

The Marion County Board of Supervisors met in regular session at 3014 E. Main St. Knoxville, IA 50138 on Tuesday, June 24, 2025 with Steve McCombs and Kisha Jahner present in-person and Jim Mueller participating electronically. Board of Supervisor Chair Jahner opened the regular session at 9:00 A.M. The Pledge of Allegiance was recited.

Unless otherwise indicated, all the motions offered at this meeting were carried with the following vote:

Ayes: McCombs, Jahner, Mueller Nays: None Abstentions: None Absent: None

Agenda:

McCombs moved and Mueller seconded to approve the agenda as posted.

Communications:

1. Supervisor Jahner – Reminder Marion County Board of Supervisor meetings permanently move to the Marion County North Annex at 2003 N Lincoln St., Knoxville, IA effective July 2025.

Public Comments: None

Consent Agenda:

McCombs moved and Mueller seconded to approve the consent agenda as follows:

1. Marion County Warrants #259500 - #259728 through 6/24/2025
2. Marion County Board of Supervisor Regular Minutes: 6/10/2025
3. Marion County Board of Supervisor Special Minutes: 6/10/2025
4. Marion County Employee Annual Salary Adjustments – Complete list available in the Human Resources Office.
5. Marion County Conservation Board Warrants #259451 - #259499 through 6/18/2025

Business:

1. Missy Poffenbarger, Marion County Zoning Director, presented the proposed Two Rivers Co-op Dry Fertilizer Building including detention Site Plan on Parcel 22599-010-00 described as Otley Original Block 1 Lots 1-4, Vacant Alley & Block 2 & Vacant Chestnut & Vacant Jefferson St & Vacant RR ROW, Otley, IA. Poffenbarger reported the Site Plan meets all County requirements and the Marion County Zoning Commission approved 3-1. Kevin Van Haften, adjoining landowner, voiced concerns regarding the replacement building including size of building, volume of materials, drainage and disaster event planning. The applicant, Two Rivers Co-op, reported on efforts to minimize risk and improve drainage. The Board requested the Co-op and neighbors work together. McCombs moved and Mueller seconded to approve the Two Rivers Co-op Dry Fertilizer Building including detention Site Plan.

2. Missy Poffenbarger, Marion County Zoning Director, presented an updated Marion County Zoning Department Fee Schedule. The Board discussed the reasoning and purpose of the fee changes. Mueller moved and McCombs seconded to approve Resolution 2025-68 Establish Certain Fees To Be Charged For The Division Of Land Division, Subdivisions, Rezoning Of Land And Issuance Of Building Permits Effective July 1, 2025 as follows:

WHEREAS, the Marion County Board of Supervisors did approve certain charges for the division of land, subdivisions, rezoning of land, and issuance of Building Permits to be set through resolution; and

WHEREAS, the Marion County Board of Supervisors duly passed and approved said Chapter 55 – Zoning Regulations; and

WHEREAS, the Marion County Board of Supervisors duly passed and approved Chapter 56 – Division of Land and Subdivision Regulations; and

WHEREAS, the Marion County Board of Supervisors desires to establish standard fees to be paid by the applicant prior to approval of their request; the amount of such fees is deemed appropriate for the specific request as determined by said Board.

THEREFORE BE IT RESOLVED by the Board of Supervisors of Marion County, Iowa that the following charges be adopted:

Section 1) Marion County Code Section 55.29, **Site Plan**. Site Plans in accordance with Section 55.29 are required for all new buildings and building additions that are larger than 25% of the existing structure; with the exception of single-family and two-family dwellings which are exempt from Site Plan requirements. Site Plans are also required prior to consideration of Special Use Permits.

Site Plan Fees: Before a site plan shall be considered for approval by the Zoning Commission or Board of Supervisors, the applicant shall be required pay a non-refundable filing fee to the Zoning Administrator in the amount of \$300.00. Further, the Zoning Administrator may determine, at their sole discretion, that the site plan is of sufficient complexity that said site plan requires review by Marion County's engineering and/or planning consultant in which case the applicant shall be responsible for reimbursing Marion County for the just and reasonable professional fees for such review. Such reimbursement shall be paid in full to the Zoning Administrator before said site plan shall be considered for approval by the Zoning Commission or Board of Supervisors.

Section 2) Marion County Code Section 55.31, **Building Permit fees:**

- (a) Principal Structure: \$200.00 per permit
- (b) Duplex Structure: \$400 per permit
- (c) Accessory Dwelling Unit: \$200.00 per permit
- (d) Accessory Structure: \$50.00 per permit
- (e) Addition: \$50.00 per permit
- (f) Commercial Building Structure: \$300.00 per permit
- (g) Commercial Towers (Cell, Wind): \$300.00 per permit
- (h) Sign Permits: \$50.00 per permit
- (i) Administration Appeal: \$150.00 per appeal

Section 3) Marion County Code Section 55.40, **Rezoning fees:** \$300.00 per application

Section 4) Marion County Code Section 55.37, **Special Use Permit:** \$300.00 per permit

Section 5) Marion County Code Section 55.38, **Variance fees:** \$300.00 per permit

Section 6) Marion County Code Section 56.12, **fee for Land Division by Specific Quantity Description:** \$50.00

Section 7) Marion County Code Section 56.12, **fee for Land Division by Plat of Survey:** \$50.00.

Section 8) Marion County Code Section 56.12, **fee for Land Division by Minor Plat of Subdivision:**

- (a) Final Plat: \$250.00 per Final Plat having no new public or private streets.

Section 9) Marion County Code Section 56.12, **fees for Land Division by Plat of Subdivision:**

(a) Preliminary Plat: \$200.00 for a Preliminary Plat having no new public or private streets or \$250.00 for a Preliminary Plat having one or more new public or private streets.

- (b) Final Plat: \$250.00 for a Final Plat having no new public or private streets or \$350.00 for a Final Plat having one or more new public or private streets.

Further, the Zoning Administrator may determine, at their sole discretion, that the Preliminary Plat and/or the Final Plat is of sufficient complexity that said Preliminary Plat and/or Final Plat requires review by Marion County's engineering and/or planning consultant in which case the applicant shall be responsible for reimbursing Marion County for the just and reasonable professional fees for such review. Such reimbursement shall be paid in full to the Zoning Administrator before said Preliminary Plat and/or Final Plat shall be considered for approval by the Zoning Commission or Board of Supervisors.

Section 9) In the case of land division requests or rezoning, the foregoing fees shall be paid in full by the applicant prior to the land division request or rezoning being considered for approval by the Zoning Commission or Board of Supervisors. In the case of building permits or site plans, the foregoing fees shall be paid in full by the applicant prior to issuance of permit or site Plan being considered for approval by the Zoning Administrator. If the applicant fails to pay the appropriate fee as determined by the Zoning Administrator, the application or request shall be deemed to be denied approval.

Section 10) The foregoing fees shall not be refunded for failure of any application or request to be recommended for approval by the Zoning Commission and/or its failure to be approved by the Board of Supervisors.

Section 11) The foregoing fees will be implemented and become effective on July 1, 2025.

Section 12) Any Resolution or any part of a resolution in conflict with the provisions of this Resolution are hereby repealed to the extent of the conflict.

3. Chris Nesteby, representing the Marion County Salary Survey Committee reported on the results of the Salary Survey RFP responses. The County received 2 responses to the request for proposal to complete the Marion County Salary Study Project. The two respondents were Gallagher and Birches Group LLC. Nesteby reported the Committee had reviewed each of the responses and found them lacking the necessary details to recommend approval. The recommendation of the Committee was to resubmit the Salary Survey RFP including personal contact from the committee to prospect respondents. The expected timeline would not make the results of the survey available until the FY27 budget year. McCombs moved and Mueller seconded to close discussion.

4. McCombs moved and Jahner seconded to approve a 6 Month Pella Driver's License Lease Agreement with the City of Pella at the Pella Community Center effective 7/1/2025 - 12/31/2025.

5. McCombs moved and Mueller seconded to approve Resolution 2025-64: Award of Contract for County Line Road Project L-COLINERD26-9 as follows:

WHEREAS; on June 17, 2025 the Marion County received bids for project L-COLINERD26-9 for County Line Road Pavement Rehabilitation – Grading and Storm Sewer in Marion County on County Line Road with the City of Monroe and;

WHEREAS; Crossroads Pipe and Grading from Monroe, Iowa submitted the lowest responsible bid and;

WHEREAS; the low bid of \$58,714.00 is acceptable to Marion County;

NOW THEREFORE, BE IT RESOLVED; that Marion County approve the award of a construction contract and bonds for project L-COLINERD26-9 with; Crossroads Pipe and Grading in the amount of \$58,714.00 for Grading and Storm Sewer on the County Line Road in Marion County, IA.

6. Mueller moved and McCombs seconded to approve Resolution 2025-65: Award of Contract for County Line Road Project L-COLINERD26-5 as follows:

WHEREAS; on June 17, 2025 the Marion County received bids for project L-COLINERD26-5 for County Line Road Pavement Rehabilitation – HMA Pavement and Full Depth Reclamation in Marion County on County Line Road with the City of Monroe and;

WHEREAS; Manatt's, Inc. from Brooklyn, Iowa submitted the lowest responsible bid and;

WHEREAS; the low bid of \$385,678.23 is acceptable to Marion County;

NOW THEREFORE, BE IT RESOLVED; that Marion County approve the award of a construction contract and bonds for project L-COLINERD26-5 with; Manatts, Inc. in the amount of \$385,678.23 for HMA Pavement and Full Depth Reclamation on the County Line Road in Marion County, IA.

7. McCombs moved and Mueller seconded to approve Resolution 2025-69: Marion County CFYP 2026-2030 Amendment as follows:

WHEREAS, Iowa Code 309.22 requires the County to annually adopt a secondary road construction program by May 15, and;

WHEREAS, the County approved a construction program for the period FY26 through FY 30 at the board meeting on April 22, 2025 and;

WHEREAS, Federal Discretionary Grant Funding has been made available for county bundled bridge projects and;

WHEREAS, Marion County has a bridge project programmed in FY 28 that has been accepted for the grant application process and;

WHEREAS, as part of the application process Marion County needs to revise the funding sources for the project . The existing funding was \$960,000 Federal Aid SWAP and \$240,000 Federal HBP funds. The required change in funding is \$960,000 Discretionary Grant Funds and \$ 240,000 FM Funds.

NOW THEREFORE, BE IT RESOLVED that the county adopt the proposed amendment to the secondary road construction program for the period of FY26 through FY30.

8. Mueller moved and McCombs seconded to approve Resolution 2025-67: State Recreational Trails (SRT) Program Grant Application Endorsement Authorization as follows:

WHEREAS, the State of Iowa has developed program funding, administered through the Iowa Department of Transportation entitled STATE RECREATIONAL TRAILS PROGRAM (SRT); and

WHEREAS, said program is designed to provide funds for the establishment of recreational trails in Iowa for the use, enjoyment and participation of the public. Projects shall fulfill a creational need identified through a planning process, enhance tourism, leverage other secure funding sources, and are anticipated to be complete within two years; and

WHEREAS, Marion County has applied for a Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant for the Hwy T15 corridor, and

WHEREAS, the proposed transportation improvements to be partially funded through the RAISE program includes recreational trail extension from the existing Volksweg Trail south and west to connect to the new Red Rock Visitors Center and ultimately extend south another 0.5 miles, and

WHEREAS, the proposed recreational trail improvement lies partially on United States Corps of Engineers property between the existing trail and the new visitor center location, and.

WHEREAS, federal dollars, such as that from RAISE may not be expended on federal lands, and

WHEREAS, the endorsement of the SRT grant application can lessen the burden of local match from Marion County for the trail extension if awarded.

NOW THEREFORE, BE IT RESOLVED, by the Board of Supervisors of Marion County, Iowa the Board Chair be authorized to execute a letter in support of the State Recreational Trails Program (SRT) grant application and fulfill the endorsement requirement for the application.

SPECIAL NOTE – New Item: Supervisor McCombs reported to the Road Department that he had received several complimentary calls regarding the Dust Control applications this year and thanked the Department.

9. Linsey Spoelstra, Marion County Public Health Director, presented an updated Marion County General Assistance Policy dated 6/24/2025. The update includes adjustments in calculating applicable wages, rent maximums and a new foot care policy. McCombs moved and Mueller seconded to approve Resolution 2025-71 Marion County General Assistance Policy Updates as follows:

WHEREAS, it is beneficial for Marion County residents who are poor or in need to receive financial assistance and,

WHEREAS, Marion County has clarified the roles and responsibilities of the General Assistance program with the policies and policy updates provided,

WHEREAS, Marion County will receive applications, approve requests, and disburse funds to assist qualified applicants in financial hardships;

NOW THEREFORE BE IT RESOLVED that General Assistance Policies, describing a procedure for the General Assistance application process, administration oversight, and the disbursement of funds for citizens to receive general relief be hereby adopted as revised.

10. McCombs moved and Mueller seconded to approve Amended Judicial Mental Health Advocate Memorandum of Understanding with Polk County.

11. McCombs moved and Jahner seconded to approve the following 25-26 Marion County Cigarette/Tobacco/Nicotine/Vapor Permit Application Renewals

- Keener Oil Co. - 2193 Old Hwy 92 Harvey, Iowa
- New Star Newton LLC dba New Star Pella – 977 198th Place, Pella

12. Mueller moved and McCombs seconded to Receive and File the FY24 Marion County Audit Report. Supervisor Jahner reported the County is required to pay a \$850 filing fee to the State to file the County Report.

13. Lisa Seddon, Marion County HR Manager, presented the updated Marion County Employee Handbook and reviewed the major changes. Supervisor Jahner thanked Seddon for her efforts for this very major project. McCombs moved and Mueller seconded to approve Resolution 2025-70 Revised Marion County Employee Handbook as follows:

WHEREAS the Human Resources Manager and the Board of Supervisors have prepared a revised Marion County Employee Handbook to reflect current policies, employment laws and best practices;

WHEREAS the Board of Supervisors has reviewed the contents of the revised Marion County Employee Handbook dated July 2025 and determined that it accurately reflects the County's policies and expectations;

NOW, THEREFORE, BE IT RESOLVED by the Marion County Board of Supervisors hereby approves and adopts the revised Marion County Employee Handbook as the official personnel policy document of Marion County, effective July 1, 2025;

FURTHER RESOLVED, that all prior versions of the Marion County Employee Handbook are hereby replaced,

FURTHER RESOLVED, the Human Resources Department is authorized and directed to distribute the revised Marion County Employee Handbook to all employees and to obtain signed acknowledgments of receipt and review from each employee.

13. Board of Supervisor Updates:

Mueller: Announced the hiring of new Development Director Dan Nieland.

McCombs: None

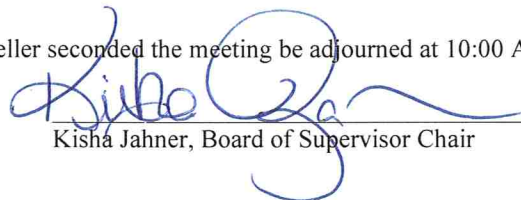
Jahner: Aging Resources meeting

Adjournment:

There being no other business, McCombs moved and Mueller seconded the meeting be adjourned at 10:00 A.M.



Jake Grandia, County Auditor



Kisha Jahner, Board of Supervisor Chair