

The Board of Supervisors met pursuant to adjournment with Hancock, Liske, Minard, Sunderbruch and Gallin present.

The Board recited the Pledge of Allegiance.

Moved by Gallin, seconded by Sunderbruch, the approval of the minutes of the November 10, 2009 Canvass, and the November 12, 2009 Regular Board Meeting. All Ayes.

Moved by Minard, seconded by Liske, the approval of the first of two readings of an ordinance to amend the official zoning map by rezoning approximately 8.6 acres more or less in section 27, 80 North, Range 4 East of the 5<sup>th</sup> Principal Meridian (Butler Township) from A-G Agricultural General District to R-1 Single Family Residential District in unincorporated Scott County. Roll call: Ayes – Hancock, Liske, Minard, Sunderbruch, Gallin.

Moved by Minard, seconded by Gallin, that the following resolution be adopted. All Ayes.

BE IT RESOLVED 1) that the annual report as submitted by the Weed Commissioner be accepted, signed by the Board Chairman, and copies be forwarded to the Secretary of Agriculture and the County Auditor. One copy shall be retained in the Planning and Development Department. 2) This resolution shall take effect immediately.

Moved by Gallin, seconded by Sunderbruch, a resolution approving various Human Resources and General Policies. All Ayes.

BE IT RESOLVED

1) That Human Resources Policy B. "Equal Employment Opportunity and Affirmative Action" is hereby modified to create a form employees sign acknowledging the policy and procedures.

2) That Human Resources Policy C "Recruitment" is hereby modified to update the travel requirements for recruits so it complies with the Travel policy and requires the parties establish a maximum cost for relocation expenses.

3) That Human Resources Policy F "Performance Appraisal" is hereby modified to comply with current web based appraisal system, remove the automatic 5% wage increase after 12 months and tie a supervisor's ability to obtain a bonus to their completion of subordinate's evaluations.

4) That Human Resources Policy G "Employee Conduct" is hereby modified to clarify language, adds parking area restrictions and updates ethics obligations consisted with state code.

5) That Human Resources Policy S "Grievance Procedure" is hereby modified to add language to provide for mediation options.

6) That Human Resources Policy T "Travel Regulation" is hereby modified to allow for future form modification, lean the travel advance process and makes economic adjustments to mileage reimbursement.

7) That Human Resources Policy V "Employee Recognition" is hereby modified to

reflect current practices.

8) That Human Resources Policy Z "Temporary Alternative Duty" is hereby modified to include the role of Risk Manager and permit light duty opportunities when appropriate for non-work related injuries or illnesses.

9) That Human Resources Policy AA "Worker's compensation" is hereby modified to reflect current practices.

10) That Human Resources Policy BB "Workplace Violence" is hereby modified to include reporting requirements to Risk Manager and training requirements.

11) That General Policy 14 "Use of County Facilities" is hereby modified to reflect current practices.

12) That General Policy 23 "Records Management" is hereby modified to reflect current practices.

13) This resolution shall take effect immediately. However paragraph 3 under "Salary Adjustment Guide" of Human Resources Policy F shall take effect for hires after January 1, 2010.

Moved by Gallin, seconded by Minard, a motion approving personnel actions as presented by the County Administrator. All Ayes.

#### **NEW HIRES**

Employee/Department	Position	Salary	Effective Date	Remarks
None				

#### **TRANSFERS AND PROMOTIONS**

Employee/Department	New Position	Salary Change	Effective Date	Remarks
Alma Bakoylis County Attorney	Fine Collection Coordinator	\$34,778 - \$37,045	11/16/09	Fills new position
Wendy Kraft Recorder	Clerk II	\$41,409 - \$34,861	11/23/09	Replaces Lucia Eline

#### **LEAVES OF ABSENCE/OTHER**

Employee/Department	Position	Effective Date	Remarks
None			

#### **BARGAINING UNIT STEP INCREASES**

Employee/Department	Position	Salary Change	Wage Step	Effective Date
Dawn Crecelius Sheriff/Jail	Correction Officer	\$41,371 - \$42,432	Step 6	11/14/09
Daniel Mora FSS	Custodial Worker	\$27,851 - \$28,891	Step 4	11/19/09

November 24, 2009

Danise Lenz Sheriff/Jail	Correction Officer	\$37,648 - \$41,371	Step 5	11/20/09
Shayne Larson Sheriff/Jail	Correction Officer	\$41,371 - \$42,432	Step 6	11/21/09

**MERIT INCREASES**

Employee/Department	Position	Salary Change	% of Midpoint	Effective Date
Amy Cannady Health	Community Health Consultant	\$50,588 - \$52,610 (4.0%)	101.36%	10/31/09
Seema Antony Health	Jail Inmate Health Nurse	\$47,202 - \$49,562 (5.0%)*	93.713%	11/3/09
Matthew Willis Conservation	Park Maintenance Worker	\$38,337 - \$39,679 (3.5%)	107.54%	11/2/09

\*First or second review following appointment or promotion. Salary adjusted 5% if not above 95% of midpoint & employee receives rating of 3 or better.

**BONUS**

Employee/Department	Position	Effective Date
Matt Youngers Conservation	Park Maintenance Worker	09/22/09
Karen Payne Health	Environmental Health Specialist	10/13/09

**SEPARATIONS**

Employee/Department	Position	Hire Date	Separation Date	Reason for Separation
Marcus Mason Juvenile Detention	Detention Youth Supervisor P/T	12/16/08	11/2/09	Voluntary resignation

**REQUEST TO FILL VACANCIES**

Position/Department	Position Status	Starting Date	Previous Incumbent	Recommendation
Senior Clerk FSS	Vacant 9/14/09	ASAP	Barb Schloemer	Approve to fill

**TUITION REQUESTS**

Employee/Department	Position	Course of Study	Course dates(s)
None			

Moved by Sunderbruch, seconded by Liske, that the following resolution be adopted. All Ayes.

BE IT RESOLVED 1) A total of 28 applications covering 3,714.93 acres were received in the Davenport City Assessor's office. All applications meet the eligibility requirements of Iowa Code Section 425A and are recommended for approval by the Davenport City Assessor's office.

2) A total of 536 applications covering 101,649.19 acres were received in the Scott County Assessor's office. All applications are recommended for approval except the following 9 applications as recommended for disallowance by the Scott County Assessor's office due to various reasons:

Applicant	Parcel #	Acres	Reason for Disallowance
Lawrence M. Carter Trust 26690 282 <sup>nd</sup> Street Princeton, IA 52768	051549001	30.50	Sold to Rattlesnake Ranch LLC on March 16, 2009.
	051639001	10.00	
	051653001	14.50	
	051655001	40.00	
	052105001	40.00	
	052107001	40.00	
	052121001	40.00	
	052123001	40.00	
	051237001	20.00	
	052137002	20.00	
	051239001	40.00	
	052201001	40.00	
	052217001	40.00	
052233001	<u>40.00</u>		
	455.00		
Gary E. & Nancy Holdorf & Beverly Puck 1664 Green Bay Ct. Davenport, IA 52804	821733001	38.94	Sold to Richard G & Marietta L. Golinghorst on December 26, 2008
	821735001	39.10	
	821805001	24.40	
	821807701	38.60	
	821823001	<u>38.60</u>	
	178.80		
Helen K. Holst 501 W. Lincoln Rd Eldridge IA 52748	940101001	38.94	Sold to Albert and Mary Hess on April 17, 2009
	940103001	39.65	
	940117002	4.63	
	940119002	<u>4.75</u>	
	87.97		
Albert J. Keppy 12017 240 <sup>th</sup> Street Eldridge IA 52748	931801003	<u>3.97</u> 3.97	Parcel is under 10 acres so they don't qualify.
Vernon E. Kuhl Life Estate c/o Craig Hermann 1850 Scott Park Road Eldridge, IA 52748	932401002	28.18	Transferred to Craig and Cory Hermann on August 28, 2009
	932417003	29.45	
	932419001	37.80	
	932403002	<u>36.89</u>	
	132.32		

Norman S. & Ruth Lau 20823 Jersey Road Davenport IA 52804	943105005 943107001 943121001 943123001	32.62 39.00 39.00 <u>40.00</u> 79.00	Transferred to Lau Family Farm LLC, and LLC's don't qualify.
Joyce A. Merritt 30888 137 <sup>th</sup> Avenue Long Grove IA 52756	030805007	28.23	Sold to Thomas J. & Tracie E. Sillanpaa on August 12, 2009.
Lester L. Martzahn 29667 220 <sup>th</sup> Avenue Long Grove IA 52756	041617001 041619001	39.00 <u>40.00</u> 79.00	Farm Is being rented as of 2009.
Bertha E. Schaeffer Trust c/o Dana Cavanaugh 16735 100 <sup>th</sup> Avenue Davenport, IA 52804	822301002 822303001 822317004	34.50 38.80 <u>36.67</u> 110.97	Transferred to Schaeffer Place LLC, and LLC's don't qualify.

Moved by Sunderbruch, seconded by Gallin, that the following resolution be adopted. All Ayes.

BE IT RESOLVED 1) that the consulting services contract and RFP response with BDMP for technology assessment and strategic planning services in an amount not to exceed \$78,516 are hereby approved. 2) This resolution shall take effect immediately.

Moved by Sunderbruch, seconded by Liske, that the following resolution be adopted. All Ayes.

BE IT RESOLVED 1) The purchase of the Cott Systems Resolution 3 upgrade for the Recorder's Office record management application in the amount of \$41,839 is hereby approved. 2) This resolution shall take effect immediately.

Moved by Sunderbruch, seconded by Minard, the following resolution be adopted. Roll Call: Ayes – Hancock, Liske, Minard, Sunderbruch, Gallin.

BE IT RESOLVED 1) The Scott County Board of Supervisors approves for payment all warrants numbered 223920 through 224227 as submitted and prepared for payment by the County Auditor, in the total amount of \$1,642,697.43. 2) This resolution shall take effect immediately.

Moved by Minard, seconded by Sunderbruch, that the Board adjourn until December 8, 2009 at 8:00 a.m. subject to prior call by the Chairman. All Ayes.

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Jim Hancock, Chairman of the Board  
Scott County Board of Supervisors

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ATTEST: Roxanna Moritz  
Scott County Auditor