

**TENTATIVE AGENDA**  
**SCOTT COUNTY BOARD OF SUPERVISORS**  
**May 9 - 13, 2022**

**Tuesday, May 10, 2022**

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

**Board Room, 1st Floor, Administrative Center AND WEBEX/VIRTUAL OPTION**

The public may join this meeting in person OR by phone/computer/app by using the information below. Contact 563-326-8702 with any questions.

TO JOIN BY PHONE 1-408-418-9388

ACCESS CODE: 2491813 3191 PASS CODE: 1234

OR you may join via Webex. Go to [www.webex.com](http://www.webex.com) and JOIN meeting using the same Access Code and Pass Code above.

See the Webex Instructions in packet for a direct link to the meeting.

- \_\_\_ 1. Roll Call: Maxwell, Beck, Croken, Kinzer, Knobbe
- \_\_\_ 2. Public Comment as an Attendee.
  - By Phone:
    - \*3 to raise/lower hand, \*6 to unmute (host must unmute you first)
  - By Computer:
    - Bottom right of screen, you will find Participants and Chat, in this area you will find the hand icon, use the hand icon to raise and lower your hand.

**Presentation**

- \_\_\_ 3. Presentation by WOLD on the update for the YJRC (Youth Justice Rehabilitation Center).

**Facilities & Economic Development**

- \_\_\_ 4. Award of contract for two Hot Mix Asphalt (HMA) resurfacing projects. (Item 04) Consent Agenda Consideration
- \_\_\_ 5. Plans, specifications, and letting date for hot mix asphalt (HMA) resurfacing project. (Item 05) Consent Agenda Consideration
- \_\_\_ 6. Fleet to purchase of snow plow truck and equipment for Facilities and Support Services. (Item 06) Consent Agenda Consideration
- \_\_\_ 7. Discussion of the City of Walcott TIF letter to P&D. (Item 07) Consent Agenda Consideration
- \_\_\_ 8. Warehouse update for Auditor's Office. (Item 08) Consent Agenda Consideration
- \_\_\_ 9. Jail Roof Replacement Project - Public Hearing to be held Thursday, May 12, 2022 at 5:00PM during the Board Meeting. (Item 09)

**Human Resources**

- \_\_\_\_\_ 10. Over hire for Administrative Assistant in the Sheriff Department. (Item 10)  
Consent Agenda Consideration
- \_\_\_\_\_ 11. Staff Appointments. (Item 11) Consent Agenda Consideration

**Other Items of Interest**

- \_\_\_\_\_ 12. Proclamation for Mental Health Month. (Item 12)
- \_\_\_\_\_ 13. Memorandum of understanding between Barbara Harre, MD, and Scott County.  
(Item 13) Consent Agenda Consideration
- \_\_\_\_\_ 14. Cigarette/tobacco permits for Casey's General Store #1068, Casey's General Store  
#3523, and Locust Mart. Consent Agenda Consideration
- \_\_\_\_\_ 15. Beer/liquor license renewal for Express Lane Gas & Food Mart #79, 17948 Great  
River Road, Pleasant Valley. Consent Agenda Consideration
- \_\_\_\_\_ 16. Adjourned. Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

**Thursday, May 12, 2022**

**Regular Board Meeting - 5:00 pm  
Board Room, 1st Floor, Administrative Center AND WEBEX/VIRTUAL OPTION**

The public may join this meeting in person OR by phone/computer/app by using the  
information below. Contact 563-326-8702 with any questions.

TO JOIN BY PHONE 1-408-418-9388

ACCESS CODE: 2495 465 5202 PASS CODE: 1234

OR you may join via Webex. Go to [www.webex.com](http://www.webex.com) and JOIN meeting  
using the same Access Code and Pass Code above.

See the Webex Instructions in packet for a direct link to the meeting.

**Public Hearing**

- \_\_\_\_\_ 1. Public Hearing relative to the Jail Roof Replacement project.

## 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 (for location of raise hand icon, see below). Phone 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.

**Meeting # 2491 813 3191**

**Password #1234**

### Connect via Computer or application:

Host: [www.webex.com](http://www.webex.com) Meeting number: **above** Password: **1234**

Or use direct link to meeting:

<https://scottcountyiowa.webex.com/scottcountyiowa/onstage/g.php?MTID=e660cbc508ad32a21ec4f7a48fb3b0209>

**Connect via telephone: 1-408-418-9388** Meeting number: **above** 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.

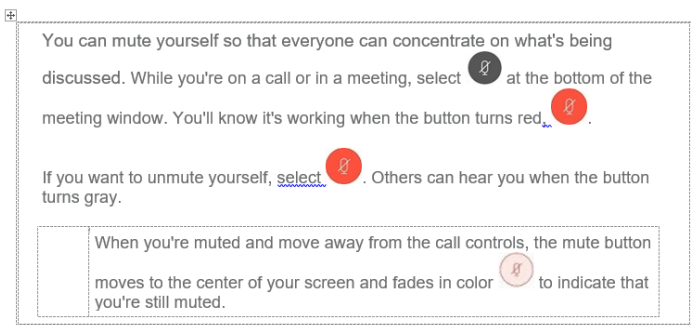
When called upon for comments by the Board,

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. (\*3 again)

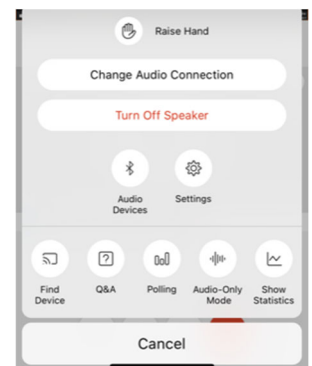
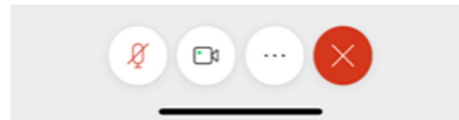
### Computer / Application Connections:

If connected via web application or computer, the user should look for the **Raise Hand**  raise hand 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. (\*3 again)



To find the **raise hand icon**, you may need to click on ...



## Facility & Support Services

600 West Fourth Street  
Davenport, Iowa 52801  
(563) 326-8738 (Voice)      (563) 328-3245 Fax



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April 25, 2022

TO: Mahesh Sharma  
County Administrator

FROM: Tammy Speidel, FMP  
Director, Facility & Support Services

RE: Presentation by Wold Architects and Engineers  
YJRC Project

Mahesh

As you are aware the YJRC Core Planning team and Wold Architects and Engineers continue to work towards completed construction documents and an issue date for the Tremont building demo project in early June.

Wold has recently completed the design document estimate review for the building project. I think that this would be the appropriate time for an update to the Board and have scheduled Wold to attend the Tuesday May 10, 2022, Committee of the Whole.

Other members of the Core Planning team and I will be in attendance as well.

CC: Jeremy Kaiser, Juvenile Detention Center Director  
David Farmer, Budget and Administrative Services Director  
FSS Management Team

**SCOTT COUNTY ENGINEER'S OFFICE**

950 E. Blackhawk Trail  
Eldridge, Iowa 52748

(563) 326-8640  
FAX – (563) 328-4173  
E-MAIL - [engineer@scottcountyiowa.gov](mailto:engineer@scottcountyiowa.gov)  
WEB SITE - [www.scottcountyiowa.gov](http://www.scottcountyiowa.gov)



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: Award of Contract for Two Hot Mix Asphalt (HMA) Resurfacing Projects

DATE: May 3, 2022

This resolution is to approve a contract for the construction of two HMA Resurfacing with Cold In-Place Recycling projects that are tied together. Project FM-C082(66)--55-82 is on F33 (Bluff Road) from Z30 (240<sup>th</sup> Avenue) to Hwy 67. Project FM-C082(67)--55-82 is on Z30 (Wells Ferry Road) from Valley Drive to 205<sup>th</sup> Street.

The tied projects were let on April 19, 2022. The bids received were as follows:

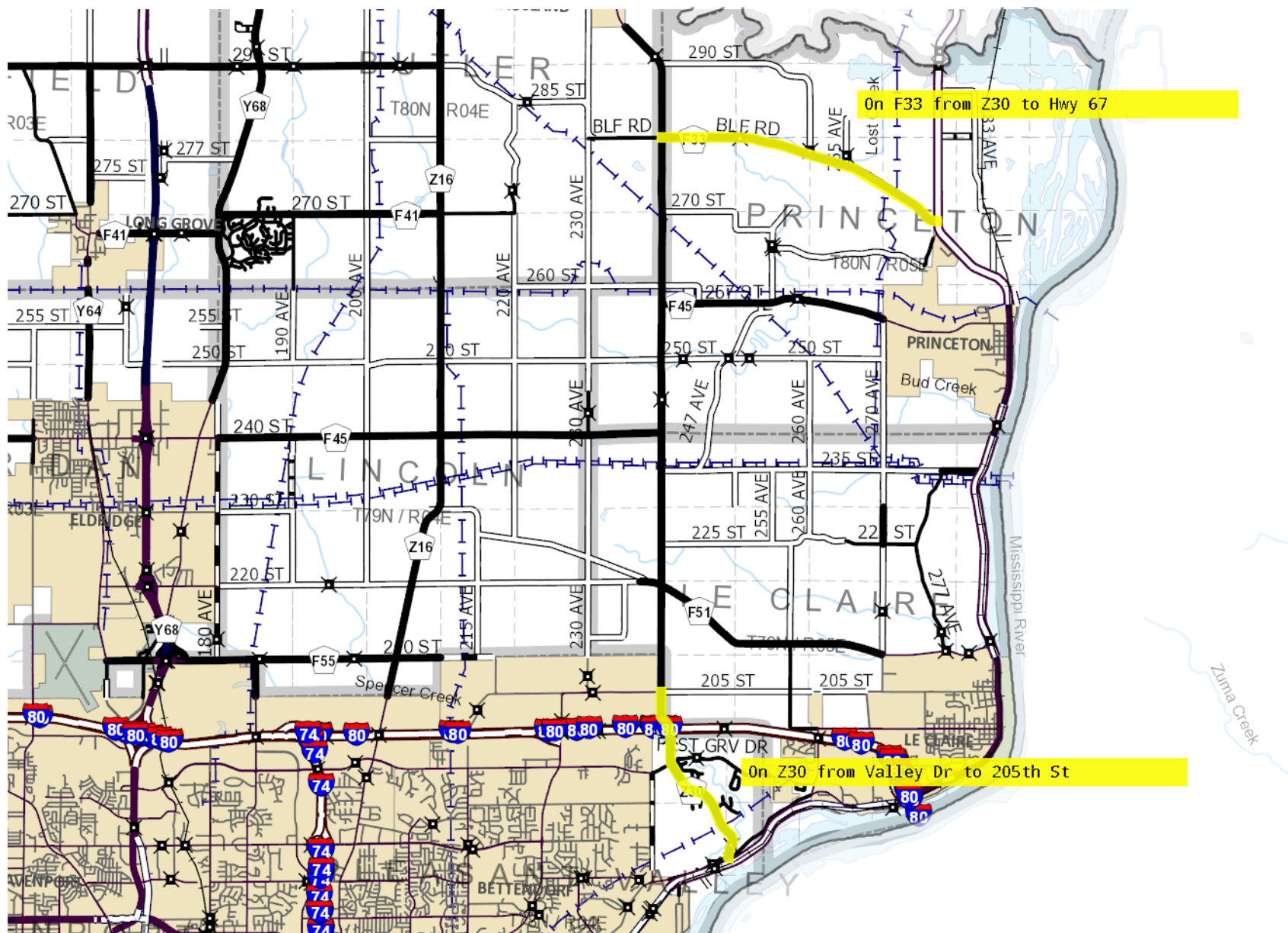
Manatt's, Inc.	\$3,449,976.83
Valley Construction Co.	\$4,182,044.80
Brandt Construction Co. & Subsidiary	\$4,286,674.77

The low bid for these projects is less than our engineering estimate of \$3,505,502.92. These projects will be paid for by the Iowa Department of Transportation (Iowa DOT) out of our Farm-to-Market funding account. These projects will be constructed during the 2022 calendar year construction season.

I recommend entering into a contract with Manatt's, Inc., contingent on the unit prices listed in the contract. The Iowa DOT now processes contracts electronically with digital signatures. As part of the resolution to award the contract, I request approval to sign the contract electronically on behalf of the Board of Supervisors. Included with this memo is a project location map.

Scott - ICEASB Easy Map

**N**



Generated by ICEASB Map Server (150 dpi)

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

## **SCOTT COUNTY BOARD OF SUPERVISORS**

May 12, 2022

AWARD OF CONTRACT FOR SCOTT COUNTY SECONDARY ROADS  
HMA RESURFACING WITH COLD IN-PLACE RECYCLING TIED  
PROJECTS: FM-C082(66)--55-82 & FM-C082(67)--55-82

WHEREAS, the Board of Supervisors, hereafter referred to as "the Board", believes the HMA Resurfacing with Cold In-Place Recycling tied projects, hereafter referred to as "the projects" are in the best interest of Scott County, Iowa, and the residents thereof. The projects are defined as Hot Mix Asphalt (HMA) resurfacing with cold in-place recycling projects on F33, from Z30 to east 4.1 miles to Hwy 67 and on Z30, from Valley Drive north 2.8 miles to 205<sup>th</sup> Street.

WHEREAS, the Board has sought appropriate professional guidance for the concept and planning for the projects and followed the steps as required by the Code of Iowa for notifications, hearings, and bidding/letting; and

WHEREAS, the Board finds this resolution appropriate and necessary to protect, preserve, and improve the rights, privileges, property, peace, safety, health, welfare, comfort, and convenience of Scott County and its citizens, all as provided for in and permitted by section 331.301 of the Code of Iowa; and

IT IS THEREFORE RESOLVED by the Board to accept the bid from Manatt's, Inc., in the amount of \$3,449,976.83 and awards the associated contract(s) to the same;

BE IT FURTHER RESOLVED that all other resolutions or parts of resolutions in conflict with this resolution are hereby repealed. If any part of this resolution is adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the resolution or action of the Board as a whole or any part thereof not adjudged invalid or unconstitutional.

This resolution shall be in full force and effect from and after the date of its approval as provided by law; and

BE IT FURTHER RESOLVED by the Board of Supervisors of Scott County, Iowa, that after receiving the necessary contract documents, including but not limited to, the contractor's bond and certificate of insurance, Angela K. Kersten, the County Engineer for Scott County, Iowa, be and is hereby designated, authorized, and empowered on behalf of the Board of Supervisors of said County to execute the contract(s) in connection with the afore awarded construction project let through the DOT for this county.

Dated at Scott County, Iowa \_\_\_\_ day of \_\_\_\_\_ , \_\_\_\_\_

**Scott County Board of Supervisors:**

Ken Beck, Chairman

John Maxwell, Vice-Chair

Ken Croken, Supervisor

Brinson Kinzer, Supervisor

Tony Knobbe, Supervisor

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTEST:

By \_\_\_\_\_

seal

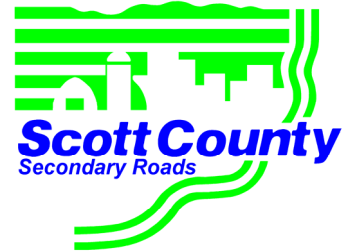
Scott County Auditor,  
Kerri Tompkins



**SCOTT COUNTY ENGINEER'S OFFICE**

950 E. Blackhawk Trail  
Eldridge, Iowa 52748

(563) 326-8640  
FAX – (563) 328-4173  
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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: Approval of Plans, Specifications, and Letting Date

DATE: May 3, 2022

This resolution is to approve the plans, specifications, and letting date for three Hot Mix Asphalt (HMA) Resurfacing projects. Project L-820--73-82 is on 130<sup>th</sup> Street from Y48 to Utah Avenue. Project L-722--73-82 is on 145<sup>th</sup> Street from Y48 west ~0.3 miles. Project L-823--73-82 is on 115<sup>th</sup> Avenue from 140<sup>th</sup> Street Place north ~0.47 miles.

The three projects are budgeted and programmed in FY 2023 of our County Five-Year Construction Program. The projects will be let tied together under one contract and the letting date will be set for June 10, 2022. The projects will be paid for out of our local secondary road fund.

Included with this memo is the title sheet of the plan set. I recommend signing the title sheet and approving the tied projects for letting.

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

May 12, 2022

APPROVAL OF THE PLANS, SPECIFICATIONS, AND LETTING DATE

FOR TIED HMA RESURFACING PROJECTS

L-820--73-82, L-722--73-82 & L-823--73-82

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

Section 1. That the plans, specifications, and letting  
date be approved for tied HMA Resurfacing Projects  
L-820--73-82, L-722--73-82 & L-823--73-82 and the  
letting be set for June 10, 2022, at 10:00 A.M.

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.gov](mailto:engineer@scottcountyiowa.gov)  
WEB SITE - [www.scottcountyiowa.gov](http://www.scottcountyiowa.gov)



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: Approval to Purchase One (1) One Ton Pick-up Truck

DATE: May 3, 2022

It is presently a challenging and dynamic process to replace vehicles and appears to be remaining that way for the foreseeable future. The Fleet Services team has been meeting over the past few months regarding planned vehicle replacements. We are also frequently communicating with affected departments and they are involved in our decision making process.

The FY23 budget includes the purchase of one (1) one ton, 4x4, pick-up truck, with a snow plow package. Fleet Services recently solicited bids for this truck and we did not receive any qualified bids. We did receive a note from Courtesy Ford that Ford has closed orders for 2022 models and is not taking orders for 2023 models at this time.

Back in November 2021, we ordered a 2022 half ton, 4x4, pick-up truck from Courtesy Ford. We spoke with our salesperson and this truck does not have a build date scheduled yet.

We are seeking permission to purchase a truck off-the-lot. We have found a few dealers with trucks showing in inventory on their websites, but when we have spoken with the dealers the trucks are no longer available. We anticipate that if we are able to locate a truck available for purchase, we will need to secure the purchase immediately.

We have budgeted \$80,000 for purchase of the one ton, 4x4, pick-up truck, with a snow plow package. We anticipate the snow plow package to cost approximately \$15,000. We request permission to purchase the truck for approximately \$65,000 with an additional 15% contingency (total not to exceed \$90,000).

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

May 12, 2022

#### A RESOLUTION APPROVING THE PURCHASE OF A PICK-UP TRUCK AND SNOW PLOW PACKAGE FOR FACILITY AND SUPPORT SERVICES

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

- Section 1. That the interim Fleet Manager has the authority to purchase a new or used pick-up truck and snow plow package, for Facility and Support Services, for a total cost not to exceed \$90,000.00.
- Section 2. This resolution shall take effect immediately.



**Planning & Development  
Scott County, Iowa**

**Chris Mathias, Director**

Email: [planning@scottcountyiowa.gov](mailto:planning@scottcountyiowa.gov)  
Office: (563) 326-8643  
Fax: (563) 326-8257

Administrative Center  
600 West Fourth Street  
Davenport, Iowa 52801-1106

May 2, 2022

To: Board of Supervisors  
CC: Mahesh Sharma, County Administrator  
From: Chris Mathias, Planning & Development Director

**Re: City of Walcott's proposed amendment to the City's Consolidated Urban Renewal Area Plan to pay the costs of constructing arterial street improvements.**

The City of Walcott has notified Scott County of a proposed amendment to the Consolidated Urban Renewal Area Plan to allow the reimbursement of no more than \$1.7 million, plus any interest expense incurred by the City on any borrowing undertaken for the funding, to the City's General Fund for public infrastructure costs.

The "E. Lincoln Street Improvements Project" will consist of the construction of street, curb and gutter and sidewalk improvements; the construction of sanitary sewer, waterworks and storm water drainage system improvements; and the incidental utility, landscaping, site clearance and cleanup work related thereto along E. Lincoln Street from and including its intersection with Main Street on the west and continuing east to and including its intersection with Blue Grass Road.

The Board has already passed a TIF policy that provides guidance on this matter. The policy states that "Scott County opposes the use of tax increment financing to fund public infrastructure when there are other more equitable sources of municipal financing available for such projects." I have drafted a letter that includes this same language for the Board's consideration and I will be available to answer questions and take direction from you on that letter at the May 10<sup>th</sup> COW.

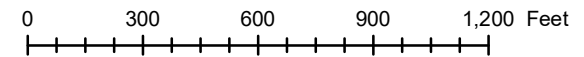




# City of Walcott - Urban Renewal Plan Amendment

## E. Lincoln Street Improvements (Shown with )

1 inch = 500 feet



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.



# DRAFT

May 12, 2022

Mayor John Kostichek  
Walcott City Council Members  
Walcott City Hall  
128 West Lincoln, PO Box 247  
Walcott, IA 52773

RE: City of Walcott's proposed amendment to its Urban Renewal Area Plan in order to authorize the use of tax increment financing to pay the costs of constructing arterial street improvements.

Dear Mayor Kostichek:

Thank you for the opportunity to comment on the City of Walcott's most recent proposed amendment to its Urban Renewal Area Plan. The Scott County Board of Supervisors has reviewed the information provided to our TIF Review Committee by your City Clerk, Lisa Rickertsen. The Board supports the use of Tax Increment Financing when it is used as an economic development incentive for businesses adding primary jobs that strengthen the local and regional economy. While improving municipal infrastructure may play a part in incentivizing local business expansion, the Board does not support the use of TIF for funding municipal infrastructure improvements such as city street reconstruction. Rather, such costs should only come from city revenue sources and not the County-levy-generated portion of a TIF fund. The Board of Supervisors also recommends that all tax increment financing projects be for the minimum dollar amount to make the project feasible and also be of the shortest possible duration.

The Scott County Board of Supervisors wants to continue the spirit of cooperation with the City of Walcott on economic development projects and we look forward to working with you in the future.

Sincerely,

Ken Beck, Chair  
Scott County Board of Supervisors

cc: Scott County Board of Supervisors  
Mahesh Sharma, Scott County Administrator  
Lisa Rickertsen, Walcott City Clerk



## Facility and Support Services

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

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May 4, 2022

To: Mahesh Sharma  
County Administrator

From: Tammy Speidel, FMP  
Director, Facility and Support Services

Subj: Bids for Work at New Warehouse Location  
Auditor Space Needs, Fencing and Grade Level Overhead Door

As you know, the Auditor's Office has additional security needs for storing of election equipment and related documents. We had pursued the option of leasing a space at a different location and found that the lease costs could exceed \$500,000.00 for lease and CAM costs for a five year period.

With that in mind FSS worked with the Auditor's office to develop a plan that would allow them to move to the new warehouse location.

FSS obtained three bids for the project which includes Auditor work, fencing purchase and installation, access control, camera installation and cutting in an additional overhead door to provide at grade entry into the building.

CONTRACTOR	BID
Precision Builders, Inc	<b>\$200,498.00</b>
Reed Construction	\$210,000.00
Swanson Construction	\$237,764.00

My office has reviewed the bids and we recommend awarding the bid to Precision Builders in the amount of \$200,498.00.

Auditor Tompkins and I will be available at the next Committee of the Whole to answer questions.

Cc: Kerri Tompkins  
Matt Hirst, IT Director  
FSS Management Team



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

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SCOTT COUNTY AUDITOR

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

### SCOTT COUNTY BOARD OF SUPERVISORS

May 12, 2022

A RESOLUTION APPROVING THE BID AND AWARDING THE CONTRACT FOR  
REMODELING WORK INCLUDING AUDTIOR SPACE, FENCING AND A NEW  
OVERHEAD DOOR LOCATION TO PRECISION BUILDERS IN THE AMOUNT OF  
\$200,498.00

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

- Section 1. That the bid for remodel project at 1400 Lancer Court is accepted and the contract is awarded to Precision Builders in the amount of \$200,498.00.
- Section 2. That the Director of Facility & Support Services is hereby authorized to execute contract documents on behalf of the Scott County Board of Supervisors.
- Section 3. This resolution shall take effect immediately.

## Facility & Support Services

600 West Fourth Street  
Davenport, Iowa 52801  
(563) 326-8738 (Voice)      (563) 328-3245 Fax



~ Our Promise: Professional People, Solving Problems, High Performance

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April 25, 2022

TO: Mahesh Sharma, County Administrator

FROM: Tammy A. Speidel, FMP  
Director, Facility and Support Services

RE: Approval of Plans and Specifications  
Jail Roof Replacement Project

Wold Architects has completed the design process and construction drawings for the Jail Roof Replacement Project and that project will be out to bid yet this week.

A mandatory pre-bid meeting and walk through will be held on May 10, 2022 providing the opportunity for contractors to come on site, view the project, and ask any questions regarding the plans and specifications.

This project requires a public hearing, which has been set for May 12, 2022 at 5:00 p.m. with the approval of plans and specifications on the agenda that same evening.

As a reminder this replacement is the result of wind damage and all costs are being submitted to Rhonda Oostenryk, who is working with the County insurance provider regarding this claim.

I will be in attendance at the next Committee of the Whole to discuss this project and answer any questions.

CC: Sheriff Lane  
Major Schmidt  
Capt. Bush  
Rhonda Oostenryk  
FSS Management Team

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES  
THAT THIS RESOLUTION HAS BEEN FORMALLY  
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\_\_\_\_\_  
DATE

\_\_\_\_\_  
SCOTT COUNTY AUDITOR

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

SCOTT COUNTY BOARD OF SUPERVISORS

May 12, 2022

A RESOLUTION APPROVING THE PLANS AND SPECIFICATIONS FOR THE JAIL ROOF REPLACEMENT  
PROJECT AS PREPARED BY WOLD ARCHITECTS AND ENGINEERS.

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

Section 1. That the plans and specifications prepared by Wold Architects and Engineers,  
architect for the Jail Roof Replacement Project are hereby approved.

Section 2. This resolution shall take effect immediately.

**TIM LANE**  
**Scott County Sheriff**



**SHAWN ROTH**  
Chief Deputy Sheriff

**BRYCE SCHMIDT**  
Chief Deputy Sheriff

EMERGENCY 9-1-1  
(563) 326-8625  
(563) 326-8689 (FAX)

400 West 4<sup>th</sup> Street  
Davenport, Iowa 52801-1104

[www.scottcountyiowa.com/sheriff](http://www.scottcountyiowa.com/sheriff)  
[sheriff@scottcountyiowa.com](mailto:sheriff@scottcountyiowa.com)

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Date: May 10, 2022

Memo To: Board of Supervisors

From: Major Shawn Roth

**REF: Over-Hire Full-Time Administrative Assistant due to Retirement**

Due to the upcoming retirement of Judy Woodin, the Sheriff's Office Administration full-time administrative assistant, I am requesting to over-hire for this vacancy for up to 8 weeks. This full-time administrative assistant is scheduled to retire on August 5, 2022. This over-hire will allow ample time for Judy Woodin to train her replacement with the many intricacies of the Sheriff's Office payroll, as the Sheriff's Office has four of the six collective bargaining units in Scott County and will have 183 FTE's in FY2023; as well as train on Sheriff's Office accounts payable, Sheriff's Office purchase card reconciliation and the various other duties of this position. The Sheriff's Office is not asking for any adjustment to our current budget to accommodate this over-hire situation.

Thank you.

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

May 12, 2022

#### APPROVAL OF THE OVER-HIRE OF 1.0 FTE ADMINISTRATIVE ASSISTANT DUE TO A RETIREMENT

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

Section 1. That the Board hereby approves the temporary over-hire of 1.0 FTE

Administrative Assistant for up to 8 weeks.

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

## RESOLUTION

### SCOTT COUNTY BOARD OF SUPERVISORS

May 12, 2022

### APPROVAL OF STAFF APPOINTMENTS

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

Section 1. The hiring of Jeffrey Ackley for the position of Bailiff with the Sheriff's Office at entry level.

Section 2. The hiring of Gary West for the position of Bailiff in the Sheriff's Office at entry level.

Section 3. The hiring of Jonathan Hartmann for the position of Grounds Maintenance Worker in the FSS Department at entry level.

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

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SCOTT COUNTY AUDITOR

## RESOLUTION

### SCOTT COUNTY BOARD OF SUPERVISORS

May 12, 2022

## Recognizing May as Mental Health Month

WHEREAS, mental health is essential to everyone's overall health and well-being; and

WHEREAS, all Americans experience times of difficulty and stress in their lives; and

WHEREAS, prevention is an effective way to reduce the burden of mental health conditions; and

WHEREAS, there is a strong body of research that supports specific tools that all Americans can use to better handle challenges, and protect their health and well-being; and

WHEREAS, mental health conditions are real and prevalent in our nation; and

WHEREAS, with early and effective treatment, those individuals with mental health conditions can recover and lead full, productive lives; and

WHEREAS, each business, school, government agency, healthcare provider, organization and citizen shares the burden of mental health problems and has a responsibility to promote mental wellness and support prevention efforts.

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

- Section 1. That the Scott County Board of Supervisors does hereby proclaim May 2022 as Mental Health Month in Scott County, Iowa.
- Section 2. That the Board calls upon its citizens, government agencies, public and private institutions, businesses and schools of Scott County, Iowa to recommit our community to increasing awareness and understanding of mental health, the steps our citizens can take to protect their mental health, and the need for appropriate and accessible services for all people with mental illnesses at all stages.
- Section 3. This resolution shall take effect immediately.



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**Scott County Health Department**  
600 W. 4<sup>th</sup> Street | Davenport, IA 52801-1003 | P. 563-326-8618 | F. 563-326-8774  
health@scottcountyiowa.gov | www.scottcountyiowa.gov/health

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May 5, 2022

To: Mahesh Sharma, County Administrator  
From: Amy Thoreson, Director

RE: Memorandum of Understanding Between Barbara Harre, MD, and Scott County

Attached you will a copy of the Memorandum of Understanding with Dr. Barbara Harre, the County Medical Examiner, for medical examiner services during the current term of appointment.

Dr. Barbara Harre is the appointed County Medical Examiner for Scott County under Iowa Code 331.801(1). For a number of reasons, a signed agreement was unable to be obtained prior to the start of Dr. Harre's current appointment which began in January 2021. After several drafts and discussions, Dr. Harre has signed an agreement that will cover the remainder of her current term as Medical Examiner.

I ask that the agreement be placed on Board of Supervisors Committee of the Whole Agenda on May 10, 2022 for approval on May 12, 2022.



Memorandum of Understanding  
Between Scott County and Barbara Harre, MD

This memorandum of understanding is entered into this 5<sup>th</sup> day of May, 2022, between Scott County, Iowa (hereinafter County) and Barbara Harre, MD (hereinafter County Medical Examiner) regarding duties and expenses of the County Medical Examiner. Whereas, the County has appointed Barbara Harre as the Medical Examiner for Scott County;

Whereas, Iowa Code Section 331 Part 8 and Iowa Administrative Code 641 Chapter 127 broadly define the duties and expenses of the office of the County Medical Examiner the parties desire additional clarification;

Now therefore, in consideration of the mutual covenants and agreements hereinafter set forth, the parties agree as follows:

I. Definitions

- A. "Confidential Information": Records required by Iowa Code, Chapter 22.7, to be kept confidential.
- B. "County Medical Examiner": a medical or osteopathic physician or surgeon licensed in the state of Iowa and appointed by the board of supervisors to serve in this capacity as defined in Iowa Administrative Code, Chapter 641-127.1.
- C. "Deputy County Medical Examiner": an individual appointed by a county medical examiner, with approval by the board of supervisors and the state medical examiner, to assist the county medical examiner in the performance of the county medical examiner's duties.
- D. "County Medical Examiner investigator": an individual appointed by a county medical examiner, with approval by the board of supervisors and the state medical examiner, to serve under the supervision of a county medical examiner to assist in death investigations as outlined in Iowa Administrative Code, Chapter 641-127.

II. Fulfillment of Agreement Responsibilities

- A. County has designated the Scott County Health Department to be the department to provide administrative support and assure financial reimbursement is provided as appropriate to this Agreement. The Health Director is the designated Scott County Health Department official for this role. The Scott County Health Department hereinafter will be referred to as "Health Department".

Barbara Harre, MD is the individual responsible for medical administrative matters of this Agreement.

III. Term of Agreement

- A. The term of this Agreement shall be concurrent with the County Medical Examiner's (CME) term of appointment.
- B. This agreement may be amended in whole or in part, or terminated, by mutual consent of the parties, provided that no such amendment or termination shall become effective unless in writing and properly executed by the parties.

IV. County Medical Examiner Scope of Services

- A. Provide the County with the services set forth under Iowa Code 331.801-331.805. CME shall provide these services in person or may appoint such Deputy Scott County Medical Examiner(s) (DCME) and Scott County Medical Examiner Investigator(s) (CME-I) as she may believe expedient to assist her in performance of such services; provided that any such DCME or CMEI meets qualifications outlined in Iowa Administrative Code 127.
- B. Utilize the County contracted funeral home for transportation of bodies to/from the autopsy location designated by the CME to the funeral home designated by a relative or friend of the decedent for burial or appropriate disposition.
- C. CME shall approve and submit claims to Health Department for fees of DCME and CME-I for services provided pursuant to this Agreement, and payment for such claim shall be made directly to the DCME and CME-I by County.
- D. Transfer final case files to Health Department for permanent record storage in electronic content management system.
- E. In collaboration with Health Department, CME will coordinate twenty-four hours a day, seven days a week coverage for the investigation of deaths occurring in Scott County, Iowa, which affects the public interest as required in subsection 331.802(3), Code of Iowa, personally, or through duly appointed deputy medical examiners or investigators.

V. County Scope of Services

- A. Provide limited information technology support to include:

- i. Computer laptop/notebook and county e-mail address for CME, DCME and CME-I solely for use regarding County appointed official business and controlled by Scott County Information Technology;
    - 1. Scott County Information Technology is not responsible for network connectivity outside of the Scott County Network.
    - 2. Scott County Information Technology is not responsible for providing on-site support at a location other than an official County building (Scott County Administrative Center or Scott County Courthouse).
  - ii. Remote access to the medical examiner directory on the Scott County network and to the electronic content management software for electronic record storage.
- B. Provide permanent electronic storage of Medical Examiner Program case files in electronic content management software.
- C. Provide administrative support for the Medical Examiner Program through Health Department staff.

#### VI. Manner of Financing

- A. County agrees to reimburse CME and DCME for provision, pursuant to this Agreement, of the services set forth in Section IV herein by CME and/or DCME at the rates outlined in Appendix A per death investigated with written report of findings set forth in Section IV of this Agreement.
- B. County shall also pay to CME an additional fee to CME to support program management responsibilities performed in the appointed role of CME as outlined in Appendix A.
- C. County shall pay CME-I a fee per death investigated as listed in Appendix A. CME will have the option to designate a lead CME-I effective, July 1, 2022. The level of compensation for the lead CME-I is higher to support additional uncompensated casework that occurs while training any newly appointed CME-I.
- D. County shall separately pay the fees and costs of any autopsy requested by CME pursuant to this Agreement and performed by a person other than CME or DCME.
- E. Costs for issuance of cremation permits pursuant to Section 331.805(3)(b), Code of Iowa, shall be established by CME, not to exceed Seventy-Five Dollars (\$75.00) per permit issued. Such costs shall be borne by the family, next of kin, guardian of the decedent, or other person as provided in Section 331.805(3)(b), and shall be

retained by CME or DCME signing the permit.

VII. Indemnification

- A. Pursuant to Section 670.8, Code of Iowa, the County shall defend, save harmless and indemnify CME, DCME and/or CME-I against any tort claim or demand, whether groundless or otherwise, arising out of an alleged act or omission occurring within the scope of her duties. However, this agreement to save harmless and indemnify shall not apply to awards for punitive damages. Also, this agreement to save harmless and indemnify shall not apply and County is entitled to restitution by CME, DCME and/or CME-I if, in an action commenced by County against CME, DCME and/or CME-I, it is determined that the conduct of the CME, DCME, and/or CME-I upon which the tort claim or demand was based constituted a willful and wanton act or omission. This agreement to defend, save harmless and indemnify shall apply whether or not County is a party to the action and shall include but not be limited to cases arising under Title 42 United States Code Section 1983. In the event CME, DCME, and/or CME-I fails to cooperate in the defense against the claim or demand, County shall have a right of indemnification against CME, DCME, and/or CME-I.

VIII. Independent Contractor Status

- A. This Agreement recognizes that CME, DCME, and CME-I are independent contractors and will not be considered employees of Scott County, Iowa, for any purpose.
- B. CME understands and agrees that the County will not withhold from compensation payable to CME, DCME and CME-I under this Agreement any sum for income tax, unemployment insurance, social security or other withholding pursuant to law.
- C. Each party agrees to indemnify and hold the other harmless from any liability arising out of the failure by the other party to withhold federal and state income taxes, unemployment and social security taxes as may be applicable.

IX. Entire Agreement

- A. This Agreement is an independent document and supersedes any and all other Agreements, either oral or in writing, between the parties hereto.

**Partial Invalidity**

If any provision of this Agreement is held by a Court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force and effect without being impaired or invalidated in any way.

**Governing Law and Jurisdiction**

This Agreement shall be governed by, and construed under, the laws of the State of Iowa. Jurisdiction and venue for all purposes shall be in the County of Scott, State of Iowa.

**For and on behalf of the Scott County  
Board of Supervisors:**

**By:\_\_\_\_\_**  
**Chairperson**

**For and on behalf of Medical  
Examiner:**

**By:\_\_\_\_\_**  
**Barbara Harre, MD**

Scott County Medical Examiner Fee Schedule  
January 1, 2020 – June 30, 2022

<b>Service</b>	<b>Fee per Case</b>
Investigation by Medical Examiner	\$280
Investigation by Deputy Medical Examiner	\$260
Investigation by Medical Examiner Investigator	\$75
Case follow-up by Medical Examiner following investigation by Medical Examiner Investigators	\$205
Case follow-up by Deputy Medical Examiner following investigation by Medical Examiner Investigators	\$185

Scott County Medical Examiner Fee Schedule  
July 1, 2022 – December 31, 2022

<b>Service</b>	<b>Fee per Case</b>
Investigation by Medical Examiner/Deputy Medical Examiner	\$265
Investigation by Lead Medical Examiner Investigator (as designated by CME)	\$100
Investigation by Medical Examiner Investigator	\$85
Case follow-up by Medical Examiner/Deputy Medical Examiner following investigation by Medical Examiner Investigators	\$190
Program Management by Medical Examiner	\$500 per month

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

May 12, 2022

#### APPROVAL OF MEMORANDUM OF UNDERSTANDING WITH COUNTY MEDICAL EXAMINER

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

Section 1. That the Memorandum of Understanding between Dr. Barbara Harre and Scott County for Medical Examiner services is hereby approved.

Section 2. This resolution shall take effect immediately.