

Scott County Board of Supervisors  
March 5, 2019 8:00 a.m.

The Board of Supervisors met as a committee of the whole and pursuant to adjournment with Beck, Knobbe, Croken, Kinzer and Maxwell present.

Angela Kersten, Assistant County Engineer, reviewed the third and final reading of an ordinance to adjust the speed limit near the Walcott Truck Stop on the north edge of Walcott. She said there were no comments from the public.

Kersten also reviewed a proposal for professional structural design services. She said she and County Engineer Jon Burgstrum met with several consultants in December 2018 to review qualifications pertaining to professional structural design services. She said the consultants provided information regarding experience working with county engineering departments; familiarity with Iowa Department of Transportation design standards, specifications, and project development schedules; knowledge of local, state and federal regulations; and provided example plan sets of similar projects. In January 2019 she and Burgstrum requested proposals for two FY 2019 bridge replacement projects and the consultants were evaluated on experience and expertise with similar projects, the experience of their proposed project team, the overall quality of sample deliverable documents, ability to perform work within the given time-frame and fees.

She said, based on these criteria, two consultants, IIW, P.C. and Calhoun-Burns & Associates, were singled out to perform professional service for the Department. Kersten also said the Department entered into an agreement with IIW, P.C. to design the two FY 2019 bridge replacement projects and solicited a proposal from Calhoun-Burns & Associates to perform professional structural design services for preliminary and final design of four bridge replacement projects that are in FY20 and FY21 construction program. The projects are L-223--73-82, L-520--73-82, BRS-SWAP-C082(820)--FF-82 and LFM-321--7X-82. She said that all four bridges are structurally deficient. She said the contract estimate for site survey, feasibility analysis, and preliminary design is \$59,900, not including geotechnical services or final design, which will be negotiated upon determination of final scope of work and she estimated that cost to be \$60,000.

Supervisor Croken asked where the firms are located and were there any local ones considered.

Kersten said IIW has offices in Dubuque and Davenport and Calhoun-Burns has an office in Des Moines and that they have worked with both firms before. She said that three local firms were interviewed. She said the selected firms have designed more than 2,000 bridges, have worked in 88 Iowa counties, serve on DOT bridge committees and can save the County money by anticipating special issues and design solutions.

Supervisor Kinzer asked about the local firms.

Kersten said local firms were interested in the projects but did not have experience working with the Iowa DOT and county projects like the two selected firms.

Kinzer also asked about the cost and if it would be an additional \$60,000.

Kersten said the contract does not include the geotechnical services.

Supervisor Knobbe asked why the proposals were split up.

Kersten answered that they felt both firms were qualified and went with IIW for the two projects in FY19 based on cost.

Tim Huey, Planning & Development Director, reviewed Planning & Zoning Commission's recommendation on the application of Dale Grunwald, DBA Grunwald Land Development, to rezone a 60-acre tract, more or less, from "Commercial-Light Industrial (C-2)" to "Single-Family Residential (R-1)" legally described as a 13.5 acre tract, part of the NE $\frac{1}{4}$ NW $\frac{1}{4}$  of Section 25, a 5 acre tract, part of the NW $\frac{1}{4}$ NE $\frac{1}{4}$  of Section 25, and a 40 acre tract, part of the SE $\frac{1}{4}$ NW $\frac{1}{4}$  of Section 25, all in Blue Grass Township. He said the Planning Commission held a public hearing and reviewed the applicant's Preliminary Plat of the property with 47 residential lots.

Huey said he has not heard any public comments against the requested rezoning and one comment in support. Huey said that the lack of sewer services on the property has been a limiting factor to development since it was rezoned from A-G to C2 in 1994.

Huey said City of Davenport staff reviewed the possibility of extending sewer service to the property when they reviewed the possible annexation and that City staff estimated the cost at \$4.5 million and that the cost was not included within the City's five year Capital Improvement Plan. Both the City and Mr. Grunwald agree the extension is cost-prohibitive at this time.

Huey said the property is currently in agricultural production along with the 80 acres to the west. He said the area has prime agricultural soil with CSR in the high 80s to low 90s. He said there is good access to Locust Street. He said that water would be supplied by Iowa-American Water Company. He said the lot size would be one acre or larger in size.

Croken asked what would be the County financial obligation to the development.

Huey answered that it would be discussed in more detail at the preliminary plat stage and that the developer is aware of the requirement that a road association be formed to maintain the roads just like other subdivisions are required to have in place.

Huey asked the Board if they would consider putting the first reading of the rezoning on the agenda also for this Thursday along with the public hearing.

Knobbe said he would support that request subject to any negative comments from the public.

Knobbe thanked Huey and the other planners for a great economic summit that was held recently.

Lori Elam, Community Services Director, reviewed tax suspension request from John Jones, 124 South 9th Street, LeClaire, Iowa in the amount of \$2,341.00 including interest.

Croken asked Elam to review the two forms of tax suspensions that come to the Board.

Elam said one type is a requested suspension which originates from an individual who is unable to pay taxes due to a life circumstance and her staff will meet with the individual to review those circumstances and approve the request. She said the other type of request is called a directed suspension coming from an individual receiving DHS services and could be an on-going suspension. She said the request before the Board is a requested suspension. She said a suspension does not forgive the taxes, and instead creates a lien on the property and the taxes with interest are eventually paid.

Ray Weiser, GIS Coordinator, reviewed the ESRI GIS Software Maintenance Renewal in the amount of \$23,500. He said the price has not gone up, that the Sheriff's Office and SECC will share part of the cost, and that most departments use the data.

Weiser also reviewed the regional aerial project. He said Scott County flew aerial in April of 2014 at three inch resolution, and that in cooperation with the Bi-State Regional Commission, Scott County participates in a consortium of local governments to acquire new spring 2019 orthophotography and related photogrammetric products. He said that participation in the larger consortium provides savings due to economies of scale, shared costs for RFP development, and joint funding opportunities. He said the consortium recommended the bid from Surdex Corporation in the amount of \$62,100 because the bid was significantly less than the other bidder. He said up to seven other jurisdictions may reimburse the county by \$2,000 per jurisdiction.

Croken asked why there was such a range in pricing.

Weiser said he was not sure, but said that the companies line up their jobs and that there are narrow flight windows that may affect pricing.

Matt Hirst, Information Technology Director, reviewed the Recorder's Office Record Scanning Project to digitize records from 1971 to 1988. He said the County received fourteen responses to a RFP and that the top three were interviewed. Hirst said an ad-hoc committee recommends the US Imaging contract for an amount not to exceed \$240,000 for phases one and two. Hirst said that phase one would digitize and index the Index Books and scan aperture cards and microfilm, and phase two would

involve inspecting all images and performing basic cleanup and also grouping documents by book and page.

Beck asked if the County has used this company for other projects.

Hirst answered no. He said US Imaging does a lot of this kind of work.

Croken asked if there was a local bidder for the project.

Hirst said there was not a local bidder.

Croken asked what the plan to preserve the original documents is.

Hirst said the Recorder has not solidified plans but does intend to preserve them.

Kinzer asked if this project had been discussed by the Board and if there was more to come.

Hirst said there might be a third phase for indexing but it is premature to commit money for that phase without better understanding the public needs.

Knobbe asked where the data would be stored.

Hirst said it would be stored in the County computer system.

David Farmer, Budget and Administrative Services Director, reviewed bidding for County audit services. He said that the County's current contract with Baker Tilly Virchow Krause, LLP (Baker Tilly) for annual audit services expired with the conclusion of the FY 2018 audit, and in January the County requested RFP's for audit services according to County policy. Farmer said an evaluation committee, which included representatives from the Board of Supervisors, County Administration, County Auditor, County Treasurer and from the public, recommends to remain with Baker Tilly for audit services for fiscal years 2019, 2020, 2021, with optional years of 2022 and 2023. He said the committee recommended Baker Tilly based on technical quality, price and quality of presentation. Baker Tilly responded with contract prices of \$70,000, \$70,000, \$72,500, \$75,000 and \$77,500 over the next five years with a cumulative cost of \$365,000. He said the other vendors costs ranged from \$363,200 to \$372,500; however some vendors would require additional fees if the County had more than one major federal program to audit per year.

Croken suggested that at the end of this contract the County should look for a different audit firm to have fresh eyes and get a new perspective.

Farmer said he foresees that there would be an audit partner change by the end of this five-year term and noted the turnover and rotation of the staff from Baker Tilly that performs the County's audit.

Kinzer inquired to the ownership of Baker Tilly.

Farmer said Baker Tilly is part of an international network with the wholly owned partnership being based in the United States employing US citizens.

Kinzer asked why the contract includes two optional years.

Farmer answered that if the County is dissatisfied with the quality of audit services the County can break the contract with notification to Baker Tilly, and go out for an RFP.

David Farmer highlighted the 2017 Scott County Strategic Plan performance completion indicators as of January 31, 2019. He said the Board has identified the indicators through strategic planning and the budget process. He also said a lot of the departmental budgeting for outcome goals feed into this chart.

Croken said he recommends categorizing the 105 performance indicators into no more than ten or twelve key indicators of success. He commented that tracking 105 indicators is cumbersome and wants to determine what the 105 indicators lead to.

Mahesh Sharma, County Administrator, said that during the strategic planning process two years ago the County did not have this chart, and that staff developed a system to track progress as a way to update the Board. He said staff is interested in ideas from the Supervisors on beneficial ways of reporting the information.

Beck said he thinks that maybe another column should be added to the chart that ties the items to goals.

Kinzer said he likes the line items and likes that they show the Board where the County is at on accomplishing goals.

Farmer reviewed highlighted items from the 2nd Quarter FY19 Budgeting for Outcomes report for County departments and authorized agencies ending December 31, 2018. He said budget analysts review all of the budgeting for outcome sheets and select highlights of departmental activities to bring forward to him and then to the Board. He said the County's fund balance is at 24 percent and that the Administration/Strategic Plan measured at 56 percent of projects completed. He said the Veteran Affairs Director changed in the fall and that the new Director has reached out to 663 veterans to educate them on available services, which is almost the yearly goal for the department. He said the Health Department recycling program for unincorporated Scott County has collected 19 percent more recyclable material than this time last year and that as of the 2nd Quarter, the I-Smile dental program has only 17 of 110 (15 percent) of practicing dentists in Scott County accepting Medicaid enrolled children as clients.

Beck asked if Community Health Care (CHC) is keeping up with its dental program and seeing patients not served by private dentists.

Ed Rivers, Health Department Director, said that CHC takes patients referred by the Health Department, but there can be delays in scheduling appointments. He said private dentists are more likely to take Medicaid patients during economic down times, but it is a struggle to have dentists take Medicaid patients as the dentists can make more money on privately insured and private pay patients than Medicaid patients.

Farmer said that the HR Department, through increased outreach, has tripled the number of new or increased contributions to deferred compensation projected for the entire fiscal year. He said that the Juvenile Detention Department had a 14 percent error rate in case file documentation due to the large increase, doubling in one year, in intakes and discharges at the Detention Center. Farmer said that the Treasurer's Office is exceeding its estimate for investment services by eight percent. He also highlighted that MEDIC/EMS and SECC changed the coding of calls in regards to response times.

Ed Rivers described the codes and explained the different levels of pre hospital medical care and transport times. He said code one calls involve true emergencies requiring lights and sirens to move traffic out of the way. He said codes two and three are less serious calls as determined by dispatch.

Farmer summarized the FY19 Actual Revenues and Expenditures for the period ending December 31, 2018. He said actual expenditures for the operating budget (net of debt service, capital projects, and golf course operations) when compared to budgeted amounts were 49.5 percent versus 47.6 percent in FY18. He said the total Scott County budget including non-operating costs was 45.5 percent expended versus 47.1 percent in FY18. He said actual revenues received when compared to budgeted amounts for the period are 52.7 percent versus 53.0 percent for FY18. He said there is a change from the first quarter regarding personnel due to the Sex Offender Registry Specialist position being temporary over-hire rather than it being a permanent position. He also highlighted details regarding various departments and revenue sources.

Beck asked what the Non-Departmental line includes.

Farmer said Non-Departmental covers Fleet, audit services, cost accounting services, per diems related to trustees and veterans graves. He said they do not necessarily belong to one department, so they are assigned to Non-Departmental or county-wide.

Farmer reviewed the filing of 2nd Quarter Revenue Reports and said that revenues are hovering around 50 percent. He said on the expenditures side the number for the Veterans Administration reflects the over-hire of the Director position.

Under other items of interest, Croken requested that staff make a presentation on AV-based web archived meeting transcripts. He said he knows they are available in other counties.

Maxwell said he would want to see choices of what would be available.

Croken said he would like to invite representatives of the Scott County Mental Health Court pilot program to make a presentation on the results of their three year effort and the possible impact that might have on the jail population.

Maxwell said he recently met with the US Secretary of State regarding the tariff and trade situation. He said he spoke to the concerns of the local dairy industry.

Kinzer asked if the Board was only having the public hearing on Thursday regarding the rezoning request. He said he is in favor of having the hearing this week and the first reading on the next agenda.

Croken said he thought that if the public hearing generates public interest that the Board would be open to postponing action. He said he does not have a problem on the vote if no one comes to the public hearing.

Maxwell said he is good with going through the normal process of delaying the vote.

Mary Thee, Assistant County Administrator, said Tim Huey asked to place the first reading on the agenda and that the Board could choose to table it until the next cycle.

Knobbe said the reading would be put on the agenda.

Sharma updated the Board and said the Sheriff's Office is taking the lead on finding a company to perform the staffing study for the Sheriff's Office.

Tammy Speidel gave an update on the recent damage that occurred to the Administrative Center building.

Moved by Kinzer, seconded by Maxwell at 10:27 a.m. a motion to adjourn. All Ayes.

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

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ATTEST: Roxanna Moritz  
Scott County Auditor