

**Marshall County Board of Supervisors
Regular Session March 3, 2020 at 9:05 a.m.**

MINUTES

The Board met in regular session on Tuesday, March 3, 2020, at 9:05 a.m. in Great Western Bank, 11 N. 1st Ave., Marshalltown, Iowa, meeting room #1, 2nd floor (north entrance) with all 3 members present.

Pledge of Allegiance

1. Approval or Amendment of Agenda—

Motion by Patten, second by Thompson, to approve the agenda as printed.

Roll call vote:	Patten-Aye	Salasek-Aye	Thompson-Aye
	Member	Chairman	Vice Chairman

Consent Agenda:

- 2. Approve Minutes--**from Regular Session of February 18, 2020.
- 3. Annual Manure Management Plan Update** - Edler Brothers Farm, id no. 58296, received the annual manure management plan update and placed on file with no changes to the MMP.
- 4. Annual Manure Management Plan Update** – J.T. Farms West Site, id no. 63207, received the annual manure management plan update and placed on file with the following changes to the MMP: 4 year update.
- 5. Annual Manure Management Plan Update** – Eric Finisher Farm, id no. 65570, received the annual manure management plan update and placed on file with the following changes to the MMP: changed crop rotation, used manure analysis and 4 year update.
- 6. Annual Manure Management Plan Update** - Burt Farm & Livestock, id no. 62502, received the annual manure management plan update and placed on file with no changes to the MMP.
- 7. Annual Manure Management Plan Update** – West Venture Farms, id no. 63605, received the annual manure management plan update and placed on file with the following changes to the MMP: changed crop rotation or optimal yields.
- 8. Annual Manure Management Plan Update** – KIX Site, id no. 65705, received the annual manure management plan update and placed on file with the following changes to the MMP: added acres and changed crop rotation or optimal yields.
- 9. Non-Permitted Annual Manure Management Plan Update** – Prestage Farms of Iowa, LLC, PI-349 Finisher, received the non-permitted annual manure management plan update and placed on file with the following changes to the MMP: 4 year update.
- 10. Accept Marshall County Conservation Board Annual Report for FY18-19.**
- 11. Approve Claims—**Approve claims as audited and authorize the County Auditor and Recorder to issue payment of the same. The listing of claims paid at this meeting and all claims paid in the month of March will be published as part of the first meeting in April.

Motion by Thompson, second by Patten, to approve the consent agenda as printed.

Roll call vote:	Patten-Aye	Salasek-Aye	Thompson-Aye
	Member	Chairman	Vice Chairman

12. Approve Personnel Action:

- a. Change of Status and Change Rate of Pay, **Donnie Box**, Secondary Roads Department, fulltime, Change of Status from TD1 to TD2, Change Rate of Pay from \$24.81/hr. to \$25.61/hr., effective March 7, 2020.

Motion by Patten, second by Thompson to approve personnel action, Change of Status and Change Rate of Pay, **Donnie Box**, Secondary Roads Department, fulltime, Change of Status from TD1 to TD2, Change Rate of Pay from \$24.81/hr. to \$25.61/hr., effective March 7, 2020 .

Roll call vote:	Patten-Aye	Salasek-Aye	Thompson-Aye
	Member	Chairman	Vice Chairman

13. Resolution #2020-0012-Third and Final Reading and Adoption of Proposed Amendment No ZA-20-01 to Ordinance No. 3 of Marshall County, Iowa.

Whereas, after recommendation from the Marshall County Zoning Commission, the Marshall County Board of Supervisors is considering the adoption of Amendment No. ZA-20-01 to the Zoning Ordinance of Marshall County.

Now, Therefore, Be It Resolved, by the Marshall County Board of Supervisors that this be considered the third and final reading and adoption of the following proposed amendment:

This is a request to amend:

Article H-~~XV~~, Section ~~1, 74~~ **3, 5**

Article H-~~XV~~, Section ~~1, 74~~ **3, 5**, by adding “a.) A home occupation may erect a single one or two-sided sign advertising a permitted home occupation:

- 1.) The sign shall not be more than ~~12~~ **32** square feet (**4' x 8'**);
- 2.) The sign shall not be more than ~~6~~ **8'** wide;
- 3.) The sign shall be no more than 8' in total height from the grade. ~~at the base of the sign~~
- 4.) The sign shall be non-lighted;
- 5.) The sign shall be located on the same parcel as the permitted home occupation;
- 6.) If the home occupation ceases operation the sign shall be immediately removed;
- 7.) The sign owner shall maintain the sign so that it is not in poor condition (no frayed materials, no cracking, no faded and peeling paint, and other similar conditions). If located along a state or federal highway, an Iowa Department of Transportation permit must be obtained. If located along a county right-of-way a minimum set-back of 15' from the right-of-way and a minimum set-back of 15' from all other lot lines

8.) The sign shall contain no content other than the name of the business, **including logo, telephone number** and hours of operation.”

Reason for the amendment request: To allow the use of larger signage for home occupations, and establish new area and dimension parameters. Further to provide for the conditions by which such signage will be maintained and regulated.

Be It Further Resolved that such proposed amendment shall not be effective until the Board adopts the third and final reading of the proposed amendment and the amendment is published.

Dated at Marshalltown, Iowa this 3rd day of March 2020.

Motion by Thompson, second by Patten, to adopt Resolution #2020-0012, Third and Final Reading and Adoption of Proposed Amendment no. ZA-20-01 to Zoning Ordinance No. 3.

Roll call vote:	Thompson-Aye	Patten-Aye	Salasek-Aye
	Vice Chairman	Member	Chairman

Steve Salasek
Board of Supervisors, Chairman

Attest:

Nan Benson
Marshall County
Auditor and Recorder

14. Vision Marshalltown Organization- Members of the Vision Marshalltown organization (Terry Buzbee, Karn Gregoire and Kylie Leger) presented their strategy document with the Board of Supervisors. Handouts at the end of the minutes.

15. Discussion of Personnel Policy Topics- Recommendation the Personnel Policy Committee. Handouts at the end of the minutes.

16. Submitted to Local Authority-Class C Beer Permit (BC) with Sunday Sales Privilege, Class E Liquor License—Application for renewal license (one year) for a Class “C” Beer Permit with Sunday Sales Privilege #BC0027644 and Class E Liquor license #LE0001781 from Randhawa’s Travel Center, 1659-D Marshalltown Blvd., Melbourne, Iowa. The current licenses expire March 15, 2020 and March 7, 2020 respectively.

Motion by Thompson, second by Patten, to approve the renewal of Randhawa’s Travel Center beer permit #BC0027644 and liquor license #LE0001781.

Roll call vote:	Thompson-Aye	Patten-Aye	Salasek-Aye
	Vice Chairman	Member	Chairman

17. Collective Bargaining Agreement between Marshall County Secondary Road Department and Public, Professional and Maintenance Employees (PPME) Local 2003.

This agreement covers the time period of July 1, 2020, through June 30, 2023.

Motion by Patten, second by Thompson, to accept the collective bargaining agreement between Marshall County Secondary Road Department and PPME Local 2003 and authorize the Chairman to sign the formal contracts after preparation.

Roll call vote:	Thompson-Aye	Patten-Aye	Salasek-Aye
	Vice Chairman	Member	Chairman

18. Collective Bargaining Agreement between Marshall County Sheriff's Office Deputies and Jailers and Chauffeurs, Teamsters and Helpers Local Union No. 238, Affiliated with International Brotherhood of Teamsters. This agreement covers the time period of July 1, 2020, through June 30, 2023.

Motion by Thompson, second by Patten, to accept the collective bargaining agreement between Marshall County Sheriff's Office Deputies and Jailers and Chauffeurs, Teamsters and Helpers Local Union No. 238, Affiliated with International Brotherhood of Teamsters and authorize the Chairman to sign the formal contracts after preparation.

Roll call vote:	Thompson-Aye	Patten-Aye	Salasek-Aye
	Vice Chairman	Member	Chairman

19. Collective Bargaining Agreement between Marshall County Sheriff's Clerical Staff and Chauffeurs, Teamsters and Helpers Local Union No. 238, Affiliated with International Brotherhood of Teamsters. This agreement covers the time period of July 1, 2020, through June 30, 2023.

Motion by Patten, second by Thompson, to accept the collective bargaining agreement between Marshall County Sheriff's Office Clerical Staff and Chauffeurs, Teamsters and Helpers Local Union No. 238, Affiliated with International Brotherhood of Teamsters and authorize the Chairman to sign the formal contracts after preparation.

Roll call vote:	Thompson-Aye	Patten-Aye	Salasek-Aye
	Vice Chairman	Member	Chairman

20. Public Forum— Paul Geilenfeldt, Engineer, provided updates on North River Bridge. We should be done before any flooding comes this spring. They have approximately 96 working days remaining. The north 2 bridges will be let on March 17, 2020.

Rhonda shared that National Telecommunications Week is April 12th – 18th. She is planning several recognition items.

21. Adjournment--The next regular session is March 17, 2020, at 9:05 a.m. All business to be acted upon at that session should be submitted to the County Auditor and Recorder's Office or the Board of Supervisors' Office by Thursday, March 12, 2020 at 1:00 p.m. There being no further business to come before the Board, the meeting was adjourned at 10:40 a.m.

Steve Salasek
Board of Supervisors, Chairman

Attest:

Nan Benson
Marshall County
Auditor and Recorder

The Board of Supervisors' calendar can be viewed at: <http://goo.gl/yubHzV>

Community Progress

The past decade:

- YMCA/YWCA Campus
- Library
- Grimes Farm
- Veterans Home
- 13th Street District
- Emerson renovation
- MechDyne expansion
- JBS Distribution & Packaging
- Roundhouse Expansion
- Trails & Bike Paths
- New Hospital
- Bobcat Academy
- Alliant Power Station
- MCSD advancements

Today:

- Marshalltown Company expansion
- RACOM rebuild
- Highway 14 South medians & paving
- Crosby Park
- Wayward Social
- Gallery Garden
- Thompson True Value
- Black Tire Bike Company
- Tannin & Van Gogh's
- Police / Fire Building

Future:

- Lennox rebuild
- Coliseum modernization
- Courthouse renovations
- Downtown Master Plan implementation
- WellsFargo resize
- McGregor's renovations
- Highway 14 plan implementation
- Fisher Community Center
- Wayfinding signage implementation
- Iowa River Trail
- Park and rec plan implementation
- IVCC/MCC renovations
- MHS Tennis Courts
- Hospital campus expansion

Grow Marshalltown

Catalyst Initiative 1: Downtown Festival Park

In addition to providing beautiful places for people to gather and enjoy the out-doors, parks and open space generate increases in value for adjacent and nearby properties, particularly in a downtown setting. These value increases result in higher property and sales tax revenues for the City and represent the public sector's "return on investment". As described in Chapter 2, Festival Park is intended to meet a variety of needs, from connecting downtown residents, workers and visitors to nature, to providing a permanent venue for community events and celebrations. Table 3.2 of the plan describes a preliminary projection of the park's economic impact based on the concept level program and sketch plan described in Chapter 2 of this Downtown Master Plan.



Catalyst Initiative 2: Main Street Renovations

Renovating Marshalltown's historic Main Street buildings in a professional and sensitive manner is a critically important downtown revitalization strategy. As detailed in Chapters 2 and 4 of this Master Plan, the city's downtown historic buildings are its most prized asset and their restoration/renovation, preservation and upkeep are a top priority of community members and business and property owners alike.



The project described in this highlighted project includes the renovating the facades and upper stories of two buildings (35-25 West Main) located on the North-East corner of West Main and 1st Street to provide 12 new loft-style residential rental units on the upper floor. While the design sketch accompanying this initiative is specific to these buildings, the economics are transferable to other similar buildings in the downtown.

Catalyst Initiative 3:

North Pocket Neighborhood Cottage Homes

As the concept's originator, Ross Chapin describes "a pocket neighborhood is a cohesive cluster of homes gathered around some kind of common ground within a larger surrounding neighborhood, like a neighborhood within a neighborhood. They foster a scale where meaningful, neighborly relationships are fostered". This type of arrangement is best supported by clustering small, 1 to 1-1/2 story cottage-style homes ranging between 800 to 1,400 square feet at densities between 6-10 units per acre.

The concept described in Tables 3.4 and 3.5 of the plan includes thirteen, 1,100 to 1,400 sq. ft. cottages with a common green / garden space and a private garage court on 1.8 acres situated along E State Street between N 4th and N 5th Avenues. Similar to the Main Street Renovation concept, pocket neighborhoods could be developed in other downtown mixed residential conservation areas, such as along South 4th Avenue in the Opportunity Zone.



Catalyst Initiative 4: Arts/Entertainment Gateway

As a primary entry portal to downtown, the Arts / Entertainment Gateway catalyst leverages high traffic volumes, low property values, Federal Opportunity Zone designation and future street realignments related to the HWY 14 Corridor Study. The initiative focuses on synergies between a number of related and supportive uses including:

Concept Plan Arts/Entertainment Gateway



- Culinary incubator and food market/dining hall
- Brewery and tasting room
- Entertainment/dining
- Artist/maker spaces and rental apartments
- Artist Live/Work Space
- Food truck space
- Plaza Space

What are High Priority Concerns?

RESPONSIBLE PARTY

100

- [illegible]

- | City | NA |
|------|---------------------------------------|
| City | NA |
| City | Overseas business and property owners |
| City | Overseas business and property owners |

100

- | City | Property owner, City | Major local, state, or national property and attraction |
|-------------|-------------------------|---|
| Emmen | Wolfsburg, Germany | Emmen, Wolfburg Zoo, Library, Court, Marienborn, Hotel |
| Albuquerque | Albuquerque, New Mexico | Albuquerque, Arts and Culture Alliance |
| Chicago | Chicago, Illinois | City, Millennium Public Art Commission, Arts and Culture Alliance |

City

100

- | Property and Package owners, City | Main Street (jgd) |
|-----------------------------------|--|
| Main Street CBO | Business and property owners, City, Maryland/Queen Public Art Committee, Arts and Culture Alliance |

- City Marshal County
Property and business,
owners, Main Street City

Learn more about the Downtown Master Plan by visiting the City of Marshalltown's website:
www.marshalltown-ia.gov/downtown

[illegible]

	STRATEGIES	LEAD ROLES		SUPPORTIVE ROLES		
		Backbone	Communicator	Advocate	Amplifier	Connector/Assist
GROW HOUSING Our housing options are growing and improving.	H51: Grow housing by building dedicated capacity for proactive housing outreach. Increased capacity and action.	City of Marshalltown, Chamber of Commerce	City of Marshalltown, Chamber of Commerce	VM Board, MCBD Support prioritization of initiatives, funding, and policy changes	VM Staff, MCBD Share messages about housing needs and new projects	Vision Marshalltown, Region 5
	H52: Continue implementation of strategy recommendations in the housing study. New housing units by type.	City of Marshalltown, Chamber of Commerce	City of Marshalltown, Chamber of Commerce	VM Board, MCBD Support prioritization of initiatives, funding, and policy changes	VM Staff, MCBD Share messages about housing needs and new projects	Vision Marshalltown
GROW DOWNTOWN Our downtown is transforming in ways that help Marshalltown grow.	D51: Grow downtown through implementation of priority policies in the downtown master plan (1, 2, 5, 7, 8). Completed recommendations. Increase in stores, events, and people using downtown.	Marshalltown Central Business District, City of Marshalltown	Region 5, Marshalltown Central Business District, City of Marshalltown	VM Board, Region 4, Chamber Promote value of updated standards and zones	VM Staff, Region 5 Share messages, promote events, and promote businesses	VM, Region 4, Chamber Bring additional stakeholders to the table
	D52: Grow downtown through communication of priority items in the downtown master plan (3, 5, 10-13, 15, 16). Completed recommendations. Growth in messages and media support.	Marshalltown Central Business District, City of Marshalltown, Chamber	Region 5, Marshalltown Central Business District, City of Marshalltown	VM Board, Region 5 Promote value proposition of downtown priorities	VM Staff, Region 4, Chamber Share messages to reinforce change and promote new development	VM, Region 5, Chamber Encourage developers
GROW EDUCATION Our District and Community College are growing because of the exceptional educational opportunities.	E51: Grow career and college readiness through more work-based learning experiences. Growth in student and employer participation.	Marshalltown Community School District, IVCC/MCC	Marshalltown Community School District, IVCC/MCC	VM Board, Chamber Support prioritization / recruiting work-based learning	VM Staff, Chamber Share messages and seek recognition on behalf of backbones	VM, Chamber, MBEA Encourage employers to support work-based learning
	E52: Increase the reputation and distinctiveness of education in Marshalltown. Growth in enrollment, attendance, and points of pride.	Marshalltown Community School District, IVCC/MCC	Marshalltown Community School District, IVCC/MCC	VM Board, Chamber Promote progress and growth of MCSD and IVCC/MCC	VM Staff, Chamber Share messages and seek recognition on behalf of backbones	VM, Chamber, MBEA Encourage employers to support education in Marshalltown
GROW PRIDE AND REPUTATION Our pride and reputation are growing and fuel future growth. Marshalltown is known as a great place to live, learn, work and play.	PR51: Hospitality, pride, and beauty are integrated into the functional improvements in our community: park design, signage, streetscape, etc. Number of projects completed.	City of Marshalltown	City of Marshalltown	VM Board, Chamber Promote value of beautification	VM Staff, Chamber Share messages and promote pride	VM, Chamber Encourage employers to take pride in their businesses
	PR52: We intentionally increase our reputation through the execution of a marketing strategy. Execution of marketing plan.	VM Staff Convene and lead coalition	VM Staff Develop and implement plan with coalition	VM Board Support marketing initiatives and promote value messages to your organizations	Leaders of Strategies, Communication Group Share messages and promote Marshalltown	Vision Marshalltown Encourage partners and employers to promote growth and progress stories
	PR53: We intentionally recognize Marshalltown's growth and progress by sustaining a robust coalition of promoters and champions. Digital and earned media footprint: website, social media, newsletter, newspaper, radio, and tv.	VM Staff Lead communicative group coalition	Communication Group: VM Staff, City, Chamber, Times-Republican, Alliance, MCSD, IVCC/MCC, MCBD, Trending Media, KDAO	VM Board Advocate for your organization to participate in the marketing coalition	Chamber, Communication Group Share messages and promote Marshalltown	Vision Marshalltown Encourage employers to use materials
	PR54: We have compelling materials that coalition uses to help showcase Marshalltown's strengths. Community partner usage and access with materials.	VM Staff: Lead coalition and material development City of Marshalltown, Chamber of Commerce, Distribution	Communication Group: VM Staff, City, Chamber, Times-Republican, Alliance, MCSD, IVCC/MCC, MCBD, Trending Media, KDAO	VM Board Promote the use of materials	VM Board, Communication Group Share messages and promote Marshalltown	Vision Marshalltown Encourage partners to promote their individual stories

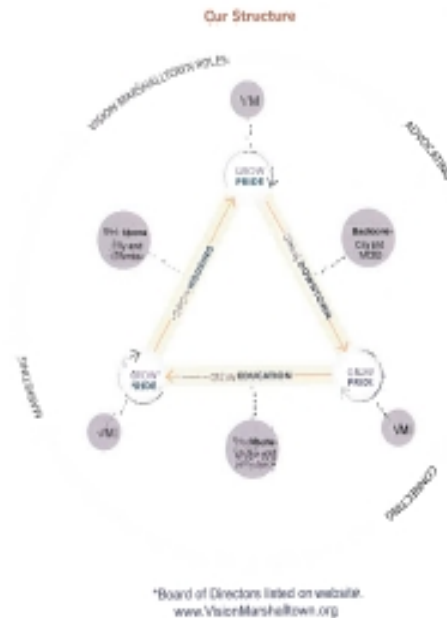
VISION MARSHALLTOWN

We're a network.

In a network there are many leaders. The action of Vision Marshalltown can be seen through the work of many organizations who are committed to growing Marshalltown.

Power and action come from many places. We influence one another through a commitment to a shared vision, not through authority.

We accelerate our work by combining intentional strategies and emergent opportunities. We know that more opportunities for growth will come along than we can see today. We plan to seize opportunities that accelerate our growth.



Role Definitions

Working as a network is effective when we have clarity about each organization's role.

Backbone: Provides the infrastructure for the strategy; convenes partners, provides direct action to generate impact, establishes measurement, reports results, and mobilizes funding.

Communicator: Manages the communications circle; develops plan and materials, generates media coverage, and cultivates social networks.

Connector/Assist: Invites stakeholders, influencers, and resource providers to engage and align with strategies. Assists with strategy implementation proactively and as called upon.

Advocate: Promotes and supports the development, resourcing, prioritization, and implementation of policies aligned with goals by connecting with officials and leaders, expressing support in writing, and sharing opinions with colleagues and influencers.

Amplifier: Proactively extends and elevates messages of other communicators in the network through direct sharing, reaching new audiences, and coordinating with community partners and resources to attain maximum impact/reach.

November 2019

VISION MARSHALLTOWN

Strategic Plan: 2019-2021



MISSION

Vision Marshalltown is a network of organizations and individuals committed to taking action that helps Marshalltown grow and prosper.



VISION

Marshalltown embodies the pride, passion, and purpose of a global community rooted in hometown Iowa quality of living.



Values

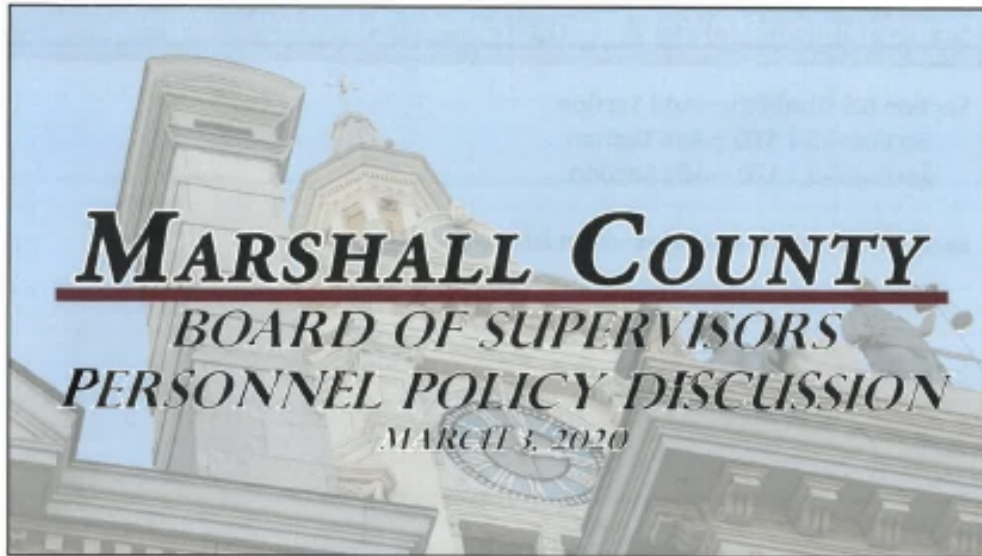
Marshalltown is a place for those who seek a cohesive and positive community, who want to be part of something larger, and are willing to share in the victories afforded by the extraordinary opportunities provided here.

We embrace the ways in which we are uniquely Marshalltown including our:

- Mid-sized town offering global diversity
- Close proximity to major cities
- Meaningful opportunities for involvement

Our leaders are committed to growing and positively transforming Marshalltown with a mindfulness to overcoming the paralyzing consequences of cynicism through positive outreach, messaging, and dialogue.

3/3/2020



PERSONNEL POLICY REVISION

Section 4.4 Longevity

Remove

One Time cents/hour adjustment to Hourly Rate 7/01/2020

Section 5.3.5 Sick Leave

8 hours/month (from 12 hours/month)

Maximum accumulation 360.0 hours

Section 5.4 Sick Leave Conversion

Current Balance remain until used

Review of Sick Leave Balance November 1st, March 1st & July 1st

No Sick Leave Used for previous 4 month period; additional 8 hours at currently hourly rate paid into Employee's HRA Account

3/3/2020

PERSONNEL POLICY REVISION

Section 6.5 Disability – Add Section

Section 6.5.1 STD – Add Section

Section 6.5.2 LTD – Add Section

Section 7.4 Health Reimbursement Account - Add section

PERSONNEL POLICY REVISION

Note: Updated Personnel Policy will need Board of Supervisor Approval, Elected Official Sign Off, All Employee sign form acknowledging they have received, and understand the Personnel Policy Manual.