

TENTATIVE AGENDA

SCOTT COUNTY BOARD OF SUPERVISORS

September 28 - October 2, 2020

Committee of the Whole - 8:00 am

VIRTUAL MEETING/WEBEX

PUBLIC NOTICE is hereby given that the Tuesday Scott County Board of Supervisors Committee of the Whole meeting will be held virtually by Webex. **The public may join this meeting by phone/computer/app by using the information below. Contact 563-326-8702 with any questions.

**CALL IN INFORMATION 1-408-418-9388
ACCESS CODE: 146-458-4090 PASS CODE: 1234**

**or you may join via Webex go to www.webex.com and JOIN THE MEETING.
ACCESS CODE: 146-458-4090 PASS CODE: 1234
See Webex instructions in packet for a direct link to the meeting.**

____ Roll Call: Beck, Knobbe, Croken, Kinzer, Maxwell

____ 1. Public Comment.

PRESENTATION 8:00 AM

Presentation by Jeff Fleischer, Executive Director of Youth Advocacy Project (a/k/a YAP) on alternatives to juvenile detention that reduce taxpayer-funded costs of incarceration and restore youthful offenders to productive lives. (30 mins.)

Facilities & Economic Development

- ____ 2. Temporary lane closure on Brady Street. (Item 2)
- ____ 3. Professional design services for storm sewer analysis in Park View. (Item 3)
- ____ 4. First of three readings of an ordinance placing a stop sign on the East and West entrances at the intersection of 210th Avenue and 240th Street. (Item 4)
- ____ 5. First of two readings of ordinance to rezone 0.31 acres, more or less, from Agricultural-Preservation District (A-P) to Commercial and Light Industrial District (C-2) located at 29640 Allens Grove Road in Allens Grove Township (Parcel# 021819008). (Item 5)
- ____ 6. First of two readings of ordinance to rezone 7.26 acres, more or less, from Agricultural-Preservation District (A-P) to Agricultural Commercial Service Floating District (ACS-F) located at 8495 New Liberty Road in Hickory Grove Township (Parcel# 921635003). (Item 6)

Human Resources

- ____ 7. Policy updates: Human Resources Policy D "Classification & Compensation", and Policy W "Emergency Closure of County Buildings" and General Policy 14 "Use of County Owned Facilities" and Policy 45 "Key and Access Control". (Item 7)

- ___ 8. Organizational changes in the Treasurer's Office. (Item 8)

Health & Community Services

- ___ 9. Tax suspension requests. (Item 9)

Finance & Intergovernmental

- ___ 10. Scott County Juvenile Programs Task Force Analysis and Recommendations. (Item 10)
- ___ 11. Server and storage maintenance and support. (Item 11)
- ___ 12. City of Davenport tax abatement request. (Item 12)
- ___ 13. FY20 Year-End Fund Transfers. (Item 13)
- ___ 14. FY21 Fund Transfers. (Item 14)
- ___ 15. Board Appointments - Zoning Board of Adjustment (2) and County Medical Examiner Investigator. (Item 15)

Other Items of Interest

- ___ 16. Upcoming appointments for Boards & Commissions with terms expiring 12/31/20
- o Board of Health (3 year terms) Kathleen Hanson (2003), Dr. Larry Squire (2015)
 - o Building Board of Appeals (5 year terms) Bob Walter (2011)
 - o Citizen Advisory Board (1 year terms) John Rushton/Staff
 - o City County School (1 year terms) Mahesh Sharma/Staff
 - o County Assessor Examining Board (6 year terms) Lisa Charnitz (2003)
 - o Community Action of Eastern IA (1 year terms) Katie Schroeder (2015) Lori Elam/Staff
 - o Conservation Board (5 year terms) Doug Grenier (2016)
 - o IRVM Roadside Management (3 year terms) Heidi Woeber (2017), Curtis Lundy (2017), John Arter (2018)
 - o Judicial Magistrate Appointment Commission (6 year terms) Larry Minard (2015), Audrae Zoeckler (1985), Mary Kellenberger (2009)
 - o Lower Cedar Watershed Management Authority (1 year terms) Ed Kocal (2018)
 - o Medic (1 year terms) Marty O'Boyle (2010), Mahesh Sharma/Staff

_____ 17. Continued....

- o Medical Examiner (2 year terms) Dr. Barbara Harre (2001)
Deputy Medical Examiner Dr. Richard Blunk (2018)
Deputy Medical Examiner Dr. William Jerome (2019)
Medical Examiner Investigator, Angela Anderson, RN (2019)
Medical Examiner Investigator, Sherri Harris (2020)
Medical Examiner Investigator, Don Schaeffer (2017)
Medical Examiner Investigator, Brett Hodges (2020)
- o Quad City Riverfront Council, (1 year terms) Tim Huey/Staff
- o Riverbend Transit, (1 year terms) Bernie Peeters (2016)
- o Scott County Watershed (1 year terms) Dave Murcia/Staff
- o Weed Commissioner (1 year terms), Angie Kersten/Staff
- o Condemnation appointments (Must be appointed by 1/31/2021)
- o OTHER VACANCIES midterm: Library Board

Upcoming appointments for Boards & Commissions with terms expiring 1/10/21

- o Planning & Zoning Commission, (5 year terms) Steve Piatak (2019)
- o Benefited Fire District #1, (3 year terms) Ned Schroeder (1990)

_____ 18. Beer/liquor license renewals for Slaby's Bar and Grill and Casey's General Store #3523.

_____ 19. Adjourned.

Moved by _____ Seconded by _____

Ayes

Nays

Thursday, October 1, 2020

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

Instructions for Unmuting Phone Line during Board Meeting teleconference

To gain the moderator's attention, press ***3** from your phone OR the raise hand icon on computer or mobile device.

Telephones lines will be placed on mute during the meeting. Participants may unmute their line using the mute icon or ***6** on their phone after being recognized by the Chair.

Connect via Computer or application:

Host: www.webex.com Meeting number: **146 458 4090** Password: **1234**

Link to meeting (click): [Scott County Board of Supervisor Meeting 09-29-20 8:00 AM](#)

Full Link:

<https://scottcountyiowa.webex.com/scottcountyiowa/onstage/g.php?MTID=e582f3c6fe13faf1d1c519a36ec31807d>

Connect via telephone:

1-408-418-9388 Meeting number: **146 458 4090** Password: **1234**

Telephone / Cell Phones Connections:

Telephones lines will be placed on mute during the meeting. Participants may "raise their hand" by using ***3** to gain attention of the host.

When called upon for comments by the Board,

1. The host will then unmute the participant's line at the appropriate time.
2. A user must have his or her own device unmuted.
3. The user may then unmute his or her conference line by keying *** 6**
4. After conversation, please lower your hand.

Computer / Application Connections:



If connected via web application or computer, the user should look for the





symbol and click to appear raised so the host may acknowledge you.

1. The host will then unmute the participant's line at the appropriate time.
2. A user must have his or her own device unmuted.
3. The user may then unmute his or her conference line by clicking the microphone symbol.
4. After conversation, please lower your hand.

You can mute yourself so that everyone can concentrate on what's being discussed.

While you're on a call or in a meeting, select  at the bottom of the meeting window. You'll know it's working when the button turns red, .

If you want to unmute yourself, select . Others can hear you when the button turns gray.

When you're muted and move away from the call controls, the mute button moves to the center of your screen and fades in color  to indicate that you're still muted.

SCOTT COUNTY ENGINEER'S OFFICE

950 E. Blackhawk Trail
Eldridge, Iowa 52748

(563) 326-8640

FAX – (563) 328-4173

E-MAIL - engineer@scottcountyiowa.com

WEB SITE - www.scottcountyiowa.com



ANGELA K. KERSTEN, P.E.
County Engineer

ELLIOTT R. PENNOCK, E.I.T.
Assistant County Engineer

TARA YOUNGERS
Senior Administrative Assistant

MEMO

TO: Mahesh Sharma
County Administrator

FROM: Angie Kersten, P.E.
County Engineer

SUBJECT: Approval of a Temporary Lane Closure on Brady Street

DATE: September 24, 2020

This resolution is to approve a temporary outside southbound lane closure on Brady Street between E. 90th Street and 209th Street. No Place Special Bar & Grill requests the lane closure to display antique cars during their outdoor car show on October 3, 2020, from 10:00 a.m. – 4:00 p.m.

No Place Special Bar & Grill will place road closure devices on Brady Street to inform the traveling public of the closure. Brady Street is a four lane road. Closing the outside southbound lane will not prevent traffic from traveling south or limit access to property south of E. 90th Street.

I recommend approval of the temporary closure. Attached to this memo is a location map.



Outside Southbound Lane Closure
On Brady Street between
E. 90th Street and 209th Street

No Place Special Bar & Grill
20996 North Brady Street
Outdoor Car Show
October 3, 2020

Scott County Secondary Roads Department
950 E. Blackhawk Trail
Eldridge, IA 52748

563-326-8640
engineer@scottcountyiowa.gov

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

October 1, 2020

APPROVAL OF TEMPORARY LANE CLOSURE ON BRADY STREET FOR AN OUTDOOR
CAR SHOW AT NO PLACE SPECIAL BAR & GRILL ON OCTOBER 3, 2020

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

Section 1. That the request from No Place Special Bar & Grill
to close the outside southbound lane on Brady Street
between E. 90th Street and 209th Street on October 3, 2020,
from 10:00 a.m. - 4:00 p.m. be approved.

Section 2. That this resolution shall take effect
immediately.

SCOTT COUNTY ENGINEER'S OFFICE

950 E. Blackhawk Trail
Eldridge, Iowa 52748

(563) 326-8640

FAX – (563) 328-4173

E-MAIL - engineer@scottcountyiowa.com

WEB SITE - www.scottcountyiowa.com



ANGELA K. KERSTEN, P.E.
County Engineer

ELLIOTT R. PENNOCK, E.I.T.
Assistant County Engineer

TARA YOUNGERS
Senior Administrative Assistant

MEMO

TO: Mahesh Sharma
County Administrator

FROM: Angie Kersten, P.E.
County Engineer

SUBJ: Professional Design Services for Storm Sewer Analysis in Park View

DATE: September 21, 2020

One of the top priorities in the Scott County Iowa Strategic Plan for FY 2021 and FY 2022 is to determine Park View's service/infrastructure needs vs. resources to address. In order to prioritize and plan roadway improvements in Park View, it is critical that we know what the condition and capacity of the existing storm sewers are. The existing storm sewer ranges from 2 years old to over 50 years old. The storm sewer was designed by the developers and was designed to control storm water runoff during the time period it was built. As surrounding land use has changed and engineering design practices have improved based on data collected from past storm occurrences, it is reasonable to assume that the existing system may have inadequate capacity.

We solicited proposals from ten qualified civil engineering firms to provide professional design services for storm sewer analysis in Park View. The intent of this project is to determine the condition of the existing storm sewers, the existing capacity, the recommended pipe sizes based on current and future conditions, and incorporate the information into our existing GIS database. We received proposals from the following civil engineering firms:

- IIW, P.C. – Davenport, IA
- IMEG Corporation – Rock Island, IL
- Klingner & Associates, P.C. – Davenport, IA
- MSA Professional Services, Inc. – Bettendorf, IA
- Shive-Hattery – Moline, IL
- Veenstra & Kimm, Inc. – Rock Island, IL

The proposals were evaluated and ranked based upon selection criteria detailed in the request for proposals. The criteria included staff qualifications and experience with storm water analysis projects, example deliverable documents, responsiveness and ability to explain a

thorough understanding of all required work, and project delivery schedule. The top two firms were then interviewed and a reference check was conducted.

Based on their experience and expertise with similar projects, the experience of their proposed project team and key members, the overall quality of their deliverable documents, and their ability to perform work within the given time-frame, MSA Professional Services out of Bettendorf, was selected.

We then met with MSA to further define the scope of work for the project and negotiate a fee for their services. The contract estimate is \$75,000 for the storm sewer analysis. The scope of work includes:

- Assembling a Request for Proposal (RFP) document that characterizes pipe televising. Submitting the RFP to a minimum of three qualified contractors and administering the quoting process. I estimate that pipe televising will cost an additional \$25,000 - \$35,000.
- Performing a topographic survey of storm sewer outlet flow line elevation, storm structure rim elevation, storm sewer pipe elevation inside structures, cross sections of existing drainage ditches and swales at key locations and known problem flooding areas. Combining information with provided Scott County GIS data and creating a comprehensive storm sewer map.
- Creating a model of existing pipe network including proposed improvements. Identifying areas of flooding concern and determining if pipes are undersized.
- Reviewing pipe condition assessment ratings from the televising data and modeling results. Prioritizing pipes for repair or replacement based on the condition of the pipes, impact of flooding, proximity to other failing pipes, location within the drainage basin, consequences of failure, and proximity to upcoming road work.

The fee to perform this work was included in our FY2020 and FY2021 budgets. The unspent budgeted dollars from FY2020 have been carried over into FY2021 and I will seek approval to amend the budget in 2021. I recommend that Scott County enter into an agreement with MSA Professional Services, Inc., to perform this work. The total cost for this analysis, including the pipe televising, is estimated to be \$110,000. Included with this memo is the contract with MSA and a location map.



Professional Services Agreement

This AGREEMENT (Agreement) is made today October 1, 2020 by and between the SECONDARY ROAD DEPARTMENT OF SCOTT COUNTY, IA (OWNER) and MSA PROFESSIONAL SERVICES, INC. (MSA), which agree as follows:

Project Name: Scott County Storm Water Drainage System Analysis in Park View

The scope of the work authorized is: Stormwater system analysis as described in Attachment A.

The schedule to perform the work is: Approximate Start Date: October 2, 2020
Approximate Completion Date: March 15, 2021

The lump sum fee for the work is: \$75,000

All services shall be performed in accordance with the General Terms and Conditions of MSA, which is attached and made part of this Agreement. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a lump sum basis.

Approval: Authorization to proceed is acknowledged by signatures of the parties to this Agreement.

SCOTT COUNTY ENGINEER

MSA PROFESSIONAL SERVICES, INC.

Angela Kersten
SCOTT COUNTY, ENGINEER
Date: _____

Jason Miller
Vice President - Water Service Line Leader
Date: 9/17/2020

950 E. Blackhawk Trail
Eldridge, IA 52748
Phone: 563-326-8640
Fax: 563-328-4173

Kevin R. Bailey
Kevin Bailey
Team Leader
Date: September 17, 2020

2117 State Street, Suite 200
Bettendorf, IA 52722
Phone: 563-424-3701
Fax: 563-445-3503

ATTACHMENT A - SCOPE OF SERVICES

PHASE 1 – PROJECT ADMINISTRATION

TASK 1 – PROJECT MANAGEMENT

MSA will manage the established scope of services and budget throughout the project. Monthly invoices will be submitted to the County Engineer for review, approval and payment. Project Updates will be prepared and submitted to the County Engineer and accompany monthly invoices.

The project manager will ensure the project team is on schedule and allocate resources accordingly to meet established milestones and schedule.

MSA will perform QA/QC reviews on all deliverables prior to submitting to the County Engineer.

NOTE: For purposes of this project, the study area is defined as the roughly rectangular area bounded by 270th Street on the north, a parallel line approximately 4,000 feet south of 270th Street on the south, 190th Avenue on the east, and Scott Park Road on the west. It also includes storm sewer north of 270th Street along Glynn's Creek Ct., Lake View Ct., and Grandview Ct., however, it is assumed that these systems are sized appropriately. In total, this area includes approximately 475 acres.

TASK 2 – MEETINGS

It has been stated that any meetings with the County Supervisors, Park View and its residents will be conducted by the County Engineer without any direct involvement from MSA and so attendance or preparation for these meetings are not included in this scope of work or budget.

It is assumed all meetings involving MSA staff will be conducted via Zoom or other conference-style online platform that allows for screen sharing. We anticipate three (3) meetings lasting no more than 1-hour throughout the duration of this project. One meeting will include County GIS staff to review data schema. Up to three (3) MSA staff will attend each meeting depending on agenda topics.

TASK 3 – SOLICITATION FOR TELEVISIONING OF SEWER PIPES

MSA will develop a draft solicitation for review by the County Engineer. Upon concurrence, MSA will contact and request a written quote from a minimum of three (3) contractors to perform recorded televising and conduct pipe condition assessments of the storm sewer pipes and storm structures including manholes and intakes. Per the County's original Request for Proposals (RFP), MSA will prepare the televising scope of work to include televising of 15,000 linear feet of storm sewer pipe. MSA will answer questions and provide clarifications to bidders; and if necessary, will send out a written addendum to potential bidders being solicited. MSA will receive and review each quote and recommend a contractor to be awarded the contract. MSA will provide the submitted quotes to Scott County.

Upon selection of a bidder, Scott County Engineer will execute a contract with the contractor awarded the project. MSA will not be part of the contracting process, but will manage the contractor performing the televising.

PHASE 2 – SYSTEM SURVEY AND GIS DATABASE DEVELOPMENT

TASK 1 – FIELD SURVEY OF EXISTING STORM SEWER SYSTEM

MSA will complete a field survey of existing storm sewer manholes, catch basins, inlets and outfalls within the Park View storm sewer system. Additionally, MSA will survey culvert crossings within the Park View Neighborhood (culverts being defined as a straight storm drainage pipe passing under a road which is open on both ends and which has no branch lines). For culverts and storm sewer structures, MSA will survey the horizontal location and surface elevation of the casting for manholes, inlets, catch basins, and outfalls and invert elevations for pipes. MSA will also document the size (diameter) and construction material of pipes. MSA will shoot cross-sections at any known flooding areas. The known flooding area is considered the drainage way behind the homes adjacent to 123 Hillside Drive. MSA will use a Trimble S6 Total Station for this survey. The horizontal and vertical datum for this project is the Scott County, Iowa Survey Control Network.

For storm sewer system survey, the anticipated field workflow process is to:

1. Open each structure (remove the casting)
2. Measure the horizontal cross-sectional dimensions of the structure
3. Measure down from the rim down to the structure bottom and to the invert (flowline) of each pipe flowing in and out of the structure.
4. Measure the vertical cross-sectional dimensions of each pipe
5. Document the pipe material (rcp, cmp, etc.)
6. Take a photograph of observed abnormal conditions (as determined in the field by the consultant)
7. Tabulate collected data – either on hardcopy structure log or in digital data dictionary.

For culvert surveys, MSA's surveyors will collect photos of the inlet and outlet of each culvert crossing for purposes of identifying the hydraulic inlet condition as well as to provide a general assessment of the physical condition of the culvert. MSA surveyors will also make commentary on the general condition of the barrel of culvert as best can be observed without actually entering the culvert itself.

MSA's cost estimate is based on information provided in the RFP along with information received in the County's GIS mapping. The RFP indicated 210 structures, however, the GIS mapping indicated possibly as many as 336. For the purposes of this scope and associated labor effort, MSA will assume **275** structures. Should additional structures be identified, MSA will contact the County Engineer to amend this contract to include the additional storm structures.

Responsibility of County: It is assumed that the County will provide MSA's field crews with written documentation providing the authority to enter public easements and private property as necessary to reach storm sewer structures to be surveyed.

Assumptions:

- It is assumed that MSA will not require special permissions from property owners to access sites where survey needs to be conducted
- It is assumed that confined space entry will not be required to conduct surveys
- It is assumed that all structures are readily identifiable and accessible, i.e. not buried, bolted or welded shut.

Deliverables: One (1) electronic copy in PDF format of survey notes.

TASK 3 – COMPILE SURVEY DATA IN GIS FORMAT

MSA will reduce the field survey data collected in Task 2 into a GIS database format.

MSA will develop and present the County with a draft data schema as part of the GIS deliverable.

Data collected in the field survey will be included in the GIS database. MSA will provide alignments (connectivity), length, and dimensions for storm sewer pipes connecting the individual elements included in the storm sewer system map.

PHASE 3 – STORMWATER SYSTEM MODELING

TASK 1 – CONSTRUCT WATERSHED COMPUTER MODEL

MSA will construct an XP-SWMM watershed model of the drainage system within the study area.

1. Develop hydrologic model input data
 - a. Delineate drainage areas
 - b. Develop relationships between actual measured impervious area and land uses within the study area to develop accurate runoff coefficients (Runoff Curve Numbers)
 - c. Determine land cover and underlying soil data for pervious areas.
 - d. Determine overland flow characteristics (times-of-concentration for RCN method)
2. Develop hydraulic model input data
 - a. Complete 1-D model data entry. MSA will electronically populate the model elements for nodes (generally speaking, manholes) and links (generally speaking, storm sewer pipes) using GIS and/or survey data describing the drainage system network.
 - b. Test of the 1-D model for system connectivity and continuity.
3. Debug Model. MSA will solve the model (integrated hydrologic and hydraulic models) and adjust as necessary to account for observed issues with instability or continuity losses.

TASK 2 – SOLVE WATERSHED MODEL AND COMPILE EXISTING CONDITIONS ASSESSMENT

MSA will solve the XP-SWMM model to determine runoff hydrographs which will be routed through each element of the modeled portion of the stormwater management system for rainfall events selected by the County. It is assumed that these events include the 5-yr, 25-yr, and 100-yr 24-hour design storms as defined in the current version of the SUDAS manual. MSA will reserve capacities within the storm sewer system for sump pumps based on the soil types in the area. MSA will prepare event-based flood inundation maps to determine the existing system's ability to convey/contain design even flows and runoff volumes.

Upon completion of existing condition assessments, MSA will conduct a meeting (one of the meetings described in Phase 1, Task 2) to present the results of the modeling and significant findings and to discuss how the findings may be used to direct efforts related to the design of solutions to flooding.

TASK 3 – ALTERNATIVES SOLUTION EVALUATION

1. MSA will identify culverts and trunk storm sewer systems that are unable to either convey 5-yr peak flows within the storm sewer pipe (some minor surface flows may be allowed) or 100-yr peak flows within public rights-of-way. Where capacity limitations are observed, MSA will prepare conceptual solutions where additional pipe capacity (upsizing existing pipes) are required and/or where additional stormwater detention may be provided to reduce peak flows.
2. MSA will resolve the computer model to determine each alternative's ability to achieve design performance goals.

PHASE 4 – FINAL REPORT

MSA will prepare a final watershed plan report that includes an existing conditions assessment, and recommendations for proposed capacity improvements to achieve system capacity goals. These recommendations will be prioritized based on need and impact to the overall system.

Deliverables:

- Two (2) color hardcopies and one (1) PDF copy and one (1) MSWord copy of a final project report.
- Original electronic files for GIS data generated in support of modeling and mapping products developed in this phase of the project.

Exclusions. The preceding scope of work documents activities necessary to complete a study and report to identify potential drainage infrastructure capacity limitations.

The following items are not included in this scope of services:

- Soil borings
- NEPA coordination
- IDNR permits
- Conceptual Plans, Construction Plans, Details, Specifications, or Cost Estimates
- Public Hearings or Public Information Meetings
- Utility coordination, ONE Call

MSA PROFESSIONAL SERVICES, INC. (MSA)
GENERAL TERMS AND CONDITIONS OF SERVICES (PUBLIC)

1. **Scope and Fee.** The quoted fees and scope of services constitute the best estimate of the fees and tasks required to perform the services as defined. This agreement upon execution by both parties hereto, can be amended only by written instrument signed by both parties. For those projects involving conceptual or process development service, activities often cannot be fully defined during initial planning. As the project progresses, facts uncovered may reveal a change in direction which may alter the scope. MSA will promptly inform the OWNER in writing of such situations so that changes in this agreement can be made as required. The OWNER agrees to clarify and define project requirements and to provide such legal, accounting and insurance counseling services as may be required for the project.

2. **Billing.** MSA will bill the OWNER monthly with net payment due upon receipt. Past due balances shall be subject to an interest charge at a rate of 12% per year from said thirtieth day. In addition, MSA may, after giving seven days written notice, suspend service under any agreement until the OWNER has paid in full all amounts due for services rendered and expenses incurred, including the interest charge on past due invoices.

3. **Costs and Schedules.** Costs and schedule commitments shall be subject to change for delays caused by the OWNER's failure to provide specified facilities or information or for delays caused by unpredictable occurrences including, without limitation, fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults, by suppliers of materials or services, process shutdowns, acts of God or the public enemy, or acts of regulations of any governmental agency. Temporary delays of services caused by any of the above which result in additional costs beyond those outlined may require renegotiation of this agreement.

4. **Access to Site.** Owner shall furnish right-of-entry on the project site for MSA and, if the site is not owned by Owner, warrants that permission has been granted to make planned explorations pursuant to the scope of services. MSA will take reasonable precautions to minimize damage to the site from use of equipment, but has not included costs for restoration of damage that may result and shall not be responsible for such costs.

5. **Location of Utilities.** Consultant shall use reasonable means to identify the location of buried utilities in the areas of subsurface exploration and shall take reasonable precautions to avoid any damage to the utilities noted. However, Owner agrees to indemnify and defend Consultant in the event of damage or injury arising from damage to or interference with subsurface structures or utilities which result from inaccuracies in information of instructions which have been furnished to Consultant by others.

6. **Professional Representative.** MSA intends to serve as the OWNER's professional representative for those services as defined in this agreement, and to provide advice and consultation to the OWNER as a professional. Any opinions of probable project costs, reviews and observations, and other decisions made by MSA for the OWNER are rendered on the basis of experience and qualifications and represents the professional judgment of MSA. However, MSA cannot and does not guarantee that proposals, bid or actual project or construction costs will not vary from the opinion of probable cost prepared by it.

7. **Construction.** This agreement shall not be construed as giving MSA, the responsibility or authority to direct or supervise construction means, methods, techniques, sequence, or procedures of construction selected by the contractors or subcontractors or the safety precautions and programs incident to the work of the contractors or subcontractors.

8. **Standard of Care.** In conducting the services, MSA will apply present professional, engineering and/or scientific judgment, and use a level of effort consistent with current professional standards in the same or similar locality under similar circumstances in performing the Services. The OWNER acknowledges that "current professional standards" shall mean the standard for professional services, measured as of the time those services are rendered, and not according to later standards, if such later standards purport to impose a higher degree of care upon MSA.

MSA does not make any warranty or guarantee, expressed or implied, nor have any agreement or contract for services subject to the provisions of any uniform commercial code. Similarly, MSA will not accept those terms and conditions offered by the OWNER in its purchase order, requisition, or notice of authorization to proceed, except as set forth herein or expressly agreed to in writing. Written acknowledgement of receipt, or the actual performance of services subsequent to receipt of such purchase order, requisition, or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.

9. **Construction Site Visits.** MSA shall make visits to the site at intervals appropriate to the various stages of construction as MSA deems necessary in order to observe, as an experienced and qualified design professional, the progress and quality of the various aspects of Contractor's work.

The purpose of MSA's visits to, and representation at the site, will be to enable MSA to better carry out the duties and responsibilities assigned to and undertaken by MSA during the Construction Phase, and in addition, by the exercise of MSA's efforts as an experienced and qualified design professional, to provide for OWNER a greater degree of confidence that the completed work of Contractor will conform in general to the Contract Documents and that the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents has been implemented and preserved by Contractor. On the other hand, MSA shall not, during such visits or as a result of such observations of Contractor's work in progress, supervise, direct or have control over Contractor's work nor shall MSA have authority over or responsibility for the means, methods, techniques, sequences or procedures of construction selected by Contractor, for safety precautions and programs incident to the work of Contractor or for any failure of Contractor to comply with laws, rules, regulations, ordinances, codes or orders applicable to Contractor's furnishing and performing the work. Accordingly, MSA neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform its work in accordance with the Contract Documents.

10. **Termination.** This Agreement shall commence upon execution and shall remain in effect until terminated by either party, at such party's discretion, on not less than thirty (30) days' advance written notice. The effective date of the termination is the thirtieth day after the non-terminating party's receipt of the notice of termination. If MSA terminates the Agreement, the OWNER may, at its option, extend the terms of this Agreement to the extent necessary for MSA to complete any services that were ordered prior to the effective date of termination. If OWNER terminates this Agreement, OWNER shall pay MSA for all services performed prior to MSA's receipt of the notice of termination and for all work performed and/or expenses incurred by MSA in terminating Services begun after MSA's receipt of the termination notice. Termination hereunder shall operate to discharge only those obligations which are executory by either party on and after the effective date of termination. These General Terms and Conditions shall survive the completion of the services performed hereunder or the Termination of this Agreement for any cause.

This agreement cannot be changed or terminated orally. No waiver of compliance with any provision or condition hereof should be effective unless agreed in writing and duly executed by the parties hereto.

11. **Betterment.** If, due to MSA's error, any required or necessary item or component of the project is omitted from the construction documents, MSA's liability shall be limited to the reasonable costs of correction of the construction, less what OWNER'S cost of including the omitted item or component in the original construction would have been had the item or component not been omitted. It is intended by this provision that MSA will not be responsible for any cost or expense that provides betterment, upgrade, or enhancement of the project.

12. **Hazardous Substances.** OWNER acknowledges and agrees that MSA has had no role in generating, treating, storing, or disposing of hazardous substances or materials which may be present at the project site, and MSA has not benefited from the processes that produced such hazardous substances or materials. Any hazardous substances or materials encountered by or associated with Services provided by MSA on the project shall at no time be or become the property of MSA. MSA shall not be deemed to possess or control any hazardous substance or material at any time; arrangements for the treatment, storage, transport, or disposal of any hazardous substances or materials, which shall be made by MSA, are made solely and exclusively on OWNER's behalf for OWNER's benefit and at OWNER's direction. Nothing contained within this Agreement shall be construed or interpreted as requiring MSA to assume the status of a generator, storer, treater, or disposal facility as defined in any federal, state, or local statute, regulation, or rule governing treatment, storage, transport, and/or disposal of hazardous substances or materials.

All samples of hazardous substances, materials or contaminants are the property and responsibility of OWNER and shall be returned to OWNER at the end of a project for proper disposal. Alternate arrangements to ship such samples directly to a licensed disposal facility may be made at OWNER's request and expense and subject to this subparagraph.

13. **Insurance.** MSA will maintain insurance coverage for: Worker's Compensation, General Liability, and Professional Liability. MSA will provide information as to specific limits upon written request. If the OWNER requires coverages or limits in addition to those in effect as of the date of the agreement, premiums for additional insurance shall be paid by the OWNER. The liability of MSA to the OWNER for any indemnity commitments, or for any damages arising in any way out of performance of this contract is limited to such insurance coverages and amount which MSA has in effect.

14. **Reuse of Documents.** Reuse of any documents and/or services pertaining to this project by the OWNER or extensions of this project or on any other project shall be at the OWNER's sole risk. The OWNER agrees to defend, indemnify, and hold harmless MSA for all claims, damages, and expenses including attorneys' fees and costs arising out of such reuse of the documents and/or services by the OWNER or by others acting through the OWNER.

15. **Indemnification.** To the fullest extent permitted by law, MSA shall indemnify and hold harmless, OWNER, and OWNER's officers, directors, members, partners, agents, consultants, and employees (hereinafter "OWNER") from reasonable claims, costs, losses, and damages arising out of or relating to the PROJECT, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting therefrom but only to the extent caused by any negligent act or omission of MSA or MSA's officers, directors, members, partners, agents, employees, or Consultants (hereinafter "MSA"). In no event shall this indemnity agreement apply to claims between the OWNER and MSA. This indemnity agreement applies solely to claims of third parties. Furthermore, in no event shall this indemnity agreement apply to claims that MSA is responsible for attorneys' fees. This agreement does not give rise to any duty on the part of MSA to defend the OWNER on any claim arising under this agreement.

To the fullest extent permitted by law, OWNER shall indemnify and hold harmless, MSA, and MSA's officers, directors, members, partners, agents, consultants, and employees (hereinafter "MSA") from reasonable claims, costs, losses, and damages arising out of or relating to the PROJECT, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting therefrom but only to the extent caused by any negligent act or omission of the OWNER or the OWNER's officers, directors, members, partners, agents, employees, or Consultants (hereinafter "OWNER"). In no event shall this indemnity agreement apply to claims between MSA and the OWNER. This indemnity agreement applies solely to claims of third parties. Furthermore, in no event shall this indemnity agreement apply to claims that the OWNER is responsible for attorneys' fees. This agreement does not give rise to any duty on the part of the OWNER to defend MSA on any claim arising under this agreement.

To the fullest extent permitted by law, MSA's total liability to OWNER and anyone claiming by, through, or under OWNER for any cost, loss or damages caused in part or by the negligence of MSA and in part by the negligence of OWNER or any other negligent entity or individual, shall not exceed the percentage share that MSA's negligence bears to the total negligence of OWNER, MSA, and all other negligent entities and individuals.

16. **Dispute Resolution.** OWNER and MSA desire to resolve any disputes or areas of disagreement involving the subject matter of this Agreement by a mechanism that facilitates resolution of disputes by negotiation rather than by litigation. OWNER and MSA also acknowledge that issues and problems may arise after execution of this Agreement which were not anticipated or are not resolved by specific provisions in this Agreement. Accordingly, both OWNER and MSA will endeavor to settle all controversies, claims, counterclaims, disputes, and other matters in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect, unless OWNER and MSA mutually agree otherwise. Demand for mediation shall be filed in writing with the other party to this Agreement. A demand for mediation shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for mediation be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations. Neither demand for mediation nor any term of this Dispute Resolution clause shall prevent the filing of a legal action where failing to do so may bar the action because of the applicable statute of limitations. If despite the good faith efforts of OWNER and MSA any controversy, claim, counterclaim, dispute, or other matter is not resolved through negotiation or mediation, OWNER and MSA agree and consent that such matter may be resolved through legal action in any state or federal court having jurisdiction.

17. **Exclusion of Special, Indirect, Consequential and Liquidated Damages.** Consultant shall not be liable, in contract or tort or otherwise, for any special, indirect, consequential, or liquidated damages including specifically, but without limitation, loss of profit or revenue, loss of capital, delay damages, loss of goodwill, claim of third parties, or similar damages arising out of or connected in any way to the project or this contract.

18. **State Law.** This agreement shall be construed and interpreted in accordance with the laws of the State of Iowa.

19. **Jurisdiction.** OWNER hereby irrevocably submits to the jurisdiction of the state courts of the State of Iowa for the purpose of any suit, action or other proceeding arising out of or based upon this Agreement. OWNER further consents that the venue for any legal proceedings related to this Agreement shall be, at MSA's option, Sauk County, Wisconsin, or any county in which MSA has an office.

20. **Understanding.** This agreement contains the entire understanding between the parties on the subject matter hereof and no representations, inducements, promises or agreements not embodied herein (unless agreed in writing duly executed) shall be of any force or effect, and this agreement supersedes any other prior understanding entered into between the parties on the subject matter hereto.

RATE SCHEDULE

<u>CLASSIFICATION</u>	<u>LABOR RATE</u>
Architects	\$115 – \$175/hr.
Clerical	\$ 60 – \$115/hr.
CAD Technician	\$ 95 – \$143/hr.
Geographic Information Systems (GIS).....	\$ 75 – \$143/hr.
Housing Administration	\$ 75 – \$120/hr.
Hydrogeologists.....	\$125 – \$155/hr.
Planners	\$ 85 – \$170/hr.
Principals.....	\$175 – \$275/hr.
Professional Engineers	\$ 86 – \$190/hr.
Project Manager	\$ 150 – \$238/hr.
Professional Land Surveyors	\$ 87 – \$165/hr.
Staff Engineers.....	\$ 80 – \$150/hr.
Technicians	\$ 65 – \$128/hr.
Wastewater Treatment Plant Operator.....	\$ 75 – \$ 95/hr.

REIMBURSABLE EXPENSES

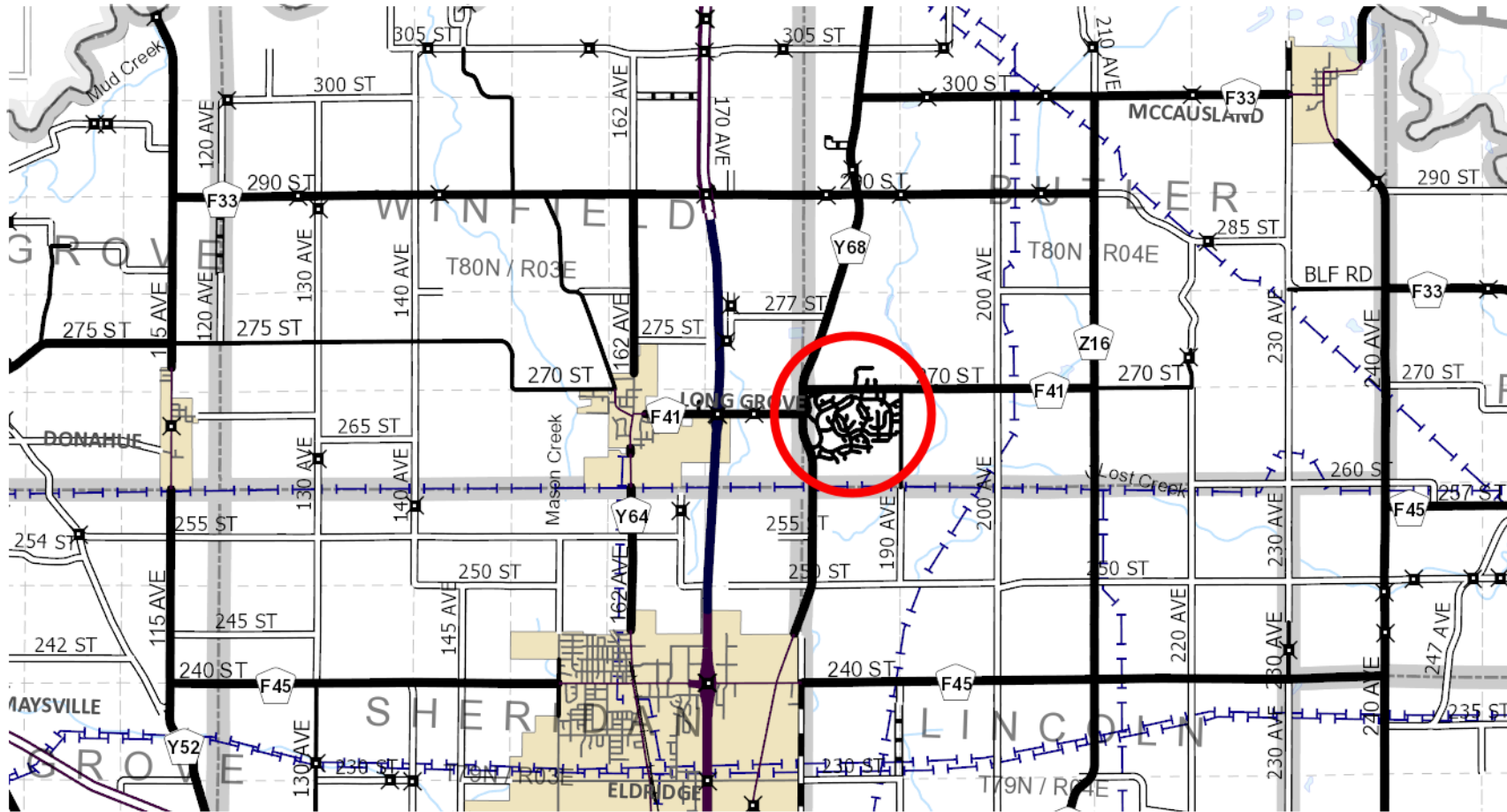
Copies/Prints	Rate based on volume
Fax	\$1.00/page
GPS Equipment.....	\$40/hour
Mailing/UPS	At cost
Mileage – Reimbursement (currently \$0.575/mile).....	Rate set by Fed. Gov.
Mileage – MSA Vehicle (currently \$0.70/mile)	Rate set by Fed. Gov
Nuclear Density Testing	\$25.00/day + \$10/test
Organic Vapor Field Meter	\$100/day
PC/CADD Machine.....	Included in labor rates
Stakes/Lath/Rods	At cost
Total Station	Included in labor rates
Travel Expenses, Lodging, & Meals	At cost
Traffic Counting Equipment & Data Processing	At cost
Trimble Geodimeter.....	\$30/hour

* Labor rates represent an average or range for a particular job classification. These rates are in effect until January 1, 2021.

Park View Storm Water Drainage System Analysis

Scott - ICEASB Easy Map

3:04 PM, Thu, Jul 2, 2020



Feature Key

Earth	Gravel	Seal Coat	County Pavement	State Pavement
Divided Hwy	Water	City	Township	Railroad
Bridge	County Hwy	State Hwy	US Hwy	



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

October 1, 2020

APPROVAL OF THE CONTRACT TO PERFORM PROFESSIONAL DESIGN SERVICES
FOR STORM SEWER ANALYSIS IN PARK VIEW

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

Section 1. That Scott County enters into a contract with
MSA Professional Services, Inc., to perform
professional design services for storm sewer analysis
in Park View.

Section 2. That the County Engineer be authorized to sign
the contract document on behalf of the Board.

Section 3. That this resolution shall take effect
immediately.

SCOTT COUNTY ENGINEER'S OFFICE

950 E. Blackhawk Trail
Eldridge, Iowa 52748

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



ANGELA K. KERSTEN, P.E.
County Engineer

ELLIOTT R. PENNOCK, E.I.T.
Assistant County Engineer

TARA YOUNGERS
Senior Administrative Assistant

MEMO

TO: Mahesh Sharma
County Administrator

FROM: Angie Kersten, P.E.
County Engineer

SUBJ: Stop Sign Installation on 240th Street at 210th Avenue – 1st Reading

DATE: September 22, 2020

Our department, the Sheriff's Department, and the Iowa Department of Transportation are concerned with the safety of the 240th Street (F-45) and 210th Avenue (Z-16) intersection. 240th Street is a major collector and Farm-to-Market route that runs east-west through the intersection. 210th Avenue is a major collector and Farm-to-Market route that runs north-south through the intersection. The intersection is two-way stop controlled with stop signs on 210th Avenue. There have been several crashes at this intersection over the past several years. Most recently, there have been six crashes within the past five months. Many of the crashes reported at this intersection in recent years have involved failure to yield crashes from the stop controlled approaches at the intersection.

A Traffic and Safety Study was performed in August 2018, to identify potential improvements that could be made to this intersection. At the time of the study, the intersection did not meet the warrants listed in the Manual on Uniform Traffic Control Devices (MUTCD) for a multi-way stop or traffic signal. The study did recommend several low cost improvements that could be made to improve safety. We completed those improvements which included removing non-regulatory signs that were not necessary, painting an additional stop bar on 210th Avenue closer to the 240th Street edge of traveled way, installing "Cross Traffic Does Not Stop" plaques to the backside of the existing plaques for northbound and southbound approaches, and installing MUTCD compliant solar powered flashing beacons on the stop signs on 210th Avenue and the intersection warning signs on 240th Street.

Even with these improvements, the intersection continues to experience failure to yield crashes from the stop controlled approaches. Over the past few months, our office conducted an engineering study for safety improvements at this intersection. The analysis included calculating the crash rate, re-evaluating the warrants listed in the MUTCD for a multi-way stop and traffic signal, and performing a benefit-to-cost analysis.

The results of the engineering study indicate that the intersection still does not meet the warrants for a traffic signal, however it now meets the multi-way stop control warrant due to

the number of failure to yield crashes that have occurred over the past two years. The intersection has seen 8 crashes within the most recent 12-month period and 12 crashes within the most recent 2-year period. The crash rate at this intersection is 1.74 crashes per million entering vehicles (MEV) which is above the average crash rate of 1.0 crashes/MEV at Iowa rural intersections for secondary with secondary roads. Over the past 10 years, the average annual daily traffic (AADT) on 240th Street has increased by 1.09% and the AADT on 210th Avenue has increased by 2.37%. The AADT of 210th Avenue has been greater than that of 240th Street since 2002. The hourly average entering traffic volume on 210th Avenue exceeds 240th Street during mid-day and evening hours.

One tool that can be used to determine whether or not an improvement is economically feasible is a benefit-to-cost (B/C) analysis. A B/C analysis was performed to convert the intersection into a multi-way stop. The B/C analysis resulted in a 112.6:1 ratio. Most studies indicate that an improvement with a B/C ratio of 1:1 or greater is considered beneficial and less than 1:1 is not. Iowa DOT Instructional Memorandum 3.250, Economic Analysis (Benefit-to-Cost Ratio), states that for a B/C Ratio greater than 1.2:1 the improvement is probably cost effective and should be accomplished as part of a proposed project or for work programmed in the near future.

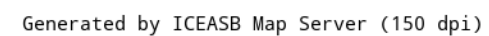
Based on the crash experience and high B/C ratio, I recommend installing a multi-way stop at this intersection for safety purposes. Less restrictive measures have been installed at this intersection over the past two years and crashes have not decreased.

The Traffic and Safety Study that was performed in 2018 investigated alternative intersection designs and one alternative to the existing intersection geometry includes replacing the current intersection with a single lane entry roundabout. Roundabouts improve traffic flow by allowing continuous flow traffic to enter the intersection. All entering vehicles yield to traffic circulating the roundabout. Although each entering vehicle is required to slow down, the time stopped while waiting is significantly reduced. Roundabouts improve safety by reducing the number of conflict points between vehicle paths and eliminate severe crash types including head-on crashes, right-angle “broadside” crashes and left turning crashes. As part of our engineering study our office performed a B/C analysis to convert the intersection into a roundabout and the analysis resulted in a 12:1 ratio. Our office will continue to explore this alternative design and funding opportunities for potential implementation in the future.

However, I recommend moving forward with installing a multi-way stop at this intersection at this time. This will be the first of three readings of the ordinance to place stop signs on 240th Street at the intersection with 210th Avenue. Included with this memo is a location map.

Scott - ICEASB Easy Map

7:59 AM, Fri, Jul 31, 2020



SCOTT COUNTY ORDINANCE NO 20-_____

AN ORDINANCE TO AMEND CHAPTER 13, SEC. 13-47A-9bb OF THE SCOTT COUNTY CODE RELATIVE TO PLACEMENT OF STOP SIGNS ON SCOTT COUNTY SECONDARY ROADS.

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

SECTION 1.

Under Sec. 13-47A-9bb - to read: From the East and West entrances at the intersection of 210th Avenue and 240th Street.

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 29th day of October, 2020.

Tony Knobbe, Chairperson
Scott County Board of Supervisors

ATTESTED BY:

Roxanna Moritz
Scott County Auditor

PLANNING & DEVELOPMENT

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



Timothy Huey
Director

To: Mahesh Sharma, County Administrator

From: Timothy Huey, Planning Director

Date: September 21, 2020

Re: Approval of first of two readings of ordinance to rezone 0.31 acres, more or less, from Agricultural-Preservation District (A-P) to Commercial and Light Industrial District (C-2) located at 29640 Allens Grove Road and is legally described as part of the SE¼NW¼ of Section 18 in Allens Grove Township (Parcel# 021819008).

On September 17th the Board of Supervisors held a public hearing on this rezoning application. There were no comments made by the public or the applicant on this rezoning request. The Planning and Zoning Commission had unanimously recommended approval of this rezoning in accordance with staff's recommendation.

The rezoning application stated that the purpose of the rezoning is to allow this 13,500 sqft lot containing an existing 3,500 sqft warehouse to be sold with its existing use. The area to be rezoned is not shown on the Future Land Use Map, but the request does not propose any land use change. The warehouse was built around 1960 as a livestock transfer facility. The property is not currently served by either public sewer or water service, and therefore any development must comply, or continue to comply, with State and County health regulations for private wells and on-site wastewater treatment. Given the lack of sewer and water facilities, the applicant states the only reasonable use of the property with the existing warehouse is for storage – a permitted use in the C-2 zoning district.

The applicant was present at the Commission's public hearing to answer any questions from the Commission. The Commission discussed the fact that even though this property was zoned A-P it was an existing commercial property that had no ag use and it was adjacent other property that was zoned C-2.

The Commission determined that the request met a preponderance of the criteria of the land use policies as an existing warehouse used for warehouse purposes.

PLANNING COMMISSION RECOMMENDATION: To approve the request to rezone this property from Agricultural-Preservation (A-P) to Commercial and Light Industrial District (C-2) based on its compliance with a preponderance of the criteria of the Revised Land-Use Policies.

Vote: All Ayes (4-0)



PLANNING & ZONING COMMISSION
STAFF REPORT
September 1, 2020



Applicant: Duane Mumm

Request: Rezone a 0.31 acre parcel from Agricultural Preservation (A-P) to Commercial Light Industrial (C-2)

Address: 29640 Allens Grove Road, Dixon

Legal Description: 0.31 acre parcel, located in Part of the SE $\frac{1}{4}$ NW $\frac{1}{4}$ of Section 18, in Allens Grove Township.

General Location: Approximately $\frac{1}{4}$ mile southeast of the incorporated city limits of the City of Dixon along Allens Grove Road.

Existing Zoning: Agricultural-Preservation (A-P)

Proposed Zoning: Commercial Light Industrial (C-2)

Surrounding Zoning:

- North:** Agricultural-General (A-G)
- South:** Agricultural-Preservation (A-P)
- East:** Commercial Light Industrial (C-2)
- West:** Agricultural-Preservation (A-P)

GENERAL COMMENTS: This request is to rezone a 0.31 acre parcel of land from Agricultural-Preservation (A-P) to Commercial Light Industrial (C-2). The rezoning application states that the purpose of the rezoning is to allow the current lot containing one (1) warehouse to be sold with its existing use.

STAFF REVIEW: Staff has reviewed this request for its adherence to the Scott County Zoning Ordinance and to the Scott County Land Use Policies. Any proposed changes in zoning in the rural unincorporated area of the county should comply with a preponderance of the applicable Scott County Land Use Policies:

Is the development in compliance with the adopted Future Land Use Map?

The area to be rezoned is not shown on the Future Land Use Map, but the request does not propose any land use change. The warehouse has existed on the lot since 1960.

Is the development on marginal or poor agricultural land?

Containing one (1) warehouse, none of the area to be rezoned is currently in agricultural production which would limit the applicability of this criteria.



PLANNING & ZONING COMMISSION
STAFF REPORT
September 1, 2020



Does the proposed development have access to adequately-constructed, paved roads?

The area to be rezoned has frontage along Allens Grove Road, an adequately-constructed, paved County road.

Does the proposed development have adequate provision for public or private sewer and water services?

The property is not currently served by either public sewer or water service, and therefore any development must comply, or continue to comply, with State and County health regulations for private wells and on-site wastewater treatment. Given the lack of sewer and water facilities, the applicant states the only reasonable use of the property with the existing warehouse is for storage – a permitted use in the C-2 zoning district. The County Health Department did not have any comments or concerns regarding the proposal.

Is the area near existing employment centers, commercial areas and does not encourage urban sprawl?

The area to be rezoned is near the city limits of Dixon. In addition, the area to be rezoned is adjacent to six (6) parcels, encompassing 7 acres, and located in the C-2 Zoning District. Since the proposal is not changing the existing land use, as stated above, it would not be seen as encouraging urban sprawl.

Is the proposed development located where it is least disruptive to existing agricultural activities?

The intent of the Scott County land use policies is not only to limit or prevent the conversion of prime agricultural land for development, but also to prevent the incursion of non-farming neighbors into agricultural areas. The area to be rezoned is near other commercial light industrial, residential, and industrial land use, and thus would cause little added disruption to existing agricultural activities.

Does the area have stable environmental resources?

The area to be rezoned is generally flat and approval of this rezoning will not result in any additional development.

Is the proposed development sufficiently buffered from other less intensive land uses?

The rezoning would not be inconsistent with the general vicinity's land use patterns and would not require buffering.

Is there a recognized need for such development?

Again, approval of this rezoning will not result in any additional commercial development.



PLANNING & ZONING COMMISSION
STAFF REPORT
September 1, 2020



Public Comment & Department Review

Staff has mailed notification to the adjacent property owners within five hundred feet (500') of this property of this hearing. A sign has also been placed on the property stating the date and time this request would be heard by the Planning and Zoning Commission. Staff has not, as of yet, received any calls or comments on this request.

Staff has also notified the County Engineer, County Health Department, Scott County soil conservationist, Bi-State Regional Commission, and the City of Dixon for review and comment. Bi-State Regional Commission submitted a review of the request, which generally described it as an appropriate zoning change.

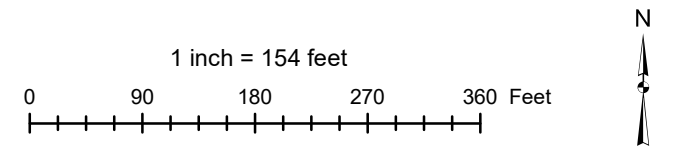
RECOMMENDATION: Staff recommends that the rezoning of this property from Agricultural-Preservation (A-P) to Commercial Light Industrial (C-2) be approved based on its compliance with a preponderance of the criteria of the Revised Land-Use Policies.

Submitted by:
Taylor Beswick, Planning & Development Specialist
August 27, 2020



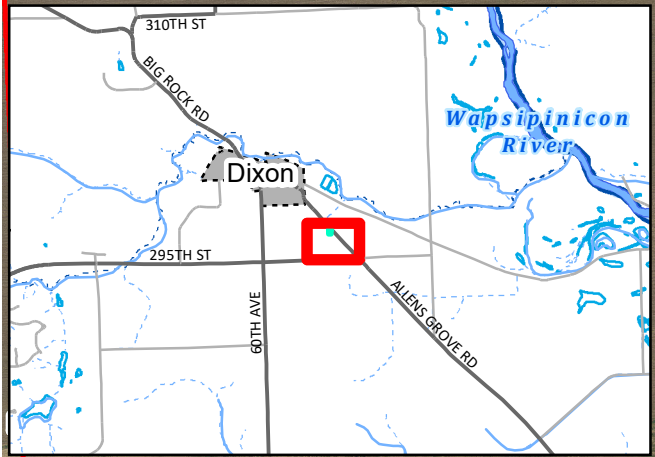
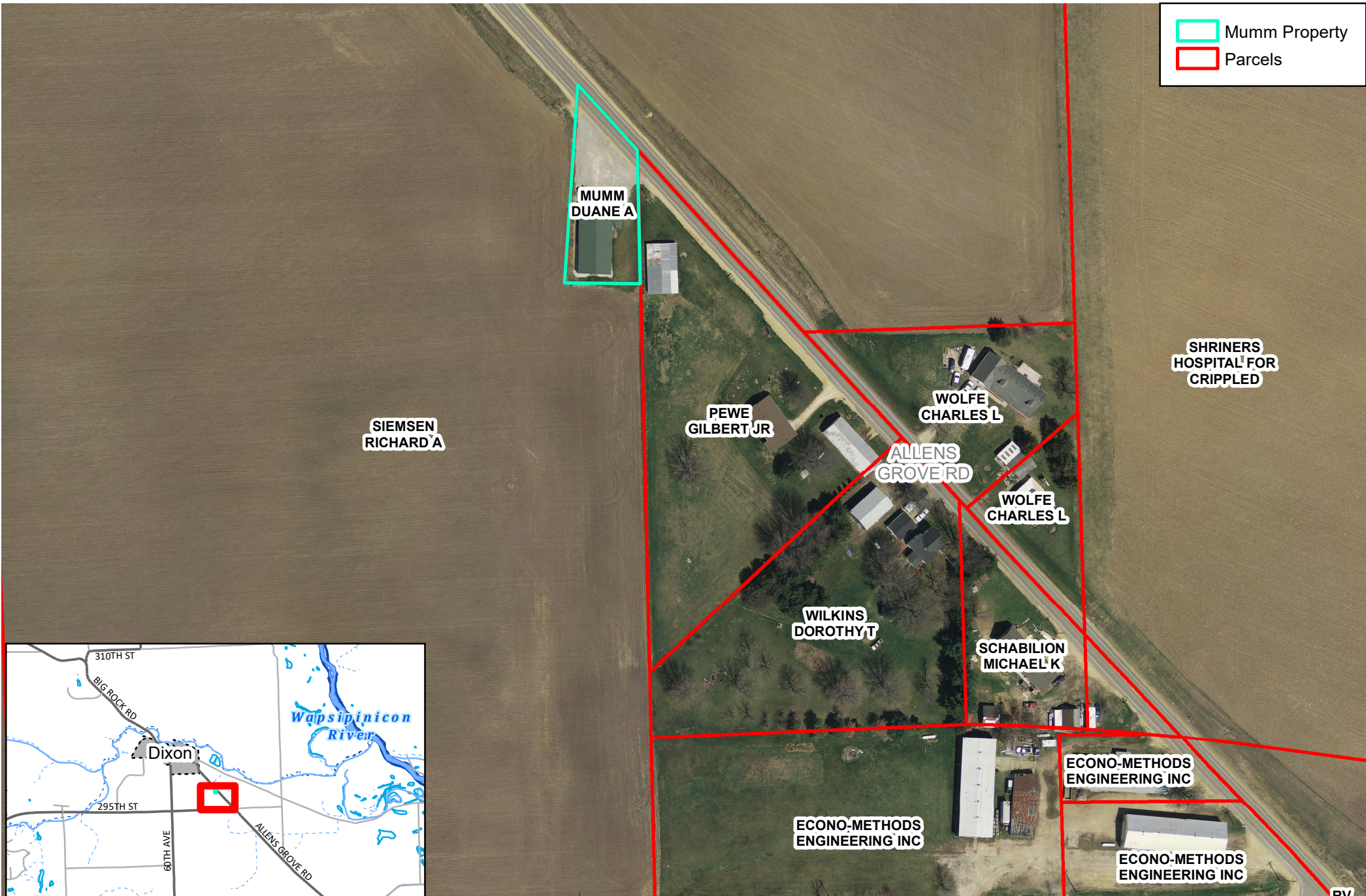
Location/Aerial - Mumm "A-P" to "C-2" Rezoning Request

Scott County, Iowa



Mumm Property

Parcels



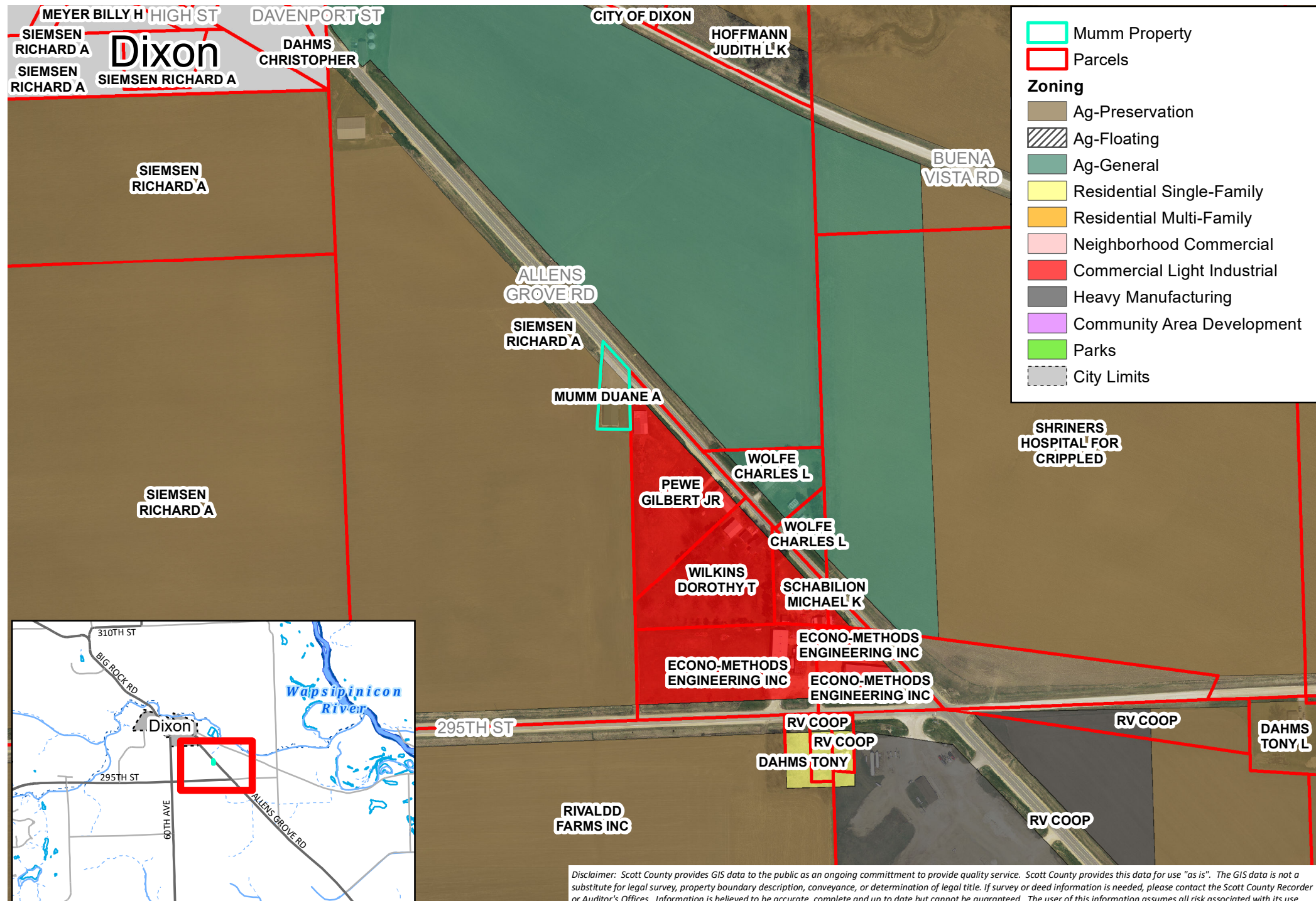
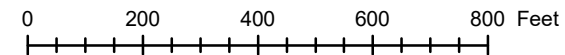
Disclaimer: Scott County provides GIS data to the public as an ongoing commitment to provide quality service. Scott County provides this data for use "as is". The GIS data is not a substitute for legal survey, property boundary description, conveyance, or determination of legal title. If survey or deed information is needed, please contact the Scott County Recorder or Auditor's Offices. Information is believed to be accurate, complete and up to date but cannot be guaranteed. The user of this information assumes all risk associated with its use.



Current Zoning - Mumm "A-P" to "C-2" Rezoning Request

Scott County, Iowa

1 inch = 334 feet



Mumm Property

Parcels

Zoning

Ag-Preservation

Ag-Floating

Ag-General

Residential Single-Family

Residential Multi-Family

Neighborhood Commercial

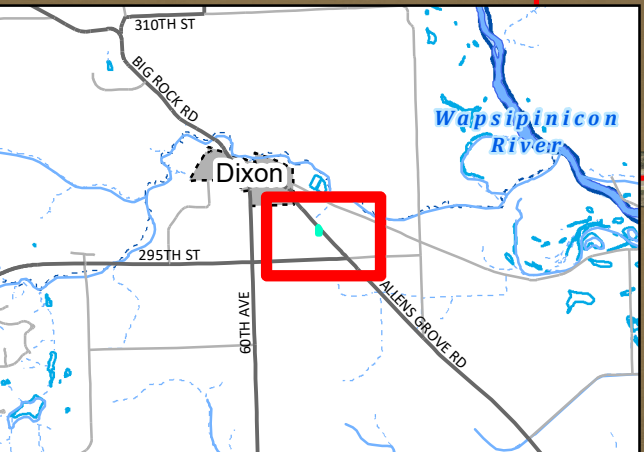
Commercial Light Industrial

Heavy Manufacturing

Community Area Development

Parks

City Limits



Disclaimer: Scott County provides GIS data to the public as an ongoing commitment to provide quality service. Scott County provides this data for use "as is". The GIS data is not a substitute for legal survey, property boundary description, conveyance, or determination of legal title. If survey or deed information is needed, please contact the Scott County Recorder or Auditor's Offices. Information is believed to be accurate, complete and up to date but cannot be guaranteed. The user of this information assumes all risk associated with its use.

Site Photo 1 / 4 : Looking South onto Property



Site Photo 2 / 4 : South East on Allens Grove Rd



Site Photo 3 / 4 : North West on Allens Grove Rd



Site Photo 4 / 4 : East Across Allens Grove Rd



Prepared by: Scott County Planning and Development, 600 West Fourth Street, Davenport Iowa

SCOTT COUNTY ORDINANCE NO. 20-_____

AN ORDINANCE TO AMEND THE ZONING MAP BY REZONING APPROXIMATELY 0.31 ACRES IN SECTION 18, ALLENS GROVE TOWNSHIP FROM AGRICULTURAL-PRESERVATION (A-P) TO COMMERCIAL-LIGHT INDUSTRIAL (C-2), ALL WITHIN UNINCORPORATED SCOTT COUNTY.

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

Section 1. In accordance with Section 6-31 Scott County Code, the following described unit of real estate is hereby rezoned from Agricultural-Preservation (A-P) to Commercial-Light Industrial (C-2) to-wit:

Part of the Southeast Quarter of the Northwest Quarter of Section 18, in Township 80 North, Range 2 East of the 5th P.M., more particularly described as follows: Commencing at the center of said NW ¼ of Section 18; thence South 89°27'06" West along the south line of said NW ¼ of section 18, a distance of 513.28', thence North 0 degrees 00 minutes 00 seconds West along an existing boundary fence line, a distance of 921.84 feet to the POINT OF BEGINNING on the southwesterly right of way line of County Road Y-4E (Allens Grove Road); thence South 00°00'00" East, a distance of 110.00 feet; thence North 90°00'00" West, a distance of 90.00 feet; thence North 00°00'00" East, a distance of 214.50 feet to said southwesterly right of way line; thence South 40°44'11" East, a distance of 137.91 feet to the POINT OF BEGINNING; said described tract containing 0.34 acre (14,603 square feet), more or less.

Section 2. This ordinance changing the above described land to Commercial-Light Industrial (C-2) is approved as recommended by the Planning and Zoning Commission.

Section 3. The County Auditor is directed to record this ordinance in the County Recorder's Office.

Section 4. Severability Clause. If any of the provisions of this Ordinance are for any reason illegal or void, then the lawful provisions of the Ordinance, which are separate from said unlawful provisions shall be and remain in full force and effect, the same as if the Ordinance contained no illegal or void provisions.

Section 5. Repealer. All ordinances or part of ordinances in conflict with the provisions of the Ordinance are hereby repealed.

Section 6. 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 _____ 2020.

Tony Knobbe, Chair
Scott County Board of Supervisors

Roxanna Moritz, County Auditor

PLANNING & DEVELOPMENT

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



Timothy Huey
Director

To: Mahesh Sharma, County Administrator

From: Timothy Huey, Planning Director

Date: September 21, 2020

Re: Approval of first of two readings of ordinance to rezone 7.26 acres, more or less, from Agricultural-Preservation District (A-P) to Agricultural Commercial Service Floating District (ACS-F) located at 8495 New Liberty Road and is legally described as part of the SE $\frac{1}{4}$ NW $\frac{1}{4}$ and part of the NE $\frac{1}{4}$ SW $\frac{1}{4}$ of Section 16 in Hickory Grove Township (Parcel# 921635003).

On September 17th the Board of Supervisors held a public hearing on this rezoning application. The applicant answered the Board's questions about the size of the area to be rezoned. The applicant stated the rezoning was to allow the business to expand but also to provide sufficient areas for possible future expansions. The Planning and Zoning Commission had unanimously recommended approval of this rezoning in accordance with staff's recommendation, with four (4) conditions.

The area to be rezoned is currently zoned A-P, located to the south of the existing 7.41 acre parcel, zoned ACS-F that is the current location of Paul Meyer Chemicals, Incorporated. The proposed 80' X 120' foot storage structure to be built following the approval of this rezoning will be located in the northeast area of the area to be rezoned. The balance of the area to be rezoned will continue in crop production until such time additional buildings are proposed.

PLANNING COMMISSION RECOMMENDATION: To approve the request to rezone this property from Agricultural-Preservation (A-P) to Agricultural Commercial Service Floating District (ACS-F) based on its compliance with a preponderance of the criteria of the Revised Land-Use Policies with the following four (4) conditions:

1. All changes to the site plan be approved by Scott County Planning & Development Department;
2. All building plans be submitted and approved by the Scott County Planning & Development Department;
3. All State requirements be met for the storage of dry fertilizer; and
4. Any lighting for the expansion of the business limit light-spillage on neighboring properties.

Vote: All Ayes (4-0)



PLANNING & ZONING COMMISSION
STAFF REPORT
September 1, 2020



Applicant: Bradley Meyer DBA Paul Meyer Chemical, Inc.

Request: Rezone 7.26 acres from Agricultural Preservation (A-P) to Agricultural Commercial Service Floating District (ACS-F)

Address: 8495 New Liberty Road, Walcott

Legal Description: Part of the SE $\frac{1}{4}$ NW $\frac{1}{4}$ and part of the NE $\frac{1}{4}$ SW $\frac{1}{4}$ of Section 16 in Hickory Grove Township ([Parcel# 921635003](#))

General Location: Approximately $\frac{1}{2}$ mile west of the incorporated city limits of the City of Maysville along New Liberty Road. Area requested to be rezoned is a 7.26 acre tract of land, more or less, proposed to be purchased from Paul Meyer Revocable Trust. The tract of land is located to the south of the current business at 8495 New Liberty Road, Walcott and is currently part of a 57.7 acre parcel containing tilled agriculture land.

Existing Zoning: Agricultural-Preservation (A-P)

Proposed Zoning: Agricultural Commercial Service Floating District (ACS-F)

Surrounding Zoning:

- North:** Agricultural Commercial Service Floating District (ACS-F)
- South:** Agricultural-Preservation (A-P)
- East:** Agricultural-Preservation (A-P)
- West:** Agricultural-Preservation (A-P)

GENERAL COMMENTS: This request is to rezone 7.26 acres from Agricultural Preservation (A-P) to Agricultural Commercial Service Floating District (ACS-F). The area requested for rezoning is adjacent to a 7.41 acre parcel, zoned ACS-F and the location of Paul Meyer Chemicals, Incorporated. The applicant states the rezoning would allow the business to expand their property 750 feet to the south and construct a dry fertilizer storage building. The proposed 80' X 120' foot storage structure will be located in the northeast area of the area to be rezoned.

The Area requested to be rezoned is a tract of land located to the south of the current business at 8495 New Liberty Road, Walcott and is currently part of a 57.7 acre parcel containing tilled agriculture land. Upon approval of the rezoning, the tract of land will be procured through administratively approved Boundary Line Adjustment (BAS) with a Plat of Survey in accordance with the Scott County Subdivision Ordinance.

The A-P zoning District is not intending for commercial or industrial uses, except as



PLANNING & ZONING COMMISSION
STAFF REPORT
September 1, 2020



provided through the provision for overlay districts (floating district). The “ACS-F” Agriculture Commercial Service Floating District is intended and designed to serve the agriculture community by allowing agriculture commercial service development to locate in certain unincorporated areas. The site plan approval will occur in conjunction with the rezoning review and approval. The standards, criteria and conditions of approval will be applied, as deemed appropriate and applicable, during the rezoning review and approval process.

STAFF REVIEW: Staff has reviewed this request for its adherence to the Scott County Zoning Ordinance and to the Scott County Land Use Policies. Any proposed changes in zoning in the rural unincorporated area of the county should comply with a preponderance of the applicable Scott County Land Use Policies:

Is the development in compliance with the adopted Future Land Use Map?

The area to be rezoned is not shown on the Future Land Use Map.

Is the development on marginal or poor agricultural land?

The area to be rezoned is currently in agricultural production. The CSR rating ranges from 70 to 90.

Does the proposed development have access to adequately-constructed, paved roads?

The area to be rezoned is adjacent to the current business, Paul Meyer Chemical, Inc., and has frontage along New Liberty Road, an adequately-constructed, paved County road.

Does the proposed development have adequate provision for public or private sewer and water services?

The property to be rezoned will serve as an expansion to the current business which currently has well and septic. The Health Department requires the placement of the storage building at least 100 feet from the water well and that the storage building have a separate septic system if it is to have any plumbing systems.

Is the area near existing employment centers, commercial areas and does not encourage urban sprawl?

The area to be rezoned is near the city limits of Maysville. In addition, the area to be rezoned is adjacent to 7.7 acre parcel zoned ACS-F containing Paul Meyer Chemical, Inc.



PLANNING & ZONING COMMISSION
STAFF REPORT
September 1, 2020



Is the proposed development located where it is least disruptive to existing agricultural activities?

The intent of the Scott County land use policies is not only to limit or prevent the conversion of prime agricultural land for development, but also to prevent the incursion of non-farming neighbors into agricultural areas. The area to be rezoned is near other commercial light industrial land use, and thus would cause little added disruption to existing agricultural activities.

Does the area have stable environmental resources?

The area to be rezoned is generally flat and approval of this rezoning will only result in the development of a storage structure.

Is the proposed development sufficiently buffered from other less intensive land uses?

The original site plan review in 1993 for Paul Meyer Chemical deemed the site to be sufficiently buffered from other less intensive land uses. The property to be rezoned and the current business site are surrounded by tilled agricultural land. No development has occurred in the vicinity of the property in the past 25 years.

Is there a recognized need for such development?

Paul Meyer Chemical, Inc. has been successful over the years and sees the need to expand their local storage of dry fertilizer on-site. Currently, fertilizer is transported directly to the field.

Criteria for Land to be Rezoned “ACS-F”

The proposed facility shall be defined as including the buildings, improvements, maneuvering and parking area, and storage area which are graveled or paved. The facility must be located on a tract of ground where the main entrance to the facility is on or within 660 feet of a paved public road.

The business currently has an entrance that meets this criteria.

The entrance to the facility must have at least 1,000 feet line of sight in both directions on the public road. The County Engineer will approve the location of the main entrance in accordance with the Iowa Department of Transportation standards and specifics and Appendix I of the Scott County Subdivision Ordinance.

The business currently has an entrance that meets this criteria.



PLANNING & ZONING COMMISSION
STAFF REPORT
September 1, 2020



The separation spacing between the facility and any property line shall be at least 50 feet. The separation spacing to the closest neighbor's home and accessory buildings shall be at least 400 feet at time of application. The separation spacing to a residential zoning district shall be at least 400 feet.

The proposed storage structure on the development site is setback at least 50 feet from all property lines. The nearest neighbor's home and accessory building is located to the west at 8397 New Liberty Road and is approximately 925 feet away from the development site. The nearest residential zoning district is located within the City of Maysville and is spaced ½ mile from the development site.

The facility must not be located in a designated 100-year floodplain or within 200 feet of any river, stream, creek, pond, or lake or 400 feet of another environmentally sensitive area, park, or preserve.

The development site is not located in a designated floodplain and is approximately 1,600 feet to the north of from Hickory Creek.

The minimum lot size shall be one (1) acre.

The proposed site is 7.26 acres, surpassing this criteria.

Facility shall be surrounded by an adequate security system to deny public access to potentially hazardous areas.

The applicant is proposing to secure the site lockable sliding doors.

Advertising signs shall not be larger than 100 square feet.

The applicant is proposing an expansion of a business located adjacent to the development site and is not adding additional signs.

Underground storage shall not be allowed on site.

The applicant is proposing a above-ground storage structure for fertilizer.

Public Comment & Department Review

Staff has mailed notification to the adjacent property owners within five hundred feet (500') of this property of this hearing. A sign has also been placed on the property stating the date and time this request would be heard by the Planning and Zoning Commission. Staff has not, as of yet, received any calls or comments on this request.

Staff has also notified the County Engineer, County Health Department, Scott County soil conservationist, Bi-State Regional Commission, and the City of Maysville for review and comment. Bi-State Regional Commission submitted a review of the request, which



PLANNING & ZONING COMMISSION
STAFF REPORT
September 1, 2020



generally described it as an appropriate zoning change. One public comment was received from a neighbor concerned with the additional lighting for the proposed storage facility.

RECOMMENDATION: Staff recommends that the rezoning of this property from Agricultural-Preservation (A-P) to Agricultural Commercial Service Floating District (ACS-F) be approved based on its compliance with a preponderance of the criteria of the Revised Land-Use Policies with the following conditions:

1. All changes to the site plan be approved by Scott County Planning & Development Department;
2. All building plans be submitted and approved by the Scott County Planning & Development Department; and
3. All State requirements be met for the storage of dry fertilizer.

Submitted by:
Taylor Beswick, Planning & Development Specialist
August 28, 2020

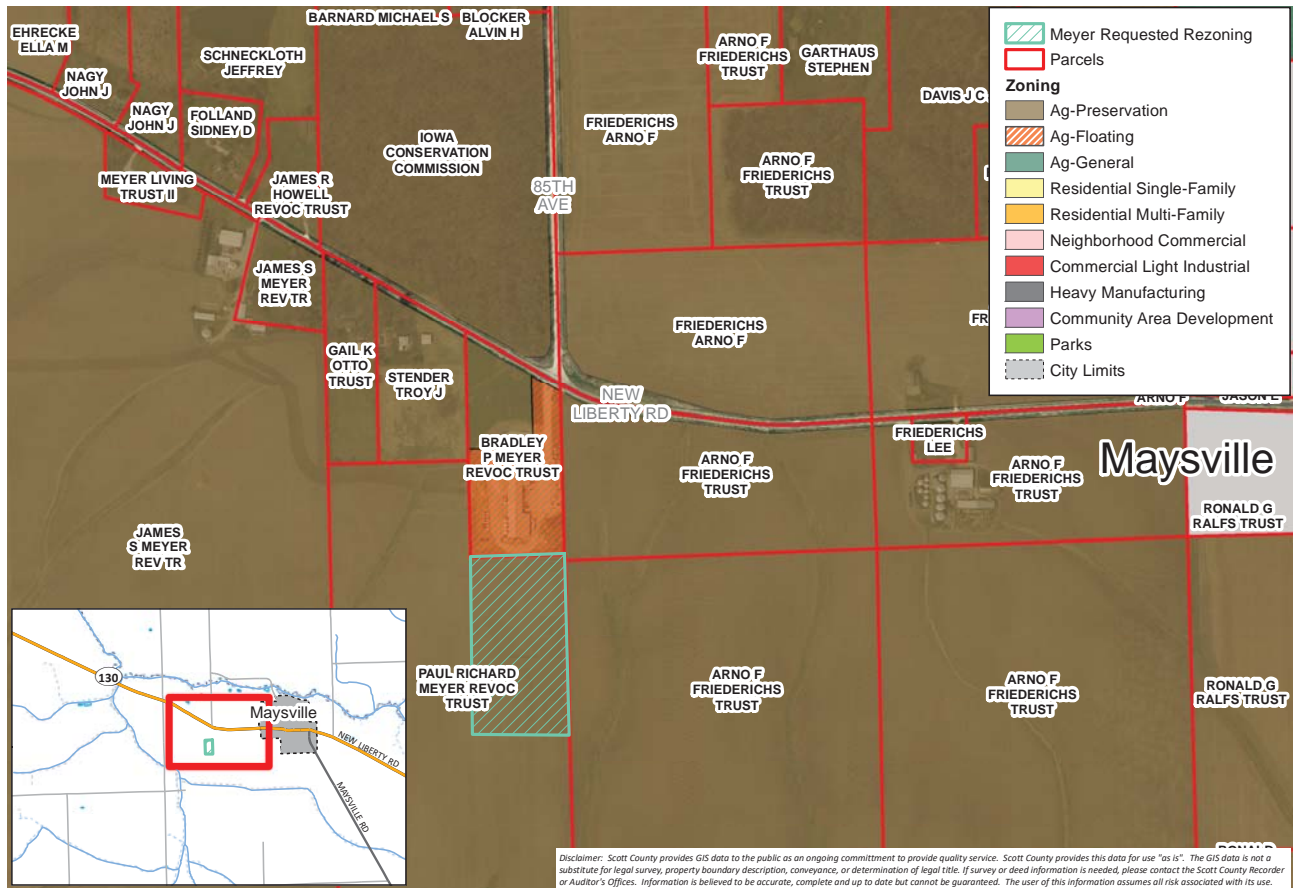


Current Zoning - Meyer Chemical "A-P" to "ACS-F" Rezoning Request

Scott County, Iowa

1 inch = 500 feet

0 300 600 900 1,200 Feet

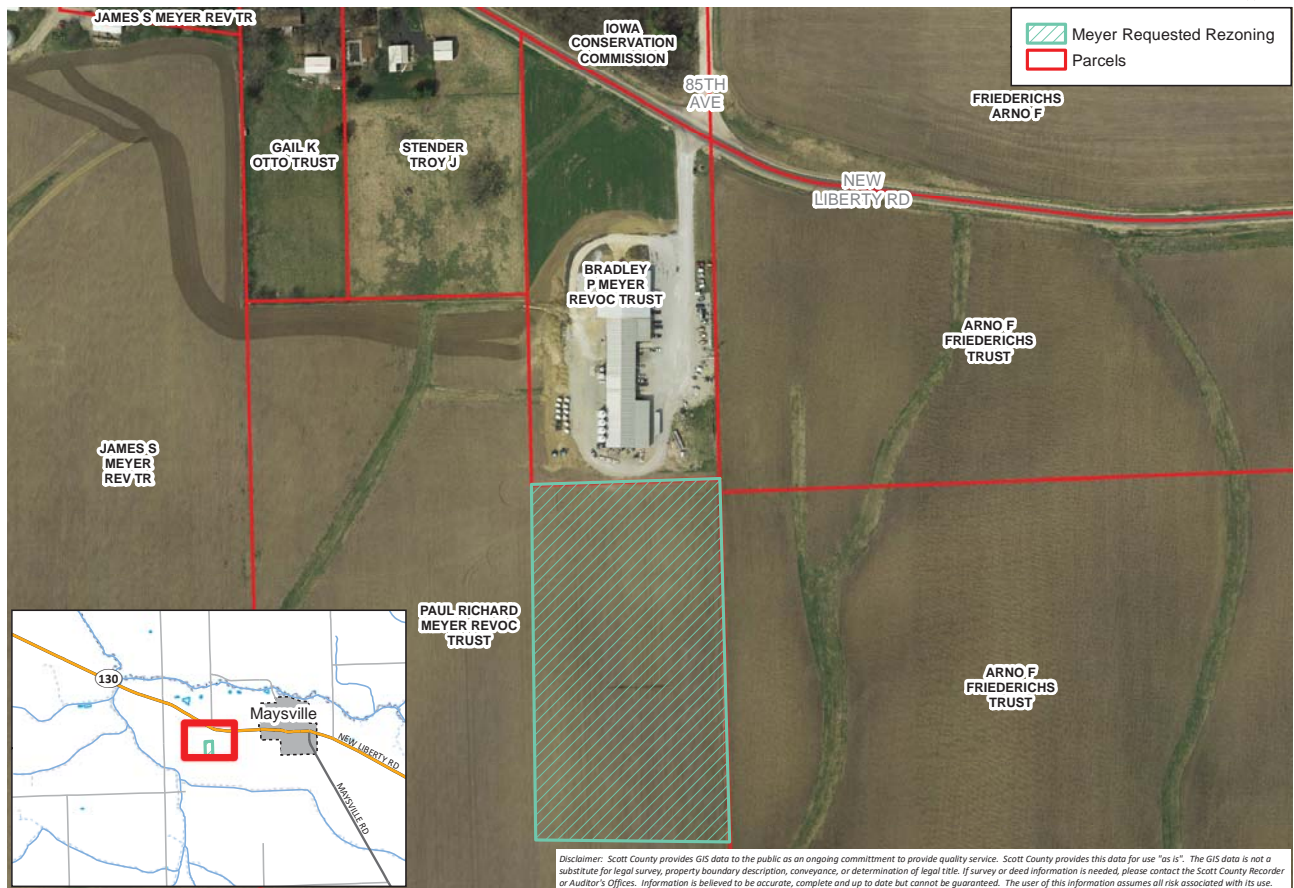


Location/Aerial - Meyer Chemical "A-P" to "ACS-F" Rezoning Request

Scott County, Iowa

1 inch = 250 feet

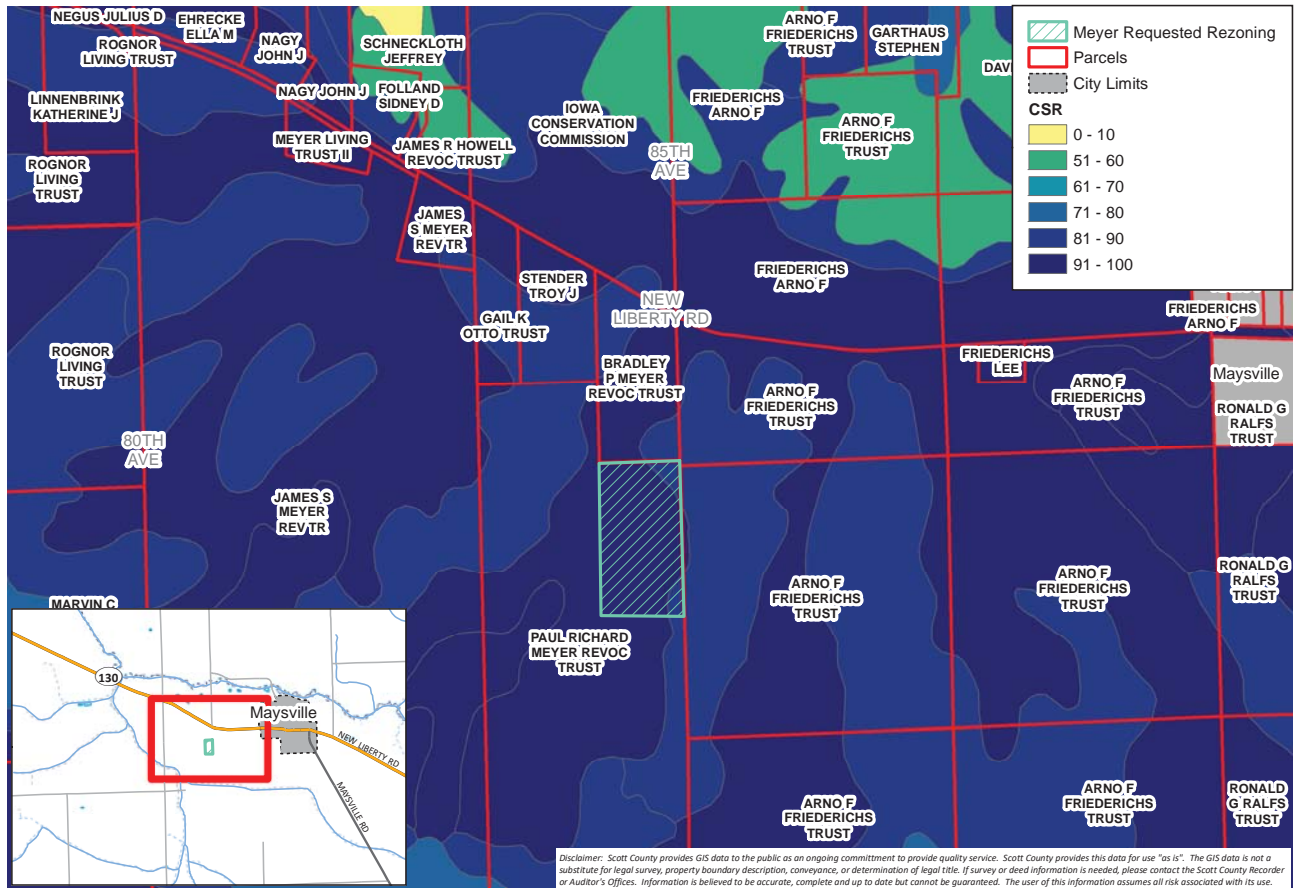
0 150 300 450 600 Feet





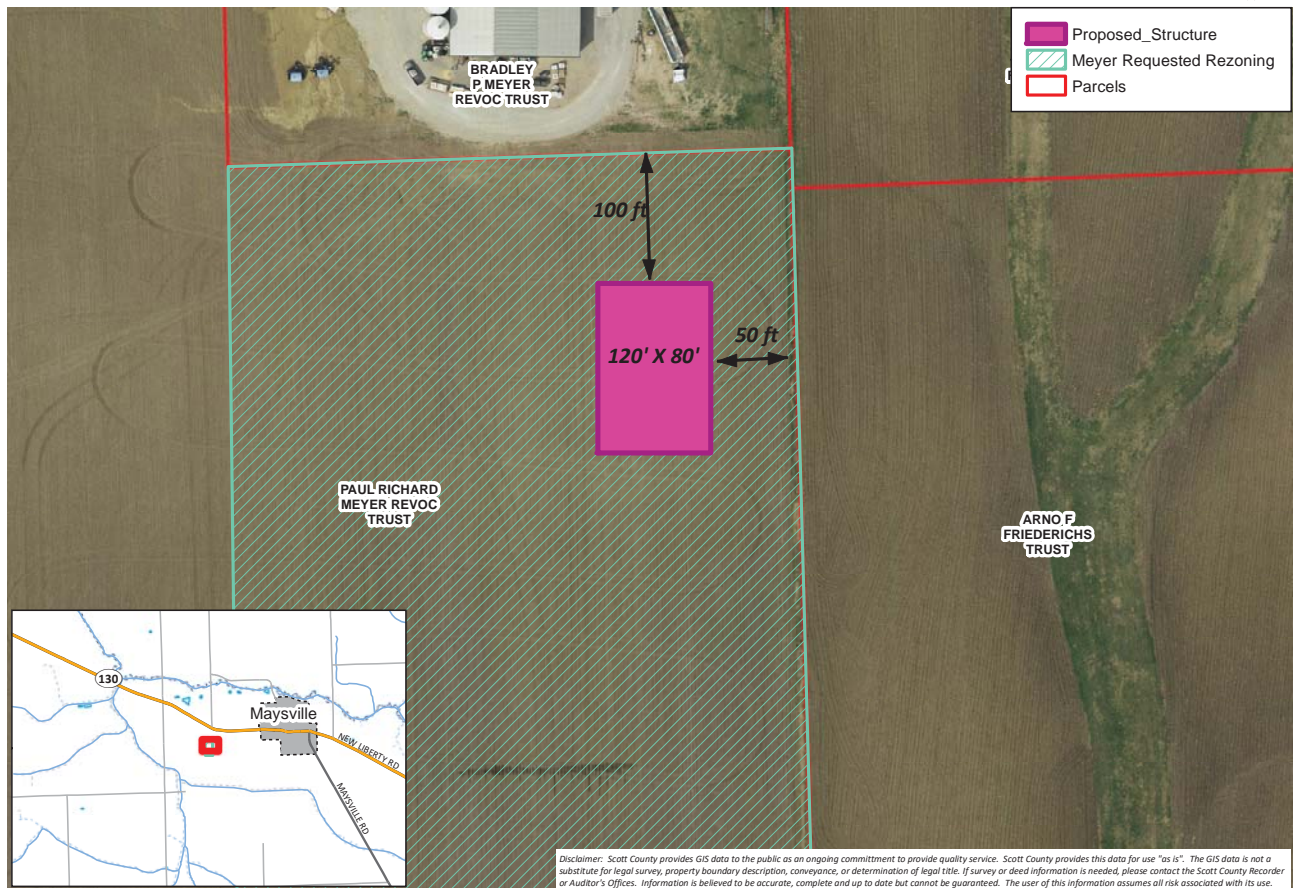
CSR - Meyer Chemical "A-P" to "ACS-F" Rezoning Request Scott County, Iowa

1 inch = 583 feet
0 350 700 1,050 1,400 Feet



Site Plan - Meyer Chemical "A-P" to "ACS-F" Rezoning Request Scott County, Iowa

1 inch = 83 feet
0 50 100 150 200 Feet



Site Photo 1 / 4 : West at Current Business



Paul Meyer Chemical Rezoning A-P to ACS-F Site Photos - 09/01/2020 P&Z Meeting

1

Site Photo 2 / 4 : South at Proposed Development Site



Paul Meyer Chemical Rezoning A-P to ACS-F Site Photos - 09/01/2020 P&Z Meeting

2

Site Photo 3 / 4 : North Along East Property Line



Paul Meyer Chemical Rezoning A-P to ACS-F Site Photos - 09/01/2020 P&Z Meeting

3

Site Photo 4 / 4 : East onto North Liberty Rd



Paul Meyer Chemical Rezoning A-P to ACS-F Site Photos - 09/01/2020 P&Z Meeting

4

Prepared by: Scott County Planning and Development, 600 West Fourth Street, Davenport Iowa

SCOTT COUNTY ORDINANCE NO. 20-_____

AN ORDINANCE TO AMEND THE ZONING MAP BY REZONING APPROXIMATELY 7.26 ACRES IN SECTION 16, HICKORY GROVE TOWNSHIP FROM AGRICULTURAL-PRESERVATION (A-P) TO AGRICULTURAL COMMERCIAL SERVICE FLOATING DISTRICT (ACS-F), ALL WITHIN UNINCORPORATED SCOTT COUNTY.

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

Section 1. In accordance with Section 6-31 Scott County Code, the following described unit of real estate is hereby rezoned from Agricultural-Preservation District (A-P) to Agricultural Commercial Service Floating District (ACS-F) to-wit:

Part of the Southeast Quarter of the Northwest Quarter of Section 16, in Township 79 North, Range 2 East of the 5th P.M., more particularly described as follows: Commencing at the East 400 feet of the southerly 35 feet of said Southeast of Northwest Quarter and the East 400 feet of the northerly 730 feet.

Section 2. This ordinance changing the above described land to Agricultural Commercial Service Floating District (ACS-F) is approved as recommended by the Planning and Zoning Commission with the following four (4) conditions:

1. All changes to the site plan be approved by Scott County Planning & Development Department;
2. All building plans be submitted and approved by the Scott County Planning & Development Department;
3. All State requirements be met for the storage of dry fertilizer; and
4. Any lighting for the expansion of the business limit light-spillage on neighboring properties.

Section 3. The County Auditor is directed to record this ordinance in the County Recorder's Office.

Section 4. Severability Clause. If any of the provisions of this Ordinance are for any reason illegal or void, then the lawful provisions of the Ordinance, which are separate from said unlawful provisions shall be and remain in full force and effect, the same as if the Ordinance contained no illegal or void provisions.

Section 5. Repealer. All ordinances or part of ordinances in conflict with the provisions of the Ordinance are hereby repealed.

Section 6. 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 _____ 2020.

Tony Knobbe, Chair
Scott County Board of Supervisors

Roxanna Moritz, County Auditor

HUMAN RESOURCES DEPARTMENT

600 West Fourth Street
Davenport, Iowa 52801-1030

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



Date: September 22, 2020

To: Mahesh Sharma, County Administrator

From: Mary J. Thee, Human Resources Director/Asst. County Administrator

Subject: Policy Updates

The proposed updates was discussed with the Department Heads/Elected Officials. Here are the proposed changes to the Administration Policies:

Human Resources Policy D “Classification & Compensation” updates the policy to address the movement of a “per needed” (PRN) temporary staff member to a part-time or full-time position and the impact on their anniversary or performance evaluation dates. The policy indicates the date is their promotion to the regular position.

Human Resources Policy W “Emergency Closure of County Buildings” is a new policy drafted in response to the unprecedented event associated with the August derecho, requiring the administration center to be closed for 3 business days. The new policy addresses the established practice as it relates to inclement weather events and the impact of the County’s COOP/COG plan on any future building closures. In the most recent derecho event there was no way to predict the length of the power outage, some events may provide predictability, but managers remain on notice to institute alternate service models. The policy caps the amount of pay related to the unforeseen closure.

General Policy 14 “Use of County Owned Facilities” provides some clarification and removes language that has been moved to the new policy on Key & Access Control.

General Policy 45 “Key and Access Control” is a new policy that has been recommended following the building security audit. The policy addresses the issuance of keys and access cards for county buildings or those of agencies we serve. Additionally it addresses security measures to be taken if keys or access cards are lost or stolen.

D. CLASSIFICATION AND COMPENSATION

GENERAL POLICY

It is the policy of Scott County to maintain a system for classifying and compensating its employees which is based on the principles of fairness and equity, and allows the County to recruit and retain qualified employees necessary for the fulfillment of its mission.

SCOPE

This policy is applicable to the following:

All employees responsible to the Scott County Board of Supervisors;

All employees responsible to a county elected office holder with the exception of the elected office holder themselves and deputies;

All employees not directly responsible to either the Board of Supervisors or an elected office holder and whose governing body and the Board of Supervisors has certified its applicability.

Whenever the provisions of this policy are in conflict with the Code of Iowa, or with a collectively-bargained agreement between the County and a certified bargaining unit, the provisions of the collectively-bargained agreement and/or the Code of Iowa will prevail.

JOB CLASSIFICATION PLAN

The County utilizes a classification system developed by Public Sector Personnel Consultants (PSPC) which reviews a position based on the market value of the classification and internal equity within the department and countywide.

The Human Resources Director is responsible for maintaining the job classification plan, including an analysis of the duties and responsibilities assigned to and the qualifications required of each position. Department heads shall cooperate with the Human Resources Department in maintaining an accurate and up-to-date job description for each regular position in the County table of organization.

As may be required in establishing new positions or reclassifying existing positions, the Human Resources Director shall provide recommendations to the County Administrator as to salary range that should be utilized for the position based on the

Draft for discussion purposes only

market comparables and internal equity, both in the department and countywide. The review should consider any compression factors with the classification attempting to maintain at least two grades between a position and the supervisor or subordinates.

ADJUSTMENTS TO A DEPARTMENT'S TABLE OF ORGANIZATION DURING THE BUDGET REVIEW PROCESS

Proposed changes to a department's table of organization, including the addition or elimination of positions as well as the upgrading or downgrading of existing positions, will normally be accomplished during the County's annual budget review process prior to the start of each fiscal year. Should a department desire to move an individual to a higher classification already in existence it may only be done through the budgetary process by requesting an adjustment to the number of FTEs in each classification.

Departmental requests for changes to its table of organization shall be included with its annual budget request utilizing the "organizational change request" form provided. Requests must be submitted in accordance with established time frames and should include detailed justification for the proposed changes. The Human Resources Director will study all proposed changes and provide a recommendation to the County Administrator. Changes of this nature require approval by the Board of Supervisors upon the recommendation of the County Administrator.

ADJUSTMENTS TO A DEPARTMENT'S TABLE OF ORGANIZATION OUTSIDE OF THE BUDGET REVIEW PROCESS

Proposed changes to a department's table of organization are normally accomplished during the annual budget review process, exceptions to this rule must meet at least one of the following criteria:

1. Situations in which there is an increase in the documented volume of work which could not have been forecast during the most recent budget review process. Requests of this nature should be supported by in-depth documentation of the increased workload, the formula or method used to determine the number of additional staff needed, and an explanation as to why the situation could not have been anticipated during the previous budget cycle.
2. Situations in which the requested change provides greater efficiency of operation and results in a net reduction in the number of FTE's in the department and/or a reduction in overall salary/benefit expenditures. Requests of this nature should include a specific description of the increased efficiency and how it will be accomplished.

3. Situations in which there is a change in key personnel and a reorganization of the function is desired. Requests of this nature should include a detailed rationale as to the benefits and cost savings of reorganization.
4. Situations resulting from a change in external funding. Requests of this nature should identify the reason(s) for the change in funding and should set forth staffing alternatives to deal with such change.

~~5.~~

The Human Resources Director will study all proposed changes under this section and provide a recommendation to the County Administrator. Changes of this nature require approval by the Board of Supervisors upon the recommendation of the County Administrator.

PAY PLAN

The County has adopted a fourteen (14) step wage scale with 2.5% between each step maintaining an approximate 40% overall spread between the top and bottom of the scale. The Human Resources Director shall maintain the scale annually by applying any cost of living adjustment to the scale as approved by the Board of Supervisors through the budget process. The midpoint of the range shall be considered step 7 of the range. Positions are assigned a particular pay range.

The Human Resources Director is responsible for maintaining the County pay plan and administering the pay practices and procedures established in this policy. This shall include advising departments on pay administration matters and conducting periodic salary surveys of comparable positions in other public and private organizations. The County pay plan will be updated annually and included in the official budget plan document.

Hourly pay rates for temporary, part-time and/or seasonal staff shall be established on an as-needed basis. The Human Resources Director shall recommend appropriate pay rates for such positions in consultation with the hiring department. Final approval shall be by the Board of Supervisors.

ENTRY-LEVEL PAY RATES

The entry-level or base pay rate for a new employee shall normally be the minimum in the pay range established for the position being filled.

A department head, subject to a recommendation by the County Administrator and

Draft for discussion purposes only

approval by the Board of Supervisors, may make an appointment above the entry-level pay rate to midpoint for non-represented positions. Appointments above the entry-level pay rate will be considered when there are special labor market considerations or in recognition of a candidate's exceptional qualifications.

TRANSFERS

When an employee is transferred from one classification to another with the same pay range he/she shall continue to receive the same pay rate. The employee's anniversary date will not change. However an employee classified in a per needed or PRN position will have their anniversary date changed to their hire date as either a part-time or full-time employee eligible for step increases.

If the transfer is to a position with a different pay range, the employee's pay rate shall be modified as a "promotion" or "demotion".

Inter-departmental transfers require a minimum of two (2) week notice prior to the official transfer of an employee. However this time frame may be shortened or extended based on the staffing needs of the affected departments, after consultation with the Human Resources Director.

PROMOTIONS

When a fully-qualified employee is promoted from one class to another having a higher pay range, the incumbent's salary rate will be set at the minimum of the new pay range, or placed on a step in the new pay range of five (5) percent above the incumbent's current rate, whichever is greater providing it does not exceed the maximum in the new pay range. The employee will be given a new position anniversary date.

Inter-departmental promotions will require a minimum of two (2) week notice prior to transfer of an employee. However this time frame may be shortened or extended based on the staffing needs of the affected departments, after consultation with the Human Resources Director.

DEMOTIONS

When an employee is demoted for cause to an existing job classification with a lower pay range they shall be placed on a step in the new pay range with a pay rate decrease of at least five (5) percent. The employee will be given a new position anniversary date.

If the employee voluntarily demotes to a job classification they previously held they

| Draft for discussion purposes only

shall be placed on a step in the new pay range closest to their current rate of pay, unless the voluntary demotion occurs within 6 months of a promotion in which case they shall return to their previous rate of pay along with any COLAs that may have occurred. The anniversary date shall return to the original anniversary date.

If an employee applies for and obtains a new job classification with a lower pay range, the employee shall be placed on a step in the new pay range with a pay rate decrease of at least five (5) percent so long as the new rate is at midpoint or less. An employee who applies for a new position which results in a voluntary demotion shall not be placed on a step higher than midpoint. Their anniversary date shall not change.

JOB RECLASSIFICATIONS

In the event of an upgrade resulting in a new pay range, the incumbent's pay rate will be set at the minimum of the new pay range, or at a rate of five (5) percent above the incumbent's current rate, whichever is greater providing it does not exceed the maximum in the new pay range. The incumbent's anniversary date in the position will not change.

In the event of a downgrade resulting in a decrease in the pay range, the incumbent's shall be placed on a step in the new pay range closest to their current pay rate. The incumbent's anniversary date in the position will not change. If the employee's pay range is lowered as part of a salary or market study, the individual's salary shall be "red circled" and not eligible for step or cost of living adjustment (COLA) until the individual's salary is within the new pay range.

In the event a position is officially removed from a certified bargaining unit, the incumbent's pay rate will not change, but will establish a step on the new range. If the incumbent's pay rate is below the minimum pay rate in the new range, the incumbent's pay shall be set at the minimum.

TEMPORARY ASSIGNMENTS

Department heads may assign employees from one job to another for the following reasons:

1. To temporarily fill a vacancy or replace an employee who is absent due to illness, training or leave of absence.
2. To observe the performance of an individual for the purpose of determining employee potential and ability to assume the duties and responsibilities of a vacant position on a full-time basis.

3. To complete short-term assignments such as special projects, or to assist in relieving a back-log of work over a short period of time.

In the event an employee is temporarily assigned to a position with a higher pay range for more than ten working days, and the employee is fully performing the duties of such position, the employee shall be paid at the same rate of pay, starting with the eleventh working day, that he/she would have been paid if promoted to that position. However if the temporary assignment is that of interim or acting department head due to a termination the individual shall be placed on a step in the new range equivalent to ten (10) percent without exceeding the new range immediately upon the vacancy.

Upon conclusion of the temporary assignment, if the employee is returned to his/her previous position, the employee will receive his/her former rate of pay plus any earned increments that might have accrued.

Employees temporarily assigned to a position of the same or lower pay range than their present position will maintain their current salary.

ADMINISTRATIVE PROCEDURES

1. Processing step increases. The Human Resources Department shall process step increases for employees annually on the employee's position anniversary, not necessarily the hire date. County departments shall notify Human Resources one (1) month in advance of an employee's anniversary date if they anticipate an employee will not score an average of 3.0 "Meets expectations" on the performance evaluation. Advancement to the succeeding pay step will be processed on schedule by the Human Resources Department unless the appropriate department head advises otherwise.
2. Processing upgrades at the beginning of the fiscal year. The Human Resources Department shall notify County departments in advance of upgrades, including those implemented at the beginning of the County's fiscal year. For salary administration purposes, it is important to note that the County's July 1, Cost of Living Allowance must be applied prior to the calculation of the position upgrade. The upgrade shall then be calculated as addressed in the previous Job Reclassifications section.

W. EMERGENCY CLOSURE OF COUNTY BUILDINGS

GENERAL POLICY

It is the policy that county offices and buildings will remain open in all but the extreme catastrophic events, natural disasters or threat to building inhabitants. Unless an emergency closure is announced, all employees are expected to report to work in accordance with their regular work schedule.

SCOPE

This policy is applicable to the following:

All employees responsible to the Scott County Board of Supervisors;

All employees responsible to a county elected office holder providing the appropriate elected office holder and the Board of Supervisors have certified its applicability;

All employees not directly responsible to either the Board of Supervisors or an elected office holder and whose governing body and the Board of Supervisors have certified its applicability.

Whenever the provisions of this policy are in conflict with the Code of Iowa, or with a collectively-bargained agreement between the County and a certified bargaining unit, the provisions of the collectively-bargained agreement and/or the Code of Iowa will prevail.

INCLEMENT WEATHER

During normal business hours all County offices and buildings shall remain open regardless of inclement weather. As many departments of the County function year round regardless of weather and many are essential to relief efforts, those staff members should plan contingencies to report to work regardless of inclement weather. Employees performing other countywide functions are expected to report for work. Those capable of teleworking may at the discretion of the Department Head perform work remotely. In cases of extreme weather and in the employee's judgement, traveling to work would place their personal safety at risk they may utilize vacation/PTO, compensatory time or floating holiday time off with approval of their direct supervisor. Employees may not utilize sick/medical leave for absences related to weather conditions.

EMERGENCY CLOSURE OF BUILDINGS

The County Administrator or designee, after consultation with the Board Chair, may close

DRAFT for discussion purposes only

a county building due to an emergency situation. An emergency situation would generally consist of a catastrophic event, natural disaster or threat to inhabitants of the building.

Departments should maintain a list of essential personnel, back up staff and supporting staff for priority services as part of their COOP/COG plan. The list of services and staff should be utilized in determining staff required to report to work regardless of building closure. The list of essential personnel may vary based on reason for building closure. Departments are responsible for communicating this to staff.

Departments are responsible for implementation of their COOP/COG plan during emergency closure of buildings. It may be appropriate for staff to report to an alternative work location depending on cause for closure and anticipated duration of the closure. COOP/COG plan phases address relocation decision to be made within 12 hours of incident.

Employees may be reassigned during a building closure to other essential functions, priority services or community relief efforts. The employee will be paid at their regular rate of pay unless provisions in Human Resources Policy D are applicable, thus resulting in step up pay.

EMPLOYEE COMPENSATION

Employees who continue to perform work duties during any building closure (at normal work site, alternative work site, via approved telework plan with their department, or alternative duties) shall be compensated at their regular rate of pay. Employees who were not scheduled to work during the time period of the building closure due to vacation/PTO, compensatory time, sick/medical, observed holiday, floating holiday or any other pre-approved leave shall be compensated pursuant to those leave banks. Employees not scheduled to work during the building closure shall not be compensated.

Employees who are able and available to work, but for the building closure, shall be compensated up to 24 hours at their regular rate of pay for any hours that the building was closed while they were scheduled to work. Employees shall not be compensated for any hours beyond their regular work day if no work was performed.

Compensation for employees beyond 3 working days for a building closure will be addressed by the Board of Supervisors on a case by case basis taking into consideration the reason for the closure and/or inability of the department to perform work at an alternative site. Departments may need to review the layoff procedures in Human Resources Policy U depending on the anticipated duration of the building closure or lack of work.

If a building is closed beyond 3 working days, and the Board of Supervisors determines that compensation will be limited to 24 hours, employees may utilize vacation/PTO, compensatory time or floating holiday time off with approval of their direct supervisor. Employees may not utilize sick/medical leave for absences related to emergency closure

DRAFT for discussion purposes only
of a building.

ADMINISTRATIVE PROCEDURES

1. The Department Head or designee shall be responsible for implementation of the department COOP/COG plan in prioritizing work tasks during building closures and providing services to public. Department Heads or designees may consult with the FSS Director and IT Director or their designees regarding alternative work sites in county buildings or elsewhere. The Budget and Administrative Services Director should be consulted if the alternative worksite results in the need to lease space.
2. The Department Head or designee shall consult with the Human Resources Director or designee in determining any temporary work assignments outside of the scope of an employee's normal duties. The Human Resources Department shall be the final authority in determining if temporary work assignments meet the parameters of Human Resource Policy D, thus altering an employee's regular rate of pay.

14. USE OF COUNTY OWNED FACILITY

POLICY

It is the policy of Scott County to provide county facilities to all departments and county organizations for authorized use. It is also the policy of Scott County to coordinate the use of, entry into, and modification of said facilities.

SCOPE

This policy is applicable to all offices, departments and agencies (tenants) within Scott County government or located within County owned facilities. (Conservation is exempted from the coordinated entry and contractor provisions of this policy, except for office space located in campus buildings.)

USE OF FACILITIES

- A. County departments, tenant agencies, authorized agencies, county affiliated organizations (~~Community Jail and Alternatives Advisory Committee~~, Civil Service Commission, Zoning Board of Appeals, County Collective Bargaining Units, etc.), governmental entities and not-for-profit community groups may request to use county facilities if appropriate space is available.
- B. One-time or recurring event use is governed by the procedures outlined herein. Long-term use (45 days or more in duration) shall require a written lease agreement for all entities other than county departments, even if the request is granted at no cost.
- C. Rooms available for use at the downtown County Campus are outlined in the attached Schedule A. Other rooms and spaces may be available at other County facilities. Inquire with the managing department for availability and costs.
- D. The charging policy for the use of county campus facilities is as follows:

• County Departments	no charge
• Tenant agencies (District Court, DHS, etc.)	per lease/code
• Affiliated organizations (CJAAC, Jail working groups, etc.)	no charge
• Authorized agencies	no charge

- Other government & not-for-profit community groups per rate table (see Schedule B)

- E. All requests and scheduling for each facility will be with the department responsible for the appropriate facility. For all campus buildings and the county warehouse that department is Facility and Support Services (FSS). Bookings may be made by calling 563-326-8611 to book spaces and rooms managed by FSS.

For Jail facilities contact the Sheriff's Office- Jail Division at 563-326-8750. For Conservation and park facilities contact the Conservation Board at 563-328-3280.

- F. County Departments, Tenant Agencies and Affiliated organizations may request use of meeting rooms, for either recurring use or single events and meetings. Recurring events may be booked up to one year in advance. All other users are limited to one-time events and meetings. Rooms are available on a first come, first serve basis.
- G. The responsible department may limit the scheduling and use of facilities and rooms to ensure availability for county department or county sanctioned use if room availability becomes an issue.
- H. County facilities can also be used for purposes which are mandated by law.
- I. Candidates announcing for public office may use county facilities during normal working hours for such purposes, and their request shall be granted providing space is available.
- J. Facility & Support Services or the responsible department for said facility(s) reserve the right to cancel or rearrange conference room reservations and will notify the scheduling party as far in advance as practical.

COORDINATED ENTRY REQUIREMENTS

- A. The purpose of the Coordinated Entry Requirements is to provide a means to properly identify campus employees and to differentiate between staff and visitors to county facilities. The method of doing this shall be the current method in place by Facility and Support Services at the time. The underlying purpose of this provision is to enhance security and to better monitor entry into staff areas of County facilities.
- ~~B. All employees of County Departments and Tenant Agencies shall display county approved photo or law enforcement identification while on premises.~~
- ~~C.~~

~~—The approved photo identification method is issued by the Facility and Support Services Department. Cards should not be altered in any way, including but not limited to, covering the logo or approved photo ID picture, punching holes, etc. These cards remain the property of Scott County and should be returned to FSS at such time as the employee is no longer employed by the County or a tenant agency.~~

~~D.~~

~~Individuals issued an access/ID card shall immediately inform the Facility and Support Services Department and their supervisor if the card is not in their possession.~~

~~E.~~

~~Individuals shall not loan their card to another employee or individual to allow them access into restricted areas. An employee shall not allow another employee or individual to access the building on their swipe when the building is not open to the public. Additionally employees should not allow employees into an area during work hours on their swipe unless they know the individual's badge has access to the area~~

~~The building manager (see listing in Contractor Requirements below) may issue visitor passes to individuals with long term or recurring business in the facility.~~

~~F.~~

~~_____The building manager may waive the photo identification requirements where deemed appropriate.~~

COORDINATED CONTRACTOR REQUIREMENTS

A. The purpose of Coordinated Contractor Requirements is:

1. To ensure proper notification prior to any physical alteration to existing County structures, systems, equipment or building services.
2. Centralize coordination of cabling and infrastructure installation and modification to ensure uninterrupted, documented service to all building users.
3. To ensure long term communications systems integration and coordination between tenants' needs and County's future plans.
4. To make clear the concern for communications facilities security within the County buildings.
5. To properly account for and identify contractors working on-site in County facilities.

B. All new requests or changes to existing communications, cabling and utility infrastructure (including building utilities and services) must be requested in writing to the Director of Facility and Support Services.

- C. If the request involves laying/installation of new transmission medium, utility, distribution or infrastructure, a pictorial rendition of the existing and new pathways must also be submitted.
- D. Where appropriate, the Director of Facility and Support Services may, if approved, forward the request on to the Director of Information Technology. If the request is not approved the Director of FSS must return the request to the requestor within four weeks explaining why it wasn't approved.
- E. The Director of Facility and Support Services must verify that the request falls within the long term plans of the County's communications system.
 - a. This may necessitate discussions with the County Sheriff's Department, the Scott Emergency Communications Center, Information Technology Department or other departments or agencies to ensure the reliability and integrity of both the E911 emergency system and the County emergency radio communication system.
 - b. The IT Director shall determine that the requested changes will not impact the various computer networks and phone systems located on the premises.

~~F.~~ All physical communication equipment will be afforded the highest security

~~G.F.~~ _____to ensure continued uninterrupted operation.

~~H.G.~~ Contractors working within any building may be required to provide the necessary information on each worker that will be on site so that Scott County may perform a background check prior to performing work within the facility, This background check will be performed at no cost to the contractor.

~~I.H.~~ All contractors working on-site in county owned buildings are required to register with the building manager (see list below). Said contractor must accurately disclose their company name, the nature of their business/work and the anticipated duration. Other security measures may be required for entry into secure perimeters of the jail and jail annex. The building manager may issue a temporary identification badge that must be displayed at all times while on site. Failure to display proper identification will be cause for the building manager to stop the work (at no cost or liability to Scott County) until proper identification is displayed. Building managers are:

1. Campus Buildings -Facility and Support Services Dept.
2. Sheriff Patrol Headquarters- Facility and Support Services
~~Facility & Support Services Dept~~ Sheriff's Department

Draft for discussion purposes only

2. Juvenile Detention Center - ~~FSS and~~ Facility and Support Services
JDC Departments

3. Parks and Parks Buildings - Conservation Department

4. Jail Facilities - Facility and Support Services and Sheriff's Office,
Jail Division

5. Secondary Roads Buildings - Secondary Roads Dept.

J.I. While on-site, contractors may be required to adhere to tool retention and accountability requirements determined by the location of the work. This provision is especially critical in secure areas of jails and detention centers. Failure to adhere to this provision could result in serious security breaches and could impact the safety and security of those facilities.

K.J. ~~Department Heads within the building management departments listed above may waive the identification provisions of this policy if the circumstances warrant.~~

Use of County Owned Facilities - General Policy 14

Schedule A

Schedule of Available Scott County Campus Meeting Rooms

Large Rooms

Board Room - first floor Administrative Center; Convenient to main entrance, ample free parking; seats 80 theatre style; has mounted LCD projector; can be set-up classroom, table clusters or meeting style; built-in Board table at front; kitchenette at rear. This room is near the front door and can be separated from the rest of the building. After hours events must use this room unless special arrangements are made.

Conference Room 605 A/B Combined - 6th floor of the Administrative Center; ample free parking; seats 50-60 theatre style; has ~~two~~ mounted LCD projectors; room dividable into two small rooms (see below); can be set-up classroom, table clusters or meeting style ~~serving counter in adjacent area for catering, etc.;~~ vending nearby. This room has excellent views of downtown Davenport.

Conference Room 638 - 6th floor of Administrative Center; ample free parking; seats 18 - 20; has mounted LCD projector & TV/VCR; refreshments limited due to table and seating surfaces; vending nearby. This room is a very nice, professional executive style meeting space on an interior space with no windows.

Conference Room 258 - 2nd floor of the Courthouse; ample free parking; seats 25 theatre style; may also be set-up classroom and table clusters. This room is not available for after-hours events.

Courtrooms - several courtrooms in the Courthouse are available for special events only. Requests must be approved in advance by Facility and Support Services and Court Administration.

Small Rooms

Conference room 635- 6th floor of the Administrative Center: ample free parking; seats 6-8. Vending nearby.

Conference Room 636 - 6th floor of the Administrative Center: ample free parking; seats 6-8. Vending nearby.

Conference Room 637 - 6th floor of the Administrative Center; ample free parking; seats 6 - 8 ~~around mobile tables; ; serving counter in adjacent area for catering, etc.;~~ Vvending nearby.

Conference Room 605A or 605B - 6th floor of the Administrative Center; ample free parking; seats 10 - 35 theatre style; has mounted LCD projector; ; can be set-up classroom, table clusters or meeting style; ~~serving counter in adjacent area for catering, etc.;~~ vending nearby.

General Information

All rooms are served by nearby restrooms. Restrooms and meeting spaces are fully accessible. All rooms open during business hours (8-4:30p, M-F, excluding Board approved holidays) subject to availability. After hours events must be scheduled into Board Room unless other security arrangements are made. See Schedule B for reservation costs.

Use of County Owned Facilities - General Policy 14

Schedule B

Schedule of Charges and Booking Procedures Scott County Campus Meeting Rooms

Use Charges

All hourly charges are minimum one hour charge.

Rooms -

Small Meeting Rooms	\$10 first hour \$5 per hour for additional
Large Meeting Rooms	\$20 first hour \$10 per hour for additional
Special Set-up other than standard set-ups	\$50 flat charge

Additional Charges -

Facility Staff (required <u>Required</u> for after-hours bookings)	\$30 per hour
Security Staff (required <u>Required</u> for large events, special needs)	Contract with Sheriff's Office
Clean-up Charge (trash <u>Trash</u> not in cans, carpet stains, etc.)	_____\$40 small room \$75 large room

Booking Procedures

Internal Customers -

Rooms can be reserved via Sixth Floor reception desk (x8611). We encourage the use of standard set-ups only. 24 hour notice required for room set-ups.

External Customers -

Rooms may be reserved by contacting the Facility and Support Services Department at (563)326-8611. ~~Standard room set-up diagrams are available via fax or mail.~~ 24 hour notice required for standard room set-ups; 48 hour notice for non-standard set-up; 72 hour notice for after-hours. Room charges are net 30 days after event date.

45. Key and Access Card Control

POLICY

It is the policy of Scott County to integrate the best practices of safety and security by limiting and tightly controlling the number of keys and access cards issued for Scott County facilities and by issuing keys and access cards in a manner that prevents unauthorized access to Scott County facilities, enhances cost control, integrates personal accountability for keys and access cards, and provides a safe working environment for employees.

SCOPE

This policy is applicable to all offices and departments within Scott County or those offices located in Scott County facilities, including component or authorized agencies which utilize Scott County for their keying and access cards, and all vendors or contractors working for Scott County. It applies to all facilities owned, leased, or otherwise occupied by Scott County.

REQUESTS FOR KEY ISSUANCE

Keys and access cards will be issued to employees of departments or offices located at Scott County facilities. All keys and access cards will be issued by Scott County Facility and Support Services. The recipient will be required to complete the appropriate acknowledgment forms required for key and access card issuance. As a general policy, keys will not be issued to an individual for an area that can be accessed via the card access system. In the event that an employee bypasses the access control card system and utilizes a key at that location, that employee may be subject to disciplinary action.

If there is a need for a contractor or vendor, doing business in a county facility to be issued a key or access card, that request must be approved by the Director of Facility and Support Services or their designee.

Scott County may issue keys or access cards for component or authorized agencies as mutually agreed upon by each party.

- A. KEY REQUESTS** - All requests for keys must be submitted through the work ticketing system. This allows for review of submitted requests, assignment of requests, and documenting on whose authority a key was issued.

- a. Individual or Operational door keys - These keys will typically open only one door. The request must be initiated by an employee's supervisor, Elected Official or Department Head.
- b. Department sub-master keys - These keys will typically open many doors in a department assigned to the same key sequence. The request must be initiated by an employee's Elected Official or Department Head.
- c. Master Key - These keys will typically open all doors within a facility. It is the practice of Scott County to limit the number of master keys that are placed into distribution. A master key request must have a proven business need, will not be issued for convenience purposes, and will require the approval of the Director of Facility and Support Services. Master keys are not to be placed on individual's personal key rings and shall not leave the work place. Master keys need to be accounted for at all due to the increased risk associated with their issuance.
- d. Grand Master - Scott County will not issue grand master keys.

B. ACCESS CARD REQUESTS

- a. County employees or tenants working in county buildings - requests will be entered into the work ticketing system by FSS staff after the photo for the card has been taken. Employees must note on the photo ID sheet which supervisor is requesting the access card be issued.
- b. Component or authorized agencies - may submit requests via the work ticketing system or via email as mutually agreed upon.
- c. Vendors - requests for access cards for vendors must be submitted through the work ticketing system by the requesting department. Requests must demonstrate a business need rather than a convenience request. These requests must contain the following information:
 - 1. Confirmation from the Sheriff's office that the proposed recipient has passed a background check
 - 2. The name of the individual to be issued an access card
 - 3. The company name that the individual works for
 - 4. Building(s) and access levels being requested for the individual

C. ADDITIONAL REQUIREMENTS RELATED TO ACCESS CARDS

- a. The official photograph displayed on an access control card shall be taken or approved by Scott County Facility and Support Services. Facility and Support Services may waive the photo identification requirements where deemed appropriate.
- b. Access cards shall not be altered in any way including changing or covering photos or names displayed on the cards.
- c. Access cards shall be worn and displayed prominently when on site in a County owned, leased or otherwise occupied Scott County Facility.
- d. Access levels are determined by Facility and Support Services in conjunction with the Elected Official or Department head. Change in access requests should be submitted through the work ticketing system, which allows for review of submitted requests, assignment of requests, and documenting on whose authority change in access was made.

At NO time should an access cards be loaned to another individual or used by any person including co-workers, other than to whom the card is assigned. An employee shall not allow another employee or individual to access the building on their swipe when a building is not open to the public. Additionally, employees should not allow access into an area on their swipe unless they know for certain that the individual is still an active employee and that that the individual has badge access into the area in question at the time of entry.

From time to time there may be requests for access that fall outside the groups above, those will be evaluated on a case by case basis by the Facility and Support Services Director.

FEES

A. KEY FEES

If an assigned key(s) is lost or stolen a police report must be filed. A \$25.00 fee will be assessed for each lost key. Prior to a replacement key being cut, the key holder will be required to provide a copy of the police report and the \$25.00 replacement fee. A lost or stolen key not needing to be replaced will still be subject to the \$25.00 lost key fee. Employees should not loan their assigned key to other any other person, including co-workers.

- a. County employees - Keys will be issued without charge to staff members to whom the key(s) is assigned. Keys are issued with the expectation that they are necessary to perform job duties and that the user will return all keys at the completion of their need to possess them.
- b. Tenant, component, or authorized agency employees - initial key cost is billed to the appropriate agency rather than the individual employee.
- c. Contractors - Construction projects or repairs of Scott County facilities which require the issuance of a key to a contractor must be approved by the Director of Facility and Support Services, or their designee. Prior to receiving keys, a release must be signed by the contractor agreeing to deduct the replacement cost from their fee if a key is lost. Keys must be returned to Facility and Support Services Management as soon the work is complete or at the end of the duration of the project with prior approval from the Facility and Support Services Director.
- d. Vendors - Businesses that service equipment in County facilities which likely involves the need for 24/7/365 access to the facility for troubleshooting and equipment repair needs or a vendor that routinely provides services, requiring access to the facility outside of regular business hours may be issued an access card. Requests for the issuance of an access card must be approved by the Director of Facility and Support Services, or their designee.

B. ACCESS CARD FEES

If an access report is lost or stolen, it must be reported to the Facility and Support Services Director immediately.

- a. County Employees - initial access card is issued at no cost to the employee. Subsequent replacements due to cards being lost, stolen, or damaged due to neglect will be assessed to the card holder based on the fee schedule below.
- b. Tenant, component, or authorized agency employees - initial access card cost is billed to the appropriate agency rather than the individual employee. Subsequent replacements due to cards being lost, stolen, or damaged due to neglect will be assessed to the card holder based on the fee schedule below.

- c. Contractors - initial access card is issued at no cost to the contractor. Subsequent replacements due to cards being lost, stolen, or damaged due to neglect will be assessed to the card holder based on the fee schedule below. General Contractor will assist with collection if necessary and if, necessary, outstanding fees will be deducted from final pay application.
- d. Vendors - initial access card is issued at no cost to the vendor. Subsequent replacements due to cards being lost, stolen, or damaged due to neglect will be assessed to the card holder based on the fee schedule below.

1. Replacement cards 1-3	10.00 each card
2. Replacement cards 4-6	20.00 each card
3. Replacement cards 7 and up	40.00 each card

KEY DUPLICATION

Scott County utilizes a proprietary keying system for individual, operational, sub-master and master keys. Keys are unable to be duplicated except by Facility and Support Services staff. Any attempt to duplicate a key without the appropriate authorization will result in disciplinary action up to and including termination.

LOST, STOLEN OR DAMAGED KEYS OR ACCESS CARDS

A. KEYS

Because of the security issues caused by lost or stolen keys, and the associated costs of rekeying a specific area or building having the potential to exceed \$100,000.00, lost or stolen keys require a police report and should also be reported to the Director of Facility and Support Services immediately. A copy of the police report and replacement key fee will be required prior to the issuance of a replacement key.

B. ACCESS CARDS

Lost or stolen access cards create a security risk as well. Lost or stolen access cards must be reported to an employee's supervisor and the Director of Facility and Support Services immediately.

C. BROKEN OR DAMAGED KEYS OR ACCESS CONTROL CARDS

If a broken or damaged key or access card is being replaced, all pieces of the key or access card must be turned in prior to a replacement being issued. There is no charge for a replacement when this procedure is followed.

LOCK REPLACEMENT

Certain lost or stolen keys may necessitate the change of all cores in an area or an entire building. This will be evaluated on a case by case basis. Evaluation includes but is not limited to the following criteria:

- A. Vulnerability (range of affected area by key loss)
- B. Possibility of loss to highly valued property
- C. Loss of several keys to the same area of a period of time
- D. Area has a high level of security and limited access
- E. Risk of personal injury to an employee

If a key lost by a contractor necessitates lock replacement, the contractor will be subject to an offsetting charge to their fee. This information will be included on the form that the contractor signs when they receive a key.

EMPLOYMENT TRANSFER, RETIREMENT, RESIGNATION OR TERMINATION

All keys issued must be returned to Facility and Support Services Management upon transfer, retirement, resignation or termination of employment. Facilities will check the keys back in and reissue keys to a new employee. Keys shall not be transferred from one employee to another by the department. As keys are property assigned to individual employees, the failure to return a key will be deducted from the employee's final paycheck.

KEY AUDIT

An inventory of keys will be conducted semi-annually by Facility and Support Services on even years. Any discrepancies must be noted and if a key has been lost or stolen a police report must be filed and the lost key fee collected.

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

October 1, 2020

APPROVING CHANGES TO VARIOUS GENERAL AND HUMAN RESOURCES POLICIES

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

Section 1. Human Resources Policy D "Classification & Compensation" updates the policy to address the anniversary date of a temporary staff member to a part-time or full-time position.

Section 2. Human Resources Policy W "Emergency Closure of County Buildings" is a new policy which addresses the unforeseen closure of countywide buildings.

Section 3. General Policy 14 "Use of County Owned Facilities" provides some clarification and removes language that has been moved to the new policy 45 regarding Key & Access Control.

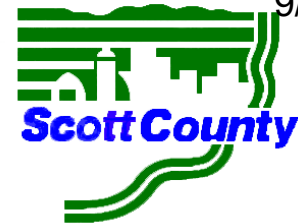
Section 4. General Policy 45 "Key and Access Control" is a new policy that addresses the issuance and replacement of keys and access cards for county buildings or those of agencies we serve.

Section 5. This resolution shall take effect immediately.

MIKE FENNELLY
SCOTT COUNTY TREASURER

600 W 4th Street
Davenport, Iowa 52801-1003

www.scottcountyiowa.gov
www.iowatreasurers.org



Item #8

9/29/20

MOTOR VEHICLE DIVISION

Scott County Administrative Center (563) 326-8664

PROPERTY TAX DIVISION

Scott County Administrative Center (563) 326-8670

COUNTY GENERAL STORE

902 West Kimberly Road, Suite 6D
Davenport, Iowa 52806
(563) 386-AUTO (2886)

To: Scott County Board of Supervisors
FROM: Mike Fennelly, Scott County Treasurer
Subject: Request to fill Multi-Service Clerk
Date: September 23, 2020

I am requesting to fill the 1 FTE multi-service clerk position that was approved for FY21 budget, but was delayed due to COVID.

The treasurer's office has continued to function during COVID at both locations with limited staffing and opened to customers by appointment only June 8th. We are bombarded with phone calls to help customers with our new normal. We have worked with IT to help manage the high volume of calls and to date we are not operating at a service level we expect and our customers deserve.

I respectfully request to fill this position as soon as possible.

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

October 1, 2020

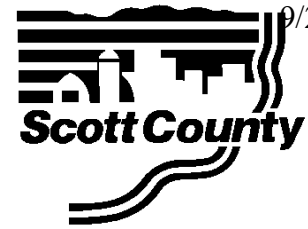
APPROVAL OF THE TABLE OF ORGANIZATION CHANGES TO THE TREASURER'S OFFICE AS DISCUSSED DURING THE FISCAL YEAR 2021 BUDGET REVIEW PROCESS

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

- Section 1. That the table of organization for the Treasurer's Office be
increased by 1.0 FTE multi-service clerk from 17.0 to 18.0.
- Section 2. This resolution shall take effect immediately.

Community Services Department

600 W. 4th St.
Davenport, Iowa 52801



Item #9

9/29/20

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

September 21, 2020

To: Mahesh Sharma, County Administrator

From: Lori A. Elam, Community Services Director

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:

Norma Adams
5905 Lorton Avenue
Davenport, IA 52807

Suspend: The 2019 property taxes, due September 2020 and March 2021 in the amount of \$5,761.00 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

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

October 1, 2020

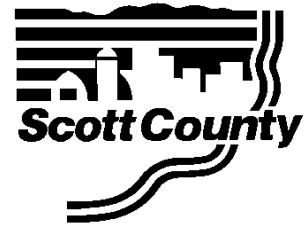
**SUSPENDING THE 2019 PROPERTY TAXES, DUE SEPTEMBER 2020 AND MARCH 2021 FOR
NORMA ADAMS, 5905 LORTON AVENUE, DAVENPORT, IOWA, IN THE AMOUNT OF \$5,761.00
INCLUDING INTEREST.**

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

- Section 1. The 2019 property taxes, due September 2020 and March 2021 for Norma Adams, 5905 Lorton Avenue, Davenport, Iowa, in the amount of \$5,761.00 including interest are hereby suspended.
- Section 2. The County Treasurer is hereby requested to suspend the collection of the above stated taxes and utility fees 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. 4th St.
Davenport, Iowa 52801



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

September 21, 2020

To: Mahesh Sharma, County Administrator

From: Lori A. Elam, Community Services Director

Re: Approval of Tax Suspension Request

This is a request for approval of a property tax suspension as presented.

As you are aware, tax suspensions may be directed by the Department of Human Services if the taxpayer is receiving specific assistance from that Department. In these directed suspensions, the suspension remains in effect as long as the person continues to own the property and receive the specified assistance from the Department of Human Services.

Additionally, under the Board of Supervisors policy, taxpayers may apply for suspension based on financial criteria. These are considered requested suspensions and are for the period only of the tax year and relates to the amounts owed at the time of the suspension. Persons may, of course, reapply each year if they continue to meet the eligibility criteria.

Directed Tax Suspension:

Thelma Bowers
24699 Valley Drive
Pleasant Valley, IA 52767

Suspend: 2019 property taxes due in September 2020 and March 2021 in the amount of \$550.00 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

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

October 1, 2020

**SUSPENDING THE 2019 PROPERTY TAXES FOR THELMA BOWERS, 24699 VALLEY DRIVE,
PLEASANT VALLEY, IOWA, IN THE AMOUNT OF \$550.00 INCLUDING INTEREST.**

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

- Section 1. That Scott County has been directed by the Iowa Department of Human Services to suspend the collection of the 2019 property taxes for Thelma Bowers, 24699 Valley Drive, Pleasant Valley, Iowa, in the amount of \$550.00 including interest are hereby suspended.
- Section 2. That the collection of all property taxes assessed against the parcel at 24699 Valley Drive, Pleasant Valley, Iowa remaining unpaid shall be suspended for such time as Thelma Bowers remains the owner of such property, and during the period she receives assistance as described in Iowa Code Section 427.9.
- Section 3. That the County Treasurer is hereby directed to suspend collection of the above stated taxes thereby establishing a lien on said property as required by law, with future collection to include statutory interest.
- Section 4. This resolution shall take effect immediately.

Community Services Department

600 W. 4th St.
Davenport, Iowa 52801



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

September 21, 2020

To: Mahesh Sharma, County Administrator

From: Lori A. Elam, Community Services Director

Re: Approval of Tax Suspension Request

This is a request for approval of a property tax suspension as presented.

As you are aware, tax suspensions may be directed by the Department of Human Services if the taxpayer is receiving specific assistance from that Department. In these directed suspensions, the suspension remains in effect as long as the person continues to own the property and receive the specified assistance from the Department of Human Services.

Additionally, under the Board of Supervisors policy, taxpayers may apply for suspension based on financial criteria. These are considered requested suspensions and are for the period only of the tax year and relates to the amounts owed at the time of the suspension. Persons may, of course, reapply each year if they continue to meet the eligibility criteria.

Directed Tax Suspension:

Dale Dammann
209 North Buttermilk Road
Eldridge, IA 52746

Suspend: 2019 property taxes due in September 2020 and March 2021 in the amount of \$2,464.00 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

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

October 1, 2020

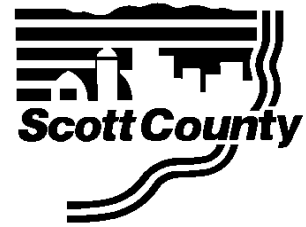
SUSPENDING THE 2019 PROPERTY TAXES FOR DALE DAMMANN, 209 NORTH BUTTERMILK ROAD, ELDRIDGE, IOWA, IN THE AMOUNT OF \$2,464.00 INCLUDING INTEREST.

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

- Section 1. That Scott County has been directed by the Iowa Department of Human Services to suspend the collection of the 2019 property taxes for Dale Dammann, 209 North Buttermilk Road, Eldridge, Iowa, in the amount of \$2,464.00 including interest are hereby suspended.
- Section 2. That the collection of all property taxes assessed against the parcel at 209 North Buttermilk, Eldridge, Iowa remaining unpaid shall be suspended for such time as Dale Dammann remains the owner of such property, and during the period he receives assistance as described in Iowa Code Section 427.9.
- Section 3. That the County Treasurer is hereby directed to suspend collection of the above stated taxes thereby establishing a lien on said property as required by law, with future collection to include statutory interest.
- Section 4. This resolution shall take effect immediately.

Community Services Department

600 West 4th Street
Davenport, Iowa 52801



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

September 21, 2020

To: Mahesh Sharma, County Administrator

From: Lori A. Elam, Community Services Director

Re: Approval of Tax Suspension Request

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

REQUESTED TAX SUSPENSION:

Connie Martens

4240 Telegraph Road

Davenport, IA 52804

Suspend: The 2019 property taxes due in September 2020 and March 2021 in the amount of \$2,084.00 including interest.

The applications meet the Board Suspension Policy requirements. It is recommended that the Board suspend the 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

SCOTT COUNTY AUDITOR

RESOLUTION

SCOTT COUNTY BOARD OF SUPERVISORS

October 1, 2020

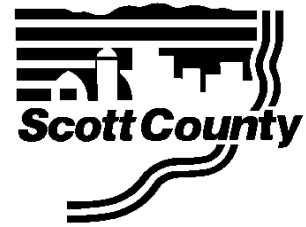
**SUSPENDING THE 2019 PROPERTY TAXES DUE IN SEPTEMBER 2020 AND MARCH 2021 FOR
CONNIE MARTENS, 4240 TELEGRAPH ROAD, DAVENPORT, IOWA, IN THE AMOUNT OF \$2,084.00
INCLUDING INTEREST.**

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

- Section 1. The 2019 property taxes, due in September 2020 and March 2021 for Connie Martens, 4240 Telegraph Road, Davenport, Iowa, in the amount of \$2,084.00 including interest are hereby suspended.
- Section 2. The County Treasurer is hereby directed 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 West 4th Street
Davenport, Iowa 52801



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

September 21, 2020

To: Mahesh Sharma, County Administrator

From: Lori A. Elam, Community Services Director

Re: Approval of Tax Suspension Request

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

REQUESTED TAX SUSPENSION:

Sarah Mills
3604 Fair Avenue
Davenport, IA 52806

Suspend: The 2019 property taxes due in September 2020 and March 2021 in the amount of \$2,575.00 including interest.

The applications meet the Board Suspension Policy requirements. It is recommended that the Board suspend the 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

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

October 1, 2020

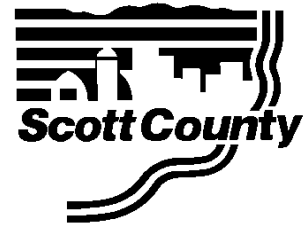
SUSPENDING THE 2019 PROPERTY TAXES DUE IN SEPTEMBER 2020 AND MARCH 2021 FOR SARAH MILLS, 3604 FAIR AVENUE, DAVENPORT, IOWA, IN THE AMOUNT OF \$2,575.00 INCLUDING INTEREST.

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

- Section 1. The 2019 property taxes due in September 2020 and March 2021 for Sarah Mills, 3604 Fair Avenue, Davenport, Iowa, in the amount of \$2,575.00 including interest are hereby suspended.
- Section 2. The County Treasurer is hereby directed 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. 4th St.
Davenport, Iowa 52801



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

September 21, 2020

To: Mahesh Sharma, County Administrator

From: Lori A. Elam, Community Services Director

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:

Marie Stratton
620 North Utah Avenue
Davenport, IA 52804

Suspend: 2019 property taxes due September 2020 and March 2021 in the amount of \$2,196.00 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

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

October 1, 2020

**SUSPENDING THE 2019 PROPERTY TAXES, DUE SEPTEMBER 2020 AND MARCH 2021 FOR
MARIE STRATTON, 620 UTAH AVENUE, DAVENPORT, IOWA, IN THE AMOUNT OF \$2,198.00
INCLUDING INTERST.**

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

- Section 1. The 2019 property taxes, due September 2020 and March 2021 for Marie Stratton, 620 Utah Avenue, Davenport, Iowa, in the amount of \$2,198.00 including interest are hereby suspended.
- Section 2. The County Treasurer is hereby requested to suspend the collection of the above stated taxes and utility fees 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.

**SCOTT COUNTY JUVENILE DETENTION
AND DIVERSION PROGRAMS**

500 West 4th Street
Davenport, Iowa 52801
Ph: (563) 326-8687 Fax: (563) 328-3207
www.scottcountyiowa.com
E-Mail: jkaiser@scottcountyiowa.com



MEMORANDUM

Date: 09/21/2020

To: Mahesh Sharma, County Administrator; Scott County Board of Supervisors

RE: Scott County Juvenile Programs Task Force Analysis and Recommendations

Detainment History

In the past few years the number of juveniles ordered for detainment has increased dramatically. The average daily population of adult waiver juveniles and juveniles referred from juvenile court has increased from a total of nine (9) juveniles per day in October 2015 to over twenty (20) juveniles per day in August of 2020. The total number of juveniles being detained peaked in Fiscal Year 2019, when an average of thirty- four (34) juveniles per day were detained, combined in Jail and Juvenile Detention.

Today the law allows for adult waiver juveniles to be detained in jail and juveniles referred from juvenile court are held in juvenile detention. However, as of December 2021 the J.J.D.P.A. (Juvenile Justice Delinquency Prevention Act) states that all juveniles will be held in juvenile detention unless a district court judge finds that a particular adult waiver juvenile cannot safely be held there. This will cause an enormous strain on Scott County Juvenile Detention Center, as it is currently only licensed for 18 beds.

Task Force

In addition to the need for detention bed space, it was determined that treatment programs were needed as well, to ultimately reduce detention population. A task force was directed to analyze juvenile programs in Scott County specifically designed to treat juveniles and reduce delinquent activities. Several local juvenile justice leaders were asked to participate on the task force due to their knowledge and experience, each providing perspective from their own area of expertise. Those that participated in meetings and discussions were: Dave Tristan, Supervisor at Scott County Juvenile Court Services; Nicole Mann, Director at Scott County Kids; Stephanie Hernandez, Director of Juvenile Justice Programs at Family Resources; and Jake Klipsch, Program Director of School Climate Transformation at Davenport Community School District.

Process

The task force's initial step was to brainstorm and list all juvenile programs in the area designed to treat at-risk or system involved youth (attached). Once the list of programs was created, the task force set out to determine "service gaps" in the area to address what needs exist. To do so, we sent the list to Kathy Nesteby, Executive officer from the State of Iowa's Division of Criminal and Juvenile Justice Planning Office. She categorized all programs and provided a basic analysis using the research Standard

Program Evaluation Protocol (SPEP), research-based guidelines for juvenile Justice Programs (attached). After reviewing the analysis, the Task force then was asked to make recommendations for what programs the community would benefit from most.

Recommendations

According to the analysis and corresponding research, programs that incorporate Cognitive Behavioral Therapy are the most effective at reducing recidivism. However, there are only two programs in this area which provide this type of treatment. For that reason, the Task Force recommends the implementation of another Cognitive Behavioral Therapy program. This can be accomplished inside the detention center as well as in the community with the addition of a Therapist trained in one of four CBT curriculums (Aggression Replacement Training, Promoting Alternative Thinking Strategies, Trauma Focused CBT, or Power Source). The therapist could also provide Group Counseling in one of the research –based models provided in the analysis. Group Counseling is the second most effective type of program at reducing recidivism and currently no programs in the area provide Group Counseling.

In addition to therapy services, the Task Force recommends Scott County aid and partner with local governments and private providers to implement a Juvenile Assessment Center. The service gap analysis showed that many services are available in this area for juveniles and families, but at times families lack access to those services for a variety of reasons. A Juvenile Assessment Center would provide accurate, comprehensive assessments for every youth referred as well as “warm hand-offs” to the appropriate provider in the area, to ensure each youth would get the right service at the right time. Other services recommended were expanding current restorative justice and diversion efforts.

Financial Impacts

For therapy services, the Task Force recommends the County issue a Request for Proposals from local service providers. The estimated costs for 10 hours of cognitive behavioral therapy and 10 hours of group counseling each week, would be approximately \$50,000 per year.

Juvenile Assessment Center Impact would be a matching dollar contribution with local governments and private providers. This would need to be negotiated with other entities. The estimated cost to be a primary partner would be \$200,000-\$300,000 per year.

Expanding current restorative justice and diversion efforts would have nominal financial impacts as expenses are reimbursed through a contract with Scott County Decategorization.

Jeremy Kaiser, Director
Scott County Juvenile Detention and Diversion Programs

Scott County Community-Based Services Gap Analysis

This is a basic analysis using the research behind the SPEP, *Research-Based Guidelines for Juvenile Justice Programs* by James Howell of The Comprehensive Strategy Group and Mark Lipsey of the Peabody Research Institute at Vanderbilt University.

SPEP Service Type	Scott Co. Service	# of this type
Cognitive-behavioral therapy	ART in Young Women's Leadership Program Dialectical Behavioral Therapy & Cognitive Behavioral Therapy - Family Resources	2
Group counseling		0
Mentoring	Y Achievers Engaging Males Check and Connect - Davenport CSD	3
Behavioral contracting; contingency management	PBIS - multiple schools	1
Family counseling	FFT MST BHIS	3
Family crisis counseling	Crisis Mobile Response	1
Mixed counseling		0
Social skills training	"Lifeskills" in Educ. & Youth Empowerment "Socialization" in Young Women's Leadership Placement Diversion Program	3
Challenge programs		0
Mediation	Auto Theft Accountability	1
Restitution; community service	Restitution/CS in JCS CS in Educ & Youth Empowerment Program	2
Remedial academic program	Tutoring in Educ. & Youth Empowerment	1
Individual counseling	MST BHIS Eye Movement Desensitization and Reprocessing (EMDR) - Family Resources Survivors of Homicide	4
Job-related training	Education & Youth Empowerment	1

The 14 service types listed above are those included in the SPEP. They are grouped (five groups) in descending order of likelihood to reduce recidivism.

Surveillance*	Tracking & Monitoring - Families Inc. In-home Detention - Scott Co. JDC Electronic monitoring - Scott Co. JDC School Liaisons - multiple schools	4
---------------	---	---

*Not SPEP eligible. Minimal impact on recidivism in the research.

Educational*	Shoplifting Diversion Program Substance Abuse Diversion Class Scott Co. Diversion Program	3
--------------	---	---

*Not SPEP eligible. No impact on recidivism in the research.

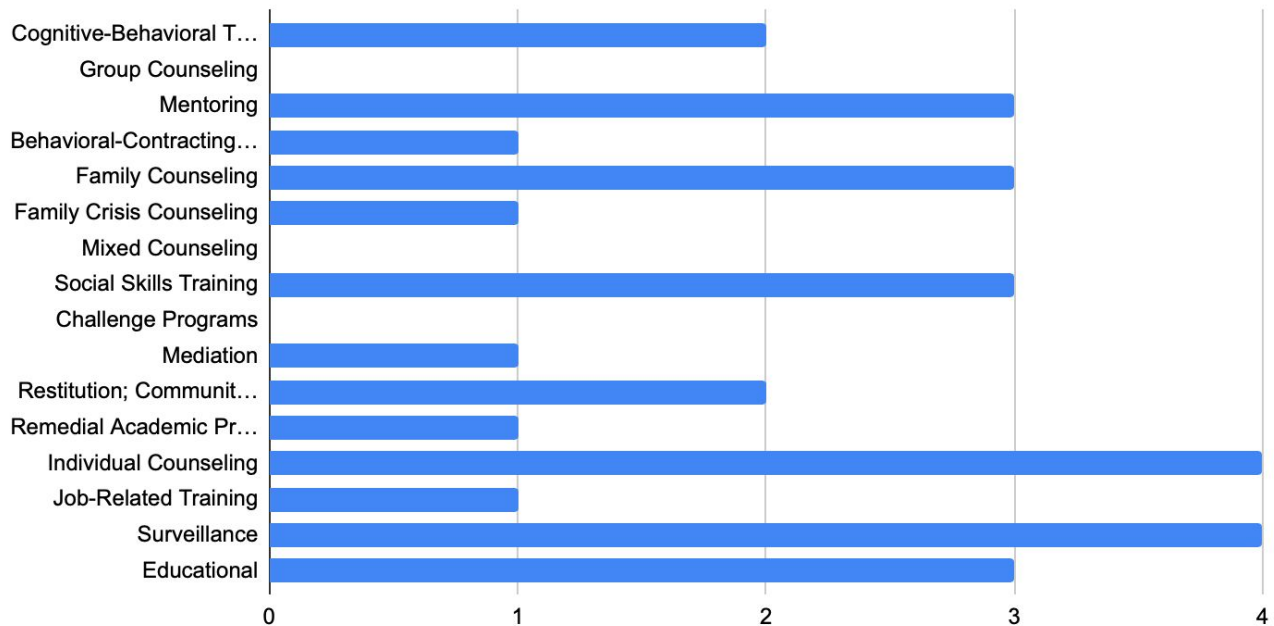
Other Services*	STAR Foster Care Training YTDMs Family Advocate - SC Kids Food pantry & basketball - Friendly House After school Programs - Fairmount Pines Survivors of Homicide Breaking Traffick Family Engagement - multiple schools Integrated Health Homes Beyond the Baseline	10
-----------------	---	----

* Other services may have value aside from a likelihood to reduce recidivism.

There are a number of other factors that, of course, need to be taken into consideration regarding the sorts of gaps that may exist within Scott County. The size of the population in need of services, their risk levels, their indicated needs, the capacity of the community to adequately meet those needs, available funding, etc.

This analysis is based primarily on volume and likelihood of recidivism reduction.

This chart puts the first three out of four tables above together to show the volume in each group side by side. They continue to be listed in descending order of likelihood to reduce recidivism with the addition of the non-SPEP categories. “Other Services” are not included.



- Cognitive-Behavioral Therapy yields the largest potential impact on reducing recidivism. Dialectical Behavioral Therapy is a form of CBT and while both are offered by Family Resources they are counted as one above.
- Group Counseling similarly has a high potential to impact recidivism and none exist in Scott Co. Having a large enough number of youth at one time to have and sustain a groups is often a barrier to group counseling programs.
- While the Behavioral-Contracting/Contingency Management service above (i.e. PBIS) is school-based, it is most often used in residential settings and is less likely to be operationalized in a community-based setting. If it is used, research indicates that the presence of incentives should be four times greater than consequences to elicit the best results.
- MST and BHIS were not included as Mixed Counseling, but potentially meet that definition. Mixed Counseling is the intentional use of more than one type of counseling (e.g. family as well as individual counseling).
- Social Skills Training is a service type that is dominant across the state. Scott Co. shows more balance.
- Surveillance types of services do have a positive impact on recidivism, it is simply less than the 14 therapeutically oriented SPEP services listed above it.

The above services were categorized to the best of my ability based on the available information.

The below services were not included in the analysis.

Not included	Why	4
Scott Co. Juvenile Court Diversion Program	from description is a planning effort rather than a service directly to kids	
Judges Funds, SC Kids	funding source rather than a service	
"Funding", SC Kids	funding source rather than a service	
Emergency Shelter	didn't include as it is residential setting and may have multiple services	

Services/Models that could be used to fill the above gaps

CBT

Aggression Replacement Training
Promoting Alternative Thinking Strategies
Trauma-focused CBT
Power Source

Group Counseling

Girls Circle/Boys Council
SNAP Girls
Modular Approach to Therapy for Children with Anxiety, Depression, Trauma and Conduct Problems

All of the above services are rated Effective or Promising in the [OJJDP Model Program Guide](#) and/or have their own evidence base. They are not the only ones that fit these two categories. Local needs of youth and capacity of service providers, etc. would have to be taken into consideration to determine which models would be best to incorporate into the local service array.

Prepared by
Kathy Nesteby
Executive Officer
Division of Criminal and Juvenile Justice Planning

COMMUNITY BASED SERVICES FOR AT-RISK JUVENILES IN SCOTT COUNTY

Provider Name	Program Name	Service Name	General Service Description	Street Address
Four Oaks	STAR Program	Family Foster Care Training	STAR program was developed due to JCS	Kirkwood Blvd SW
Families Inc.	Intensive Supervision	Monitoring, Individual	Intensive supervision of high risk clients in the	233 S. 2nd St.
Families Inc.	Placement Diversion Program		In all 7 th District Counties this program is	233 S. 2nd St.
Juvenile Detention Center	In-Home Detention	In-Home Detention	Client is restricted to home, school or work	500 W. 4th Street
Juvenile Detention Center	Enhanced In-Home Detention	Electronic Monitoring	Utilizing electronic monitoring: Real time	500 W. 4th Street
Bettendorf CSD	School Liaisons	School Liaisons	In Scott County there are fifteen school	PO Box 1150
Juvenile Court Services	Restitution	Restitution	A juvenile who owes restitution performs community service work and is paid	West 4th
Juvenile Court Services	Community Service	Community Service	Nearly all juveniles under supervision are assigned community service. The preference	West 4th
Families Inc.	Functional Family Therapy	Functional Family Therapy	FFT is an empirically grounded, well-documented and highly successful family	233 S. 2nd St.
Safer Foundation	Education-Youth Empowerment Program	Tutoring/class work	This is a six week program in Scott County. Older juveniles receive tutoring and	1702 N Main St JB Young Opportunity Center
Safer Foundation	Empowerment Program	life skills training	This is a six week program in Scott	JB Young Opportunity
Safer Foundation	Empowerment Program	Community service projects	This is a six week program in Scott	JB Young Opportunity
Safer Foundation	Empowerment Program	Career Coach	This is a six week program in Scott	JB Young Opportunity
JCS/Davenport PD - who is primary?	Shoplifting Diversion Program	Education/Information	Staffed by Juvenile Court Services and the	400 West 4th Street
Juvenile Court Services	Court Diversion Program	service or is this more of a planning	This is a collaborative effort between the	400 West 4th Street
Juvenile Court Services	Young Women's Leadership Group	Corrective Thinking	This is an off shoot of the Scott County	400 West 4th Street
Eastern Iowa Community College	Substance Abuse Diversion	Substance Abuse Prevention class	First time offenders for PULA, Possession of Marijuana or Possession	

INFORMATION TECHNOLOGY
400 West Fourth Street
Davenport, Iowa 52801-1104

Ph: (563) 328-4100 Fax: (563) 326-8669
www.scottcountyiowa.com



September 22, 2020

To: Mahesh Sharma, County Administrator
From: Matt Hirst, Information Technology Director
Subject: Purchase of Server and Storage Maintenance and Support

Hewlett-Packard (HP) server and storage maintenance and support is due for renewal. The servers and storage equipment maintained by this contract run all servers for Scott County and SECC.

The bid summary from HP is as follows:

<u>HP Server and Storage Maintenance</u>	<u>Total</u>
- Storage Support	\$ 48,370.24
- Server Support	\$ 18,571.68
Total	\$ 66,941.92

It is recommended that the Board approve the bid from HP in the amount of \$66,941.92 for one year of maintenance and support.

The HP proposal provides Information Technology the ability to obtain the latest updates and patches to the firmware and software as well support 24x7. The contract also provides replacement of failed hardware. The result is a more functional and dependable computing environment.

Budget dollars are available in the Information Technology Department and SECC operational budgets to fund the cost of this contract. SECC will fund twenty-five (25) percent, \$16,736.48, of this yearly operational maintenance cost as detailed to and approved by the Board in October, 2015 .

Cc: Dave Donovan, SECC Director
Sam Samara, IT Network Infrastructure Manager

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 SUPERVISOR

October 1, 2020

A RESOLUTION APPROVING PURCHASE OF SERVER AND STORAGE MAINTENANCE AND SUPPORT

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

Section 1. A joint purchase with SECC of Hewlett-Packard server and storage maintenance and support for one year with a total cost of \$66,941.92 and Scott County cost of \$50,206.44 is hereby approved.

Section 2. This resolution shall take effect immediately.

MIKE FENNELLY
SCOTT COUNTY TREASURER

600 W 4th Street
Davenport, Iowa 52801-1003

www.scottcountyiowa.gov
www.iowatreasurers.org



Item #12
9/29/20

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

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

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

To: Scott County Board of Supervisors

From: MikeFennelly, Scott County Treasurer

Subject: Request to abate taxes

Date: September 22, 2020

The City of Davenport has requested the abatement of taxes for the following parcels:

Parcel	Address	Amount
L0017A01D	Lot 33 Levee Improvement Comm	\$ 1,830.00
F0018-01	1222 Le Claire St	\$ 56.00
G0035-41	1006 Warren St (2015)	\$ 614.00
G0035-41	1006 Warren St (2017)	\$ 327.00
G0035-41	1006 Warren St (2019)	\$ 648.00
L0009-19C	102 E 2 nd St	\$ 12,870.00
L0009-20	108 E 2 nd St	\$ 5,180.00
L0009-21	110 E 2 nd St	\$ 5,022.00
L0021-01	401 W River Dr	\$ 36,958.00
L0022-02	102 S Harrison St	\$ 2,654.00
P1301-15G	4210 Brady St	\$ 2,862.75
X3501-02D	8991 Division St	\$ 33,840.00
Total		\$ 102,861.75

Attached is the requests from the City of Davenport.

I am requesting these abatements of the identified taxes pursuant to statute 445.63.

SCOTT COUNTY TREASURER
MIKE FENNELLY
600 W 4TH ST
DAVENPORT, IA 52801-1003
(563) 326-8670

PAY ONLINE AT
www.iowatreasurers.org



28619*118**G50**0.9525**1/2*****AUTO5-DIGIT 52801
DAVENPORT AIRPORT COMMISSION
ATTN: FINANCE DIRECTOR
226 W 4TH ST
DAVENPORT IA 52801-1308



2019 PROPERTY TAX STATEMENT

SCOTT COUNTY TREASURER

Parcel Number: X3501-02D

Tax District: DAN

DAVENPORT NORTH SCOTT

Property Address: 8991 DIVISION ST

Acres: 0.000

Class: C

Legal Description: Sec:27 Twp:79 Rng:03 SE/4 27-79-3; PRT SW
26-79-3; NE/4 34-79-3; & NW/4 35-79-3 (EXC PRT LEASED TO
GENESIS SYSTEMS 15.27 AC M/L)(EXC PRT TO HENDRICKS
REAL ESTATE 9.27 AC M/L)(EXC PRT TO NATL GUARD LEASE)



Go Paperless

eNoticesOnline.com

AUTHORIZATION CODE

SCO-VJCN96BF

SCOTT COUNTY TAX BILL for SEPTEMBER 2020 and MARCH 2021. Please keep it in a safe place. Send the correct stubs along with your check for payment. If your taxes are paid by your Bank in Escrow, this is for your information only. SEE REVERSE SIDE.
Based on January 1, 2019 valuations. Taxes for July 1, 2019 through June 30, 2020. Payable September 2020 and March 2021. Your check payment may or will be processed as an electronic fund transfer. Your original check will not be returned by your financial institution. Funds may be debited from your account on the same day the payment is received. Any payments made in person require a scheduled appointment at www.scottcountyowa.com/treasurer.

VALUATIONS AND TAXES:

VALUATIONS
TAXES

	This Year		Last Year	
	Assessed	Taxable	Assessed	Taxable
Land:	0	0	0	0
Buildings:	1,036,140	932,526	944,500	850,050
Dwelling:	0	0	0	0
Less Military Credit:		0		0
NET TAXABLE VALUE:	1,036,140	932,526	944,500	850,050
Value Times Levy Rate of:		36.2887600		36.5754600
EQUALS GROSS TAX OF:		\$33,840.21		\$31,090.97
Less Credits of:				
Homestead:		\$0.00		\$0.00
Bus Prop Tax Credit Fund:		\$0.00		\$0.00
Low Income/Elderly Credit:		\$0.00		\$0.00
Ag Land Credit:		\$0.00		\$0.00
Family Farm Credit:		\$0.00		\$0.00
Prepaid Tax:		\$0.00-		\$0.00

NET ANNUAL TAXES:	\$33,840.00	\$31,090.00
Ag Dwelling Tax:	\$0.00	\$0.00

SCOTT COUNTY TREASURER
MIKE FENNELLY
600 W 4TH ST
DAVENPORT, IA 52801-1003
(563) 326-8670

Receipt #
638516

DUE Sept 1, 2020

\$16,920.00

DUE March 1, 2021

\$16,920.00

Date Paid:

Date Paid:

Check #:

Check #:

Contract:

TAX DUE:

A Other taxes unpaid: NO
X Special Assessments due: NO
Drainage due: NO
Tax sale certificate: NO

Deed: DAVENPORT AIRPORT COMMISSION

Contract:

Retain the upper portion for your records. Enter the date paid and your check number for your information. Keep in a safe place.

Include this STUB with March 2021 payment.

YOU MAY PAY ONLINE AT: www.iowatreasurers.org

Receipt #
638516

2019 CT



Taxpayer ID #:
Dist: DAN
Parcel: X3501-02D



TAX DUE: Mar 1, 2021
TAX DELQ: Apr 1, 2021

MAR 1, 2021

\$16,920.00

Taxpayer(s):

DAVENPORT AIRPORT COMMISSION
ATTN: FINANCE DIRECTOR
226 W 4TH ST
DAVENPORT IA 52801-1308

SCOTT COUNTY TREASURER
MIKE FENNELLY
600 W 4TH ST
DAVENPORT, IA 52801-1003

Include this STUB with September 2020 payment.

YOU MAY PAY ONLINE AT: www.iowatreasurers.org

Receipt #
638516

2019 CT



Taxpayer ID #:
Dist: DAN
Parcel: X3501-02D



TAX DUE: Sept 1, 2020 or Full Year
TAX DELQ: Oct 1, 2020

FULL YEAR

\$33,840.00

SEPT 1, 2020

\$16,920.00

Taxpayer(s):

DAVENPORT AIRPORT COMMISSION
ATTN: FINANCE DIRECTOR
226 W 4TH ST
DAVENPORT IA 52801-1308

SCOTT COUNTY TREASURER
MIKE FENNELLY
600 W 4TH ST
DAVENPORT, IA 52801-1003



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

October 1, 2020

**APPROVAL OF THE ABATEMENT OF DELINQUENT PROPERTY TAXES AS
RECOMMENDED BY THE SCOTT COUNTY TREASURER AND IN ACCORDANCE
WITH IOWA CODE CHAPTER 445.63**

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

Section 1. Iowa Code Section 445.63 states that when taxes are owing against a parcel owned or claimed by the state or a political subdivision of this state and the taxes are owing before the parcel was acquired by the state or a political subdivision of this state, the county treasurer shall give notice to the appropriate governing body which shall pay the amount of the taxes due. If the governing body fails to immediately pay the taxes due, the board of supervisors shall abate all of the taxes.

Section 2. The City of Davenport has requested the abatement of the following parcels:

Parcel	Address	Amount
L0017A01D	Lot 33 Levee Improvement Comm	\$ 1,830.00
F0018-01	1222 Le Claire St	\$ 56.00
G0035-41	1006 Warren St (2015)	\$ 614.00
G0035-41	1006 Warren St (2017)	\$ 327.00
G0035-41	1006 Warren St (2019)	\$ 648.00
L0009-19C	102 E 2 nd St	\$ 12,870.00
L0009-20	108 E 2 nd St	\$ 5,180.00
L0009-21	110 E 2 nd St	\$ 5,022.00
L0021-01	401 W River Dr	\$ 36,958.00
L0022-02	102 S Harrison St	\$ 2,654.00
P1301-15G	4210 Brady St	\$ 2,862.75
X3501-02D	8991 Division St	\$ 33,840.00
Total		\$ 102,861.75

Section 3. The County Treasurer is hereby directed to strike the amount of property taxes due on these City of Davenport parcels in accordance with Iowa Code Section 445.63.

Section 4. 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



September 18, 2020

TO: Mahesh Sharma, County Administrator

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

SUBJ: Approving FY20 Fund Transfers

It is required that the Board approves fund transfers prior to year end. However, the calculation of all transfer amounts (for interest earnings, capital purchases, etc) would not be possible until after year end amounts have been booked, which is subsequent to year end (under accrual accounting in June 2020, the Board approved the transfer intent resolution and the following table represents the final calculations of the requested transfers.

The Board approved initial fund transfers at their Board meeting on September 19, 2019 and June 25, 2020.

<u>From Fund</u>	<u>To Fund</u>	<u>Amount</u>	<u>Reason</u>
General Fund	Vehicle	\$100,000	Property Tax Funding
General Fund	Secondary Roads	\$941,000	Property Tax Funding
General Fund	Capital	\$1,970,000	Property Tax Funding
General Fund	Capital	\$782,830	Conservation CIP projects
General Fund	Capital	\$157,440	Use of REAP Funds in Capital
General Fund	General Supplemental	\$7,861,667	Property tax funding
General Fund	Insurance Fund	\$100,000	Prior Year General Fund Assigned Balance
Rural Services	Secondary Roads	\$2,709,000	Property tax funding
Cons CIP	Capital	\$724,382	Use of Conservation CIP funds
Cons Equip	Capital	\$52,525	Use of Conservation CIP funds
Recorder Mgmt Fees	General	\$20,000	To fund Recorder Record Mgmt authorized expenditures
Recorder Mgmt Fees	Capital	\$25,000	To fund Recorder Record Mgmt authorized expenditures

It is recommended the Board approve these fund transfers at their next meeting.

Cc: Megan Peterson, Treasurer's office
Wes Rostenbach, Auditor's office

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

OCTOBER 1, 2020

APPROVAL OF FY20 YEAR-END FUND TRANSFERS

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

Section 1. FY20 year-end fund transfers as presented by the County Administrator are hereby 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.scottcountyiaowa.com



Item #14
9/29/20

September 18, 2020

TO: Mahesh Sharma, County Administrator

FROM: David Farmer, Director of Budget and Administrative Services

SUBJ: Approving FY21 Fund Transfers

It is required that the Board approves fund transfers prior to year end. However, the calculation of all transfer amounts (for interest earnings, capital purchases, etc) would not be possible until after year end amounts have been booked, which is subsequent to year end (under accrual accounting). In the interim, it is recommended that the Board pass a general resolution prior to year end with a follow-up memo from staff provided to the Board at a later date.

At this time, it is recommended that the Board approve the following fund transfers at their Board meeting to be held on October 1, 2020

<u>From Fund</u>	<u>To Fund</u>	<u>Amount*</u>	<u>Reason</u>
General Fund	Vehicle	\$225,000	Property Tax Funding
General Fund	Secondary Roads	\$970,000	Property Tax Funding
General Fund	Capital	\$1,970,000	Property Tax Funding
General Fund	Capital	\$1,000,000	Conservation CIP projects
General Fund	Capital	*\$TBD	Conservation CIP projects - Restricted
General Fund	Capital	*\$TBD	One time uses of fund balance
General Fund	Capital	*\$TBD	Use of REAP Funds in Capital
General Fund	Cons CIP	*\$TBD	Conservation Fee Transfer – Future Capital
General Fund	Cons Equipment	*\$TBD	Unused Conservation Equip appropriations
General Fund	General Supplemental	\$7,069,263	Property tax funding
General Fund	Golf Course Enterprise	*\$TBD	Conservation Fee Transfer
General Fund	Insurance Fund	\$TBD	Prior Year General Fund Assigned Balance
Rural Services	Secondary Roads	\$2,755,000	Property tax funding
Cons CIP	Capital	*\$428,300	Use of Conservation CIP funds
Cons Equip	Capital	*\$101,200	Use of Conservation CIP funds
Cons Equip	General	* TBD	Use of Conservation Equip funds
Recorder Mgmt Fees	General	\$20,000	To fund Recorder Record Mgmt authorized expenditures
Recorder Mgmt Fees	Capital	*\$25,000	To fund Recorder Record Mgmt authorized expenditures

*TBD = To Be Determined or changed on actual results

This memo will be updated to the Board in September, 2021 for their information on amounts designated by TBD, to be determined once final year end accrual accounting data is known. It is recommended the Board approve these fund transfers at their next meeting.

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

OCTOBER 1, 2020

APPROVAL OF FY21 FUND TRANSFERS

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

Section 1. FY21 fund transfers as presented by the County Administrator 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

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

October 1, 2020

APPROVAL OF APPOINTMENT OF HEATHER JORDAHL TO THE ZONING BOARD OF ADJUSTMENT

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

Section 1. That the appointment of Heather Jordahl, Rural Davenport, to the
Zoning Board of Adjustment for an unexpired five (5) year term
expiring on May 1, 2025 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

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

October 1, 2020

APPROVAL OF APPOINTMENT OF WHITNEY KYLLO TO THE ZONING BOARD OF ADJUSTMENT

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

Section 1. That the appointment of Whitney Kylo, Dixon, to the Zoning Board
of Adjustment for an unexpired five (5) year term expiring on
May 1, 2022 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

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

October 1, 2020

APPROVAL OF APPOINTMENT OF COUNTY MEDICAL EXAMINER – INVESTIGATOR (CME-I)

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

Section 1. That the following appointment for an unexpired two (2) year term expiring on December 31, 2020 is hereby approved:

Brett Hodges, County Medical Examiner Investigator (CME-I)

Section 2. This resolution shall take effect immediately.