

Muscatine County Board of Supervisors  
Monday, October 26, 2020

The Muscatine County Board of Supervisors met in regular session at 9:00 A.M. with Holliday, Sauer, Mather and Saucedo present. Sorensen attended electronically. Vice-Chairperson Saucedo presiding.

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

Discussion was held with Mike Nolan, Horizon Architecture, regarding Change Order #1 for the Muscatine County Jail Partial Roof Replacement Project. Nolan stated the original overflow drain rings on the roof had a two inch lip that was causing water to be retained in the primary drain. Nolan stated 13 of the overflow drain rings were replaced with rings that had a hole punched through so they would not retain water. On a motion by Sauer, second by Holliday, the Board approved Change Order #1 for the Muscatine County Jail Partial Roof Replacement Project in the amount of \$1,358.00. Ayes: All.

Discussion was held with Nolan regarding Change Order #3 for the Muscatine County Sheriff's Office Addition Project. Nolan stated the original construction document specified relocating the flag pole and keeping the scheme of light from the existing pole on the flag. Nolan stated the Sheriff Deputies have requested that the flag pole have a dedicated light. Nolan stated the change order is to add a flush to grade light encased in concrete to light the flag. On a motion by Sauer, second by Mather, the Board approved Change Order #3 for the Muscatine County Sheriff's Office Addition Project in the amount of \$1,534.87. Ayes: All.

Discussion was held with Nolan regarding a request to approve a revised Master Agreement between Muscatine County and Michael Nolan, Horizon Architecture. Nolan reviewed changes in the plan stating the updates include giving a general broad view of all of the potential services available, defining insurance requirements and outlining architectural responsibilities. On a motion by Sauer, second by Mather, the Board approved a revised Master Agreement between Muscatine County and Michael Nolan, Horizon Architecture. Ayes: All.

On a motion by Mather, second by Sauer, the Board approved a Design Services Contract for the Muscatine County Jail Booking Expansion Project in the amount of \$79,500.00. Ayes: All. The Board directed Nolan to include in the bidding proposal for this project that the Jail Booking area must be kept operational during construction.

On a motion by Sauer, second by Mather, the Board approved a Design Services Contract for the Muscatine County Attorney's Office Repair/Remodel Project in the amount of \$25,500.00. Ayes: All.

On a motion by Mather, second by Holliday, the Board approved a change order discretionary limit authorization for Zoning Administrator Eric Furnas (serving as the Owner Representative) in the amount of \$7,500.00. Ayes: All.

Nolan updated the Board on various building projects.

On a motion by Sauer, second by Mather, the Board approved the following utility permits: Telecom – install a copper drop across the road at 1589 North Isett Avenue; Wilton Telephone Company – install copper telephone cable along the F-58 right-of-way from Thayer Avenue to house number 2972 and bore under F-58. Ayes: All.

On a motion by Holliday, second by Sauer, the Board approved the purchase of a 2020 F550 Monroe Demonstrator dump/plow truck in the amount of \$68,443.00 with a trade through Courtesy Ford. Ayes: All.

On a motion by Mather, second by Sauer, the Board tabled discussion regarding Keokuk Avenue until the November 9, 2020 regular meeting. Ayes: All.

At the request of County Engineer Keith White, Administrative Services Director Nancy Schreiber updated the Board on various road projects.

On a motion by Mather, second by Sauer, the Board approved an ordinance rezoning approximately 7.21 acres in Seventy-Six Township from A-1 Agricultural District to R-1 Residential District on the second of three readings. Roll call vote: Ayes: All.

On a motion by Mather, second by Sauer, minutes of the October 19, 2020 regular meeting were approved as written. Ayes: All.

#### Correspondence:

All supervisors received an email from Emergency Manager Brian Wright stating the burn ban has been lifted.

All supervisors received an email from Lee Geertz, West Liberty City Clerk/Finance Officer, regarding an Urban Renewal meeting.

Holliday reported an email from Rich Carias, Hickory Hills Homeowners Association President, regarding a waterline issue on G-28.

Mather reported a joint communication from the Democrat and Republican Committee Chairs regarding a rash of sign stealing and vandalism. Mather asked people to show respect for everyone else and make this a peaceable time.

Saucedo reported an email regarding the ATV ordinance.

Saucedo reported an email regarding Keokuk Avenue.

#### Committee Reports:

Sorensen attended an Affordable Housing meeting October 12<sup>th</sup>.

Sorensen attended a Eastern Iowa MH/DS Region special meeting October 14<sup>th</sup> and a regular meeting October 19<sup>th</sup>.

Sorensen and Holliday attended a Muscatine County Joint Communications Commission meeting October 22<sup>nd</sup>.

Holliday attended a Wilton Development meeting October 21<sup>st</sup>.

Sauer attended a Muscatine County Conservation Board meeting October 19<sup>th</sup>

Sauer attended a River Bend Transit Board meeting October 21<sup>st</sup>.

Mather attended a Muscatine County Veterans Affairs Commission meeting October 20<sup>th</sup>.

Saucedo attended a West Liberty City Council meeting October 20<sup>th</sup>.  
Saucedo attended a WELEAD (West Liberty Economic Area Development Board) meeting October 22<sup>nd</sup> and an executive meeting October 23<sup>rd</sup>.

Holliday invited people to attend the Fair Board annual meeting Tuesday, October 27<sup>th</sup> at the Fair Grounds Activities Center at 7:00 p.m.

The Board reviewed a revised draft of a proposed ordinance regulating the operation of all-terrain vehicles and off-road utility vehicles with Administrative Services Director Nancy Schreiber. Schreiber stated a map showing county roads it is proposed be designated as restricted from ATV/UTV usage has been included, based on a recommendation by County Engineer Keith White. Saucedo questioned if there is value in adding requiring the use of reflective tape on the ATV/UTVs into the draft ordinance. Board consensus was to add use of reflective tape as a recommendation to the draft ordinance. On a motion by Sorensen, second by Mather, the Board set a public hearing on the proposed ordinance for Monday, November 9, 2020 at 9:00 A.M. Ayes: All.

On a motion by Sorenson, second by Holliday, the Board adopted the following 2021 Muscatine County Holiday Schedule. Ayes: All.

HOLIDAY	DAY OF OBSERVANCE
New Year's Day	Friday, January 1, 2021
Memorial Day	Monday, May 31, 2021
Independence Day	Monday, July 5, 2021
Labor Day	Monday, September 6, 2021
Veterans' Day	Thursday, November 11, 2021
Thanksgiving	Thursday, November 25, 2021
Day after Thanksgiving	Friday, November 26, 2021
Christmas Eve	Friday, December 24, 2021

In addition to the holidays enumerated above, staff is granted three unscheduled holidays (personal days) to be used in 2021.

Discussion was held with Administrative Services Director Nancy Schreiber regarding authorization of a lump sum payment for employees at the maximum of their pay grade under the Salary Administration Program. Schreiber stated as a part of the Salary Administration Program, the Board may give employees at the top of their pay scale a one-time lump sum payment the first payroll in December. Schreiber recommended any employee at the top of the scale anytime over the last five years should receive a ½ percent one-time payment for each year. On a motion by Sauer, second by Mather, the Board authorized a lump sum payment for employees at the maximum of their pay grade under the Salary Administration Program as recommended by Schreiber. Ayes: All.

On a motion by Sorensen, second by Holliday, the Board approved a revised Petty Cash policy. Ayes: All.

On a motion by Mather, second by Sauer, the Board appointed Pam Collins to fill a vacancy on the Muscatine County Historic Preservation Commission for a term ending January 1, 2023. Ayes: All.

On a motion by Sauer, second by Holliday, the Board appointed Becky Furlong to fill a vacancy on the Muscatine County Historic Preservation Commission for a term ending January 1, 2021. Ayes: All.

The Board reviewed the Muscatine County Health/Dental Insurance Fund balance as of September 30, 2020.

On a motion by Mather, second by, Sauer the Board accepted the October 2020 payroll claims. Ayes: All.

Emergency Manager Brian Wright updated the Board on COVID-19 in Muscatine County.

Zoning Administrator/Owner Representative Eric Furnas updated the Board on various building projects.

Don Briggs, Fruitland, stated he does not support restricting any County roads and agreed with Board members Holliday and Saucedo that bicycles are more of a hazard than ATV/UTVs.

The meeting was adjourned at 10:26 A.M.

ATTEST:

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Betty L. Wamback  
First Deputy Auditor

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Jeff Sorensen, Chairperson  
Board of Supervisors