

Scott County Board of Supervisors
April 30, 2020 5:00 p.m.

The Board of Supervisors met pursuant to adjournment with Maxwell, Beck, Knobbe, Croken and Kinzer present. Due to social distancing concerns relating to COVID19, Supervisors and staff were separated into different rooms and spaced apart during the meeting with Supervisors Maxwell, Beck and Kinzer participating via telephone. The Board recited the Pledge of Allegiance.

Moved by Croken, seconded by Knobbe a motion approving the minutes of the April 16, 2020 Regular Board Meeting. Roll Call: All Ayes.

Moved by Croken, seconded by Knobbe a motion to open a public hearing relative to the transfer of tax deed properties to the City of Davenport. Roll Call: All Ayes.

Tim Huey, Planning and Development Director, said the two properties (816 W. 8th Street, Davenport (Parcel: G0046-26), 1222 LeClaire Street, Davenport (Parcel: F0018-01) were requested by the City of Davenport, and that later the Board will consider the abatement of special assessments and delinquent taxes for the properties in accordance with County policy.

Supervisor Croken commented that this is reflective of the change the Board undertook a year ago to allow the City and other nonprofits to jump the line on properties that were critical to neighborhood preservation and development. He said it is a wonderful thing to see it working and thanked everyone involved.

No one from the public spoke.

Moved by Croken, seconded by Knobbe a motion to close the public hearing. Roll Call: All Ayes.

David Farmer, Budget and Administrative Services Director, reviewed a proposal for contract rock hauling to areas of the County for road stabilization. He said the County did this last year due to extreme weather conditions creating soft road bases and that some areas were not able to be stabilized as needed at that time. He said Jack Wilson was the low cost in five of the six districts.

Angela Kersten, County Engineer, said she was seeking approval for Jack Wilson Trucking to assist with hauling rock for County gravel roads. She said blade operators have identified approximately 14 miles that need resurfacing. She said the additional trucks would help reach the goal of 84 miles resurfaced.

She said she does not anticipate significant revenue loss in FY20 due to COVID-19 related issues. She also said she is working with the Iowa Department of Transportation (Iowa DOT) and Iowa County Engineers Association to gauge potential revenue loss in FY21 and will continue to plan expenditures accordingly.

Supervisor Beck said that last year two haulers were selected in case one was tied up or closer to some areas. He asked if Jack Wilson Trucking has the capability to deliver and is there any purpose to have a secondary contract if needed.

Kersten said she believes Jack Wilson has the capability to perform all of the work for each district. She said last year all of the material had to be put down in a short time period due to fiscal year constraints, and this time the project would be carried over between fiscal years allowing more time to put down the material.

Croken asked when Kersten plans to sign the contract and if it can be cancelled.

Kersten answered that the agreement will be written so that the prices are good for 180 days and it does not commit the County to any tonnage of rock.

Supervisor Kinzer said that Jack Wilson was the primary rock hauler in last year's contract.

Moved by Croken, seconded by Knobbe that the following resolution be approved. Roll Call: All Ayes.

BE IT RESOLVED: 1) Prices for contract rock hauling on Scott County roads have been received. 2) The County Engineer is authorized to sign the agreement with Jack Wilson for completion of said work for the prices per ton shown in the agreement. 3) This resolution shall take effect immediately.

Kersten also reviewed a contract for three culvert replacement projects. She said the three projects are part of the Federal Highway Administration Competitive Highway Bridge Program (CHBP) grant that the County received and entered into a 28E Agreement with Jackson County to tie our projects together.

She said the projects were let together under one proposal on April 21, 2020 and Jim Schroeder Construction had the low bid of \$1,264,026.56. She said the bid exceeded budget for the Scott County projects by 116 percent, but she recommends awarding the contract.

She said seven bids constituted adequate competition for the contract, and Iowa DOT guidance is that competition is considered adequate when the low bid does not exceed 120 percent of the engineer's estimate when five or more bids are received. She said re-advertising the project without any change to the contract requirements likely would not result in a lower bid. She said these projects were designed in accordance with Iowa DOT standards and specifications, and the projects do not have accelerated work schedules that can typically increase project costs. She said she is not aware of any contract modifications that could be made to re-advertise the projects.

She said the projects will be paid by the Iowa DOT out of the county highway bridge program funding account with partial reimbursement of federal-aid funding through the

grant, the County has adequate funding to pay for the additional costs and the federal aid funding will offset the additional project costs. She said Jackson County will not be able to move forward with construction of its project if Scott County does not award the contract, and Scott County will not receive the federal-aid funding if the County does not award the contract. She asked to be able to sign the contract on behalf of the Board as the Iowa DOT now processes contracts electronically with digital signatures.

Kinzer asked if the contract would fall under prevailing wages.

Kersten answered yes to Kinzer's question and said the federal rates associated with all three projects are based on each county's federal wage rate.

Croken asked what net amount will be paid by Scott County.

Kersten said Scott County agreed to be the lead agency for the project and is the entity approving the contract and approximately \$587,000 will be paid by Scott County from highway bridge program money.

Moved by Croken, seconded by Knobbe that the following resolution be approved. Roll Call: All Ayes.

IT IS THEREFORE RESOLVED by Board to accept the bid from Jim Schroeder Construction, Inc. in the amount of \$1,264,026.56 and awards the associated contract(s) to the same;

BE IT FURTHER RESOLVED that all other resolutions or parts of resolutions in conflict with this resolution are hereby repealed. If any part of this resolution is adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the resolution or action of the Board as a whole or any part thereof not adjudged invalid or unconstitutional. This resolution shall be in full force and effect from and after the date of its approval as provided by law; and

BE IT FURTHER RESOLVED by the Board of Supervisors of Scott County, Iowa, that after receiving the necessary contract documents, including but not limited to, the contractor's bond and certificate of insurance, Angela K. Kersten, the County Engineer for Scott County, Iowa, be and is hereby designated, authorized, and empowered on behalf of the Board of Supervisors of said County to execute the contracts in connection with the afore awarded construction project let through the DOT for this county.

Moved by Croken, seconded by Knobbe that the following resolution be approved. Roll Call: All Ayes.

BE IT RESOLVED: 1) Approval of the abatement of property taxes and special assessments for a tax deed property owned by Scott County prior to possible transfer to the City of Davenport. Parcel #G0046-26; Taxes - \$1,460.00; Special Assessment -

\$6,655.04, Parcel #F0018-01; Taxes - \$1,522.00; Special Assessment - \$20,873.53. 2) This resolution shall take effect immediately.

Moved by Croken, seconded by Knobbe that the following resolution be approved. Roll Call: All Ayes.

BE IT RESOLVED: 1) County policy states that tax deed property located within a city may be transferred to that city upon their request, and prior to such property being offered at public auction. 2) A Public Hearing was held on April 30, 2020 for the transfer of Parcel F0018-01 and Parcel G0046-26 to the City of Davenport. 3) The Chairman is authorized to sign the Quit Claim Deed. 4) This resolution shall take effect immediately.

Tim Huey reviewed a request for extension of a final plat for Brus Commercial Park Second Addition. He said Kwik Star requested the extension and there has been a hitch in the property closing with Brus Farms, and Kwik Star expects to close in the next couple of weeks.

Moved by Croken, seconded by Knobbe that the following resolution be approved. Roll Call: All Ayes.

BE IT RESOLVED: 1) The Scott County Planning and Zoning Commission recommended approval of the Final Plat of Brus Commercial Park Second Addition at the February 18, 2020 meeting. 2) Section 9-16.E. of the Scott County Subdivision Ordinance states the Board of Supervisors need to receive the Final Plat and all attachments required by Chapter 354 of the Code of Iowa within sixty days of the Planning Commission's recommendation. 3) The applicant has requested an extension of the Planning and Zoning Commission's recommendation for an additional six (6) months. 4) The Board of Supervisors hereby extends this time limit for the submittal of the Final Plat of Brus Commercial Park Second Addition for an additional six (6) months. 5) This resolution shall take effect immediately.

Sheriff Tim Lane reviewed a FY21 organizational change request. He said a 2002 jail staffing study determined the Classification Specialist position could be either a corrections officer or civilian position at the choice of the Sheriff's Office. He said it is a promotional position, not an entry position, but a lot has changed since the inception of the job. He said since 2002 this job has become less desirable due to the corrections officers being rated class two in the IPERS system but the Classification Specialists remaining class one, and due to corrections officers and corrections sergeants moving up in their pay scales while the Classification Specialists did not.

He said it was difficult to fill the Specialist position the last time because everyone had to take some sort of a pay cut. He said Scott County is the only county in Iowa that has Classification Specialists instead of Sergeants doing the classifications.

Kinzer noted that the Human Resources Department does not recommend the change. He said he supports making the change requested by the Sheriff.

Lane said when he spoke about this to the Board in February the question came up if there would be any change in the job itself, and he answered no. He said, however, upon review, the jail administrator said he wanted to turn the Classification Specialists into Sergeants to supervise the three Alternative Sentencing employees and he gave reasons that made sense and were in line with the same tasks.

Lane said the company that conducted the 2019 staffing study of the Deputy Sheriffs and Bailiffs also evaluated the position of Office Administrator, found that position was beyond its span of control and recommended that two people be reassigned from under her authority. He said there were two other clerk positions involved in transport of inmates, and all those position would be suitable for supervision by the Classification Specialists if the position was changed to Sergeant.

Kinzer said he believes the Sheriff does a staffing study every day.

Croken said he is in support of the Sheriff's recommendation.

Maxwell asked about the financial aspect of the request.

David Farmer said Correctional Officers and Sergeants are paid out of the General Fund, and the memo said the annual cost of approximately \$12,000 would be added to the budget at that time. He said right now the County is looking at revenue shortfalls going into the next couple months.

Lane said he is supposed to have a classification employee for every 125 inmates, which means, in January, he needed three but only had two, and now due to the decreased jail population, he does not even need two, which is a cost savings. He said that under the current classification the Specialists work overtime when the population goes up, but under his request he could reassign other Sergeants to cover population increases. He said he did not intend to ask for increased staffing.

Maxwell said he is cautious and will probably vote no at this time, but would like to address this issue when finances are more stable.

Beck said we asked for a staffing study in the spring of 2019 and said there was another staffing study for the Sheriff's Office and said he wishes we could look at that study now to look at other options and look at the finances.

Kinzer said the Sheriff is capable of knowing what he needs to run his Office and a majority of the Board gave increases to non-rep employees. He said that the Sheriff seems to be innovative in finding a way to avoid overtime costs.

Knobbe asked when the last opening for this position was and how many applicants were there.

Lane said it was in January of 2019, there were three applicants interviewed, and he filled that spot with a sergeant.

Mary Thee said there were 17 internal applicants.

Knobbe asked Lane to describe the duties of the classification staff and correction sergeants.

Lane said the classification specialist determines where the inmates are within the jail, which requires balancing several different factors, who does not classify to be in the Scott County Jail and who needs to be transported to another jail. He said they also meet regularly with the Court in order to determine who would be eligible for release from the Jail, who would be eligible for alternative sentencing or GPS monitoring. He said the sergeants vary and that Scott County has booking sergeants, operations sergeants, training sergeants and a program sergeant, and the Jail is run by the sergeants.

Moved by Croken, seconded by Knobbe that the following resolution be approved. Roll Call: Two Ayes, with Maxwell, Beck and Knobbe voting Nay.

BE IT RESOLVED: 1) That the table of organization for the Sheriff's Office be increased by 2.0 FTE Corrections Sergeant (total 16.0 FTE) and the decrease of 2.0 FTE of Classification Specialist (total 0.0 FTE). 2) This resolution shall take effect July 1, 2020.

Matt Hirst, IT Director, reviewed a time and attendance application upgrade. He said Scott County requested and received a quote for an upgrade to Novatime, the current time and attendance application. He said the upgrade would leverage investments the County made in Novatime software and hardware in 2001, 2008, and 2012. He said in 2012 the investment was \$110,000, which included clocks. He said the project includes an upgrade to the latest version of Novatime software, professional services for installation of Novatime 5000 SaaS and Advanced Scheduling, professional services for system configuration, training for Administrative/Supervisory staff, advanced scheduling, and transition to cloud hosted software from current on premise perpetually licensed solution. He said one-time costs for the project are \$15,000 and yearly costs are not to exceed \$39,600 dependent on needed advanced scheduling capable users. He asked the Board to authorize the IT Director to sign the five year agreement with Novatime, which includes a 25 percent discount.

Kinzer asked if this is needed right now or something that can wait.

Hirst answered it is needed now and that the current version is no longer supported.

Kinzer asked if this can be delayed for a year.

Hirst said the upgrade should not be delayed.

Beck asked if this is software, not just hardware.

Hirst said correct, and that the hardware is not changing and the County will continue with the 35 time clocks being used, and he hopes to get five more years out of them.

Farmer said this is the County's payroll time and attendance software that integrates into the financial management software, and so this upgrade is a necessary expense at this time.

Croken asked when the support ceased.

Hirst said the support ended in 2019. He said that the current system has experienced stability problems.

Moved by Croken, seconded by Knobbe that the following resolution be approved. Roll Call: All Ayes.

BE IT RESOLVED: 1) The authority of the IT Director to sign an agreement for five (5) years of Novatime time and attendance cloud hosted software in an amount not to exceed \$39,600 annually and one-time implementation costs of \$15,000 is hereby approved. 2) This resolution shall take effect immediately.

Moved by Croken, seconded by Knobbe that the following resolution be approved. Roll Call: All Ayes.

BE IT RESOLVED: 1) The Scott County Board of Supervisors approves for payment all warrants numbered 304942 through 305146 as submitted and prepared for payment by the County Auditor, in the total amount of \$1,689,438.77. 2) This resolution shall take effect immediately.

Under other items of interest, Croken raised the idea of convening the Board in open work sessions at 10:00 a.m. on the second Saturday of each month. He said in the current format the Board considers its business in a linear fashion not knowing how each one impacts the others or their net impact until the whole agenda is cleared. He said that a more conversational method the Board might be able to discuss expenditure that are expected to be proposed each month, where the Board expects revenues would be and evaluate the expenditures based on their impact on the economic vitality of Scott County, so that when the COVID-19 economic downturn starts to bottom out Scott County would be well positioned for rapid economic growth.

Maxwell said he was all for discussion and economic growth, but a lot of discussions happen in agenda review sessions where Board members are able to speak with senior staff on different issues.

Beck said the Budget and Administrative Services Director gave the Board updates on the impact of COVID-19 on the departments and the capital budget during the last

meeting, and that this kind of update would be more helpful. He said that he did not see any difference in what Croken proposed except for the time of the meeting.

Kinzer said that he chooses to not attend the agenda review meetings. He said all Board members want to have the discussions and may need to focus on moving meetings. He said the Board's focus should be on getting the County through the COVID epidemic. He said the Budget and Administrative Services Director did a great job and a lot of research went into his presentation during the last Board meeting. He suggested that the Budget and Administrative Services Director make similar presentations during the regular Board meetings. He said staff could alert the Chair if there were special circumstances and the Chair could convene a special meeting if one is needed.

Croken asked if Board members would be amenable to make Friday agenda meetings open meetings to all meet together.

Knobbe asked if that meeting would be instead of Committee of the Whole on Tuesdays.

Croken said the meeting would be more conversational than agenda driven.

Beck said during the last meeting the Budget and Administrative Services Director explained everything in a very conversational manner and there is no need for a separate meeting.

Knobbe said he echoes Beck and Kinzer and said it looks like there is a consensus that the regular Board meetings are adequate.

Croken said the tone at other meetings are different in nature to a conversational meeting. He said that in essence he is asking for open work sessions.

Knobbe said that he would discuss with staff the possibility of making changes in the tone and nature of meetings to consider the possibility of other meetings if warranted.

David Farmer presented the FY20 Revenue Update as of April 27, 2020. He said he included data in the report from FY09, which included the last recession, to see the difference in revenue streams between 2008 and now. He said he also added a line on the report for FY20 COVID estimates based on data collected over the past month from the departments and his review that will be eventually worked into the amended budget in May. He said the County has collected \$509,000 year to date in Gaming Revenues. He projected Gaming Revenue of \$548,000 for the year. He said Recorder revenue is at \$969,000 and is coming in stronger than expected. He said the County has collected \$3,500,000 in Road Use Tax. He said the COVID estimate is \$4,074,000 which is close to the most recent amended budget estimate. He said Local Option Sales Tax is \$4.8 million normally and he is projecting a \$690,000 decrease resulting in an estimate of \$4.1 million. He said Interest Income will move \$800,000 and to about \$678,000. He

said daily interest rates went from 1.7 percent down to 0.7 percent weighted average rates. He said Building Permits are holding steady and the Sheriff's Revenue is falling behind, with the COVID estimate being \$981,000. He said that the Jail is not taking in intakes and has discharged as many inmates as possible. He said the Attorney Fine Collection revenue is running ahead of estimates.

He said that \$6,720,381 of expected revenue has not yet been received. He said the Treasurer expects to collect five to seven percent more of expected tax revenue by the end of May. He said the County will not collect \$400,000 in expected tax sales due to the State cancelling the June tax sale. He said the projected fund balance for the end of the fiscal year is 14.2 percent which is well below recent year end fund balances.

Croken suggested that there could be pent up demand which would increase sales tax and gaming revenue and asked if Farmer had taken that into account in the estimates.

Farmer said that he had not, but he agreed pent up demand could increase revenue.

Farmer said the combined average daily juvenile detainee population at the JDC and Jail was 22.83 for March and 15.55 so far for April.

He said in March the average daily population in the Scott County Jail, excluding federal inmates, was at 173.6. He said the average number of self-reported veterans in the jail for April was 2.55 and the number of individuals with self-reported or those taking medication for mental health issues for April was 58.6.

He said in April there were 2,146 rounds of golf as of Tuesday, which was more than the previous four April totals.

Croken reviewed a proclamation for COVID-19 Victims Remembrance Day. He said the Catholic Diocese of Davenport, Edwards Congregational United Church of Christ, Hope United Church of Christ, One Human Family, Metropolitan Community Church, Muslim Community of the Quad Cities, Progressive Action for the Common Good, Quad City Interfaith, QC Pride, St. Mark's Lutheran Church, St. Mary's Monastery, St. Peter's Episcopal Church, Temple Emmanuel, Third Missionary Baptist Church, Unitarian Universalist Congregation of the Quad Cities and many other organizations representing people of faith and goodwill have chosen to remember the victims of the Novel Coronavirus 2019 (COVID-19) with the ringing of bells and other instruments of sound followed by a moment of prayer or silent reflection at precisely 3 p.m. on May 8 to signal support and solidarity with those suffering from the COVID-19 epidemic. He said it is regrettable that the County does not endorse this upfront and asked if there was a way to move this proclamation before the next scheduled meeting.

Mahesh Sharma, County Administrator, said if it is the desire of the Board the Chair can sign the proclamation without a formal meeting, as done in the past.

Knobbe said that he signed the proclamation and to let the record show there is consensus support of Board members for this proclamation.

Moved by Croken, seconded by Knobbe at 6:57 p.m. a motion to adjourn. All Ayes.

Tony Knobbe, Chair of the Board
Scott County Board of Supervisors

ATTEST: Roxanna Moritz
Scott County Auditor