

**TENTATIVE AGENDA**  
**SCOTT COUNTY BOARD OF SUPERVISORS**  
**December 10 - 14, 2018**

**Tuesday, December 11, 2018**

**Committee of the Whole - 8:00 pm**

**NOTE LOCATION: 6th Floor, Administrative Center (Room 605)**

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

**Presentation**

- \_\_\_ 2. Baker Tilly for FY 19 Audit Presentation (Item 2).....8:30 a.m.
- \_\_\_ 3. Presentation of PRIDE for years of service LOCATION: Admin Center Rm 605...9:00 a.m. (Item 3)
- \_\_\_ 4. FY19 Distinguished Budget Presentation Award. (Item 4)
- \_\_\_ 5. Recognizing the retirements of Gina Acosta, Sheriff's Office and Bill Fennelly, Treasurer's Office. (Item 5)
- \_\_\_ 6. Recognizing Supervisor Carol Earnhardt and Supervisor Diane Holst for their service on the Scott County Board of Supervisors. (Item 6)
- \_\_\_ 7. Presentation of PRIDE Recognition for Employee of the Quarter.

**Facilities & Economic Development**

- \_\_\_ 8. Ordinances for establishing new speed limits on county roads. (Item 8)
- \_\_\_ 9. Annual re-adoption of the Master Matrix for County review of State construction permits for Confined Animal Feeding Operations (CAFO). (Item 9)
- \_\_\_ 10. Courthouse and Administrative Center HVAC Project. (Item 10)
- \_\_\_ 11. Jail intercom replacement project. (Item 11)

**Human Resources**

- \_\_\_ 12. Staff appointments. (Item 12)

**Health & Community Services**

- \_\_\_ 13. Tax suspension requests. (Item 13)

**Finance & Intergovernmental**

- \_\_\_ 14. Purchasing Card Policy Update. (Item 14)
- \_\_\_ 15. Medical professional liability renewal. (Item 15)

**Other Items of Interest**

- \_\_\_ 16. FY19 Urban County Coalition Legislative Priority Issues. (Item 16)
- \_\_\_ 17. Board appointments. (Item 17)
- \_\_\_ 18. Follow-up on Canvass of Elections, Auditor Roxanna Moritz.
- \_\_\_ 19. Upcoming appointments for Boards & Commissions
  - o Tom Claussen - Benefited Fire District #2 expires 3/10/19
  - o John Schneckloth - Benefited Fire District #3, expires 4/1/19
  - o Merlyn Madden - Benefited Fire District #4, expires 4/1/19
- \_\_\_ 20. Beer/liquor license renewal for Pride of the Wapsi.
- \_\_\_ 21. Adjourned.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
 Ayes  
 Nays

**Thursday, December 13, 2018**

**Regular Board Meeting - 5:00 pm**  
**Scott County COURTHOUSE 600 W. 4th St. Davenport, IA 52801**  
**(Magistrate Courtroom 1st Floor)**

Please note the last Committee of the Whole for 2018 will be Thursday, December 27th at 4:00 p.m., followed by the Board Meeting at 5:00 p.m.  
 (Location of both of these meetings will be Scott County Courthouse Magistrate Courtroom 1st Floor.)

Please join us for our **2019 Organizational Meeting**  
 Wednesday, January 2nd, 2019 at 8:00 a.m.  
 Location: Scott County Administrative Center

**OFFICE OF THE COUNTY ADMINISTRATOR**

600 West Fourth Street  
Davenport, Iowa 52801-1003

Office: (563) 326-8702  
Fax: (563) 328-3285  
www.scottcountyia.com



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December 4, 2018

TO: Mahesh Sharma

FROM: David Farmer, CPA, Director of Budget and Administrative Services

SUBJ: Fiscal Year Ending June 30, 2018 Annual Audit

The County's annual audit conducted by Baker Tilly Virchow Krause, LLP was recently completed. The annual financial statements will be finalized after the committee of the whole meeting on December 11, 2018. The audit was performed in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States. The auditors are able to provide an unmodified opinion on the financial statements. This is also known as a "clean" audit opinion.

Additionally, they tested the schedule of federal awards and federal grant dollars in the amount of \$1,673,719. The federal grant audit will also receive an unmodified opinion ("clean"). There were no questioned costs of the federal grants tested.

There were no compliance or internal control findings reported within the general financial audit or audit of federal grant dollars.

John Knepel, Partner of Baker Tilly, will be in attendance of the December 11, 2018 committee of the whole meeting to present a summarized handout of the financial statements, and address any other questions of the Board of Supervisors.

The financial statements will be posted to the County website, printed for general publication, and submitted to the State of Iowa. We will also submit the financial statements to the GFOA for participation in the Certificate of Achievement for Excellence in Financial Reporting Program, and as well as the GFOA's Popular Annual Financial Report program.

Thank you to all departments of the County for their support in the preparation and participation in the annual financial audit, including the County Treasurer and Auditor office.

Audit Results

**County of Scott, Iowa**

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As of and for the year ended June 30, 2018



# Agenda

## SECTION

### BAKER TILLY VIRCHOW KRAUSE, LLP

YOUR EXPERIENCED CLIENT SERVICE TEAM

### AUDIT RESULTS

STATUS OF OUR AUDIT ..... I

FINANCIAL RESULTS..... II

REQUIRED COMMUNICATIONS..... III

### COMPONENTS OF VALUE

ACCOUNTING AND AUDITING STANDARDS

UPDATE ..... IV



Candor. Insight. Results.

This presentation was prepared as part of our audit, has consequential limitations, is restricted to those charged with governance and, if appropriate, Management, and should not be used by anyone other than those specified parties.

# Your experienced client service team



Candor. Insight. Results.

Baker Tilly's team of professionals brings significant state and local government expertise to County of Scott, Iowa. Their enthusiasm and commitment result in proactive, innovative service focused on your business issues. The team members can be reached as indicated below:

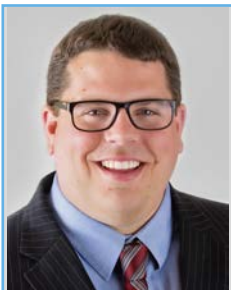


**John Knepel, CPA**  
**Partner**  
**414 777 5359**  
**[John.knepel@bakertilly.com](mailto:John.knepel@bakertilly.com)**

John Knepel has been in the accounting industry since 1977. A partner in the state and local government group of Baker Tilly Virchow Krause, LLP, he has extensive experience in providing accounting, financial auditing, and consulting services to public sector entities. He has assisted many municipalities and counties implement new Governmental Accounting Standards Board (GASB) pronouncements and to understand new auditing standards impacting the profession.

John is the Engagement partner-in-charge for the County of Scott, Iowa audits.

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**Paul Frantz, CPA**  
**Senior Manager**  
**414 777 5506**  
**[Paul.frantz@bakertilly.com](mailto:Paul.frantz@bakertilly.com)**

Paul Frantz, a Senior Manager in the State and Local Government Group with Baker Tilly Virchow Krause, LLP in Milwaukee since graduating from Carroll University in 2005. Paul specializes in providing financial and compliance audit services along with general accounting and consulting services; serving local governments, school districts, utilities and higher educational institutions clients.

Paul is the Senior Manager for the County of Scott, Iowa audits.

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## Your experienced client service team



**Timothy Sowinski**  
**Senior Accountant**

**414 777 5366**

**[Timothy.sowinski@bakertilly.com](mailto:Timothy.sowinski@bakertilly.com)**

Tim Sowinski, a Senior Accountant in the State and Local Government Group, has been with Baker Tilly Virchow Krause, LLP in Milwaukee since graduating from UW-Oshkosh in 2006. Tim specializes in providing financial and compliance audit services, along with general accounting and consulting services, to local governments, school districts, utilities and higher education institutions clients.

Tim is a Senior Accountant assisting with the County of Scott, Iowa audit and single audit.

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**Section I**  
Status of our audit







Candor. Insight. Results.

## Status of our financial audit

- > We have completed our audit of the County's financial statements for the year ended June 30, 2018. Our audit was performed in accordance with auditing standards generally accepted in the United States of America and standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.
- > We will issue an unmodified opinion on the financial statements pages 1 through 3 of the CAFR.
- > Refer to Management's Discussion and Analysis (MD&A) pages 4 through 15 of the CAFR.
- > The County plans to submit its Comprehensive Annual Financial Report (CAFR) for the Certificate of Achievement for Excellence in Financial Reporting to the Government Finance Officers Association (GFOA). The County has received the award for the past thirty-one (31) years.

# Section II

## Financial Results

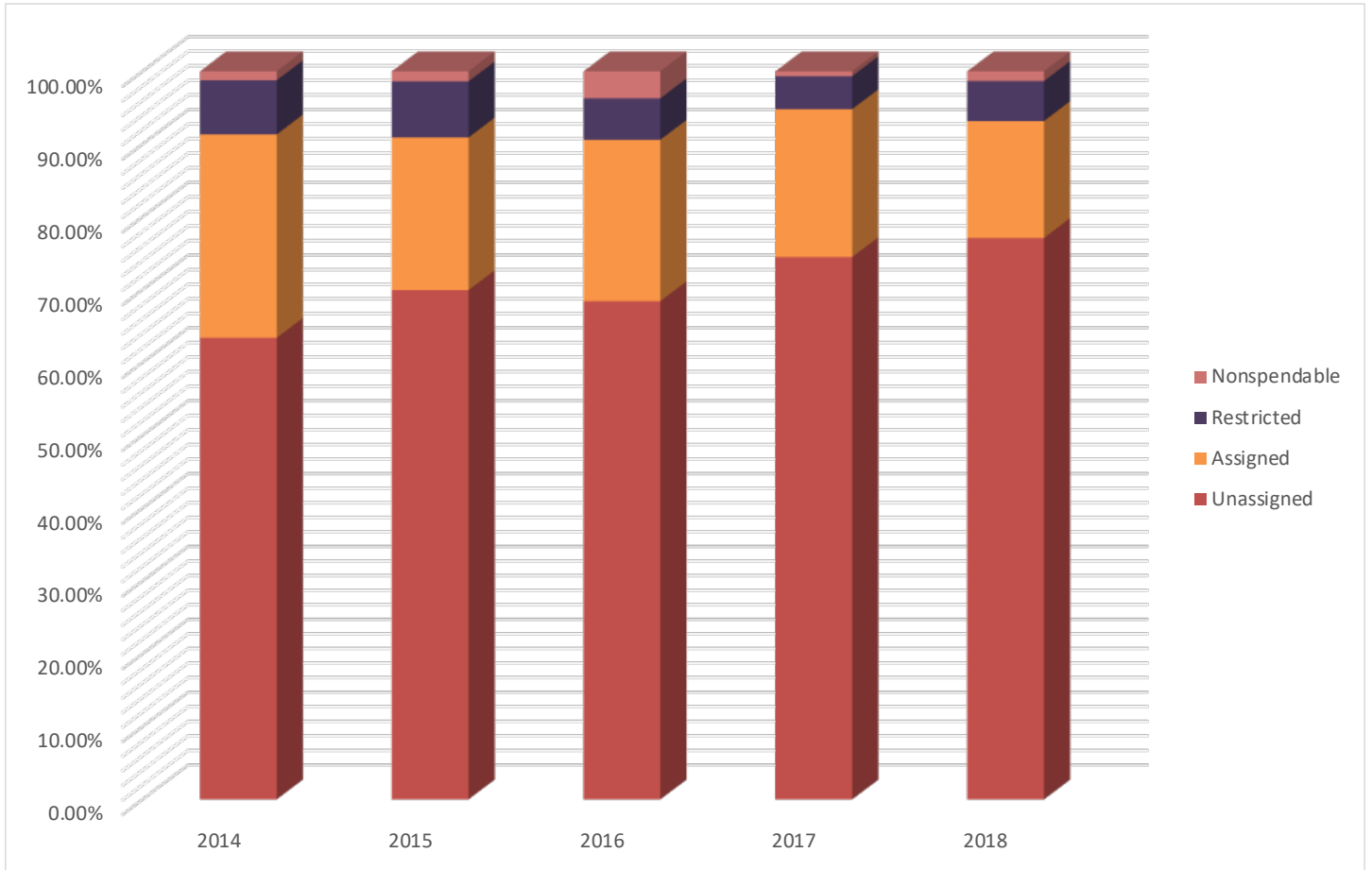


## Financial Results – General Fund (CAFR page 23)

	<u>General</u>
Revenues:	
Property taxes	\$ 39,267,398
Local option sales tax	4,404,685
Other taxes	1,568,324
Interest and penalties on taxes	577,759
Intergovernmental	5,913,752
Charges for services	6,220,483
Investment earnings	443,009
Licenses and permits	672,468
Rentals and fees	135,622
Other	917,730
<b>Total revenues</b>	<u>60,121,230</u>
Expenditures:	
Current:	
Public safety and legal services	22,659,788
Physical health and social services	5,969,023
Mental health	225,757
County environment and education	4,296,296
Government services to residents	2,471,843
Administration	10,810,879
Capital outlay	110,557
<b>Total Expenditures</b>	<u>46,544,143</u>
<b>Excess (deficiency) of revenues over expenditures</b>	<u>13,577,087</u>
Other financing sources (uses):	
Transfers in	20,000
Transfers out	<u>(13,626,811)</u>
<b>Total other financing sources (uses)</b>	<u>(13,606,811)</u>
<b>Net change in fund balances</b>	(29,724)
Fund balances, beginning of year	<u>14,064,211</u>
Fund balances, end of year	<u>\$ 14,034,487</u>

# Financial Results

## General Fund Balance History (CAFR page 66)



Fund Balance Components	2014	2015	2016	2017	2018
Unassigned	\$ 9,832,639	\$10,098,835	\$10,212,287	\$10,474,822	\$10,821,990
Assigned	4,330,680	3,027,715	3,308,160	2,858,257	2,253,528
Restricted	1,153,164	1,111,166	849,023	637,475	771,661
Nonspendable	<u>190,183</u>	<u>199,021</u>	<u>553,834</u>	<u>93,657</u>	<u>187,308</u>
	<u>\$15,506,666</u>	<u>\$14,436,737</u>	<u>\$14,923,304</u>	<u>\$14,064,211</u>	<u>\$14,034,487</u>

# Financial Results

## Financial Results – Other Governmental Funds (CAFR page 23 - 24)

	Mental Health/ Development Disabilities	Secondary Roads	Scott Emergency Communication Center	Capital Projects	Debt Service	Nonmajor Governmental Funds
Revenues	\$ 3,645,432	\$ 4,950,391	\$ 77,433	\$ 977,848	\$ 3,676,701	\$ 3,078,372
Expenditures	(3,962,527)	(6,601,204)	(7,071,629)	(4,807,661)	(1,462,027)	(2,510,059)
Other financing sources (uses)	-	3,325,000	7,317,305	5,006,861	(1,929,095)	(560,905)
Net change in fund balances	(317,095)	1,674,187	323,109	1,177,048	285,579	7,408
Fund balance - Beginning of year	977,859	4,972,038	1,538,408	7,938,049	10,770,553	231,153
Fund balance - End of year	<u>\$ 660,764</u>	<u>\$ 6,646,225</u>	<u>\$ 1,861,517</u>	<u>\$ 9,115,097</u>	<u>\$ 11,056,132</u>	<u>\$ 238,561</u>
Nonmajor Funds:						
Rual Service Fund						\$ 140,803
Recorders Management Fee Fund						97,562
Public Safety Authority Fund						196
						<u>\$ 238,561</u>

# Financial Results

## Financial Results – Business-type funds (CAFR pages 27/87)

	Business-Type		
	Activities	Governmental Activities	
	Enterprise Fund - Golf Course	ISF - Dental Insurance Fund	ISF - Health Insurance Fund
Operating revenues	\$ 974,321	\$ 437,564	\$ 7,156,986
Operating expenditures	(955,066)	(430,108)	(7,509,455)
Nonoperating revenues (expenses)	893	3,718	23,110
Transfers in (out)	-	-	525,000
Change in net position	20,148	11,174	195,641
Net position - beginning of year	<u>2,651,187</u>	<u>190,532</u>	<u>1,215,747</u>
Net position - end of year	<u>\$ 2,671,335</u>	<u>\$ 201,706</u>	<u>\$ 1,411,388</u>

## G.O. Debt Outstanding legal Debt Margin (CAFR page 52)

Pursuant of Iowa Statutes, the total indebtedness of the county for general purposes may not exceed 5% of the value of the taxable property located therein for state purposes.

Equalized value	\$ 13,690,426,088
Debt Margin Percentage	5%
Legal Debt Limit	\$ 684,521,304
Outstanding General Obligation Debt	<u>(26,990,000)</u>
Legal Debt Margin	<u>\$ 657,531,304</u>
Margin available	96%

**Section III**  
Compliance Results

## Status of our compliance audit

- > We have completed our audit of the County's compliance with federal grant awards for the year ended June 30, 2018. Our audit was performed in accordance with auditing standards generally accepted in the United States of America, standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).
- > \$1,673,719 of expenditures of federal awards pages 134 through 136 of the CAFR.
- > One major federal program tested – Highway Planning and Construction
- > We will issue an unmodified opinion on the compliance for the major federal program tested pages 141 through 142 of the CAFR.
- > No compliance or internal control findings reported.
- > No questioned costs.



# Section IV

## Required communications



# Required communications

*Refer to the Required Communications Document.*

## **Our Responsibility Under Auditing Standards Generally Accepted in the United States of America, Government Auditing Standards and the Uniform Guidance**

### **Other Information in Documents Containing Audited Financial Statements**

- > No responsibility for other information in these documents.

### **Planned Scope and Timing of the Audit**

- > Our audit was performed as planned.

### **Qualitative Aspects of the Entity's Significant Accounting Practices**

- > **Accounting policies** – Consistent with prior year except for implementation of GASB Statement No. 75.
- > **Significant accounting estimates** – We evaluated the key factors and assumptions used and found them to be reasonable.
- > **Financial statement disclosures** – Disclosures are consistent with the prior year.

### **Difficulties encountered during the audit**

- > We encountered no significant difficulties in dealing with management relating to the performance of the audit.

### **Uncorrected and corrected misstatements**

- > Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management.
- > There were no such misstatements identified.

### **Disagreements with management**

- > For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the financial statements or the auditor's report. No such disagreements arose during the course of the audit.

### **Management's consultations with other independent accountants**

- > In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

### **Representations requested from management**

- > See letter included in the Required Communications Document.



# Required communications

## Independence

- > We are not aware of any relationships between Baker Tilly Virchow Krause, LLP and County of Scott, Iowa that, in our professional judgment, may reasonably be thought to bear on our independence.

## Other significant matters, finding or issues

- > In the normal course of our professional association with the County, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, business conditions affecting the entity, and business plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the County's auditors.



**Section V**  
Accounting and auditing standards update



# Accounting and auditing standards update

## The Governmental Accounting Standards Board (GASB) approved the following:

- > Statement No. 83, *Certain Asset Retirement Obligations*
- > Statement No. 84, *Fiduciary Activities*
- > Statement No. 87, *Leases*
- > Statement No. 88, *Certain Disclosures Related to Debt, Including Direct Borrowings and Direct Placements*
- > Statement No. 89, *Accounting for Interest Costs Incurred Before the End of a Construction Period*
- > Statement No. 90, *Majority Equity Interests*



**HUMAN RESOURCES DEPARTMENT**

600 W. 4<sup>th</sup> Street  
Davenport, Iowa 52801-1030

Ph: (563) 326-8767 Fax: (563) 328-3285  
www.scottcountyia.com  
Email: hr@scottcountyia.com



December 3, 2018

TO: Mary Thee  
Assistant County Administrator

FROM: Barb McCollom  
Human Resources Generalist

RE: YEARS OF SERVICE RECOGNITION CEREMONY

The following is a list of individuals who will be recognized for years of service on **Tuesday, December 11, 2018 at 9:00 a.m.** through the recognition program.

Employee	Department	Date of hire	Years of Service
Michelle Dierickx	Health	10/28/13	Five
DJ Echols	Juvenile Detention	11/1/13	Five
Christina McDonough	Health	11/25/13	Five
Leslie Lopez	Recorder	12/9/13	Five
Steve Jones	IT	12/30/13	Five
Brenda Schwarz	Health	10/20/08	Ten
Seema Antony	Health	11/3/08	Ten
Stephanie Macuga	IT	11/10/08	Ten
Robert Bradfield	Attorney	12/1/08	Ten
Josh Sabin	Conservation	12/1/08	Ten
Jim Connell	Sheriff	12/29/03	Fifteen
Andrew Ward	Sheriff	12/21/98	Twenty
Mike Walton	Attorney	12/15/88	Thirty
Barb Vance	Treasurer	10/9/78	Forty
Barb Wright	Treasurer	10/9/78	Forty

**SCOTT COUNTY NEWS RELEASE**  
**December 11<sup>th</sup>, 2018**

**SCOTT COUNTY, IOWA IS AWARDED HIGHEST HONOR IN  
GOVERNMENTAL BUDGETING**

Tony Knobbe, Chair of the Scott County Board of Supervisors announced today that Scott County has received the Distinguished Budget Presentation Award from the Government Finance Officers Association of the United States and Canada (GFOA) for Scott County's current FY19 Budget.

Scott County is one of only three Iowa counties (Scott, Johnson, and Linn County) to hold the Distinguished Budget Presentation Award. The County has received this award for the last twenty-four consecutive years. Only 13 of the 1,553 governmental units in the State of Iowa currently hold this honor.

Tony Knobbe stated that this award is the highest form of recognition in governmental budgeting. Its attainment represents a significant accomplishment by the elected officials and management of Scott County and reflects their commitment to meeting the highest principles of governmental budgeting.

In order to receive the award, Scott County had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as 1) A policy document 2) A financial plan 3) An operations guide 4) Communications device. Budget documents must be rated "proficient" in all four categories to receive this award.

For budgets, including fiscal periods beginning in 2017, the most recent year data is available, over 1,600 governmental entities have received the Distinguished Budget Presentation Award nationwide. Award recipients have pioneered efforts to improve the quality of budgeting and provide excellent examples for other governments throughout North America.

Tony Knobbe stated that the Board designates the achievement of this certification as a high priority. The Board expressed their appreciation to Mahesh Sharma, County Administrator, David Farmer, Director of Budget and Administrative Services and to the County's designated budget analysts and support staff for their work and professional guidance in helping the county to obtain this governmental budgeting honor.

The budget analysts and support staff members that developed the 2019 budget are listed below:

Ed Rivers	Health Director
Pam Brown	Office Administrator, Sheriff's Department
Chris Berge	ERP/ECM Budget Analyst
Sara Skelton	Operations Manager, Recorder's Office
Lori Elam	Community Services Director
Tim Huey	Planning & Development Director
Craig Hufford	Financial Management Supervisor, Treasurer's Office
David Farmer	Director of Budget and Administrative Services
Roland Caldwell	Operations Manager, Auditor's Office
Kathy Walsh	Office Administrator, Attorney's Office
Amber Sullivan	Administrative Assistant, Conservation Department
Renee Luze-Johnson	Administrative Assistant, Administration

The GFOA is a non-profit professional association serving over 19,000 government finance professionals throughout North America. GFOA's Distinguished Budget Presentation Awards Program is the only national awards program in governmental budgeting.

For more information on this press release please contact:

David Farmer, CPA, Director of Budget and Administrative Services  
Scott County Administrative Center  
600 West 4<sup>th</sup> Street  
Davenport, IA 52801-1003  
563-326-8651

Michele Mark Levine  
Government Finance Officers Association  
180 North Michigan Avenue  
Chicago, IL 60601  
312-977-9700



**HUMAN RESOURCES DEPARTMENT**

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December 3, 2018

TO: Mary Thee  
Assistant County Administrator

FROM: Barb McCollom  
Human Resources Generalist

RE: RETIREMENT RECOGNITION

The following employee(s) will be recognized for their upcoming retirement from Scott County on **Tuesday, December 11, 2018.**

Employee	Department	Date of hire	Retirement Date
Gina Acosta	Sheriff	1/7/94	09/28/18
Bill Fennelly	Treasurer	1/5/81	01/02/19

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

December 13, 2018

RECOGNIZING GINA ACOSTA'S RETIREMENT  
FROM THE SHERIFF'S OFFICE

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

Section 1. That said Board of Supervisors does hereby recognize the retirement of Gina Acosta and conveys its appreciation for 24 years of faithful service to Scott County.

Section 2. 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

December 13, 2018

RECOGNIZING BILL FENNELLY'S RETIREMENT  
FROM THE TREASURER'S OFFICE

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

Section 1. That said Board of Supervisors does hereby recognize the retirement of Bill Fennelly and conveys its appreciation for 38 years of faithful service to Scott County.

Section 2. 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

December 13, 2018

#### RECOGNITION OF DIANE HOLST'S 4 YEARS OF SERVICE ON THE SCOTT COUNTY BOARD OF SUPERVISORS

**WHEREAS**, Diane Holst has been a dedicated member of the Scott County Board of Supervisor's since 2015; and

**WHEREAS**, the Board has sincerely appreciated her willingness to invest her time and efforts to faithfully serve the citizens of Scott County; and

**WHEREAS**, Supervisor Holst has served on a variety of Board and Commissions including Scott County Reap, Emergency Management Commission and more recently the 7<sup>th</sup> Judicial, Region 9 Transportation Policy and the Integrated Roadside Vegetation Management (IRVM).

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

Section 1. That the Board of Supervisors wants to offer their sincere appreciation to Diane Holst for her 4 years of dedicated service to Scott County;

Section 2. That the Board of Supervisors extends their very best wishes to Diane Holst to enjoy all her future endeavors;

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

## RESOLUTION

### SCOTT COUNTY BOARD OF SUPERVISORS

December 13, 2018

#### RECOGNITION OF CAROL EARNHARDT'S 8 YEARS OF SERVICE ON THE SCOTT COUNTY BOARD OF SUPERVISORS

**WHEREAS**, Carol Earnhardt has been a dedicated member of the Scott County Board of Supervisor's since 2011, including 1 year as Chairperson in 2017; and

**WHEREAS**, the Board has sincerely appreciated her willingness to invest her time and efforts to faithfully serve the citizens of Scott County; and

**WHEREAS**, Supervisor Earnhardt has served on a variety of Board and Commissions including 7<sup>th</sup> Judicial, Scott County Reap, and more recently the Bi-State Regional Commission, Urban County Coalition, and the MH/DS Governing Board of Directors.

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

Section 1. That the Board of Supervisors wants to offer their sincere appreciation to Carol Earnhardt for her 8 years of dedicated service to Scott County;

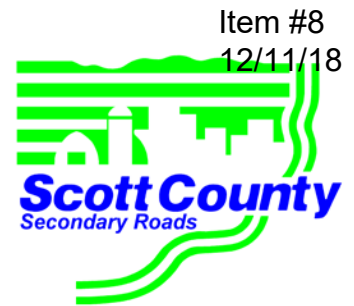
Section 2. That the Board of Supervisors extends their very best wishes to Carol Earnhardt to enjoy all her future endeavors;

Section 3. This resolution shall take effect immediately.

**SCOTT COUNTY ENGINEER'S OFFICE**

950 E Blackhawk Trail  
Eldridge, Iowa 52848

(563) 326-8640  
FAX – (563) 328-4173  
E-MAIL - engineer@scottcountyiowa.com  
WEB SITE - www.scottcountyiowa.com



JON R. BURGSTRUM, P.E.  
County Engineer

ANGIE KERSTEN  
Assistant County Engineer

TARA YOUNGERS  
Administrative Assistant

MEMO

TO: Mahesh Sharma  
County Administrator

FROM: Jon Burgstrum  
County Engineer

SUBJ: Third reading of ordinance for establishing new speed limits on county roads.

DATE: December 13, 2018

This is a third reading of an ordinance to adjust the speed limit on 102<sup>nd</sup> Avenue to 55 mph, from Y4E North approximately 2800' and then 35 mph north to the end of pavement approximately 2650' and, 35 mph on 285<sup>th</sup> St. from 102<sup>nd</sup> Ave east approximately 980'. We are also placing 55 mph speed limits on 52<sup>nd</sup> Ave from Y4E north to 50<sup>th</sup> Ave then 35 mph north to the park.

We completed a speed study on 102<sup>nd</sup> Ave which showed us that almost 28% of the vehicles were traveling over 55 mph. The section that will be 35mph is residential and the section to the south is rural. The section on 285<sup>th</sup> St is also residential.

There are no posted speeds on 52<sup>nd</sup> Ave North to the Park. Because the speed limit in the park is 25mph and there is a south bound stop sign at 50<sup>th</sup> Ave, we feel that slowing traffic at 50<sup>th</sup> Ave to 35 mph is a safer transition into the Park.

The current speed limit on all three road sections is 55mph by statute with no signs posted.

SCOTT COUNTY ORDINANCE NO 18-\_\_\_\_\_

AN ORDINANCE TO AMEND CHAPTER 13-34 OF THE SCOTT COUNTY CODE RELATIVE TO DESIGNATED SPEED LIMITS ON SCOTT COUNTY SECONDARY ROADS.

BE IT ENACTED BY THE BOARD OF SUPERVISORS OF SCOTT COUNTY, IOWA:

SECTION 1.

Add to Sec. 13-34R, Add Item No. 14 and 15 to read:

R. County

14. 35 MPH - On 52<sup>nd</sup> Avenue from 50<sup>th</sup> Avenue north 1,600 feet.

15. 55 MPH - On 102<sup>nd</sup> Avenue from Y4E north 2,800 feet.

35 MPH - On 102<sup>nd</sup> Avenue from a point 2,800 feet north of Y4E north 2,650 feet to the end of pavement.

35 MPH - On 285<sup>th</sup> Street from 102<sup>nd</sup> Avenue east 980 feet.

SECTION 2.

The County Auditor is directed to keep and maintain a copy of the Ordinance in the County Auditor's office.

SECTION 3. SEVERABILITY CLAUSE

If any of the provisions of the Ordinance are for any reason illegal or void, then the lawful provisions of this Ordinance shall be and remain in full force and effect, the same as if the Ordinance contained no illegal or void provisions.

SECTION 4. REPEALER

All Ordinances or parts of Ordinances in conflict with the provisions of this Ordinance are hereby repealed.

SECTION 5. EFFECTIVE DATE

This Ordinance shall be in full force and effect after its final passage and publication as by law provided.

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

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Tony Knobbe, Chairperson  
Scott County Board of Supervisors

ATTESTED BY:

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Roxanna Moritz  
Scott County Auditor



SCOTT COUNTY ORDINANCE NO 18-\_\_\_\_\_

AN ORDINANCE TO AMEND CHAPTER 13-34 OF THE SCOTT COUNTY CODE  
RELATIVE TO DESIGNATED SPEED LIMITS ON SCOTT COUNTY SECONDARY  
ROADS.

BE IT ENACTED BY THE BOARD OF SUPERVISORS OF SCOTT COUNTY, IOWA:

SECTION 1.

Add Sec. 13-34S, Add Item No. 1 to read:

S. Wapsi River Environmental Education Center

1. 25 MPH - On 52<sup>nd</sup> Avenue from 1,600 feet north of  
50<sup>th</sup> Avenue north to the Park.

SECTION 2.

The County Auditor is directed to keep and maintain a copy  
of the Ordinance in the County Auditor's office.

SECTION 3. SEVERABILITY CLAUSE

If any of the provisions of the Ordinance are for any reason  
illegal or void, then the lawful provisions of this  
Ordinance shall be and remain in full force and effect, the  
same as if the Ordinance contained no illegal or void  
provisions.

SECTION 4. REPEALER

All Ordinances or parts of Ordinances in conflict with the  
provisions of this Ordinance are hereby repealed.

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This Ordinance shall be in full force and effect after its  
final passage and publication as by law provided.

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Tony Knobbe, Chairperson  
Scott County Board of Supervisors

ATTESTED BY:

\_\_\_\_\_  
Roxanna Moritz  
Scott County Auditor

**PLANNING & DEVELOPMENT**

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



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Timothy Huey  
Director

To: Mahesh Sharma, County Administrator

From: Timothy Huey, Planning Director

Date: December 4, 2018

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

Sixteen 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 2019, counties must adopt these rules by resolution and notify the DNR by January 31, 2019. The Board reviewed two CAFO permit applications in 2017, 2016 and 2015. In 2017, the two applications were for expansions of the existing operations of Paustian Enterprises and Grandview Farms both in in Hickory Grove Township. 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 sixteen years ago.

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**

**December 13, 2018**

**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) (2015) 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, 2019 and January 31, 2020 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.

# Facility and Support Services

600 West 4<sup>th</sup> Street

Davenport, Iowa 52801-1003

fss @ scottcountyiaowa.com

(563) 326-8738 Voice

(563) 328-3245 Fax



Item #10

12/11/18

December 5, 2018

To: Mahesh Sharma  
County Administrator

From: Chris Still, Maintenance Coordinator  
Facility and Support Services

Subj: Approval and award of bid for Administrative Center, and Courthouse HVAC controls

At the Administrative Center controls were replaced in 2001 for HVAC equipment. These controls are end of life due to them being discontinued, and no longer manufactured. As part of our facility assessments, as well as a recent energy audit these essential HVAC components were recommended to be replaced.

At the Courthouse the controls have been upgraded on 1<sup>st</sup> and 2<sup>nd</sup> floor, however the existing controls in the lower level and on 3<sup>rd</sup> floor are the same type of discontinued controls that we have at the Administrative Center, and require replacing.

HVAC controls exist to regulate the operation of heating and air conditioning systems. The control system is the "brain" of the HVAC system. It dictates the position of every damper and valve in a system. It determines which fans, pumps, and chillers run and at what speed or capacity. In addition, they are programmable to interface our equipment into our Trane energy management software. This allows maintenance staff advanced control of all of our HVAC systems, and provides us an ability to monitor the systems and respond to alarms from remote locations, and during off hours.

In 2016 we implemented a web based energy management software system when we replaced the roof and rooftop units at the Juvenile Detention Center. That product is Tracer Ensemble, which is a product of Trane Co here in Davenport, IA. This platform can only utilize Trane controllers, so we asked Trane Co for pricing to replace controls at the Administrative Center and Courthouse.

We received a not to exceed quote from Trane Co for \$319,600.00 to replace all the controls at the Administrative Center. This project is budgeted in our capital budget, and is within the budgeted amount of \$400,000.00

At the Courthouse, we received a not to exceed quote for \$202,870.00 to replace discontinued controls at this building. This project is also budgeted in our capital budget, and within the budgeted amount of \$400,000.00

We recommend that the Board of Supervisors award this bid to Trane Co in the above amounts. It is budgeted in the Capital Budget and will span fiscal years '19 and '20. I will be available at the next Committee of the Whole meeting to discuss this recommendation and to answer any questions you or the Board may have.

Cc: FSS Management Team

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

December 13, 2018

A RESOLUTION APPROVING THE QUOTES FROM TRANE FOR THE COURTHOUSE HVAC CONTROL PROJECT IN A NOT TO EXCEED AMOUNT OF \$202,870.00 AND FOR THE ADMINISTRATIVE CENTER IN A NOT TO EXCEED AMOUNT OF \$319,600.00.

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

- Section 1. That the quote for the Courthouse HVAC control project in the not to exceed amount of \$202,870.00 is hereby approved and awarded to Trane.
- Section 2. That the quote for the Administrative Center HVAC control project in the not to exceed amount of \$319,600.00 is hereby approved and awarded to Trane.
- Section 3. That the Director of Facility & Support Services is hereby authorized to execute contract documents on behalf of the Scott County Board of Supervisors.
- Section 4. This resolution shall take place immediately.

## Facility and Support Services

600 West 4<sup>th</sup> Street  
Davenport, Iowa 52801-1003  
fss @ scottcountyiowa.com  
(563) 326-8738 Voice      (563) 328-3245 Fax



November 20th 2018

To: Mahesh Sharma  
County Administrator

From: Chris Still, Maintenance Coordinator  
Facility and Support Services

Subj: Approval and Award Contract Jail Intercoms

We have encountered numerous problems with intercoms in the Scott County Jail. Intercoms are part of the Jail's Security Electronics system, and headend pieces of intercoms failed, compromising the ability to retrieve audio from the software system and became completely non-functional in some of the housing unit locations at the Jail. This causes the Jail quite a bit of liability risk as the intercoms provide communications between staff and housed residents, as well as a recordings of all resident and staff communications.

Intercoms integrate with the other security equipment in the building and are supplied by Stanley Convergent Security Solutions. We asked them for an updated cost to replace the entire intercom systems and they quoted a price \$138,900.00. This purchase is budgeted in the Capital Budget Plan for \$150,000.00

As part of our building analysis at the Jail we have Stanley Securities come through on an annual basis to determine what parts of the Jail's Security Electronics Systems are outdated, and should be added to our Capital plan. The intercoms were identified on this annual walkthrough as the next piece of this system to replace.

As Facilities talked through this issue and due to the liabilities that exist with a non-functional intercom system, we worked with our budgeting director to see if the project to replace intercoms could be expedited into the current fiscal year. Currently they are not scheduled to be replaced until FY'22, and after review of our Capital plan for FY'19 we are confident that we can take on this project.

I recommend approval of the bid and plan to be at the next Committee of the Whole meeting to discuss any questions you or the Board may have.

Cc: Sheriff Tim Lane  
Major Bryce Schmidt  
Captain Stefanie Bush  
FSS Management Team

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

December 13, 2018

A RESOLUTION APPROVING THE QUOTE FROM STANLEY CONVERGENT SECURITY SOLUTIONS FOR THE JAIL INTERCOM REPLACEMENT PROJECT IN THE AMOUNT OF \$138,900.00.

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

- Section 1. That the quote for the Jail Intercom Replacement Project is hereby approved and awarded Stanley Convergent Security Solutions in the amount of \$138,900.00.
- Section 2. That the Director of Facility & Support Services is hereby authorized to execute contract documents on behalf of the Scott County Board of Supervisors.
- Section 3. This resolution shall take place immediately.



**PLANNING & DEVELOPMENT**

600 West Fourth Street

Davenport, Iowa 52801-1106

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

Email: [planning@scottcountyiowa.com](mailto:planning@scottcountyiowa.com)



Item #12

12/11/18

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Timothy Huey,  
Director

December 4, 2018

To: Scott County Board of Supervisors

From: Timothy Huey, Planning Director

Subject: Planning & Development Specialist

We recently completed the search process for the Planning & Development Specialist position. A tentative offer has been made to Taylor Beswick. Mr. Beswick has a Master's degree in Urban and Regional Planning along with experience working in this field.

Due to the exceptional qualifications of this candidate, I am requesting the Board approve hiring Taylor Beswick at an annual salary of \$50,274, which is 98% of midpoint.

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

December 13, 2018

APPROVAL OF STAFF APPOINTMENTS

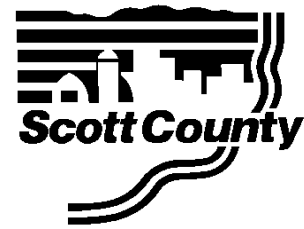
BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. The hiring of Taylor Beswick for the position of Planning & Development Specialist in the Planning & Development Department at the rate of \$50,274/year.

Section 2. The hiring of Courtney Arndt for the position of part-time Detention Youth Counselor in the Juvenile Detention at the entry level rate.

Section 3. The hiring of Keith Sutton for the position of part-time Detention Youth Counselor in the Juvenile Detention at the entry level rate.

**Community Services Department**  
600 W. 4<sup>th</sup> St.  
Davenport, Iowa 52801



Item #13  
12/11/18

**(563) 326-8723      Fax (563) 326-8730**

---

December 3, 2018

To:      Mahesh Sharma  
  
From:    Lori A. Elam  
  
Re:      Approval of Tax Suspension Request

The County has received a tax suspension request to have property taxes currently owed suspended as follows:

**REQUESTED TAX SUSPENSION:**

Melissa Green  
1235 West 8<sup>th</sup> Street  
Davenport, IA 52802

Suspend: The 2017 property taxes due September 2018 and March 2019 in the amount of \$667.00 including interest.

The application meets the Board Suspension Policy requirements. It is recommended that the Board suspend these taxes at their next Board meeting.

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

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SCOTT COUNTY AUDITOR

**RESOLUTION**  
**SCOTT COUNTY BOARD OF SUPERVISORS**  
**December 13, 2018**

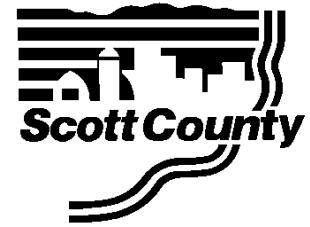
**SUSPENDING THE 2017 PROPERTY TAXES DUE SEPTEMBER 2018 MARCH 2019 FOR MELISSA GREEN, 1235 WEST 8<sup>TH</sup> STREET, DAVENPORT, IOWA IN THE AMOUNT OF \$667.00 INCLUDING INTEREST.**

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

- Section 1. The 2017 property taxes due September 2018 and March 2019 for Melissa Green, 1235 West 8<sup>th</sup> Street, Davenport, Iowa in the amount of \$667.00 including interest are hereby suspended.
- Section 2. The County Treasurer is hereby requested to suspend the collection of the above stated taxes thereby establishing a lien on said property as required by law with future collection to include statutory interest, if any.
- Section 3. This resolution shall take effect immediately.

**Community Services Department**

600 W. 4<sup>th</sup> St.  
Davenport, Iowa 52801



**(563) 326-8723      Fax (563) 326-8730**

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December 3, 2018

To:      Mahesh Sharma  
From:    Lori A. Elam  
Re:      Approval of Tax Suspension Request

The County has received a tax suspension request to have property taxes currently owed suspended as follows:

**REQUESTED TAX SUSPENSION:**

Judy Vasquez  
327 Dodge Street  
LeClaire, IA 52753

Suspend: The 2017 property taxes due September 2018 and March 2019 in the amount of \$771.00 including interest.

The application meets the Board Suspension Policy requirements. It is recommended that the Board suspend these taxes at their next Board meeting.

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

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SCOTT COUNTY AUDITOR

**RESOLUTION**  
**SCOTT COUNTY BOARD OF SUPERVISORS**  
**December 13, 2018**

**SUSPENDING THE 2017 PROPERTY TAXES DUE SEPTEMBER 2018 AND MARCH 2019 FOR JUDY VASQUEZ, 327 DODGE STREET, LECLAIRE, IOWA IN THE AMOUNT OF \$771.00 INCLUDING INTEREST.**

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

- Section 1. The 2017 property taxes due September 2018 and March 2019 for Judy Vasquez, 327 Dodge Street, LeClaire, Iowa in the amount of \$771.00 including interest are hereby suspended.
- Section 2. The County Treasurer is hereby requested to suspend the collection of the above stated taxes thereby establishing a lien on said property as required by law with future collection to include statutory interest, if any.
- Section 3. This resolution shall take effect immediately.

**OFFICE OF THE COUNTY ADMINISTRATOR**

600 West Fourth Street  
Davenport, Iowa 52801-1003

Office: (563) 326-8702  
Email: david.farmer@scottcountyia.com  
www.scottcountyia.com



Item #14  
12/11/18

November 28, 2018

To: Mahesh Sharma, County Administrator

RE: Policy Update – 26 “Purchasing Card Policy”

The proposed updates will be reviewed by the Department Heads/Elected Officials as of December 13, 2018. Here are the proposed changes to the Administration Policies:

General Policy **Policy 26 “Purchasing Card”** revises the policy to reflect the increasing likelihood of individual transactions, transaction and supply purchase, exceeding \$500 per transaction. Upon review of departmental requests to temporarily move an individual’s card from standard \$500.00 per transaction / \$2,500.00 per billing cycle to \$3,000.00 per transaction / \$25,000.00 per billing cycle, the program administrators, David Farmer and Tammy Speidel, are recommending the standard card limit be moved to \$1,000.00 per transaction / \$2,500.00 per cycle. This will save on staff time to adjust the card limit twice, request individual’s change, tracking when to move a card back to the standard limit, and difficulties when a transaction is applied in the field between \$500 and \$999.99.

David Farmer, CPA  
Director of Budget and Administrative Services

CC: Tammy Speidel, Director

## 26. PURCHASING CARD POLICY

### POLICY

It is the policy of Scott County to have a Purchasing Card Program. This program is intended to replace blanket purchase orders, purchase orders used to purchase items of small dollar value (<\$2,500), and purchases within Department Head/Elected Official or designee authority.

### SCOPE

This policy is applicable to all offices and departments within Scott County Government and other component units that participate in the Scott County Purchasing Card program. The County may utilize the purchase card provider for accounts payable purchases and the use of accounts payable credit accounts.

### BENEFITS

Department staff will be able to make purchases to support their core functions in a much more effective manner, will require fewer trips away from the workplace, and will be able to receive items much quicker. These efficiencies will allow staff to focus their energies on the core aspects of their jobs. This policy and the program structure will support efficiency while maintaining accountability and approval structures. The use of a purchase card program may enable the County to reduce expenditures through a revenue sharing agreement with the merchant card provider.

### GENERAL PROGRAM PROVISIONS

This card is to be used to make county purchases as outlined herein. With the approval of the Purchasing Card application by the Department Head/Elected Official, the cardholder has been delegated expenditure and purchasing authority. Said authority is delegated only as it applies to the scope of the cardholder's job and as outlined by the cardholder's immediate supervisor and Department Head/Elected Official. The implied purchasing and expenditure authority of the purchasing card is NOT intended to supersede nor enhance the fiscal authoritative limitations that exist within each Department/Office. For the cardholder: you are only authorized to make purchases for which your supervisor, or Department Head/Elected Official, has expressly granted and delegated you proper authorization.

The Purchasing Card is not a personal credit card and remains the property of the card issuer. The liability for all outstanding charges on the card is with the County; therefore, the card must only be used for purchases required in the normal course of business.



The Purchasing Card that the cardholder receives has his/her name embossed on it. It may not be transferred to, assigned to, or used by anyone other than the designated cardholder.

Employees must attend a training session prior to card issuance. Each card holder must sign the *Acknowledgement of Scott County Purchasing Card Policy form* (Attachment B) prior to being issued a purchasing card.

It is the responsibility of each cardholder to be acquainted with the Purchasing Policies and guidelines of the County and to make card purchases in accordance with these policies.

The cardholder is responsible for following department guidelines for making purchases, being fiscally responsible with county funds, ensuring receipt of materials and supplies, obtaining acceptable receipts and resolving any discrepancies or damaged goods issues. The cardholder is responsible to assure that the purchase made with public funds has a public purpose.

Cards may be revoked for misuse or non-compliance with procedures. Additionally, disciplinary procedures up to and including termination may result from misuse of the Purchasing Card. The County retains the right to cancel a cardholder's Purchasing Card.

## **ADMINISTRATIVE PROCEDURES**

### **Program Administrator**

Two Program Administrators will coordinate the Purchasing Card Program. The Cardholder Program Administrator will be the Director of Facilities and Support Services who will follow procedures set forth in this policy. This Program Administrator shall be the liaison between the cardholder and the purchasing card system. This Program Administrator shall issue cards, make card changes, help with transaction disputes and other cardholder related tasks. This Program Administrator shall also facilitate the training required by this policy.

The Accounting Program Administrator shall be the Director of Budget and Administrative Services who will follow the procedures set forth in this policy. This Program Administrator shall coordinate the reporting, accounting and funds transfers for the Purchasing Card Program. This Administrator shall oversee and audit the period close-out process and liaison with claims clerks on close-out and reporting issues. This Program Administrator shall prepare the required period reports for the purchasing card program (see Reports below).

Both Administrators shall provide for a backup within their department, and shall provide

adequate training thereof. All persons performing Program Administrator functions shall ensure the integrity, consistency and compliance of the program with the policies and procedures herein.

## **Reports**

The Accounting Program Administrator shall download period transaction information at the conclusion of each four-week accounting period. The transaction information shall be audited for completeness and compliance with the county chart of accounts. If necessary, revisions to the transactions shall be made to ensure data integrity for the import into county accounting data systems.

The Accounting Program Administrator shall prepare and distribute the following purchasing system reports following the close of the current purchasing card cycle:

1. Exception Report - this report documents any transactions that are not in compliance with provisions of this policy including unwarranted sales tax, missing receipts, incomplete receipts, etc.
2. General Ledger Report - this report documents the information that will be imported into the county accounting data system including department, vendor, account, amount, posting date, etc. for each individual transaction during the period.
3. Newspaper Report - This report summarizes and sub-totals the amount paid to each vendor for publication in the newspaper.

## **Policy Review and Revisions**

This policy and these procedures shall be reviewed annually. Said revisions or changes shall be prepared as recommended by the County Administrator, Director of Budget and Administrative Services or the Director of Facility and Support Services and forwarded to the Board of Supervisors for their consideration and action. The Cardholder Program Administrators shall provide training for cardholders, claims processors and/or Department Heads/Elected Officials as required for substantive changes to the policy or procedures herein.

This program is designed to be easy to use and flexible. Therefore, user feedback is crucial. In order to make this program as effective as possible, Purchase Card users must notify the Program Administrators of all problems encountered with the card. Users should also communicate any comments related to the reporting, documentation, procedures, and use restrictions related to the Purchasing Card Program. This program is designed to be an important tool to help card users perform their job.

## **General Responsibilities**

This card is to be used to make county purchases as outlined herein. The transactions and credit limits on the card are determined by the Department Head/Elected Official within policy limits and are dependent upon the requirements of the cardholder's position

and function. Department Heads/Elected Officials should use “standard” transaction and period limits for cards whenever possible to ensure adequate program control and accountability. Higher limits should only be used when necessary to afford the cardholder the ability to efficiently make higher dollar purchases routinely required for their job. With the approval of the Purchasing Card application by the Department Head/Elected Official, the cardholder has been delegated expenditure and purchasing authority.

The Purchasing Card is not a personal credit card and remains the property of the card issuer. The liability for all outstanding charges on the card is with the County. Therefore, the card must only be used for purchases required in the normal course of business. All purchases are to be documented with an itemized receipt. Failure to provide a receipt of the purchased transactions could result in personal liability of the transaction.

### **Personal Use of Purchasing Card**

Cardholders shall not use the Purchasing Card for personal purchases with the intent of reimbursing the County. Cardholders are, under no circumstances, allowed to make personal purchases using the Purchasing Card. Violation of this provision may result in revocation of the purchasing card, disciplinary action, collection proceedings and possible criminal actions. Any violations of this provision shall be reported on the exception report.

### **Cash Advances**

The Purchasing Cards are not set up to allow nor intended to be used for any type of a cash advance.

### **Purchasing Card and System Controls**

The Purchasing Card is different from a personal MasterCard/Visa. It has the ability to control use in the following ways:

- Maximum dollar amount of each transaction (see section “Card Limits”)
- Total spending limit per cycle
- Merchant Category Code (MCC)

The “Delegation of Authority” that has been provided to each cardholder sets the maximum dollar amount for each single purchase or transaction (Single Purchase Limit), and a total for all purchases made within a given billing cycle (28 days).

Each time a cardholder makes a purchase, the limits will be automatically checked and the authorization request will be declined should the amount exceed those limits.

The credit limit on each card was preset based on certain usage assumptions. If the credit limit on a purchase card is not adequate to handle planned purchases, the cardholder should contact their Department Head/Elected Official who will determine if spending limits on the card need to be increased. The Department Head/Elected Official and will contact the Cardholder Program Administrator, authorizing an increase in a card holder’s

limits.

The Merchant Category Code (MCC) allows for restriction of card use by type of business. Each business is classified by the services or products that it supplies and is given a specific MCC. Therefore the Purchasing Card can be restricted for use at specific types of businesses by excluding specific MCC Codes from authorized use.

### Card Limits

	Per Transaction	Per Billing Cycle
Standard	\$ <del>500</del> 1,000.00	\$ 2,500.00
Intermediate	\$3,000.00	\$25,000.00
Enhanced	\$14,999.99	\$25,000.00

The base limit for cards issued shall be the standard amount listed above. A Department Head or Elected Official may request the enhanced card limit only if the card user is expected to routinely make purchases that would exceed the standard card limits.

### Emergency Raised Card Limits

The County Administrator may request additional higher emergency spending limits/authorization for certain emergency or special situation such as: natural disasters, disaster recovery, business continuity, etc. Such request should be made during a regular Board of Supervisors meeting when possible, but may be made pursuant to the emergency procedures in Policy 11.

### Purchasing Card Security

It is the card holder's responsibility to immediately sign the back of the card upon issuance. The Purchasing Card should be kept in a secure location at all times. The cardholder is the only one authorized to use his or her purchasing card. It is the cardholder's responsibility to ensure the security of the card.

The cardholder shall guard the account number carefully. It should not be posted or written down in any place that is easily accessible to others.

Similar to a personal credit card, if the Purchasing Card is lost/stolen you must immediately notify the card issuer by phone (See Contact List-Attachment A). You must also notify the Cardholder Program Administrator and your immediate supervisor. The card will be immediately suspended and a replacement card will be issued.

### Card Issuance / Changes / Suspension / Cancellation

To request a Purchasing Card, additional cards, or changes to existing cards, Department Heads/Elected Officials shall contact the Cardholder Program Administrator and request card changes using provided request form. All requests must be approved by the Department Head/Elected Official or their designated representative.

If an employee leaves the department, whether transferred to another County Department or terminated, it is the Department Head/Elected Official's responsibility to obtain the Purchasing Card from the cardholder that is terminated/transferred, notify the Cardholder Program Administrator to cancel the card, cut the card in half, and return it to the Cardholder Program Administrator.

Exceptions are issues relating to purchases or transactions that are not in compliance with the provisions of this policy. Each reporting cycle, these issues are reported on the Exception Report.

Cardholders will have the opportunity to resolve minor exceptions (sales tax, missing, inaccurate or incomplete receipts) and have the issues removed from the exception report if resolved within 30 days. Once removed, the exceptions will not count against a Cardholder. Major infractions (personal charges, split transactions, inappropriate use, etc) will NOT be removed, even if resolved. Repeat violators of the policy will also not have the opportunity to remove items from the exception list. Major infractions with blatant disregard for the provisions of this policy may result in immediate revocation and/or suspension of card holder privileges.

Cardholders that have 3 or more minor exceptions within a 6-month period shall have their cardholder privileges revoked and their card suspended until they are retrained on this policy. Under the discretion of the Cardholder Program Administrator or Accounting Program Administrator an employee may be required to complete training on the policy for a single minor exception. A permanent revocation of the purchasing card and privileges may result from a blatant major infraction(s) or habitual minor infractions and repeated suspensions. The Program Administrator will notify the Human Resources Director of any actions taken.

### **Personal Credit Rating**

The Purchasing Card and all the charges on it are County liabilities. Therefore, it has no impact on your personal credit rating.

### **Audits**

To ensure the success of the Purchasing Card program and the County's financial responsibility, continual audits of a cardholder's Purchasing Card documentation and files will occur.

The primary purpose of the audit is to ensure that complete and accurate record keeping is occurring and that all Purchasing Card program procedures are being followed.

Auditing and oversight occurs at many levels within the program. Claims clerks audit purchases as part of the reconciliation process. Department Heads/Elected Officials or designees review department purchases as they approve the submission of the reconciliation documents. The Accounting Program Administrator reviews all purchases

and receipts for policy compliance and proper accounting. The Auditor's Office reviews all purchases, documentation and accounting of the program. The County's independent annual financial audit includes a sample audit of the program each year.

### **Guidelines for Card Use - Cardholder Responsibilities**

Purchasing Cards shall be used for "point of sale" transactions only. Those are defined as purchases made at a physical location. This provision does not preclude cardholders from making purchases remotely via the internet or telephone. It does, however prohibit contacting a vendor to charge an invoice to the purchasing card that was previously invoiced as a traditional bill. Invoices received that were not made via purchasing card must be paid via the traditional accounts payable methods to avoid duplicate payment and unnecessary confusion.

Examples of the types of transactions your Purchasing Card should be used for including, but not limited to:

- Office supplies
- Repair parts
- Miscellaneous operating supplies
- Items specified on County Contracts
- Travel expenses (employee portion only, if traveling with others)
  - airfare
  - hotel
  - ground transportation / parking fees
- Seminar and training registration fees

If you locate a supplier that will accept our purchasing card, but are unsure if it is an unauthorized use of the card, contact the Cardholder Program Administrator

The cardholder is responsible for ensuring receipt of materials and supplies, and resolving any receiving discrepancies or damaged goods issues. The cardholder is responsible to assure that the purchase made with public funds has a public purpose.

### **General Instructions - How to make a purchase**

- Identify a transaction that you wish to make with the Purchasing Card.
- Determine the transaction is not prohibited by County/Departmental policy. If not prohibited, proceed with the transaction.
- Order item via in-person purchase, internet or phone transaction.
- Submit Purchasing Card to cashier or submit card number and expiration date via the phone or internet. Vendors may also require the 3 digit security code located on the back of the card and billing address. Verify that websites used provide for encryption or other security to safeguard cardholder information. Never type purchasing card number into a free text field or send your entire credit card number

and expiration date in the body of an email. Reputable sites clearly post security information. If you are unsure if the site you are trying to use is adequately secure, contact the IT Department for advice or assistance.

- Notify the supplier that the County is tax-exempt and should not be charged sales tax. The Federal tax ID number and Illinois tax exempt number is located on the face of the card. Upon receiving the receipt make sure that sales tax has not been charged.
- Processing fees should not exceed the benefit of processing the payment through a purchasing card. Percentage benefit of associated revenue share will be distributed to all departments for general use and knowledge.
- When ordering over the phone or internet provide the supplier with the complete shipping instructions including name, street address, and internal location information. Instruct the supplier to include in the delivery package a receipt or packing slip detailing what was purchased and the amount of each item.
- When making purchases on line, ensure that the internet vendor has a secure site. The address window must start with https://. Look for a “lock icon” on the web page. When placing an order over the internet, the cardholder must confirm that the merchant will charge the purchasing card only when a shipment is made. The card holder must also request that a detailed packing slip be included with the items when sent. If items are back ordered, the County may not be charged except upon shipment of the merchandise. The back ordered merchandise must be received in the billing cycle in which the charge was made. The card holder must print a copy of the on-line sales receipt at the time of the on-line purchase for use as the receipt for reconciliation purposes.
- If purchasing in person, review sales slip to determine all amounts were properly charged, sales tax was not assessed, and turn in the receipt to the department claims clerk.

For all types of purchasing card transactions it is the *cardholder's responsibility* to obtain acceptable receipt(s) documenting the transaction. Said receipts should be obtained at the time of the transaction and turned into the claims clerk as soon as possible to avoid “end of the cycle” issues and to allow claims clerks the opportunity to reconcile periodically throughout the cycle. Acceptable receipts should be original (avoid photo copies and faxes) wherever possible. Acceptable receipts should include the last four digits of the card number and detailed information about what was purchased. Cardholders should mark “PC” in bold, visible letters on the receipt to properly identify the receipt and facilitate routing to the proper accounting stream.

Should a required receipt be lost or not obtained by the employee, a signed statement by the employee and Department Head/Elected Official explaining the circumstance and documenting the expense should be completed by the employee for the Program Administrator's review. If the expense is deemed reasonable by the Program Administrator it shall be paid through the purchasing card. Transactions documented in this manner will be reported on the Exception Report as a minor exception. Unreasonable transactions and those not approved by the Department Head / Elected Official will require documentation by the vendor, and / or reimbursement to the County.

## Sales Tax

The cardholder is responsible for indicating to the supplier that the County is tax exempt, and therefore, should not be charged sales tax. Repeated neglect by the cardholder to ensure that the supplier does not charge sales tax will result in card privileges being revoked. All sales tax should be avoided wherever possible. If sales tax appears on a purchasing card transaction, it is the cardholder's responsibility to reverse those charges or seek out credit for the tax amounts, or document the cost benefit of discounts applied through point of sale transaction. A receipt for each incorrect charge as well as the credit and / or recharge should be obtained and turned into the claims clerk

## Unauthorized Uses

Cardholders shall NOT make purchases with the county purchasing card that are not for authorized county uses and specifically approved within the management structure of their particular department, elected office, or agency.

Further, certain types of purchases are strictly forbidden per this policy regardless of Department Head/Elected Official, or agency authorization.

- Personal Use - Cardholders are, under no circumstances, allowed to make personal purchases using the Purchasing Card. Violation of this provision will result in revocation of the purchasing card, disciplinary action, collection proceedings and possible criminal actions.
- Meals - No meals will be allowed on the purchasing card. Food provided as part of training or meeting events, where the County is the training or meeting event organizer, and as approved by the Department Head/Elected Official or the designee may be purchased. Sheriff Transportation Deputies while transporting inmates are exempt from this provision
- Items that are *not* within your departments authorized budget.
- Individual purchases which have been artificially separated from larger or bulk requirements to fall within spending limits
- Professional Services and 1099 Services

## Why Approval May Be Denied

If a supplier advises that card approval has been denied, it is most likely a violation of one of the established levels of authority checks.

- Example- the purchase exceeds the single dollar transaction limit on the card.
- Example- the account is over the set cycle limit.
- Example- transaction is a violation of the Merchant Category Code.
- Example- the expiration date or three digit security code was incorrectly entered by the merchant.

The supplier will not have information related to the reason for denial, nor does the



cardholder have the authority to obtain this information from the card issuer. If a transaction is denied, the cardholder should contact the Cardholder Program Administrator for assistance. Please allow 24-48 hours for that information to become available.

### **Disputed Charges**

If there is a problem with a purchased item or charges for a transaction, the card holder should first try to reach a resolution with the vendor that supplied the item. Most problems can be resolved expeditiously in this manner.

If the cardholder is unable to reach an agreement with the supplier, they should contact the Cardholder Program Administrator. This Program Administrator can assist the cardholder in resolving the dispute and can involve the card issuer in the dispute if necessary. Similar to all credit cards the County Purchasing Card program does have the ability to place transactions in a disputed status to give further time to resolve the dispute.

Any disputed charges are placed in a suspended account and subtracted from the payment due. Once final resolution is reached the charge is either reapplied to the balance due, or permanently removed from the account.

### **Reconciliation Responsibilities (For claims clerks, Department Heads, Elected Officials and agencies)**

- Online statements are available continuously at the website designated by the card provider.
- The billing cycle for the Purchasing Card is every fourth Thursday. Exceptions to this may occur due to holidays when cycle periods may be shortened to allow for reconciliation on regularly scheduled work days. Reconciliations by claims clerks with Department Head/Elected Official/ Agency approval must occur on that day to ensure that documentation is provided as funds are transferred to the card provider.
- Claims clerks are encouraged to reconcile throughout the cycle to reduce the amount of work at the end of the cycle.
- Cardholders are required to provide all sales receipts, for the transactions listed on the statement immediately. In the event a receipt is lost or misplaced; it is the cardholder's responsibility to obtain a duplicate receipt. Cardholders are required to verify transactions on the statement with actual sales receipts and packing slips. If there is a disputed billing, follow the procedures as noted.
- Claims clerks will print cardholder reconciliation sheets and attach all receipts. In addition, a department summary sheet must be included with all cardholder sheets beneath. The signature (real or digital) of the Department Head/Elected Official or designee is required on the department summary sheet.
- NOTE: If a cardholder had no purchase activity on the purchasing card for a particular billing cycle, no Statement of Account will be generated for that cardholder unless adjustments for previously billed transactions are processed during that billing cycle.

## **Approval of Card Use**

Department Heads/Elected Officials or designees, because of their knowledge of the job responsibilities of the cardholders, are required to look at each cardholder's purchases, and at the merchant items were purchased in order to determine if these items were for official County use and if they were allowed to be purchased in accordance with the instructions provided.

If for any reason the Department Head/Elected Official or designee questions the purchase(s), it is their responsibility to resolve the issue with the cardholder. If they cannot be satisfied that the purchase was necessary and for official county use, then the cardholder must provide a credit receipt proving item(s) have been returned for credit. Unauthorized use of the Purchasing Card will result in revocation, possible collection and potential disciplinary action, up to and including termination of employment.

Non-substantive modifications to appendices may be updated without approval of the Board of Supervisors.

Attachment A

**SCOTT COUNTY PURCHASING CARD PROGRAM CONTACT LIST:**

**Cardholder Program Administrator:**

Director of Facilities and Support Services, Facility & Support Services  
600 West 4<sup>th</sup> Street, Davenport, IA  
Phone: (563) 328-3241  
Fax: (563) 328-3245  
E-mail: [Tammy.Speidel@scottcountyiowa.com](mailto:Tammy.Speidel@scottcountyiowa.com)

**Accounting Program Administrator:**

Director of Budget and Administrative Services  
600 West 4<sup>th</sup> Street, Davenport, IA  
Phone: (563) 326-8651  
Fax: (563) 328-3285  
E-Mail: [david.farmer@scottcountyiowa.com](mailto:david.farmer@scottcountyiowa.com)

**Administrative Assistant**

600 West 4<sup>th</sup> Street, Davenport, IA  
Phone : (563) 326-8604  
Fax: (563) 328-3285  
E-Mail [renee.luze-johnson@scottcountyiowa.com](mailto:renee.luze-johnson@scottcountyiowa.com)

**Wells Fargo Bank Customer Service:** 800/932-0036

Contact Customer Service 24-hours per day/7-days per week to report lost or stolen cards. This should also be reported to the Cardholder Program Administrator and the cardholder's immediate supervisor.

**Attachment B**

**ACKNOWLEDGMENT OF SCOTT COUNTY  
PURCHASING CARD POLICY IN EXCHANGE FOR ISSUANCE OF  
BANK PURCHASE CARD**

Scott County ("County") is pleased to present you with this purchasing card. It represents the County's trust in you and your empowerment as a responsible agent to safeguard and protect our assets.

I, \_\_\_\_\_ (Print Name), hereby acknowledge receipt of a Scott County Wells Fargo Purchasing Card, number (last 8 digits) \_\_\_\_\_. As a Corporate Cardholder, I agree to comply with the terms and conditions of this Agreement, including the "Scott County Purchasing Card - Policies and Procedures" outlined in cardholder training and contained in Scott County General Policy 26.

I acknowledge receipt of said Agreement and Procedures and confirm that I have read and understand the terms and conditions. I understand that the County is liable to Wells Fargo Bank for all County charges.

I agree to use this card for County approved purchases only and agree not to charge personal purchases. I understand that the County will audit the use of this card and report any discrepancies.

I further understand that improper use of this card may result in disciplinary action, up to and including termination of employment. Should I fail to use this card properly, I authorize the County to deduct from my salary that amount equal to the total of the discrepancy. I also agree to allow the County to collect such amounts even if I am no longer employed by the County.

I understand that the County may terminate my right to use this card at any time for any reason. I agree to return the card to the County immediately upon request or upon termination of employment.

**Applicant:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Last 4 Digits of Social Security #:** \_\_\_\_\_

**Department / Agency:** \_\_\_\_\_

**Attachment C**

**Scott County Purchasing Card Program**

**Request for Purchasing Card Issuance**

**Department:** \_\_\_\_\_ **Date:** \_\_\_\_\_

As Department Head/Elected Official of the above named department I am requesting the issuance of purchasing cards to the following individuals under my span of control. I understand that each cardholder must attend training as required by the Purchasing Card Program Administrator prior to card issuance and activation. Said training is intended to inform and orient cardholders to the policies and procedures regarding the Purchasing Card Program, Scott County General Policy #26.

I understand that the use of purchasing cards by our department must only occur in accordance with the above-mentioned policy.

**Requested Cardholders:**

- |                            |                            |
|----------------------------|----------------------------|
| 1)                         | 2)                         |
| SSN:                       | SSN:                       |
| Card Limit                 | Card Limit                 |
| Default FUND               | Default FUND               |
| Default DEPT               | Default DEPT               |
| Default PROGRAM            | Default PROGRAM            |
| Default STATE PROGRAM AREA | Default STATE PROGRAM AREA |
| Default STATE OBJECT CODE  | Default STATE OBJECT CODE  |
| 3)                         | 4)                         |
| SSN:                       | SSN:                       |
| Card Limit                 | Card Limit                 |
| Default FUND               | Default FUND               |
| Default DEPT               | Default DEPT               |
| Default PROGRAM            | Default PROGRAM            |
| Default STATE PROGRAM AREA | Default STATE PROGRAM AREA |
| Default STATE OBJECT CODE  | Default STATE OBJECT CODE  |

5)  
SSN:  
Card Limit  
Default FUND  
Default DEPT  
Default PROGRAM  
Default STATE PROGRAM AREA  
Default STATE OBJECT CODE

6)  
SSN:  
Card Limit  
Default FUND  
Default DEPT  
Default PROGRAM  
Default STATE PROGRAM AREA  
Default STATE OBJECT CODE

7)  
SSN:  
Card Limit  
Default FUND  
Default DEPT  
Default PROGRAM  
Default STATE PROGRAM AREA  
Default STATE OBJECT CODE

8)  
SSN:  
Card Limit  
Default FUND  
Default DEPT  
Default PROGRAM  
Default STATE PROGRAM AREA  
Default STATE OBJECT CODE

Department Head/Elected Official Approval: \_\_\_\_\_

Are there currently other cardholders in the department? Y / N

Department # \_\_\_\_\_

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

December 13, 2018

APPROVING CHANGES TO GENERAL POLICY 26 "PURCHASING CARD POLICY"

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

Section 1. General Policy 26 "Purchasing Card Policy" revises the policy to address standard card limits per transaction.

Section 2. This resolution shall take effect immediately.

**RISK MANAGEMENT**

400 West Fourth Street  
Davenport, Iowa 52801-1104  
Telephone: (563) 326-8293  
Fax: (563) 326-8763



December 3, 2018

To: Mahesh Sharma  
County Administrator

From: Rhonda Oostenryk  
Risk Manager

Subject: (RENEWAL) Medical Professional Liability for Dr. Christopher Posey  
October 24, 2018 – October 24, 2019  
Premium: \$17,001.33

Attached is the insurance summary, prepared by the County's insurance broker, Arthur J. Gallagher, regarding policy renewal for Dr. Posey for the period October 24, 2018 – October 24, 2019. The county's Medical Professional Liability current coverage is with Columbia Casualty Company. The County has a \$5,000 deductible for this policy. The invoice is requested to be approved on December 13<sup>th</sup>, 2018.

This Medical Professional Liability Policy for Dr. Christopher Posey will be renewed under the same terms, limits and premium as the expiring policy. It is my recommendation to renew the Medical Professional Liability for Dr. Posey as presented.

I will attend the next Committee of the Whole meeting with representation from AJG to discuss the renewal proposal and to answer any questions you or the Board may have.

cc: Dr. Posey  
Ed Rivers, Health Director  
Amy Thoreson, Deputy Health Director





October 17, 2018 | Placement | Consulting

Christopher M. Posey, Sr. DO  
5324 54th Ave. Court  
Bettendorf, IA 52722

Re:

Christopher M. Posey, Sr. DO  
Policy Effective: 10/24/2018 to 10/24/2019

Dear Dr. Posey:

Your Medical Professional Liability policy will be renewing shortly. Attached is our quotation for coverage.

We would like to outline the following notable points for your consideration:

- Any entity not named above, may not be an insured entity. This may include partnerships and joint ventures.
- The insurance carrier is Columbia Casualty Company.
- The renewal premium is \$\$16,833 plus \$\$168.83 surplus lines tax. This is the same as last year.
- The premium is subject to 25% minimum earned.
- Defense costs are limited and included within the policy limits.
- The policy is claims-made and contains the following restrictions and claims reporting requirements:
  1. Retroactive Date: 10/24/2009
  2. Definition of claim: Refer to policy form
  3. Incident or Claim Reporting Provision: Refer to policy form
  4. Extended Reporting Period Option Details:
    - ERP Premium Amount: Refer to policy form
    - ERP Premium Due Date:
    - ERP Length:
    - If client request to purchase ERP is required to be in writing to the carrier.
    - Significant Restrictions to the ERP availability:
- Immediately report all claims to Columbia Casualty Company @ 800-863-0341.
- Gallagher is responsible for the placement of the following lines of coverage:

Professional Liability

It is understood that any other type of exposure/coverage is either self-insured or placed by another brokerage firm other than Gallagher. If you need help in placing other lines of coverage or covering other types of exposures, please contact your Gallagher representative. Premiums for the above policies are due and payable as billed, in full or as insurance company installments. Premiums may be financed, subject to acceptance by an approved finance company. Note: Following acceptance, completion (and signature) of a premium finance agreement with the specified down payment is required.

**To renew/bind this policy**, please refer to the “Client Authorization to Bind Coverage” page attached.

1. Note any changes you desire to be made.
2. Date and sign.
3. Return prior to the effective date of coverage.

We appreciate your business and look forward to working with you in the coming year. Please contact me if you have any questions.

Sincerely,

A handwritten signature in black ink, reading "Carol Van Hoorebeck". The signature is written in a cursive style with a large, sweeping initial 'C'.

Carol Van Hoorebeck, CPCU, CRM  
Client Service Manager

Enclosure

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

December 13, 2018

APPROVAL OF THE MEDICAL PROFESSIONAL  
LIABILITY INSURANCE RENEWAL

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

Section 1. That the Medical Professional Liability Insurance renewal from Columbia Casualty Company in the amount of \$17,001.33 be approved.

Section 2. This resolution shall take effect immediately.

**OFFICE OF THE COUNTY ADMINISTRATOR**

600 West Fourth Street  
Davenport, Iowa 52801-1003

Office: (563) 326-8702  
Fax: (563) 328-3285  
www.scottcountyia.com



Item #16  
12/11/18

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DATE: December 4, 2018  
TO: Board of Supervisors  
FROM: Mahesh Sharma, County Administrator  
RE: Approval of the Urban County Coalition Legislative Priority Issues

Chair Tony Knobbe and Supervisor Carol Earnhardt represent the Board when meeting with the other four counties in the Urban County Coalition. Since the end of last session the group has met to develop next year's list of issues for the 2019 session in Des Moines. There are three broad issues being recommended: Commercial Property Tax Backfill, Mental Health Funding, and Children's Mental Health Programs which we will discuss with the Legislators at the December 7<sup>th</sup> Legislative Kick-off.

The second page titled "Additional Issues" lists areas that if they are introduced in session our lobbyist would have direction on the Coalition's recommendation regarding those issues.

Each county within the Urban County Coalition is seeking approval of these priorities.



## 2019 Priorities Agenda

**The Urban County Coalition is a coalition of the five largest counties in eastern Iowa. We are committed to preserving local control and decision making authority to give our constituents the greatest control and accountability over their governments. We believe that Thomas Jefferson was correct when he said, “The government closest to the people, serves the people best.”**

**Commercial Property Tax Backfill** - Counties consistently try to find efficiencies in how they spend taxpayer resources. From 2013 to 2016 the county budgets in the UCC have increased about 1.6%, while the state’s budget during the same period has increased by 18%. The state made a commitment to backfill the revenue loss that was a result of the reduction in the commercial and industrial property tax rates. In addition, the changes in the multi residential rates will take effect in FY17 (and is not backfilled) which will have an additional adverse effect on local revenues. We expect the State to make sure it continues to follow through on its promise to backfill the property tax loss.

***Mental Health Funding*** -We appreciate that the legislature followed through on the recommendation of SF 504 and appointed an interim study committee to address the issues of mental health funding. These issues are simply too important to wait until we have another funding crisis. While regions work through the process of complying with the directives of SF 504 and HF 2456, the legislature should keep its promise and discuss permanent funding solutions. In addition, we still strongly oppose any transfer of additional responsibilities from the state to regions without the commitment to provide additional resources. Without this commitment, the state would be placing an additional burden on local property taxes.

***Children’s mental health programs***- Regions understand that it does make sense to have one entity coordinating the spectrum of mental health care for Iowans, but we strongly oppose any additional responsibilities for local governments without providing additional funding. Simply raising the current mental health levy cap puts an unjustifiable burden on local property tax payers. The state must be a reliable partner in funding any additional responsibilities placed on regions.

### Additional Issues

**Unfunded and Underfunded Mandates** - We encourage the Legislature to act to reduce the instances of cost shifting identified and eliminate the burdens these place on property tax payers. The two areas that have the largest impact on local property taxes are colocation of state offices (DHS) and courthouse maintenance and security, but there are many others.

- **Housing State Offices at Local Taxpayer Expense** – Currently some counties are forced to house a variety of state agencies (DHS and the Courts, for example) and receive little or no reimbursement from the State. In addition, counties are forced to pay for expenses such as postage and office supplies at local taxpayer’s expense. We request that the State no longer require that counties subsidize the local office expenses of state agencies. We would encourage the legislature to pay particular attention to the document storage requirements of the Department of Human Services,
- **Courthouse Security and expenses**- Like the housing of state agencies, local taxpayers are bearing the entire burden of upgrading, modifying, or even replacing aging courthouses. There is a court expense added to virtually every criminal or civil action but none of this money goes to pay actual courthouse expenses. We would request that the state allocate a portion of these funds to counties for courthouse maintenance and security. This is also an area where the state imposes costs on local governments by not moving the agencies to a paperless document storage program like it has other state agencies.
- **Paper Document Storage – Publishing Costs** – Reduce publishing costs to local governments to publish meeting, and legal notices on-line and require only a summary to be published in local print outlets. Additionally, allow counties to publish in only one newspaper. We would also encourage the legislature to provide a more clear definition of proceedings.

**EMS Services** - We encourage the state to work with counties and municipalities to help find ways to expand emergency medical services and to expand it to essential service designation. Rural Iowans deserve the same access to emergency services that those in more urban areas enjoy. In many areas of our state it simply takes too long to respond to a medical emergency. Additionally, when emergency services are available, those responding often lack the necessary training to provide advanced lifesaving aid. Where you live in Iowa should not determine if your chances to live.

**Iowa Public Employees Retirement System:** Iowa has *the most solvent and well-funded public retirement systems in the United States. It has maintained that status with conservative investment policies and conservative growth projection.* IPERS is an important and effective recruiting tool to help government agencies attract talented workers. We would encourage the legislature to carefully consider the long-term implications to that viability before any changes are made to the current system.

**Water Quality** - We support the funding of the Iowa Water and Land Legacy fund established by constitutional amendment. We would also ask the legislature to look closely at local partnerships that have been established and are having an effect. These efforts, including watershed management authorities, should be given the resources they need to make sure the work they are doing can continue. We believe that any additional solution that is considered should include a shared financial burden between both urban and rural partners.

**Opioid Epidemic** - The UCC recognizes the spread of opioid-related abuse and deaths, including abuse and deaths related to the use of heroin and abuse of prescription drugs, and the effects this abuse has on communities. The UCC encourages the General Assembly to seek additional measures that mitigate and curb the abuse of opioids and other injection-drugs. We appreciate the action the legislature took to enhance the Iowa Prescription Management, a key part of any strategy employed to reduce the use of the abuse of prescription drugs. The UCC thanks the Legislature for beginning to address the opioid crisis during the 2018 session. Though opioid-related deaths in Iowa are down, opioid abuse causes other impacts on Iowa families, including:

- An increase in accessing and using the family courts or DHS services as children are removed from homes where opioid abuse is present;
- An increase in accessing mental health services and trauma-informed care for children in families or homes where opioid abuse has been present;

The UCC continues to encourage the Legislature to adequately fund the drug courts.

**Tax Credits:** Tax credits play a major role in rebuilding communities. While we understand that these programs should be used judiciously, we believe that the current tax credit programs work (such as Historic Tax Credit, the Endow Iowa Tax Credit, and the renewable energy tax credits). Any policy that proposes to change the way these credits currently work should be carefully balanced against the economic/tourist value if implemented.

**Tax Increment Financing:** We understand that this is an important tool (and one of the few left) to local governments to encourage economic development. Should changes be considered, we ask that the legislature make counties more active partners in the use of TIFs.

**Medicaid reimbursement to County owned facilities:** Counties that still have county hospitals are not receiving the state set rate for RCF services. MCO's are paying the lower negotiated rate (80%). The counties in the UCC that are providing these services did not negotiate this rate and in the absence of a negotiated rate the MCO's should be required to pay the state rate. The current system of managed care has failed and the Legislature must address the issue by returning to the previous system or finding other sustainable options.

**Restore Full funding for De-categorization:** Funding for the Decat Boards is appropriated via 1.) Legislative Allocation 2.) Transfer of Child Welfare funds from the DHS Service Area Manager 3.) Transfer of funds from the Chief Juvenile Court Officer. In FY16 the Decat Boards did not receive the roughly \$5 million Transfer of DHS Child Welfare funds. This resulted in a nearly 80% decrease in funding for some Decat Boards and the elimination of many critical programs that help prevent children and family involvement in the child welfare and juvenile justice systems. The Urban County Coalition urges the Legislature to shift the primary funding for Decategorization away from Child Welfare Transfers to a comparable increase in annual legislative allocation to allow for improved fiscal planning.

**REAP** - We encourage the Legislature and the Governor to fully fund the program at the \$20 million level.

**Trail Funding** - We believe that these funds should be focused on identifying and addressing the issues of trail connectivity across our state.

**County Bonding** - We believe that in matters of public finance, counties should be treated in the same manner as cities. We support allowing counties the same flexibility in bonding for certain projects that the cities currently enjoy. We also ask that the limit be raised to a consistent level with cities, currently five million dollars. In addition, the definitions of essential county purpose have not been updated to address new challenges faced by counties. We ask that the following categories be added to essential county purposes: disaster recovery, disaster mitigation, water quality initiatives, and courthouse improvements and upgrades.

**Emergency Management Agency Funding** – The current funding formula does not adequately address the needs of the urban counties in Iowa. Eliminate the funding cap on urban counties. We also encourage the State to pass through 80% of the federal funding it receives to counties.

**Early Voting**—the UCC requests that the legislature return to an early voting period of 40 days rather the current 29 days.



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

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

December 13, 2018

APPROVAL OF THE URBAN COUNTY COALITION  
LEGISLATIVE PRIORITY ISSUES

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

Section 1. That the Urban County Coalition 2019 Legislative Issues and Priorities is hereby approved.

Section 2. 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

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DATE

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SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

December 13, 2018

APPROVAL OF APPOINTMENT OF VERN HARVEY  
TO THE BEAUTIFICATION FOUNDATION

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

Section 1. That the appointment of Vern Harvey, Davenport, to the  
Beautification Foundation for a one (1) year term expiring on  
December 31, 2019 is hereby approved.

Section 2. 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

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DATE

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SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

December 13, 2018

APPROVAL OF APPOINTMENT OF DENISE COINER AND  
DR. SCOTT SANDEMAN TO THE BOARD OF HEALTH

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

- Section 1. That the appointments of Denise Coiner and Dr. Scott Sandeman to the Board of Health for a three (3) year term expiring on December 31, 2021 are hereby approved.
- Section 2. 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

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DATE

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SCOTT COUNTY AUDITOR

## R E S O L U T I O N

### SCOTT COUNTY BOARD OF SUPERVISORS

December 13, 2018

#### APPROVAL OF APPOINTMENT OF JOHN RUSHTON TO THE CITIZEN'S ADVISORY BOARD OF THE MENTAL HEALTH INSTITUTE

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

Section 1. That the appointment of John Rushton, Davenport, to the Citizen's Advisory Board of the Mental Health Institute for a one (1) year term expiring on December 13, 2019 is hereby approved.

Section 2. 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

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DATE

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SCOTT COUNTY AUDITOR

## R E S O L U T I O N

### SCOTT COUNTY BOARD OF SUPERVISORS

December 13, 2018

#### APPROVAL OF APPOINTMENT OF MARTY O'BOYLE AND MAHESH SHARMA TO THE MEDIC EMS BOARD

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

Section 1. That the appointments of Marty O'Boyle and Mahesh Sharma, to the  
MEDIC EMS Board for a one (1) year term expiring on December 31,  
2019 are hereby approved.

Section 2. 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

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DATE

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SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

December 13, 2018

APPROVAL OF APPOINTMENT OF TIM HUEY TO THE  
QUAD CITY RIVERFRONT COUNCIL

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

- Section 1. That the appointment of Tim Huey, Davenport, Iowa, to the Quad City Riverfront Council for a one (1) year term expiring on December 31, 2019 is hereby approved.
- Section 2. 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

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DATE

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SCOTT COUNTY AUDITOR

## R E S O L U T I O N

### SCOTT COUNTY BOARD OF SUPERVISORS

December 13, 2018

#### APPROVAL OF APPOINTMENT OF TIM HUEY TO THE PARTNER FOR SCOTT COUNTY WATERSHEDS CABINET

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

- Section 1. That the appointment of Tim Huey, to the Partner for Scott County Watersheds Cabinet for a one (1) year term expiring on December 31, 2019 is hereby approved.
- Section 2. This resolution shall take effect immediately.

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES  
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APPROVED BY THE BOARD OF SUPERVISORS ON

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DATE

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SCOTT COUNTY AUDITOR

## R E S O L U T I O N

### SCOTT COUNTY BOARD OF SUPERVISORS

December 13, 2018

#### APPROVAL OF APPOINTMENT OF LORI ELAM AND KATIE SCHROEDER TO THE COMMUNITY ACTION OF EASTERN IOWA

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

Section 1. That the appointments of Lori Elam and Katie Schroeder, to the  
Community Action of Eastern Iowa for a one (1) year term expiring  
on December 31, 2019 are hereby approved.

Section 2. This resolution shall take effect immediately.



THE COUNTY AUDITOR'S SIGNATURE CERTIFIES  
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APPROVED BY THE BOARD OF SUPERVISORS ON

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SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

December 13, 2018

APPROVAL OF APPOINTMENT OF BERNIE PEETERS TO THE  
RIVER BEND TRANSIT

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

- Section 1. That the appointment of Bernie Peeters, Eldridge, to the River Bend Transit Board for a one (1) year term expiring on December 31, 2019 approved.
- Section 2. This resolution shall take effect immediately.

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES  
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APPROVED BY THE BOARD OF SUPERVISORS ON

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DATE

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SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

December 13, 2018

APPROVAL OF APPOINTMENT OF JOHN "SKIP" O'DONNELL  
TO THE CONSERVATION BOARD

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

- Section 1. That the appointment of John "Skip" O'Donnell, Davenport, to the Conservation Board for a (5) year term expiring on December 31, 2023 is hereby approved.
- Section 2. This resolution shall take effect immediately.

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES  
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APPROVED BY THE BOARD OF SUPERVISORS ON

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SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

December 13, 2018

APPROVAL OF APPOINTMENT OF GERALD KAVANAUGH TO THE  
BUILDING BOARD OF APPEALS

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

Section 1. That the appointment of Gerald Kavanaugh, Davenport, to the  
Building Board of Appeals for a (5) year term expiring on December  
31, 2023 is hereby approved.

Section 2. This resolution shall take effect immediately.

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES  
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DATE

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SCOTT COUNTY AUDITOR

## R E S O L U T I O N

### SCOTT COUNTY BOARD OF SUPERVISORS

December 13, 2018

#### APPROVAL OF THE APPOINTMENT OF BRIAN RITTER 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 Brian Ritter, to the IRVM Steering  
Committee for a (3) year term expiring on December 31, 2021 is  
hereby approved.

Section 2. This resolution shall take effect immediately.

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES  
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SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

December 13, 2018

APPROVAL OF APPOINTMENT OF CLAYTON LLOYD AND EASTON ARMSTRONG  
TO THE PLANNING & ZONING COMMISSION

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

- Section 1. That the appointments of Clayton Lloyd, Davenport, and Easton Armstrong, rural Davenport, to the Planning and Zoning Commission for a (5) year term expiring on January 10, 2024 is hereby approved.
- Section 2. This resolution shall take effect immediately.

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES  
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APPROVED BY THE BOARD OF SUPERVISORS ON

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SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

December 13, 2018

APPROVAL OF APPOINTMENT OF TERRY O'NEILL TO THE  
BENEFITED FIRE DISTRICT #1

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

Section 1. That the appointment of Terry O'Neill, Princeton, to the Benefited Fire District #1 for a (3) year term expiring on January 10, 2022 is hereby approved.

Section 2. This resolution shall take effect immediately.

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES  
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DATE

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SCOTT COUNTY AUDITOR

## R E S O L U T I O N

### SCOTT COUNTY BOARD OF SUPERVISORS

December 13, 2018

#### APPROVAL OF APPOINTMENTS TO THE MH/DD ADVISORY COMMITTEE

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

Section 1. That the following appointments to the MH/DD Advisory Committee for three (3) year terms expiring on December 31, 2021 is hereby approved: Jackie Anhalt, Barbara Robinson, Stevie Hunter, Rev. Ron Huber, Richard Whitaker, Tina Harper, Jody Mapes, Michelle Wehr, Greg Burnett, Joe York, BJ Fifer, Lynn Bell, Dean Drexel, Dennis Duke, and Lisa Bohland.

Section 2. This resolution shall take effect immediately.

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES  
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DATE  
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SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

December 13, 2018

APPROVAL OF MEDICAL EXAMINER AND DEPUTIES

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

Section 1. That the following appointments for a two (2) year term expiring on December 31, 2020 are hereby approved:

Dr. Barb Harre – Medical Examiner  
Dr. Richard Blunk – Deputy Medical Examiner  
Dr. Camilla Frederick – Deputy Medical Examiner  
Denny Coon, Investigator  
Don Schaeffer, Investigator  
Angie Allen, Investigator  
Julie Ridgeley, Investigator

Section 2. This resolution shall take effect immediately.



THE COUNTY AUDITOR'S SIGNATURE CERTIFIES  
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\_\_\_\_\_  
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SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

December 13, 2018

APPROVAL OF APPOINTMENT OF ED KOCAL TO THE  
LOWER CEDAR WATERSHED MANAGEMENT AUTHORITY

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

Section 1. That the appointment of Ed Kocal to the Lower Cedar Watershed Management Authority for a one (1) year term expiring on December 31, 2019 is hereby approved.

Section 2. This resolution shall take effect immediately.