

Muscatine County Board of Supervisors  
Monday, January 5, 2015

The Muscatine County Board of Supervisors met in regular session with Bonebrake, Sorensen, Kelly, Sauer and Howard present. Chairperson Kelly presiding.

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

On a motion by Sorensen, second by Sauer, claims dated January 5, 2015 were approved in the amount of \$205,116.40. Ayes: All.

A Public Hearing was called to order at 9:02 A.M. by Chairperson Kelly on a request to amend the Zoning Ordinance M-1 Mobile Home & Travel Trailer District provisions to identify mobile home sales and service sales as "Uses Permitted", and to identify rental storage units and automobile sales and service as "Special Uses Permitted". Zoning Administrator Jodee Stepleton explained that this area of the M&W Mobile Home property is zoned M-1 and the owner of the mobile home park wants to use the property for an auto sales/repair business, but he does not want to open the area up to larger businesses that may not be as compatible with a mobile home park. Stepleton stated that amending this portion of the ordinance only affects two places in the County, both of which are owned by Tim McCleary, 4500 25<sup>th</sup> Street South, Muscatine. No one spoke against the proposed amendment. On a motion by Sorensen, second by Bonebrake, the public hearing was closed at 9:26 A.M. Roll call vote: Ayes: All.

On a motion by Sorensen, second by Howard, an ordinance amending the Zoning Ordinance M-1 Mobile Home & Travel Trailer District provisions to identify mobile home sales and service sales as a "Uses Permitted", and to identify rental storage units and automobile sales and service as "Special Uses Permitted" on the first of three readings. Roll call vote: Ayes: All.

On a motion by Sorensen, second by Sauer, the Board approved Resolution #01-05-01 Granting a 90-day Extension for Filing the Final Plat of Kleppe One Subdivision. Roll call vote: Ayes: All.

Discussion was held with Zoning Administrator Jodee Stepleton regarding compliance with Iowa Code Chapter 103, Electrical Certification Requirements. Stepleton reported that Muscatine County is compliant with code requirements as Building Inspector Jim Schaapveld is now certified to perform electrical inspections. Bonebrake suggested that Stepleton also get certified. On a motion by Sorensen, second by Bonebrake, the Board agreed to continue to utilize Muscatine County Building Inspector Jim Schaapveld for in-house electrical inspections. Ayes: All.

Discussion was held with Stepleton regarding the possibility of accepting credit card payments for building permits. Stepleton stated she is working with Information Services Director Bill Riley to develop a plan to present to the Board in the near future.

On a motion by Howard, second by Sauer, the Board set a public hearing for Monday, January 12, 2015, at 9:00 A.M. on a proposed amendment to Title III, Chapter VI – Construction Codes and Enforcement of the Muscatine County Code of Ordinances. Ayes: All.

Discussion was held with Greater Muscatine Chamber of Commerce and Industry President and CEO Greg Jenkins regarding Board of Supervisor support for the Monsanto expansion project. On a motion by Sorensen, second by Howard, the Chair was authorized to sign letters of support for the Monsanto expansion project. Ayes: All.

Discussion was held with County Recorder Sarah Bodman regarding her request to fill a part-time Recorder's Clerk position. Howard stated he was not sure the position can be supported in a future budget. Bodman stated customer service will decrease and they will fall behind if the position is not filled. Howard suggested looking at a utility person that could be used as needed in various departments. Sorensen stated he does not have a problem filling this position because it is budgeted, but he agrees that the Board needs to be sure it can fund these positions in the future. Sauer stated it is important to do the job efficiently and effectively and trained personnel is necessary to do it effectively. On a motion by Sorensen, second by Sauer, the Board authorized the County Recorder to fill a part-time Recorder's Clerk position as budgeted. Ayes: All.

County Recorder Sarah Bodman stated the Recorder's Office will be closed January 16<sup>th</sup> for final transition to their new recording system.

On a motion by Sorensen, second by Sauer, the Board approved the Muscatine County Auditor's Report of Fees Collected for the quarter ending December 31, 2014 in the amount of \$347.89. Ayes: All.

On a motion by Sauer, second by Sorensen, the Board approved the Muscatine County Sheriff's Office - Civil Department Report of Fees Collected for the quarter ending December 31, 2014 in the amount of \$26,936.36. Ayes: All.

The Board recessed at 9:57 A.M. and reconvened at 10:10 A.M.

Michael Avgenackis, Triumph Consulting, gave a presentation of the results of the evaluation of the County's current Salary Administration Program. Avgenackis explained each position covered under the Salary Administration Program was analyzed for appropriateness of the job description as well as competitive pay with the market. Avgenackis stated questionnaires were completed by the employees which were followed up with personal interviews with those employees.

Triumph Consulting Project Leader Kristina Henson stated Muscatine County employees are paid approximately 13.5% below market and presented three possible scenarios for updating the Salary Administration Program as follows: 1) Develop a merit based promotion system at a total cost to place all employees within the new salary ranges

would be \$19,027. Future salary increases would be determined using a merit based system. 2) Give employees a 6.75% salary increase, if their grade was not changed, or a 13.5% salary increase if they were raised one grade level for a total cost of \$219,300. 3) Give employees a 3.375% salary increase, if their grade was not changed, or a 6.75% salary increase if they were raised one grade level for a total cost of \$109,650. Henzen stated the second and third scenarios would still utilize the step system for future increases. Henzen stated the County had no FLSA issues and job descriptions were rewritten.

Avgenackis stated the County has not been keeping up with inflation over the last five years and suggested the merit based approach for future increases explaining that the merit based system would differentiate people by performance with higher performance equating to a higher increase. Howard asked how benefits were involved in the analysis because sometimes better benefits are more important than pay. Avgenackis stated that benefits were not analyzed when looking at market data. Hensen stated that the majority of external data was gathered from other counties. Kelly expressed concern that a merit based system would create an issue with employees upset about their pay as compared to their counterpart doing the same work. Avgenackis stated online training can be utilized and documented to recognize those employees who go above and beyond expected levels.

Avgenackis stated the County needs to move forward in a direction to stay competitive. Sorensen stated he has worked with State government using a merit based system and it worked very effectively. Howard stated it is important, regardless of what you decide to do, is that you stick to it and follow it. Bonebrake stated employees know who the top performers are in their department. Howard stated it will be a social change to move to a merit system. Sorensen stated you have to have strong line managers that are willing to give fair and adequate reviews. Administrative Services Director Nancy Schreiber stated the County would also have difficulty budgeting increases for the various funds/departments. Schreiber stated when the County went to a step system the Board chose to stay below market value. Bonebrake stated if an employee doing minimal work gets the same increase as one that excels, there is no incentive for the one that excels to continue to excel. Sauer stated the weak link in the system is the rigidity of the spine in the individual doing the evaluation. Schreiber expressed concern that the unions have no ability to reward performance and would possibly focus on the higher percentage increases given through a merit system to an outstanding employee when negotiating increases for all of the employees covered under the union contract. Schreiber stated the step system allows the County to treat all employees the same and comparable to the union contracts. In response to a question from Kelly, Henzen stated data gathered on the MUSCOM Manager, Disaster Services Coordinator and GIS department employees will be provided at a later date. The Board will review the information provided by Triumph Consulting and discuss it further at a future Board meeting.

On a motion by Howard, second by Sorensen, minutes of the Monday, December 29, 2014 and January 2, 2015 regular meetings were approved as written. Ayes: All.

No correspondence was noted.

No committee reports were noted.

County Engineer Keith White reminded the public experiencing winter weather to slow down and drive with caution.

The Board reviewed applications received from Donald McCullough Jr., Richard Buser and Lynn Murphy for one vacancy on the Conesville Benefitted Fire District Board of Trustees and from Holly Oppelt, Jeanette Phillips and Martha Peterson for three vacancies on the Muscatine County Magistrate Appointing Commission.

The Board approved on motion by Sorensen, second by Bonebrake, 2015 appointments to the following Boards and Commissions: Ayes: All.

|   |                   |
|---|-------------------|
| Bi-State Regional Planning Commission   | Kelly & Howard    |
| Bi-State Drug and Alcohol Consortium  | Kelly             |
| City of Muscatine Transportation Zone Commission  | Kelly             |
| Community Volunteer Nominating Committee  | Kelly             |
| Decategorization Board  | Sorensen          |
| Eastern Iowa MH/DS Region (MH Reorganization)   | Kelly             |
| Greater Muscatine Chamber of Commerce and Industry  | Kelly             |
| Region 9 Regional Workforce Investment Board  | Sorensen          |
| Muscatine Community Health Association  | Kelly             |
| Muscatine Co. Convention & Visitors Bureau Board of Directors   | Sorensen          |
| Muscatine County Board of Health (ex-officio)   | Sauer             |
| Muscatine County Conservation Board (ex-officio)  | Sauer             |
| Muscatine County E911 Service Board   | Howard            |
| Muscatine County Enterprise Zone Commission   | Kelly             |
| Muscatine County Fair Board   | Sauer             |
| Muscatine County Flood Control Commission   | Howard & Sorensen |
| Muscatine County Hazard Mitigation Plan Update Committee  | Sauer             |
| Muscatine County/Muscatine City Joint Administration Board<br>(Emergency Management)                        | Howard            |
| Muscatine County REAP Commission  | Howard            |
| Muscatine County Safety and Health Committee  | Bonebrake         |
| Muscatine County Veterans Affairs Commission(ex-officio)  | Bonebrake         |
| Muscatine County Solid Waste Mgmt. Agency   | Sorensen          |
| Muscatine Search and Rescue   | Howard            |
| Region 9 Transportation Policy Board  | Sorensen          |
| Seventh Judicial District Dept. of Correctional Services Board  | Kelly             |
| WELEAD(West Liberty Economic Area Development Board)  | Bonebrake         |
| Wilton Development Corporation  | Sorensen          |
| Muscatine County Joint Communications Commission<br>(standing appointment until Board resolution to change) | Bonebrake & Sauer |

M.A.G.I.C. Committee (2 year terms)

Kelly – term ends 12/31/15

Bonebrake – term ends 12/31/16

River Bend Transit Board of Directors

Sauer – term ends 12/31/15

Milestones Area Agency on Aging

Howard – term ends 09/30/15

Muscatine River Project Partnership

Howard

Bi-State Regional Trails Committee

Sorensen & Curt Weiss

On a motion by Sorensen, second by Bonebrake, the Board approved Resolution #01-05-15-02 Appointing Matt Bonebrake and Scott Sauer as Muscatine County Representatives to the Muscatine County Joint Communications Commission. Roll call vote: Ayes: All.

The meeting was adjourned at 11:28 A.M.

ATTEST:

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Leslie A. Soule, County Auditor

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Kas Kelly, Chairperson  
Board of Supervisors