Gray stated she has it for overseeing staff. Howard asked if payroll is adversely affected because of employees in a deputy position. Gray stated she feels that one of her employees is underpaid, but she has pushed for a pay increase for that employee year after year. Gray stated her Second Deputy is at 67% which she believes is a fair wage whether it is a deputy position or not. Howard asked if her staff could help the Treasurer's Office on occasion since they all three formerly worked in that office. Gray stated that laws change in the Treasurer's Office and her employees would no longer have the proper training for that office. Sorensen asked if they get fees for everything they do and tried to break that down into transactions. Gray responded they are getting a new system for DNR and a new program for Declaration of Value, none of which will save any time, but just provide more work. Gray stated there is so much that goes on behind the scenes, that it is hard to put down on paper every aspect of their jobs. Kelly stated that the lion share of the Recorder's job is driven by State code.

Maintenance Supervisor Troy Sievert discussed staffing in General Services. Sievert stated that before he was employed with the County, there were three maintenance

personnel. Sievert stated that in addition to taking over the County Auditor's General Services duties, he was hired to save the County money on projects. Sievert stated that he reduced the Courthouse Roof Project from \$800,000 to \$400,000 and reduced the cost to clean out a drain at the Jail from \$200 to \$40 each time. Howard stated that Sievert was hired to make sure County is getting quality work on its projects. Sievert stated he has implemented a better tracking system of work orders with over 260 work orders at the Jail alone in over the past 100 work days with the work on approximately 12 work orders not yet completed. Kelly stated he was hired to actually do maintenance as well as oversight. Sievert stated that he wants to cancel preventive maintenance contracts and add a part-time maintenance person to perform preventive maintenance on HVAC and mechanical systems in the building saving the County thousands of dollars. Howard asked why he could not do the preventive maintenance rather than hiring a part-time maintenance person. Sievert stated that he is averaging over 50 hours a week, so he does not have the time and neither does his staff. Sievert stated they can get work orders completed, but cannot perform preventive maintenance. Howard asked if training will be required. Sievert stated the part-time maintenance position will be trained by current maintenance personnel.

County Assessor Dale McCrea stated he has five support staff. McCrea stated he eliminated a position when he first started and had a person resign when MAGIC was first implemented that was not replaced. McCrea stated that technology has allowed them to handle equalization orders differently by avoiding flat across the board orders and allow them to more accurately reflect what the market is doing. McCrea stated that Electronic Declaration of Values will cause his office additional work. McCrea stated they use GIS for their own overlays such as forest preserve and assistance with valuation services. McCrea stated that while technology does save time, it can also create more work. Howard asked if McCrea can make adjustments to lower staffing. McCrea stated that when his first deputy retired last year they fell behind between January and May until they were able to replace the position.

First Deputy Treasurer Amy Zybarth presented a power point regarding staffing in the Treasurer's Office. Zybarth stated that County Treasurer Jerry Coffman has reduced staff by four employees by combining and cross-training two departments into one. Zybarth stated that transaction numbers and dollar amounts continue to grow each year. Zybarth suggested possible solutions of furlough days as needed for each department, early retirement incentives for those interested, continuing to find ways to reduce expenditures and create new revenue, or by consolidating services such as acquiring Driver License Services from the State of Iowa. Coffman stated the County is getting an influx in property taxes from the retirement of the IPSCO TIF. Watkins stated that when Coffman stated that he could absorb Driver License issuance without adding employees it raised the concern that he has two more employees than he needs. Howard stated that is the opinion of many residents of the County. Coffman stated that is not the case. Watkins stated that if that is not the case, then in a year they will probably have to increase staff if they take over Driver License issuance which will cost the County. Furlong agreed with Watkins. Zybarth stated they have cross-trained staff to operate more efficiently and all six employees would be able to do all of the services including issuing a Driver License.

Kelly asked Coffman if he was cross-trained and can do everything. Coffman stated he manages the office and does not work the counter. The Board consensus was that they may have more questions later after the Driver License presentation.

County Recorder Cindy Gray stated this is getting very personal and she does not think it should be. Gray stated that for several years there has been a hiring freeze for some departments and she has a tough time sending people to the unemployment line when the County is looking at heating sidewalks, watering the courthouse lawn and doing another salary study. Watkins stated the Board has not made a final decision on heating the sidewalks or doing another salary study. Gray stated she is tired of the Board saying they are good stewards when they are not. Watkins stated it takes a majority of the Board to make these decisions. Sorenson stated that the only way he knows to get the data is to do studies and that Counties were organized 150 years ago and the organization has not changed and should be reviewed.

Discussion was held with County Attorney Alan Ostergren regarding positions he has requested be added to the Attorney's Office. Furlong stated that it appears there is already a system in place through the State that is better than Blackhawk County, so would the County really generate enough income to justify this person. Ostergren stated there are some things the State does on the front end to collect the fines, but many fines remain unpaid and the State has contracted with a collection agency to attempt to collect those fines. Ostergren wants to take the collection agents place in line. Ostergren stated the bulk of what the position will be doing is sending garnishments and negotiating payment plans. Ostergren stated that the Clerk of Court does not want them to handle collections because there is some manual work that they will have to do on their end when this employee makes a plan to collect the fines. Ostergren stated we have a different motivation for wanting those fines collected so he thinks this is still a really good deal. Furlong asked when it would start generating a return for the County. Ostergren stated it should have paid for itself within a year. Kelly stated that if the State has contracted with a third party to collect the fines, then is it appropriate for the County to step in because two collection agencies cannot go after the same debt. Ostergren stated that the County would step in ahead of the collection agent and take their place. Watkins stated that the Clerk does not feel the position needs to be located at the Courthouse as everything will be handled online. Ostergren stated he wants the person at the Courthouse because they would be right there where you are making the payment and he does not want to be in physical possession of cash. Ostergren stated he is not asking for a lot of space and security should not be an issue.

Ostergren stated that the Victim Witness Coordinator position would be a paralegal/secretary type of position that would manage all the people that have to move back and forth to make sure a trial works. Ostergren stated that the position would schedule the witnesses, manage the evidence, etc. Furlong stated he is willing to try the collections position as long as within a year it pays for itself and he would want quarterly updates. Sorenson thinks it could be a good service to citizens needing this assistance to get them back on track. Ostergren stated overall bottom line is that the County saved about \$60,000 from cutting an assistant in his office, but he lost two experienced people

out of the County Attorney's Office and the net effect has been substantial on the Jail population which has increased Jail expenditures causing the County a \$250,000 loss. Ostergren feels he can turn the Jail population around with the additional personnel requested by the County Attorney. Ostergren stated the Board will see an improvement in the financial picture of the County by allowing him the additional positions. Ostergren stated his mission is to protect the community from crime and he can do it so much more efficiently and free up beds at the Jail and the end result is that the County will see a much larger net financial increase. Ostergren stated the point he wants to emphasize is that if the Board decides to grant his request the net effect will be a savings to County taxpayers, but if they do not then the taxpayers will continue to see a loss of \$250,000 each year.

Maintenance Supervisor Troy Sievert wanted to reiterate the fact that the sidewalks all need to be replaced and if he can save on salt and labor to place the geothermal then it is worth it.

The Board recessed at 12:13 P.M. and reconvened at 1:00 P.M.

Discussion was held regarding Driver License issuance with Muscatine County Treasurer Jerry Coffman and Winneshiek County Treasurer Wayne Walter. Coffman stated that he is proposing taking over Driver License issuance from the State and although they would not be open on Saturdays, they would be open three hours longer per week than the current Driver License station operated by the State. Walter stated that this originally came about in the early 90's by the State proposing 19 regional locations, but the Treasurer's Association proposed taking over those services in order to keep services local wherever possible at which point a pilot project was started with six Counties for two years. Walter stated that the pilot project concluded that the people in the Counties felt like they were being very well served by the Counties where this service was being provided. Walter stated that the State chose to expand the system to 48 Counties in 1996 and 81 Counties in 2003. Furlong asked how many Counties provide commercial and motorcycle testing. Walter responded about 35 Counties provide CDL testing including Winneshiek County, but that it is an expensive endeavor to provide the testing so they are trying to put together a proposal to charge a nominal fee of \$20 to the person applying for the CDL test. Walter stated that Winneshiek County conducts CDL testing at the closest County shop which is about 4 miles from the Courthouse. Watkins stated the Counties currently get \$7 per license and its costing \$10 which infers the Counties are losing \$3 per license. Walter stated the \$10 includes his salary which does not go away if they give up issuance of Driver Licenses and they will probably have a better chance of implementing a fee for CDL testing than getting a \$3 per license increase to the reimbursement. Kelly asked whose expense is the training. Walter stated it is the County's expense but they have put together a training system that is less expensive than it used to be. Sorensen asked if Winneshiek County had to make a lot of modifications to office space. Walter stated that space has not been a big issue in most offices and probably would not be in Muscatine County. Kelly asked what about space for testing. Walter stated that requires a couple of CRTs and testing has changed so the whole process has sped up. Howard stated he is trying to figure out why we as a County would

want to put money out to devise a way to lose \$3 on every person who walks through the door. Walter stated that from the ISAC perspective, County government is in the business of providing service and Driver License issuance is a service to the taxpayers and the State of Iowa would save significant dollars over what it costs to keep the state office open. Walter stated that one of the things DOT is discussing is possibly cutting Saturday service. Walter stated he does not provide Saturday service because the normal person is in their office for only 15 minutes once every five years. Walter stated that Winneshiek County never had a Driver License station open on Saturday, in fact theirs was only one day a week, so they are already providing a better service. Furlong stated the local station told him that serve approximately 60 customers on a regular day and 35 customers on Saturday.

Discussion was held regarding a possible severance package for staffing reductions. Watkins suggested a severance package that would include County payment of their COBRA for one year plus \$10,000 to help them until they can find another job. Watkins also stated that the Board would need to consider when the reduction would be effective. Administrative Services Director Nancy Schreiber stated that right now we pay a portion or all of the employee's single coverage and asked if that is what Watkins is proposing the County pay through the severance package. Watkins stated he would pay the single coverage. Sorensen stated the County could also pay a lump sum and the employee could apply that towards COBRA coverage or whatever other insurance they wanted. Watkins stated he would be looking at \$10,000 and \$8,700 for insurance. Furlong stated he would consider the year of insurance only if the effective date was July 1st. Schreiber stated that the only time severance was provided in the past was the privatization of the Care Facility and that hinged on a percentage of what would have been put into IPERS for up to five years based on the years of service. Board consensus was that if there is a staff reduction they want to look at offering a severance package.

Discussion was held regarding possible inclusion of funding for a salary study in the proposed FY 12/13 budget. Sorensen stated he does not have a problem with what was done in the past, but the Jail has changed since then and it does not hurt to look at positions again every few years. Howard stated if a study is done, they need to determine exactly what they want studied. Sorensen stated the study needs to look at job descriptions and staffing to see if they are a good fit. Furlong stated they probably need \$45,000-\$50,000 in the budget to cover a study. County Recorder Cindy Gray stated she did not realize it had been as long as it had since the last salary study and has no problem with it, but she would like help from the study writing her job descriptions. Board consensus was to put \$50,000 in the FY12/13 budget for a salary study.

Discussion was held regarding funding for Courthouse modifications to accommodate records storage for County offices. Sievert stated that the County Attorney currently has 420 linear feet of shelving, but he would probably want to double that for storage at the Courthouse which he would estimate a cost of \$3,000 for 8 foot shelving. Watkins stated he thinks the shelving should go from floor to ceiling. Sievert stated the legs would not support floor to ceiling shelving. Board consensus was to put \$5,000 in the FY12/13 for shelving.

Discussion was held regarding the possibility of increasing the transfer of funds from Rural Services to Secondary Roads. Furlong stated he would support an additional \$100,000 transfer to Secondary Roads. Watkins stated he would support an additional \$150,000 transfer to Secondary Roads. Howard stated he would leave the funds in the Rural Services Fund and transfer them if they ever need to. Furlong stated he would reduce the levy to no more than a 10% increase of Rural Services Tax Revenue.

The Board recessed at 2:30 P.M. and reconvened at 2:36 P.M.

Further discussion ensued regarding the possibility of increasing the transfer of funds from Rural Services to Secondary Roads. Budget Coordinator Sherry Seright stated that a 10% increase of Rural Services Tax Revenue would result in a reduction to the Rural Services Levy of 8 cents per thousand which results in about a \$62,000 reduction. Watkins stated that all of the other levies are being reduced due to the influx of taxes from IPSCO. Furlong suggested reducing the rural levy by 8 cents. Board consensus was to reduce the Rural Services Levy by 8 cents. Board consensus was to transfer an additional \$40,000 from Rural Services to Secondary Roads in FY 12/13.

Discussion was held regarding the assumption of Driver License issuance by the Muscatine County Treasurer's Office. Furlong stated he does not feel it is cost effective at this time and that citizens are happy with the service they are getting at the State station. The Board felt that Winneshiek County Treasurer Wayne Walter made an excellent presentation. On a motion by Furlong, second by Howard, the Board decided not to take over Driver License issuance at this time. Ayes: All.

County Recorder Cindy Gray requested that if the Board is going to spend \$50,000 on a salary study that all staffing decisions are made after completion of that study.

Administrative Services Director Nancy Schreiber stated the Administration Office has three FT employees and is responsible for serving as Executive Assistant to the Board, management of the Human Resources function, Fiscal Management administration and administration of the Risk Management function. Recent additions have included development of a monthly newsletter, administration of the safety incentive program and clerical support to the Maintenance Supervisor. Schreiber reported that in May 2009 an additional position was added to help with maintenance and administration, but was removed in May 2010 and only the maintenance portion of the work was removed from the Administration Office. Howard asked how much of the payroll function is performed by Administration. Schreiber stated that she administers the Salary Administration Program and wage increases and also provides the Auditor's Office with a summary sheet to balance employee benefits each payroll. Howard asked what duties Sarah Downey performs. Schreiber stated that she prepares agenda packets, answers phones, handles correspondence, administers the deferred compensation program, conducts employee orientations, administers the safety bucks program, proofs work for the Budget Coordinator and various other duties within the office.

Discussion was held regarding staffing reductions/additions for various County offices. Kelly stated she thinks the Auditor, Recorder and Administration Offices should all be left alone. Board consensus was to leave Administration at the current staffing level. Howard asked the County Recorder what would happen if they cut a position. County Recorder Cindy Gray responded that it would be extremely difficult. Watkins suggested maybe passport hours would have to be cut down. Gray stated she would hate to see customer service reduced for passport services. Gray stated she firmly believes they need to wait for the salary study or eliminate through attrition. Watkins stated attrition has not worked for the County in the past. Board consensus was to reduce a position in the Recorder's Office to 25 hours per week with no benefits effective July 1st. Gray asked if none of her employees will go to half time, will she be able to replace the full time one that leaves and the Board replied yes she could. Board consensus was to reduce the Auditor's Office by one full-time position and add \$6,000 to the part-time budget as of July 1st to assist with elections. Discussion was held regarding adding a part-time maintenance position to the General Services department and drop preventive maintenance contracts. Watkins stated he is willing to budget the position, but decide at a later date whether or not to hire it as he is concerned about the old equipment at the Jail. Sievert stated the Board could drop any of the contracts as they see fit, they do not have to be all at one time. Board consensus was to leave the part-time position in the budget, but with no authorization for filling the position at this time. Board consensus was to eliminate two positions in the Treasurer's Office. Discussion was held regarding the addition of three positions in the County Attorney's Office. Kelly stated she does not want to add any of the positions. Watkins stated he is alright with hiring the collections position. Furlong stated he can support the collections position as long as it pays for itself. Sorensen stated he can support that. Board consensus was to allow the County Attorney to hire the Victim Witness Coordinator, but no additional Assistant County Attorney.

Further discussion on a severance package ensued. Sorensen stated he supports a monetary amount and insurance coverage for a year with a prorated monetary amount for reduction of a full-time person to part-time. Board members felt that if the person moved into another County position there should be no severance package. Board consensus was to offer a severance package for laid off personnel of \$10,000 plus one year of insurance coverage for full time and a prorated amount plus one year of insurance coverage for reduction to part-time.

Howard stated he appreciated help from staff in providing information. Watkins stated this is probably the hardest decision he has had to make in 15 years.

The meeting was adjourned at 3:37 P.M.

ATTEST:

Leslie A. Soule, County Auditor

Kas Kelly, Chairperson
Board of Supervisors

Muscatine County Board of Supervisors
Monday, February 6, 2012

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

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

On a motion by Watkins, second by Howard, claims dated February 6, 2012 were approved in the amount of \$330,631.20. Ayes: All.

Discussion was held with Conservation Director Curt Weiss and Information Services Director William Riley regarding a request by Muscatine County Conservation to have access to Facebook. Weiss stated that the Conservation Board is recommending the Board of Supervisors allow a Facebook page for Muscatine County Conservation in order to publicize events for Muscatine County Conservation. Weiss provided a list of other Counties that have a Facebook page for their Conservation programs. Weiss stated he has no funding for advertising and this is a no cost solution to advertise. Kelly stated that she has a page for Safe Streets under non-profit and she would be in favor of this. Furlong stated he has no problem with the Facebook page as long as it does not compromise the County's security. Riley stated he has no problem and that he wants to use Conservation as a test site to see how it goes before offering it to any other departments. Watkins feels a policy should be developed. Riley stated he would prefer to let Conservation proceed and he will work on developing a policy. On a motion by Howard, second by Watkins, the Board approved access to Facebook through a non-profit/governmental page by Muscatine County Conservation. Ayes: All.

Discussion was held regarding staffing issues with County Recorder Cindy Gray. Gray stated she has discussed several options with Administration staff and Supervisor Jeff Sorensen. Gray stated that Sorensen has offered his time and expertise to conduct a work flow study to see if changes can be incorporated to make her office operate more efficiently. Gray is willing to work with the Board to do that, but she would like to request that the decision to reduce her staff be delayed until the work study can be completed. Sorensen stated that the duration of the study would take a couple of weeks. Gray stated that Budget Coordinator Sherry Seright would like to be involved but does not have the time until the budget is completed. Kelly thinks this is a great idea. Furlong stated he does not have a problem with the work study, but that there is a timeline with the budget. Kelly thinks Sorensen's service should be extended to the other offices. Watkins stated he would not change anything in the budget and there would be enough in the carryover to put it back in later if necessary. Kelly stated that if they are going to do the study then they should leave things status quo to do the study. Sorensen stated the work would be done by the staff and he would teach them the tools to do the work study. Sorensen stated he is supportive of the process and he would be more than happy to help, but that he agrees with Watkins that they should leave the staffing decisions made and reduced budget dollars where they are for now. Gray stated that sometimes it is good for

someone on the outside to look at the office and see how things can be done differently. Gray would really like to see the Board let her do this, but allow her sufficient time to complete the process. Furlong stated she can have several weeks because they could amend the budget at a later date if they need to. Watkins stated they probably need the report by the middle of June as to how many staff are needed. Board consensus was to leave the budget where it is, but allow the other departments to also do the staffing study.

Discussion was held with County Attorney Alan Ostergren regarding details and legalities of the proposed severance package. Ostergren stated he needs some idea on what the Board wants the severance plan to look like in order to give Administrative Services Director Nancy Schreiber advice. Furlong stated that the Board decided by consensus to pay the health insurance or equivalent amount for one year plus a \$10,000 lump sum payment. Watkins stated he wants to be as compassionate as possible to the employee's situation and knows that insurance can be a big issue for them. Ostergren asked if one of these employees left tomorrow, would they get the severance package. Watkins felt they should. Ostergren stated that in order to establish public purpose, he would suggest having them waive the County of liability. Watkins stated that he intended the payment to get them by until they could get unemployment. Kelly stated that she also believes that family coverage should be provided. Ostergren stated he would have to talk to the insurance carrier regarding what the Board can and cannot do. Watkins stated he wants to be as favorable to the employee as possible. Ostergren asked the Board to determine exactly what they want over the next couple of weeks and he will provide feedback. Ostergren reminded the Board that there has to be a public purpose so in order to spend any money, the County has to get something of value in return for those funds. The public purpose may be to get them to sign a covenant not to sue. Ostergren stated he just wants to make sure that the Board approaches this with all the facts so that the State Auditors are satisfied with the outcome and how it was handled.

Discussion was held regarding a proposed Space Heater Policy. Maintenance Supervisor Troy Sievert stated that the Muscatine County Safety Committee recommended a policy to restrict the use of space heaters, but does not ban the use of space heaters. Sorensen stated that the policy dictates the types of space heaters that are allowable and a procedure for ascertaining those through a written request. On a motion by Howard, second by Furlong, the Board approved a Space Heater Policy as recommended by the Muscatine County Safety Committee. Ayes: All.

Discussion was held regarding proposals from A&J Associates PC for consulting engineering services for the Old County Jail Building and DHS Building HVAC Design Projects. Sorensen stated that he wants a termination clause that allows for the County to cancel the contract if it does not move forward with the projects. A motion made by Furlong, seconded by Watkins, to accept the proposals was withdrawn. On a motion by Watkins, second by Sorensen, decision on the proposals was tabled until wording was added to allow for cancellation due to insufficient funding and that the County will not be billed until funding is secured. Ayes: All.

Discussion was held with Maintenance Supervisor Troy Sievert regarding a change order for the Muscatine County Courthouse HVAC Project. On a motion by Howard, second by Furlong, the Board approved Change Order #5 in the amount of a deduction of \$4,840 for the Muscatine County Courthouse HVAC Project. Ayes: All.

Discussion was held regarding the final Shive-Hattery Building Condition Study of the Muscatine County Administration Building and Department of Human Services Building. Sievert stated he is confused by several changes to the study including the additional costs. Furlong stated that due to the costs he would not support moving ahead with this project unless it was by a vote of the people. Furlong felt other options including the DHS building or construction of a new building should be considered. Howard stated he agrees with Furlong as this is an old building with old construction methods, so if they are going to spend this kind of money they should consider the other alternatives. Watkins stated he does not disagree, but he would put construction of a new facility to the voters. Sorensen stated he feels like they are throwing good money after bad, but if they construct a new building that would take at least two years to construct, is this building going to last for two years. Furlong stated they may have to stabilize this building until a new building can be constructed. Watkins stated they have the land to construct a new building. Furlong stated they should also look at record storage and incorporating that into the new building. Kelly stated that if they do this, then they also need to make sure there is ample parking so they can be prepared if at some point the State forces the County to take on the Driver License function. Howard stated that he still thinks there is a bigger issue with the previous architect to this building that needs to be pursued. Budget Coordinator Sherry Seright stated the Board can still leave the bonds in the budget, but not proceed if the Board decides they do not want to repair the Administration Building. Stu Willits, former County employee, stated that the Board did not buy just one building, but three old buildings that are money pits. County Auditor Leslie Soule informed the Board that there are only two dates before the General Election on which they can hold a special election for this issue. Watkins asked Sievert to find out from Shive-Hattery how much it would cost to stabilize this building for the next three years as efficiently and economically as possible. Board consensus was for Sievert to develop an RFP to architects for a proposal to design a new building. Board consensus was to leave the bonding in the budget and they will decide later if they need that financing.

Sievert stated that he has been working with Riley on a calendar on the website.

The Board canvassed the Drainage District #1 Election held on January 20, 2012. Results were as follows: For the office of Trustee for a three-year term beginning January 28, 2012 – 6 votes were cast. Mike Meyers received 6 votes. Mike Meyers was elected.

The Board canvassed the Drainage District #4 Election held on January 20, 2012. Results were as follows: For the office of Trustee for a three-year term beginning January 28, 2012 – 3 votes were cast. Mitch Templeman received 3 votes. Mitch Templeman was elected.

The Board canvassed the Drainage District#9 Election held on January 14, 2012. Results were as follows: For the office of Trustee for a three-year term beginning January 28, 2012 – 3 votes were cast. George Meyers received 3 votes. George Meyers was elected.

The Board canvassed the Drainage District#10 Election held on January 20, 2012. Results were as follows: For the office of Trustee for a three-year term beginning January 28, 2012 – 5 votes were cast. Don Feldman received 5 votes. Don Feldman was elected.

On a motion by Howard, second by Sorensen, minutes of the Monday, January 30, 2012 regular meeting and the Tuesday, January 31, 2012 special meeting were approved as written. Ayes: All.

Correspondence:

Administrative Services Director Nancy Schreiber reported the Board received a call from Dolores Dennis that she does not feel it is fair for the Board to make \$24,000 for part-time work.

All Board members received calls regarding staffing issues.

Sorensen and Howard received several calls regarding Zoning issues.

Committee Reports:

Howard, Kelly, Watkins and Sorensen attended a Conference Board meeting February 1st.

Watkins attended a Region IX Transportation meeting February 3rd.

Sorensen attended a Muscatine County Safety Committee meeting February 1st.

Kelly attended a Muscatine Health Association meeting February 1st.

County Attorney Alan Ostergren reported that all of the claims, but one, have been paid out by Merit Construction on the Ahrens Concrete case and money retained by the County has been paid to Merit Construction.

County Recorder Cindy Gray asked for clarification regarding the work study and if the study results come back showing staffing levels are sufficient is the Board going to be willing to reverse their position. Howard stated his goal is to make County government more efficient. Board consensus was they would have to see the results and they encourage all of the departments to participate in a work flow study.

On a motion by Watkins, second by Sorensen, the Board accepted January 2012 payroll claims. Ayes: All.

The Board reviewed the proposed FY12/13 Muscatine County Budget for publication. Furlong stated he would like to add \$6,000 part-time help for the busier times in the Treasurer's Office. The Board did not make any change to the Treasurer's budget for part-time help that had been requested by Furlong. On a motion by Sorensen, second by Howard, the Board approved the proposed FY12/13 budget for publication. Ayes: Furlong, Howard, Watkins and Sorensen. Nay: Kelly.

On a motion by Howard, second by Sorensen, the Board set a public hearing for the proposed FY12/13 Muscatine County Budget for Monday, March 5, 2012 at 7:00 P.M. Ayes: Furlong, Howard, Sorensen and Watkins. Nay: Kelly.

On a motion by Howard, second by Watkins, the Board set a public hearing for proposed amendments to the FY11/12 Muscatine County Budget for Monday, March 5, 2012 at 7:00 P.M. Ayes: All.

On a motion by Howard, second by Sorensen, the Board approved Resolution #02-06-12-01 fixing Monday, February 20, 2012 at 9:00 A.M. for Public Hearings on Issuing General Obligation Bonds in amounts not to exceed \$3,000,000 and \$750,000 respectively for the purpose of financing improvements and repairs to County buildings. Roll call vote: Ayes: All.

On a motion by Furlong, second by Howard, the Board cancelled a Public Hearing on a request from Michael and Patricia Fowler, Record Owners, to add service of ready to eat foods at their business, Steve's Meat Shop located at 3881 Hwy 61, Blue Grass, Iowa, at the request of the Fowlers. Ayes: All.

The Board recessed at 10:46 A.M. and reconvened at 10:57 A.M.

On a motion by Furlong, second by Howard, the Board went into closed session at 10:57 A.M. pursuant to Chapter 21.5.1(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 Watkins, second by Howard, the Board returned to open session at 11:15 A.M. Roll call vote: Ayes: All.

The meeting was adjourned at 11:16 A.M.

ATTEST:

Leslie A. Soule, County Auditor

Kas Kelly, Chairperson
Board of Supervisors

Muscatine County Board of Supervisors
Monday, February 13, 2012

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

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

Charles Lorensen, 1808 Briarwood Lane, Muscatine, expressed concern about thermostats being set too high at 73 degrees in the Administration Building. Lorensen also stated that he felt the County should have been aware of deficiencies prior to the purchase of the Administration Building. Lorensen stated that his property taxes increased last year 18% and will likely increase again this year due to the State rollback and he hopes that elected officials in all forms of government in Iowa will look at what their budget will do to property taxes. Howard stated he appreciates Lorensen coming in and hopes he also talks to the State officials.

A presentation was made by Clean Air Muscatine Executive Director Jessica Brackett. Brackett stated she is here to begin a public dialogue with the Board of Supervisors and present information about the air quality problem facing Muscatine County. Brackett stated that CLAM is trying to develop a Health Advisory Alert System to let the Muscatine community know when air quality reaches levels that will harm their health.

On a motion by Watkins, second by Howard, the Board approved an agreement between Muscatine County and Iowa Department of Economic Development for Covenants and Restrictions for 1130 W. Hinkeyville. Ayes: All.

The Board reviewed a variance granted by the Muscatine County Board of Adjustment on February 3, 2012. Case #12-02-01 is an application filed by Janet L. Morrow-Greene, Record Owner, and Clifford A. Loveless, Proposed Buyer. This property is located in Sweetland Township, in the NW ¼ of Sec. 30-T77N-R1W, Krogh Subdivision, 2011 Solomon Avenue, Muscatine, Iowa, containing approximately 3.42 acres, and is zoned R-1 Residential District. This request, if approved, would allow the Zoning Administrator to issue a Variance in order for Mr. Loveless to build a detached building in front of the existing dwelling, but be at least 50 feet from the front lot line. The Board of Adjustment approved this request. On a motion by Sorensen, second by Watkins, the Board approved a Variance for Case #12-02-01 as approved by the Board of Adjustment. Ayes: All.

The Board reviewed a variance granted by the Muscatine County Board of Adjustment on February 3, 2012. Case #12-02-02 is an application filed by Albert H. or Norma J. Meyer, Record Owners, and Mark Meyer, Proposed Builder. This property is located in Sweetland Township, in the NW ¼ of Section 7-T77N-R1W, South of 170th Street, containing approximately 8.22 acres and is zoned A-1 Agricultural District. This request, if approved, would allow the Zoning Administrator to issue a Waiver of the Subdivision Ordinance in order to split off at least 2.5 acres. The Board of Adjustment approved this

request. On a motion by Furlong, second by Watkins, the Board approved a Variance for Case #12-02-02 as approved by the Board of Adjustment. Ayes: All.

The Board reviewed a variance granted by the Muscatine County Board of Adjustment on February 3, 2012. Case #12-02-03 is an application filed by Iowa State Bank, Record Owners, and Courtney Herrold, Proposed Buyer. This property is located in Moscow Township, in the NE $\frac{1}{4}$ of Section 17-T78N-R2W, South of Highway 6, containing approximately 73 acres and is zoned A-1 Agricultural District. This request, if approved, would allow the Zoning Administrator to issue a Waiver of the Subdivision Ordinance in order to split off approximately 12 acres in the NW corner of the parcel. The Board of Adjustment approved this request. On a motion by Furlong, second by Howard, the Board approved a Variance for Case #12-02-03 as approved by the Board of Adjustment. Ayes: All.

The Board reviewed a variance granted by the Muscatine County Board of Adjustment on February 3, 2012. Case #12-02-04 is an application filed by Iowa State Bank, Record Owners, and Courtney Herrold, Proposed Buyer. This property is located in Moscow Township, in the SW $\frac{1}{4}$ of Section 7-T78N-R2W, North of Highway 6 and East of Mohawk Avenue, containing approximately 37.87 acres and is zoned A-1 Agricultural District. This request, if approved, would allow the Zoning Administrator to issue a Waiver of the Subdivision Ordinance in order to split off approximately 7 acres for an easement between two parcels that Mr. Herrold is proposing to purchase. The Board of Adjustment approved this request. On a motion by Howard, second by Furlong, the Board approved a Variance for Case #12-02-04 as approved by the Board of Adjustment. Ayes: All.

The Board reviewed a variance granted by the Muscatine County Board of Adjustment on February 3, 2012. Case #12-02-05 is an application filed by Ivan E. Lenz, Record Owner, and Ken Morrison, Proposed Buyer. This property is located in Wapsinonoc Township, in the E $\frac{1}{2}$ of Section 14-T78N-R4W, containing approximately 43 acres and is zoned A-1 Agricultural District. This request, if approved, would allow the Zoning Administrator to issue a Waiver of the Subdivision Ordinance in order to split off approximately 15 acres of property that is adjoining the Elder Ridge Subdivision. The Board of Adjustment approved this request to purchase the property for a buffer zone around the existing subdivision. On a motion by Watkins, second by Furlong, the Board approved a Variance for Case #12-02-05 as approved by the Board of Adjustment. Ayes: All.

The Board reviewed a variance granted by the Muscatine County Board of Adjustment on February 3, 2012. Case #12-02-07 is an application filed by George E. or Mary A. Schmidt, Record Owners. This property is located in Fruitland Township, in the NE $\frac{1}{4}$ of Section 25-T76N-R3W, 2152 Highway 61, Muscatine, Iowa, containing approximately 40 acres and is zoned A-1 Agricultural District. This request, if approved, would allow the Zoning Administrator to issue a Waiver of the Subdivision Ordinance in order to split the property into two lots to separate them from adjoining farm land and a Variance to split off the existing one family dwelling. The Board of Adjustment approved this

request. On a motion by Furlong, second by Sorensen, the Board approved a Variance for Case #12-02-07 as approved by the Board of Adjustment. Ayes: All.

The Board reviewed a variance granted by the Muscatine County Board of Adjustment on February 3, 2012. Case #12-02-09 is an application filed by F & J Hahn Inc., Record Owner % James F. Hahn and Wendling Quarries, Inc., Proposed Buyer % John Tuthill. This property is located in Fruitland Township, in the NW $\frac{1}{4}$ of Section 15-T76N-R2W, West of Stewart Road, containing approximately 25.34 acres and is zoned I-2 Heavy Industrial District. This request, if approved, would allow the Zoning Administrator to issue a Waiver of the Subdivision Ordinance in order to split off approximately 2 acres for access to the parcel that is north of this property. The Board of Adjustment approved this request. On a motion by Watkins, second by Sorensen, the Board approved a Variance for Case #12-02-09 as approved by the Board of Adjustment. Ayes: All.

Zoning Administrator Jodee Stepleton reported that the following Variances were denied by the Muscatine County Board of Adjustment on February 3, 2012: Case #12-02-02 is an application filed by Albert H. or Norma J. Meyer, Record Owners, and Mark Meyer, Proposed Builder. This property is located in Sweetland Township, in the NW $\frac{1}{4}$ of Section 7-T77N-R1W, South of 170th Street, containing approximately 8.22 acres and is zoned A-1 Agricultural District. The Muscatine County Board of Adjustment denied the variance because they felt there was ample room to build the residence at least 750 feet away from the next nearest residence; Case #12-02-06 is an application filed by Michael S. or Sandra R. Kellor, Record Owners. This property is located in Lake Township, in the SE $\frac{1}{4}$ of Section 36-T77N-R3W, South of 215th Street, containing approximately 43 acres and is zoned A-1 Agricultural District. The Muscatine County Board of Adjustment denied the variance on a split decision because two members felt there was ample room to build the residence at least 750 feet away from the next nearest residence.

The Board reviewed the following Special Use Permits approved by the Muscatine County Board of Adjustment on February 3, 2012: Case #12-02-02 is an application filed by Albert H. or Norma J. Meyer, Record Owners, and Mark Meyer, Proposed Builder. This property is located in Sweetland Township, in the NW $\frac{1}{4}$ of Section 7-T77N-R1W, South of 170th Street, containing approximately 8.22 acres and is zoned A-1 Agricultural District. This request would allow the Zoning Administrator to issue a Special Use Permit in order for Mark Meyer to build a rural residence for himself. The Board of Adjustment approved this request. Case #12-02-06 is an application filed by Michael S. or Sandra R. Kellor, Record Owners. This property is located in Lake Township, in the SE $\frac{1}{4}$ of Section 36-T77N-R3W, South of 215th Street, containing approximately 43 acres and is zoned A-1 Agricultural District. This request would allow the Zoning Administrator to issue a Special Use Permit in order for Mr. and Mrs. Kellor to build a rural residence on this property. The Board of Adjustment approved this request. Case #12-02-08 is an application filed by Northern Gravel Company, Record Owners % David F. Reusswig and Wendling Quarries, Inc., Proposed Buyer % John Tuthill. This property is located in Fruitland Township, in the NW $\frac{1}{4}$ of Section 15-T76N-R2W, West of Stewart Road, containing approximately 22 acres and is zoned I-2 Heavy Industrial District. This request would allow the Zoning Administrator to issue a Special

Use Permit to allow Wendling Quarries Inc. to have a recycling distribution center on this property in order to recycle and reuse waste concrete and asphalt from road rehabilitation and parking lots. The Board of Adjustment approved this request. Case#12-02-09 is an application filed by F & J Hahn Inc., Record Owner % James F. Hahn and Wendling Quarries, Inc., Proposed Buyer % John Tuthill. This property is located in Fruitland Township, in the NW $\frac{1}{4}$ of Section 15-T76N-R2W, West of Stewart Road, containing approximately 25.34 acres and is zoned I-2 Heavy Industrial District. This request would allow the Zoning Administrator to issue a Special Use Permit to allow Wendling Quarries Inc. to have a recycling distribution center on this property in order to recycle and reuse waste concrete and asphalt from road rehabilitation and parking lots. The Board of Adjustment approved this request.

On a motion by Furlong, second by Watkins, the Board set a Public Hearing for Monday, March 5, 2012 at 9:00 A.M., on a construction permit application submitted by David Kundel for a confinement feeding operation in Lake Township.

Furlong stated a Zoning class sponsored by the Iowa State Extension Service in March would be beneficial for the Zoning Commission and Board of Adjustment. Board consensus was to allow both Boards to attend the training at the cost of the County.

On a motion by Furlong, second by Sorensen, the Board accepted a proposal for Consulting Engineering Services with A&J Associates PC for the Old County Jail Building HVAC Design Project. Ayes: All.

On a motion by Watkins, second by Sorensen, the Board accepted a proposal for Consulting Engineering Services with A&J Associates PC for the Department of Human Services Office Building HVAC Design Project. Ayes: All.

Maintenance Supervisor Troy Sievert stated that the Request for Proposal went out last Friday for the Historic Jail and Optimae Tuckpointing Projects.

On a motion by Howard, second by Sorensen, minutes of the Monday, February 6, 2012 regular meeting were approved as written. Ayes: All.

Correspondence:

Howard received calls regarding the reduction of staff in the Treasurer's Office.

Howard received a call regarding construction codes and permits regarding rural areas in the County.

Howard received calls regarding decisions by the Zoning Board of Adjustment.

Committee Reports:

Howard attended a Muscatine Search and Rescue meeting February 8th.

Kelly attended a Seventh Judicial District meeting February 10th.

Watkins attended a MAGIC Orientation February 10th.

Sorensen attended an Emergency Food and Shelter Grant Program Meeting

February 7th.

Kelly attended the Muscatine County Compensation Board meeting February 6th.

Discussion was held regarding the Muscatine County Compensation Board FY12/13 salary recommendations for elected officials and deputies. On a motion by Sorensen, second by Howard, the Board reduced the Muscatine County Compensation Board FY12/13 salary recommendations for elected officials by 33 1/3 % resulting in a 0% increase for the Supervisors and a 2.5 % increase for the Attorney, Auditor, Recorder, Sheriff and Treasurer. Ayes: All.

The Board reviewed project costs for the Muscatine County Courthouse HVAC Project. Budget Coordinator Sherry Seright stated that the project came in \$59,644.32 under budget. Maintenance Supervisor Troy Sievert stated that he believed the County had already received a rebate from MP&W and should still receive a rebate from Alliant Energy. On a motion by Watkins, second by Howard, the Board accepted the Muscatine County HVAC Project at a final cost of \$1,045,690.67. Ayes: All.

The Board reviewed the health/dental fund balance as of January 31, 2012.

On a motion by Howard, second by Sorensen, the Board authorized the Chairperson to sign the Certification Statement for the Muscatine County FY2011 Cost Allocation Plan. Ayes: All.

Administrative Services Director Nancy Schreiber stated she has not been able to fill a vacancy on the Building Board of Appeals with a female as suggested to gender balance the Board. The Board of Supervisors directed Schreiber to fill the position with a male if a female cannot be found within 90 days.

Schreiber stated that Board of Adjustment also has a vacancy, but the female incumbent is willing to serve again. The Board directed Schreiber to fill the position with the female incumbent.

The meeting was adjourned at 10:21 A.M.

ATTEST:

Laura Perley, First Deputy County Auditor

Kas Kelly, Chairperson
Board of Supervisors