

PLANNING & DEVELOPMENT

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Item #3
11/12/19

Timothy Huey
Director

To: Mahesh Sharma, County Administrator

From: Timothy Huey, Planning & Development Director

Date: November 4, 2019

Re: Discussion of request from the City of Long Grove to enter into a 28E Agreement with Scott County for the Scott County Planning and Development Department to issue building permits and provide building inspection services for the City of Long Grove.

The City of Long Grove has submitted a request for Scott County to enter into a 28E agreement for the County to provide building inspection services for the City of Long Grove. This would be similar to the existing agreements with the cities of Dixon, Donahue, McCausland, Panorama Park, Riverdale and LeClaire. Scott County has had such agreements with these cities for over 25 to 35 years. The agreement with Donahue and Riverdale includes floodplain management. Overall these agreements have worked exceedingly well. The cities have received excellent building inspection services at no cost to the City and the County's cost have been offset by permit revenue. Historically, building permit fees for both the 28E cities and the rural areas have paid for the County's building inspection program.

The way the 28E agreements work is just as Scott County adopts the International Building Code by reference, the cities adopt the County Construction Code by reference. Then Planning and Development issues the building permits and conducts the building inspections for those construction projects. Technically it is the city's code that is being enforced. The County does not charge the cities any fee for this service but retains all permit fees paid for by the property owner for their building permits. The city is still responsible for enforcing its zoning codes and we require city approval of the site plan for any permit that expands the "footprint" of buildings on the property to ensure they meet city zoning setbacks and are for a permitted use. The City of LeClaire also must approve any Certificate of Occupancy for compliance with other City requirements before the C.O. is issued.

Similar to Scott County and other Quad Cities jurisdictions, Long Grove had also adopted the current edition of the IBC and contracted with an individual for building inspection services. Long Grove's population is 868 according to the most recent US Census estimate. Census records indicate there were 287 single-family homes in 2010. There is some commercial zoned land in the city also but it is mostly single family residential. Staff would anticipate that there could be 25 to 50 permits issued annually with perhaps fewer than 10 of those for new houses. This could represent a three to six percent increase in the department building inspection workload. Significant amounts of the department's current inspection activity is in the Winfield/Butler Township area which includes Park View. The increase would also be offset by the payment of permit fees which the County would collect for all permits issued. The City would be responsible for any enforcement action required for violations.



Phone: (563) 285-4904

Long Grove, Iowa 52756

Fax: (563) 285-4929

Scott County Code Enforcement,

At the Long Grove City Council Meeting, October 8th 2019, the Council discussed Long Grove's staffing situation. It was decided that the City would begin the process to hire a full time public works assistant, in order to train/perform building code inspections within approximately one year. In the meantime, the Council discussed and approved contracting building code inspections to Scott County through a 28E agreement for a term of 6 months, with the potential to renew the contract for a longer term if necessary. If agreeable, the City will perform the necessary steps to begin the process. We appreciate your time and consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Rosina Guyer", is written over the typed name.

Rosina Guyer

City Clerk/Treasurer
City of Long Grove Iowa, 52756
clerk@longgroveia.org
319-333-4515

CITY OF LONG GROVE
COUNCIL MEETING MINUTES AND
PUBLIC HEARING, SALE OF CITY PROPERTY, 104 S. FIRST ST.
October 8th, 2019

Mayor Limberg called the Long Grove City Council Meeting to order at 7:00pm at City Hall. Roll Call: Present: Cronise, Drumm, Cook, Blinkinsop; Absent: Herrin. The agenda was approved on a motion by Blinkinsop, seconded by Drumm, all ayes, motion carries. Cronise motioned to approve the consent agenda, seconded by Cook, all ayes, motion carries. The Mayor welcomed guests.

With written and verbal consent of the City Attorney, Cobie, Blinkinsop motioned to enter into a closed session to discuss the sale of public property at 104 S First St., seconded by Cook, all ayes, motion carries. The motion was approved on a roll call vote of Ayes: Blinkinsop, Cronise, Drumm, & Cook; Absent: Herrin. Cronise motioned to return to open session, seconded by Drumm, all ayes, motion carries.

A Public Hearing took place regarding the sale of City property located at 104 S. First Street to Joseph Zrostlik LC for a purchase price of \$75,000. With no public comments, Cronise motioned to close the Public Hearing, seconded by Drumm, all ayes, motion carries. Drumm motioned to read Resolution 2019-16 Sale of City Property, seconded by Blinkinsop, all ayes, motion carries. Resolution 2019-16 was approved with a roll call vote of Ayes: Blinkinsop, Drumm, Cronise, & Cook; Absent: Herrin.

The Council briefly discussed and agreed to consider the creation of a Long Grove historical preservation ordinance. **Based on a Committee of the Whole recommendation, and with input from the Public Works Director, Saladino, Cronise motioned to approve the posting of a full time Assistant Public Works position, potential candidates to be reviewed monthly, and to contract out 6 months to Scott County for building code inspections. The motion was seconded by Blinkinsop, all ayes, motion carries.**

Cook motioned to approve the Committee of the Whole recommendation to not allow homeowners to fill in road side ditches unless they agree to obtain prior approval and pay for city engineer review.

The Mayor provided a brief City Hall maintenance update. The Clerk informed the Council that T-Mobile accepted the Council's counter offer for \$700 with no other changes to the contracts original timeline.

The City Attorney, Cobie, requested the contract include written clarification from T-Mobile regarding the timeline terms of the contract, to be considered at next month's Council meeting.

Cook motioned to approve the E-billing software contract with an initial install cost of \$400.00 and a reoccurring annual maintenance fee of \$300.00, seconded by Cronise, all ayes, motion carries.

Cook motioned to approve the Clerk's attendance to the Iowa League's Budget Workshop, seconded by Blinkinsop, all ayes, motion carries. The Clerk presented the Council with an updated FY19 Financial Report. The Council requested Saladino investigate dump truck hoist maintenance costs. Saladino presented the Council with an IAMU safety representative contract. The Council requested an IAMU representative provide a presentation to the Council.

The Mayor reported the following November 4th events: City Hall Open House 11:00am to 12:00pm, North Prairie Park Playground Ribbon Cutting Ceremony, 5:00pm to 6:00pm, and the City Hall Ribbon Cutting Ceremony/2nd Open House, 6:00pm to 7:00pm. The Mayor opened the meeting to public comments, and with no public comments, closed public comments. Cook motioned to adjourn, seconded by Drumm, all ayes, motion carries.

Michael Limberg
Mayor

Rosina Guyer
City Clerk

Scott County Building Permits
 In six 28E cities
 2013-2019 (ytd)
 7 year history

Total Permits	SFDs	All permits	Avg/year	Total Fees	Avg/year		
593	6,051	865	\$1,632,154	\$233,164			
City	SFDs	# of permits	% of Total	Avg/yr	Fees paid	% of Total	
Dixon	0	44	0.7%	6	\$ 5,291	0.32%	\$ 756
Donahue	10	73	1.2%	10	\$ 24,366	1.5%	\$ 3,480
LeClaire	323	1,929	31.9%	275	\$642,486	39.4%	\$91,783
McCausland	3	75	1.2%	11	\$ 13,665	0.84%	\$ 1,952
Panorama Pk	7	34	0.6%	5	\$ 10,473	0.64%	\$ 1,496
Riverdale	4	126	2.1%	18	\$ 38,657	2.4%	\$ 5,522
All cities	347	2,281	37.7%	325	\$734,938	45.0%	\$104,991
Butler Twp (Park View)	59	653	10.8%	93	\$166,992	10.2%	\$ 23,856
Avg Total SFDs/year		84					

City of Long Grove

2018 Total Permits	28	SFDs	2
2019 Total Permits (6 mo)	23	SFD	1

Population 2018 Census Estimates

Long Grove	868
Dixon	250
Donahue	367
LeClaire	3,970
McCausland	313
Panorama Park	149
Riverdale	439

Park View CDP 2,389 (2010 Census)

Analysis prepared by
 Scott County
 Planning and Development
 November, 2019

28E Agreement between Scott County and the City of Long Grove

This agreement is by and between the City of Long Grove, Iowa and the Scott County Board of Supervisors in accordance with Chapter 28E.12, Iowa Code 2019. This agreement shall remain in effect indefinitely, unless and until a sixty (60) day advanced notice is provided in writing by either party to the other indicating an intent to cancel.

Section 1. The City Council of Long Grove, Iowa considers it to be in the best interest Of the residents of Long Grove if the Long Grove Code of Ordinances, Chapter 150 – Building Code is administered by the Scott County Planning and Development Department, a department of the Scott County Board of Supervisors.

Section 2. The City Council of Long Grove, Iowa hereby delegates the duties and responsibilities of the above mentioned regulations to the Scott County Department of Planning and Development, except for the legal enforcement of any and all provisions of the regulations, which is reserved as follows: The City of Long Grove, Iowa will undertake full responsibility to initiate any necessary legal action against violators or to enforce requirements through the office of the Long Grove City Attorney.

Section 3. The City of Long Grove shall hold harmless from and indemnify Scott County Board of Supervisors, Scott County, its officers, employees and other agents, from and against all claims, suits, actions, costs, attorney fees, expenses, damages, judgements or decrees, incurred or arising out of any accident, claim or other occurrence as a result of providing the services herein described by Scott County.

Scott County shall hold harmless from and indemnify, the City of Long Grove, the Long Grove City Council, its officers, employees and other agents, from and against all claims, suits, actions, costs, attorney fees, expenses, damages, judgements or decrees, incurred or arising out of any accident, claim or other occurrence as a result of providing the services herein described to the City of Long Grove.

Section 4. The Scott County Board of Supervisors agrees to enter into this agreement with the City of Long Grove. The Board authorizes the Planning and Development Department to establish an administrative system of building code inspection and enforcement within the City of Long Grove, Iowa to carry out the purposes of this agreement, during the term of the agreement. The Director of Planning and Development shall assume the following duties and responsibilities:

1. To receive and process building permit applications at the office of Scott County Planning and Development;
2. To inspect construction and work authorized by said permits and as required by Long Grove City Ordinances in a timely and professional manner;
3. To collect and retain all fees received as required by Long Grove City Ordinances;
4. To provide personnel at the office of Scott County Planning and Development to answer questions regarding building codes and building permits;
5. To maintain records of building permits at the office of Scott County Planning and Development;
6. To notify permit holders of violations and all required corrective actions;

7. To summarize all building permits issued in the City of Long Grove and provide a report for the City Council from time to time as requested; and
8. To accomplish any other duties normally associated with administering building codes which is not inconsistent with other provisions of this Agreement or local, State or Federal law.

Section 5. In consideration for the work performed under this agreement the Scott County Department of Planning and Development shall retain all building permit fees collected.

Section 6. Amendments to this agreement may only be made by the approval of both parties in the manner prescribed by law.

Section 7. The parties hereto after approval of appropriate resolutions, have caused this agreement to be executed by duly authorized officials as of the dates indicated. This agreement shall take effect when signed by both parties.

Signed this ____ day of _____, _____
Long Grove, Iowa

BY: _____
Michael Limberg, Mayor - City of Long Grove

ATTESTED BY: _____
Rosina Guyer, City Clerk – City of Long Grove

Signed this ____ day of _____, _____
Scott County, Iowa

BY: _____
Tony Knobbe, Chairman - Board of Supervisors, Scott County

ATTESTED BY: _____
Roxanna Moritz, Scott County Auditor

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
November 14, 2019

**APPROVAL OF 28E AGREEMENT WITH THE CITY OF LONG GROVE FOR
ADMINISTRATION AND ENFORCEMENT OF BUILDING CODES.**

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

- Section 1. The Scott County Planning and Development Department will administer and enforce the City of Long Grove's Construction Code.
- Section 2. The administration and enforcement of these regulations shall be accordance with the 28E agreement that is hereby approved.
- Section 3. The Chairman is authorized to sign said 28E agreement.
- Section 4. This resolution shall take effect immediately.