

TENTATIVE AGENDA
SCOTT COUNTY BOARD OF SUPERVISORS
January 23 - 27, 2017

Tuesday, January 24, 2017

Committee of the Whole - 8:00 am
Board Room, 1st Floor, Administrative Center

- ___ 1. Roll Call: Knobbe, Kinzer, Holst, Beck, Earnhardt

Facilities & Economic Development

- ___ 2. Appointment of the Scott County Engineer as the Scott County Weed Commissioner. (Item 2)
- ___ 3. Authorization for County Engineer to make necessary road closures and post reduced speed limits in work zones. (Item 3)
- ___ 4. Policy for purchase of Right of Way for 2017. (Item 4)
- ___ 5. Appointment of members to the Integrated Roadside Vegetation Management (IRVM) Steering Committee. (Item 5)
- ___ 6. Annual re-adoption of the Master Matrix for County review of State construction permits for Confined Animal Feeding Operations (CAFO). (Item 6)
- ___ 7. Support of City of Davenport's RISE Grant application to the Iowa DOT (Item 7)

Human Resources

- ___ 8. Policy Updates: Policy 29 Disposition of County Property and Policy 43 Video Surveillance. (Item 8)

Finance & Intergovernmental

- ___ 9. Amending the listing of Financial Institutions to be Depositories of County Funds. (Item 9)

Other Items of Interest

- ___ 10. Appointments to the Condemnation Appraisal Jury. (Item 10)
- ___ 11. Consideration of appointments with upcoming term expirations for boards and commissions.
- o Ann Scherer, Benefited Fire District #3 term expires 4/1/17
 - o Donna Furrow, Benefited Fire District #4 term expires 4/1/17
 - o Kim Guy, Zoning Board of Adjustment, term expires 5/1/17

___ 12. Adjourned.

Moved by _____ Seconded by _____
Ayes
Nays

Thursday, January 26, 2017

**Regular Board Meeting - 5:00 pm
Board Room, 1st Floor, Administrative Center**

SCOTT COUNTY ENGINEER'S OFFICE

950 E Blackhawk Trail

Eldridge, Iowa 52748

(563) 326-8640

FAX – (563) 328-4173

E-MAIL - engineer@scottcountyiowa.com

WEB SITE - www.scottcountyiowa.com



JON R. BURGSTRUM, P.E.
County Engineer

TARA YOUNGERS
Administrative Assistant

MEMO

TO: Mahesh Sharma
County Administrator

FROM: Jon Burgstrum
County Engineer

SUBJ: Appointment of Weed Commissioner

DATE: January 24, 2017

Iowa Code Chapter 317.3 requires the yearly appointment of a Weed Commissioner. A resolution approving the appointment of the Scott County Engineer as the 2017 Weed Commissioner for Scott County.

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES THAT
THIS RESOLUTION HAS BEEN FORMALLY APPROVED BY
THE BOARD OF SUPERVISORS ON _____
DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

January 26, 2017

APPROVING 2017 APPOINTMENT OF THE SCOTT COUNTY ENGINEER
AS THE SCOTT COUNTY WEED COMMISSIONER

BE IT RESOLVED by the Scott County Board of Supervisors as follows:

SECTION 1. In compliance with Chapter 317.3 of the Iowa Code,
the Scott County Weed Commissioner shall be the responsibility
of the Scott County Engineer effective immediately.

SECTION 2. This resolution will certify to the Scott County Auditor
and the Secretary of Agriculture that the Scott County
Weed Commissioner is the Scott County Engineer.

SECTION 3. That this resolution shall take effect immediately.

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County Engineer

ANGELA K. KERSTEN, P.E.
Assistant County Engineer

TARA YOUNGERS
Administrative Assistant

MEMO

TO: Mahesh Sharma
County Administrator

FROM: Jon Burgstrum
County Engineer

SUBJ: Resolution Authorizing Engineer to Make Necessary Road Closures and
Reduced Speed Limit in Work Zones

DATE: January 24, 2017

Resolution authorizing the County Engineer to make necessary road closures during the 2017 year due to approved construction or maintenance projects on county roads and also any emergency closures as deemed necessary. Other road closures during the 2017 year for activities such as the Quad City Air Show and other community sponsored events will be handled by a separate resolution and are not included in this resolution.

This resolution also authorizes the county engineer to post a reduced speed limit in work zones to ensure the safety of the workers and county employees within the work zones.

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SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

January 26, 2017

AUTHORIZATION FOR COUNTY ENGINEER TO MAKE NECESSARY ROAD CLOSURES AND POST REDUCED SPEED LIMITS IN WORK ZONES.

BE IT RESOLVED by the Scott County Board of Supervisors as follows:

SECTION 1. The Code of Iowa Section 306.41, provides for the temporary closure of County Secondary Roads for various reasons and purposes and that the County Engineer be authorized to close Scott County Secondary Roads during the 2017 calendar year, as necessary, with the actual dates and times of closure to be determined by the County Engineer as follows:

For Construction: Any project as described in the approved "Scott County Secondary Roads Construction and Farm-to-Market Construction Program" and any supplements thereto.

For Maintenance: Any maintenance project or activity requiring the road to be closed.

For Emergencies: For any emergency road closure of any route as deemed necessary by the County Engineer.

SECTION 2. That the County Engineer be authorized to post a reduced speed limit in work zones to ensure the safety of the workers and county employees within the work zones.

SECTION 3. That this resolution shall take effect immediately.

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County Engineer

ANGELA K. KERSTEN, P. E.
Assistant County Engineer

TARA YOUNGERS
Administrative Assistant

MEMO

TO: Mahesh Sharma
County Administrator

FROM: Jon Burgstrum, P.E.
County Engineer

SUBJ: Resolution Approving Policy for Purchase of Right of Way 2017

DATE: January 24, 2017

Iowa Code Section 6B.54 requires counties to adopt a policy for the purchase of uncomplicated right-of-way parcels. Scott County occasionally purchases right-of-ways if needed around new bridge or culvert construction. In most cases right-of-way is not needed. In order to determine a fair market value the county assessor has provided a list of land purchases over the past year. We have used this list to evaluate a multiplier to determine the price of land when right-of-way is purchased by the county.

The factor in 2016 for land by easement or deed was 4.72 times the assessed valuation per acre. The 2017 factor will be 3.94 times the assessed valuation per acre.

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SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

Policy for Purchase of Right of Way for 2017

January 26, 2017

WHEREAS: The uniform treatment of landowners in right-of-way is of paramount importance, and

WHEREAS: Assurance must be given to the Iowa Department of Transportation that Scott County is in compliance with the provisions of the 1970 Uniform Relocation Assistance and Land Acquisition Policies Act,

NOW, THEREFORE BE IT RESOLVED by the Scott County Board of Supervisors on this twenty-sixth day of January, 2017, that the Scott County Engineer is authorized to purchase the necessary right-of-way for construction and maintenance during the calendar year 2017, using the values computed in accord with the following schedule of allowances:

SCHEDULE I - AGRICULTURAL LAND:

For land by easement or deed: 3.94 times the assessed valuation per acre as it currently exists at the time an offer is made.

SECTION II - RESIDENTIAL, COMMERCIAL OR INDUSTRIAL LAND:

For land by easement or deed, where such land is classified by the assessor as residential, commercial or industrial for zoning purposes - generally the appraisal method will be used.

SECTION III - FEDERALLY FUNDED PROJECTS, FARM-TO-MARKET FUNDED PROJECTS, AND SPECIAL PURCHASES - APPRAISAL METHOD:

This section will only be utilized when the following conditions are determined to exist:

1. Where any buildings or special improvements or appurtenances exist on the parcel being taken.
2. Where there are definable damages to the remaining property.
3. Where federal funds or farm-to-market funds are involved requiring the complete appraisal method.
4. Where the parcel being taken is not representative of the total piece.
5. For properties as noted under Section II.

The County Engineer will seek two or more quotes for the service of an appraiser for the review by the Board of Supervisors prior to employment of an appraiser. The appraisal document will serve as the basis for purchase of the parcel.

SECTION IV - BORROW:

For land disturbed by reason of borrow or backslope: The value shall be based on the price per cubic yard of material taken - (\$0.30/cu.yd.). Agreement will also be made for the restoration of the area disturbed for borrow or backslope, either by removing and replacing 8 inches of top soil or by other appropriate measures, in accordance with Section 314.12, 1995 Code of Iowa. Compensation for crop loss or other land use loss in borrow or backslope areas will be determined based on the rental value for similar land in the area. If crops have been planted, payment

will be made to cover tillage cost, seed cost and fertilizer cost based on the pro-rated actual cost incurred. If the crop is harvested before the area is disturbed there will be no compensation for crop loss.

SECTION V - WATER LINES:

For existing privately owned water lines crossing the roadway: The total cost of any alterations required on the line within the new or existing right-of-way will be at the expense of the County.

SECTION VI - FENCES:

For the relocation of functional fences made necessary by the reconstruction of an existing roadway, a new fence will be allowed for all of the same type as the existing right-of-way fence. Allowances are \$25.00 per rod for woven wire, \$16.00 per rod for barbed wire. If no fence exists, no fence payment will be allowed. The length for payment will be the footage required to fence the new right-of-way. For relocating cross fences to the new right-of-way, the length of fence required to be moved shall be compensated at the rate for the same type of right-of-way fence above. For angle points introduced into the fence line by the design of the roadway, an allowance of \$166.00 for a two-post panel and \$260.00 for a three-post panel will be made.

NOTE: All salvage from the existing fence shall become the property of the property owner. Payment for fencing will be withheld until all existing fence has been removed and cleared from the right-of-way. If the fence or any part thereof is not

removed at the time of construction, it will be removed by Scott County or its contractor and a penalty of \$3.00 per rod assessed and deducted from the fence payment. For the removal of non-functional fences made necessary for the reconstruction of an existing roadway, the County will compensate the owner for his labor and equipment at the following rates:

Woven Wire	-	\$10.00 per rod
Barbed Wire	-	\$ 8.00 per rod

NOTE: All salvage from existing fence shall become the property of the owner. Payment for removal of non-functional fences will be withheld until all existing fences has been removed and cleared from the right-of-way. If fence or any part thereof is not removed at time of construction, it will be removed by Scott County or its contractor and the owner will forfeit any payment tendered for the fence.

DEFINITIONS:

Functional: In good state of repair and capable of containing livestock for which the fence was constructed.

Non-functional: In disrepair and incapable of containing the livestock for which the fence was constructed. Compensation for relocating fences of a type other than those described shall be negotiated.

SECTION VII - TREES AND SHRUBS:

For trees and ornamental shrubs which must be removed from the residence areas: compensation will be made on basis of appraisal by an arborist or by negotiation.

SECTION VIII - INCIDENTAL EXPENSES:

A lump sum of \$50.00 which shall compensate the owner for any out-of-pocket expense incurred as a result of this transaction; i.e., abstracting fees, postage, telephone, etc.

SECTION IX - EASEMENT PRIORITY AGREEMENTS:

Scott County will pay all costs assessed by mortgage holders in executing "Easement Priority Agreements" for the easements obtained under the terms of this policy.

SECTION X:

PASSED AND APPROVED this twenty-sixth day of January, 2017, by the Scott County Board of Supervisors.

SECTION XI: This resolution shall take effect immediately.

SCOTT COUNTY ENGINEER'S OFFICE

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County Engineer

ANGELA K. KERSTEN, P.E.
Assistant County Engineer

TARA YOUNGERS
Administrative Assistant

MEMO

TO: Mahesh Sharma
County Administrator

FROM: Jon Burgstrum
County Engineer

SUBJ: Discussion about IRVM Plan and Steering Committee Appointments

DATE: January 26, 2017

After discuss with the Board, the following individuals are presented as Steering Committee Members for the Scott County IRVM Program.

Area	Person	Term
<u><i>Governmental</i></u>		
Secondary Roads	Jon Burgstrum	Staff
Conservation District	Roger Kean	Staff
Roadside Specialist	If Appointed	Staff
US Fish & Wildlife	Heidi Woeber	January 2017 – December 2017
Soil & Water	Kyle Bennet	January 2017 – December 2018
Davenport Clean Water	Amy Kay	January 2017 – December 2019
Supervisor	Diane Holst	January 2017 – December 2017
<u><i>Non-governmental</i></u>		
Land owners/ Resident	Joyce Singh	January 2017 – December 2019
Schools/School Board	Curtis Lundy	January 2017 – December 2017
Farm/Farm Bureau	Ralph Johanson	January 2017 – December 2019
Enviro org/Pheasants Forever	Rob Ewoldt	January 2017 – December 2017
	Brian Ritter	January 2017 – December 2018

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

January 26, 2017

APPROVAL OF THE APPOINTMENT OF MEMBERS
TO THE INTEGRATED ROADSIDE VEGETATION MANAGEMENT (IRVM)
STEERING COMMITTEE

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. That the appointment of the following individuals to the IRVM Steering Committee with terms as listed is hereby approved.

<u>Area/Org.</u>	<u>Person</u>	<u>Term</u>
<u>Governmental</u>		
US Fish & Wildlife	Heidi Woeber	Jan 1, 2017 – Dec 31, 2017
Soil & Water	Kyle Bennet	Jan 1, 2017 – Dec 31, 2018
Davenport Clean Water Supervisor	Amy Kay Diane Holst	Jan 1, 2017 – Dec 31, 2019 Jan 1, 2017 – Dec 31, 2017
<u>Non-governmental</u>		
Land owners/ Resident	Joyce Singh Curtis Lundy	Jan 1, 2017 – Dec 31, 2019 Jan 1, 2017 – Dec 31, 2017
Schools/School Board	Ralph Johanson	Jan 1, 2017 – Dec 31, 2019
Farm/Farm Bureau	Rob Ewoldt	Jan 1, 2017 – Dec 31, 2017
Enviro org/Pheasants Forever	Brian Ritter	Jan 1, 2017 – Dec 31, 2018

Section 2. This resolution shall take effect immediately.

PLANNING & DEVELOPMENT

500 West Fourth Street
Davenport, Iowa 52801-1106
E-mail: planning@scottcountyiowa.com
Office: (563) 326-8643 Fax: (563) 326-8257



Timothy Huey
Director

To: Mahesh Sharma, County Administrator

From: Timothy Huey, Planning Director

Date: January 13, 2017

Re: Annual Re-Adoption of Master Matrix for review of Confined Animal Feeding Operations (CAFO)

Fourteen years ago the Board of Supervisors first adopted the Master Matrix to allow Scott County's participation and input in the application process for new or expanded animal confinement feeding operations. Such operations which exceed certain capacity thresholds in Scott County are reviewed by the County to ensure that they meet state requirements for approval of a state construction permit. The IDNR rules require that a county annually adopt a construction evaluation resolution and submit it in the month of January to the State DNR to ensure continued participation. In order to be able to evaluate proposed sites for large confinement facilities submitted in 2017, counties must adopt these rules by resolution and notify the DNR by January 31, 2017. The Board reviewed two CAFO permit applications in 2016 and two in 2015. In 2016, the first application was from Scott Wolf in Cleona Township for an expansion of his existing hog feeder operation. In 2015 and 2016 two different expansions of Grandview Farm's sow farm were reviewed and the other application reviewed in 2015 was for a hog finishing building on Jeff Paulsen's farm. The Board did not review any CAFO permit applications in 2014.

In 2013, the Board reviewed a CAFO expansion submitted by Dennis Kirby for his existing operation in Lincoln Township. In 2012 the Board reviewed two CAFO expansion applications for compliance with the Master Matrix, one for Grandview Farms in Sheridan Township and one for Paustian Farms in Cleona Township. In 2012, the Board also reviewed and recommended approval of a third application which was not an expansion and therefore did not have to be reviewed using the matrix criteria for the replacement of a nursery building on the Paustian farm.

The Board did not receive any proposed permits to evaluate in 2011. The year before that, 2010, the Board reviewed two applications, one submitted by Bryan Sievers for a Confined Cattle Feeding Operation on his family farm in Liberty Township. The other was submitted by Grandview Farms for an expansion of its existing hog confinement operation. The Board did not review any applications the year before in 2009. Previously there was one application in 2008 and 2007, and two applications for expanded CAFOs in Scott County in both 2006 and 2005 that were reviewed using the Master Matrix. Scott County also received two other applications in 2005 for expansions that were not large enough to trigger review under the Master Matrix criteria.

New or expanded confined animal feeding operations that reach IDNR established capacity thresholds in counties with adopted Master Matrix review must meet higher standards than other permitted sites. They must earn points on the master matrix by choosing a site and using practices that reduce impacts on the environment and the community. Participating counties must evaluate and make a recommendation on all construction permit applications submitted to the DNR or they forfeit the right to evaluate sites until the next sign-up period.

The Iowa DNR website <http://www.iowadnr.com/afo/matrix.html> also has detailed information on the Master Matrix. There have been no changes to the requirements of the Master Matrix since the original adoption fourteen years ago.

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES THAT
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THE BOARD OF SUPERVISORS ON _____.
DATE

SCOTT COUNTY AUDITOR

RESOLUTION

SCOTT COUNTY BOARD OF SUPERVISORS

January 26, 2017

APPROVAL OF THE ADOPTION OF A CONSTRUCTION EVALUATION

RESOLUTION AS PROVIDED BY IOWA CODE CHAPTER 459

BE IT RESOLVED by the Scott County Board of Supervisors as follows:

Section 1. Iowa Code section 459.304(3) (2007) sets out the procedure for a county board of supervisors to adopt a “construction evaluation resolution” relating to the construction of a confinement feeding operation structure.

Section 2. Only counties that have adopted a construction evaluation resolution can submit to the Department of Natural Resources (DNR) a recommendation to approve or disapprove a construction permit application for a confinement feeding operation structure.

Section 3. Only counties that have adopted a construction evaluation resolution and submitted a recommendation will be notified by the DNR of the DNR’s decision on the permit application.

Section 4. Only counties that have adopted a construction evaluation resolution and submitted a recommendation may appeal the DNR’s decision regarding a specific application.

Section 5. By adopting a construction evaluation resolution the Board of Supervisors agrees to evaluate every construction permit application for a proposed confinement feeding operation structure received by the Board of Supervisors between February 1, 2017 and January 31, 2018 and submit a recommendation regarding that application to the DNR.

Section 6. By adopting a construction evaluation resolution the Board of Supervisors shall conduct an evaluation of every construction permit application using the master matrix as provided in Iowa Code Section 459.305. However, the board’s recommendation to the DNR may be based on the final score on the master matrix or on other reasons as determined by the Board of Supervisors.

Section 7. The Scott County Board of Supervisors hereby adopts this Construction Evaluation Resolution in accordance with Iowa Code section 459.304(3) and designates the Scott County Planning and Development Department to receive such applications on behalf of the Board of Supervisors.

Section 8. This resolution shall take effect immediately.

PLANNING & DEVELOPMENT

500 West Fourth Street

Davenport, Iowa 52801-1106

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Office: (563) 326-8643 Fax: (563) 326-8257



Timothy Huey
Director

To: Mahesh Sharma, County Administrator

From: Timothy Huey, Planning Director

Date: January 13, 2017

Re: Approval of resolution of support for City of Davenport's RISE Grant for street improvements in the Eastern Iowa Industrial Center.

The Sterilite Corporation has recently announced its intention to develop 160 acres in the Eastern Iowa Industrial Center for a large plastics manufacturing and warehouse facility. The property has recently been annexed into the City of Davenport. Due to the prohibition against creating "islands" of unincorporated areas surrounded by city limits the City cannot annex up to Slopertown Road. Therefore the north 250 feet of the property will remain outside city limits, leaving a portion of the road serving the new industrial site outside of city limits.

The City of Davenport is applying for RISE funding (**Revitalize Iowa's Sound Economy**) from the Iowa DOT to construct a street and intersection improvements at four locations adjacent to and in the vicinity of the Sterilite project.

The location description and cost estimates for those four locations are:

The intersection of Division/Slopertown: anticipated improvements to consist of a left turn lane from NB Division onto WB Slopertown and a right turn from EB Slopertown to SB Division. Since this is a 4 way intersection some modifications would be needed in all four legs. Cost estimate: \$800,000

Turning lanes for Slopertown and Division trucks/cars: for drive entrances the anticipated improvements would be similar to those for Kraft at Slopertown, left and right turn lanes on Slopertown at a new entrance point. The driveway costs into the site are not included. Cost estimate: \$550,000.

At the intersection of NWB and Hillandale improvements include a right turn lane from NWB onto Hillandale going into the EIIC, right turn lane from 83rd Street onto NWB going south and creating dual left turn lanes on Hillandale for traffic leaving the EIIC and heading south on NWB. These are the improvements requested by the EIIC to help clear this intersection in all directions. For estimating purposes the dual left extends to Dengler Drive/entrance into the truck stop. Cost estimate: \$750,000.

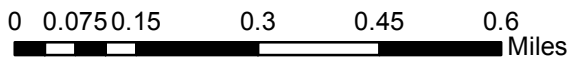
At the intersection of Hillandale and Slopertown anticipated improvements include a left turn lane on Slopertown for WB traffic turning south on Hillandale and right turn lane on Hillandale for NB traffic turning east on Slopertown. Like Division and Slopertown this is 4 way intersection but the north leg is gravel. Cost estimate: \$700,000.

City staff has requested a resolution of support to submit with this grant that states the following:

- The County is in support of the project
- The County and City will work on an agreement to maintain the newly constructed road that is in County territory

A proposed resolution meeting State DOT requirements is attached. A project location map has also been included.

Sterilite Project Location Eastern Iowa Industrial Center



 Turning lane locations

 Intersection Improvements

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES THAT
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THE BOARD OF SUPERVISORS ON _____
DATE

SCOTT COUNTY AUDITOR

RESOLUTION
SCOTT COUNTY BOARD OF SUPERVISORS
January 26, 2017
APPROVAL OF RESOLUTION OF SUPPORT OF THE CITY OF DAVENPORT'S
APPLICATION TO THE IOWA DEPARTMENT OF TRANSPORTATION'S RISE
PROGRAM FOR ASSISTANCE TO THE STERILITE CORPORATION LOCATING IN
THE EASTERN IOWA INDUSTRIAL CENTER

BE IT RESOLVED by the Scott County Board of Supervisors as follows:

- Section 1. The City of Davenport has determined the need to improve a public roadway to provide access for the Sterilite Corporation's project located on approximately 160 acres in the Eastern Iowa Industrial Center; and
- Section 2. The public roadway improvements are vital to an immediate non-speculative opportunity for permanent job creation which the City of Davenport is pursuing with Sterilite Corporation through the construction of a new facility, where RISE funding is essential to this effort; and
- Section 3. The City of Davenport has annexed the majority of the 160 acres, leaving the northern 250 feet within the County jurisdiction; and
- Section 4. The public roadway improvements in the area that have been annexed will be dedicated to public use and under the jurisdiction of the City of Davenport which claims responsibility and maintenance for said roadways; and
- Section 5. The City and the County will complete a maintenance agreement between the City and the County for the portion of the road that remains within County jurisdiction; and
- Section 6. The Scott County Board of Supervisors endorses said roadway project and supports the City of Davenport's application for RISE funding for roadway improvements
- Section 7. This resolution shall take effect immediately.

HUMAN RESOURCES DEPARTMENT

600 West Fourth Street
Davenport, Iowa 52801-1030

Ph: (563) 326-8767 Fax: (563) 328-3285
www.scottcountyiowa.com



Date: January 17, 2017
To: Mahesh Sharma, County Administrator
From: Mary J. Thee, Human Resources Director/Asst. County Administrator
Subject: Policy Updates

The proposed updates were reviewed by the Department Heads/Elected Officials and any recommendations were incorporated. Here are the proposed changes to the Administration Policies:

Administrative Policy 29 "Disposition of County Property" clarifies what types of properties are excluded from the policy and requires staff to enter property valued at more than \$10,000 to be entered into the Capital Asset System. Items over \$10,000 at time of acquisition require board approval at time of disposition.

Administrative Policy 43 "Video Surveillance" is a new policy which sets forth the authority and responsibilities regarding onsite cameras. It further addresses how long a video would be held and stored. Appendix A authorizes specific positions various roles pursuant to the policy.

29. DISPOSITION OF COUNTY PROPERTY POLICY

POLICY

It is the policy of Scott County to dispose of County property, which is being replaced, is no longer useful or needed, by one of the following methods:

- A. Obtaining sealed bids for the item(s) either individually, or by lot;
- B. By listing items with an auction service or website.
- C. Reallocating property to another department or office within the county; or
- D. Gift to another governmental entity
- ~~G~~.E. Recycling or waste stream.

SCOPE

This policy is applicable to all offices and departments within Scott County Government. This policy also covers items received by Scott County from other agencies. Vehicles in the County's fleet are covered by a separate policy. The disposition of real property shall be addressed in compliance with Policy 19 and state law. Any property obtained through a Defense Reutilization agreement shall be disposed of in compliance with federal law.

ADMINISTRATIVE PROCEDURES

- A. A department shall notify Facility & Support Services when that department has County property which has been replaced or is no longer useful or needed. The notification shall be in writing or via e-mail from an authorized manager, elected official or department head. The notice should include a listing of each item with a description, the item's Fixed Capital Asset System (CFAS) number (if known) and its location. Items estimated to be over \$10,000 are to be communicated to the Purchasing Specialist for disposal within the capital asset system.
- B. Facility & Support Services shall work with the department or office involved to determine location of item(s) to be disposed of, may take possession of the property, and shall dispose of it according to the guidelines herein. Originating departments shall not remove items from their department or abandon items in storage areas, corridors, loading areas, etc. Departments with surplus property may contact FSS to remove items to the proper storage area.
- C. Excess property (property no longer needed by a department but suitable for use by another department) may be transferred immediately to another

department; ~~or~~ internal agency; or other governmental entity with preference to Scott County departments. Items over \$10,000 should be transferred in the capital asset system. Assets over \$10,000 at time of acquisition require Board approval before disposition to other governmental entities. Excess items may ~~also~~ be stored for no longer than up to 6 months for reuse. If items are not anticipated for reuse within a department, at the conclusion of the 6-month time period, they will be disposed of by FSS in accordance with the provisions of this policy.

- D. When using sealed bids, the sale shall be made to the highest responsible bidder. A certified check or bank check payable to the Scott County Treasurer for \$75.00 or 10% of the bid amount (whichever is greater) shall accompany each sealed bid submission. When the bid has been awarded all checks except for the highest responsible bidder will be returned. This amount shall be forfeited by the highest responsible bidder as well as the bid being rejected if the property is not picked up within five (5) working days after the highest responsible bidder has been notified. The successful bidder must pay the bid amount (less the deposit amount) prior to removing the property.

Scott County will not be liable for any accidents or injuries to anyone during inspection or removal of property. The successful bidder must furnish all labor and equipment for removing property from County premises.

- E. Items appropriate for recycling or waste disposal may be sold/given/or paid for into an appropriate recycling or waste stream. Any items containing hazardous materials shall be properly disposed.
- F. All proceeds received for the sale of capitalized property will be deposited into the appropriate revenue fund.
- G. ~~FSS—Budget and Administrative Services~~ shall maintain an Asset Management System for inventory, insurance replacement and annual accounting purposes. The system should track description, accounting information; depreciation and other useful information for all capitalized assets (see capitalization policy). Said system shall be periodically updated to ensure accuracy. In addition, a physical inventory of all items in the fixed capital asset system shall be performed at least every 5 years and the Department Head or Elected Official shall be required to sign off as an indication that they agree with and have verified the listing.

43. Video Surveillance Policy

POLICY

It is the policy of Scott County to integrate the best practices of safety and security with video surveillance technology. A critical component of a comprehensive security plan is the utilization of security cameras, establishing a retention policy for recorded video, identifying on whose authority video is held for retention, on whose authority a hold is released, and identifying staff positions that are responsible for completing the video capture.

SCOPE

This policy is applicable to all offices and departments within Scott County or those offices located in Scott County facilities. We acknowledge that there may be legitimate purposes for offices and departments to have other surveillance and recording needs. In such instance, as a particular office or department does have other recording needs or systems, they shall be responsible for establishing a written policy specifically related to that system. This policy DOES NOT cover cameras located in the Scott County Jail, which will maintain their own internal policies regarding surveillance recording and retention.

PURPOSE

The surveillance of public areas is intended to deter crime and aid in protecting the safety and security of Scott County personnel and property.

Cameras generally will not be monitored in real time twenty four hours a day, seven days a week. Those positions within the Sheriff's Office, Juvenile Detention and Facility & Support Services that have the proper authorization may monitor live video feed for the purpose of monitoring locations within the facilities.

Scott County supports the use of video cameras as a means to monitor and maintain a safe campus for the public and employees at our facilities.

ADMINISTRATIVE PROCEDURES

A. DETERMINATION OF CAMERA LOCATIONS

The number and location of cameras installed will be a collaborative effort between Scott County Facility & Support Services and the Scott County Sheriff's Office, working with those Offices and Departments located in a Scott County Facility.

Scott County may collaborate with other governmental agencies to integrate video cameras and storage of video recordings using shared resources. Those organizations will be responsible for purchasing compatible equipment, associated licensing and maintenance costs and may be responsible for costs associated with Scott County staff time required to implement, maintain and store video created by this solution.

Unless a camera is being used for investigation reasons, all camera locations will be visible, however records indicating the exact location, number and function of all cameras will generally be considered confidential for security purposes pursuant to Iowa Code Section 22.7(50) and will not be released to the general public, guests or employees.

Mobile or hidden equipment may be used for investigation reasons. The use of covert video equipment for criminal investigations or specific instances which may pose a significant risk to public safety, security, or property is allowed as authorized by those positions specifically listed in Appendix A. Installation of such equipment shall be done in coordination with the Facility & Support Services Director.

Installation of "dummy" cameras that do not operate is allowed under this policy.

Unless a camera is being used for criminal investigation purposes, monitoring by security cameras is prohibited in the following places:

- Restrooms
- Locker Rooms
- Bedrooms - Juvenile Detention Center

With the exception of the video court process, general surveillance cameras will not record audio.

B. MONITORING OF CAMERAS

All recording or monitoring of activities, groups or individuals by security cameras will be conducted in a manner consistent with County polices, State and Federal laws, and will not be based on the subject's personal characteristics, including age, color, disability, gender, national origin, race, religion, sexual orientation, or other protected

characteristics. Furthermore, all personnel with access to security cameras should be trained in the effective, legal, and ethical use of monitoring equipment.

C. PLACING AND RELEASING A HOLD ON A VIDEO RECORDING

When an incident that requires video review or may require a hold occurs, the Department Head, Elected Official, or designee responsible for that particular area may request authorized personnel to review video of the incident in question. The Department Head, Elected Official, or designee should also notify the Risk Manager if there is any possibility that an incident may have been captured on video that may result in a claim against the County.

Upon review of video surveillance a hold may be authorized by one of the staff positions listed in Appendix A.

Once a hold has been authorized, the video recording must be exported and archived by one of the positions also listed in Appendix A.

Disposition of previously exported and archived video footage must be authorized by the position that placed the original hold.

External requests for copies or access to the recordings should be made and reviewed pursuant to County Policy 31- Public Records and Information.

D. STORAGE AND RETENTION OF VIDEO RECORDING

No attempt shall be made to alter any part of any surveillance recording. Surveillance centers and monitors will be configured in such a way to prevent camera operators from tampering with or duplicating information.

All surveillance recordings shall be stored in a secure network location for a period of 30 days. At the conclusion of the 30 day time period recordings will be automatically deleted unless a hold has been placed for the purpose of an investigation or court proceeding (criminal or civil), or other bona fide use as approved in conjunction with the Sheriff and Facility & Support Services Director.

E. APPROPRIATE USE AND CONFIDENTIALITY

Personnel are prohibited from using or disseminating information acquired from Scott County security cameras and systems, except for official purposes. All information

and/or observations made in the use of security cameras are considered confidential and can only be used for official County and law enforcement purposes.

DRAFT

APPENDIX A

A. The use of covert video equipment in a Scott County Facility may be authorized by one of the following positions:

- County Administrator, Assistant County Administrator or Sheriff may authorize use in any county facility.
- Scott County Juvenile Detention Director may authorize use in the “Annex” building.
- Chief Judge or District Court Administrator may authorize use in office space occupied by their staff.
- DHS Service Area Manager may authorize use in office space occupied by their staff.
- Assessor(s) may authorize use in office space occupied by their staff.

B. Those positions authorized to retrieve video surveillance for purposes of review are:

- Sheriff’s Office: Technology Coordinator
- Facility & Support Services: Director
Maintenance Coordinator
Maintenance Electronic Systems Tech

C. Those positions authorized to place or release a hold on surveillance video are:

- Administration: County Administrator
Assistance County Administrator
- County Attorney: County Attorney
Attorney II (serving as Corporation Counsel)
Risk Manager
- Facility & Support Service Director
- Sheriff’s Office: Sheriff
Chief Deputy

D. Those positions authorized to perform the export and archive function of surveillance video are:

- Facility & Support Services: Maintenance Electronics Systems Tech
- Sheriff’s Office: Technology Coordinator

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

January 26, 2017

APPROVING VARIOUS GENERAL POLICIES

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. That General Policy 29 "Disposition of County Property" requires staff to enter property valued at more than \$10,000 to be entered into the Capital Asset System and board approval at time of disposition.

Section 2. That General Policy 43 "Video Surveillance" is a new policy which sets forth the authority and responsibilities regarding onsite cameras.

Section 3. This resolution shall take effect immediately.

BILL FENNELLY
SCOTT COUNTY TREASURER

600 West Fourth Street
Davenport, Iowa 52801-1030

www.scottcountyiowa.com
www.iowatreasurers.org
www.GetYourTags.com



Item 09
01/24/17

MOTOR VEHICLE DIVISION
Scott County Administrative Center (563) 326-8664

PROPERTY TAX DIVISION
Scott County Administrative Center (563) 326-8670

COUNTY GENERAL STORE
902 W Kimberly Road Suite 6D
Davenport, Iowa 52806
(563) 386-AUTO (2886)

January 17, 2017

To: Mahesh C. Sharma,
County Administrator

From: Bill Fennelly,
County Treasurer

Subj: Amending the Current Resolution Naming Depositories

IH Mississippi Valley Credit Union has expressed a desire to increase the maximum amount that the County may have deposited in their institution. The credit union was added to our listing of approved depositories during 2008 and since that time has become one of the few local financial institutions that have pursued County funds in a competitive manner.

As of November 30, 2016 IHMVCU had assets totaling \$1.06 billion and capital reserves of \$91 million, increases of 38% and 40% respectively since March 2010. Summary financial statements are available in my office for your further review.

The security of public deposits in credit unions differ from those in banking institutions as there is no state sinking fund to draw upon should the credit union fail. In the absence of sinking funds credit unions that accept public funds are required by Iowa Code Chapter 12C.16 to pledge certain securities valued at 110% of the deposit or to provide a corporate surety bond equal to the amount of the public funds on deposit. Currently, IHMVCU is pledging FNMA securities and cash items valued at approximately \$5.9 million.

After consideration of these points I am requesting that the Board increase the deposit limit for IHMVCU from \$5,000,000.00 to \$10,000,000.00.

The recommended resolution is attached for the Board's review.

Attachments

Cc: Craig Hufford,
Financial Management Supervisor

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES THAT THIS RESOLUTION HAS BEEN FORMALLY APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

RESOLUTION
SCOTT COUNTY BOARD OF SUPERVISORS

January 26, 2017

APPROVING AND LISTING OF FINANCIAL INSTITUTIONS TO BE DEPOSITORIES OF COUNTY FUNDS

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. The following list of financial institutions to be depositories of the County's funds in conformance with all applicable provisions of Iowa Code Chapter 12C (2007), and Chapter 13 of the Iowa Administrative Rules is hereby approved as follows:

<u>Depository Name & Location</u>	<u>Maximum Balance In Effect Under Prior Resolution</u>	<u>Maximum Balance In Effect Under This Resolution</u>
Wells Fargo Bank Iowa Davenport, Iowa	\$85,000,000.00	\$125,000,000.00
First Midwest Bank, N.A. Davenport, Iowa	50,000,000.00	50,000,000.00
Northwest Bank & Trust Davenport, Iowa	30,000,000.00	30,000,000.00
U S Bank Davenport Davenport, Iowa	30,000,000.00	30,000,000.00
Blackhawk Bank & Trust Princeton, Iowa	15,000,000.00	15,000,000.00
Quad City Bank & Trust Bettendorf, Iowa	15,000,000.00	15,000,000.00
IH Mississippi Credit Union Davenport, Iowa	5,000,000.00	10,000,000.00

American Bank & Trust Co. Davenport, Iowa	3,000,000.00	3,000,000.00
Blue Grass Savings Bank Blue Grass, Iowa	3,000,000.00	3,000,000.00
First Central State Bank Long Grove, Iowa	3,000,000.00	3,000,000.00
First Trust & Savings Wheatland, Iowa	3,000,000.00	3,000,000.00
Liberty Trust & Savings Durant, Iowa	3,000,000.00	3,000,000.00
Walcott Trust & Savings Walcott, Iowa	3,000,000.00	3,000,000.00

Section 2. Scott County officials are hereby authorized to deposit County funds in amounts not to exceed the maximum approved for each respective financial institution as set for in Section 1 above.

Section 3. This resolution shall take effect immediately.

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES THAT THIS RESOLUTION HAS BEEN FORMALLY APPROVED BY THE BOARD OF SUPERVISORS ON _____ DATE _____ SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

January 26, 2017

APPROVING APPOINTMENTS TO THE CONDEMNATION APPRAISAL JURY

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. That the following appointments to the Scott County Condemnation Appraisal Jury for a one (1) year term expiring on December 31, 2017, are hereby approved:

	BANKERS	CITY	FARMERS	REAL ESTATE
BECK:	Hap Volz Amanda Boyer	Jay Sommers Chris Cournoyer	Chuck Brockmann Lori Rochau	Jason Purcell Katie Sommers
EARNHARDT:	Susan Daley Trish Townsend	Greg Kautz Marge Stratton	Kenneth Tank Jennifer Ewoldt	Lesa Buck Jeff Heuer
HOLST:	Julie Smith Joe Slavens	Elizabeth Hodges Jesse Anderson	Keith Steward Bart VandeWalle	Mary Dircks Lynsey Engels
KINZER:	Tom Messer Kristal Schaefer	Sandra Frericks Mark Ross	Mary Frick Jerry Mohr	Lana Wulf Thad DenHartog
KNOBBE:	Tom King Shawn Stuenkel	Mary Kellenberger Patrick Doyle	Joni Dittmer Carrie Keppy	Rick Schaefer Deann Soult

Section 2. This resolution shall take effect immediately.