MUSCATINE COUNTY BOARD OF SUPERVISORS

Danny Chick, District One | Kurt Kirchner, District Two | Scott Sauer, District Three
Nathan Mather, District Four | Jeff Sorensen, District Five

AGENDA

Monday, November 2, 2026

9:00 a.m.

You can watch the meeting live from your computer, laptop, or smartphone at https://www.youtube.com/user/MuscatineCounty/

1. Call to order.
2. Review agenda.
3. Items with County Engineer Bryan Horesowsky:
   a. Discussion and possible action to approve various utility permits.
   b. Other.
4. Discussion and possible action to approve the minutes of the October 26, 2026 regular meeting.
5. Correspondence.
6. Committee Reports.
7. Items with the Administration Office:
   a. Discussion and possible action to reappoint Brad Akers to the Muscatine County Zoning Commission for a five-year term ending November 7, 2031.
   b. Discussion and possible action regarding an employee's unused vacation.
   c. Discussion and possible action to revise the unused vacation section of the Muscatine County Employee Handbook.
   d. Other.
8. Receive information from County employees.
9. Receive comments from the public.
10. Adjournment.

Hirings approved:

Molly Minnich Treasurer's Clerk Treasurer's Office

Muscatine County Administration Building 414 East Third Street, Suite 101 Muscatine, Iowa 52761-4142
Phone: (563)263-5317 Fax: (563)288-4235 e-mail: administration@muscatinecountyiowa.gov

November 2, 2026
Agenda Packet
Item #4

- Board of Supervisor Meeting Minutes 10-26-26

Muscatine County Board of Supervisors
Monday, October 26, 2026

The Muscatine County Board of Supervisors met in regular session at 9:00 A.M. with Chick, Kirchner, Mather, Sauer and Sorensen present. Chairperson Chick presiding.

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

On a motion by Sorensen, second by Kirchner, the Board moved to accept claims dated October 26, 2026, in the amount of $608,397.66. Ayes: All.

Building, Zoning & Environmental Inspector Brandon Hatcher reviewed a Special Use Permit for rural residence granted by the Muscatine County Board of Adjustment on October 16, 2026. Case #26-10-01- an application filed by Dalton Motley, applicant, and Phillip and Grace Wiese, Record Owners, requested a Special Use Permit in Montpelier Township, in the NW¼ of Section 9-T77N-R1E, Parcel #10-09-100-003, containing approximately 24.52 acres and zoned A-1 Agricultural. No action was taken by the Board as the item was for review only.

The Board held discussion on a variance granted by the Muscatine County Board of Adjustment on October 16, 2026. Case #26-10-02- an application filed by David Petersen, Record Owner, requesting a variance to place an accessory outbuilding approximately 6 feet from the east side lot line. The affected property is in Fulton Township in the SW ¼ of Section 34-T78N-R1E, 1576 Arrowhead Drive, containing approximately 1.74 acre, and is zoned R-1 Residential. On a motion by Sorensen, second by Mather, the Board moved to accept the variance as presented. Ayes: All.

On a motion by Sauer, second by Sorensen, the Board moved to approve the plans and specifications for project BROS C070(80)--5F-70, a triple box 12'x8'x164' RCB Culvert on 180th Street G14, near NW Corner, over Mad Creek, Section 18-T77-R1W. Ayes: All.

On a motion by Sorensen, second by Sauer, the Board moved to approve Iowa DOT Agreement No 5-25-HBP-S-038 for utilization of Federal Bridge Funds for a RCB culvert replacement project on G14 over Mad Creek. Ayes: All.

On a motion by Sorensen, second by Kirchner, the Board moved to approve the 2026 Weed Commissioner's Report. Ayes: All.

On a motion by Sorensen, second by Sauer, the Board approved a utility permit with Alliant Energy, Cedar Rapids, Iowa, for a single-phase primary extension to pad mount transformer. Section 14-T78N-R02W. Ayes: All.

County Engineer Bryan Horesowsky gave a secondary road project update.

On a motion by Mather, second by Sorensen, the Board approved the minutes of the October 19, 2026, regular meeting. Ayes: All.

Correspondence:

All Supervisors reported receiving emails regarding the guardianship payee program.

Committee & Meeting Reports:

Kirchner attended a groundbreaking ceremony held by WELEAD at Harvest View Estates in West Liberty, Iowa on October 23, 2026.

Kirchner stated the Annual Fair Board meeting is scheduled for October 27, 2026, at the Kent Center with a meal at 6:30 P.M. and meeting to follow at 7:30 P.M.

Kirchner attended a WELEAD meeting on October 22, 2026.

Sauer attended a Muscatine County Conservation Board meeting on October 19, 2026.

Sauer attended a River Bend Transit Board of Directors meeting on October 21, 2026.

Human Resources Director Kayla Petersen and Information Services Director Bill Riley held discussion with the Board regarding possible action to adopt a Muscatine County Security Token Issuance and Use Policy. On a motion by Sorensen, second by Kirchner, the Board adopted a Muscatine County Security Token Issuance and Use Policy. Ayes: All.

The meeting was adjourned at 9:19 A.M.

ATTEST:

Tibe Vander Linden	Danny Chick, Chairperson
County Auditor	Board of Supervisors

November 2, 2026
Agenda Packet
Item #7a

- Zoning Commission Application

APPLICATION FOR MUSCATINE COUNTY ZONING COMMISSION

NAME: Brad Akers Date: 9-30-26

ADDRESS: 1451 Fairway Ct. West Liberty Iowa 52776

PHONE NUMBER: 319-631-2986 E-MAIL ADDRESS: bradakers5@gmail.com

APPLICANT FOR: Muscatine County Zoning Commission

Place of employment (and/or activities such as hobbies, volunteer work, etc., that you feel may qualify you for the position):

Self Employed
Real Estate Agent
Land Developer / Contractor

The following questions will assist the Board of Supervisors in its selection; however, it is **not** necessary to complete this information to be eligible for consideration.

- How much time will you be devoting to this committee? As much as necessary
- Reason for applying? I currently serve on the board
- Contributions you feel you can make to the Board/Commission: I have a lot of experience with Zoning and Land Development
- Direction/role you perceive of this Board/Commission: To follow the County Comprehensive Plan as much as possible

In lieu of/in addition to the above, do you have any comments to add that may assist the Board of Supervisors in its selection?

Return completed application by 4:30 P.M. on Wednesday, October 28, 2026, to:
MUSCATINE COUNTY ADMINISTRATION OFFICE
414 E THIRD STREET, SUITE 101
MUSCATINE, IOWA 52761-4142

YOUR APPLICATION WILL BE RETAINED IN OUR FILES FOR ONE YEAR

November 2, 2026
Agenda Packet
Item #7c

- Muscatine County Employee Handbook Unused Vacation Section
- Unused Vacation Department Head Input

Unused vacation time can be carried over from one year to the next up to a maximum carry-over of an employee's current accrual rate plus forty (40) hours. Unused vacation in excess of these limitations will be forfeited unless unusual circumstances require the employee's presence at work. All such exceptions should be documented by the department head and filed with the Administration Office. Under no circumstances will an employee be allowed to carryover hours in excess of the above limitation for more than ninety (90) days.

Upon separation from the County, an employee will be paid for all unused vacation time if the employee has provided written notice at least two weeks in advance of their last day on the job. Payout for accrued hours shall be in accordance with the rules outlined in the Separation section of the manual. Elected County officials are not eligible to be paid for unused vacation time.

II-G. SICK LEAVE

Regular full-time employees earn sick leave on a bi-weekly, pay period basis beginning with their first day of employment at a rate of ninety-six (96) hours per year (3.694 hours per pay period). Regular part-time employees earn sick leave at one-half the rate of full-time employees. If an employee is in non-pay status for one-half or more of their scheduled hours during a pay period, they do not accrue sick leave time for that pay period.

Sick leave may be used for personal illness or injury, which renders an employee unable to perform the duties of their position or for care and necessary attention of ill or injured family members as defined in the Funeral Leave section of this manual.

After an employee accumulates three hundred sixty (360) hours of sick leave, the employee may elect annually to add all or one-half of any earned, unused sick leave that was accrued in the past year and in excess of the 360 hours to the employee's accumulated total. Unused sick leave not added to the accumulated leave shall be compensated for at the rate of one-half (1/2) the employee's normal rate of pay. After seven hundred twenty (720) hours are accumulated, the employee shall be compensated annually for all unused sick leave in excess of seven hundred twenty (720) hours at the rate of one-half (1/2) the employee's normal rate of pay.

Upon resignation, retirement or lay-off, employees will be paid at one-half their normal rate of pay for all accumulated sick leave if the employee has provided written notice at least two weeks in advance of their last day on the job. Elected County officials and employees terminated for cause are not eligible for this payment.

In case of unexpected absence due to illness or emergency, the department head should be notified as soon as possible. Upon request from the department head, the employee must furnish satisfactory medical evidence that the employee's illness requires time off work and/or the employee is fit to

Community Services Director Jessica Bopes:

“I would be in support of longer than 90 days to use vacation time and/or paying out some vacation time. In my department specifically, my staff is accruing a lot of hours because they have been here long enough to accrue at a higher level. It is also not possible for all of us to take vacation at the same time, so they stagger it. It does make things tricky sometimes because Lindsey likes to use time around Christmas. She’s going to use the hours, but possibly outside of the 90 days.”

County Auditor Tibe Vander Linden:

“I agree with the proposed language and policy as presented”

County Assessor Nancy Long:

”I do not think the policy should change. I asked about it to make sure I had it straight for my office, so they all understood how it works. Kelly and Adam had to take days off just so they won’t be over by their hire date. I think it should be up to the department head to keep track of it and make sure their staff are using the vacation time they are given. I believe that if people started being able to be paid for unused vacation, it would be taken advantage of so they would get a “bonus” check. That would be totally unfair to the rest of the office. And how do you account for that in your budget, that would be a nightmare, and we have a 2% cap.”

County Treasurer Amy Zybarth:

“I believe the policy should stay in place the way it was written. It is important for employees to take scheduled time off and department heads to plan around those schedules. I feel the plan in place allows for a 90 day allowance if in a pinch.

This will put not only the departments in budget deficient but also the county overall if these excess hours are paid out and who wants to explain that to the taxpayers. I think they’ll find time to use these hours in the future, I don’t think the county will shut down if anyone is gone for a week!”

“I just watched the BOS Meeting from 10/19 and was surprised to hear the jump to payout vacation when this policy has been on the books for all these years.

I heard no discussion of the elected officials vs. department heads, Most of these payouts are going to the department head making 6 figure incomes already. Why haven’t they taken the time off, don’t they have competent staff to cover for them? They get comp time or overtime for their extra hours worked and now payout for vacation time not taken when

elected officials and deputies are exempt and receive none of that but may work just as much.

I have always found time to be sure all six employees took their allowed vacation time which at times that exceeded 24 weeks out of the year with the seniority we had as well as taking mine too. Myself & my deputies (who are all exempt) put in plenty 10-12 hour days over the years and have been on weekends, whatever is needed but have hired the people & trained them that we trust to get the job done.

I think the policy is already generous the way it is. I think a Time Management class might be in order."

Sheriff Quinn Riess (For Jail and Patrol):

"It's my feeling that if the system isn't broken don't fix it. Out of 225ish staff across the county, 28 extensions granted, and only one that was unable to burn the time, sounds like the currently policy works. I polled my command staff and about 90% said they would likely let their vacation time grow just for the buyout option so I think the unrealized expense above the numbers noted below would change significantly. I'm guessing other divisions in the county would have similar feedback from their staff. With that, I'd say manage it on a case to case basis (no change in policy) rather than a blanket policy change that we really don't know what it would cost in the end."

Conservation Director Katie Hammond:

"My suggestion:

- Alert employees 2-months out that they are in jeopardy of exceeding their vacation allowance – (I do try to do this as department head but I think 2-months out is a better time for Admin to be suggesting that they need to burn some vacation, rather than alerting people that they already exceeded it.)
- Alert employees 1-week prior to exceeding their vacation allowance with the current choices:
    - Donate to the leave pool
    - Forfeit your leave
    - Request a 90-day extension
- IF the 90 day extension is chosen - In order to be "qualified" to receive a payout, said employee must use at least 7 days of vacation during their 90-day extension. (Of

course, I would expect that the BOS determines the # of days acceptable, my thought is one week – could be 5 or 7 days)

- The Employee must contact the Admin office at least 1-week prior to the deadline of their 90-day extension to provide proof that they used at least 7 days of vacation during their 90-day extension and request a payout of 50% of the remaining excess leave (from the statistics Kala provided, this will take 17 (half) of the 28 employees down to 0 and 3 more to less than 10-hours)"

County Recorder Sarah Hearst

"I do not believe there should be a policy change regarding unused vacation time. We are looking at a huge increase in the budget to pay employees to horde their vacation time. I feel this would encourage employees to build up flex time and comp time to be able to sell back vacation. Everyone is aware of the "use it or lose it" policy, they may have to schedule one day here and there to use the time, but I find it hard to believe that it isn't feasible for everyone to do. If it is unrealistic for different positions to do so, maybe we should look at hiring another person to help with the workload, because we are overworking them.

The case by case payout is a REALLY bad idea. What is the criteria going to be to decide that? Couldn't that potentially lead to discrimination lawsuits? How would you budget for this? I believe the last time the Board said this would be a one time thing, so I am not sure why this is even being discussed. The Board is supposed to look out for all County Employees and taxpayers, not just a few. Thanks for your time."

County Engineer, Brian Horesowsky

"My preference would be to not change the vacation policy. It has worked for our department in the past and I foresee the same in the future. A vacation time payout could be a possible benefit towards employees, including myself. However, I think that it would make the policing of flex time for exempt employees much tougher. As it stands now, I think that most of our exempt employees do not come out ahead on flex time and the potential for extra work hours is just part of the job. At a recent board meeting, estimates for how many people paying out excess vacation would affect. I think a good estimate of the number of employees who will be affected is the number of employees who annually have excess sick leave, which is most likely a far greater number than the estimates listed in your email below.

In the end, my thoughts are if it isn't broke, do not fix it.

I do not wish for my thoughts on policy change to come into play for Eric Furnas's unused vacation time that the Board is currently examining. That is between Eric and the Board."

IS Director Bill Riley

“In my opinion, the policy is the rule and needs to be followed as such.

If a user fails to use their accrued vacation within the time allowed or within the scope of the extension, they should lose it unless they have documented unusual circumstances that may have prevented them from using it.

The fact that in the past a former administrator allowed staff to have more than one 90-day extension shouldn't play a factor since the administrator did not follow the written policy. If users generally struggle to use their time with the 90-day extension, then look at changing that to 120-day or longer once you have the supporting documentation.

If a user is unable to use their vacation in the time allotted, there should not be an option of a payout since it is not included in the policy. Essentially, paying users for their unused vacation would amount to a bonus and could be incentive for some to regularly not use their accrued vacation.

If memory serves, within the past few years, the Board approved a one-time payout for a user and it was stated that this was a one-time approval and there would be no such payouts to employees going forward.

Considering that I'm someone that has personally benefited from a former administrator's decision to approve multiple 90-days extension, these words may come back to bite me but we need to follow the policy.

I do empathize with the user and understand their frustrations of not being unable to take or use their accrued vacation in a timely manner. If not being able to take vacation due to their workload, then they may need to request additional staff so they have a backup to allow them to use their accrued time.”

County Attorney Korie Talkington

“I have spoken with some in my office who are sometimes in the position of not using vacation in time. I would propose two options.

1. A warning letter is sent 90 days prior to their work anniversary. If not used then they may be granted an additional 90 days by HR. If still not used, extensions may only be granted by a majority vote of the board.
2. Same as above, except after the 90-day extension the overage is automatically cashed out.

Thanks”

EMA/MUSCOM Manager Chris Jasper

“I'm not able to make it to either meeting, so I will be submitting comments. Ultimately, it's up to the Muscom and EMA Commission how this is handled for my staff and I, so I will be having this discussion with them as well and coming up with a policy for us.”