

December 22, 2009

Scott County Board of Supervisors

December 22, 2009; 5:30 p.m.

The Board of Supervisors met pursuant to adjournment with Hancock, Liske, Minard, Sunderbruch and Gallin present.

The Board recited the Pledge of Allegiance.

Gallin moved, seconded by Sunderbruch, the approval of the minutes of the November 24, 2009 Closed Session, the November 24, 2009 Regular Board Meeting, the December 8, 2009 Closed Session, the December 8, 2009 Special Board Meeting and the December 10, 2009 Regular Board Meeting. All Ayes.

Minard moved, seconded by Sunderbruch, that the following resolution be adopted. All Ayes.

BE IT RESOLVED 1) The property taxes and special assessments for property owned by Scott County and the City of Davenport as follows: Parcel IIG0050-51 Taxes-S189.00 Special Assessment \$ 897.00 Parcel IIG0050-53 Taxes-S 119.00 Special Assessment \$ 00.00 shall be abated. 2) This resolution shall take effect immediately

Minard moved, seconded by Gallin, that the following resolution be adopted.

BE IT RESOLVED 1) The Scott County Board of Supervisors, as the local governing body responsible for the approval of subdivision plats, on the 22<sup>nd</sup> day of December, 2009 considered the Final Plat of Gary Lee Subdivision, a two (2) lot subdivision, in part of the NE ¼ of the SE ¼ of Section 17, Township 79 North, Range 5 East of the 5<sup>th</sup> Principal Meridian (LeClaire Township) Scott County, Iowa, and having found the same to be in substantial accordance with the provisions of Chapter 354, Code of Iowa, and the Scott County Subdivision Ordinance, does hereby approve the final plat of said subdivision. 2) This resolution shall take effect immediately.

Minard moved, seconded by Liske, an amendment adding the following to the final sentence "with the restriction that no further subdivision of the property shall be made until the road is improved." All ayes.

Vote on the main motion as amended. All Ayes.

Minard moved, seconded by Sunderbruch, that the following resolution be adopted. All Ayes.

BE IT RESOLVED 1) That the bids for the annual Class One 2009 Ford Crown Vic Police Interceptor squad car purchase are approved and the bid hereby awarded to Stivers Ford in the amount of \$90,334.00. 2) This resolution shall take effect immediately.

Minard moved, seconded by Gallin, that the following resolution be adopted. All Ayes.

BE IT RESOLVED 1) That the bids for the annual Class One 2010 Ford Crown Vic Police Interceptor squad car purchase are approved and the bid hereby awarded to Reynolds Ford in the amount of \$51,220.00. 2) This resolution shall take effect immediately.

Gallin moved, seconded by Sunderbruch, that the following resolution be adopted. All Ayes.

BE IT RESOLVED 1) That the Board of Supervisors does hereby recognize the retirement of JACK RUDSELL and conveys its appreciation for 19 years of faithful service to the Sheriff's Office. 2) This resolution shall take effect immediately.

Gallin moved, seconded by Minard, that the following resolution be adopted. All Ayes.

BE IT RESOLVED 1) That the Board of Supervisors does hereby recognize the retirement of GERDA LANE and conveys its appreciation for 23 years of faithful service to the County Attorney's Office. 2) This resolution shall take effect immediately.

Gallin moved, seconded by Minard, that the following resolution be adopted. All Ayes.

BE IT RESOLVED: 1) That Human Resources Policy E. "Employee Development and Training" is hereby modified to update language regarding tuition reimbursement to require an accredited school be determined by the department of education, reimbursement limited to degree programs, reduce reimbursement for grade of "C" and reimburse if leave county employment in 2 years. 2) That Human Resources Policy Q. "Employee Assistance Program" is hereby modified to clarify the language regarding supervisory referrals. 3) That Human Resources Policy R "Disciplinary Actions" is hereby modified to clarify language. 4) That Human Resources Policy DD "Attendance" is hereby modified to clarify the need for prompt attendance. 5) That General Policy 7 "Campus Parking" is hereby created as a new policy to provide guidance to downtown campus tenants on the parking plan and permit process. 6) That General Policy 10 "Property Capitalization" is hereby modified to reflect current practices. 7) That General Policy 22 "Hazardous Chemicals" is hereby modified to reflect current practices. 8) That General Policy 24 "Alcoholic Beverage License and Permit" is hereby modified to provide more time for departmental reviews and eliminate the Health Department from unnecessary inspections. 9) That General Policy 29 "Disposition of County Property" is hereby modified to reflect current practices and centralize the process. 10) That General Policy 33 "Financial Management" is hereby modified to reflect current practices. 11) That the following policies following policies Human Resources Policy W "Productivity Innovation Program and General Policies 7 "Microfilm", 8 "Ordinance Adoption", 9 "Petty Cash", 13 "Tour Policy", 15 "Pool Cars", 17 "Phone Use Report" are hereby

deleted. 12) This resolution shall take effect immediately.

Gallin moved, seconded by Liske, approval of personnel actions as presented by the County Administrator. All Ayes.

#### NEW HIRES

Employee/Department	Position	Salary	Effective Date	Remarks
Bruce Leedham FSS	Maintenance Electronic Systems Tech	\$34,944	12/15/09	Fills new position

#### TRANSFERS AND PROMOTIONS

Employee/Department	New Position	Salary Change	Effective Date	Remarks
Julie Walton Attorney	Attorney II	\$70,881 - \$74,425	01/05/10	Replaces Gerda Lane

#### LEAVES OF ABSENCE/OTHER

Employee/Department	Position	Effective Date	Remarks
None			

#### BARGAINING UNIT STEP INCREASES

Employee/Department	Position	Salary Change	Wage Step	Effective Date
Tara Dinneweth Sheriff	Deputy Sheriff	\$51,667 - \$52,686	Step 6	12/09/09
Adam Baetke Secondary Roads	Truck Driver/Laborer	\$38,064 - \$39,562	Step 3	12/11/09
Summer Bawden Sheriff/Jail	Correction Officer	\$41,371 - \$42,432	Step 6	12/12/09
Kris Keuning Sheriff/Jail	Correction Officer	\$41,371 - \$42,432	Step 6	12/12/09
Hal Shelton Secondary Roads	Truck Driver/Laborer	\$39,562 - \$40,789	Step 4	12/14/09
Greg Burnett FSS	Maintenance Specialist	\$34,944 - \$36,504	Step 2	12/15/09

#### MERIT INCREASES

Employee/Department	Position	Salary Change	% of Midpoint	Effective Date
Paul Elias Sheriff/Jail	Program Services Coordinator	\$49,041 - \$50,512 (3.0%)	103%	07/19/09

Rhonda Skahill Treasurer	Motor Vehicle Supervisor	\$56,516 - \$57,321 (1.61%)	115%	12/1/09
Tiffany Kennedy Health	Community Health Consultant	\$54,715 - \$56,356 (3.0%)	108.57%	12/6/09
Kari Elmer Health	Child Health Consultant	\$43,769 - \$45,957 (5.0%)*	93.711%	12/8/09

\*First or second review following appointment or promotion. Salary adjusted 5% if not above 95% of midpoint & employee receives rating of 3 or better.

### BONUS

Employee/Department	Position	Effective Date
Dean Glunz Secondary Roads	Superintendent	09/1/09
Brenda Minter Attorney	Intake Coordinator	11/3/09
Brenda Moore Auditor	Sr. Elections Clerk	11/6/09
Barb Vance Treasurer	Operations Manager	12/23/09

### SEPARATIONS

Employee/Department	Position	Hire Date	Separation Date	Reason for Separation
Jack Rudsell Sheriff	Deputy Sheriff	12/3/90	12/31/09	Retirement
David Tygart Secondary Roads	Engineering Aide	06/3/74	12/31/09	Retirement
Gerda Lane Attorney	Attorney II	01/05/07	01/05/10	Retirement

### REQUEST TO FILL VACANCIES

Position/Department	Position Status	Starting Date	Previous Incumbent	Recommendation
Deputy Sheriff Sheriff	Vacant 12/31/09	ASAP	Jack Rudsell	Approve to fill

**TUITION REQUESTS**

Employee/Department	Position	Course of Study	Course dates(s)
Leslie Arquilla Health	Community	Basic Statistics & Research	1/4/10 – 4/10
	Health	Occupational &	1/8/10 - 4/10
	Consultant	Environmental Health Des Moines University	
Brianna Huber Health	Child Health Consultant	Statistics for Health Sciences	2/6, 2/6, 3/6, 3/7, 4/10, 4/11
		Planning & Eval of Health Ed Programs	1/17/10 – 05/10
		Western Illinois University	
Janet Kimmel Community Services	Office Manager	Management Information Systems University of Illinois	8/24/09 – 12/19/09

Liske moved, seconded by Sunderbruch, that the following resolution be adopted. All Ayes.

**BE IT RESOLVED AS FOLLOWS:**

- 1) Up to \$1885 for funeral services expenses will be allowed for persons over one year of age, Up to \$1500 for funeral expenses will be allowed for a baby up to one year of age. Services include transfer of deceased to funeral home, embalming, body preparation, abbreviated arrangement conference at the funeral home, funeral coach to cemetery, preparation and filing of the death certificate, preparation and placement of minimum obituary in local newspaper, preparation and filing notification of death with Social Security Administration, private viewing at funeral home not to exceed one hour for immediate family only and committal service only. If the family requests a chapel funeral service at the funeral home, they would be responsible to pay the funeral home \$415 for the use of the facilities and necessary staff. Custom obituary charges, if incurred, are the responsibility of the family.
- 2) Up to an additional \$195 (verifiable by invoice) shall be available for an appropriate casket. If an oversized casket is required, the county will pay \$250 and the family will pay an additional \$250 directly to the funeral home.
- 3) Up to \$530 for disposition of the body will be allowed. This benefit may be utilized for grave liners, gravesite opening/closing and any other interment costs. During the months of December, January, February and March, an additional \$50.00 will be available to cover the cost of "thawing" a gravesite, if needed. Whenever possible, county owned plots are to be utilized for burial. Burial is limited to a 25-mile radius of Scott County. In rare instances when a Scott County approved burial requires out of town transportation of the body, mileage must be pre-approved by the Case Aide. Depending on the situation, the family may be asked to pay for transportation charges.
- 4) In all cases, the appropriate disposition benefit identified above represents payment in full for services provided and may not be supplemented by funeral directors.
- 5) Up to \$1350 will be allowed for cremation expenses. Services include transfer of the deceased to the funeral home, professional service fees, vehicle to crematory, abbreviated arrangement conference at the funeral home, private viewing at the funeral home, minimal temporary container for ashes or place ashes into a container provided

by the family, and release of ashes to family. The family will pay the crematory fees not to exceed \$250, the medical examiner's cremation permit fee not to exceed \$50 and \$145 to the funeral home if they choose to have a church or chapel service.

6) This resolution shall take effect 1/1/2010.

Liske moved, seconded by Gallin, that the following resolution be adopted. All Ayes.

BE IT RESOLVED 1) That the Memorandum of Agreement between Scott County and Genesis Medical Center Relating to Payment for Psychiatric Hospitalization Services and provision of crisis services for the period January 1, 2010, through June 30, 2010, and identifying discounted rates for psychiatric services provided, is approved. 2) The Chairman is authorized to sign the Memorandum of Agreement. 3) This resolution shall take effect January 1, 2010.

Sunderbruch moved, seconded by Liske, that the following resolution be adopted. All Ayes.

BE IT RESOLVED 1) That the purchase of Websense Security Service for 450 client access licenses in the amount of \$28,899 is hereby approved, 2) This resolution shall take effect immediately.

Sunderbruch moved, seconded by Gallin, that the following resolution be adopted. Roll Call: Ayes – Hancock, Liske, Minard, Sunderbruch, Gallin.

BE IT RESOLVED 1) That the Scott County Board of Supervisors approves for payment all warrants numbered 224561 through 224862 as submitted and prepared for payment by the County Auditor, in the total amount of \$2,046,587.01. 2) This resolution shall take effect immediately.

Minard moved, seconded by Liske, to adjourn. All Ayes.

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Jim Hancock, Chairman of the Board  
Scott County Board of Supervisor

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ATTEST: Roxanna Moritz  
Scott County Auditor