

Muscatine County Board of Supervisors  
Friday, January 16, 2015

The Muscatine County Board of Supervisors met in special session at 9:01 A.M. with Bonebrake, Sorensen, Kelly, Sauer and Howard present. Chairperson Kelly presiding.

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

On a motion by Sorensen, second by Howard, Zoning Administrator Jodee Stepleton was terminated effective January 16, 2015 based on failure to reach specific goals and objectives set forth in her June 14, 2014 performance evaluation. Ayes: All.

Discussion was held regarding designation of an interim Zoning Administrator. Administrative Services Director Nancy Schreiber stated Building Inspector Jim Schaapveld has expressed interest in serving as Interim Zoning Administrator should the Board desire. Schreiber stated she and Supervisor Howard also met with Steve Boka who is retired from the City of Muscatine Planning and Zoning Department. Schreiber stated that Boka indicated he has some interest and would be willing to work for the County in a contactor arrangement whereby he would oversee and assure that the administrative duties are being taken care of during the interim period. Schreiber stated she and Howard also talked to Boka about assisting the County in terms of looking at the duties of the office so they are being carried out in an efficient manner, reviewing the Zoning Administrator job description and assisting the County with the search for qualified applicants. Schreiber stated if the Board chooses to go this route, she would develop a memorandum of understanding with a not to exceed timeline. Schreiber stated Boka would then spend some time assessing the needs of the department. Schreiber stated once Boka has made the assessment, he would work on an as needed basis, less than 40 hours a week, overseeing the department while allowing other staff keep the daily operations going. Howard stated Boka evaluating the position and reviewing applications would be a good opportunity to get the application process headed in the right direction. Sorensen stated the County is lucky to have someone with Boka's network, background and experience who is willing to do this for the County. Bonebrake agreed, but expressed concern Boka might implement guidelines which a new Zoning Administrator may not agree with. Schreiber stated Boka understands his role would be to get things in shape for and then be a resource for the new Zoning Administrator. Schreiber stated the County would be looking to Boka to assess if we are efficiently utilizing our resources. Kelly stated it is always good to have an experienced person from the outside look at the process. In response to a question from Bonebrake about who the employees would report to, Schreiber stated Boka would provide daily direction of the employees with assistance from herself to make sure Boka is performing the functions in the way the Board intended. Sauer agreed with the Board that they are fortunate to have the opportunity to bring in someone with Boka's experience and ability willing to assist the County. The consensus of the Board was for Schreiber to proceed with drafting a memorandum of understanding, reviewed by the County Attorney, for Steve Boka to assume the duties of Interim Zoning Administrator. Schreiber informed the Board she

authorized Building Inspector Jim Schaapveld to work 40 hours per week on a temporary basis until the Board can sort out what they are doing.

The meeting was adjourned at 9:16 A.M.

ATTEST:

---

Leslie A. Soule, County Auditor

---

Kas Kelly, Chairperson  
Board of Supervisors