TENTATIVE AGENDA
SCOTT COUNTY BOARD OF SUPERVISORS
April 8 - 12, 2024

Tuesday, April 9, 2024

Committee of the Whole - 8:30 am
Board Room, 1st Floor, Administrative Center **In-Person and Virtual**

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: 2498 357 6509 PASS CODE: 1234
OR you may join via Webex. Go to 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, Paustian, Rawson, Beck, Dickson

____ 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. Ducks Unlimited and Watershed presentation with Mike Paustian and Liv Humphrey.

Facilities & Economic Development

____ 4. Temporary Road Closures for the Quad City Triathlon on June 15, 2024 for the bicycle portion of the race. (Item 04) Consent Agenda Consideration

____ 5. Notice of a Public Hearing and discussion of County Review on JT Cleona Pork 2+ LLC, C/O Tom Dittmer State Construction Permit application for expansion of an existing Confined Animal Feeding Operation in Section 5 of Cleona Township. Public Hearing to be held Thursday, April 11, 2024 at 5:00 p.m during the Board Meeting, being held in Conference Room 258 at the Scott County Courthouse. (Item 05)

____ 6. Notice of Public Hearing and First & Final reading to amend the Zoning Ordinance - Chapter 6, Section 6-25 ("FF" Floodway Fringe Overlay District), as required by FEMA in order to address the updated Physical Map Revision (PMR). Public Hearing to be held Thursday, April 11 , 2024 at 5:00PM during the Board Meeting in conference room 258 at the Scott County Courthouse. (Item 06)

____ 7. Approve of purchase and installation of furniture from Paragon Interiors for the YJRC project in the amount of $412,354.15. (Item 07) Consent Agenda Consideration

Human Resources

____ 8. Staff Appointments. (Item 08) Consent Agenda Consideration

____ 9. Community Services salary and vacation hiring exception. (Item 09) Consent Agenda Consideration

____ 10. Information Technology salary and vacation hiring exception. (Item 10) Consent Agenda Consideration

____ 11. Updates to the HR and General Administrative Policies. (Item 11) Consent Agenda Consideration

Finance & Intergovernmental

____ 12. Notice of Public Hearing Public Hearing on the proposed FY25 Secondary Roads Annual Budget and 5-Year Construction Program, to be held Thursday, April 11 , 2024 at 5:00PM during the Board Meeting in Conference Room 258 at the Scott County Courthouse.

____ 13. Adopting the FY25 Secondary Roads Budget in the amount of $20,882,000, the Secondary Roads FY25 Capital and FY25-29 Construction Program. (Item 13)

Other Items of Interest

____ 14. Proclamation for Dispatcher Safety. (Item 14)

____ 15. Consideration of appointment to Boards and Commissions, Patrick Dodge to the Zoning Board of Adjustment for an unexpired term. (Item 15) Consent Agenda Consideration

____ 16. Treasurer's Office Space Presentation. (Item 16)

____ 17. An Eight (8) Month Special Retail Alcohol license for: Dixon Memorial Park, 5520 298th Street, Dixon, IA. Consent Agenda Consideration

____ 18. Adjourned. Moved by _____ Second by _____

Thursday, April 11, 2024

Regular Board Meeting - 5:00 pm
Temporary Board Room, Courthouse Conference - Room 258 **In-Person and Webex**

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: 2483 493 5462 PASS CODE: 1234
OR you may join via Webex. Go to 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.

Proclamation

____ 1. Proclamation recognizing April 14th -20th, 2024 as "National Public Safety Telecommunicator's" week.

Public Hearing

____ 2. Public Hearing on the JT Cleona Pork 2+ LLC, C/O Tom Dittmer State Construction Permit application for expansion of an existing Confined Animal Feeding Operation in Section 5 of Cleona Township.

____ 3. Public Hearing on the First and Final reading to amend the Zoning Ordinance - Chapter 6, Section 6-25 (“FF” Floodway Fringe Overlay District), as required by FEMA in order to address the updated Physical Map Revision (PMR).

____ 4. Public Hearing on the proposed FY25 Secondary Roads Annual Budget and 5-Year Construction Program.

Other Items of Interest

____ 5. CLOSED SESSION.....To discuss the purchase of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property. Iowa Code Section 21.5(1)(j).

____ 6. Joint Meeting with Planning & Zoning Commission and Board of Adjustment on April 16, 2024 at 5:30PM at the Eldridge Library.

Scott County Board of Supervisors

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 # 2498 357 6509

Password #1234

Connect via Computer or application:

Host: www.webex.com Meeting number: **above** Password: **1234**

Or use direct link to meeting:
https://scottcountyiowa.webex.com/scottcountyiowa/j.php?MTID=m6ce68b870ac37645020bd8f4efb56425

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,

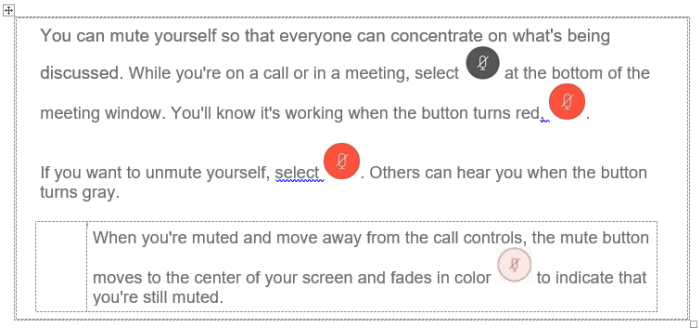
1. The host will then unmute the participant's line at the appropriate time.
2. A user must have his or her own device unmuted.
3. The user may then unmute his or her conference line by keying * 6
4. After conversation, please lower your hand. (*3 again)

Computer / Application Connections:

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

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

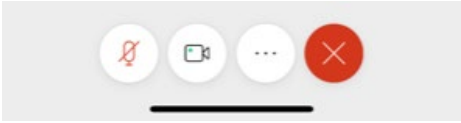
1. The host will then unmute the participant's line at the appropriate time.
2. A user must have his or her own device unmuted.
3. The user may then unmute his or her conference line by clicking the microphone symbol.
4. After conversation, please lower your hand. (*3 again)

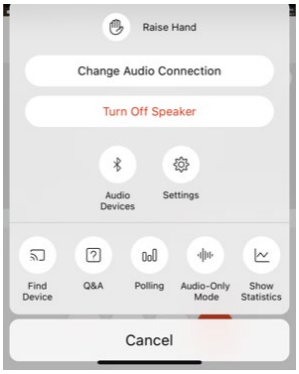

You can mute yourself so that everyone can concentrate on what's being discussed. While you're on a call or in a meeting, select at the bottom of the meeting window. You'll know it's working when the button turns red.

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.

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





About PSCW

Our mission is to improve the stewardship of Scott County watersheds through education, technical guidance, and volunteer opportunities.

PSCW Board

Mike Paustian
Board Chair

Steve Gustafson
Vice-Chair

Amy Kay
Secretary

Carter Amundsen
Treasurer

Liv Humphrey
Coordinator

Rob DePover
City of Bettendorf Public Works

Brinson Kinzer
Blue Grass Resident

Judith Lee
City of Davenport Resident

Jerry Mohr
Iowa Corn Growers' Association

Dave Murcia
Scott County Conservation

Kay Pence
Eldridge resident

Ross Paustian
Scott County Board of Supervisors

Lisa Reisen
Iowa American Water

Brian Ritter
Nahant Marsh Education Center

Brian Wessel
City of Eldridge Public Works

2023 Snapshot

- Spring time | May 2 | 32 Volunteers | Davenport
- Summer time | July 15 | 54 Volunteers | Eldridge
- Fall time | October 3 | 28 Volunteers | Princeton

114 Total Volunteers

A Special Thanks to ...

- EICC - Tablets
- Scott County GIS - Data Collection
- WPCP - N&P Lab analysis
- Sponsors
  - City of Davenport
  - MidAmerican CARES
  - Environmental Planning Strategies, Inc.

2023 Snapshot Data Summary

Nitrate

2023 Site Averages

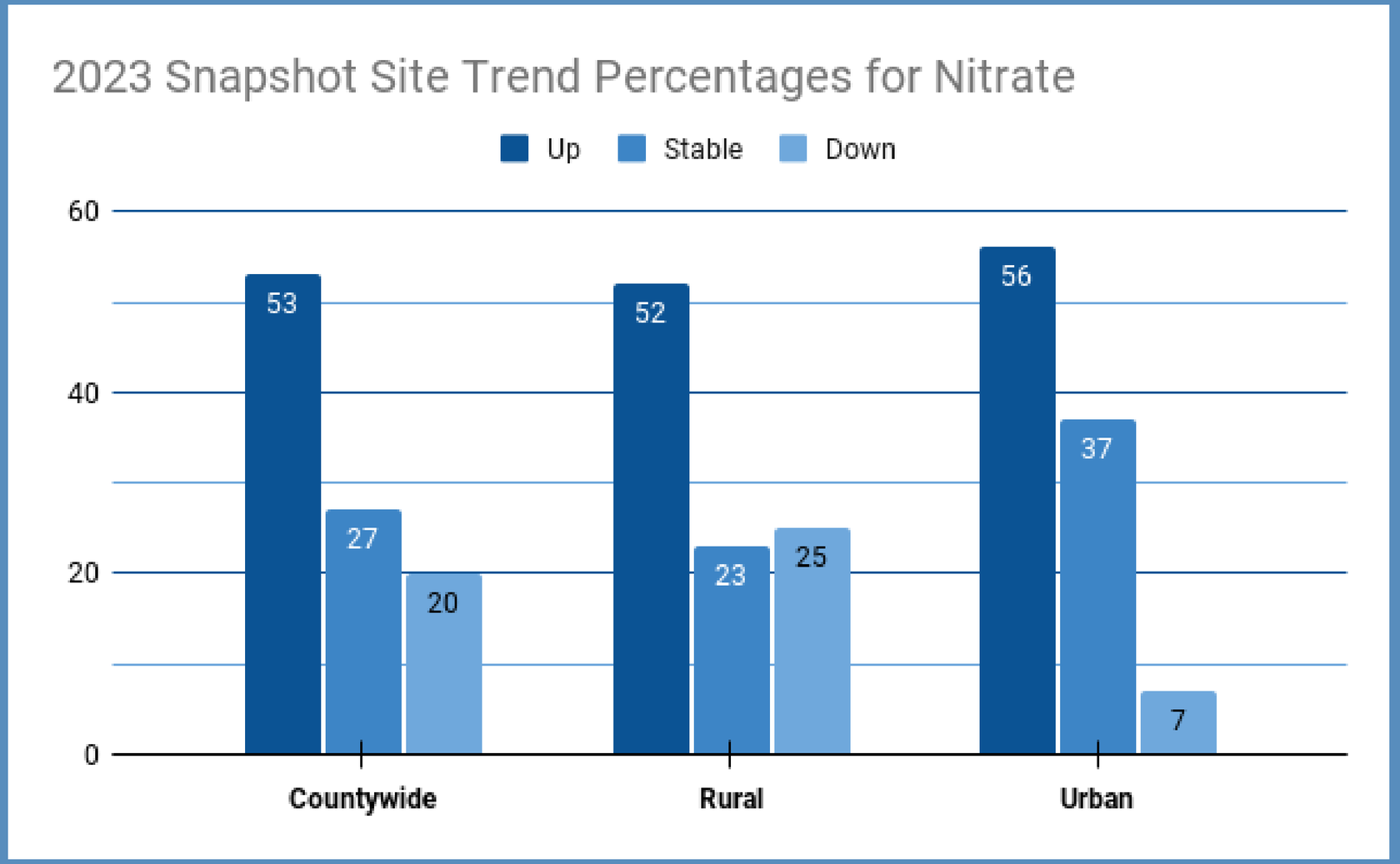
- Rural: 4 ppm
- Urban: 2 ppm
- County: 3 ppm

Range: 0 - 20 ppm

Database Averages

- 2023 - 3 ppm
- 2022 - 3 ppm
- 2021 - 3 ppm

Overall Average: 3 ppm



2023 By The Numbers

Education

17 K - College programs conducted

7 Community events & expo booths

1,667 Community members reached through outreach efforts

Volunteers

4 Community cleanups

42 Bags of Trash

219 Volunteer from cleanups & snapshot events

Technical Guidance

4 Site visits throughout Scott County

83 Sites tested for water quality parameters

1,015.9 Total Impact Hours

Education

K- College Programs

Worked with students from St. Ambrose University and, Bettendorf, Davenport, North Scott, Rock Island-Milan, and Pleasant Valley School Districts

Provided students with programs on ...

- Water quality testing
  - Chemical & biological
- Watershed runoff
- Water quality issues
- Litter pollution
- Native vegetation
- Soil conservation
- Riparian habitat

Special Projects

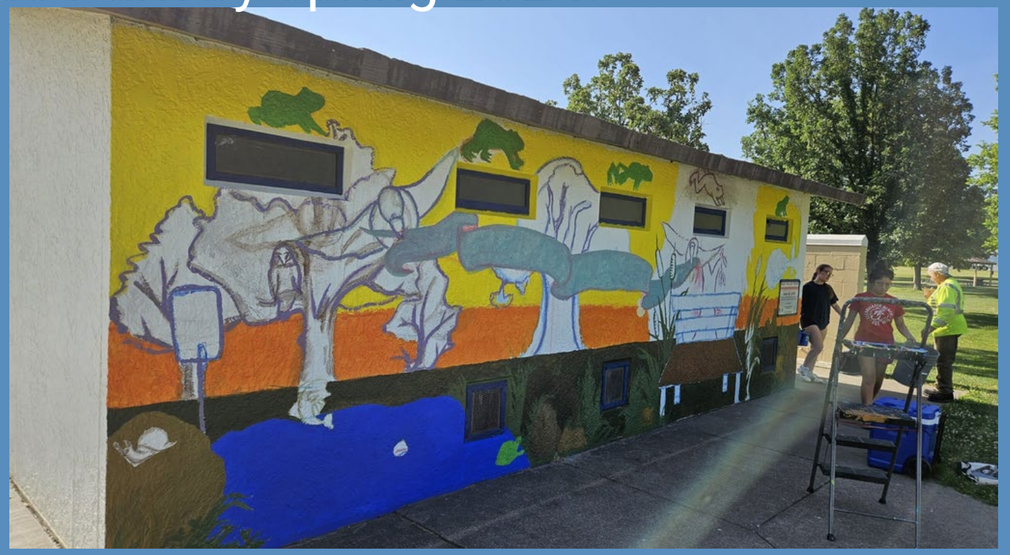
CCWMA Boat Ramp

Crow Creek Wildlife Management Areas accessible boat ramp project was completed in September, 2023. This project was in collaboration with the IA DNR. River Action's Conservation Consortium contributed $7,500 and the rest came from the SCRA, which was $25k+. One of series of projects PSCW has at CCWMA.

Special Projects

Duck Creek Watershed Murals

From mid-June through early September, QC Arts Artists worked on murals at Marquette Park, Junge Park, Northwest Park, and Garfield Park. PSCW plans to implement the other mural designs to Eastern Avenue Park by spring 2024.



Junge Park Mural

Grant Funding

Movement Infrastructure for Clean Water in Iow

Over this past fall, Partners went out to 14 sites in the Hickory Creek and Duck Creek watershed to collect samples for Microbial Source Tracking (MST) as part of the grant, we are partnered on this grant with Prairie Rivers of Iowa and the funding is from the USEPA.

Fecal qPCR analyses:

- Bacteroidales-like Cow M2
- Ruminant Bacteroides
- Pig-1-Bacteroidales
- Avian associated Bacteroidales (GFD)
- Goose Bacteroidales
- Poultry parvovirus
- Canine Bacteroides
- Human Bacteroides (HF183/R287)

Our goal is to show other water quality focused organizations how to conduct qPCR testing and then we will write a report on implementation.

Grant Funding

PSCW / DUCKS UNLIMITED

Project: Scott County Iowa Working Lands for Resilient Communities
NRCS Funding Amount: $8,000,000
Partner Contributions: $3,193,875

The project will install Climate SMART conservation practices such as in field and edge of field wetland restoration to improve water availability, water quality, soil health, and wildlife habitat. A “batch and build” concept will be used to expedite installation of conservation practices that require engineering support benefiting multiple producer operations within Scott County. Benchmark and post treatment data from local monitoring stations will support models to report peak flow and nutrient loss reduction and carbon sequestration outcomes.

Grant Funding

PSCW / DUCKS UNLIMITED

PSCW roles

- Boots on the ground
- Outreach to landowners and producers
- Targeted enrollment via GIS info
- Widespread enrollment via media, meetings, etc
- Site visits
- Technical support

Grant Funding

PSCW / DUCKS UNLIMITED

Cost share (DRAFT)

100% of actual cost share for:

- HU producers/ landowners
- Wetland and associated practices
- Non wetland practices IF they are:
  - o Located in priority watersheds
  - o If you stack practices

Elevated rates = 85% cost share

- Stacked Practices anywhere

Standard = NRCS rates 75%

- Everything else

cover crop
denitrifying bioreactor
field buffer
filter strip - native species
nutrient management (no-till)
riparian forest buffer
saturated buffer
structures for wildlife
upland wildlife habitat
wetland restoration
wildlife habitat management

Thank You

www.partnersofscottcountywatersheds.org

@PartnersOfScottCountyWatersheds

SCOTT COUNTY ENGINEER'S OFFICE
950 E. Blackhawk Trail
Eldridge, Iowa 52748

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

Item 04
04/09/24

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: Temporary Road Closures for the Quad Cities Triathlon

DATE: March 29, 2024

This resolution is to approve temporary road closures for the Quad Cities Triathlon on June 15, 2024. This year's event will be the 22nd running of the annual event. The USA Triathlon sanctioned event is a 600 yard swim, 15 mile bike, and 3.1 mile run. The roads will be closed to traffic for the bicycle portion of the race.

The closures will take place during the morning and typically last approximately two hours. The Race Director coordinates with Scott County Conservation personnel and Scott County Sheriff's Office personnel to direct traffic and manage the road closures. Additionally, the Race Director notifies adjacent land owners by mail of the temporary closures a few days in advance of the race.

This request is for temporary closure of the following roads:

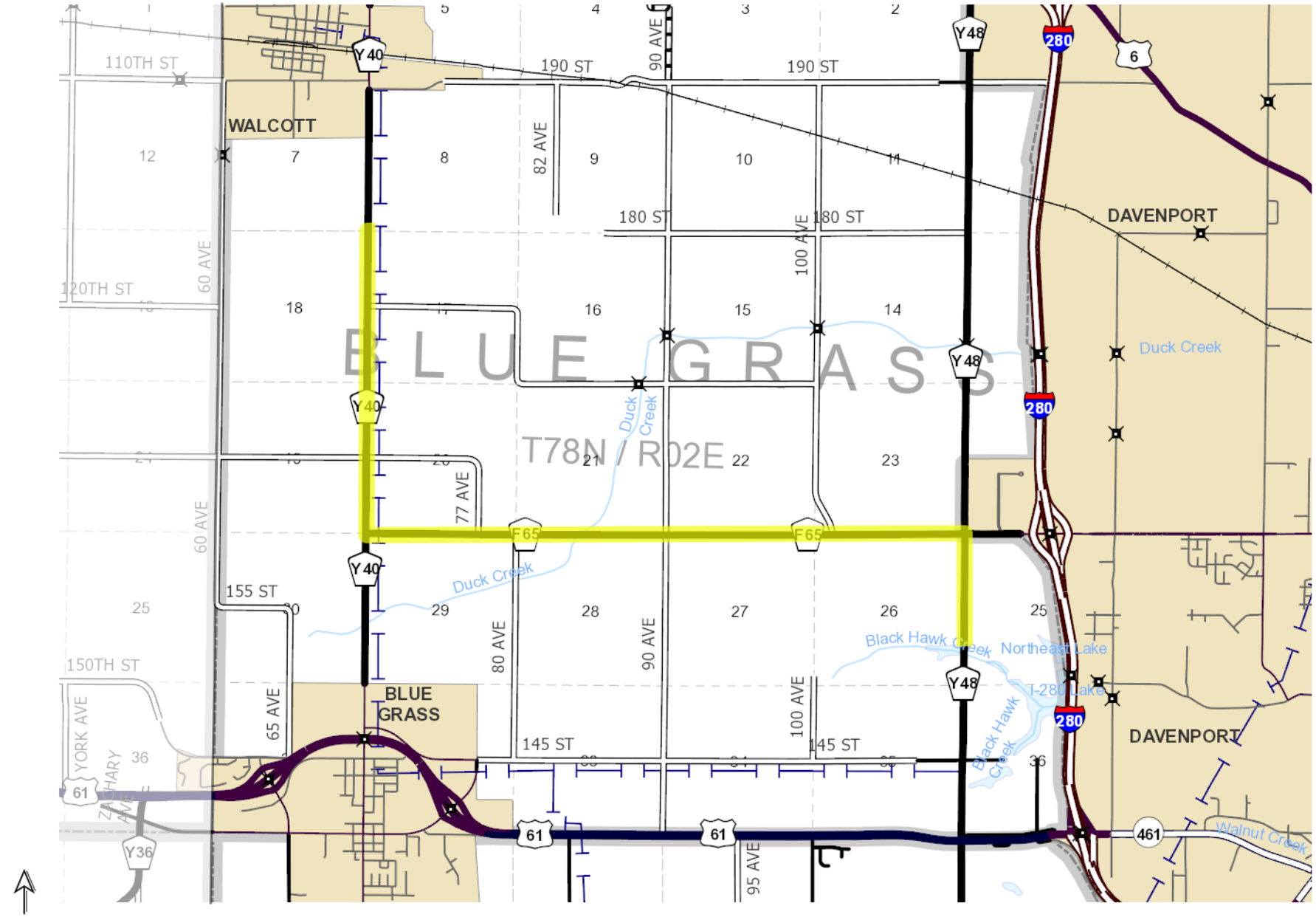
- Y48 (110th Avenue) from West Lake Park Gate 5 to F65 (160th Street)
- F65 (160th Street) from Y48 (110th Avenue) to Y40 (70th Avenue)
- Y40 (70th Avenue) from F65 (160th Street) north approximately 2 miles

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

QC Triathlon Road Closure Map

Scott - ICEASB Easy Map

10:18 AM, Tue, Mar 21, 2023



Generated by ICEASB Map Server (150 dpi)

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

APRIL 11, 2024

APPROVAL OF TEMPORARY ROAD CLOSURES FOR
THE QUAD CITIES TRIATHLON ON JUNE 15, 2024

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

Section 1. That the request for road closures for the Quad Cities Triathlon to close Y48 (110th Avenue) from West Lake Park Gate 5 to F65 (160th Street) thence West on F65 (160th Street) to Y40 (70th Avenue) thence North on Y40 (70th Avenue) approximately 2 miles to the turn around on June 15, 2024, are approved.

Section 2. That the Quad Cities Triathlon Race Director will work with the Scott County Sheriff's Office and Scott County Conservation to provide the necessary traffic control and safety.

Section 3. That this resolution shall take effect immediately.

PLANNING & DEVELOPMENT
600 West Fourth Street
Davenport, Iowa 52801-1106
E-mail: planning@scottcountyiowa.gov
Office: (563) 326-8643 Fax: (563) 326-8257

Item 05
04/09/24

Scott County

To: Mahesh Sharma, County Administrator
From: Alan Silas, Planning & Development Specialist
Date: April 1, 2024

Re: County review and public hearing on the Construction Permit Application of JT Cleona Pork 2+ LLC, c/o Tom Dittmer in the SE ¼ of the NE ¼ of Section 5 of Cleona Township for the expansion of an existing confined animal feeding operation at 25644 20th Avenue in unincorporated Scott County.

Scott County's adoption of the Master Matrix allows the County to review applications for State construction permits for confined Animal Feeding Operations (AFOs). The Master Matrix awards points for additional separation distances above the State-required minimums. Points are also awarded based upon the design and operation of the site, such as the development of an emergency action plan, responsible manure application, among others. Points are awarded in the three categories of Air, Water, and Community. A minimum score is required for each of these categories, with a total minimum score of 440 points required to pass the Matrix.

The Iowa Department of Natural Resources (IDNR) notified Scott County it had received the application on March 25, 2024. Scott County has 30 days from the date the IDNR notifies the County that it has received the application to submit comments and a recommendation on that application. Notice of the receipt of this application, as well as notice of a public hearing, were published in two area newspapers (*North Scott Press*, *Quad City Times*) as required by the IDNR. A public hearing is not required by the IDNR rules, but the Board of Supervisors has the option to hold such hearings. The Board has historically held a public hearing on all such applications.

In addition to publishing public notice, staff has also mailed notice of the public hearing to property owners within 500 feet of the property. Staff has not, as of yet, received any calls or emails regarding this request. Staff will include any written comments and a summary of any verbal comments received at the public hearing with the Board's recommendation to the IDNR.

In reviewing the Master Matrix scoring submitted as part of the construction application, staff used IDNR mapping data available on its AFO Siting webpage (https://programs.iowadnr.gov/maps/afo/) to confirm the validity of the Air, Water, and Community points received based on the proposed facility's design and operations, as well as its location in the County in comparison to areas and resources deemed "critical" or "protected." Staff would award the application the following points based on that data:

PLANNING & DEVELOPMENT
600 West Fourth Street
Davenport, Iowa 52801-1106
E-mail: planning@scottcountyiowa.gov
Office: (563) 326-8643 Fax: (563) 326-8257

- Air: 86 points awarded / 53.38 required to pass
- Water: 163 points awarded / 67.75 required to pass
- Community: 236 points awarded / 101.13 required to pass
- **TOTAL: 460 points awarded / 440 required to pass**

The applicant's full scoring matrix as well as a detailed scoring matrix prepared by staff are enclosed.

Staff would recommend approval the enclosed resolution, which adopts a recommendation to the IDNR to approve the construction permit application submitted by of JT Cleona Pork 2+ LLC, c/o Tom Dittmer. The IDNR must receive a recommendation from Scott County by April 24, 2024.

PLANNING & DEVELOPMENT
600 West Fourth Street
Davenport, Iowa 52801-1106
E-mail: planning@scottcountyiowa.gov
Office: (563) 326-8643 Fax: (563) 326-8257

NOTICE OF SCOTT COUNTY BOARD OF SUPERVISORS
PUBLIC HEARING FOR THE REVIEW OF AN APPLICATION FOR A STATE CONSTRUCTION PERMIT FOR THE EXPANSION OF AN EXISTING CONFINED ANIMAL FEEDING OPERATION

Public Notice is hereby given that the Scott County Board of Supervisors will hold a public hearing on **Thursday, April 11, 2024**, in Conference Room 258 in the Scott County Courthouse, 400 West 4th Street, Davenport, Iowa, during their regular meeting which starts promptly at **5:00 P.M.**

The Scott County Board of Supervisors will review and hear public comments on the State of Iowa Construction Permit application of JT Cleona Pork 2+ LLC, c/o Tom Dittmer in the SE ¼ of the NE ¼ of Section 5, T79N, R1E (Cleona Township) for the expansion of an existing confined animal feeding operation. The addresses of the subject property is 25644 20th Avenue, Stockton, Iowa 52769.

The proposed expansion would include one (1) new 2,400-head deep pit swine finisher confinement building. The Animal Unit Capacity (AUC) of the confinement operation after construction would be 1,920 animal units (4,800 head of swine finishers).

A copy of the application is on file with the Scott County Planning and Development Department and is available for review prior to the hearing during normal working hours 8:00 AM to 3:30 PM, Monday through Friday. If you have questions or want further information please call or write the Planning and Development Department, Administrative Center, 600 West 4th Street, Davenport, Iowa 52801, 563-326-8643, or attend the hearing.

Written, faxed, or emailed comments for the Board of Supervisors may be delivered or sent to the Scott County Planning and Development Department in advance of the public hearing. All comments will be forwarded to the Iowa Department of Natural Resources. The fax number for Scott County Planning and Development is 563-326-8257 and the email address is planning@scottcountyiowa.gov.

PLANNING & DEVELOPMENT
600 West Fourth Street
Davenport, Iowa 52801-1106
E-mail: planning@scottcountyiowa.gov
Office: (563) 326-8643 Fax: (563) 326-8257

PUBLIC NOTICE TO ALLOW FOR REVIEW AND COMMENT ON AN APPLICATION FOR A STATE CONSTRUCTION PERMIT FOR THE EXPANSION OF AN EXISTING ANIMAL CONFINEMENT FEEDING OPERATION

The Scott County Board of Supervisors has on file an application for a State of Iowa construction permit that has been submitted to the Iowa Department of Natural Resources for the expansion of an existing animal (swine) confinement feeding operation in Scott County.

Name of Applicant:	JT Cleona Pork 2+ LLC, c/o Tom Dittmer
Address	25644 20th Avenue Stockton, Iowa 52769
Location of operation	SE ¼ of the NE ¼ of Section 5, T79N, R1E (Cleona Township)
Description of application	One (1) new 2,400-head deep pit swine finisher confinement building at an existing swine confinement facility. The Animal Unit Capacity (AUC) of the confinement operation after construction would be 1,920 animal units (4,800 head of swine finishers).
Examination:	The application for a State Construction Permit and associated manure management plan is on file with the Scott County Planning and Development Department located at 600 West 4th Street, Davenport, Iowa and is available for review by the public during normal working hours 8 AM to 3:30 PM, Monday through Friday.
Comments:	Written, faxed or emailed comments for the Board of Supervisors may be delivered or sent to the Scott County Planning and Development Department until Thursday, April 11, 2024 at 4:00 PM. Those comments and all comments received by the close of business on Tuesday, April 23, 2024 will be forwarded to the Iowa Department of Natural Resources. The fax number for Planning and Development is 563-326-8257 and the email address is planning@scottcountyiowa.gov.
Additional Information:	Greg Schaapveld, Planning and Development Director 600 West 4th Street Davenport, Iowa 52801 563-326-8643

Scott County Scoring of Master Matrix for JT Cleona Pork 2+ LLC, c/o Tom Dittmer, 2024 Expansion

The Master Matrix has 44 possible scoring criteria:
The first 25 are listed under **Proposed Site Characteristics,**
The remaining 19 are listed under **Proposed Site Operation and Manure Management Practices**.

Applicants can choose amongst the various criteria in order to score points. Each criterion has a total point value which is then divided and weighted between any of the three subcategories of Air, Water, and Community.

The County can review each criterion upon which the applicant has scored and concur or not concur that the points are accurately taken. The County only reviews the criteria the applicant has used to score points, other criterion for which points are not taken are not evaluated, even though the application may meet that criterion. The selection of scoring criteria is the applicant's option. Evaluating that scoring is the County's option by adopting the Master Matrix.

Proposed Site Characteristics

Scoring Criteria	Total Score	Air	Water	Community
#2 Additional separation distance to the closest Public use area (greater than 1,500 feet)	30	12.00	0.00	18.00
#3 Additional separation distance from closest school, church or business (greater than 1,500 feet)	30	12.00	0.00	18.00
#4 Additional separation distance, above 500 foot minimum, to closest water source (751 - 1,000 feet)	15	0.00	15.00	0.00
#5 Separation distance of 300 feet or more from the Proposed confinement structure to the nearest Thoroughfare (300 feet or greater)	30	9.00	0.00	21.00
#6 Additional separation distance, above minimum of 1,875 feet, from confinement to the closest critical public area (500 feet or greater)	10	4.00	0.00	6.00
#7 Additional separation distance, two times the minimum required, from confinement to all private and public water wells	30	0.00	24.00	6.00
#8 Additional separation distance over the minimum 1,000 feet from drainage well, known sink hole or major water source (greater than 2,500 feet)	50	5.00	25.00	20.00
#9 Distance between the proposed confinement structure and the nearest containment facility	25	7.50	7.50	10.00

Scoring Criteria	Total Score	Air	Water	Community
…that has a submitted department MMP				
#10 Separation distance from closest high quality waters	30	0.00	22.50	7.50
#12 Liquid manure storage structures are covered	30	27.00	0.00	3.00
#17 Proposed manure storage structure is formed	30	0.00	27.00	3.00
#19 Truck Turnaround	20	0.00	0.00	20.00
#20 No history of Administrative Orders in last five years	30	0.00	0.00	30.00
#23 Family Farm Tax Credit	25	0.00	0.00	25.00
#24 Facility Size (1 – 2,00 AUC)	20	0.00	0.00	20.00
#25 Feeding and watering systems that reduce manure volume	25	0.00	12.50	12.50

Proposed Site Operation and Manure Management Practices

Scoring Criteria	Total Score	Air	Water	Community
#26 Injection/incorporation same date it is land-applied	30	12.00	12.00	6.00
Total Scoring by JT Cleona Pork 2+ LLC, c/o Tom Dittmer	**460**	**86.00**	**163.00**	**236.00**
Total Scoring by Scott County	**460**	**86.00**	**163.00**	**236.00**
Minimum Score required to Pass Master Matrix	***440***	***53.38***	***67.75***	***101.13***

Iowa Department of Natural Resources
1900 North Grand Ave.
Gateway N Mall, Suite E17
Spencer, Iowa 51301

FAX SHEET

DELIVER TO: Scott County Auditor **PHONE:** 1-563-326-8643

FAX NUMBER: 1-563-326-8257

FROM: Iowa DNR, Paul Petitti

NUMBER OF PAGES (including this cover sheet): 5

MESSAGE: **This is a Courtesy Reminder: Iowa law requires that your board of supervisors publish a notice in the newspaper and submit the board's master matrix scoring and recommendation for the construction permit application of the confinement feeding operation, as explained in the attached letter. Please take note of the deadlines. If you have any questions, please call.**

Our Fax Number is: 712/262-2901

Any problems with transmission call: 712/262-4177

IOWA DEPARTMENT OF NATURAL RESOURCES

GOVERNOR KIM REYNOLDS
LT. GOVERNOR ADAM GREGG
DIRECTOR KAYLA LYON

March 25, 2024

Scott County Board of Supervisors
c/o County Auditor
Via facsimile and email

REF: Public Notice, Matrix Evaluation and County's Recommendation Required
DNR's Facility ID No. 62694

Dear Board of Supervisors:

The DNR has received a construction permit application for a confinement feeding operation:
Facility name: **JT CLEONA PORK 2+, LLC Site**
Date received by the DNR: 03/25/2024

Under Iowa law, for this application the County is required to complete the following actions:

1. Publish a public notice (see example on page following this letter) in a newspaper having a general circulation in the county no later than 04/08/2024 (within 14 days of DNR's receipt of the application) and furnish proof of publication to the DNR:

   Note: A public hearing is not required, but it is optional. However, if the board chooses to have a public hearing, it is recommended to include in the notice the date, time and place for the hearing.

2. Score the applicant's Master Matrix and submit the board's scoring and recommendation regarding this application. A sample cover letter is attached. The county must submit to the DNR all of the following:

   A) A recommendation to approve or to disapprove the application.
   B) The Boards scoring of the Matrix, including all supporting calculations.
   C) Proof of publication of Public Notice.

   Your recommendation and Matrix score must be received by the DNR no later than 04/24/2024 (30 days after DNR received the application).

   NOTE: If the County does not submit the Matrix score and recommendation by the deadline, the DNR will not consider any subsequent County's scoring of the Matrix or recommendation until the next time the County is eligible to adopt a construction evaluation resolution.

3. The board may submit comments or may forward comments from the public, which must be **received** by DNR no later than 04/24/2024. Comments received after that date due will not be considered. Comments may include but are not limited to the following:

a. The existence of an object or location not included in the application that benefits from a separation distance requirement as provided in section 459.202 or 459.204 or 459.310 of the Code of Iowa.
b. The suitability of soils and the hydrology of the site where construction of a confinement feeding operation structure is proposed.
c. The availability of land for the application of manure originating from the confinement feeding operation.
d. Whether the construction of a proposed confinement feeding operation structure will impede drainage through established tile lines, laterals, or other improvements which are constructed to facilitate the drainage of land not owned by the person applying for the construction permit.

4. The proof of publication, County's recommendation, a copy of the Matrix as scored by the board and any public comments must be **received** by IDNR no later than 04/24/2024. To ensure timely submittal, we recommend that you also **fax or scan and email** proof of publication, County's recommendation and a copy of the Matrix as scored by the board to:

Send to:

☐ Iowa DNR
Field Office #3
1900 N Grand Ave
Gateway North, Suite E17
Spencer, IA 51301
Attn: Paul Petitti

Paul.Petitti@dnr.iowa.gov
712/262-4177

☒ Iowa DNR
Field Office #2
2300 15th St SW
Mason City, IA 50401
Attn: Cindy Garza

Cindy.Garza@dnr.iowa.gov
641/424-4073

If you have any questions about this process, please contact Paul or Cindy.

Sincerely,

Field Services and Compliance Bureau

Paul Petitti

Paul Petitti

PUBLIC NOTICE

(This section is to be completed by the applicant)

The Scott County Board of Supervisors, has received a construction permit application for a confinement feeding operation, more specifically described as follows:

Name of Applicant: JT CLEONA Pork 2+ LLC, C/o Tom Dittmer
Location of the proposed construction: Section 5 of Cleona Township.
Type of confinement feeding operation structure‡ proposed: One new 2400 head deep pit swine finisher confinement building at an existing swine confinement facility.

Animal Unit Capacity of the Confinement Operation after Construction: 1920 animal units.(4800 head of swine finishers)

(This section is to be completed by the county)

Examination: The application is on file at the County _____ Office and is available for public inspection during the following days: _____ and hours: _____ am to _____pm.
Comments: Written comments may be filed at the County _____ Office, until the following deadline: _____.

‡ A confinement feeding operation structure = a confinement building with a below the floor concrete pit; confinement building with an earthen basin or anaerobic lagoon; aboveground steel tank, etc. (see definition in footnote 1, page 1 of this application form).

Letterhead for County Board of Supervisors
Address, town, Iowa
COURTHOUSE: # FAX: #
Supervisors

_____ County Master Matrix Scoring & Recommendation

The _____County Board of Supervisors have reviewed the Master Matrix and Construction Permit Application for _____

Public Notice was published on __/__/___ and the proof of publication is attached.

Matrix as scored by _____County =_____ points. **Passing / Failing** (Circle One)

If the County scored matrix is different than submitted then the County scored matrix is attached with justifications ☐

Supplemental letters or documentation is being sent to DNR ☐

Upon review and inspection of construction site and documents provided, we the _____ County Board of Supervisors recommend the permit application be **Approved / Disapproved** (Circle One)

Comments or Reason for Disapproval:

Signed: _____ Date: _____

Chairman

FIELD OFFICE #3 / 1900 NORTH GRAND, SUITE E17 / SPENCER, IOWA 51301-2200
712-262-4177 / FAX 712-262-2901 / www.iowadnr.gov

Please staple check here

Iowa Department of Natural Resources

Construction Permit Application Form
Confinement Feeding Operations

INSTRUCTIONS:
Prior to constructing, installing, modifying or expanding a confinement feeding operation structure[1], answer questions 1-8 on Item 3, Section A (page 2), to determine if a construction permit is required. To calculate the animal unit capacity (AUC) of the operation, complete Table 1 (page 4). If a construction permit is required, complete the rest of the form, have the applicant(s) sign it on pages 5 and 6. Mail to the DNR (see address on page 5) this application form, documents and fees requested in Checklist No. 1 or 2 (pages 10-15). See item 5 (page 5), to determine which checklist to use.

If a construction permit is not needed, some pre-construction requirements may still apply prior to the construction of a formed manure storage structure[2]. See page 5 for additional DNR contact information.

THIS APPLICATION IS FOR:

1. ☐ A new confinement feeding operation
2. ☒ An existing confinement feeding operation *(answer all of the following questions):*
   a) Facility ID No. (5 digit number): 62694
   b) Date when the operation was first constructed: 1997 Separation distance table used: 6-D
   c) Date when the last construction, expansion or modification was completed: 1997

(Not needed if the confinement operation has previously received a construction permit from DNR.)

d) Is this also an ownership change? ☒ Yes ☐ No If yes box is checked additional fees apply. See page 8

ITEM 1 – LOCATION AND CONTACT INFORMATION ***(See page 17 for instructions and an example)*:**

A) Name of operation: JT CLEONA PORK 2+ LLC

Location:

SE	NE	5	T79N-R1E	CLEONA	SCOTT
(¼ ¼)	(¼)	(Section)	(Tier & Range)	(Name of Township)	(County)

B) Applicant information:
Name: JT CLEONA PORK 2+ LLC Title: OWNER
Address: 12090 240TH ST. ELDRIDGE, IA 52748
Telephone: 563-285-4006 Fax: Email: TOM.DITTMER@GRANDVIEWFARMSINC.COM

C) Person to contact with questions about this application (if different than applicant):
Name: TOM DITTMER Title: OWNER
Address: 12090 240TH ST. ELDRIDGE, IA 52748
Telephone: 563-285-4006 Fax: Email: TOM.DITTMER@GRANDVIEWFARMSINC.COM

☒ Enclose aerial photo or engineering drawing showing the proposed location of the confinement feeding operation structure[1] and all applicable separation distances, as requested in Attachment 1 (pages 11-12 or 14-15). See example of aerial photo on pages 18 to 19, at the end of this form.

☐ I manage or have a 10% or more ownership interest in another confinement feeding operation located within 2,500 feet of the proposed site. Please contact the DNR AFO Program staff at (712) 262-4177 to verify site adjacency requirements.

[1] Confinement feeding operation structure = animal feeding operation structure (confinement building, manure storage structure or egg washwater storage structure) that is part of a confinement feeding operation. Manure storage structures include formed and unformed manure storage structures.
[2] Formed manure storage structure = covered or uncovered concrete or steel tanks, and concrete pits below the building.

ITEM 2 – SITING INFORMATION:

A) Karst Determination: Go to DNR AFO Siting Atlas at http://programs.iowadnr.gov/maps/afo/. Search for your site by either scrolling into your location or entering an address or legal description in the bottom search bar. Left click on the location of your proposed structure. Make sure the karst layer box is checked on the map layers. If you cannot access the map, or if you have questions about this issue, contact the AFO Engineer at (712) 262-4177. Check one of the following:

- ☐ The site is not in karst or potential karst. Print and enclose the map with the name and location of the site clearly marked.
- ☒ The site is in karst. The upgraded concrete standards of 567 IAC 65.15(14)"c" must be used. Refer to "Applicant's submittal checklist" on page 10 for karst documentation.
- ☐ The site is within 1,000 feet of a known sinkhole, Secondary Containment Barrier is required in accordance with 567 IAC 65.15(17).

B) Alluvial Soils Determination: Go to the AFO Siting Atlas as described above. Make sure the alluvial layer box is checked on the map legend. If you cannot access the map, or if you have questions about this issue, contact DNR Flood Plain at (866) 849-0321. Check one of the following:

- ☒ The site is not in alluvial soils. Print and enclose the map with the name and location of the site clearly marked.
- ☐ The site is in alluvial soils. You will need to submit a request for a flood plain determination from DNR Flood Plain (866) 849-0321. After receiving determination submit one of the following:
- ☐ Not in 100-year floodplain or does not require a flood plain permit. Include correspondence from the DNR Flood Plain Section.
- ☐ Requires flood plain permit. Include flood plain permit.
- ☐ Documentation has been submitted to determine site is not in alluvial soils. Refer to "Applicant's Submittal Checklist" on page 10 for alluvial soils documentation.

ITEM 3 – OPERATION INFORMATION:

A) A construction permit is required prior to any of the following:

1. ☐ Constructing or modifying any unformed manure storage structure[3], constructing or modifying a confinement building that uses an unformed manure storage structure[3], or increasing animal units in a confinement building that uses an unformed manure storage structure.
2. ☒ Constructing, installing or modifying a confinement building or a formed manure storage structure[2] at a confinement feeding operation if, after construction, installation or expansion, the AUC of the operation is 1,000 animal units (AU) or more. This also applies to confinement feeding operations that store manure exclusively in a dry form.
3. ☐ Initiating a change that would result in an increase in the volume of manure or a modification in the manner in which manure is stored in any unformed manure storage structure[3], even if no construction or physical alteration is necessary. Increases in the volume of manure due to an increase in animal capacity, animal weight capacity or AUC up to the limits specified in a previously issued construction permit do not require a new construction permit.
4. ☐ Initiating a change, even if no construction or physical alteration is necessary, that would result in an increase in the volume of manure or a modification in the manner in which manure is stored in a formed manure storage structure[2] if, after the change, the AUC of the operation is 1,000 AU or more. Increases in the volume of manure due to an increase in animal capacity, animal weight capacity or AUC up to the limits specified in a previously issued construction permit do not require a new construction permit.
5. ☐ Constructing or modifying any egg washwater storage structure or a confinement building at a confinement feeding operation that includes an egg washwater storage structure.
6. ☐ Initiating a change that would result in an increase in the volume of egg washwater or a modification in the manner in which egg washwater is stored, even if no construction or physical alteration is necessary. Increases in the volume of egg washwater due to an increase in animal capacity, animal weight capacity or AUC up to the limits specified in a previously issued construction permit do not require a new construction permit.
7. ☐ Repopulating a confinement feeding operation if it was closed for 24 months or more and if any of the following apply:
   1. ☐ The confinement feeding operation uses an unformed manure storage structure[3] or egg washwater storage structure;
   2. ☐ The confinement feeding operation includes only confinement buildings and formed manure storage structures[2] and has an AUC of 1,000 AU or more.
8. ☐ Installing a permanent manure transfer piping system, unless the department determines that a construction permit is not required.

[3] Unformed manure storage structure = covered or uncovered anaerobic lagoon, earthen manure storage basin, aerobic earthen structure.

B) In your own words, describe in detail, the proposed construction, expansion, installation, modification or repair being proposed in this project.(Must be completed) Attach additional pages if necessary:

One 81'2" x 241'4" x 8' deep, below ground, covered, cocrete pit foundation is being planned.

All pit fans mounted to concrete pumpouts.

No water entry through pit wall.

C) Master Matrix *(must check one)*. If any of boxes 1 to 3 are checked, the operation is required to be evaluated with the master matrix if the county, where the confinement feeding operation structure[1] is or would be located, has adopted a 'Construction Evaluation Resolution' (CER). Select the one that best describes your confinement feeding operation:

1. ☐ A new confinement feeding operation proposed in a county that has adopted a CER.
2. ☐ An existing operation constructed on or after April 1, 2002, in a county that has adopted a CER.
3. ☒ An existing operation constructed prior to April 1, 2002, with a current or proposed AUC of 1,667 AU or more, in a county that has adopted a CER.
4. ☐ None of the above. Therefore, the master matrix evaluation is not required.

D) Qualified Operation *(must check one)*. If any of boxes 1 to 4 are checked, the operation is also a 'qualified operation'. A qualified operation is required to use a manure storage structure that employs bacterial action which is maintained by the utilization of air or oxygen, and which shall include aeration equipment. However, this requirement does not apply if box 5 is checked. Select the one that best describes your confinement feeding operation:

1. ☐ A swine farrowing and gestating operation with an AUC of 2,500 AU or more. If the replacement breeding swine are raised and used at the operation, the animal units for those replacement animals do not count in the operations total AUC for the purpose of determining a qualified operation.
2. ☐ A swine farrow-to-finish operation with an AUC of 5,400 AU or more.
3. ☐ A cattle confinement feeding operation (including dairies) with an AUC of 8,500 AU or more.
4. ☐ Other confinement feeding operations with an AUC of 5,333 AU or more.
5. ☒ This is not a qualified operation because:
   a. ☒ It is below the limits shown on boxes 1 to 4.
   b. ☐ It includes a confinement feeding operation structure[1] constructed prior to May 31, 1995.
   c. ☐ It handles manure exclusively in a dry form (poultry).

ITEM 4 – ANIMAL UNIT CAPACITY (AUC) and, if applicable, ANIMAL WEIGHT CAPACITY (AWC):

A) Calculating AUC – Required for all operations

For each animal species, multiply the maximum number of animals that you would ever confine at one time by the appropriate factor, then add all AU together on Table 1 (page 4). Use the maximum market weight for the appropriate animal species to select the AU factor.

You must complete all applicable columns in Table 1. Use column a) to calculate the existing AUC, before permit for existing operations only. Use column b) to calculate the 'Total proposed AUC' (after a permit is issued) including new operations. The number obtained in column b) is the AUC of the operation and must be used to determine permit requirements. Use column c) to calculate the 'New AU' to be added to an existing operation. To calculate the indemnity fee (see page 7), also use column c), however, if the "Existing AUC" (column a) is 500 AU or less, enter the "Total proposed AUC" (column b) in the "New AU" (column c).

In calculating the AUC of a confinement feeding operation, you must include the AUC of all confinement buildings which are part of the confinement feeding operation, unless a confinement building has been abandoned. A confinement feeding operation structure[1] is abandoned if the confinement feeding operation structure[1] has been razed, removed from the site of a confinement feeding operation, filled in with earth, or converted to uses other than a confinement feeding operation structure[1] so that it cannot be used as a confinement feeding operation structure[1] without significant reconstruction. Therefore, in Table 1, enter the animal unit capacity of all the confinement buildings, including those that are from an "adjacent" operation located within 2,500 feet. For more information, contact the AFO Program at (712) 262-4177.

Table 1. Animal Unit Capacity (AUC): **(No. HEAD) x (FACTOR) = AUC**

Animal Species	a) Existing AUC (Before permit)			b) Total AUC (After permit)		
	(No. Head)	x (Factor)	= AUC	(No. Head)	x (Factor)	= AUC
Slaughter or feeder cattle		1.0			1.0	
Immature dairy cattle		1.0			1.0	
Mature dairy cattle		1.4			1.4	
Gestating sows		0.4			0.4	
Farrowing sows & litter		0.4			0.4	
Boars		0.4			0.4	
Gilts		0.4			0.4	
Finished (Market) hogs	2400	0.4	960	4800	0.4	1920
Nursery pigs 15 lbs to 55 lbs		0.1			0.1	
Sheep and lambs		0.1			0.1	
Goats		0.1			0.1	
Horses		2.0			2.0	
Turkeys 7 lbs or more		0.018			0.018	
Turkeys less than 7 lbs		0.0085			0.0085	
Broiler/Layer chickens 3 lbs or more		0.01			0.01	
Broiler/Layer chickens less than 3 lbs		0.0025			0.0025	
Ducks		0.04			0.04	
Fish 25 grams or more		0.001			0.001	
Fish less than 25 grams		0.00006			0.00006	
TOTALS:		a) Existing AUC:	960	b) Total proposed AUC:		1920

Note: If the "Existing AUC" (column a) is 500 AU or less, enter the "Total proposed AUC" (column b) in the "New AU" (column c)

c) New AU = b) - a): 960

(This is the AUC of the operation)

B) Calculating AWC - Only for operations first constructed prior to March 1, 2003

The AWC is needed for an operation that was first constructed prior to March 1, 2003, to determine some of the minimum separation distance requirements for construction or expansion.

The AWC is the product of multiplying the maximum number of animals that you would ever confine at any one time by their average weight (lbs) during the production cycle. Then add the AWC if more than one animal species is present (examples on how to determine the AWC are provided in 567 IAC 65.1(455B).)

If the operation was first constructed prior to March 1, 2003, you must complete all applicable columns in Table 2:

Table 2. Animal Weight Capacity (AWC): **(No. head) * (Avg. weight, lbs) = AWC, lbs**

Animal Species	a) Existing AWC (Before Permit)			b) Proposed AWC (After permit)		
	(No. head) x	avg weight	= AWC	(No. head) x	avg weight	= AWC
Slaughter or feeder cattle						
Immature dairy cattle						
Mature dairy cattle						
Gestating sows						
Farrowing sows & litter						
Boars						
Gilts						
Finished (Market) hogs	2400	160	384000	4800	160	768000
Nursery pigs 15 lbs to 55 lbs						
Sheep and lambs						
Goats						
Horses						
Turkeys 7lbs or more						
Turkeys less than 7 lbs						
Broiler/Layer chickens 3 lbs or more						
Broiler/Layer chickens less than 3 lbs						
Ducks						
Fish 25 grams or more						
Fish less than 25 grams						
TOTALS:		a) Existing AWC:	384000	b) Total proposed AWC:		768000

c) New AWC = b) - a): 384000

(This is the AWC of the operation)

ITEM 5 – SUBMITTAL REQUIREMENTS Checklists No. 1 or 2 (pages 10-15) describe the submittal requirements, which are based on the type of confinement feeding operation structure[1] and AUC proposed. To determine which checklist to use, choose the option that best describes your confinement feeding operation:

A) ☒ **Formed manure storage structures[2]**: The proposed confinement feeding operation structure[1] will be or will use a formed manure storage structure[2]. Check one of the following boxes:

1. ☐ A swine farrowing and gestating operation with an AUC of 1,250 AU or more. Use Submittal Checklist No. 2 (page 13).
2. ☐ A swine farrow-to-finish operation with an AUC of 2,750 AU or more. Use Submittal Checklist No. 2 (page 13).
3. ☐ A cattle confinement feeding operation (including dairies) with an AUC of 4,000 AU or more. Use Submittal Checklist No. 2 (page 13).
4. ☐ Other confinement feeding operations with an AUC of 3,000 AU or more. Use Submittal Checklist No. 2 (page 13).
5. ☒ None of the above. Use Submittal Checklist No. 1 (page 10).

If any of boxes 1 to 4 are checked, the operation meets the threshold requirements for an engineer[4] and a Professional Engineer (PE), licensed in Iowa, is required. For these cases, use Submittal Checklist No. 2 (page 13).

If you checked box 5, your operation is below threshold requirements for an engineer[4] and a Professional Engineer (PE) is not required. Use Submittal Checklist No. 1 (page 10).

B) ☐ **Unformed manure storage structure[3]**: The proposed confinement feeding operation structure[1], will be or will use an unformed manure storage structure[3] or an egg washwater storage structure. A Professional Engineer (PE) licensed in Iowa must design and sign the engineering documents for any size of operation. Use Submittal Checklist No. 2 (page 13) and Addendum "A" (page 16).

ITEM 6- UTILIZING RURAL WATER SYSTEM FOR WATER SUPPLY

☐ The proposed facility will utilize rural water and the providing rural water system has been notified and is aware of the proposed increase in water use.

ITEM 7 – SIGNATURE:

I hereby certify that the information contained in this application is complete and accurate.

Signature of Applicant(s): Tom Ditter Date: 02/15/24

MAILING INSTRUCTIONS:

To expedite the application process, follow the submittal requirements explained in Checklist No. 1 or 2 (pages 10 to 16), whichever applies. Page 1 of this form should be the first page of the package. Mail all documents and fees to:

Iowa DNR
AFO Program
1900 N Grand Ave
Gateway North, Ste E17
Spencer, IA 51301

(Note: Incomplete applications will be returned to the sender.)

Questions

Questions about construction permit requirements or regarding this form should be directed to an engineer of the animal feeding operations (AFO) Program at (712) 262-4177. To contact the appropriate DNR Field Office, go to http://www.iowadnr.gov/fieldoffice.

[4] Threshold requirements for an engineer apply to the construction of a formed manure storage structure[2]. Operations that meet or exceed the threshold requirements for an engineer are required to submit engineering documents signed by a professional engineer licensed in the state of Iowa. Please refer to Checklist No. 2 (pages 13-15).

ITEM 8

Interested Parties Form
Confinement Feeding Operation

Interest means ownership of a confinement feeding operation as a sole proprietor or a 10 percent or more ownership interest held by a person in a confinement feeding operation as a joint tenant, tenant in common, shareholder, partner, member, beneficiary or other equity interest holder. Ownership interest is an interest when it is held either directly or indirectly through a spouse or dependent child, or both.

INSTRUCTIONS:

Please list all persons (including corporations, partnerships, etc.) who have an interest in any part of the confinement feeding operation covered by this permit application.

Full Name	Address	City/State	Zip
TOM DITTMER	12090 240TH ST	ELDRIDGE/IA	52748
JONI DITTMER	12090 240TH ST	ELDRIDGE/IA	52748
JT CLEONA PORK 2+ LLC	12090 240TH ST	ELDRIDGE/IA	52748

For each name above, please list below all other confinement feeding operations in Iowa in which that person has an interest. Check box "**None**", below, if there are no other confinement feeding operations in Iowa in which the above listed person(s) has or have an interest.

Operation Name	Location (¼ ¼, ¼, Section, Tier, Range, Township, County)	City
☐ **None** [There are no other confinements in Iowa in which the above listed person(s) has or have an interest].		
SEE ATTACHED		

I hereby certify that the information provided on this form is complete and accurate.

Signature of Applicant(s): Tom Dittmer Date: 02/15/24

ITEM 9

Manure Storage Indemnity Fee Form for Construction Permits

CASHIER'S USE ONLY
0474-542-474A-0431
Facility ID #
County

Credit fees to: JT CLEONA PORK 2+ LLC

Name of operation: JT CLEONA PORK 2+ LLC

INSTRUCTIONS:

1) Use the 'Total Proposed AUC' from column b), Table 1 (page 4), to select the appropriate fee line in the table below. The 'Total Proposed AUC' is the AUC of the operation.
2) Select the animal specie and row number (see examples). Enter the 'New AU' from column c), Table 1 (page 4). The 'New AU' is the number of AU to be added to an existing operation or being proposed with a new operation. **Note**: If the "Existing AUC" (column a) is 500 AU or less, enter the "Total proposed AUC" (column b) in "New AU" (column c).
3) Multiply the 'New AU' by the appropriate 'Fee per AU'. The resulting number is the indemnity fee due.

- **Example 1**: An existing swine operation is expanding from an 'Existing AUC' of 1,000 AU to a 'Total Proposed AUC' of 1,800 AU, and has previously paid an indemnity fee for the existing 1,000 AU. Calculate the indemnity fee as follows: The 'Total Proposed AUC' is between 1,000 AU and 3,000 AU; the animal specie is other than poultry; enter 800 AU in the 'New AU' column, row 4, and multiply it by $ 0.15:

  (800 AU) x ($ 0.15 per AU) = $ 120.00

- **Example 2**: An existing poultry operation is expanding from an 'Existing AUC' of 250 AU to a 'Total Proposed AUC' of 2,000 AU and has not paid the indemnity fee for animals housed in the existing buildings. Calculate the indemnity fee as follows: The 'Total Proposed AUC' is between 1,000 AU and 3,000 AU; the animal specie is poultry and the indemnity fee has not previously been paid, enter 2,000 AU in the 'New AU' column on row 3, and multiply it by $0.06:

  (2,000 AU) x ($ 0.06 per AU) = $ 120.00

- **Example 3**: If you are proposing a new swine confinement feeding operation with a 'Total Proposed AUC' of 3,500 AU, enter 3,500 AU in the 'New AU' column, row 6 and multiply it by $ 0.20:

  (3,500 AU) x ($ 0.20 per AU) = $ 700.00

- **Example 4**: If you are applying for a construction permit but you are not increasing the AUC of the operation, and has previously paid the applicable indemnity for the animals housed in the existing buildings, there is no indemnity fee due ($ 0.00). If no indemnity fee is due, do not submit this page.

Indemnity Fee Table:

Total Proposed AUC (After Permit (from column B, Table 1)	Row	Animal species	New AU (from column C Table 1)	x	Fee per AU	Indemnity Fee
Less than 1,000 AU	1	Poultry		x	$ 0.04 =	
	2	Other		x	$ 0.10 =	
1,000 AU or more to less than 3,000 AU	3	Poultry		x	$ 0.06 =	
	4	Other	960	x	$ 0.15 =	144.00
3,000 AU or more	5	Poultry		x	$ 0.08 =	
	6	Other		x	$ 0.20 =	

ITEM 9 (Cont.)

Filing Fees Form for Construction Permits

CASHIER'S USE ONLY
0473-542-473A-0431
0474-542-474A-0431
Facility ID #
County

Credit fees to: JT CLEONA PORK 2+ LLC

Name of operation: JT CLEONA PORK 2+ LLC

INSTRUCTIONS:

1. If the operation is applying for a construction permit enclose a payment for the following:
   ☒ Construction application fee $250.00.
   (Note: This fee is non-refundable)

2. A manure management plan must be submitted with a filing fee.
   ☒ Manure management plan filing fee $250.00
   (Note: This fee is non-refundable)

3. If this is a change in ownership then indemnity fees must also be paid on the current (existing) total AUC at the appropriate rate on page 7.
   ☒ Indemnity fee due to ownership change $ 144.00

4. Total filing fees: Add the fees paid in items 1, 2 and 3 (above): $ 644.00

SUMMARY:

- Manure Storage Indemnity Fee (see previous page) to be deposited in the Manure Storage Indemnity Fee Fund (474)	$	144.00
- Total filing fees (see item 4 on this page) to be deposited in the Animal Agriculture Compliance Fund (473)	$	644.00
TOTAL DUE:	$	788.00

Make check payable to: Iowa Department of Natural Resources or Iowa DNR; and send it along with the construction application documents (See Submittal Checklist No. 1 or 2, pages 10-15.) Note: Do not send this fee to the county.

ITEM 10

COUNTY VERIFICATION RECEIPT OF DNR CONSTRUCTION PERMIT APPLICATION

This form provides proof that the County Board of Supervisors has been provided with a complete copy of the construction permit application documents (everything except the fees) for the confinement feeding operation or a complete MMP has been provided to the County because manure will be applied in that county:

Applicant: JT CLEONA PORK 2+ LLC Telephone: 563-285-4006

Name of operation: JT CLEONA PORK 2+ LLC

Location:	SE	NE	5	T79N-R1E	CLEONA	SCOTT
	(¼ ¼)	(¼)	(Section)	(Tier & Range)	(Name of Township)	(County)

Documents being submitted to the county:

- ☒ Construction permit application form: submit items 1 to 9 (see Submittal Checklist No. 1 or 2)
- ☒ Attachment 1 - Aerial photos: Must clearly show the location of the proposed confinement feeding operation structure[1] and that all the separation distances are met, including those claimed for points in the master matrix (if applicable).
- ☒ Attachment 2 - Statement of design certification, submit any of the following (see Checklist No. 1 or 2):
  - ☒ Construction Design Statement form
  - ☐ Professional Engineer (PE) Design Certification form
  - ☐ Engineering report, construction plans and technical specifications
  - ☐ In addition, if proposing an unformed manure storage structure[3] or an egg washwater storage structure submit documentation required in Addemdum "A" of this construction application form.
- ☒ Attachment 3 - Manure management plan (MMP).
- ☒ Attachment 4 - Master Matrix (if required). You must include supporting documents (see Checklist No. 1 or 2)

Revised Documents: ☐ Application ☐ CDS ☐ Matrix ☐ MMP ☐ Other _____

THIS SECTION IS RESERVED FOR THE COUNTY

As soon as DNR receives a construction permit application, the DNR will fax your County Auditor a "Courtesy reminder letter" explaining what actions your County Board of Supervisors must complete and the deadlines.

Public Notice is required for **all** construction permit applications, including those applications not required to be evaluated with the master matrix and applications in counties not participating in the Master matrix.

Counties participating in the master matrix: the county's master matrix evaluation and county's recommendation is required for the following cases:

- A new confinement feeding operation that is applying for a construction permit
- An existing confinement feeding operation that was first constructed on or after April 1, 2002 that is applying for a construction permit.
- An existing confinement feeding operation that was first constructed prior to April 1, 2002 that is applying for a construction permit with an animal unit capacity (AUC) is 1,667 animal units (AU) or more.

I have read and acknowledge the county's duty with this construction permit application, as specified in 567 IAC 65.10 and Iowa Code 459.304. On behalf of the Board of Supervisors for:

COUNTY: Scott

NAME: [illegible]

TITLE: Planning & Development Specialist

(Member of the County Board of Supervisors or its designated official/employee)

Date: February 20, 20 24.

If you do not receive the courtesy reminder letter within a reasonable time, or if you have any questions, please contact the animal feeding operations (AFO) Program at (712) 262-4177 or visit www.IowaDNR.gov

DO NOT SUBMIT THIS PAGE

Applicant's Submittal Checklist No. 1

For operations below threshold requirements for an engineer[4]
(Using formed manure storage[2] and not required to have a Professional Engineer)

To expedite the review process, please ensure that the construction permit application form is the first page of the application package. For more information, visit: www.IowaDNR.gov and select the link to "Environment, Land Stewardship, Animal Feeding Operations, AFO Resources and AFO Forms" or call (712) 262-4177.

Mail two (2) copies of the entire construction permit application package, with completed items 1-9 (see below), including Attachments 1 to 3, and if applicable Attachment 4. Follow mailing instructions given on page 5. Incomplete applications or with incorrect fees will be returned to sender. Do not include this checklist.

Submit items in the following order:

CONSTRUCTION PERMIT APPLICATION FORM:

- ☐ **Item 1. Location - completed (page 1). See page 17 for instructions and example on location.**
- ☐ **Item 2. Siting Information - enclose the necessary documentation requested on page 2:**
  - **A) Karst documentation (page 2):**
    - ☐ The site is not in karst. Enclose the Siting Atlas Map, with the name and the footprint of the operation clearly marked.
    - ☐ The site is in karst. The upgraded concrete standards of 567 IAC 65.15(14)"c" must be followed. You must also include copy of soils study and soil borings performed by a PE, an NRCS engineer or a qualified organization. A well record or boring (by a certified well driller, NRCS qualified staff, or professional engineer) from within 200 feet of the site showing over 5 feet of unconsolidated material above the bedrock surface may be sufficient for the upgraded standards.
  - **B) Alluvial soils documentation (page 2):**
    - ☐ The site is not in alluvial soils. Enclose the Siting Atlas Map, with the name and footprint of the operation clearly marked.
    - ☐ If the site is in alluvial soils. Submit one of the following:
      - ☐ a. Include correspondence from DNR showing that the site is not in floodplain or that a flood plain permit is not required.
      - ☐ b. Include documentation refuting the alluvial classification by a qualified professional (NRCS qualified staff or a soils professional).

- ☐ **Item 3. Operation Information - completed (pages 2-3)**
- ☐ **Item 4. Calculating Animal Unit Capacity and, if applicable, Animal Weight Capacity (pages 3-4)**
  - ☐ **Animal Unit Capacity** - complete all applicable columns of Table 1 (page 4).
  - ☐ **Animal Weight Capacity** (if applicable) - complete all applicable columns of Table 2 (page 4).

- ☐ **Item 5. Submittal requirements - completed (page 5)**
- ☐ **Item 6. Utilizing Rural Water (page 5)**
- ☐ **Item 7. Signature - applicant must sign the form (page 5)**
- ☐ **Item 8. Interested Parties Form - completed (both sections) and signed (page 6)**
- ☐ **Item 9. Fee Forms**
  - ☐ Indemnity Fee Form (page 7)
  - ☐ Filing Fee Form (page 8)
  - ☐ Check with correct fee stapled to front of application form. Make check payable to "Iowa DNR."

- ☐ **Item 10. County Verification Receipt – completed, dated and signed (page 9).** Note: if manure will be applied in a county other than the county in which the site is located, an additional copy of the manure management plan must be submitted to the other county and a verification of receipt must be submitted.

Farm Name	Legal Despcription	CITY
Home Sow	SW SW Sec. 7 T79N R3E Sheridan, Scott Co.	Eldridge
Walcott WF	NW SW Sec. 10 T78N R2E Blue Grass, Scott Co.	Walcott
Engler Farm WF LLC	SE NW Sec. 4 T79N R3E Sheridan, Scott Co.	Long Grove
DeWulf Farm WF LLC	SE SW Sec. 17 T80N R3E Winfield, Scott Co.	Eldridge
TJ WF LLC	NW NW Sec. 13 T79N R2E Hickory Grove, Scott Co.	Eldridge
TJ West LLC	NW NE Sec. 24 T79N R1W Farmington, Cedar Co.	Durant
J2T2 LLC	NE NE SEC. 17 T79N R1W Cleona, Scott Co.	Stockton
Pioneer WF LLC	NE NE Sec. 25 T79N R1W Farminton, Cedar Co.	Durant
BTD Holdings LLC	SW SE SEC 15 T81N R1E Spring Rock, Clinton Co.	Wheatland
BTD Holdings LLC	SE SW SEC. 9 T80N R2W Center, Cedar Co.	Tipton
JT Center Pork 2+	SW SE SEC. 22 T80N R2W Center, Cedar Co.	Tipton
JT Center Pork 1	SE SE SEC. 33 T80N 2W Center, Cedar co.	Tipton
JT Center Pork 3	NW NW Sec. 26 T80N R2W Center, Cedar Co.	Tipton
JT Farmington Pork	NE NW Sec. 7 T79N R1W Farmington, Cedar Co.	Tipton
JT Rochester Pork	NE NW Sec. 6 T79N R2W Rochester, Cedar Co.	Tipton
JT Allens Grove Pork 1+	NE SE Sec. 32 T80N R2E Allens Grove, Scott Co.	Dixon
JT Cleona Pork 1+	SW SW Sec. 8 T79N R1E Cleona, Scott Co.	Stockton
JT Allens Grove Pork 2	SE SW Sec. 35 T80N R2E Allens Grove, Scott Co.	Dixon
JT Fulton Pork	NE SW Sec. 16 T78N R1E Fulton, Muscatine Co.	Stockton
JT Center Pork 4+	NE&SE NE Sec. 26 T80N R2W Center E, Cedar Co.	Tipton
JT Inland Pork 1 LLC	NW 10 80N 1W Inland, Cedar	Bennett
JT Blue Grass WF LLC	SE SE 20 78N 2E Blue Grass, Scott Co.	Blue Grass

TABLE 6-D (Beef and Dairy Cattle)

Minimum separation distances for expansion of a confinement feeding operations constructed prior to January 1, 1999

Type of Structure (liquid, semi-liquid and dry manure storage)	Size of operation AUC (AU) and AWC (lbs)	Residences, Businesses, Churches, Schools		Public use areas
		Unincorporated Areas	Incorporated Areas	
Anaerobic lagoons and uncovered earthen manure storage basins	500 AU or less	1,250 feet	1,250 feet	1,250 feet
	501 AU to <1,600,000 lbs	1,250 feet	1,250 feet	1,250 feet
	1,600,000 lbs to <4,000,000 lbs	1,875 feet	1,875 feet	1,875 feet
	4,000,000 lbs or more	2,500 feet	2,500 feet	2,500 feet
Covered earthen manure storage basins	500 AU or less	750 feet	1,250 feet	1,250 feet
	501 AU to <1,600,000 lbs	750 feet	1,250 feet	1,250 feet
	1,600,000 lbs to <4,000,000 lbs	1,000 feet	1,875 feet	1,875 feet
	4,000,000 lbs or more	1,500 feet	2,500 feet	2,500 feet
Uncovered formed manure storage structures	500 AU or less	None	None	None
	501 AU to <1,600,000 lbs	1,000 feet	1,250 feet	1,250 feet
	1,600,000 lbs to <4,000,000 lbs	1,500 feet	1,875 feet	1,875 feet
	4,000,000 lbs or more	2,000 feet	2,500 feet	2,500 feet
Confinement buildings and covered formed manure storage structures	500 AU or less	None	None	None
	501 AU to <1,600,000 lbs	750 feet	1,250 feet	1,250 feet
	1,600,000 lbs to <4,000,000 lbs	1,000 feet	1,875 feet	1,875 feet
	4,000,000 lbs or more	1,500 feet	2,500 feet	2,500 feet

Distances to Wells

Applies to all Animal Feeding Operations, regardless of the size of operation, including operations with 500 AU or less	Public well		Private well	
	Shallow	Deep	Shallow	Deep
Aerobic structure, anaerobic lagoon, earthen manure storage basin, egg washwater storage structure and open feedlot runoff control basin.	1,000 feet	400 feet	400 feet	400 feet
Formed manure storage structure, confinement building, open feedlot solids settling basin and open feedlot.	200 feet	100 feet	200 feet	100 feet

Other Distances

Applies to all Confinement Feeding Operations, regardless of animal unit capacity, including operations with 500 AU or less, unless stated otherwise	
Major water sources, wellhead, cistern of an agricultural drainage well or known sinkhole (Excluding farm ponds, privately owned lakes or when a secondary containment barrier is provided)	1,000 feet
Water sources other than major water sources, surface intakes of an agricultural drainage well (Excluding farm ponds, privately owned lakes or when a secondary containment barrier is provided)	500 feet
Designated wetlands (owned and managed by the Federal government or the Iowa DNR)	2,500 feet
Right-of-way of a public thoroughfare (road, street or bridge) constructed or maintained by the state or a political subdivision (excluding operations with 500 AU or less)	100 feet

Manure Management Plan Form
Animal Feeding Operation Information

Instructions: Complete this form for your animal feeding operation. Footnotes are provided on page 4.

The information within this form, and the attachments, describes my animal feeding operation, my manure storage and handling system, and my planned manure management system. I (we) will manage the manure, and the nutrients it contains, as described within this manure management plan (MMP) and any revisions of the plan, individual field information, and field summary sheet, and in accordance with current rules and regulations. Deviations permitted by Iowa law will be documented and maintained in my records.

Signed: Tom Dittmer (Signature) Tom DiTtmer (Print name) **Date:** 02/15/24

Name of operation: JT CLEONA PORK 2+ LLC **Facility ID No.** 62694

Location of the operation: 25644 20th Ave (911 address)

Stockton (Town) Iowa (State) 52769 (Zip)

SE (1/4 1/4) 1/4 of the NE (1/4) 1/4 of Sec 5 (Section) T 79N (Tier & Range) R 1E Cleona (Township Name) Scott (County)

Owner and contacts of the animal feeding operation:

Owner JT CLEONA PORK 2+ LLC Phone 563-285-4006
Address 12090 240TH AVE. ELDRIDGE, IA 52748
E-mail address (optional) _____ Cell phone (optional) _____

Contact person (if different than owner) TOM DITTMER Phone 563-285-4006
Address same
E-mail address (optional) _____ Cell phone (optional) _____

Contract company (if applicable) _____ Phone _____
Address _____

This manure management plan is for: (check one)

___ existing operation, not expanding x existing operation, expanding x existing operation, new owner ___ new operation

Construction and Expansion Dates: 1997 date of initial construction and all expansions

Table 1. Information about livestock production and manure management system

1	2	3	4	5	6	7	8
Animal type/ Production phase[a]	Max # of animals confined	Manure Storage Structure [b]	N[c]	P_2O_5[c]	gal/space/dy[d]	Days/yr Facility occupied	Annual Manure Produced[e]
Wean/finish (dry feed)			49	40	0.9		000
Wean/finish (wet/dry)			56	38	0.7		000
Wean/finish (dry feed)			49	40	0.9		000
Wean/finish (dry feed)	2400	Deep pit	38	18	0.5	350	400,054
Wean/finiah (dry feed)	2400	Deep pit	38	18	0.7	350	588,000
						Total Gallons	**988,054**

Estimated annual animal production': ~4800 animals/year

Source of Manure Nutrient Content Data (standard tables, manure analysis, other): manure analysis

Instructions: Complete a worksheet for each unique combination of the following factors (crop rotation, optimum crop yield, manure nutrient concentration, remaining crop N need, method of application) that occurs at this operation. Complete form by filling in blanks, yellow-colored cells, and drop down menus. Gray shaded cells will calculate automatically. Footnotes are given on pages 4, 5 and 6.

Management Identification (Mgt ID)[g]

CC)Corn-Corn

(identify this application scenario by letter)

Method to determine optimum crop yield USDA Iowa Ag Statistics County yields **Timing of application** spring/fall

Method of application Knifed in or soil injection of liquid manure **Application loss factor** 0.98

If spray irrigation is used, identify method

Table 2. Manure nutrient concentration

Manure Nutrient Content (lbs/1000gal or lbs/ton)					
Manure Storage Structure(s) [k]	Deep pit				
Total N [l]	38		P_2O_5	18	
%TN Available 1st year	90%	2nd year	10%	3rd year	
Available N 1st year[m]	33.5	2nd year[n]	3.7	3rd year[o]	0.0

Table 3. Crop usage rates[p]

lb/bu or lb/ton	N	P_2O_5
Corn	1.2	0.32
Soybean	3.8	0.72
Alfalfa	50	13
Other crop	0	0

*Use blank space above to add crop not listed.

Table 4. Calculations for rate based on nitrogen (always required)

1	Applying Manure For (crop to be grown) [q]		Corn	Corn	Corn	Corn
2	Optimum Crop Yield [h]	bu or ton/acre	222	222	222	222
3	P_2O_5 removed with crop by harvest [r]	lb/acre	71.0	71.0	71.0	71.0
4	Crop N utilization [s]	lb/acre	266	266	266	266
5a	Legume N credit [t]	lb/acre		0	0	0
5b	Commercial N planned[u]	lb/acre	100	100	100	100
5c	Manure N carryover credit [v]	lb/acre	16.6	16.6	16.6	16.6
6	Remaining crop N need [w]	lb/acre	150	150	150	150
7	Manure rate to supply remaining N [x]	gal/acre	4470	4468	4468	4468
8	P_2O_5 applied with N-based rate [y]	lb/acre	80	80	80	80

Table 5. Calculations for rate based on phosphorus (fill out only if P-based rates are planned)

9	Commercial P_2O_5 planned [z]	lb/acre				
10	Manure rate to supply P removal [aa]	gal/acre	3947	3947	3947	3947
11	Manure rate for P based plan [bb]	gal/acre				
12	Manure N applied with P-based plan [cc]	lb/acree	0	0	0	0

Table 6. Application rates that will be carried over to page 3

13	Planned manure application rate [dd]	gal/acre	4468	4468	4468	4468

When applicable, manure application rates must be based on the P index value as follows:
(0-2) N-based manure management.
(>2-5) N-based manure management but P application rate cannot exceed two times the P removal rate of the crop schedule.
(>5-10) Until December 31, 2008, P-based manure management while adopting practices to reduce P index to 5 or below.
(>10) No manure application until practices are adopted to reduce P index to 5 or below

Manure Management Plan Form

Year by Year Manure Management Plan Summary

Instructions: Complete this form for each of the next four growing seasons, to demonstrate sufficient land base to apply manure over multiple crop years. If this page is identical for multiple years (e.g. every other year), submit only once for the identical years, and indicate which years the form represents. Footnotes are given on page

Crop year(s): 2024-2027

1	2	3	4	5	6	7	8	9	10	11
Field Designation [ee]	Field Location ___1/4 of the___ 1/4 Sec___ T___ R___ Townsip Name_______, County Name ______	Mgt Id [ff]	Planned Crop	Acres receiving manure[gg]	Own, rent, agreement (include length of agreement) [hh]	P index value [ii]	HEL (Y/N)[jj]	Planned Application		Correct Soil Test for P[ll] (Yes or No)
								gal/acre	gal/field [kk]	
Mom's	SE 1/4 15 79N 1E Cleona, Scott	CC	CORN	143.5	Owned	2.12	Y	4468	641158	YES
Home 1	E 1/2 NE 1/4 5 79N 1E Cleona, Scott	CC	CORN	16	Owned	3.87	Y	4468	71488	YES
Home 2	E 1/2 NE 1/4 5 79N 1E Cleona, Scott	CC	CORN	45	Owned	4.12	Y	4468	201060	YES
Rock Quarry	NW1/4 SE1/4 & E1/2 SW1/4 5 79N 1E Cleona, Sco	CC	CORN	95.3	Owned	2.36	Y	4468	425800	YES
Kid's Place	W1/2 SW1/4 5 79N 1E Cleona, Scott	CC	CORN	53.1	Owned	3.68	Y	4468	237251	YES
									0	
									0	
									0	
									0	
									0	
									0	
									0	
									0	
									0	
									0	
									0	
									0	
									0	
									0	
									0	
									0	
									0	
			Total acres available for manure application	352.9				**Total gallons that could be applied**	1576757	

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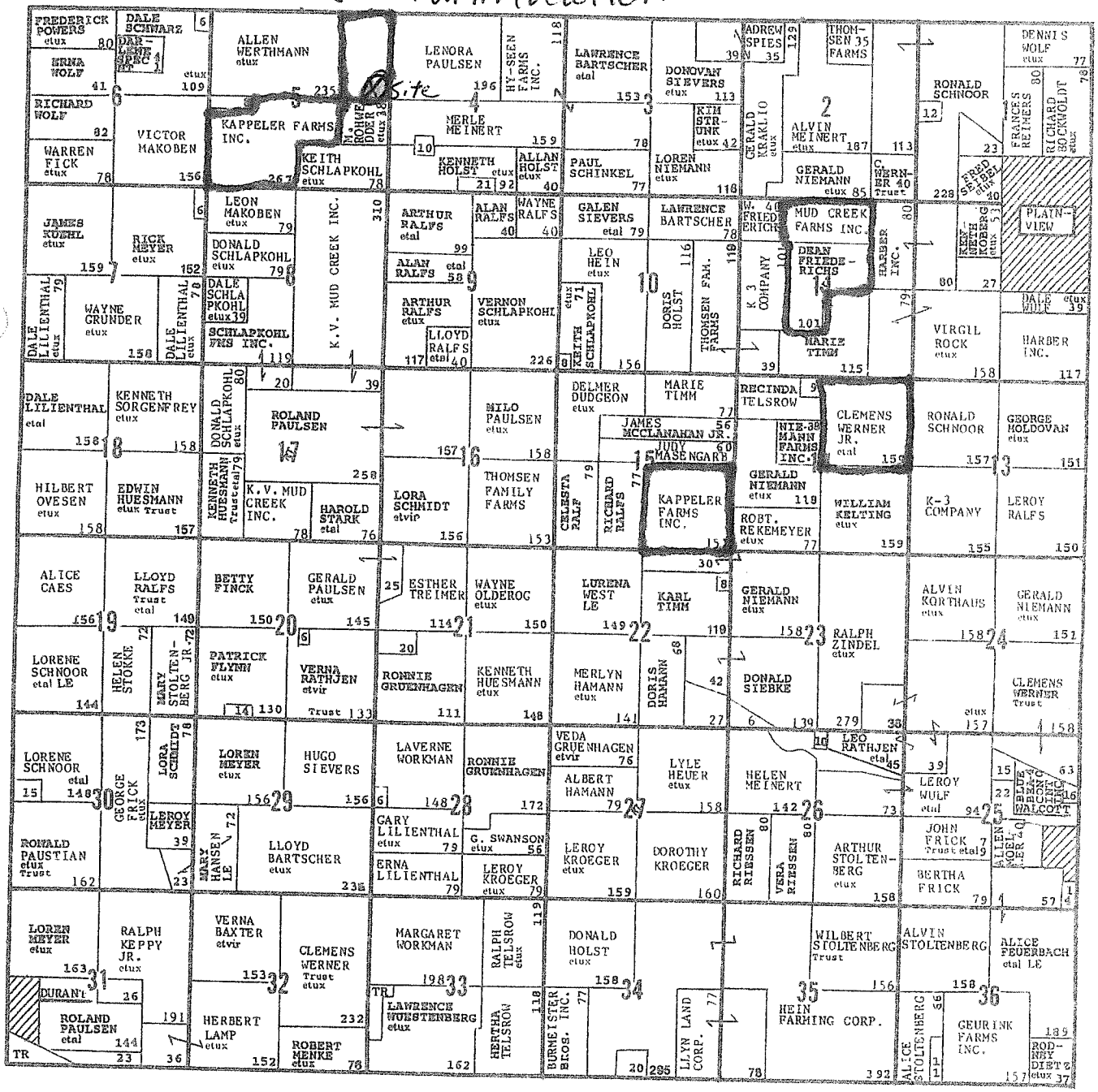
OR TO PURCHASE BOOKS AND MAPS
E-MAIL US AT:
fhpadmin@kalnet.com

T-79-N CLEONA PLAT R-1-E

(Landowners)

✓ ⊗ Farm location



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USDA NRCS
Natural Resources Conservation Service

v. 1/22/2007

Iowa Phosphorus Index

Credits: Iowa State University
USDA National Soil Tilth Laboratory
USDA Natural Resource Conservation Service

Field Number	Erosion							+	Runoff				+	Tile / Subsurface Recharge			=	Overall
	Gross Erosion	x Sediment Trap Factor	x SDR	x Buffer Factor	x Enrichment Factor	x STP Factor	= Erosion PI		RCN Factor	x (STP Factor	+ P App Factor) =	Runoff PI		Flow Factor	x STP Factor	= Tile/Sub PI		P Index
Mom's --	4.80	1.00	0.44	1.00	1.10	0.78	1.81		1.40	0.15	0.02	0.24		1.00	0.08	0.08		2.12
Home 1 --	7.60	1.00	0.50	1.00	1.10	0.83	3.48		1.40	0.20	0.02	0.31		1.00	0.08	0.08		3.87
Home 2 --	7.60	1.00	0.50	1.00	1.10	0.87	3.66		1.40	0.25	0.02	0.38		1.00	0.08	0.08		4.12
Quarry --	4.80	1.00	0.49	1.00	1.10	0.79	2.04		1.40	0.15	0.02	0.24		1.00	0.08	0.08		2.36
West --	7.60	1.00	0.51	1.00	1.10	0.79	3.35		1.40	0.15	0.02	0.25		1.00	0.08	0.08		3.68

TABLE 2. Manure Analysis

YEAR	SOURCE	TOTAL N	P2O5
2019	North	32	12
	South	41	19
2020	spring	54	42
	fall	47	27
2021	North	40	19
	South	38	9
2022	North	33	12
	South	29	9
2023	N1	28	15
	N2	25	12
	S1	60	29
	S2	29	15
	AVERAGE	**38**	**18**

REPORT NUMBER
23-328-9717
REPORT DATE
Nov 24, 2023
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Nov 24, 2023
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36072 ENCIRCA EMAILING ACCT

ADVANCED DECISION SERVICES
SCOTT MADDEN
14840 275ST
LONG GROVE IA 52756

Nutrient Land Application

For: (37510) ADVANCED DECISION SERVICES
GRANDVIEW

Sample ID: **KAPPLER N #1** Lab Number: **10226743** Date Sampled: **2023-11-15**

Parameter	Analysis As Received	Pounds of Nutrient AR per 1000 gal	per acre-in	Est. First Year Availability lbs per 1000 gal	Method	Reviewer-Date
Ammonium nitrogen (total)	0.26 %	22.0	586	22	AOAC 2001.11	asl4 2023-11-24 13:42:53
Organic nitrogen	0.07 %	5.9	158	2	Calculation	Auto 2023-11-24 13:42:53
Nitrogen (total)	0.33 %	27.9	744.2	24	WC 055	asl4 2023-11-24 13:42:53
Phosphorus (as P2O5)	0.18 %	15.2	406	11	AOAC 985.01 (mod)	Auto 2023-11-24 13:42:53
Potassium (as K2O)	0.31 %	26.2	699	24	AOAC 985.01 (mod)	Auto 2023-11-24 13:42:53
Sulfur (total)	0.04 %	3.4	90.2	1	AOAC 985.01 (mod)	asl4 2023-11-24 13:42:53
Calcium (total)	0.08 %	6.8	180	5	AOAC 985.01 (mod)	asl4 2023-11-24 13:42:53
Magnesium (total)	0.06 %	5.1	135	4	AOAC 985.01 (mod)	asl4 2023-11-24 13:42:53
Sodium (total)	0.05 %	4.2	113	3	AOAC 985.01 (mod)	asl4 2023-11-24 13:42:53
Copper (total)	15 ppm	0.13	3.38	0.09	AOAC 985.01 (mod)	asl4 2023-11-24 13:42:53
Iron (total)	78 ppm	0.66	17.6	0.46	AOAC 985.01 (mod)	asl4 2023-11-24 13:42:53
Manganese (total)	19 ppm	0.16	4.28	0.11	AOAC 985.01 (mod)	asl4 2023-11-24 13:42:53
Zinc (total)	200 ppm	1.69	45.1	1.18	AOAC 985.01 (mod)	asl4 2023-11-24 13:42:53
Moisture	97.1 %				SM 2540 G-(2015)	asl4 2023-11-24 13:42:53
Total solids	2.90 %	245			Calculation	Auto 2023-11-24 13:42:53
Total salts	0.76 %	64.2	1710		Calculation	Auto 2023-11-24 13:42:53
pH	8.5 S.U.				EPA 9045C *	asl4 2023-11-24 13:42:53

First year availability of nitrogen is calculated based on pre-plant application with incorporation. Nitrogen available from previous year's application not considered. Total manure salts should not exceed 500 lbs/acre. Less than 500 lbs/acre if annual rainfall is less than 25 inches and/or the soil CEC is less than 12 meq/100g. Salt contributions from commercial fertilizer applications must also be considered. Soil test yearly to monitor phosphorus levels, organic matter, pH, and micronutrients. Spring soil test for residual nitrate - make accurate sidedress recommendations! Nitrogen availability will vary with methods of application and field conditions. The nitrogen availability values used on a manure management plan must comply with state regulations. These regulations vary from state to state.

The result(s) issued on this report only reflect the analysis of the sample(s) submitted.

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EPORT NUMBER
23-328-9718
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Nov 24, 2023
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36072 ENCIRCA EMAILING ACCT

ADVANCED DECISION SERVICES
SCOTT MADDEN
14840 275ST
LONG GROVE IA 52756

Nutrient Land Application
For: (37510) ADVANCED DECISION SERVICES
GRANDVIEW

Sample ID: **KAPPLER N #2** Lab Number: **10226744** Date Sampled: **2023-11-15**

Parameter	Analysis As Received	Pounds of Nutrient AR per 1000 gal	per acre-in	Est. First Year Availability lbs per 1000 gal	Method	Reviewer-Date
Ammonium nitrogen (total)	0.24 %	20.3	541	20	AOAC 2001.11	asl4 2023-11-24 13:42:54
Organic nitrogen	0.06 %	5.1	135	2	Calculation	Auto 2023-11-24 13:42:54
Nitrogen (total)	0.30 %	25.4	676.5	22	WC 055	asl4 2023-11-24 13:42:54
Phosphorus (as P2O5)	0.14 %	11.8	316	8	AOAC 985.01 (mod)	Auto 2023-11-24 13:42:54
Potassium (as K2O)	0.26 %	22.0	586	20	AOAC 985.01 (mod)	Auto 2023-11-24 13:42:54
Sulfur (total)	0.03 %	2.5	67.6	1	AOAC 985.01 (mod)	asl4 2023-11-24 13:42:54
Calcium (total)	0.05 %	4.2	113	3	AOAC 985.01 (mod)	asl4 2023-11-24 13:42:54
Magnesium (total)	0.04 %	3.4	90.2	2	AOAC 985.01 (mod)	asl4 2023-11-24 13:42:54
Sodium (total)	0.05 %	4.2	113	3	AOAC 985.01 (mod)	asl4 2023-11-24 13:42:54
Copper (total)	12 ppm	0.10	2.71	0.07	AOAC 985.01 (mod)	asl4 2023-11-24 13:42:54
Iron (total)	65 ppm	0.55	14.6	0.38	AOAC 985.01 (mod)	asl4 2023-11-24 13:42:54
Manganese (total)	14 ppm	0.12	3.16	0.08	AOAC 985.01 (mod)	asl4 2023-11-24 13:42:54
Zinc (total)	154 ppm	1.30	34.7	0.91	AOAC 985.01 (mod)	asl4 2023-11-24 13:42:54
Moisture	97.8 %				SM 2540 G-(2015)	asl4 2023-11-24 13:42:54
Total solids	2.20 %	186			Calculation	Auto 2023-11-24 13:42:54
Total salts	0.64 %	54.1	1440		Calculation	Auto 2023-11-24 13:42:54
pH	8.5 S.U.				EPA 9045C *	asl4 2023-11-24 13:42:54

First year availability of nitrogen is calculated based on pre-plant application with incorporation. Nitrogen available from previous year's application not considered. Total manure salts should not exceed 500 lbs/acre. Less than 500 lbs/acre if annual rainfall is less than 25 inches and/or the soil CEC is less than 12 meq/100g. Salt contributions from commercial fertilizer applications must also be considered. Soil test yearly to monitor phosphorus levels, organic matter, pH, and micronutrients. Spring soil test for residual nitrate - make accurate sidedress recommendations! Nitrogen availability will vary with methods of application and field conditions. The nitrogen availability values used on a manure management plan must comply with state regulations. These regulations vary from state to state.

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ov 24, 2023
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ADVANCED DECISION SERVICES
SCOTT MADDEN
14840 275ST
LONG GROVE IA 52756

Nutrient Land Application

For: (37510) ADVANCED DECISION SERVICES
GRANDVIEW

Sample ID: **KAPPLER S #1** Lab Number: **10226741** Date Sampled: **2023-11-15**

Parameter	Analysis As Received	Pounds of Nutrient AR per 1000 gal	per acre-in	Est. First Year Availability lbs per 1000 gal	Method	Reviewer-Date
Ammonium nitrogen (total)	0.52 %	43.9	1170	44	AOAC 2001.11	asl4 2023-11-24 13:42:53
Organic nitrogen	0.19 %	16.0	428	6	Calculation	Auto 2023-11-24 13:42:53
Nitrogen (total)	0.71 %	60.0	1601	50	WC 055	asl4 2023-11-24 13:42:53
Phosphorus (as P2O5)	0.34 %	28.7	767	20	AOAC 985.01 (mod)	Auto 2023-11-24 13:42:53
Potassium (as K2O)	0.55 %	46.5	1240	42	AOAC 985.01 (mod)	Auto 2023-11-24 13:42:53
Sulfur (total)	0.08 %	6.8	180	3	AOAC 985.01 (mod)	asl4 2023-11-24 13:42:53
Calcium (total)	0.17 %	14.4	383	10	AOAC 985.01 (mod)	asl4 2023-11-24 13:42:53
Magnesium (total)	0.12 %	10.1	271	7	AOAC 985.01 (mod)	asl4 2023-11-24 13:42:53
Sodium (total)	0.11 %	9.3	248	7	AOAC 985.01 (mod)	asl4 2023-11-24 13:42:53
Copper (total)	140 ppm	1.18	31.6	0.83	AOAC 985.01 (mod)	asl4 2023-11-24 13:42:53
Iron (total)	154 ppm	1.30	34.7	0.91	AOAC 985.01 (mod)	asl4 2023-11-24 13:42:53
Manganese (total)	35 ppm	0.30	7.89	0.21	AOAC 985.01 (mod)	asl4 2023-11-24 13:42:53
Zinc (total)	225 ppm	1.90	50.7	1.33	AOAC 985.01 (mod)	asl4 2023-11-24 13:42:53
Moisture	90.9 %				SM 2540 G-(2015)	asl4 2023-11-24 13:42:53
Total solids	9.10 %	769			Calculation	Auto 2023-11-24 13:42:53
Total salts	1.47 %	124	3310		Calculation	Auto 2023-11-24 13:42:53
pH	8.0 S.U.				EPA 9045C *	asl4 2023-11-24 13:42:53

First year availability of nitrogen is calculated based on pre-plant application with incorporation. Nitrogen available from previous year's application not considered. Total manure salts should not exceed 500 lbs/acre. Less than 500 lbs/acre if annual rainfall is less than 25 inches and/or the soil CEC is less than 12 meq/100g. Salt contributions from commercial fertilizer applications must also be considered. Soil test yearly to monitor phosphorus levels, organic matter, pH, and micronutrients. Spring soil test for residual nitrate - make accurate sidedress recommendations! Nitrogen availability will vary with methods of application and field conditions. The nitrogen availability values used on a manure management plan must comply with state regulations. These regulations vary from state to state.

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ADVANCED DECISION SERVICES
SCOTT MADDEN
14840 275ST
LONG GROVE IA 52756

Nutrient Land Application
For: (37510) ADVANCED DECISION SERVICES
GRANDVIEW

Sample ID: **KAPPLER S #2** Lab Number: **10226742** Date Sampled: **2023-11-15**

Parameter	Analysis As Received	Pounds of Nutrient AR per 1000 gal	per acre-in	Est. First Year Availability lbs per 1000 gal	Method	Reviewer-Date
Ammonium nitrogen (total)	0.26 %	22.0	586	22	AOAC 2001.11	asl4 2023-11-24 13:42:53
Organic nitrogen	0.08 %	6.8	180	2	Calculation	Auto 2023-11-24 13:42:53
Nitrogen (total)	0.34 %	28.7	766.7	24	WC 055	asl4 2023-11-24 13:42:53
Phosphorus (as P2O5)	0.18 %	15.2	406	11	AOAC 985.01 (mod)	Auto 2023-11-24 13:42:53
Potassium (as K2O)	0.30 %	25.4	676	23	AOAC 985.01 (mod)	Auto 2023-11-24 13:42:53
Sulfur (total)	0.03 %	2.5	67.6	1	AOAC 985.01 (mod)	asl4 2023-11-24 13:42:53
Calcium (total)	0.07 %	5.9	158	4	AOAC 985.01 (mod)	asl4 2023-11-24 13:42:53
Magnesium (total)	0.05 %	4.2	113	3	AOAC 985.01 (mod)	asl4 2023-11-24 13:42:53
Sodium (total)	0.05 %	4.2	113	3	AOAC 985.01 (mod)	asl4 2023-11-24 13:42:53
Copper (total)	15 ppm	0.13	3.38	0.09	AOAC 985.01 (mod)	asl4 2023-11-24 13:42:53
Iron (total)	90 ppm	0.76	20.3	0.53	AOAC 985.01 (mod)	asl4 2023-11-24 13:42:53
Manganese (total)	17 ppm	0.14	3.83	0.10	AOAC 985.01 (mod)	asl4 2023-11-24 13:42:53
Zinc (total)	193 ppm	1.63	43.5	1.14	AOAC 985.01 (mod)	asl4 2023-11-24 13:42:53
Moisture	97.4 %				SM 2540 G-(2015)	asl4 2023-11-24 13:42:53
Total solids	2.60 %	220			Calculation	Auto 2023-11-24 13:42:53
Total salts	0.73 %	61.7	1650		Calculation	Auto 2023-11-24 13:42:53
pH	8.3 S.U.				EPA 9045C *	asl4 2023-11-24 13:42:53

First year availability of nitrogen is calculated based on pre-plant application with incorporation. Nitrogen available from previous year's application not considered. Total manure salts should not exceed 500 lbs/acre. Less than 500 lbs/acre if annual rainfall is less than 25 inches and/or the soil CEC is less than 12 meq/100g. Salt contributions from commercial fertilizer applications must also be considered. Soil test yearly to monitor phosphorus levels, organic matter, pH, and micronutrients. Spring soil test for residual nitrate - make accurate sidedress recommendations! Nitrogen availabilty will vary with methods of application and field conditions. The nitrogen availability values used on a manure management plan must comply with state regulations. These regulations vary from state to state.

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USDA NRCS Natural Resources Conservation Service

RUSLE2 Profile Erosion Calculation Record

Mom's and Quarry

Inputs:
Location: USA\Iowa\Scott County
Soil: SSURGO\Scott County, Iowa\120C2 Tama silty clay loam, 5 to 9 percent slopes, eroded\Tama Silty clay loam eroded 90%
Slope length (horiz): 200 ft
Avg. slope steepness: 7.0 %

Management	*Vegetation*	*Yield units*	*# yield units, #/ac*
managements\CMZ 04\c.Other Local Mgt Records\ CBCorn Fall MANURE, Spg fcult- Soybeans, nr, NT z4	vegetations\Corn, grain	bushels	195.00
managements\CMZ 04\c.Other Local Mgt Records\ CBCorn Fall MANURE, Spg fcult- Soybeans, nr, NT z4	vegetations\Soybean, mw 15 - 20 in rows	bu	53.000

Contouring: a. rows up-and-down hill
Strips/barriers: (none)
Diversion/terrace, sediment basin: (none)
Subsurface drainage: (none)
Adjust res. burial level: Normal res. burial

Outputs:
T value: 5.0 t/ac/yr
Soil loss erod. portion: 4.8 t/ac/yr
Detachment on slope: 4.8 t/ac/yr
Soil loss for cons. plan: 4.8 t/ac/yr
Sediment delivery: 4.8 t/ac/yr

Crit. slope length: 200 ft
Surf. cover after planting: -- %
Avg. ann. total biomass removal: 0 lb/ac

Date	*Operation*	*Vegetation*	*Surf. res. cov. after op, %*
11/1/0	Manure injector, liquid low disturb.30 inch		83
5/1/1	Seedbed conditioner, coulter caddy, coil tine har, rlng bskt		45
5/2/1	Sprayer, pre-emergence		45
5/5/1	Planter, double disk opnr	Corn, grain	43
6/7/1	Sprayer, post emergence and fert. tank mix		39
10/20/1	Harvest, killing crop 50pct standing stubble		87
5/10/2	Sprayer, pre-emergence		86
5/10/2	Planter, double disk opnr, 15 inch row spacing	Soybean, mw 15 - 20 in rows	86
6/7/2	Sprayer, post emergence		86
8/1/2	Sprayer, insecticide post emergence		67
10/5/2	Harvest, killing crop 20pct standing stubble		90

USDA NRCS Natural Resources Conservation Service

RUSLE2 Profile Erosion Calculation Record

Home 1 & 2, West Kids

Inputs:
Location: USA\Iowa\Scott County
Soil: SSURGO\Scott County, Iowa\120D2 Tama silty clay loam, 9 to 14 percent slopes, eroded\Tama Silty clay loam eroded 90%
Slope length (horiz): 150 ft
Avg. slope steepness: 12 %

Management	*Vegetation*	*Yield units*	*# yield units, #/ac*
managements\CMZ 04\c.Other Local Mgt Records\ CBCorn Fall MANURE, Spg fcult- Soybeans, nr, NT z4	vegetations\Corn, grain	bushels	184.00
managements\CMZ 04\c.Other Local Mgt Records\ CBCorn Fall MANURE, Spg fcult- Soybeans, nr, NT z4	vegetations\Soybean, mw 15 - 20 in rows	bu	50.000

Contouring: b. absolute row grade 3 percent
Strips/barriers: (none)
Diversion/terrace, sediment basin: (none)
Subsurface drainage: (none)
Adjust res. burial level: Normal res. burial

Outputs:
T value: 5.0 t/ac/yr
Soil loss erod. portion: 7.6 t/ac/yr
Detachment on slope: 7.6 t/ac/yr
Soil loss for cons. plan: 7.6 t/ac/yr
Sediment delivery: 7.6 t/ac/yr

Crit. slope length: 150 ft
Surf. cover after planting: -- %
Avg. ann. total biomass removal: 0 lb/ac

Date	*Operation*	*Vegetation*	*Surf. res. cov. after op, %*
11/1/0	Manure injector, liquid low disturb.30 inch		81
5/1/1	Seedbed conditioner, coulter caddy, coil tine har, rlng bskt		44
5/2/1	Sprayer, pre-emergence		43
5/5/1	Planter, double disk opnr	Corn, grain	41
6/7/1	Sprayer, post emergence and fert. tank mix		38
10/20/1	Harvest, killing crop 50pct standing stubble		86
5/10/2	Sprayer, pre-emergence		85
5/10/2	Planter, double disk opnr, 15 inch row spacing	Soybean, mw 15 - 20 in rows	85
6/7/2	Sprayer, post emergence		84
8/1/2	Sprayer, insecticide post emergence		65
10/5/2	Harvest, killing crop 20pct standing stubble		89

JT Cleona Pork 2+ LLC - Master Matrix points table

2/14/24

Question	Score	Air	Water	Community
1				
2	30	12		18
3	30	12		18
4	15		15	
5	30	9		21
6	10	4		6
7	30		24	6
8	50	5	25	20
9	25	5	25	20
10	30		22.5	7.5
11				
12	30	27		3
13				
14				
15				
16				
17	30		27	3
18				
19	20			20
20	30			30
21				
22				
23	25			25
24	20			20
25	25		12.5	12.5
26	30	12	12	6
27				
28				
29				
30				
31				
32				
33				
34				
35				
36				
37				
38				
39				
40				
41				
42				
43				
44				
TOTALS	**460**	**86**	**163**	**236**

JT Cleona Pork 2+, LLC

APPENDIX C MASTER MATRIX

Proposed Site Characteristics

The following scoring criteria apply to the site of the proposed confinement feeding operation. Mark one score under each criterion selected by the applicant. The proposed site must obtain a minimum overall score of 440 and a score of 53.38 in the "air" subcategory, a score of 67.75 in the "water" subcategory and a score of 101.13 in the "community impacts" subcategory.

1. Additional separation distance, above minimum requirements, from proposed confinement structure to the closest:
   * Residence not owned by the owner of the confinement feeding operation,
   * Hospital,
   * Nursing home, or
   * Licensed or registered child care facility.

	Score	Air	Water	Community
250 feet to 500 feet	25	16.25		8.75
501 feet to 750 feet	45	29.25		17.50
751 feet to 1,000 feet	65	42.25		22.75
1,001 feet to 1,250 feet	85	55.25		29.75
1,251 feet or more	100	65.00		35.00

(A) Refer to the construction permit application package to determine the animal unit capacity (or animal weight capacity if an expansion) of the proposed confinement feeding operation. Then refer to Table 6 of 567--Chapter 65 to determine minimum required separation distances.
(B) The department will award points only for the single building, of the four listed above, closest to the proposed confinement feeding operation.
(C) "Licensed child care center" – a facility licensed by the department of human services providing child care or preschool services for seven or more children, except when the facility is registered as a child care home.
(D) "Registered child development homes" - child care providers certify that they comply with rules adopted by the department of human services. This process is voluntary for providers caring for five or fewer children and mandatory for providers caring for six or more children.
(E) A full listing of licensed and registered child care facilities is available at county offices of the department of human services.

2. Additional separation distance, above minimum requirements, from proposed confinement structure to the closest public use area.

	Score	Air	Water	Community
250 feet to 500 feet	5	2.00		3.00
501 feet to 750 feet	10	4.00		6.00
751 feet to 1,000 feet	15	6.00		9.00
1,001 feet to 1,250 feet	20	8.00		12.00
1,251 feet to 1,500	25	10.00		15.00
1,501 feet or more	30	12.00		18.00

(A) Refer to the construction permit application package to determine the animal unit capacity (or animal weight capacity if an expansion) of the proposed confinement feeding operation. Then refer to Table 6 of 567--Chapter 65 to determine minimum required separation distances.
(B) "Public use area" - a portion of land owned by the United States, the state, or a political subdivision with facilities which attract the public to congregate and remain in the area for significant periods of time. Facilities include, but are not limited to, picnic grounds, campgrounds, cemeteries, lodges, shelter houses, playground equipment, lakes as listed in Table 2 of 567--Chapter 65, and swimming beaches. It does not include a highway, road right-of-way, parking areas, recreational trails or other areas where the public passes through, but does not congregate or remain in the area for significant periods of time.

3. Additional separation distance, above minimum requirements, from proposed confinement structure to the closest:
   * Educational institution,
   * Religious institution, or
   * Commercial enterprise.

	Score	Air	Water	Community
250 feet to 500 feet	5	2.00		3.00

501 feet to 750 feet	10	4.00		6.00
751 feet to 1,000 feet	15	6.00		9.00
1,001 feet to 1,250 feet	20	8.00		12.00
1,251 feet to 1,500	25	10.00		15.00
1,501 feet or more	30	12.00		18.00

(A) Refer to the construction permit application package to determine the animal unit capacity (or animal weight capacity if an expansion) of the proposed confinement feeding operation. Then refer to Table 6 of 567--Chapter 65 to determine minimum required separation distances.
(B) The department will award points only for the single building, of the three listed above, closest to the proposed confinement feeding operation.
(C) "Educational institution" - a building in which an organized course of study or training is offered to students enrolled in kindergarten through grade 12 and served by local school districts, accredited or approved nonpublic schools, area educational agencies, community colleges, institutions of higher education under the control of the state board of regents, and accredited independent colleges and universities.
(D) "Religious institution" - a building in which an active congregation is devoted to worship.
(E) "Commercial enterprise" - a building which is used as a part of a business that manufactures goods, delivers services, or sells goods or services, which is customarily and regularly used by the general public during the entire calendar year and which is connected to electric, water, and sewer systems. A commercial enterprise does not include a farm operation.

4. Additional separation distance, above minimum requirement of 500 feet, from proposed confinement structure to the closest water source.

	Score	Air	Water	Community
250 feet to 500 feet	5		5.00	
501 feet to 750 feet	10		10.00	
751 feet to 1,000 feet	15		15.00	
1,001 feet to 1,250 feet	20		20.00	
1,251 feet to 1,500	25		25.00	
1,501 feet or more	30		30.00	

"Water source" - a lake, river, reservoir, creek, stream, ditch, or other body of water or channel having definite banks and a bed with water flow, except lakes or ponds without an outlet to which only one landowner is riparian.

5. Separation distance of 300 feet or more from the proposed confinement structure to the nearest thoroughfare.

	Score	Air	Water	Community
300 feet or more	30	9.00		21.00

(A) "Thoroughfare" - a road, street, bridge, or highway open to the public and constructed or maintained by the state or a political subdivision.
(B) The 300-foot distance includes the 100-foot minimum setback plus additional 200 feet.

6. Additional separation distance, above minimum requirements, from proposed confinement structure to the closest critical public area.

	Score	Air	Water	Community
500 feet or more	10	4.00		6.00

(A) All critical public areas as defined in 567--65.1(455B), are public use areas, and therefore subject to public use area minimum separation distances.
(B) Refer to the construction permit application package to determine the animal unit capacity (or animal weight capacity if an expansion) of the proposed confinement feeding operation. Then refer to Table 6 of 567--Chapter 65 to determine minimum required separation distances.

7. Proposed confinement structure is at least two times the minimum required separation distance from all private and public water wells.

	Score	Air	Water	Community
Two times the minimum separation distance	30		24.00	6.00

Refer to Table 6 of 567--Chapter 65 for minimum required separation distances to wells.

8. Additional separation distance, above the minimum requirement of 1,000 feet, from proposed confinement structure to the closest:

* Agricultural drainage well,
* Known sinkhole, or
* Major water source.

	Score	Air	Water	Community
250 feet to 500 feet	5	0.50	2.50	2.00
501 feet to 750 feet	10	1.00	5.00	4.00
751 feet to 1,000 feet	15	1.50	7.50	6.00
1,001 feet to 1,250 feet	20	2.00	10.00	8.00
1,251 feet to 1,500 feet	25	2.50	12.50	10.00
1,501 feet to 1,750 feet	30	3.00	15.00	12.00
1,751 feet to 2,000 feet	35	3.50	17.50	14.00
2,001 feet to 2,250 feet	40	4.00	20.00	16.00
2,251 feet to 2,500 feet	45	4.50	22.50	18.00
2,501 feet or more	50	5.00	25.00	20.00

(A) The department will award points only for the single item, of the three listed above, that is closest to the proposed confinement feeding operation.
(B) "Agricultural drainage wells" - include surface intakes, cisterns and wellheads of agricultural drainage wells.
(C) "Major water source" - a lake, reservoir, river or stream located within the territorial limits of the state, or any marginal river area adjacent to the state which can support a floating vessel capable of carrying one or more persons during a total of a six-month period in one out of ten years, excluding periods of flooding. Major water sources in the state are listed in Tables 1 and 2 in 567--Chapter 65.

9. Distance between the proposed confinement structure and the nearest confinement facility that has a submitted department manure management plan.

	Score	Air	Water	Community
Three-quarter of a mile or more (3,960 feet)	25	7.50	7.50	10.00

Confinement facilities include swine, poultry, and dairy and beef cattle.

10. Separation distance from proposed confinement structure to closest:
* High quality (HQ) waters,
* High quality resource (HQR) waters, or
* Protected water areas (PWA)

is at least two times the minimum required separation distance

	Score	Air	Water	Community
Two times the minimum separation distance	30		22.50	7.50

(A) The department will award points only for the single item, of the three listed above, closest to the proposed confinement feeding operation.
(B) HQ waters are identified in 567--Chapter 61.
(C) HQR waters are identified in 567--Chapter 61.
(D) A listing of PWAs is available at:
http://www.iowadnr.gov/Recreation/CanoeingKayaking/StreamCare/ProtectedWaterAreas.aspx

11. Air quality modeling results demonstrating an annoyance level less than 2 percent of the time for residences within two times the minimum separation distance.

	Score	Air	Water	Community
University of Minnesota OFFSET model results demonstrating an annoyance level less than 2 percent of the time	10	6.00		4.00e

(A) OFFSET can be found at http://www.extension.umn.edu/agriculture/manure-management-and-air-quality/feedlots-and-manure-storage/offset-odor-from-feedlots/. For more information, contact Dr. Larry Jacobson, University of Minnesota, (612) 625-8288, jacob007@tc.umn.edu.
(B) A residence that has a signed waiver for the minimum separation distance cannot be included in the model.
(C) Only the OFFSET model is acceptable until the department recognizes other air quality models.

12. Liquid manure storage structure is covered.

	Score	Air	Water	Community
Covered liquid manure storage	30	27.00		3.00

(A) "Covered" - organic or inorganic material, placed upon an animal feeding operation structure used to store manure, which significantly reduces the exchange of gases between the stored manure and the outside air.

Organic materials include, but are not limited to, a layer of chopped straw, other crop residue, or a naturally occurring crust on the surface of the stored manure. Inorganic materials include, but are not limited to, wood, steel, aluminum, rubber, plastic, or Styrofoam. The materials shall shield at least 90 percent of the surface area of the stored manure from the outside air. Cover shall include an organic or inorganic material which current scientific research shows reduces detectable odor by at least 75 percent. A formed manure storage structure directly beneath a floor where animals are housed in a confinement feeding operation is deemed to be covered.

(B) The design, operation and maintenance plan for the manure cover must be in the construction permit application and made a condition in the approved construction permit.

13. Construction permit application contains design, construction, operation and maintenance plan for emergency containment area at manure storage structure pump-out area.

	Score	Air	Water	Community
Emergency containment area	20		18.00	2.00

(A) The emergency containment area must be able to contain at least 5 percent of the total volume capacity of the manure storage structure.

(B) The emergency containment area must be constructed on soils that are fine-grained and have low permeability.

(C) If manure is spilled into the emergency containment area, the spill must be reported to the department within six hours of onset or discovery.

(D) The design, construction, operation and maintenance plan for the emergency containment area must be in the construction permit application and made a condition in the approved construction permit.

14. Installation of a filter(s) designed to reduce odors from confinement building(s) exhaust fan(s).

	Score	Air	Water	Community
Installation of filter(s)	10	8.00		2.00

The design, operation and maintenance plan for the filter(s) must be in the construction permit application and made a condition in the approved construction permit.

15. Utilization of landscaping around confinement structure.

	Score	Air	Water	Community
Utilization of Landscaping	20	10.00		10.00

The design, operation and maintenance plan for the landscaping must be in the construction permit application and made a condition in the approved construction permit. The design should contain at least three rows of trees and shrubs, of both fast and slow-growing species that are well suited for the site.

16. Enhancement, above minimum requirements, of structures used in stockpiling and composting activities, such as an impermeable pad and a roof or cover.

	Score	Air	Water	Community
Stockpile and compost facility enhancements	30	9.00	18.00	3.00

(A) The design, operation and maintenance plan for the stockpile or compost structure enhancements must be in the construction permit application and made a condition in the approved construction permit.

(B) The stockpile or compost structures must be located on land adjacent or contiguous to the confinement building.

17. Proposed manure storage structure is formed

	Score	Air	Water	Community
Formed manure storage structure	30		27.00	3.00

(A) "Formed manure storage structure" -a covered or uncovered impoundment used to store manure from an animal feeding operation, which has walls and a floor constructed of concrete, concrete block, wood, steel, or similar materials. Similar materials may include, but are not limited to, plastic, rubber, fiberglass, or other synthetic materials. Materials used in a formed manure storage structure shall have the structural integrity to withstand expected internal and external load pressures.

(B) The design, operation and maintenance plan for the formed manure storage structure must be in the construction permit application and made a condition in the approved construction permit.

18. Manure storage structure is aerated to meet departmental standards as an aerobic structure, if aeration is not already required by the department.

	Score	Air	Water	Community
Aerated manure storage structure	10	8.00		2.00

(A) Aerobic structure - an animal feeding operation structure other than an egg wash water storage structure which relies on aerobic bacterial action which is maintained by the utilization of air or oxygen and which includes

aeration equipment to digest organic matter. Aeration equipment shall be used and shall be capable of providing oxygen at a rate sufficient to maintain an average of 2 milligrams per liter dissolved oxygen concentration in the upper 30 percent of the depth of manure in the structure at all times.

(B) The design, operation and maintenance plan for the aeration equipment must be in the construction permit application and made a condition in the approved construction permit.

19. Proposed confinement site has a suitable truck turnaround area so that semitrailers do not have to back into the facility from the road

	Score	Air	Water	Community
Truck turnaround	20			20.00

(A) The design, operation and maintenance plan for the truck turn around area must be in the construction permit application and made a condition in the approved construction permit.

(B) The turnaround area should be at least 120 feet in diameter and be adequately surfaced for traffic in inclement weather.

20. Construction permit applicant's animal feeding operation environmental and worker protection violation history for the last five years at all facilities in which the applicant has an interest.

	Score	Air	Water	Community
No history of Administrative Orders in last five years	30			30.00

(A) "Interest" - means ownership of a confinement feeding operation as a sole proprietor or a 10 percent or more ownership interest held by a person in a confinement feeding operation as a joint tenant, tenant in common, shareholder, partner, member, beneficiary or other equity interest holder. Ownership interest is an interest when it is held either directly, indirectly through a spouse or dependent child, or both.

(B) An environmental violation is a final Administrative Order (AO) from the department of natural resources or final court ruling against the construction permit applicant for environmental violations related to an animal feeding operation. A Notice of Violation (NOV) does not constitute a violation.

21. Construction permit applicant waives the right to claim a Pollution Control Tax Exemption for the life of the proposed confinement feeding operation structure.

	Score	Air	Water	Community
Permanent waiver of Pollution Control Tax Exemption	5			5.00

(A) Waiver of Pollution Control Tax Exemption is limited to the proposed structure(s) in the construction permit application.

(B) The department and county assessor will maintain a record of this waiver, and it must be in the construction permit application and made a condition in the approved construction permit.

22. Construction permit applicant can lawfully claim a Homestead Tax Exemption on the site where the proposed confinement structure is to be constructed

- OR -

the construction permit applicant is the closest resident to the proposed confinement structure.

	Score	Air	Water	Community
Site qualifies for Homestead Tax Exemption or permit applicant is closest resident to proposed structure	25			25.00

(A) Proof of Homestead Tax Exemption is required as part of the construction permit application.

(B) Applicant includes persons who have ownership interests. "Interest" - means ownership of a confinement feeding operation as a sole proprietor or a 10 percent or more ownership interest held by a person in a confinement feeding operation as a joint tenant, tenant in common, shareholder, partner, member, beneficiary or other equity interest holder. Ownership interest is an interest when it is held either directly, indirectly through a spouse or dependent child, or both.

23. Construction permit applicant can lawfully claim a Family Farm Tax Credit for agricultural land where the proposed confinement feeding operation is to be located pursuant to Iowa Code chapter 425A.

	Score	Air	Water	Community
Family Farm Tax Credit qualification	25			25.00

Applicant includes persons who have ownership interests. "Interest" - means ownership of a confinement feeding operation as a sole proprietor or a 10 percent or more ownership interest held by a person in a confinement feeding operation as a joint tenant, tenant in common, shareholder, partner, member, beneficiary or other equity interest holder. Ownership interest is an interest when it is held either directly, indirectly through a spouse or dependent child, or both.

24. Facility size.

	Score	Air	Water	Community
1 to 2,000 animal unit capacity	20			20.00
2,001 to 3,000 animal unit capacity	10			10.00
3,001 animal unit capacity or more	0			0.00

(A) Refer to the construction permit application package to determine the animal unit capacity of the proposed confinement structure at the completion of construction.
(B) If the proposed structure is part of an expansion, animal unit capacity (or animal weight capacity) must include all animals confined in adjacent confinement structures.
(C) Two or more animal feeding operations under common ownership or management are deemed to be a single animal feeding operation if they are adjacent or utilize a common area or system for manure disposal. In addition, for purposes of determining whether two or more confinement feeding operations are adjacent, all of the following must apply:
  (a) At least one confinement feeding operation structure must be constructed on and after May 21, 1998.
  (b) A confinement feeding operation structure which is part of one confinement feeding operation is separated by less than a minimum required distance from a confinement feeding operation structure which is part of the other confinement feeding operation. The minimum required distance shall be as follows:
    (1) 1,250 feet for confinement feeding operations having a combined animal unit capacity of less than 1,000 animal units.
    (2) 2,500 feet for confinement feeding operations having a combined animal unit capacity of 1,000 animal units or more.

25. Construction permit application includes livestock feeding and watering systems that significantly reduce manure volume.

	Score	Air	Water	Community
Wet/dry feeders or other feeding and watering systems that significantly reduce manure volume	25		12.50	12.50

The design, operation and maintenance plan for the feeding system must be in the construction permit application and made a condition in the approved construction permit.

Proposed Site Operation and Manure Management Practices

The following scoring criteria apply to the operation and manure management characteristics of the proposed confinement feeding operation. Mark <u>one</u> score under each criterion that best reflects the characteristics of the submitted manure management plan.

26. Liquid or dry manure (choose only one subsection from subsections "a" - "e" and mark one score in that subsection).

		Score	Air	Water	Community
a.	Bulk dry manure is sold under Iowa Code Chapter 200A and surface-applied	15		15.00	
	Bulk dry manure is sold under Iowa Code Chapter 200A and incorporated on the same date it is land-applied	30	12.00	12.00	6.00
b.	Dry manure is composted and land-applied under the requirements of an approved department manure management plan	10	4.00	4.00	2.00
	Dry manure is composted and sold so that no manure is applied under the requirements of an approved department manure management plan	30	12.00	12.00	6.00
c.	Methane digester is used to generate energy from manure and remaining manure is surface-applied under the requirements of an approved department manure management plan	10	3.00	3.00	4.00
	After methane digestion is complete, manure is injected or incorporated on the same date it is land-applied under the requirements of an approved department manure management plan	30	12.00	12.00	6.00
d.	Dry manure is completely burned to generate energy and no	30	9.00	9.00	12.00

	remaining manure is applied under the requirements of an approved department manure management plan				
	Some dry manure is burned to generate energy, but remaining manure is land-applied and incorporated on the same date it is land applied	30	12.00	12.00	6.00

e.	Injection or incorporation of manure on the same date it is land-applied	30	12.00	12.00	6.00

(A) Choose only ONE line from subsection "a", "b," "c," "d," or "e" above and mark only one score in that subsection.
(B) The injection or incorporation of manure must be in the construction permit application and made a condition in the approved construction permit.
(C) If an emergency arises and injection or incorporation is not feasible, prior to land application of manure the applicant must receive a written approval for an emergency waiver from a department field office to surface-apply manure.
(D) Requirements pertaining to the sale of bulk dry manure under pursuant to Iowa Code chapter 200A must be incorporated into the construction permit application and made a condition of the approved construction permit.
(E) The design, operation and maintenance plan for utilization of manure as an energy source must be in the construction permit application and made a condition in the approved construction permit.
(F) The design, operation and maintenance plan for composting facilities must be in the construction permit application and made a condition in the approved construction permit.

27. Land application of manure is based on a two-year crop rotation phosphorus uptake level.

	Score	Air	Water	Community
Two-year phosphorus crop uptake application rate	10		10.00	

(A) Land application of manure cannot exceed phosphorus crop usage levels for a two-year crop rotation cycle.
(B) The phosphorus uptake application rates must be in the construction permit application and made a condition in the approved construction permit.

28. Land application of manure to farmland that has USDA Natural Resources Conservation Service (NRCS) approved buffer strips contiguous to all water sources traversing or adjacent to the fields listed in the manure management plan.

	Score	Air	Water	Community
Manure application on farmland with buffer strips	10		8.00	2.00

(A) The department may request NRCS maintenance agreements to ensure proper design, installation and maintenance of filter strips. If a filter strip is present but not designed by NRCS, it must meet NRCS standard specifications.
(B) The application field does not need to be owned by the confinement facility owner to receive points.
(C) On current and future manure management plans, the requirement for buffer strips on all land application areas must be in the construction permit application and made a condition in the approved construction permit.

29. Land application of manure does not occur on highly erodible land (HEL), as classified by the USDA NRCS.

	Score	Air	Water	Community
No manure application on HEL farmland	10		10.00	

Manure application on non-HEL farmland must be in the construction permit application and made a condition in the approved construction permit.

30. Additional separation distance, above minimum requirements (0 or 750 feet, see below), for the land application of manure to the closest:

* Residence not owned by the owner of the confinement feeding operation,
* Hospital,
* Nursing home, or
* Licensed or registered child care facility.

	Score	Air	Water	Community
Additional separation distance of 200 feet	5	3.25		1.75
Additional separation distance of 500 feet	10	6.50		3.50

(A) The department will award points only for the single building, of the four listed above, closest to the proposed confinement feeding operation.
(B) Minimum separation distance for land application of manure injected or incorporated on the same date as application: 0 feet.

(C) Minimum separation distance for land application of manure broadcast on soil surface: 750 feet.
(D) The additional separation distances must be in the construction permit application and made a condition in the approved construction permit.
(E) "Licensed child care center" – a facility licensed by the department of human services providing child care or preschool services for seven or more children, except when the facility is registered as a child care home.
(F) "Registered child development homes" - child care providers certify that they comply with rules adopted by the department of human services. This process is voluntary for providers caring for five or fewer children and mandatory for providers caring for six or more children.
(G) A full listing of licensed and registered child care facilities is available at county offices of the Department of Human Services

31. Additional separation distance, above minimum requirements (0 or 750 feet, see below), for land application of manure to closest public use area.

	Score	Air	Water	Community
Additional separation distance of 200 feet	5	2.00		3.00

(A) "Public use area" - a portion of land owned by the United States, the state, or a political subdivision with facilities which attract the public to congregate and remain in the area for significant periods of time. Facilities include, but are not limited to, picnic grounds, campgrounds, cemeteries, lodges, shelter houses, playground equipment, lakes as listed in Table 2 in 567--Chapter 65, and swimming beaches. It does not include a highway, road right-of-way, parking areas, recreational trails or other areas where the public passes through, but does not congregate or remain in the area for significant periods of time.
(B) Minimum separation distance for land application of manure injected or incorporated on the same date as application: 0 feet.
(C) Minimum separation distance for land application of manure broadcast on soil surface: 750 feet.
(D) The additional separation distances must be in the construction permit application and made a condition in the approved construction permit.

32. Additional separation distance, above minimum requirements (0 or 750 feet, see below), for the land application of manure to the closest:
* Educational institution,
* Religious institution, or
* Commercial enterprise.

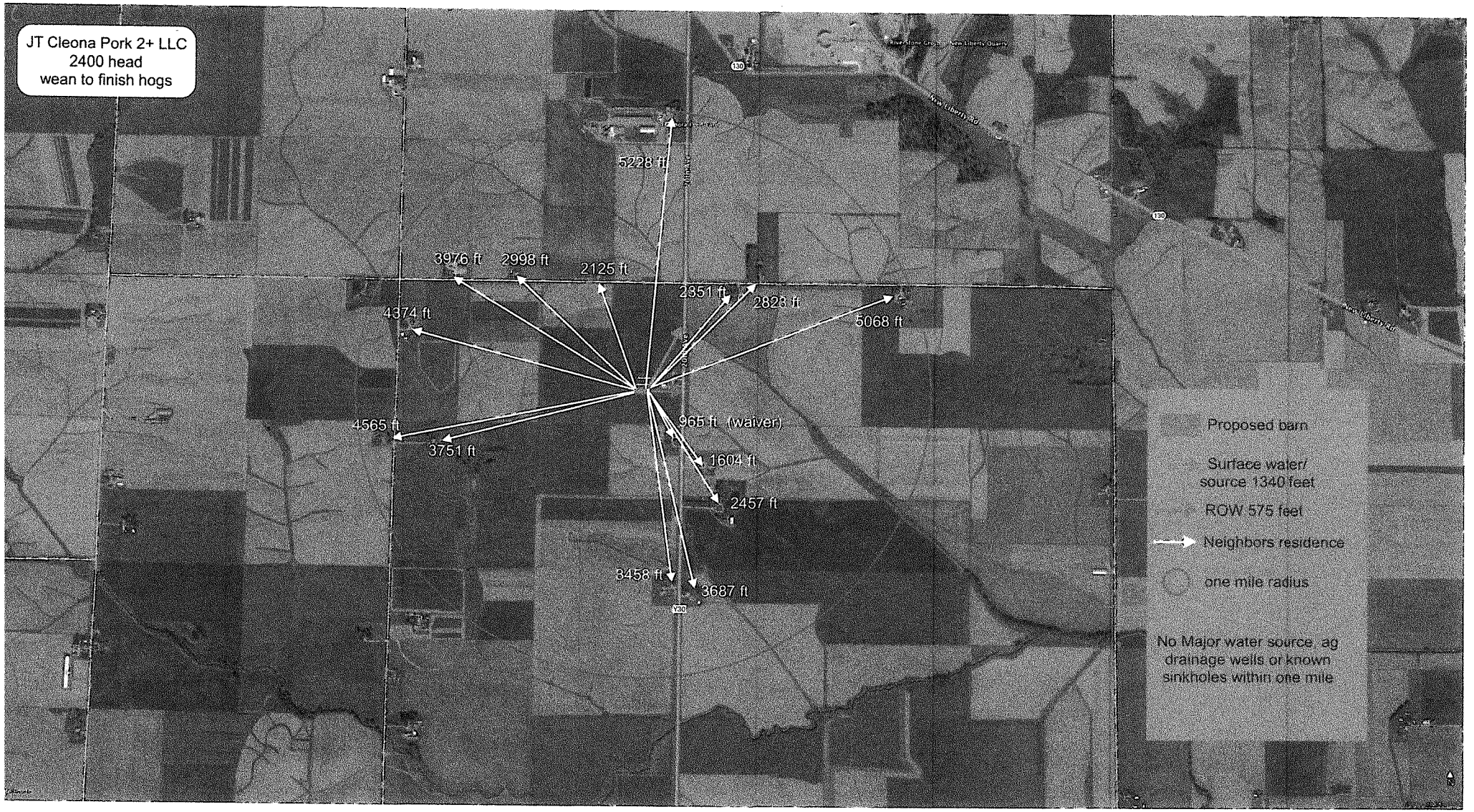
	Score	Air	Water	Community
Additional separation distance of 200 feet	5	2.00		3.00

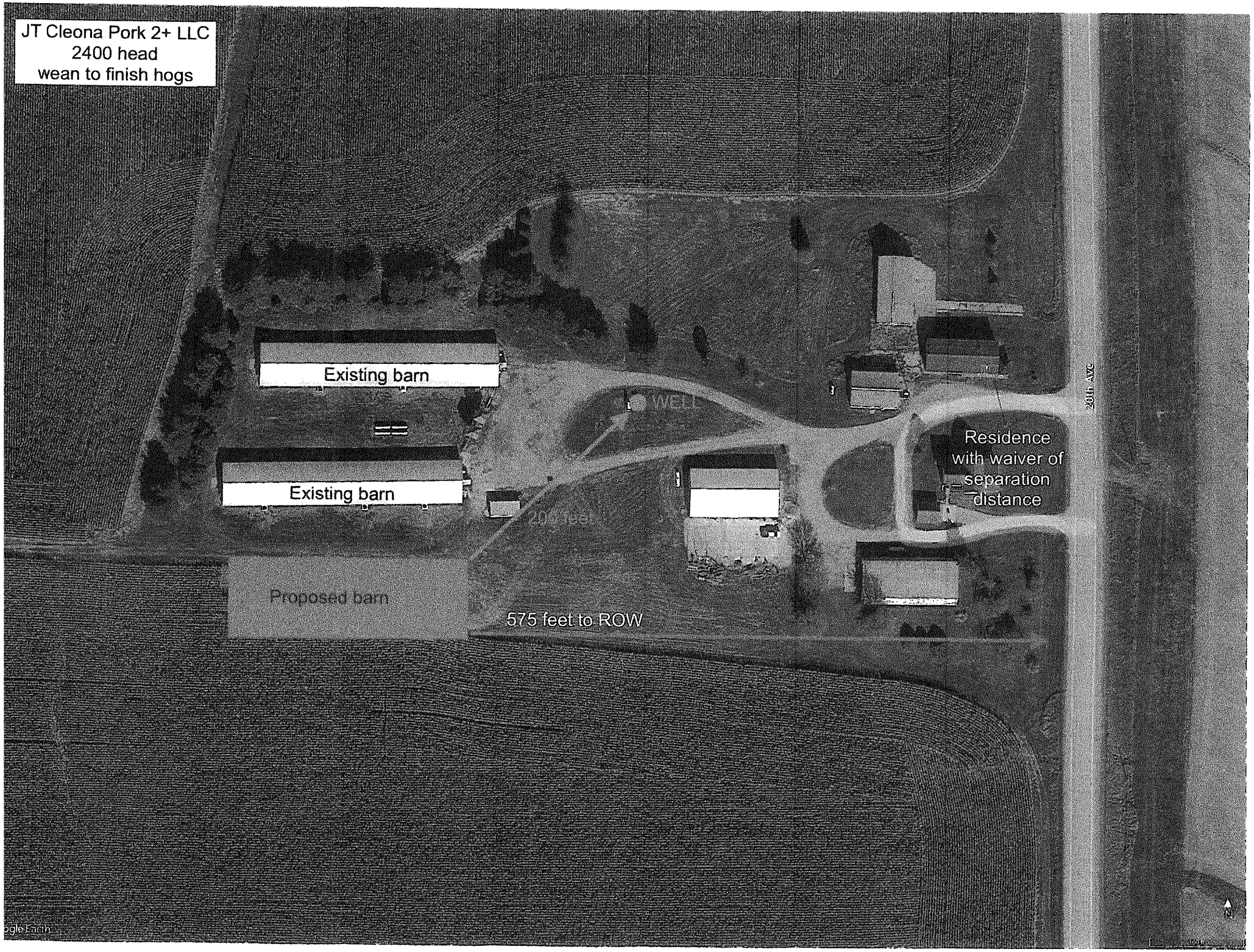
(A) Minimum separation distance for land application of manure broadcast on soil surface: 750 feet.
(B) Minimum separation distance for land application of manure injected or incorporated on same date as application: 0 feet.
(C) The additional separation distances must be in the construction permit application and made a condition in the approved construction permit.
(D) "Educational institution" - a building in which an organized course of study or training is offered to students enrolled in kindergarten through grade 12 and served by local school districts, accredited or approved nonpublic schools, area educational agencies, community colleges, institutions of higher education under the control of the state board of regents, and accredited independent colleges and universities.
(E) "Religious institution" - a building in which an active congregation is devoted to worship.
(F) "Commercial enterprise" - a building which is used as a part of a business that manufactures goods, delivers services, or sells goods or services, which is customarily and regularly used by the general public during the entire calendar year and which is connected to electric, water, and sewer systems. A commercial enterprise does not include a farm operation.

33. Additional separation distance of 50 feet, above minimum requirements (0 or 200 feet, see below), for the land application of manure to the closest private drinking water well or public drinking water well - OR well is properly closed under supervision of county health officials.

	Score	Air	Water	Community
Additional separation distance of 50 feet or well is properly closed	10		8.00	2.00

(A) Minimum separation distance for land application of manure injected or incorporated on the same date as application or 50-foot vegetation buffer exists around well and manure is not applied to the buffer: 0 feet.
(B) Minimum separation distance for land application of manure broadcast on soil surface: 200 feet.
(C) If applicant chooses to close the well; the well closure must be incorporated into the construction permit application and made a condition in the approved construction permit.


JT Cleona Pork 2+ LLC
2400 head
wean to finish hogs
5228 ft
3976 ft
2998 ft
2125 ft
2351 ft
2823 ft
5068 ft
4374 ft
4565 ft
3751 ft
965 ft (waiver)
1604 ft
2457 ft
3458 ft
3687 ft
Proposed barn
Surface water/ source 1340 feet
ROW 575 feet
Neighbors residence
one mile radius
No Major water source, ag drainage wells or known sinkholes within one mile


JT Cleona Pork 2+ LLC
2400 head
wean to finish hogs
Existing barn
Existing barn
WELL
Residence
with waiver of
separation
distance
20th Ave
Proposed barn
575 feet to ROW
N

WELL RECORD FORM

PWSID# or PWTS No. _____ PWTS Permit No. _____ GeoSam WNumber (IGS use only) _____

Site Identification

Property owner Grandview Land LLC Other ID West

Address off 20th -- Kappeler Site City Stockton

Tenant _____

Well depth 30 ft Date completed 2 / 12 / 2024

Location

County Scott

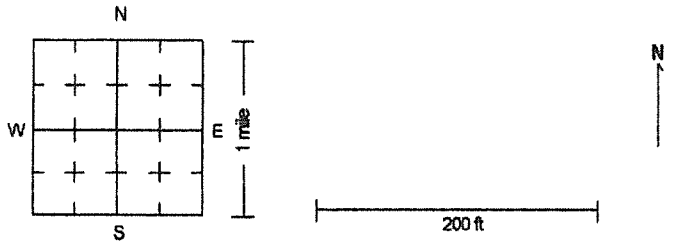
GPS coordinates (NAD83 datum)

41.6786330 Latitude -90.8681790 Longitude

☐ Decimal Degrees ☐ Degrees, Decimal Minutes ☐ Degrees, Minutes, Seconds

____ 1/4 of the ____ 1/4 of the ____ 1/4 of Sec 5 TWP 79 RNG 1 E W

Show exact location of well in section grid with a dot (•). Sketch map of well location on property.



Formation Log

From	To	Color	Hardness	Formation description
0	15	brown		clay
15	24	brown		sandy clay
24	30	gray		clay
				(use additional sheets as needed)

Remarks (including depth of lost drilling fluids, materials, or tools)

Well Use

☐ Domestic ☐ Public supply ☐ Livestock

☐ Heat pump ☐ Commercial ☐ Irrigation

# of borehole(s) ____ ☐ Monitoring ☑ Other Karst

Drill Method

☑ Rotary ☐ Auger ☐ Cable ☑ Other _____

Hole size

6 inch from 0 ft to 30 ft

____ inch from ____ ft to ____ ft

hole size continued

____ inch from ____ ft to ____ ft

____ inch from ____ ft to ____ ft

Casing or Loop Pipe

Record all depth measurements from ground level (GL). Use + for above GL measurements.

Size (in)	Material	Depth Top	Depth Bottom	Perforated	Slotted	Screen
				☐	☐	☐ slot size
				☐	☐	☐ slot size
				☐	☐	☐ slot size
				☐	☐	☐ slot size
				☐	☐	☐ slot size
☐ Gravel packed				amount ____ variety ____		
☐ Seals/packers				type ____		
☐ Bottom capped with ____						

Casing Grout

Placement method _____

Type	Depth Top	Depth Bottom	Amount (vol/wt)

Pump Installation

Date ____/____/____

Type of pump _____ Depth to intake _____ ft

Pump diameter _____ in Rated capacity _____ GPM

Water Information

Date ____/____/____

Static Water Level	Pumping Water Level	Yield	Duration
____ ft	____ ft	____ GPM	____ hrs

Water level measurement: ☐ Sonic ☐ Tape ☐ Airline ☐ E-line ☑ Estimate

Water yield measurement: ☐ Orifice ☐ Volumetric ☑ Estimate

Main water-supply zone from _____ ft to _____ ft below GL

Well Development

☑ Physical explain: _____

☐ Chemical explain: _____

Contractor

Company Latta Well & Pump

Address 1051 Taylor Ave, Wilton IA 52778

Driller Lucius Harvey Certification no. 11339

Iowa Department of Natural Resources Geological Survey Bureau
109 Trowbridge Hall, Iowa City, IA 52242-1319 PH (319) 335-1575

WELL RECORD

Permit No. 2000

Site identification

Property Owner Keith Kappler Well Number ____

Address 25644 20th St, Stockton IA 52769

Tenant ____

Well Depth 122 ft Date completed 12 / 19 / 02

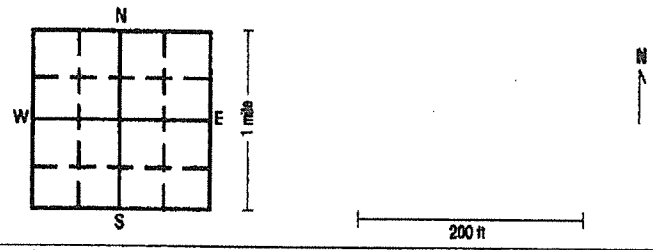
Location

County Scott

____ mi. N/S and ____ mi. E/W of intersection of ____ and ____

____ 1/4 of the ____ 1/4 of the ____ 1/4 of Sec ____ TWP 79 RNG 1E/W

Show exact location of well in section grid with a dot (●). Sketch map of well location on property.



☐ upland ☐ hillside ☐ valley Elevation (if known) ____

Formation log

From	To	Color	Hardness	Formation description
0	63	yel &	gray	clay
63	122	yel	soft	limestone

use additional sheets as needed

Remarks (including depth of lost drilling fluids, materials, or tools)

Well use

☐ Domestic ☒ Livestock ☐ Test well
☐ Municipal ☐ Public supply ☐ Irrigation
☐ Commercial ☐ Monitoring ☐ Other ____ (explain)

Drill method

☒ rotary ☐ auger ☐ cable other ____

Hole size

9 inch from 0 ft to 70 ft
4 7/8 inch from 70 ft to 122 ft

hole size continued

____ inch from ____ ft to ____ ft
____ inch from ____ ft to ____ ft

Record all depth measurements from ground level (GL). Use (+) for above GL measurements.

Casing

Drive shoe (yes / no) Pitless adapter (yes) no)

Size (ID/OD)	Type / Wt	Depth top	Depth bottom	Amount (length)
6"	pvc/sdr21	+1	69'	70'

Perforated or slotted casing? (yes / no)

Perforated / slotted from ____ ft to ____ ft
Perforated / slotted from ____ ft to ____ ft

Casing grouted? (yes / no) Placement method tremie

Type	Depth Top	Depth bottom	Amount (vol/wt)
bentonite	0	70	3½ bags

Well screen? (yes / no)

Diameter	Slot size	Depth Top	Depth Bottom	Length	Material
	0.___				
	0.___				

Bottom capped (yes / no) with ____
Seals / Packers (yes / no) kind ____ depth ____ ft
Gravel packed (yes / no) from ____ ft to ____ ft
type ____ amount ____

Well developed? (yes / no)

Explain airline
(pumped, airlifted, bailed) for 1 hrs at 45 GPM.

Pump installed? (yes / no) Date 12 / 23 / 02

Installer's name Latta
Type of pump submersible Depth to intake 60 ft
Pump diameter 4" Rated capacity 19 GPM

Water information

Aquifer: ☐ sand / gravel ☒ limestone ☐ sandstone
Main water-supply zone from 63 ft to 122 ft ☐ seepage well
Static water level 50 ft (below / above) GL; ☐ tape ☐ airline ☐ E-line ☒ estimate
Pumping water level 60 ft below GL; ☐ tape ☐ airline ☐ E-line ☒ estimate
At yield of 45 GPM: ☐ orifice ☐ volumetric ☒ estimate
Measurements taken at ____ : ____ (AM / PM) Date ____ / ____ / ____

Water quality test? (yes / no) Date tested ____ / ____ / ____

Tested by ____

Contractor Latta
Address 1051 Taylor Ave, Wilton IA 52778
Driller D Haskins Certification no. 40465

Google Maps Stockton

Kappeler Site

Imagery ©2024 CNES / Airbus, Maxar Technologies, USDA/FPAC/GEO, Map data ©2024 100 ft

2024-004663
RECORDED: 03/25/2024 03:23:28 PM
RECORDING FEE: $22.00
IOWA E-FILING FEE: $3.00
COMBINED FEE: $25.00
REVENUE TAX: $0.00
RITA A. VARGAS, RECORDER
SCOTT COUNTY, IOWA

Prepared by and return to: Amy A. Johnson, 666 Grand Avenue, Suite 2000, Des Moines, IA 50309 (515) 242-2493

SEPARATION DISTANCE WAIVER

THIS SEPARATION DISTANCE WAIVER AND AGREEMENT ("Agreement") is effective March 19, 2024 (the "Effective Date"), and is between Kappeler Farms, Inc., an Iowa corporation, Keith Kappeler, and Amy Kappeler (collectively, "Owner"), and Grandview Land, LLC, an Iowa limited liability company ("Producer"), and provides as follows:

1. Owner owns a residence and/or holds title to land which is benefited by applicable separation distance(s) from confinement buildings, formed manure storage structures and/or other animal feeding operation structure(s) (collectively, the "AFOS") with a total animal unit capacity of one thousand nine hundred twenty (1920), built or to be built, owned and/or operated by Producer. The approximate legal description of the land owned by Owner and on which the residence of Owner is located (collectively, "Owner's Property") is as follows:

> That part of the Southeast Quarter of the Northeast Quarter (SE ¼ NE ¼) of Section 5, Township 79 North, Range 1 East of the 5th P.M., Scott County, Iowa described in the Plat of Survey recorded in the office of the Recorder of Scott County on September 14, 2023, as Document No. 202300016440.
>
> And locally known as 22512 20th Ave., Stockton, IA 52769.

2. The approximate legal description of the property on which Producer does or will own and operate the AFOS (the "AFOS Property") is shows on Exhibit A, attached hereto.

3. Waiver. The applicable separation distance between the AFOS and the Owner's Property is one thousand eight hundred seventy-five (1,875) feet and the Owner's Property, for purposes of determining the applicable separation distance is four hundred forty (440) feet from the AFOS. Owner hereby waives all applicable separation distances required to be maintained between the AFOS, and any manure application from the AFOS on the AFOS Property, and Owner's Property. For purposes of clarification and avoidance of doubt, the waiver contained in this Agreement shall: (i) be specific to the construction or expansion project for which it is submitted; and (ii) is specifically intended to be applicable to any and all future construction or expansion of AFOS on the AFOS Property.

4. Entire Agreement. This Agreement constitutes the entire agreement and understanding between the parties hereto and supersedes all prior agreements or understandings, written or oral. No amendment to this Agreement will be effective unless in writing and signed by both parties hereto and/or their respective heirs, successors, assigns and personal representatives. If any provision of this Agreement is held invalid, the remaining provisions of this Agreement will remain in full force and effect as if that invalid provision had not been included in this Agreement. Words and phrases herein will be construed as in the singular or plural number, and as masculine, feminine or neutered gender according to the context.

5. Miscellaneous. This Agreement will run with Owner's Property for the benefit of the AFOS Property, is binding on Owner's, and beneficial to Producer and Producer's heirs, successors and assigns; and is intended by Owner and Producer to be a valid and complete waiver of all separate distance requirements for AFOS provided under Iowa law, as may be amended from time to time. This Agreement will be construed and governed in accordance with the laws of the State of Iowa. This Agreement may be executed in one or more counterparts, each of which will be deemed to be an original for all purposes and all of which together will constitute one and the same instrument.

IN WITNESS WHEREOF, this Agreement has been executed as of the Effective Date.

OWNERS:

KAPPELER FARMS, INC.

By: Keith Kappeler
Keith Kappeler, President

Keith Kappeler
Keith Kappeler

Amy Kappeler
Amy Kappeler

STATE OF IOWA)
) SS:
COUNTY OF Scott)

On this 22nd day of March, 2024, before me, the undersigned, a Notary Public in and for said State, personally appeared Keith Kappeler, who is the President of Kappeler Farms, Inc., an Iowa corporation, in his capacity as President and acknowledged that he executed the same as the voluntary act and deed of Kappeler Farms, Inc., the same as his voluntary act and deed.

Pam Spengler
Notary Public in and for said County and State

PAM SPENGLER
Commission Number 170686
My Commission Expires
3-16-26

STATE OF IOWA)
) SS:
COUNTY OF Scott)

On this 22nd day of March, 2024, before me, the undersigned, a Notary Public in and for said State, personally appeared Keith Kappeler and Amy Kappeler.

Pam Spengler
Notary Public in and for said County and State

PAM SPENGLER
Commission Number 170686
My Commission Expires
3-16-26

PRODUCER:

GRANDVIEW LAND, LLC

By: Thomas A Dittmer Mgr
Thomas A. Dittmer, Manager

ADDY KIEGER
Commission Number 812587
My Commission Expires
September 11, 2024

STATE OF IOWA)
) SS:
COUNTY OF Scott)

On this 19th day of March, 2024, before me, the undersigned, a Notary Public in and for said State, personally appeared Thomas A. Dittmer, who is the Manager of Grandview Land, LLC, in his capacity as Manager and acknowledged that he executed the same as the voluntary act and deed of Grandview Land, LLC, the same as his voluntary act and deed.

Addy Kieger
Notary Public in and for said County and State

Exhibit A
Legal Description of AFOS Property

The Southwest Quarter of Section 5, Township 79 North, Range 1 East of the 5th P.M., in Scott County, Iowa; EXCEPT that part of said SW ¼ described as follows:

Beginning at the NW corner of the SW ¼ of said Section 5; thence North 89°20' East 897.00 feet along the North line of the SW ¼ of said Section 5; thence South 400.00 feet; thence South 89°20' West 897.00 feet to a point on the West line of the SW ¼ of said Section 5; thence North 400.00 feet along the West line of the SW ¼ of said Section 5 to the point of beginning.

AND EXCEPT those tracts described in the Plat of Survey recorded in the Office of the Recorder of Scott County as Document No. 2016-21614; the Plat of Survey recorded in the Office of the Recorder of Scott County as Document No. 2018-06075; and the Plat of Survey recorded in the Office of the Recorder of Scott County as Document No. 2023-16439.

AND

The East Half of the Northeast Quarter of Section 5, Township 79 North, Range 1 East of the 5th P.M. in Scott County, Iowa, except that tract described in the Plat of Survey recorded in the Office of the Recorder of Scott County as Document No. 2023-16440.

AND

The Northwest Quarter of the Southeast Quarter of Section 5, and part of the Northeast Quarter of the Southeast Quarter of Section 5, all in Township 79 North, Range 1 East of the 5th P.M., in Scott County, Iowa, more particularly described as follows: Beginning at the Northwest corner of the Northeast Quarter of the Southeast Quarter of said Section 5; thence East 16 feet; thence South 32 feet; thence West 16 feet; thence North 32 feet to the place of beginning.

2024-004664
RECORDED: 03/25/2024 03:23:29 PM
RECORDING FEE: $22.00
IOWA E-FILING FEE: $3.00
COMBINED FEE: $25.00
REVENUE TAX: $0.00
RITA A. VARGAS, RECORDER
SCOTT COUNTY, IOWA

Prepared by and return to: Amy A. Johnson, 666 Grand Avenue, Suite 2000, Des Moines, IA 50309 (515) 242-2493

SEPARATION DISTANCE WAIVER

THIS SEPARATION DISTANCE WAIVER AND AGREEMENT ("Agreement") is effective March 19, 2024 (the "Effective Date"), and is between Brandon Speers and Angela Speers, both residents of the State of Iowa (collectively, "Owner"), and Grandview Land, LLC, an Iowa limited liability company ("Producer"), and provides as follows:

1. Owner owns a residence and/or holds title to land which is benefited by applicable separation distance(s) from confinement buildings, formed manure storage structures and/or other animal feeding operation structure(s) (collectively, the "AFOS") with a total animal unit capacity of one thousand nine hundred twenty (1920), built or to be built, owned and/or operated by Producer. The approximate legal description of the land owned by Owner and on which the residence of Owner is located (collectively, "Owner's Property") is as follows:

> That part of the Northeast Quarter of the Southeast Quarter (NE ¼ SE ¼) of Section 5, Township 79 North, Range 1 East of the 5th P.M., Scott County, Iowa described in the Plat of Survey recorded in the office of the Recorder of Scott County on August 21, 2019, as Document No. 2019-00021260.
>
> Locally known as 25404 20th Ave., Stockton, Iowa 52769.

2. The approximate legal description of the property on which Producer does or will own and operate the AFOS (the "AFOS Property") is shows on Exhibit A, attached hereto.

3. Waiver. The applicable separation distance between the AFOS and the Owner's Property is one thousand eight hundred seventy-five (1,875) feet and the Owner's Property, for purposes of determining the applicable separation distance is seven hundred eighty seven (787) feet from the AFOS. Owner hereby waives all applicable separation distances required to be maintained between the AFOS, and any manure application from the AFOS on the AFOS Property, and Owner's Property. For purposes of clarification and avoidance of doubt, the waiver contained in this Agreement shall: (i) be specific to the construction or expansion project for which it is submitted; and (ii) is specifically intended to be applicable to any and all future construction or expansion of AFOS on the AFOS Property.

4. Entire Agreement. This Agreement constitutes the entire agreement and understanding between the parties hereto and supersedes all prior agreements or understandings, written or oral. No amendment to this Agreement will be effective unless in writing and signed by both parties hereto and/or their respective heirs, successors, assigns and personal representatives. If any provision of this Agreement is held invalid, the remaining provisions of this Agreement will remain in full force and effect as if that invalid provision had not been included in this Agreement. Words and phrases herein will be construed as in the singular or plural number, and as masculine, feminine or neutered gender according to the context.

5. Miscellaneous. This Agreement will run with Owner's Property for the benefit of the AFOS Property, is binding on Owner's, and beneficial to Producer and Producer's heirs, successors and assigns; and is intended by Owner and Producer to be a valid and complete waiver of all separate distance requirements for AFOS provided under Iowa law, as may be amended from time to time. This Agreement will be construed and governed in accordance with the laws of the State of Iowa. This Agreement may be executed in one or more counterparts, each of which will be deemed to be an original for all purposes and all of which together will constitute one and the same instrument.

IN WITNESS WHEREOF, this Agreement has been executed as of the Effective Date.

OWNER:

Brandon Speers

Angela Speers

STATE OF IOWA)
) SS:
COUNTY OF Scott)

On this 23 day of March, 2024, before me, the undersigned, a Notary Public in and for said State, personally appeared Brandon Speers and Angela Speers.

Notary Public in and for said County and State

CHERYL M. MUSE
Commission Number 793339
My Commission Expires
11-24-24

PRODUCER:

GRANDVIEW LAND, LLC

By: Thomas A Dittmer Mgr
Thomas A. Dittmer, Manager

ADDY KIEGER
Commission Number 812587
My Commission Expires
September 11, 2024

STATE OF IOWA)
) SS:
COUNTY OF Scott)

On this 19th day of March, 2024, before me, the undersigned, a Notary Public in and for said State, personally appeared Thomas A. Dittmer, who is the Manager of Grandview Land, LLC, in his capacity as Manager and acknowledged that he executed the same as the voluntary act and deed of Grandview Land, LLC, the same as his voluntary act and deed.

Addy Kieger
Notary Public in and for said County and State

Exhibit A
Legal Description of AFOS Property

The Southwest Quarter of Section 5, Township 79 North, Range 1 East of the 5th P.M., in Scott County, Iowa; EXCEPT that part of said SW ¼ described as follows:

Beginning at the NW corner of the SW ¼ of said Section 5; thence North 89°20' East 897.00 feet along the North line of the SW ¼ of said Section 5; thence South 400.00 feet; thence South 89°20' West 897.00 feet to a point on the West line of the SW ¼ of said Section 5; thence North 400.00 feet along the West line of the SW ¼ of said Section 5 to the point of beginning.

AND EXCEPT those tracts described in the Plat of Survey recorded in the Office of the Recorder of Scott County as Document No. 2016-21614; the Plat of Survey recorded in the Office of the Recorder of Scott County as Document No. 2018-06075; and the Plat of Survey recorded in the Office of the Recorder of Scott County as Document No. 2023-16439.

AND

The East Half of the Northeast Quarter of Section 5, Township 79 North, Range 1 East of the 5th P.M. in Scott County, Iowa, except that tract described in the Plat of Survey recorded in the Office of the Recorder of Scott County as Document No. 2023-16440.

AND

The Northwest Quarter of the Southeast Quarter of Section 5, and part of the Northeast Quarter of the Southeast Quarter of Section 5, all in Township 79 North, Range 1 East of the 5th P.M., in Scott County, Iowa, more particularly described as follows: Beginning at the Northwest corner of the Northeast Quarter of the Southeast Quarter of said Section 5; thence East 16 feet; thence South 32 feet; thence West 16 feet; thence North 32 feet to the place of beginning.

APPENDIX C MASTER MATRIX

Proposed Site Characteristics

The following scoring criteria apply to the site of the proposed confinement feeding operation. Mark <u>one</u> score under each criterion selected by the applicant. The proposed site must obtain a minimum overall score of 440 and a score of 53.38 in the "air" subcategory, a score of 67.75 in the "water" subcategory and a score of 101.13 in the "community impacts" subcategory.

1. Additional separation distance, above minimum requirements, from proposed confinement structure to the closest:

- Residence not owned by the owner of the confinement feeding operation,
- Hospital,
- Nursing home, or
- Licensed or registered child care facility.

	Score	Air	Water	Community
250 feet to 500 feet	25	16.25		8.75
501 feet to 750 feet	45	29.25		17.50
751 feet to 1,000 feet	65	42.25		22.75
1,001 feet to 1,250 feet	85	55.25		29.75
1,251 feet or more	100	65.00		35.00

(A) Refer to the construction permit application package to determine the animal unit capacity (or animal weight capacity if an expansion) of the proposed confinement feeding operation. Then refer to Table 6 of 567--Chapter 65 to determine minimum required separation distances.
(B) The department will award points only for the single building, of the four listed above, closest to the proposed confinement feeding operation.
(C) "Licensed child care center" – a facility licensed by the department of human services providing child care or preschool services for seven or more children, except when the facility is registered as a child care home.
(D) "Registered child development homes" - child care providers certify that they comply with rules adopted by the department of human services. This process is voluntary for providers caring for five or fewer children and mandatory for providers caring for six or more children.
(E) A full listing of licensed and registered child care facilities is available at county offices of the department of human services.

2. Additional separation distance, above minimum requirements, from proposed confinement structure to the closest public use area.

	Score	Air	Water	Community
250 feet to 500 feet	5	2.00		3.00
501 feet to 750 feet	10	4.00		6.00
751 feet to 1,000 feet	15	6.00		9.00
1,001 feet to 1,250 feet	20	8.00		12.00
1,251 feet to 1,500	25	10.00		15.00
1,501 feet or more	30	12.00		18.00

(A) Refer to the construction permit application package to determine the animal unit capacity (or animal weight capacity if an expansion) of the proposed confinement feeding operation. Then refer to Table 6 of 567--Chapter 65 to determine minimum required separation distances.
(B) "Public use area" - a portion of land owned by the United States, the state, or a political subdivision with facilities which attract the public to congregate and remain in the area for significant periods of time. Facilities include, but are not limited to, picnic grounds, campgrounds, cemeteries, lodges, shelter houses, playground equipment, lakes as listed in Table 2 of 567--Chapter 65, and swimming beaches. It does not include a highway, road right-of-way, parking areas, recreational trails or other areas where the public passes through, but does not congregate or remain in the area for significant periods of time.

3. Additional separation distance, above minimum requirements, from proposed confinement structure to the closest:

- Educational institution,
- Religious institution, or
- Commercial enterprise.

	Score	Air	Water	Community
250 feet to 500 feet	5	2.00		3.00

501 feet to 750 feet	10	4.00		6.00
751 feet to 1,000 feet	15	6.00		9.00
1,001 feet to 1,250 feet	20	8.00		12.00
1,251 feet to 1,500	25	10.00		15.00
1,501 feet or more	30	12.00		18.00

(A) Refer to the construction permit application package to determine the animal unit capacity (or animal weight capacity if an expansion) of the proposed confinement feeding operation. Then refer to Table 6 of 567--Chapter 65 to determine minimum required separation distances.
(B) The department will award points only for the single building, of the three listed above, closest to the proposed confinement feeding operation.
(C) "Educational institution" - a building in which an organized course of study or training is offered to students enrolled in kindergarten through grade 12 and served by local school districts, accredited or approved nonpublic schools, area educational agencies, community colleges, institutions of higher education under the control of the state board of regents, and accredited independent colleges and universities.
(D) "Religious institution" - a building in which an active congregation is devoted to worship.
(E) "Commercial enterprise" - a building which is used as a part of a business that manufactures goods, delivers services, or sells goods or services, which is customarily and regularly used by the general public during the entire calendar year and which is connected to electric, water, and sewer systems. A commercial enterprise does not include a farm operation.

4. Additional separation distance, above minimum requirement of 500 feet, from proposed confinement structure to the closest water source.

	Score	Air	Water	Community
250 feet to 500 feet	5		5.00	
501 feet to 750 feet	10		10.00	
751 feet to 1,000 feet	15		15.00	
1,001 feet to 1,250 feet	20		20.00	
1,251 feet to 1,500	25		25.00	
1,501 feet or more	30		30.00	

"Water source" - a lake, river, reservoir, creek, stream, ditch, or other body of water or channel having definite banks and a bed with water flow, except lakes or ponds without an outlet to which only one landowner is riparian.

5. Separation distance of 300 feet or more from the proposed confinement structure to the nearest thoroughfare.

	Score	Air	Water	Community
300 feet or more	30	9.00		21.00

(A) "Thoroughfare" - a road, street, bridge, or highway open to the public and constructed or maintained by the state or a political subdivision.
(B) The 300-foot distance includes the 100-foot minimum setback plus additional 200 feet.

6. Additional separation distance, above minimum requirements, from proposed confinement structure to the closest critical public area.

	Score	Air	Water	Community
500 feet or more	10	4.00		6.00

(A) All critical public areas as defined in 567--65.1(455B), are public use areas, and therefore subject to public use area minimum separation distances.
(B) Refer to the construction permit application package to determine the animal unit capacity (or animal weight capacity if an expansion) of the proposed confinement feeding operation. Then refer to Table 6 of 567--Chapter 65 to determine minimum required separation distances.

7. Proposed confinement structure is at least two times the minimum required separation distance from all private and public water wells.

	Score	Air	Water	Community
Two times the minimum separation distance	30		24.00	6.00

Refer to Table 6 of 567--Chapter 65 for minimum required separation distances to wells.

8. Additional separation distance, above the minimum requirement of 1,000 feet, from proposed confinement structure to the closest:

* Agricultural drainage well,
* Known sinkhole, or
* Major water source.

	Score	Air	Water	Community
250 feet to 500 feet	5	0.50	2.50	2.00
501 feet to 750 feet	10	1.00	5.00	4.00
751 feet to 1,000 feet	15	1.50	7.50	6.00
1,001 feet to 1,250 feet	20	2.00	10.00	8.00
1,251 feet to 1,500 feet	25	2.50	12.50	10.00
1,501 feet to 1,750 feet	30	3.00	15.00	12.00
1,751 feet to 2,000 feet	35	3.50	17.50	14.00
2,001 feet to 2,250 feet	40	4.00	20.00	16.00
2,251 feet to 2,500 feet	45	4.50	22.50	18.00
2,501 feet or more	50	5.00	25.00	20.00

(A) The department will award points only for the single item, of the three listed above, that is closest to the proposed confinement feeding operation.
(B) "Agricultural drainage wells" - include surface intakes, cisterns and wellheads of agricultural drainage wells.
(C) "Major water source" - a lake, reservoir, river or stream located within the territorial limits of the state, or any marginal river area adjacent to the state which can support a floating vessel capable of carrying one or more persons during a total of a six-month period in one out of ten years, excluding periods of flooding. Major water sources in the state are listed in Tables 1 and 2 in 567--Chapter 65.

9. Distance between the proposed confinement structure and the nearest confinement facility that has a submitted department manure management plan.

	Score	Air	Water	Community
Three-quarter of a mile or more (3,960 feet)	25	7.50	7.50	10.00

Confinement facilities include swine, poultry, and dairy and beef cattle.

10. Separation distance from proposed confinement structure to closest:
* High quality (HQ) waters,
* High quality resource (HQR) waters, or
* Protected water areas (PWA)

is at least two times the minimum required separation distance

	Score	Air	Water	Community
Two times the minimum separation distance	30		22.50	7.50

(A) The department will award points only for the single item, of the three listed above, closest to the proposed confinement feeding operation.
(B) HQ waters are identified in 567--Chapter 61.
(C) HQR waters are identified in 567--Chapter 61.
(D) A listing of PWAs is available at:
http://www.iowadnr.gov/Recreation/CanoeingKayaking/StreamCare/ProtectedWaterAreas.aspx

11. Air quality modeling results demonstrating an annoyance level less than 2 percent of the time for residences within two times the minimum separation distance.

	Score	Air	Water	Community
University of Minnesota OFFSET model results demonstrating an annoyance level less than 2 percent of the time	10	6.00		4.00e

(A) OFFSET can be found at http://www.extension.umn.edu/agriculture/manure-management-and-air-quality/feedlots-and-manure-storage/offset-odor-from-feedlots/. For more information, contact Dr. Larry Jacobson, University of Minnesota, (612) 625-8288, jacob007@tc.umn.edu.
(B) A residence that has a signed waiver for the minimum separation distance cannot be included in the model.
(C) Only the OFFSET model is acceptable until the department recognizes other air quality models.

12. Liquid manure storage structure is covered.

	Score	Air	Water	Community
Covered liquid manure storage	30	27.00		3.00

(A) "Covered" - organic or inorganic material, placed upon an animal feeding operation structure used to store manure, which significantly reduces the exchange of gases between the stored manure and the outside air.

Organic materials include, but are not limited to, a layer of chopped straw, other crop residue, or a naturally occurring crust on the surface of the stored manure. Inorganic materials include, but are not limited to, wood, steel, aluminum, rubber, plastic, or Styrofoam. The materials shall shield at least 90 percent of the surface area of the stored manure from the outside air. Cover shall include an organic or inorganic material which current scientific research shows reduces detectable odor by at least 75 percent. A formed manure storage structure directly beneath a floor where animals are housed in a confinement feeding operation is deemed to be covered.

(B) The design, operation and maintenance plan for the manure cover must be in the construction permit application and made a condition in the approved construction permit.

13. Construction permit application contains design, construction, operation and maintenance plan for emergency containment area at manure storage structure pump-out area.

	Score	Air	Water	Community
Emergency containment area	20		18.00	2.00

(A) The emergency containment area must be able to contain at least 5 percent of the total volume capacity of the manure storage structure.

(B) The emergency containment area must be constructed on soils that are fine-grained and have low permeability.

(C) If manure is spilled into the emergency containment area, the spill must be reported to the department within six hours of onset or discovery.

(D) The design, construction, operation and maintenance plan for the emergency containment area must be in the construction permit application and made a condition in the approved construction permit.

14. Installation of a filter(s) designed to reduce odors from confinement building(s) exhaust fan(s).

	Score	Air	Water	Community
Installation of filter(s)	10	8.00		2.00

The design, operation and maintenance plan for the filter(s) must be in the construction permit application and made a condition in the approved construction permit.

15. Utilization of landscaping around confinement structure.

	Score	Air	Water	Community
Utilization of Landscaping	20	10.00		10.00

The design, operation and maintenance plan for the landscaping must be in the construction permit application and made a condition in the approved construction permit. The design should contain at least three rows of trees and shrubs, of both fast and slow-growing species that are well suited for the site.

16. Enhancement, above minimum requirements, of structures used in stockpiling and composting activities, such as an impermeable pad and a roof or cover.

	Score	Air	Water	Community
Stockpile and compost facility enhancements	30	9.00	18.00	3.00

(A) The design, operation and maintenance plan for the stockpile or compost structure enhancements must be in the construction permit application and made a condition in the approved construction permit.

(B) The stockpile or compost structures must be located on land adjacent or contiguous to the confinement building.

17. Proposed manure storage structure is formed

	Score	Air	Water	Community
Formed manure storage structure	30		27.00	3.00

(A) "Formed manure storage structure" -a covered or uncovered impoundment used to store manure from an animal feeding operation, which has walls and a floor constructed of concrete, concrete block, wood, steel, or similar materials. Similar materials may include, but are not limited to, plastic, rubber, fiberglass, or other synthetic materials. Materials used in a formed manure storage structure shall have the structural integrity to withstand expected internal and external load pressures.

(B) The design, operation and maintenance plan for the formed manure storage structure must be in the construction permit application and made a condition in the approved construction permit.

18. Manure storage structure is aerated to meet departmental standards as an aerobic structure, if aeration is not already required by the department.

	Score	Air	Water	Community
Aerated manure storage structure	10	8.00		2.00

(A) Aerobic structure - an animal feeding operation structure other than an egg wash water storage structure which relies on aerobic bacterial action which is maintained by the utilization of air or oxygen and which includes

aeration equipment to digest organic matter. Aeration equipment shall be used and shall be capable of providing oxygen at a rate sufficient to maintain an average of 2 milligrams per liter dissolved oxygen concentration in the upper 30 percent of the depth of manure in the structure at all times.

(B) The design, operation and maintenance plan for the aeration equipment must be in the construction permit application and made a condition in the approved construction permit.

19. Proposed confinement site has a suitable truck turnaround area so that semitrailers do not have to back into the facility from the road

	Score	Air	Water	Community
Truck turnaround	20			20.00

(A) The design, operation and maintenance plan for the truck turn around area must be in the construction permit application and made a condition in the approved construction permit.

(B) The turnaround area should be at least 120 feet in diameter and be adequately surfaced for traffic in inclement weather.

20. Construction permit applicant's animal feeding operation environmental and worker protection violation history for the last five years at all facilities in which the applicant has an interest.

	Score	Air	Water	Community
No history of Administrative Orders in last five years	30			30.00

(A) "Interest" - means ownership of a confinement feeding operation as a sole proprietor or a 10 percent or more ownership interest held by a person in a confinement feeding operation as a joint tenant, tenant in common, shareholder, partner, member, beneficiary or other equity interest holder. Ownership interest is an interest when it is held either directly, indirectly through a spouse or dependent child, or both.

(B) An environmental violation is a final Administrative Order (AO) from the department of natural resources or final court ruling against the construction permit applicant for environmental violations related to an animal feeding operation. A Notice of Violation (NOV) does not constitute a violation.

21. Construction permit applicant waives the right to claim a Pollution Control Tax Exemption for the life of the proposed confinement feeding operation structure.

	Score	Air	Water	Community
Permanent waiver of Pollution Control Tax Exemption	5			5.00

(A) Waiver of Pollution Control Tax Exemption is limited to the proposed structure(s) in the construction permit application.

(B) The department and county assessor will maintain a record of this waiver, and it must be in the construction permit application and made a condition in the approved construction permit.

22. Construction permit applicant can lawfully claim a Homestead Tax Exemption on the site where the proposed confinement structure is to be constructed
- OR -
the construction permit applicant is the closest resident to the proposed confinement structure.

	Score	Air	Water	Community
Site qualifies for Homestead Tax Exemption or permit applicant is closest resident to proposed structure	25			25.00

(A) Proof of Homestead Tax Exemption is required as part of the construction permit application.

(B) Applicant includes persons who have ownership interests. "Interest" - means ownership of a confinement feeding operation as a sole proprietor or a 10 percent or more ownership interest held by a person in a confinement feeding operation as a joint tenant, tenant in common, shareholder, partner, member, beneficiary or other equity interest holder. Ownership interest is an interest when it is held either directly, indirectly through a spouse or dependent child, or both.

23. Construction permit applicant can lawfully claim a Family Farm Tax Credit for agricultural land where the proposed confinement feeding operation is to be located pursuant to Iowa Code chapter 425A.

	Score	Air	Water	Community
Family Farm Tax Credit qualification	25			25.00

Applicant includes persons who have ownership interests. "Interest" - means ownership of a confinement feeding operation as a sole proprietor or a 10 percent or more ownership interest held by a person in a confinement feeding operation as a joint tenant, tenant in common, shareholder, partner, member, beneficiary or other equity interest holder. Ownership interest is an interest when it is held either directly, indirectly through a spouse or dependent child, or both.

24. Facility size.

	Score	Air	Water	Community
1 to 2,000 animal unit capacity	20			20.00
2,001 to 3,000 animal unit capacity	10			10.00
3,001 animal unit capacity or more	0			0.00

(A) Refer to the construction permit application package to determine the animal unit capacity of the proposed confinement structure at the completion of construction.
(B) If the proposed structure is part of an expansion, animal unit capacity (or animal weight capacity) must include all animals confined in adjacent confinement structures.
(C) Two or more animal feeding operations under common ownership or management are deemed to be a single animal feeding operation if they are adjacent or utilize a common area or system for manure disposal. In addition, for purposes of determining whether two or more confinement feeding operations are adjacent, all of the following must apply:
  (a) At least one confinement feeding operation structure must be constructed on and after May 21, 1998.
  (b) A confinement feeding operation structure which is part of one confinement feeding operation is separated by less than a minimum required distance from a confinement feeding operation structure which is part of the other confinement feeding operation. The minimum required distance shall be as follows:
    (1) 1,250 feet for confinement feeding operations having a combined animal unit capacity of less than 1,000 animal units.
    (2) 2,500 feet for confinement feeding operations having a combined animal unit capacity of 1,000 animal units or more.

25. Construction permit application includes livestock feeding and watering systems that significantly reduce manure volume.

	Score	Air	Water	Community
Wet/dry feeders or other feeding and watering systems that significantly reduce manure volume	25		12.50	12.50

The design, operation and maintenance plan for the feeding system must be in the construction permit application and made a condition in the approved construction permit.

Proposed Site Operation and Manure Management Practices

The following scoring criteria apply to the operation and manure management characteristics of the proposed confinement feeding operation. Mark <u>one</u> score under each criterion that best reflects the characteristics of the submitted manure management plan.

26. Liquid or dry manure (choose only one subsection from subsections "a" - "e" and mark one score in that subsection).

		Score	Air	Water	Community
a.	Bulk dry manure is sold under Iowa Code Chapter 200A and surface-applied	15		15.00	
	Bulk dry manure is sold under Iowa Code Chapter 200A and incorporated on the same date it is land-applied	30	12.00	12.00	6.00
b.	Dry manure is composted and land-applied under the requirements of an approved department manure management plan	10	4.00	4.00	2.00
	Dry manure is composted and sold so that no manure is applied under the requirements of an approved department manure management plan	30	12.00	12.00	6.00
c.	Methane digester is used to generate energy from manure and remaining manure is surface-applied under the requirements of an approved department manure management plan	10	3.00	3.00	4.00
	After methane digestion is complete, manure is injected or incorporated on the same date it is land-applied under the requirements of an approved department manure management plan	30	12.00	12.00	6.00
d.	Dry manure is completely burned to generate energy and no	30	9.00	9.00	12.00

	remaining manure is applied under the requirements of an approved department manure management plan				
	Some dry manure is burned to generate energy, but remaining manure is land-applied and incorporated on the same date it is land applied	30	12.00	12.00	6.00

e.	Injection or incorporation of manure on the same date it is land-applied	30	12.00	12.00	6.00

(A) Choose only ONE line from subsection "a", "b," "c," "d," or "e" above and mark only one score in that subsection.
(B) The injection or incorporation of manure must be in the construction permit application and made a condition in the approved construction permit.
(C) If an emergency arises and injection or incorporation is not feasible, prior to land application of manure the applicant must receive a written approval for an emergency waiver from a department field office to surface-apply manure.
(D) Requirements pertaining to the sale of bulk dry manure under pursuant to Iowa Code chapter 200A must be incorporated into the construction permit application and made a condition of the approved construction permit.
(E) The design, operation and maintenance plan for utilization of manure as an energy source must be in the construction permit application and made a condition in the approved construction permit.
(F) The design, operation and maintenance plan for composting facilities must be in the construction permit application and made a condition in the approved construction permit.

27. Land application of manure is based on a two-year crop rotation phosphorus uptake level.

	Score	Air	Water	Community
Two-year phosphorus crop uptake application rate	10		10.00	

(A) Land application of manure cannot exceed phosphorus crop usage levels for a two-year crop rotation cycle.
(B) The phosphorus uptake application rates must be in the construction permit application and made a condition in the approved construction permit.

28. Land application of manure to farmland that has USDA Natural Resources Conservation Service (NRCS) approved buffer strips contiguous to all water sources traversing or adjacent to the fields listed in the manure management plan.

	Score	Air	Water	Community
Manure application on farmland with buffer strips	10		8.00	2.00

(A) The department may request NRCS maintenance agreements to ensure proper design, installation and maintenance of filter strips. If a filter strip is present but not designed by NRCS, it must meet NRCS standard specifications.
(B) The application field does not need to be owned by the confinement facility owner to receive points.
(C) On current and future manure management plans, the requirement for buffer strips on all land application areas must be in the construction permit application and made a condition in the approved construction permit.

29. Land application of manure does not occur on highly erodible land (HEL), as classified by the USDA NRCS.

	Score	Air	Water	Community
No manure application on HEL farmland	10		10.00	

Manure application on non-HEL farmland must be in the construction permit application and made a condition in the approved construction permit.

30. Additional separation distance, above minimum requirements (0 or 750 feet, see below), for the land application of manure to the closest:

- Residence not owned by the owner of the confinement feeding operation,
- Hospital,
- Nursing home, or
- Licensed or registered child care facility.

	Score	Air	Water	Community
Additional separation distance of 200 feet	5	3.25		1.75
Additional separation distance of 500 feet	10	6.50		3.50

(A) The department will award points only for the single building, of the four listed above, closest to the proposed confinement feeding operation.
(B) Minimum separation distance for land application of manure injected or incorporated on the same date as application: 0 feet.

(C) Minimum separation distance for land application of manure broadcast on soil surface: 750 feet.
(D) The additional separation distances must be in the construction permit application and made a condition in the approved construction permit.
(E) "Licensed child care center" – a facility licensed by the department of human services providing child care or preschool services for seven or more children, except when the facility is registered as a child care home.
(F) "Registered child development homes" - child care providers certify that they comply with rules adopted by the department of human services. This process is voluntary for providers caring for five or fewer children and mandatory for providers caring for six or more children.
(G) A full listing of licensed and registered child care facilities is available at county offices of the Department of Human Services

31. Additional separation distance, above minimum requirements (0 or 750 feet, see below), for land application of manure to closest public use area.

	Score	Air	Water	Community
Additional separation distance of 200 feet	5	2.00		3.00

(A) “Public use area” - a portion of land owned by the United States, the state, or a political subdivision with facilities which attract the public to congregate and remain in the area for significant periods of time. Facilities include, but are not limited to, picnic grounds, campgrounds, cemeteries, lodges, shelter houses, playground equipment, lakes as listed in Table 2 in 567--Chapter 65, and swimming beaches. It does not include a highway, road right-of-way, parking areas, recreational trails or other areas where the public passes through, but does not congregate or remain in the area for significant periods of time.
(B) Minimum separation distance for land application of manure injected or incorporated on the same date as application: 0 feet.
(C) Minimum separation distance for land application of manure broadcast on soil surface: 750 feet.
(D) The additional separation distances must be in the construction permit application and made a condition in the approved construction permit.

32. Additional separation distance, above minimum requirements (0 or 750 feet, see below), for the land application of manure to the closest:

* Educational institution,
* Religious institution, or
* Commercial enterprise.

	Score	Air	Water	Community
Additional separation distance of 200 feet	5	2.00		3.00

(A) Minimum separation distance for land application of manure broadcast on soil surface: 750 feet.
(B) Minimum separation distance for land application of manure injected or incorporated on same date as application: 0 feet.
(C) The additional separation distances must be in the construction permit application and made a condition in the approved construction permit.
(D) "Educational institution" - a building in which an organized course of study or training is offered to students enrolled in kindergarten through grade 12 and served by local school districts, accredited or approved nonpublic schools, area educational agencies, community colleges, institutions of higher education under the control of the state board of regents, and accredited independent colleges and universities.
(E) "Religious institution" - a building in which an active congregation is devoted to worship.
(F) "Commercial enterprise" - a building which is used as a part of a business that manufactures goods, delivers services, or sells goods or services, which is customarily and regularly used by the general public during the entire calendar year and which is connected to electric, water, and sewer systems. A commercial enterprise does not include a farm operation.

33. Additional separation distance of 50 feet, above minimum requirements (0 or 200 feet, see below), for the land application of manure to the closest private drinking water well or public drinking water well - OR well is properly closed under supervision of county health officials.

	Score	Air	Water	Community
Additional separation distance of 50 feet or well is properly closed	10		8.00	2.00

(A) Minimum separation distance for land application of manure injected or incorporated on the same date as application or 50-foot vegetation buffer exists around well and manure is not applied to the buffer: 0 feet.
(B) Minimum separation distance for land application of manure broadcast on soil surface: 200 feet.
(C) If applicant chooses to close the well; the well closure must be incorporated into the construction permit application and made a condition in the approved construction permit.

34. Additional separation distance, above minimum requirements, for the land application of manure to the closest:

- Agricultural drainage well,
- Known sinkhole,
- Major water source, or
- Water source

	Score	Air	Water	Community
Additional separation distance of 200 feet	5	0.50	2.50	2.00
Additional separation distance of 400 feet	10	1.00	5.00	4.00

(A) "Agricultural drainage wells" - include surface intakes, cisterns and wellheads of agricultural drainage wells.
(B) "Major water source" - a lake, reservoir, river or stream located within the territorial limits of the state, or any marginal river area adjacent to the state, which can support a floating vessel capable of carrying one or more persons during a total of a six-month period in one out of ten years, excluding periods of flooding. Major water sources in the state are listed in Tables 1 and 2 in 567--Chapter 65.
(C) "Water source" - a lake, river, reservoir, creek, stream, ditch, or other body of water or channel having definite banks and a bed with water flow, except lakes or ponds without an outlet to which only one landowner is riparian.
(D) The additional separation distances must be in the construction permit application and made a condition in the approved construction permit.

35. Additional separation distance above minimum requirements, for the land application of manure, to the closest:

- High quality (HQ) water,
- High quality resource (HQR) water, or
- Protected water area (PWA).

	Score	Air	Water	Community
Additional separation distance of 200 feet	5		3.75	1.25
Additional separation distance of 400 feet	10		7.50	2.50

(A) HQ waters are identified in 567--Chapter 61.
(B) HQR waters are identified in 567--Chapter 61.
(C) A listing of PWAs is available at: http://www.iowadnr.gov/Recreation/CanoeingKayaking/StreamCare/ProtectedWaterAreas.aspx.

36. Demonstrated community support.

	Score	Air	Water	Community
Written approval of 100% of the property owners within a one mile radius	20			20.00

37. Worker safety and protection plan is submitted with the construction permit application.

	Score	Air	Water	Community
Submission of worker safety and protection plan	10			10.00

(A) The worker safety and protection plan must be in the construction permit application and made a condition in the approved construction permit.
(B) The worker safety and protection plan and subsequent records must be kept on site with the manure management plan records.

38. Applicant signs a waiver of confidentiality allowing public to view confidential manure management plan land application records

	Score	Air	Water	Community
Manure management plan confidentiality waiver	5			5.00

The waiver of confidentiality must be in the construction permit application and made a condition in the approved construction permit. The applicant may limit public inspection to reasonable times and places.

39. Added economic value based on quality job development (number of full time equivalent (FTE) positions), and salary equal to or above Iowa department of workforce development median (45-2093)
-OR-
the proposed structure increases commercial property tax base in the county.

	Score	Air	Water	Community
Economic value to local community	10			10.00

The Iowa Department of Workforce Development regional profiles are available at http://www.iowaworkforce.org/centers/regionalsites.htm. Select the appropriate region and then select "Regional Profile."

40. Construction permit application contains an emergency action plan.

	Score	Air	Water	Community
Emergency action plan	5		2.50	2.50

(A) Iowa State University Extension publication PM 1859 lists the components of an emergency action plan. The emergency action plan submitted should parallel the components listed in the publication.
(B) The posting and implementation of an emergency action plan must be in the construction permit application and made a condition in the approved construction permit.
(C) The emergency action plan and subsequent records must be kept on site with the manure management plan records.

41. Construction permit application contains a closure plan.

	Score	Air	Water	Community
Closure Plan	5		2.50	2.50

(A) The closure plan must be in the construction permit application and made a condition in the approved construction permit.
(B) The closure plan must be kept on site with the manure management plan records.

42. Adoption and implementation of an environmental management system (EMS) recognized by the department.

	Score	Air	Water	Community
EMS	15	4.50	4.50	6.00

(A) The EMS must be in the construction permit application and made a condition in the approved construction permit.
(B) The EMS must be recognized by the department as an acceptable EMS for use with confinement operations.

43. Adoption and implementation of NRCS approved Comprehensive Nutrient Management Plan (CNMP).

	Score	Air	Water	Community
CNMP	10	3.00	3.00	4.00

The implementation and continuation of a CNMP must be in the construction permit application and made a condition in the approved construction permit.

44. Groundwater monitoring wells installed near manure storage structure, and applicant agrees to provide data to the department.

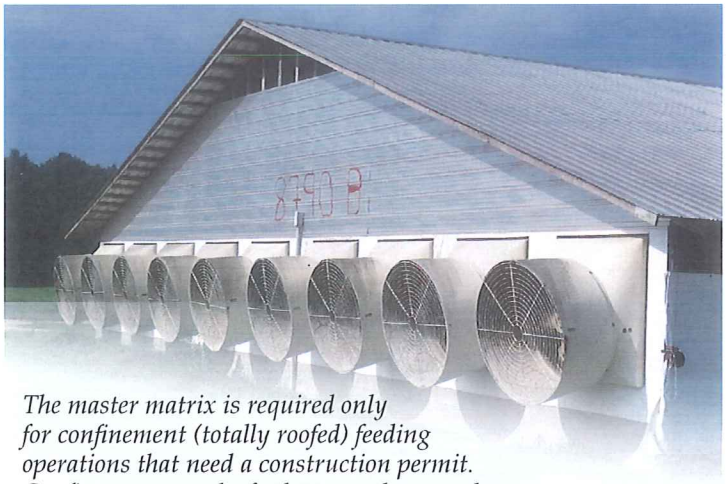
	Score	Air	Water	Community
Groundwater monitoring	15		10.50	4.50

(A) Monitoring well location, sampling and data submission must meet department requirements.
(B) The design, operation and maintenance plan for the groundwater monitoring wells, and data transfer to the department, must be in the construction permit application and made a condition in the approved construction permit.

	Total Score	Air	Water	Community
	880	213.50	271.00	404.50
Score to pass	440	53.38	67.75	101.13

Construction Permit Applications and the Master Matrix

ENVIRONMENTAL SERVICES DIVISION | WWW.IOWADNR.GOV



The master matrix is required only for confinement (totally roofed) feeding operations that need a construction permit. Confinements can be for hogs, cattle or poultry.

Construction Permits

The Application

This fact sheet is designed to assist county supervisors as they process construction permit applications for confinement feeding operations, especially those using the master matrix. The state of Iowa requires construction permits for confinement animal feeding operations of 1,000 animal units (AU) or more. As an example 1,000 AU is 2,500 head of finishing swine, 1,000 head of beef cattle or 100,000 broiler chickens. The construction permit applicant must deliver, either in person or by certified mail, a copy of the complete permit application to the county.

Counties are required by law to perform some actions regarding the proposed application. A complete permit application should include the construction permit application form, a construction design statement (CDS) or Professional Engineer (P.E.) certification form, a manure management plan (MMP) and master matrix, if applicable.

County Responsibilities

When the applicant delivers the application, the county needs to perform the following steps:

1) Document: Review the application to be sure all the components of the application are included as checked off on the County Receipt form. Time and date stamp the application. Sign and date the County Verification of Receipt form. The applicant is responsible for sending this receipt along with their application to the Iowa Department of Natural Resources (DNR).

2) Provide Public Notice: The DNR logs in the project after formally receiving the construction permit application and the completed County Verification of Receipt form. The DNR then sends a notice to the county by fax and email with instructions to the county. If the application is incomplete, the DNR will request additional material from the applicant.

If there are significant changes, the DNR will request a new county receipt. In this case, several weeks may pass before the DNR sends out the notice to the county. (See sample notice.)

All counties must publish a public notice in the paper, regardless if the master matrix was adopted or not. Publish the notice after the DNR sends an official instruction notice to the county. The DNR's notice will include a sample public notice and provide due dates for completing actions. The county will need to act quickly because public notice is required within 14 days of the county receiving the DNR's official instruction notice. The public notice must include all of the following:

a) The name of the person applying to receive the construction permit.

b) The name of the township where the confinement feeding operation structure is proposed.

c) Each type of confinement feeding operation structure proposed.

d) The animal unit capacity of the confinement feeding operation if the construction permit is approved.

e) The time and place where the public may examine the application as provided in Iowa Code section 22.2 (the Public Records Law).

f) Procedures for providing public comments to the board as provided by the board.

3) Score the Master Matrix: Each year every county has the opportunity to adopt a "construction evaluation resolution" allowing the county to actively participate in the construction permit application process. The resolution is commonly referred to as the master matrix. The

master matrix is a list of additional conditions that an applicant can choose from in order to receive points. The applicant must have 440 out of 880 available points, with one-fourth of the points in three categories in order to obtain a permit. The conditions are intended to lessen the potential impact of the confinement facility to the surrounding area.

The county is required to score the master matrix items claimed by the applicant to see if the claimed points appear acceptable. See the DNR fact sheet "Details of Scoring the Master Matrix " for a more comprehensive master matrix discussion.

4) VISIT THE SITE: The local DNR field office will contact the county designee and invite them to the site survey at the proposed site. This usually occurs within 30 days of the DNR receiving the application. During the site visit, DNR staff will verify the required separation distances.

5) KEEP A COPY FOR PUBLIC INSPECTION: Keep a copy of the construction permit application on file for public inspection. The application includes the manure management plan and the master matrix.

6) PROVIDE PROOF OF PUBLICATION: If the proposed project does not require a master matrix, then only a proof of publication must be sent to the DNR.

Send a copy of the proof of publication to:

Paul Petitti
Iowa DNR
1900 N Grand Avenue
Gateway N, Suite E17
Spencer, IA 51301
Phone: 712-262-4177
Fax: 712-262-2901
Paul.Petitti@dnr.iowa.gov

7) PROVIDE A PUBLIC HEARING (OPTIONAL): The county may hold a public hearing for any permit application (master matrix or non-master matrix project). The time and place should be on the public notice. The county may submit any comments from the public hearing to the DNR.

8) MAKE A RECOMMENDATION: On a master matrix project, the county must submit its recommendation to either approve or disapprove the permit application. This recommendation is independent of the county's master matrix scoring. More information can be found in the DNR fact sheet "Details of Scoring the Master Matrix."

9) SUBMIT TO THE DNR: The county must submit the following documents to the DNR's Paul Petitti at the address listed above within 30 days of the county receiving the DNR official instruction notice. It must be received by the DNR (not just postmarked) within the 30-day time limit:

a) The written county recommendation to approve or disapprove the permit application, regardless of the master matrix scoring.

b) The board's scoring of the matrix along with documentation and justification if points are denied. If the county agrees with the scoring submitted by the applicant, a sentence to that effect is acceptable and no matrix scoring needs to be submitted.

c) The proof of publication.

d) The county may also submit any other relevant documents, including those received by interested parties.

Once all materials are received, the DNR begins reviewing the construction permit application. Find more information on the DNR website.

IMPORTANT LINKS	IOWA DNR FIELD OFFICES
DNR Animal Feeding Operations www.iowadnr.gov/afo/ Iowa State Association of Counties www.iowacounties.org/News/Topics%20of%20Interest/Matrix%20Information/NewMasterMatrix.htm Questions: Call Gene Tinker at 515-210-1593, or email Kristi Harshbarger at kharshbarter@iowacounties.org.	**Northeast** | Manchester | 563-927-2640 **North central** | Mason City | 641-424-4073 **Northwest** | Spencer | 712-262-4177 **Southwest** | Atlantic | 712-243-1934 **South central** | Des Moines | 515-725-0268 **Southeast** | Washington | 319-653-2135

IOWA DEPARTMENT OF NATURAL RESOURCES

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2002 revised November 2016

Details of Scoring
The Master Matrix

The DNR field office does a site inspection prior to approving or denying a construction permit application. Counties with a master matrix can accompany DNR staff on the inspection. Find more about construction permits and the master matrix on the DNR website: ***www.iowadnr.gov/afo/.***

Construction Permits

The Master Matrix

The master matrix is a process that the county can choose to participate in, which should result in a proposed confinement feeding operation adhering to higher standards than required by law. A confinement feeding operation required to use the master matrix will likely have increased separation distances to objects and a more conservative manure management plan (MMP). The master matrix is a tool for the county Board of Supervisors to provide input into a proposed confinement feeding operation.

Every year all counties in Iowa have the opportunity to enroll in the master matrix by adopting a Construction Evaluation Resolution. All counties are notified in December to enroll for the following calendar year. Counties that enroll have the responsibility to evaluate the completed master matrix by each construction permit applicant during that year.

Not all permit applications require a master matrix:

- If the county did not enroll for that year, then no master matrix is required.
- If an existing confinement facility is expanding, and the original construction on the site was before April 1, 2002, and the proposed total animal unit capacity after expansion is 1,667 AU or less, then no master matrix is required.

The master matrix consists of 44 criteria which further describe the potential site for the proposed confinement facility. The applicant may qualify for any or all criteria and be awarded points for each criterion. An applicant chooses which criteria they would like to claim points on. An applicant must score an overall minimum point total of 440 points as well as one-fourth of the available point total in three subcategories (Air, Water and Community).

If a construction permit application containing a master matrix is received by the county and the instruction notice is received from the DNR, then the county is required to review and score the master matrix items where points were claimed by the applicant. Some of the criteria require documentation or proof that points can be claimed by the applicant. It is the duty of the county to examine the documentation while scoring the master matrix. The county Board of Supervisors may select a representative of the county (zoning official, sanitarian, county engineer or supervisor, etc.) to review and score the master matrix. The county may elect to review and score the master matrix as a group. Scoring the master matrix will require time and effort.

The county may elect to review the master matrix using the documentation (e.g. maps) submitted by the applicant or the county may choose to use computer mapping programs to verify distances claimed by the applicant or measure and confirm any distances at the site survey. The local DNR field office will notify the county representative prior to conducting the site survey. This usually occurs within 30 days of the DNR receiving the application. During the site visit, DNR staff will verify the separation distances required by state law for all construction permit applications.

The county designee may accompany the local DNR field office during the site survey to verify additional matrix separation distances claimed by the applicant.

It is the county's obligation to verify the additional distances claimed by applicant in the matrix and verify objects such as a business or residence. Some master matrix items may require the county to search websites for information while other items may simply require the county to review documentation provided by the applicant and either agree or disagree on the content.

It is the county's obligation to score the matrix in a professional manner. The scoring must be objective. Evaluate and score all matrix items where the applicant claimed points. Award appropriate points for each matrix item where the applicant claimed points. Conversely, deny or reduce points only when you have a reason, e.g., distance error, lack of sufficient documentation such as a design, operation and maintenance plan.The county should not award or deny points arbitrarily. The county cannot award points for items the applicant did not score.

Find a blank copy of the master matrix on the DNR website at www.iowadnr.gov/Environment/LandStewardship/AnimalFeedingOperations/Confinements/ConstructionRequirements/Permitted/MasterMatrix.aspx

Counties may print this copy, fill out the county's scores, submit it to the DNR. The county should also submit its recommendation, proof of publication and any documentation on specific master matrix items that are denied or challenged.

County Approval

If the county agrees with the master matrix scoring as submitted by the applicant or scores the matrix with a passing score, the county must still submit to the DNR a recommendation to approve or disapprove the construction permit application.

The DNR shall preliminarily approve the construction permit application provided the application and siting of the building(s) comply with the requirements of Chapter 567 IAC 65 and Iowa Code Chapter 455B. If the construction application does not meet the requirements of Chapter 567 IAC 65 and Iowa Code Chapter 455B, regardless of the outcome of the master matrix, the DNR shall preliminarily disapprove the permit application.

Failing Score on Matrix

If the county's scoring results in a failing score of the master matrix then the county must still submit to the DNR a recommendation to approve or disapprove the construction permit application.

The DNR shall preliminarily disapprove the application if the construction application does not meet the requirements of state law (Chapter 567 Iowa Administrative Code 65 and Iowa Code Chapter 455B, regardless of the county's scoring of the master matrix. If the application meets the requirements of state law, the DNR will conduct an independent evaluation of the master matrix points claimed by the applicant. If the DNR's evaluation shows an acceptable score, the DNR shall preliminarily approve the application. If the DNR's evaluation indicated the score is unacceptable, the DNR shall preliminarily disapprove the application.

Appeals

Both the applicant and county may contest a preliminary decision to approve or disapprove the construction permit application by demanding a hearing with the state Environmental Protection Commission. The preliminary permit and preliminary denial letter will contain specific instructions for appeal.

Final Decision

A preliminary approval or disapproval becomes final after 14 days if no appeal is submitted.

Important Links

DNR Animal Feeding Operations
www.iowadnr.gov/afo/

Iowa State Association of Counties
www.iowacounties.org/News/Topics%20of%20Interest/Matrix%20Information/NewMasterMatrix.htm

Questions: Call Gene Tinker at 563-927-2640 or 515-210-1593, or email Kristi Harshbarger at kharshbarter@iowacounties.org.

Iowa DNR Field Offices

Northeast | Manchester | 563-927-2640
North central | Mason City | 641-424-4073
Northwest | Spencer | 712-262-4177
Southwest | Atlantic | 712-243-1934
South central | Des Moines | 515-725-0268
Southeast | Washington | 319-653-2135

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2002 revised November 2012

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
APRIL 11, 2024

ADOPTING A RECOMMENDATION TO THE IOWA DEPARTMENT OF NATURAL RESOURCES TO APPROVE THE CONSTRUCTION PERMIT APPLICATION OF JT CLEONA PORK 2+ LLC, C/O TOM DITTMER FOR THE EXPANSION OF AN EXISTING CONFINED ANIMAL FEEDING OPERATION IN SECTION 5 OF CLEONA TOWNSHIP

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

Section 1. JT Cleona Pork 2+ LLC, c/o Tom Dittmer in the SE ¼ of the NE ¼ of Section 5, T79N, R1E (Cleona Township) has submitted an application to the Iowa Department of Natural Resources (IDNR) for a construction permit for the expansion of an existing confined animal feeding operation at 25644 20th Avenue in unincorporated Scott County.

Section 2. The Scott County Health Department and the Scott County Planning and Development Department have reviewed the construction permit application and the manure management plan and determined that both appear to be in compliance with the requirements of the Master Matrix, Iowa Code Section 459 and Iowa DNR rules.

Section 3. The Scott County Board of Supervisors has determined that there are not any additional objects or locations not included in the application that are within the required separation distances, the soils and hydrology of the site appear to be suitable for the proposed expansion, and the applicant has adequate land for the application of manure originating from this confinement feeding operation available.

Section 4. The Scott County Board of Supervisors published public notice of the receipt of said application, accepted written and electronic comments on the application and held a public hearing on April 11, 2024 during its regularly scheduled meeting to receive public comments on the application.

Section 5. The Scott County Board of Supervisors will submit to the Iowa DNR the written reports it received from the Scott County Planning and Development and Health Departments on which its determination is based, and the documentation of publication of the required public notices. The Board will also submit all the written or electronic comments from the general public it received on this application.

Section 6. The Scott County Board of Supervisors would recommend that the construction permit application of JT Cleona Pork 2+ LLC, c/o Tom Dittmer be approved based on its compliance with the requirements of the Master Matrix, Iowa DNR rules and Iowa Code regulations for such applications.

Section 7. This resolution shall take effect immediately.

Planning & Development
Scott County, Iowa

Email: planning@scottcountyiowa.com
Office: (563) 326-8643
Fax: (563) 326-8257

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

April 1, 2024

To: Mahesh Sharma, County Administrator
From: Alan Silas, Planning & Development Specialist
Re: Ordinance Text Amendments to Sections Regulating Floodplain Areas

The Planning & Zoning Commission held a public hearing on February 6, 2024 for proposed ordinance text amendments regarding certain sections of the Zoning Ordinance that regulate floodplain areas. The Commission's recommendation to approve the amendments was forwarded to the Board of Supervisors, which held its own public hearing and conducted the required readings that resulted in the passage of the amendments on March 14, 2024.

In order to properly amend the text, a County representative had begun collaboration with the Iowa Department of Natural Resources (DNR) to draft an ordinance in December 2023. The Iowa DNR reviewed the final draft and provided the County with a final list of revisions. Upon review of the approved and recorded ordinance, representatives from the Iowa DNR and the Flood Emergency Management Agency discovered that certain items on the list of revisions were not implemented and notified current staff.

Staff and the Iowa DNR have now identified the final required amendments, which need to undergo the same hearing and adoption process as the incomplete text amendment ordinance, beginning with a public hearing by the Planning & Zoning Commission on April 2, 2024, followed by a public hearing and subsequent text readings by the Board of Supervisors. A draft of the ordinance showing the final remaining changes is enclosed.

Staff recommends that the ordinance text amendments be approved and adopted in order for Scott County to remain a participating community in the National Flood Insurance Program.

PLANNING & DEVELOPMENT
600 West Fourth Street
Davenport, Iowa 52801-1106
Office: (563) 326-8643 Fax: (563) 326-8257
Email: planning@scottcountyiowa.gov

NOTICE OF BOARD OF SUPERVISORS
PUBLIC HEARING FOR AMENDMENTS TO THE ZONING ORDINANCE

Public Notice is hereby given as required by Section 6-33 of the County Code (Zoning Ordinance for Unincorporated Scott County), that the Scott County Board of Supervisors will hold a public hearing for proposed amendments to said ordinance at a public meeting on **Thursday, April 11, 2024 at 5:00 PM.** The meeting will be held in **Conference Room 258 in the Scott County Courthouse, 400 West 4th Street, Davenport, Iowa 52801.**

The Board of Supervisors will consider amendments to certain sections of Zoning Ordinance Section 6-25 ("FF" Floodway Fringe Overlay District), as required by FEMA in order for Scott County to remain a participating community in the National Flood Insurance Program (NFIP). The Scott County Planning and Zoning Commission held a public hearing and took public comments on said amendments on April 2, 2024.

If you have any questions or comments regarding this meeting or proposal, please call or write the Planning and Development Department, Scott County Administrative Center, 600 West Fourth Street, Davenport, Iowa 52801, (563) 326-8643, planning@scottcountyiowa.gov, or attend the meeting.

SCOTT COUNTY ORDINANCE NO. 24-

AN ORDINANCE TO ADOPT AMENDMENTS TO CHAPTER 6 OF THE SCOTT COUNTY CODE TO ADD AND AMEND CERTAIN DEFINITIONS RELATED TO FLOODPLAIN REGULATIONS AND TO ALSO AMEND CERTAIN SPECIFIC FLOODPLAIN REGULATIONS IN ORDER TO COMPLY WITH THE REQUIREMENTS OF THE NATIONAL FLOOD INSURANCE PROGRAM AS REQUIRED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY.

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

Section 1 Amend the following sections of Chapter 6, SCOTT COUNTY CODE, 2022.

6-2	SCOPE AND PURPOSE
6-5	DEFINITIONS
6-23	GENERAL PROVISIONS OF THE FLOODWAY, FLOODWAY FRINGE, GENERAL FLOODPLAIN, AND SHALLOW FLOODING OVERLAY DISTRICTS
6-25.	"FF" FLOODWAY FRINGE OVERLAY DISTRICT

Section 2. Amend certain provisions of Section 6-2 SCOPE AND PURPOSE to read as follows:

3. Statement of Purpose - It is the purpose of this Ordinance to protect and preserve the rights, privileges and property of unincorporated Scott County and its residents and to preserve and improve the peace, safety, health, welfare, and comfort and convenience of its residents by minimizing those flood losses described in Section 6.2.2.A. of this Ordinance with provisions designed to:

Section 3. Amend certain provisions of Section 6-5 DEFINITIONS to read as follows:

34. ENCLOSED AREA BELOW LOWEST FLOOR – The floor of the lowest enclosed area in a building when all the following criteria are met:

    A. The enclosed area is designed to flood to equalize hydrostatic pressure during flood events with walls or openings that satisfy the provisions of 6.25.3.D.(1) of this Ordinance, and

ADD 51. FLOOD INSURANCE RATE MAP (FIRM) - The official map prepared as part of (but published separately from) the Flood Insurance Study which delineates both the flood hazard areas and the risk premium zones applicable to the community.

114. START OF NEW CONSTRUCTION: Includes substantial improvement, and means the date the development permit was issued, provided the actual start of construction, repair, re-construction, rehabilitation, addition, placement, or other improvement, was within 180 days of the permit date. The actual start means either the first placement or permanent construction of a structure on a site, such as pouring of a slab or footings, the installation of pile, the construction of columns, or any work beyond the stage of excavation; or the placement of a factory-built home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of

construction means the first alteration of any wall, ceiling, floor, or other structural part of the building, whether or not that alteration affects the external dimensions of the building.

Section 4. Amend certain provisions of Section 6-23 GENERAL PROVISIONS OF THE FLOODWAY, FLOODWAY FRINGE, GENERAL FLOODPLAIN, AND SHALLOW FLOODING OVERLAY DISTRICTS to read as follows:

B(1)(b)9.c Development relocates or alters the channel

ADD B(1)(b)9.d Within 6 months of the completion of the development, the applicant shall submit to FEMA all scientific and technical data necessary for a Letter of Map Revision

Section 5. Amend certain portions of Section 6-25 "FF" FLOODWAY FRINGE OVERLAY DISTRICT to read as follows:

3.C. Non-residential structures - All new or substantially improved nonresidential structures shall have the lowest floor (including basement) elevated a minimum of one (1) foot above the base flood elevation, or together with attendant utility and sanitary systems, be floodproofed to such a level. When floodproofing is utilized, a professional engineer registered in the State of Iowa shall certify that the floodproofing methods used are adequate to withstand the flood depths, pressures, velocities, impact and uplift forces and other factors associated with the base flood; and that the structure, below the base flood elevation is watertight with walls substantially impermeable to the passage of water. A record of the certification indicating the specific elevation (in relation to North American Vertical Datum 1988 to which any structures are floodproofed shall be maintained by the Administrator.

3.D.3. New and substantially improved structures shall be constructed with electric meter, electrical service panel box, hot water heater, heating, air conditioning, ventilation equipment (including ductwork), and other similar machinery and equipment elevated (or in the case of non-residential structures, optionally floodproofed to) a minimum of one (1) foot above the base flood elevation.

ADD 3.D.4. New and substantially improved structures shall be constructed with plumbing, gas lines, water/gas meters, and other similar service utilities either elevated (or in the case of non-residential structures, optionally floodproofed to) a minimum of one (1) foot above the base flood elevation or designed to be watertight and withstand inundation to such a level.

3.K.1(f) The structure's walls shall include openings that satisfy the provisions of Section 6-25.3.D (1) of this Ordinance.

3.L.2 Recreational vehicles that are located on the site for more than 180 consecutive days or are not ready for highway use must satisfy requirements of Section 6-25.3.E of this Ordinance regarding anchoring and elevation of factory-built homes.

Section 6. Validity and Severability

Should any section or provision of this Ordinance be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the Ordinance as a whole, or any part thereof other than the part so declared to be invalid.

Section 7. Repealer

All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 8. Effective Date.

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

Public Hearing _____,

First Consideration _____,

Second Consideration _____,

_____

Ken Beck
Chairman, Board of Supervisors

Attested by: _____

Kerri Tomkins
Scott County Auditor

Published on _____.

SCOTT COUNTY ORDINANCE NO. 24-

AN ORDINANCE TO ADOPT AMENDMENTS TO CHAPTER 6 OF THE SCOTT COUNTY CODE TO ADD AND AMEND CERTAIN DEFINITIONS RELATED TO FLOODPLAIN REGULATIONS AND TO ALSO AMEND CERTAIN SPECIFIC FLOODPLAIN REGULATIONS IN ORDER TO COMPLY WITH THE REQUIREMENTS OF THE NATIONAL FLOOD INSURANCE PROGRAM AS REQUIRED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY.

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

Section 1 Amend the following sections of Chapter 6, SCOTT COUNTY CODE, 2022.

6-2	SCOPE AND PURPOSE
6-5	DEFINITIONS
6-23	GENERAL PROVISIONS OF THE FLOODWAY, FLOODWAY FRINGE, GENERAL FLOODPLAIN, AND SHALLOW FLOODING OVERLAY DISTRICTS
6-25.	"FF" FLOODWAY FRINGE OVERLAY DISTRICT

Section 2. Amend certain provisions of Section 6-2 SCOPE AND PURPOSE to read as follows:

3. Statement of Purpose - It is the purpose of this Ordinance to protect and preserve the rights, privileges and property of unincorporated Scott County and its residents and to preserve and improve the peace, safety, health, welfare, and comfort and convenience of its residents by minimizing those flood losses described in Section **6.2**~~3~~.2.A. of this Ordinance with provisions designed to:

Section 3. Amend certain provisions of Section 6-5 DEFINITIONS to read as follows:

34. ENCLOSED AREA BELOW LOWEST FLOOR – The floor of the lowest enclosed area in a building when all the following criteria are met:

    A. The enclosed area is designed to flood to equalize hydrostatic pressure during flood events with walls or openings that satisfy the provisions of ~~6-23.B.D(1)~~ **6.25.3.D.(1)** of this Ordinance, and

ADD **51. FLOOD INSURANCE RATE MAP (FIRM) - The official map prepared as part of (but published separately from) the Flood Insurance Study which delineates both the flood hazard areas and the risk premium zones applicable to the community.**

114. START OF NEW CONSTRUCTION: Includes substantial improvement, and means the date the development permit was issued, provided the actual start of construction, repair, re-construction, **rehabilitation, addition,** placement, or other improvement, was within 180 days of the permit date. The actual start means either the first placement or permanent construction of a structure on a site, such as pouring of a slab or footings, the installation of ~~piers~~ **pile**, the construction of columns, or any work beyond the stage of excavation; or the placement of a factory-built home on a foundation. **Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial**

improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of the building, whether or not that alteration affects the external dimensions of the building.

Section 4. Amend certain provisions of Section 6-23 GENERAL PROVISIONS OF THE FLOODWAY, FLOODWAY FRINGE, GENERAL FLOODPLAIN, AND SHALLOW FLOODING OVERLAY DISTRICTS to read as follows:

B(1)(b)9.c Development relocates or alters the channel ~~within 6 months of the completion of the development, the applicant shall submit to FEMA all scientific and technical data necessary for a Letter of Map Revision.~~

ADD B(1)(b)9.**d Within 6 months of the completion of the development, the applicant shall submit to FEMA all scientific and technical data necessary for a Letter of Map Revision**

Section 5. Amend certain portions of Section 6-25 "FF" FLOODWAY FRINGE OVERLAY DISTRICT to read as follows:

3.C. Non-residential structures - All new or substantially improved nonresidential structures shall have the lowest floor (including basement) elevated a minimum of one (1) foot above the base flood elevation, or together with attendant utility and sanitary systems, be floodproofed to such a level. When floodproofing is utilized, a professional engineer registered in the State of Iowa shall certify that the floodproofing methods used are adequate to withstand the flood depths, pressures, velocities, impact and uplift forces and other factors associated with the base flood; and that the structure, below the base flood elevation is watertight with walls substantially impermeable to the passage of water. A record of the certification indicating the specific elevation (in relation to North American Vertical Datum 1988 ~~[NOTE: reference Flood Insurance Study for the appropriate datum])~~ to which any structures are floodproofed shall be maintained by the Administrator.

3.D.3. New and substantially improved structures shall be constructed with **electric meter**, electrical **service panel box, hot water heater**, heating, **air conditioning,** ventilation **equipment (including ductwork)**, ~~plumbing, air conditioning equipment~~ and other ~~service facilities~~ **similar machinery and equipment** elevated **(**or **in the case of non-residential structures, optionally** floodproofed to**)** a minimum of one (1) foot above the base flood elevation.

ADD 3.D.**4. New and substantially improved structures shall be constructed with plumbing, gas lines, water/gas meters, and other similar service utilities either elevated (or in the case of non-residential structures, optionally floodproofed to) a minimum of one (1) foot above the base flood elevation or designed to be watertight and withstand inundation to such a level.**

3.K.1(f) The structure's walls shall include openings that satisfy the provisions of Section 6-2~~1~~**5**.3.D **(1)** of this Ordinance.

3.L.2 Recreational vehicles that are located on the site for more than 180 consecutive days or are not ready for highway use must satisfy requirements of Section 6-2~~3~~**5**.3.E~~(2)~~ of this Ordinance regarding anchoring and elevation of factory-built homes.

Section 6. Validity and Severability

Should any section or provision of this Ordinance be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the Ordinance as a whole, or any part thereof other than the part so declared to be invalid.

Section 7. Repealer

All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 8. Effective Date.

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

Public Hearing _____,
First Consideration _____,
Second Consideration _____,

_____
Ken Beck
Chairman, Board of Supervisors

Attested by: _____
Kerri Tomkins
Scott County Auditor

Published on _____.

Item 07
04/09/24

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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March 27, 2024

To: Mahesh Sharma
County Administrator

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

Subj: Approval of Purchase-Furniture
YJRC Project

Facility and Support Services, YJRC staff, and AEA staff met several times and finalized furniture details for YJRC furniture. As in past projects, we standardized Allsteel furniture when possible. The servicing dealer, Paragon Interiors is located in Bettendorf and has been a good partner on many projects.

Pricing was broken out by area and AEA will be billed for the furniture related to the classrooms and library. However, that number is included in the pricing below so that we can each take advantage of the overall project discounting.

Project Area	Cost
Assessment Center	$27,939.79
Classrooms and Library	$73,326.27
Second Floor	$114,711.13
Office, Medical, Detention areas	$196,376.96

Furniture Total :	$412,354.15
AEA portion	$ 73,326.27
Total County Cost	$339,027.88

The detention furniture in this project has an extended lead time of sixteen weeks. We plan on having furniture delivered to the job site mid to end of July.

This purchase is part of the Furniture, Fixture and Equipment (FFE) and is budgeted in the overall project budget.

I recommend that the Board approve this purchase.

Chris Still will be at the next Committee of the Whole to answer any questions you or the Board may have.

CC: Jeremy Kaiser, YJRC Director
Anne Budde, Ed.D, Coordinator of Student Programs, Mississippi Bend AEA
David Farmer, Budget and Administrative Services Direct
Chris Still, Facility Maintenance Manager, FSS

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
APRIL 11, 2024

A RESOLUTION APPROVING THE PURCHASE OF FURNITURE AND INSTALLATION FROM PARAGON INTERIORS IN THE AMOUNT OF $412,354.15.

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

Section 1. That the purchase of furniture and installation from Paragon Interiors for the YJRC project in the amount of $412,354.15 is hereby approved.

Section 2. This resolution shall take effect immediately.

Item 08
04/09/24

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

APRIL 11, 2024

APPROVAL OF STAFF APPOINTMENTS

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

Section 1. The hiring of Kagan Kakavas for the position of EMT with the Medic Department starting at entry level rate.

Section 2. The hiring of Hope Mohr for the position of EMT with the Medic Department starting at entry level rate.

Section 3. The hiring of Alex Russell for the position of EMT with the Medic Department starting at entry level rate.

Section 4. The hiring of Michelle Goldsmith for the position of part-time Elections Clerk with the Auditor’s Office at entry level rate.

Item 09
04/09/24

Community Services Department
600 W. 4th St.
Davenport, Iowa 52801

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

April 1, 2024

To: Scott County Board of Supervisors

From: Lori A. Elam, Community Services Director

Subject: Mental Health Coordinator

The Community Services Department recently completed interviews for the Mental Health Coordinator position. A tentative offer has been made to Beth Stoffers. Ms. Stoffers has considerable experience working in the mental health field, both within the Eastern Iowa Crisis System as a Community Care Coordinator and with Vera French Community Mental Health Center as the Crisis Stabilization Residential Home as a Program Manager. She is certified in SOAR and is able to complete comprehensive assessments on individuals. Ms. Stoffers is very knowledgeable of the local service providers and what they offer. She has worked with the courts many times over the years assisting in filing mental health commitment paperwork. Her passion is mental health. Due to Ms. Stoffers' experience and skill set, I am requesting the Board to approve filling the position of Mental Health Coordinator with Beth Stoffers at Step 4 with a salary of $72,384, and accruing 2 weeks of vacation annually.

I will be at the Committee of the Whole to answer any questions.

Cc: Mahesh Sharma, County Administrator
Vanessa Wierman, HR Director

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

APRIL 11, 2024

APPROVAL OF STAFF APPOINTMENTS

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

Section 1. The hiring of Beth Stoffers for the position of Coordinator of Disability Services with the Community Services Department starting at Step 4 and accruing 2 weeks of vacation annually.

Item 10
04/09/24

INFORMATION TECHNOLOGY DEPARTMENT
400 West Fourth Street
Davenport, Iowa 52801

Ph: (563) 328-4100
www.scottcountyiowa.gov
Email: it@scottcountyiowa.gov

April 5, 2024

TO: Mahesh Sharma, County Administrator
Vanessa Wierman, Human Resources Director

FROM: Matt Hirst, Information Technology Director

RE: Information Technology New Hire – Network Systems Administrator

We have selected a candidate to fill the position of Network Systems Administrator in the Information Technology Department. Six (6) candidates were interviewed, selected from twelve (12) which applied for the position.

The candidate chosen, Jonah Struck, has an Associate's in Arts and Science from Scott Community College. Mr. Struck additionally has three (3) years working in the information technology field with varied and progressing levels of experience. He has been a Network Engineer / Cybersecurity Analyst for Rouse Consulting from 2022 to present and held a relevant Tier 2 Software Support Technician position with Winsor Consulting prior to that for approximately two (2) years.

Due to the exceptional technical and project management qualifications of this candidate, I am recommending we hire at a salary of $31.55 per hour (~$65,624 per year) or Step 2 for this position as well as 2 week vacation accruals.

cc: Jonah Struck

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

APRIL 11, 2024

APPROVAL OF STAFF APPOINTMENTS

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

Section 1. The hiring of Jonah Struck for the position of Network Systems Admin with the IT Department starting at Step 2 and accruing 2 weeks of vacation annually.

Item 11
04/09/24

HUMAN RESOURCES DEPARTMENT
600 W. 4TH Street
Davenport, IA 52801

Office: (563) 326-8767
Fax: (563) 328-3285
www.scottcountyiowa.gov

Date: April 9, 2024

To: Mahesh Sharma, County Administrator

From: Vanessa Wierman, Human Resources Director

Subject: Human Resources Policy T and General Policies 11, 19, and 26 Updates

From time to time the County's Human Resources and General Policies are reviewed and updated to align with current practices and to ensure compliance with applicable polices, regulations and laws. The following four (4) policy drafts were reviewed by Department Heads last month.

Human Resources Policy "T" updates are recommended to address per diem for meal allowances related to out-of-town travel and the use of "I-Pass/EZ Pass" for tollway expenditures.

General Policy 11 "Purchasing" updates address costs of receiving quotes versus the process of obtaining quotes in the current marketplace. Recommendations include Board authorization level to increase from $15,000 to $25,000, how often leases must come before the Board of Supervisors and the respective dollar threshold, contract renewal with known vendors and obtaining quotes from known vendors or joint purchasing contracts. Additionally, special provisions for fleet management and respective acquisition, repairs and surcharge pricing due to long procurement cycles are addressed.

General Policy 19 "Tax Deed Properties and Auction" updates are recommended to revise what organizations are offered tax deed parcels at no cost in advance of the public auctions. The recommendations include removal of the provision where "community based non-profit agencies and individuals for community development purposes" are offered tax deed parcels at no cost prior to the auction. Current policy does not clarify which agencies or individuals qualifies under that provision, does not address a process for resolving competing claims for the same property, and does not address the ability to ensure an awarded property is ultimately used for community development purposes. With proposed revisions, such organizations would remain eligible to bid on any properties during the auction. Additional updates to the policy include granting the Board

of Supervisors the ability to set the minimum bid price for the auction and adds an online auction option to dispose of any properties not sold at the live auction.

General Policy 26 “Purchasing Card” updates include cleanup of similar language in paragraphs, card limits per transaction and per cycle, requests for card issuance by departments, and current contact information.

T. TRAVEL REGULATIONS
DRAFT

GENERAL POLICY

It is the policy of Scott County to pay reasonable expenses related to travel or meetings which are deemed to be necessary and/or beneficial to Scott County.

SCOPE

This policy is applicable to the following:

All members of the Scott County Board of Supervisors;

All employees responsible to the Board of Supervisors;

All employees responsible to a county elected office holder including the elected office holder 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 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.

AUTHORITY TO TRAVEL

All travel outside of the Quad-City Area or Scott County and incurrence of related travel expense shall be approved in advance of departure by the responsible department head.

Each department head is fully responsible for expenditures from the department's travel and school of instruction budget, and he/she must certify that funds are available. All travel and mileage reimbursements for authorized travel shall be reviewed and approved by the department head and the County Auditor in accordance with regulations herein described.

EMPLOYEE RESPONSIBILITY

County employees are expected to exercise the same care in incurring expenses that they would if traveling on personal business. Travel expenses that will be reimbursed are confined to those necessary for the approved travel. County employees shall complete the appropriate travel forms referenced in this policy in a timely matter.

IRS REGULATIONS - TAXABLE MEALS AND MILEAGE REIMBURSEMENTS

IRS regulations require that mileage reimbursements for County Board of Supervisors for commuting between the Board member's home and the County Courthouse is taxable income subject to income tax withholding as well as social security and Medicare tax.

Meal allowances for all County employees while traveling (both within the Quad Cities or outside of the area) on County business are also taxable, according to IRS regulations, if the trip does not require overnight lodging. The aforementioned mileage and meal allowances reimbursement requests shall be submitted directly to the Auditor's office payroll division for processing. These reimbursements will be included on the employee's payroll warrant or payroll direct deposit as taxable income. Meal receipts may be required in accordance with the section of this policy entitled "Local Meeting Expenses".

INELIGIBLE EXPENSES

Travel-related expenses that are not eligible for reimbursement include, but are not limited to travel insurance, advanced boarding on airlines; first class/business seat selections, alcoholic beverages, valet, bell hop, laundry services and entertainment.

MODE OF TRAVEL

The mode of travel must be identified when making a request to travel. The factors of distance, expense, convenience, and travel time shall be taken into account when selecting the appropriate mode of travel.

Normally, the most reasonable and economical mode of transportation should be selected. For example, if air travel is more economical than driving (mileage, meals, lodging, etc.), the County may reimburse only for the cost

of the air fare.— Appropriate documentation of the selection should be maintained at the time of the travel commitment, to allow for proper documentation of air travel.

REQUEST FOR TRAVEL APPROVAL

Travel approval shall be requested on a Scott County Travel Approval Form (available on the intranet).– The travel expense estimate portion of the form should include all costs to be incurred directly by the employee and those costs which will be billed directly to the County.— The request shall be submitted to the responsible department head for his/her approval.– Separate travel requests are required for each employee traveling.– Once approved, the original request form is then returned to the requesting employee, representing the authority to travel, and will be used for subsequent reimbursement of appropriate expenses.– The department head may wish to retain a copy for his/her records.

Reimbursement by state and federal governments and other entities must be indicated on the Scott County Travel Approval Form. It is the department's responsibility to apply for reimbursement and to submit these reimbursements to the Treasurer's Office on a timely basis.

REQUEST FOR TRAVEL ADVANCE

Employees requesting a travel advance should indicate the amount requested on the Scott County Travel Approval Form prior to submitting this form to his/her department head for approval.– The acknowledgement of the advance indicates the employee agrees to comply with this policy including but not limited to the sole use of the advance is to be used for necessary expenses relate to the approved travel and that the employee agrees to an assignment or deduction from his/her wages for failure to reimburse the County for unused advances not repaid in accordance with this policy.

After receiving approval, County employees may notify the Treasurer's Office by providing the Treasurer with a copy of the approved Scott County Travel Approval Form no later than five (5) working days prior to departure. All Travel Advance Requests processed for payment may be received from the County Treasurer's office prior to 4:00 p.m. on the day notification of availability.

Travel advance may be requested if the anticipated out of pocket cost exceed $200 pPre-payment of registration fees, use of travel agencies, use of County purchase cards (except for meals), and billing of the County for lodging

expenses are authorized and encouraged to keep travel advances to a minimum.

All travel advances shall be issued in the form of Treasurer's Bank Check. A travel advance shall not exceed $750. Upon specific approval of the Sheriff, an employee involved in the transport of prisoners may receive a travel advance above $750 but not to exceed $1,000. Employees involved in the transport of prisoners should submit meal receipts for the reimbursement of actual meal costs for attendants, inmates and themselves instead of the meal allowance amounts referred to in the section below entitled "Documentation of Expenses". Request for a travel advance beyond the limits of this policy may be appealed at Step 3 of Human Resource's Policy S.

Following review and approval by the department head of the return travel request form, any excess travel advance due the County should be taken immediately to the Treasurer's office. The Treasurer's office shall indicate on the travel request form the amount of travel advance returned. Failure by an employee to promptly return unused travel advance can result in the loss of travel advance privileges and possible paycheck garnishment.

DOCUMENTATION OF EXPENSES

Upon return from travel, the employee must complete the Scott County Travel Approval Form within five (5) working days and submit it, with receipts, to his/her department head. The department head determines whether monies are due to the County or due to the employee. If the travel required overnight lodging then a Scott County Overnight Travel Expense Summary Report should be completed by the employee and signed by both the employee and the Department Head and filed with the County Auditor's office within ten (10) working days from return of travel.

Travel expenses should be itemized on the form as follows:

1. Transportation. If the employee personally pays for transportation, the receipt must be noted and attached to the request form Travel arrangements made through travel agencies, etc. should be billed directly to the employee's department or completed with a purchasing card. In selecting appropriate transportation, the employee should refer to the section of this policy entitled "Mode of Travel".

    A. Air Travel. Air travel will be reimbursed at "economy" level rates, excluding rates commonly known as "first class". The

County will reimburse for one piece of checked luggage only (excluding any charges for overweight luggage). Receipts are required.

B. Rail, Bus, Subway and Taxi Travel. Appropriate expenses for rail, bus, subway and taxi or ride share service (e.g. Uber or Lyft) travel are eligible for reimbursement when used for County-related business. Receipts are required, and these amounts should be entered in the "Miscellaneous" column. Enter the amount and the purpose of the trip (e.g., $5.75 - taxi from airport to hotel).

C. Car Rental. Car rental expenses may be eligible for reimbursement provided they are reasonable and economical. All expense receipts and a copy of the rental agreement are required. When using a rental car, the employee will be required to purchase the rental agreement in the name of SCOTT COUNTY IOWA and designate the authorized driver. The rental agreement will include purchasing additional insurance as provided by the rental car company which must include a loss damage waiver (collision) and supplemental liability insurance. When using a rental car, the employee will be reimbursed for actual expenses related to vehicle rental costs, insurance, fuel, parking and tolls. Car rental expense is entered in the "Miscellaneous" column. Additionally employees are encouraged to request a rental car if it can be demonstrated that the entire costs are less than reimbursement of mileage. Scott County will only cover car rental agreements for Employees operating rental vehicles during the course and scope of their employment. Employees must comply with County Policy 27 Fleet Safety Operation.

The employee will be responsible for any driving infractions, fines and any deductible/damage that must be paid resulting from any accidents/incidents that occur during non-business usage or are in direct conflict with any existing County policy. Any incident out of the ordinary during the rental agreement must be immediately reported to your supervisor and Risk Management.

D. Use of County Vehicle. A County vehicle (if available) should be used when traveling on County business, especially for day trips. When using a County vehicle, the employee will be reimbursed for actual expenses related to fuel, oil,

necessary repairs, parking and tolls.– Receipts are required, and these expenses are entered in the "Miscellaneous" column.

E. Use of Personal Vehicle. The use of an employee's personal vehicle for County travel should only occur when a County vehicle is not available.– When using his/her personal vehicle, the employee will be reimbursed for mileage, parking and tolls. The mileage allowance for use of a personal vehicle shall be at the U.S. Internal Revenue Service rate.– Mileage expenses will not be reimbursed if the employee was traveling on a day trip and a County vehicle was available or to same meeting location as members of the same department and the employee did not carpool.

2. Lodging. Lodging is reimbursable for travel of 50 miles or more from the employee's residence.– Employees are encouraged to seek the most reasonable lodging rate available. If a reasonable rate is not available, a written explanation should be attached to the request form.— Receipts are required for all lodging expense (including tax) should be entered in the "Lodging" column. Iowa Code Section 80.45A prohibits the use of public funds on in state lodging if the location has not certified that staff have been trained in human trafficking prevention.— Employees are required to determine if a certified location is available prior to booking in state lodging or the lodging may not be eligible for reimbursement. The Auditor's page on the intranet will provide a link to the state list of certified lodging locations.

Note: All restaurant charges to the room should be entered in the "Meals" column and not paid for with use of the purchasing card.

If the travel requires overnight ~~lodging~~lodging, then a Scott County Overnight Travel Expense Summary Report should be completed by the employee and signed by both the employee and the Department Head and filed with the County Auditor's Office within ten (10) working days from return of travel.

3. Conference or Seminar Registration. Registration expense not previously paid by the County must be reported in the "Miscellaneous" column. –Receipts are required.

4. Meal Allowances. Employees shall be provided meal allowances when traveling on County business.— Meal allowances are as

follows:

Breakfast: $~~11~~15.00 (employee leaves home before 6 a.m. or stays overnight);

Lunch: $~~16~~20.00 (out of county and away from ~~work place~~workplace between 11 a.m. and 2 p.m.);

Dinner: $~~31~~35.00 (employee arrives home after 7 p.m.).

Gratuities and personal credit~~-~~/~~-~~debit card fees are included in the above meal allowances. ~~—~~No meal receipts are required to be submitted.

Whenever a meal is included in the conference fee or provided for as part of the overnight accommodations that particular meal allowance shall not be reimbursed.

5. Miscellaneous Expenses. Amounts to be entered in the "Miscellaneous" column discussed under number 1 above include taxi and car rental expenses, parking and tolls, etc. An "I-pass/~~-~~EZ Pass" account for toll road expenses has been allocated to County fleet ~~may~~vehicles. ~~be checked out for travel in the Chicago area.~~ Associated fees are charged back to the department. Other allowable miscellaneous expenses include conference registration costs, telephone, and postage expenses.~~—~~ These expenses are eligible for reimbursement if related to County business. ~~—~~In addition, a personal, safe-arrival call is allowed upon reaching one's destination.~~–~~ On extended trips of three days or more, additional personal telephone calls are allowed if kept to a reasonable minimum. ~~–~~All calls should be categorized in the "Miscellaneous" columns as either personal or business.~~–~~ Work related calls or safe arrival calls made on personal cellular devices are eligible for reimbursement if they go over the individual's monthly minute allowance.~~—~~ Any other allowable travel expense for which reimbursement is requested must be identified in the "Miscellaneous" column with receipts attached.

6. Total Expenses. The provided travel forms should be completed in full and balanced to reflect the total expenses related to the travel. If expenses exceed the amount of any travel advance, the balance should be noted on the form. ~~–~~If the total expense is less than the travel advance, the amount due the County should be noted on the form.

Should a required receipt be lost or not obtained by the employee, a signed statement explaining the circumstances and documenting the expense should be completed by the employee for the Auditor's review. If the expense is deemed reasonable by the Auditor's office it shall be reimbursed to the requesting employee.

COMBINING PERSONAL AND WORK TRAVEL

If an employee is combining ~~work related~~work-related travel with personal travel the County will not reimburse for any expenses beyond the date the employee could have reasonably returned. Any car rental expenses should be prorated so the County is not reimbursing the employee for personal usage for the vehicle. If the employee is combining work and personal travel and air travel is used, the employee must provide proof to the department head *prior* to travel that the air fare is not increased by the extension of personal days. If the employee could obtain a cheaper air fare the County will only reimburse the lower cost. The travel approval form should note the difference of costs along with the supporting documentation.

In the event an employee's spouse, other family members and/or acquaintances accompany the employee on County-related travel, the employee must bear all additional costs of transportation, meals, conference registration, etc. In the case of lodging, the County will pay only the single room rate. Such single rate must be entered on the lodging receipts.

TRAVEL REWARDS

In the event the employee is the member of a rewards program for hotel, air fare or car rental companies, the employee's travel choices should not be determined by these reward programs. If the employee travels more than 3 times a year for work, these reward points should be credited to a County account and used to reduce future travel expenses.

LOCAL MEETING EXPENSES

Meeting expenses not requiring employee travel outside the Quad-City metro area or Scott County are eligible for reimbursement in accordance with the provisions of this section.

Basic, non-alcoholic beverages and refreshments may be provided at regular

meetings of the Board of Supervisors, including Committee of the Whole meetings, work sessions, etc.~~-~~ In the event the Board invites a guest to meet on a matter pertaining to County business, ordinary out-of-pocket expenses such as travel, lodging and meals may be reimbursed in amounts deemed appropriate by the Board.

Basic, non-alcoholic beverages and refreshments also may be provided at County-sponsored meetings when three or more outside, invited guests are in attendance.~~—~~ The purpose of the meeting, number of participants and expenses should be documented on the claim form submitted to the Auditor's office for processing.

If authorized by the appropriate department head, employees may be reimbursed for reasonable meal costs related to local meetings with outside groups or other County employees which involve County business or concerns. The purpose of the meeting, number of participants and expenses should be documented on the claim form. (See section entitled "IRS Regulations - Taxable Meals and Mileage Reimbursements" of this policy for further information.)

ADMINISTRATIVE PROCEDURES

1. An employee may be reimbursed for other travel expenses related to County business, but not referenced in this policy, upon approval by the Board of Supervisors.~~—~~ In no case will an employee be reimbursed for more than his/her actual out-of-pocket expenses.

2. Failure to submit an expense claim form within the required time can result in a forfeiture of claim for reimbursement, an assignment or deduction from wages for funds due Scott County related to a travel advance, and/~~or disciplinary~~or disciplinary action which may include the loss of travel advance privileges.

11. PURCHASING POLICY

DRAFT

POLICY

Scott County Code provides that the Director of Budget and Administrative Services shall be responsible for developing, implementing and administering a centralized purchasing function for all County offices and departments.

This policy encompasses the purchasing, contracting and leasing of goods, materials, supplies, equipment, and services and shall be accomplished through competitive bidding or qualifications whenever possible and specifically where it is required by the Code of Iowa; through competitive quotes; or ~~Government~~ government ~~Contracts~~contracts.~~-~~ The cost of receiving the quotes should not exceed the benefits of the process.

SCOPE

Administrative authority to purchase, sign leases or contract agreements shall be limited to aggregate purchase prices not exceeding $~~15,000~~25,000. Purchases, leases and contract agreements in excess of $~~15,000~~25,000 must be approved by the authorized board.~~-~~ This policy shall not be circumvented by purchasing or leasing a group of similar or identical items each costing $~~15,000~~25,000 or less, but exceeding $~~15,000~~25,000 in aggregate.

Any and all lease or contract agreements exceeding ~~three~~ five (~~3~~5) years in length must be approved by the authorized board even though the total aggregate lease or contract cost may not exceed $~~15~~25,000.

If the lease or contract agreement is open ended, it should be re-bid at ~~least every three years~~ end of contract term, unless recommended for renewal.~~-~~ If the lease or contract agreement does not include a total cost amount for services provided, then an estimated total cost should be determined and based on that estimated total cost, appropriate approval requirements shall be followed.

Contracts agreements that exceed five (5) years may be renewed at the discretion of the department, Director of Budget and Administrative, County Administrator or d~~D~~esignee and Board of Supervisors, through board action.~~-~~ The determination to renew an ongoing contract should consider the costs of changing, proposed contract pricing to known market value and prior contract, and satisfaction of services rendered.

Certain professional service contracts or agreements where the C~~c~~ounty has~~—~~ a standard~~ized on a~~ process, design type, or requirement~~,~~ (e.g. financial audit, computer technology or similar), with the approval of the County Administrator or Designee or Director of Budget and Administrative Services, may be acquired without multiple quotes. The quoted costs should be tested against the market to determine the reasonability of

costs.– The benefits of keeping with said vendor should outweigh the potential for cost savings from the contract.

This policy does not cover purchases made with the County Approved Purchase Card. Those purchases are covered under Policy Number 26.

This policy does not cover purchases made with Federal grant dollars (direct or indirect). Those purchases are covered under Policy Number 30.

In the event that there is a conflict between this policy and Iowa or Federal law, the applicable law will prevail.

PURPOSE

The purpose of this policy is:

A. To professionally coordinate and maximize the effectiveness of the purchasing, contracting and leasing of goods, materials, supplies, equipment, and services by Scott County.

B. To protect and provide for increased public confidence and trust in the procedures followed by the County in public procurements.

C. To ensure the ethical, fair and equitable treatment of all persons who deal with the purchasing system of the County. –To ensure that purchases made with public funds have a public purpose.

D. To provide increased economy in County purchasing activities and to maximize, to the fullest practical extent, the purchasing value of public funds.

E. To foster effective broad-based competition.

F. To effectively support other Ceounty departments, component units and agencies.

ADMINISTRATIVE PROCEDURES

A. Approval to Purchase, Lease or Contract Goods and Services

1. Unencumbered spending authority must exist at the appropriate departmental budget level prior to the issuance of a purchase order.

2. No lease or lease-purchase contract for real or personal property shall be entered into until a public hearing has been held on the proposed contract. Notice of the public hearing shall be published in at least one newspaper of general circulation at least four (4) days and no more than twenty (20) days prior to the public hearing date.

3. Authorization procedures for purchases, or contracts

	Up to $2,500	Up to $~~15~~25,000	$~~15~~25,000 or Above
Department Designee	X		
Department Head or Designee	X	X	X
Director of Budget and Administrative Services or Designee			X
County Administrator			X
Board of Supervisors			X

4. All leases or Subscription-Based Information Technology Contracts require approval by the Director of Budget and Administrative Services before recommendation to the Board of Supervisors.

5. Lease and contract agreements which do not include a total cost amount for services (i.e., the agreement may only make reference to an hourly rate plus cost of parts) require the department to estimate the total cost. The calculation at arriving at this estimate should be documented with the purchase request and depending on the amount, will require appropriate approvals as stated above. If the agreement is open ended, then the calculation of the total cost amount shall be based on a ~~three~~ five (5) year period.

6. Purchasing division shall utilize appropriate insurance and indemnification language if required. Insurance and indemnification requirements shall be developed in conjunction with the Risk Management Coordinator or County Attorney.

B. Individual Department / Office Responsibilities

1. Determine the quality and quantity of goods, materials, supplies, equipment, and services needed and delivery date required. Utilize past purchase information or resources when appropriate. Research specifications to ensure that appropriate information is provided to adequately describe the desired product or services along with minimum standards or requirements.

2. If a lease or lease-purchase contract is being proposed the requesting department shall submit the proposed lease or lease-purchase contract to the Director of Facility & Support Services or Director of Budget and Administrative Services, as appropriate, with the following attachments:

a. Prior to submitting a lease for approval to the Board of Supervisors, originating department shall request legal review of proposed contract by the County Attorney's office. A written correspondence from the County Attorney's office acknowledging that they have reviewed the contract and find it to be in compliance with applicable state laws is required. (Note: Departments should send a copy of their initial review request from the County Attorney's office to Administration so it may be identified as a future agenda item on the Board of Supervisors' information memo.)
b. Copy of the public notice to be published ~~in the~~ per Iowa Code Section 331.305. The notice is to include the amount, purpose of the lease, time and place of the meeting at which the Board proposes to take action. The notice must be published not less than four (4) nor more than twenty (20) days before the meeting.
c. The Director of Facility & Support Services will submit the lease proposal to the Board at the next Board meeting that coincides with the public hearing publication date requirements in accordance with Iowa Code Section 331.305.

Whenever possible, competitive bids for lease agreements shall be secured with the assistance of the Purchasing Division.

3. Anticipate requirements, giving accurate description of article(s) required and sufficient time to purchase item(s) on a competitive basis. When needed, the originating department will identify and collaborate with the Purchasing Division to prepare additional specifications and insurance requirements if any, to secure required items.

4. Receive and inspect item(s) delivered direct by vendor and refuse shipments that fail to meet the purchase order contract. All commodity type items will be coordinated to be received by Facility & Support Services. For specialized items, the department shall coordinate with Facility & Support Services to inspect and accept all items, at time of delivery.

5. Handle all purchases within established procedures. Utilize applicable purchasing resources (competitive bidding, purchasing system, pre-bid items, web-bid items) whenever possible and where appropriate.

C. Computerized Purchase Order System

County departments shall use the Enterprise Financial Planning (ERP) system following guidelines and procedures as promulgated by Administration.

D. Competitive Quotations

1. Whenever feasible, all purchases, equipment leases and contracts for goods, supplies, materials, equipment and services required for public use shall be on an equal and competitive basis. All acquisitions or purchases for like item purchases are to be awarded to the lowest responsible bidder. In determining the lowest responsible bidder consideration shall be given to:

- The vendor's price
- Conformance with specifications in all material respects
- Past performance

In addition, the Purchasing Division may take into consideration:

- Reputation
- Business
- Financial capabilities.

2. Utilization of professional services shall be awarded based on consideration of factors ~~including~~, ~~but not limited to~~that may include but are not limited to:

- Ability to perform work
- Responsiveness
- Past performance
- References
- Reputation
- Business
- Financial capabilities
- Price

- The State of Iowa does not require the lowest price to be the determining factor for professional services. The above factors should be considered for the contract recommendation.

3. For public improvements and construction contracts (excluding design and consulting contracts) that exceed the public bidding requirements as set forth in the Iowa Code Section 331.341 the determination and criteria for determining the lowest responsible bidder shall be accomplished through a formalized process. That process shall set out criteria and notification in the specifications document and gather qualification, reference and other pertinent information at the time of the bid. The use of an American Institute of Architects Form 305A with an addendum or a similar standardized form for gathering appropriate information from bidders shall be used whenever possible. Scott County reserves the right to reject a bid based on the criteria set forth and the evaluation of the submitted information and research conducted.

4. For purchases less than $2,500.00 departments/offices that require a purchase order may enter the purchase into ERP directly as a purchase order.

For purchases between $2,500.00 and $2515,000.00 departments/offices are strongly encouraged to obtain at least three competitive quotes. Departments may request the Purchasing Division to obtain quotes on their behalf or may obtain their own quotes utilizing applicable purchasing resources (competitive bidding, purchasing system, pre-bid items, web-bid items), and enter them directly into the ERP requisition form, attaching ~~PDF's~~PDFs as documents.

For purchases over $2515,000.00 requisitions shall be entered into the ERP system and routed to the Purchasing Division, who shall solicit bids utilizing open competitive bidding practices. Typically bids received by the Purchasing Division will be submitted through the bidding service selected for use by Scott County. Competitive pricing may also be obtained through joint purchasing contracts, such as Iowa Department of Administrative Services (DAS), NASPO ValuePoint, and state contracts that allow attachment by local governments and others. If the department utilized a joint purchasing contract to receive expedited delivery or to meet similar need, the department should retain documentation of how the joint purchasing contract is similar to known market rates or better. The use of a joint purchasing contract satisfies the need for multiple quotes of the purchase. ~~The Purchasing Division acknowledges that there may be some occasions where it is not possible to obtain three bids based on the type of purchase. If this is the case, the Purchasing Division shall submit a written statement why they did not obtain multiple bids for the item being purchased.~~

~~5.~~ All parties involved shall comply with all applicable laws and regulations
5. pertaining to their employment practices, and shall not discriminate in providing services on the basis of race, color, creed, national origin, sex, handicapped condition or religious affiliation.

6. The County shall comply with the state preference law as it relates to Iowa products.

7. In accordance with Iowa Code, Chapter 73, whenever possible, all requests for

bids and all proposals for expenditure of public funds must be made in general terms so that no brand or trade names are specified. Also, all requests must contain this statement: "By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the State of Iowa."

E. Unsolicited Proposals

Definition - an unsolicited proposal is a document or package of documents submitted to Scott County or a Scott County Office or Department, that proposes to provide a product or service that was not solicited nor initiated by Scott County.

1. An unsolicited proposal that does not correspond to the Scott County mission, vision, or values, is outside of the normal scope of Scott County government services, is not a product Scott County requires or a service Scott County needs may be rejected without further consideration by the Purchasing Division.

2. An unsolicited proposal that does correspond with the mission and scope of Scott County government will be evaluated for merit by the department or office with jurisdiction or control in the service area that best matches the proposal. In the absence of a clear corresponding department or office, the review of the unsolicited proposal shall be made by the Director of Budget and Administrative Services with input and assistance from other County departments.

3. The Purchasing Division may require the submission of additional or supplemental information from the submitter in order to fully evaluate the submission. An unsolicited proposal submission that refuses to provide typical, pertinent information that the evaluator deems necessary, may be rejected without further consideration.

4. Unsolicited proposals that are found to have merit may be forwarded to the Board of Supervisors for consideration. Proposals without merit or determined to be outside of the scope of Scott County government shall not be forwarded to the Board of Supervisors.

5. Proposals that have the potential for competitiveness, either by their nature or as required by law, shall initiate a request for proposal process. The Purchasing Division shall take measures to protect information contained in the unsolicited proposal. Said measures may include returning all copies of the unsolicited proposal to the submitter for resubmission as part of the RFP process. At a minimum, the Purchasing Division shall notify the submitter that the unsolicited proposal is, by law, a public document.

F. Public Access to Procurement Information

Purchase orders and other information of a public nature shall be available for inspection upon request to the Purchasing Specialist, providing that they are not deemed to be confidential because they contain trade secrets or reports that give a competitive

advantage and serve no public purpose. Purchasing records are also governed by Freedom of Information Act laws for public records. See policy 31- Public Records and Information for further information. The Budget and Administrative Services Department shall maintain records of purchases made (award information, contracts and purchase orders) and the purchasing process (bid requests, specifications, proof of publication, bid results, bid documents and submittals, etc.) for all centralized purchasing transactions. In the absence of other legislative requirements, the retention duration for said records shall be: three years past the award date or the contract completion date (whichever is later).

G. Bids on Contracts for Repair or Construction of County Buildings.

See Iowa Code section 331.341 for specific contract letting procedures to follow.

H. Special Provisions ~~for Secondary Roads Department~~:

1. Secondary Roads Construction and Maintenance Projects: These types of services will be either bid through the I.D.O.T., Secondary Roads office or in coordination with I.D.O.T. meeting their specifications and requirements and bid through the Secondary Roads Department. Participation by Budget and Administrative Services Department will not be required in these areas.

2. Secondary Roads Purchases through the State of Iowa General Services Office and the Iowa Department of Transportation Purchasing Department: The Secondary Roads Department will take advantage of State Purchasing Facilities and their volume purchasing discounts when practical and possible.

   a. The Secondary Roads Department will fill out the required State Order Forms or submit a department "requisition order".

   b. Upon receipt of order and billing, the Secondary Roads Department will check shipment against the order and prepare the necessary County claim for payment.

   c. All orders exceeding $~~15~~25,000 will require prior Board of Supervisors approval.

3. Equipment Repair Parts, Materials and Services: The specifics on these items generally cannot be anticipated or determined in advance. These are generally items that cannot be inventoried and must be purchased expeditiously to prevent costly delays and operational problems. The purchase of these items require the technical expertise and knowledge of ~~Secondary Roads'~~ fleet management personnel for effective, expeditious purchasing. These purchases may also be the type or nature where they are only available from one source.

a. The ordering of these materials and supplies and services may only be authorized by a Secondary Roads Department or Fleet management "requisition order".

b. Any individual "requisition order" in excess of $~~1~~2,000, with the exception of purchase of tires, must receive prior approval by the County Engineer or designee.

c. Upon receipt of the order, billings will be checked by the Secondary Roads Department ~~/~~ Fleet management and claims prepared for the Engineer's or designee's authorization and approval by the Board of Supervisors.

d. Claims exceeding $25,000 should be communicated to the County Administrator, Director of Budget and Administrative Services, and Risk Management (if necessary).

Surcharge Pricing

4.

a. The County acknowledges ~~that~~ there may be delays in procurement that may cause vendors to retroactively request adjustments of committed quotes. Without accepting the price adjustment, the order may be canceled by the vendor.

b. Departments may accept up to 5% variance in quotes and accept the increased costs to not lose the asset requested. ~~–~~ The d~~D~~epartment should evaluate the surcharge price variance in terms of market conditions or beginning the purchase process. ~~–~~ Documentation of consideration should be retained by the d~~d~~epartment. The decision to accept the pricing variance should be communicated to the County Administrator and Director of Budget and Administrative Services.

I. Emergency Purchases

1. County Administrator, or designee, may declare an emergency when:

a. The circumstances pose a threat to the public health, welfare or safety.

b. The situation must be taken care of immediately in order to prevent immediate and apparent loss to the County.

c. Conditions beyond reasonable control of the County occur; such as accidents or unforeseeable failure in equipment, which are essential to the operation of the County.

2. In the event that the circumstances surrounding the emergency do not allow sufficient time to convene the Board of Supervisors, the County Administrator, or designee may authorize emergency purchases in excess of $~~15~~25,000.

3. If the emergency purchase requirements are met, the County Administrator, or designee shall take informal bids if time allows.

4. In all cases of emergency purchases by the County Administrator or designee, the following must be submitted to the Board of Supervisors at the next meeting following the purchase:

    a. A detailed purchase description outlining the critical nature of the need to purchase

    b. An invoice if goods have been received

    c. A written account explaining why an emergency was declared

    d. The effects of the emergency on County operations or the public

    e. Why the particular vendor was chosen.

5. All emergency purchases will be reviewed carefully by the Board of Supervisors at the next regularly scheduled meeting to assure that the use of the procedure is not being abused.

19. TAX DEED DISPOSAL AND AUCTION POLICY
DRAFT

POLICY

It is the policy of Scott County to allow the transfer of tax deed properties to local taxing bodies~~, community based, non profit, agencies, and individuals for community development purposes~~ and to auction any remaining tax deed properties when the County receives ownership of such properties. The Treasurer's Office shall forward the outstanding tax sale certificates which have been held by Scott County for greater than nine months to the Planning and Development Department. The Planning and Development Department, in consultation with the County Treasurer, County Auditor, City and County Assessor and the County Attorney, shall be responsible for reviewing each property and preparing the property for disposal or auction.

SCOPE

This policy is applicable to those County offices and departments involved in the tax deed property process.

ADMINISTRATIVE PROCEDURES

Tax Deed Property Disposal and Auction

The Planning and Development Department will review each property to determine its size, layout, location, condition, and potential for development. The Planning and Development Department will investigate each property as soon as possible to determine the condition of the property.

The following procedures shall be implemented to dispose of tax deed property in full compliance with all applicable State law:

1. Remove or correct any condition which poses an immediate hazard to the public.

2. Where safety hazards are found, the Planning and Development Department will determine the appropriate corrective action to take to secure the property and abate any hazardous conditions.

3. When the tax deed parcels have structures, the City Housing/Building Code section, the Health Department, and the Planning and Development Department will complete and forward a housing report to the County Administrator which lists code violations and recommends whether or not the structure is beyond repair and should be demolished. In the City of Davenport, the city housing code section will inform the

County if the building is on the ***Problem Structures List***.

4. If the housing report recommends demolition, the Scott County Board of Supervisors may decide to demolish the structure or take other actions deemed in the public interest.

5. The County will demolish the building through the standard bidding procedures. If the bids received exceed the funds available, the County will develop a priority list with the advice of the City to determine which structures will be demolished now and which ones later.

6. A list of the properties will be prepared and reviewed with the County Administrator and other County departments, as appropriate, to determine if any properties should be retained for future County use. A list of any County-designated properties will be submitted to the Board of Supervisor's for approval.

7. The list of remaining properties will be distributed to applicable city~~,~~ and school system~~, or community based, non-profit agencies~~. The city~~,~~ or school system ~~or agency~~ may request that a property or properties be transferred to them if they can show how the property or properties will benefit a community program or a public good. The property may be transferred after review, including a public hearing, and action by the Board of Supervisors approving the requested transfer. It is the intention of the Board of Supervisors to dispose of these properties as stated above before offering them for sale at public auction. However, once the auction date has been set and the auction list published no further transfer requests will be considered unless extraordinary circumstances can be demonstrated. The Board reserves the right to refuse any or all requests from an applicant if the Board determines that it is in the best interest of the County residents to deny such requests.

8. Following completion of all the above procedures the Board of Supervisors shall set the date for the remaining tax deed properties to be offered at public auction to the highest bidder. Each parcel would have a minimum opening bid ~~of $10~~approved in advance by the Board of Supervisors and be auctioned to the highest ~~quality~~ bidder. The Board will take action to approve the bids at the next regularly scheduled Board meeting. The County expressly reserves the right to withdraw any property prior to the actual auction of the property or refuse any bid.

9. Any properties for which no bid is received at the live auction will be made available via the County's online surplus item auction website for a period of thirty days, with a minimum opening bid approved in advance by the Board of Supervisors.

~~9.~~10. Any properties for which no bid is received at either the live or online auction will be reviewed to determine appropriate disposition of such properties.

26. PURCHASING CARD POLICY

DRAFT

POLICY

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

SCOPE

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

BENEFITS

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

GENERAL PROGRAM PROVISIONS

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

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

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

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

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

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

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

ADMINISTRATIVE PROCEDURES

Program Administrator

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

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

Both Administrators shall provide for a backup within their department, and shall provide adequate training thereof. All persons performing Program Administrator functions shall ensure the integrity, consistency and compliance of the program with the policies and procedures herein.

Reports

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

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

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

Policy Review and Revisions

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

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

General Responsibilities

This card is to be used to make county purchases as outlined herein. The transactions and credit limits on the card are determined by the Department Head/Elected Official

within policy limits and are dependent upon the requirements of the cardholder's position and function. Department Heads/Elected Officials should select the appropriate credit level for each cardholder based on their projected use. ~~use "standard" transaction and period limits for cards whenever possible to ensure adequate program control and accountability.~~ Higher limits should only be used when necessary to afford the cardholder the ability to efficiently make higher dollar purchases routinely required for their job. ~~With the approval of the Purchasing Card application by the Department Head/Elected Official, the cardholder has been delegated expenditure and purchasing authority.~~

~~Therefore, the card must only be used for purchases required in the normal course of business.~~ All purchases are to be documented with an itemized receipt. Failure to provide a receipt of the purchased transactions could result in personal liability of the transaction.

Personal Use of Purchasing Card

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

Cash Advances

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

Purchasing Card and System Controls

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

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

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

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

The credit limit on each card was preset based on certain usage assumptions. If the credit

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

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

Card Limits

	Per Transaction	Per Billing Cycle
Standard	$1,000.00	$ 2,500.00
IntermediateStandard		$3,000.00
	$2550,000.00	
Enhanced	$149,999.99	
	$2550,000.00	
EnhancedDepartment Head/ Elected Official/ Manager		$1424,999.99
	$$50,000.0025,000.00	

The base limit for cards issued shall be the standard amount listed above. A Department Head or Elected Official may shall evaluate the anticipated limit needed for each card holder and select the appropriate card limitrequest the enhanced card limit only if the card user is expected to routinely make purchases that would exceed the standard card limits.

Emergency Raised Card Limits

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

Purchasing Card Security

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

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

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

Card Issuance / Changes / Suspension / Cancellation

To request a Purchasing Card, additional cards, or changes to existing cards, Department Heads/Elected Officials may request either temporary or permanent credit limit changes by written request to shall contact the Cardholder Program Administrator. Requests for additional cards may be and requested by submitting the completed card changes using provided request form. All requests must be approved by the Department Head/Elected Official or their designated representative.

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

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

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

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

Personal Credit Rating

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

Audits

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

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

Auditing and oversight occurs at many levels within the program. Claims clerks audit purchases as part of the reconciliation process. Department Heads/Elected Officials or designees review department purchases as they approve the submission of the reconciliation documents. The Accounting Program Administrator reviews all purchases and receipts for policy compliance and proper accounting. The Auditor's Office reviews all purchases, documentation and accounting of the program. The County's independent annual financial audit includes a sample audit of the program each year.

Guidelines for Card Use – Cardholder Responsibilities

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

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

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

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

The cardholder is responsible for ensuring receipt of materials and supplies, and resolving any receiving discrepancies or damaged goods issues. The cardholder is responsible to

assure that the purchase made with public funds has a public purpose.

General Instructions - How to make a purchase

- Identify a transaction that you wish to make with the Purchasing Card.
- Determine the transaction is not prohibited by County/Departmental policy. If not prohibited, proceed with the transaction.
- Order item via in-person purchase, internet or phone transaction.
- Submit Purchasing Card to cashier or submit card number and expiration date via the phone or internet. Vendors may also require the ~~3 digit~~3-digit security code located on the back of the card and billing address. Verify that websites used provide for encryption or other security to safeguard cardholder information. Never type purchasing card number into a free text field or send your entire credit card number and expiration date in the body of an email. Reputable sites clearly post security information. If you are unsure if the site you are trying to use is adequately secure, contact the IT Department for advice or assistance.
- Notify the supplier that the County is tax-exempt and should not be charged sales tax. The Federal tax ID number and Illinois tax exempt number is located on the face of the card. Upon receiving the receipt make sure that sales tax has not been charged.
- Processing fees should not exceed the benefit of processing the payment through a purchasing card. Percentage benefit of associated revenue share will be distributed to all departments for general use and knowledge.
- When ordering over the phone or internet provide the supplier with the complete shipping instructions including name, street address, and internal location information. Instruct the supplier to include in the delivery package a receipt or packing slip detailing what was purchased and the amount of each item.
- When making purchases on line, ensure that the internet vendor has a secure site. The address window must start with https://. Look for a "lock icon" on the web page. When placing an order over the internet, the cardholder must confirm that the merchant will charge the purchasing card only when a shipment is made. The card holder must also request that a detailed packing slip be included with the items when sent. If items are back ordered, the County may not be charged except upon shipment of the merchandise. The back ordered merchandise must be received in the billing cycle in which the charge was made. The card holder must print a copy of the on-line sales receipt at the time of the on-line purchase for use as the receipt for reconciliation purposes.
- If purchasing in person, review sales slip to determine all amounts were properly charged, sales tax was not assessed, and turn in the receipt to the department claims clerk.

For all types of purchasing card ~~transactions~~transactions, it is the ***cardholder's responsibility*** to obtain acceptable receipt(s) documenting the transaction. Said receipts should be obtained at the time of the transaction and turned into the claims clerk as soon as possible to avoid "end of the cycle" issues and to allow claims clerks the opportunity to reconcile periodically throughout the cycle. Acceptable receipts

should be original (avoid photo copies and faxes) wherever possible. Acceptable receipts should include the last four digits of the card number and detailed information about what was purchased. Cardholders should mark "PC" in bold, visible letters on the receipt to properly identify the receipt and facilitate routing to the proper accounting stream.

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

Sales Tax

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

Unauthorized Uses

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

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

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

requirements to fall within spending limits.
- Professional Services and 1099 Services.

Why Approval May Be Denied

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

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

The supplier will not have information related to the reason for denial, nor does the cardholder have the authority to obtain this information from the card issuer. ~~–~~If a transaction is denied, the cardholder should contact the Cardholder Program Administrator for assistance.~~–~~ Please allow 24-48 hours for that information to become available.

Disputed Charges

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

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

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

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

- Online statements are available continuously at the website designated by the card provider.
- The billing cycle for the Purchasing Card is every fourth Thursday. Exceptions to this may occur due to holidays when cycle periods may be shortened to allow for reconciliation on regularly scheduled ~~work days~~workdays.~~-~~ Reconciliations by claims clerks with Department Head/Elected Official/~~-~~Agency approval must occur on that day to ensure that documentation is provided as funds are transferred to the card provider.
- Claims clerks are encouraged to reconcile throughout the cycle to reduce the amount

of work at the end of the cycle.

- Cardholders are required to provide all sales receipts, for the transactions listed on the statement immediately. In the event a receipt is lost or misplaced; it is the cardholder's responsibility to obtain a duplicate receipt. Cardholders are required to verify transactions on the statement with actual sales receipts and packing slips. If there is a disputed billing, follow the procedures as noted.
- Claims clerks will print cardholder reconciliation sheets and attach all receipts. In addition, a department summary sheet must be included with all cardholder sheets beneath. The signature (real or digital) of the Department Head/Elected Official or designee is required on the department summary sheet.
- NOTE: If a cardholder had no purchase activity on the purchasing card for a particular billing cycle, no Statement of Account will be generated for that cardholder unless adjustments for previously billed transactions are processed during that billing cycle.

Approval of Card Use

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

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

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

Attachment A

SCOTT COUNTY PURCHASING CARD PROGRAM CONTACT LIST:

Cardholder Program Administrator:

Director of Facilities and Support Services, Facility & Support Services
600 West 4th Street, Davenport, IA
Phone: (563) 328-3241
Fax: (563) 328-3245
E-mail: ~~Tammy.Speidel@scottcountyiowa.com~~
Tammy.Speidel@scottcountyiowa.gov

Accounting Program Administrator:

Director of Budget and Administrative Services
600 West 4th Street, Davenport, IA
Phone: (563) 326-8651
Fax: (563) 328-3285
E-Mail: D~~d~~avid.F~~f~~armer@scottcountyiowa.gov ~~com~~

Purchasing Specialist
600 West 4th Street, Davenport, IA
Phone : (563) 326-8604
Fax: (563) 328-3285
E-Mail R~~ere~~nee.L~~l~~uze-J~~j~~ohnson@scottcountyiowa.gov ~~a .gov~~ ~~com~~

Wells Fargo Bank Customer Service: 800/932-0036

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

Attachment B

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

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

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

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

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

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

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

Applicant:_____
Signature:_____

Date:_____
Department / Agency:_____

Attachment C

Scott County Purchasing Card Program

Request for Purchasing Card Issuance

Department:_____ Date:_____

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

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

Requested Cardholders:

1)
SSN:
Card Limit
Default FUND
Default DEPT
Default PROGRAM
Default STATE PROGRAM AREA
Default STATE OBJECT CODE

2)
SSN:
Card Limit
Default FUND
Default DEPT
Default PROGRAM
Default STATE PROGRAM AREA
Default STATE OBJECT CODE

3)
SSN:
Card Limit
Default FUND
Default DEPT
Default PROGRAM
Default STATE PROGRAM AREA

4)
SSN:
Card Limit
Default FUND
Default DEPT
Default PROGRAM
Default STATE PROGRAM AREA

Default STATE OBJECT CODE

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

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

Default STATE OBJECT CODE

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

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

Department Head/Elected Official Approval:_____

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

Department #_____

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

_____.
DATE

_____
SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

APRIL 11, 2024

APPROVING CHANGES TO VARIOUS HUMAN RESOURCES AND GENERAL POLICIES

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

Section 1. Human Resources Policy T "Travel" is updated to reflect increase to per diem meal allowances and the use of "I-Pass/EZ Pass for tollway expenditures.

Section 2. General Policy 11 "Purchasing" is updated to address costs of receiving quotes versus the process of obtaining quotes in the current marketplace, raising the Board authorization level, when leases must come before the Board of Supervisors and respective dollar threshold, contract renewal guidelines, and special provisions for fleet management due to market conditions.

Section 3. General Policy 19 "Tax Deed Properties and Auction" is updated to reflect revisions on what organizations are offered tax deed parcels in advance of the public auctions, grant Board of Supervisors ability to set minimum bid price for auction and add an online auction option to dispose of properties not sold at live auction.

Section 4. General Policy 26 "Purchasing Card" is updated to include increased card limits per transaction and per cycle, requests for card issuance by departments, and contact information.

Section 5. This resolution shall take effect immediately.

Item 13
04/09/24

OFFICE OF THE COUNTY ADMINISTRATOR
600 West Fourth Street
Davenport, Iowa 52801-1003

Office:(563)326-8702
Fax:(563)328-3285
www.scottcountyiowa.gov

March 29, 2024

TO: Mahesh Sharma, County Administrator

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

RE: FY2025 Secondary Roads Annual Budget and 5-Year Construction Program

Please find attached the resolution to approve the FY25 Annual Budget and 5-Year Construction Program for the Secondary Roads Department. Iowa Code Section 309.93, stipulates that the Secondary Roads budget shall be adopted and submitted to the Iowa Department of Transportation for approval on or before April 15. In order to allow the public an opportunity to provide comment on the proposed budget and construction program, a public hearing is to be held on Thursday, April 11, 2024, and advanced notice of the hearing was published according to state law in the two official County newspapers on March 27, 2024. The annual budget and capital plan are for the Secondary Roads Fund only and not for the entire county.

CC: Angie Kersten, County Engineer

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

APRIL 11, 2024

ADOPTING THE FY25 SECONDARY ROADS BUDGET IN THE AMOUNT OF $20,882,000 AND THE SECONDARY ROADS FY25 CAPITAL BUDGET AND FY25-29 CONSTRUCTION PROGRAM.

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

Section 1. The FY25 Secondary Road's Budget as presented by the County Administrator and as reviewed and considered by this Board is hereby adopted in the amount of $20,882,000.

Section 2. The total amount of service area:

Service Area	Amount
Roads & Transportation	10,452,000
Capital Projects	10,430,000
Total Secondary Roads Budget	$20,882,000

Section 3. The Secondary Roads FY25 capital budget and FY25-29 capital program is hereby adopted.

Section 4. The County Auditor is hereby directed to properly certify the budget as adopted and file with the records of her office and that of the State Department of Management as required by law.

Section 5. This resolution shall take effect immediately.

Item 14
04/09/24

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

APRIL 11, 2024

RECOGNIZING APRIL 14-20, 2024 AS NATIONAL PUBLIC SAFETY TELECOMMUNICATOR'S WEEK

WHEREAS, emergencies occur around the clock and every day that require response from public safety resources; and

WHEREAS, the promptly processing emergency calls and determining the correct response resources is critical to the protection of life and preservation of property; and

WHEREAS, the safety of our public safety professionals depends upon information obtained from those who dial 911 and reach reach dispatchers with Scott Emergency Communications Center (SECC) and MEDIC; and

WHEREAS, public safety dispatchers are the first and most critical contact our citizens have with emergency services; and

WHEREAS, public safety dispatchers are an essential safety line for our responders by monitoring their activities by radio, providing them information and ensuring their safety; and

WHEREAS, public safety dispatchers of the Scott Emergency Communications Center (SECC) and MEDIC contribute substantially to successful outcomes for law enforcement, and medical responses;

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

Section 1. That the Scott County Board of Supervisors does hereby proclaim the week of April 14-20,2024 as "National Public-Safety Telecommunicator's Week";

Section 2. That the Board of Supervisors joins in honoring those whose diligence and professionalism keep our county and citizens safe;

Section 3. This resolution shall take effect immediately.

Item 15
04/09/24

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

APRIL 11, 2024

APPROVAL OF APPOINTMENTS TO BOARDS AND COMMISSIONS

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

Section 1. That the appointment of Patrick Dodge to Zoning Board of Adjustment for an unexpired term expiring on May1, 2027 is hereby approved.

Section 2. This resolution shall take effect immediately.

Scott County Treasurer’s Office

Space Considerations

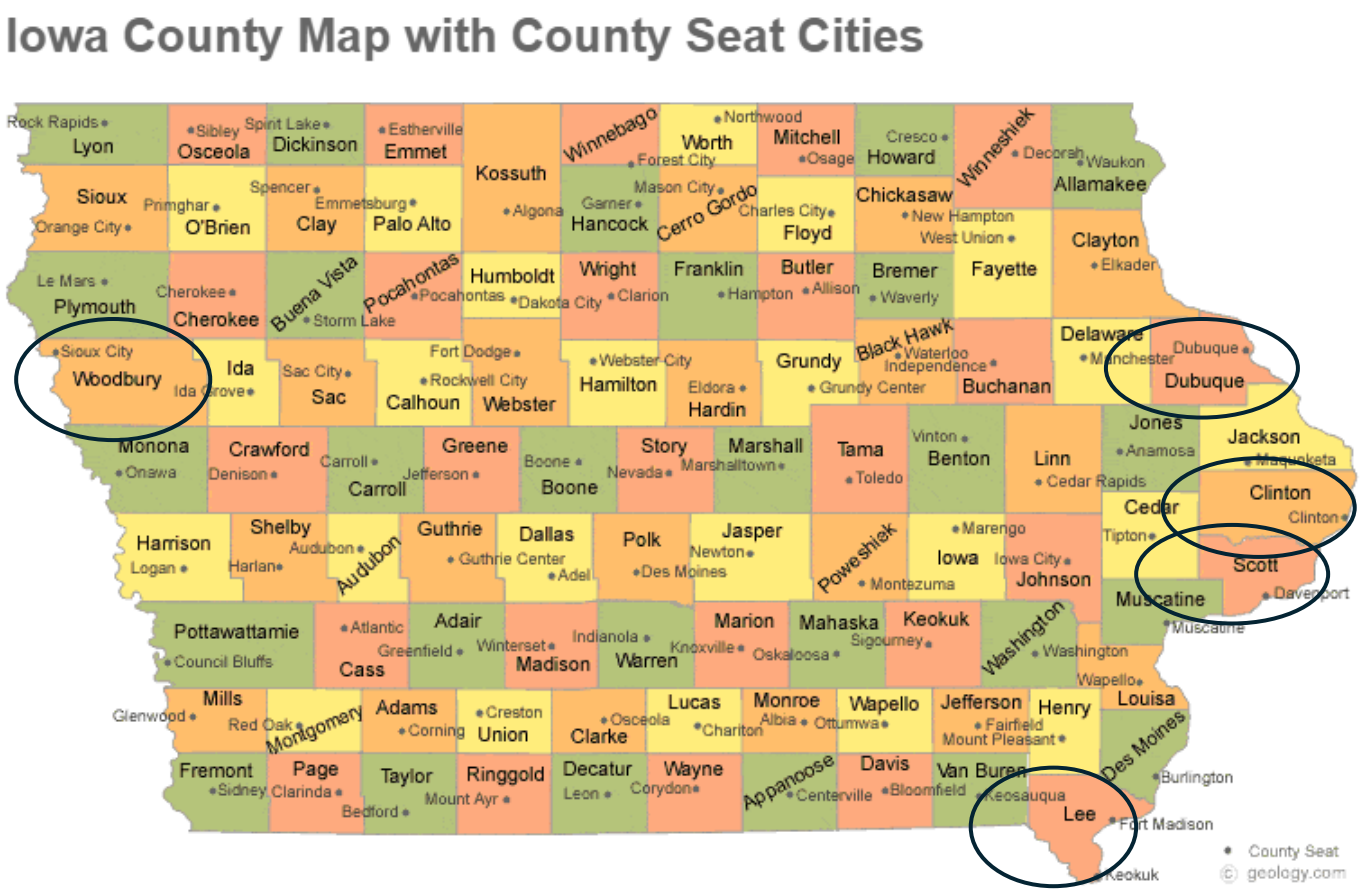
County General Store (CGS)

- History of CGS
- Why have a second location?
- Co-location with DOT
- Traffic and volume statistics
- Issues with current GCS location
- Should we consider combining offices?
- Desired attributes for space
- Lease vs buy considerations

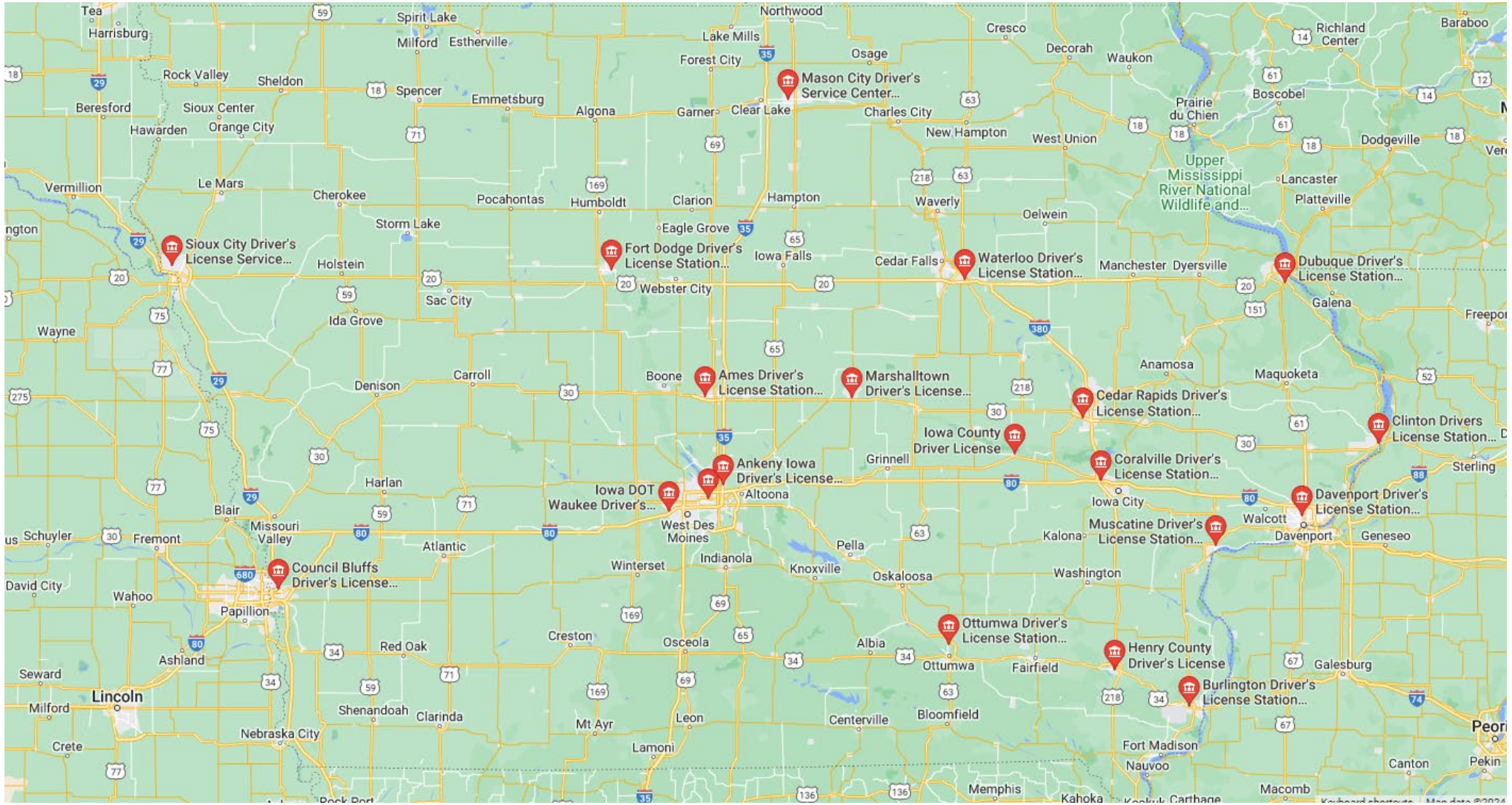
County General Store

- Concept Created in 1982
  - 1982 – Northpark Mall
  - 1983 – Northpark Mall (Larger space)
  - 198X – Northpark Mall (Still larger space)
  - 1992 – 216 E. 50th
  - 2001 – 2140 W. Kimberly (Co-located with DOT Driver Services)
    - Also created space in Admin Building lobby for DOT
  - 2013 – 902 W. Kimberly (Co-located with DOT Driver Services)
    - $105,000 buildout cost, plus cost of moving, furniture
    - DOT is lessee, we signed a 28E agreement to share space
    - Lease expired 12/31/23, temporarily extended to 12/31/24
    - DOT is actively seeking another location (not planning to include Treasurer's Office)

Iowa Counties With Multiple Treasurer's Offices



DOT Drivers' License Stations



Customer Traffic

- 60,000 In-person Visits Annually
    - 50/50 split between CGS/Administration Building
    - We’re in the service business
    - 80% have appointments (Required for title transfers)
    - Average wait time less than five minutes
    - Average time to serve:
        - Tax payments – 3 minutes
        - Registration Renewals – 5 minutes
        - Title Transfers – 20 minutes
    - 50% of Clerk time spent on title transfers

Scott County Treasurer's Statistics

	Vehicle Registration Renewals	Tax Payments	Titles
Volume	220,000	160,000	60,000
In Person	48%	18%	100%
Online	36%	29%	
Mail/Lockbox	15%	28%	
Escrow		31%	

Vehicle Titles

- 60,000 New titles issued/Yr.
  - 30,000 From auto dealers
    - Dropped off/mailed
    - Electronically Submitted (Images, not data)
  - 30,000 In-person (Mandatory)
    - Complexity
    - Fraud
    - Original documents
    - 50/50 split between Admin Center and County General Store
    - Require Appointment

Issues With Current Location

- Water Main Breaks – 2X in last 4 months, requiring vacancy of building for multiple days
- Water Leaks in Roof (Multiple occurrences) – Buckets in staff and customer areas for weeks to months at a time, tarps over computers and other equipment (some damage)
- Water flows in through front door during rainstorms
- Delays in service (three months to change lightbulb)

Issues With Current Location (Contin.)

- Snow removal delays (regular) until after opening hours
- DOT CDL testing was moved and expanded into CGS parking areas
- Sewer backups requiring portable restroom use and driving to other area businesses
- FSS issues with invoicing and payments for custodial services
- Location is hard to find for public
- Safety Concerns (Dumpster diving, gunshots, needles, damage to lockbox)

Combine Offices To One Location?

Pros

- Easier to manage a team
- Lower occupancy costs

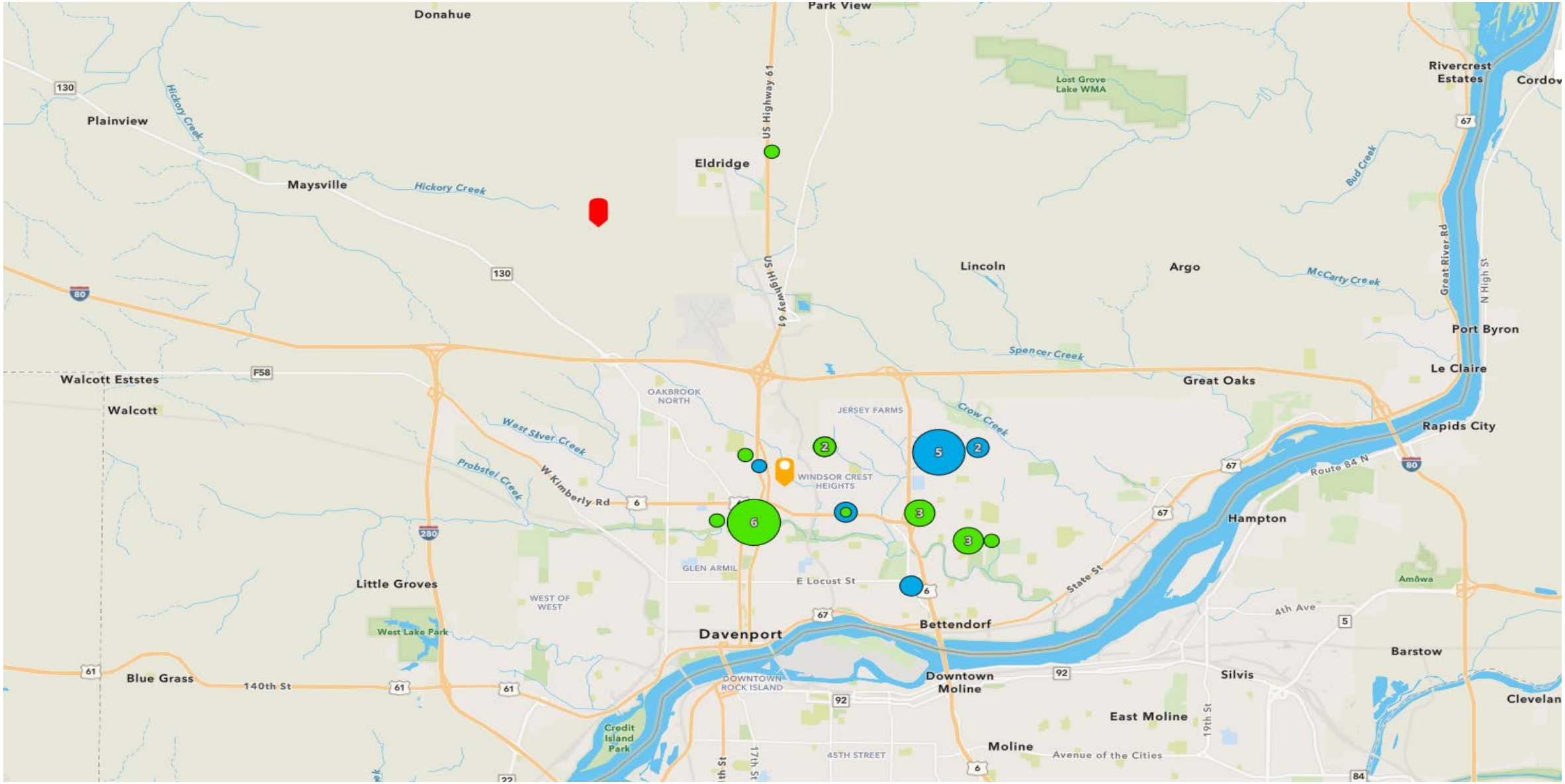
Cons

- Not enough room on first floor
- Additional security presence required if not first floor
- Revenue collection from other departments – has to be received same day
- Not as convenient for customers
- Parking
- Elevators

Desired Attributes For An Office

- Location – Somewhere near geographical population center
- Access – Easy ingress and egress from street
- Findable – Unlike our current location
- Size – Adequate for current staff, plus some temp expansion
- Parking – Adequate for team and expected peak traffic
- Safe for team and clients
- Does not need to be highly visible, nor in high traffic area

Thoughts About Location



Lease vs. Buy Considerations

- Depends on total cost of occupancy over long term (20 years +)
  - Common Area Maintenance (CAM) vs FSS employees
  - Buildouts
  - Resale value
- Six historical buildouts over 40 years – total cost $500K ++?
- Control over issues as with current location – Landlord vs FSS responsiveness
- Consideration of freestanding vs. owners' association
  - FSS vs third party services (Snow/mowing/maintenance)
- Lock-in land and structure costs
- Real Estate taxes assessed to landlords

Conclusions

- Treasurer’s office seeks to move CGS
  - Office redundancy for highest volume department
  - Issues with current location – not likely to improve
- Desire to be near statistical population center of Scott County
- OK to separate from DOT
- Purchasing property has advantages