

NOVEMBER 18, 2013

The Board of Supervisors of Clinton County, Iowa, met. Present were Supervisors Staszewski, Davisson and Schmidt. The minutes of the previous meeting were read and approved.

REPORTS

The October 2013 monthly report of the Commission of Veterans Affairs, submitted by Ed Staszewski, Director, was presented, approved and filed.

9:15 A.M. FORMAL ACTION: Resolutions and Motions

The following resolution was presented and on motion adopted.

RESOLUTION #2013-293

WHEREAS, the Clinton County Board of Supervisors has considered the Snow Removal Agreement and bids received for the snow and ice removal of the parking lot, sidewalk and entrances of the Clinton County Satellite Offices, located in Clinton, Iowa, for the 2013-2014 Fiscal Year:

WHEREAS, the vendors and total bid amount for each occasion is as follows:

AEJ Enterprises LLC (dba J&L Enterprises LLC) \$180.00

THEREFORE BE IT RESOLVED by the Board of Supervisors of Clinton County, Iowa, that the bid be awarded to:

AEJ Enterprises LLC

based upon the recommendation of the Building Maintenance Manager because the fee for hauling away snow was \$40.00 less with this vendor.

BE IT FURTHER RESOLVED that the Chairperson of the Board of Supervisors be authorized to execute said agreement on behalf of Clinton County, Iowa.

Roll Call:

Schmidt: Yes

Davisson: Yes

Staszewski: Yes

John F. Staszewski, Chairperson

The following resolution was presented and on motion adopted.

RESOLUTION #2013-294

WHEREAS, Russell E. Bailey has petitioned for property tax suspension under provision of Code of Iowa, Section 427.8, on the following described property:

1804 23<sup>rd</sup> Ave. South, Clinton IA

Parcel #80-10630000

WHEREAS, eligibility for said suspension has been verified by Kim Ralston, CAP Director.

BE IT RESOLVED by the Clinton County Board of Supervisors that tax suspension (for the collection of taxes, special assessments, and rates or charges, including interest, fees and costs) be and is hereby approved and the County Treasurer is authorized to make entry on her records accordingly, all under provision of Section 427.8, Code of Iowa.

BE IT FURTHER RESOLVED that tax suspension under provision of Section 427.8, Code of Iowa, is for the 2012 Assessment Year and all prior years and it is the responsibility of the petitioning taxpayer to reapply for further tax suspension.

Roll Call:

Schmidt: Yes

Davisson: Yes

Staszewski: Yes

John F. Staszewski, Chairperson

Motion was made by Supervisor Schmidt to authorize the Chairperson to sign Utility Permit Number 16-169 for Windstream Communications of Iowa to install fiber optic cable along the east side of 308<sup>th</sup> Avenue in Section 33 of T82N-R4E of DeWitt North Township.

Roll Call:

Schmidt: Yes

Davisson: Yes  
Staszewski: Yes

Motion carried.

## GENERAL PUBLIC

## DEPARTMENT HEADS, ELECTED OFFICIALS AND EMPLOYEES

Clinton County Building Maintenance Manager Corey Johnson said the engineering firm working on the Clinton County Satellite Offices would like to meet with the Board of Supervisors to discuss parking lot improvement plan. That meeting will be scheduled to take place during the next week's Board of Supervisors meeting.

### 9:30 A.M. Discussion – Elvira Wastewater Treatment

Supervisor Davisson requested a report from Clinton County Sanitarian Bob Summers concerning the next steps of the project.

Summers said the consultants are anxious to proceed, but property acquisition is needed to start to the process. Summers said it was suggested County Attorney Mike Wolf be involved with the three properties involved in the proposed acquisition. The properties are needed for subsurface drainage fields. Summers said two of the properties are crop fields and it is not recommended the fields be used for crops after it has been made a drainage field. The consultants want to have the plans completed by the end of the year so the property has to be committed soon, Summers said.

Wolf suggested a meeting with the Elvira area residents be conducted to discuss the proposed plan. Summers, Davisson and Wolf will meet to plan the community meeting.

### 10:01 A.M. Discussion – 122<sup>nd</sup> Avenue vacation / Railroad crossing closure west of Wheatland

Todd Kinney, County Engineer, said the County was asked by the Union Pacific Railroad and the Iowa Department of Transportation to meet about the road and crossing. Kinney said the road is about 900-feet long and connects old US 30 with new US 30. He reported no one lives on the road and the school district is not using the road consistently for bus routes. Kinney added the Union Pacific Railroad would pay up to a certain amount for the road vacation process. He believes there should be a public meeting to address the possible vacation. A public meeting in Wheatland will be scheduled for December 2 to further discuss the matter.

### 10:26 A.M. Discussion/Possible Action – Protective Payee Policy & Procedures Revisions - Kim Ralston, CAP Director

Ralston presented the Board of Supervisors with the changes made to the Protective Payee Policy.

The following resolution was presented and on motion adopted.

#### RESOLUTION #2013-295

WHEREAS, Clinton County currently provides Protective Payee services to residents of Clinton County and has a Protective Payee Policy outlining the eligibility for payee services and the procedures for providing such services;

WHEREAS, the Clinton County Board of Supervisors has reviewed proposed revisions to the Protective Payee Policy with respect to the eligibility criteria, caseload size, record keeping, record maintenance and destruction and confidentiality, among other provisions.

THEREFORE BE IT RESOLVED by the Board of Supervisors of Clinton County, Iowa, that the current Protective Payee Policy be replaced with the revised Protective Payee Policy and the Chairperson be and is hereby authorized to sign the updated Protective Payee Policy on behalf of Clinton County.

#### Roll Call:

Schmidt: Yes  
Davisson: Yes  
Staszewski: Yes  
John F. Staszewski, Chairperson

10:33 A.M. Human Resources Update – HR Manager Lynn Tibbetts

Tibbetts reported that in March software was purchased to allow better record keeping for personnel files that would also decrease the amount of paper used in the current process. She also provided an update on a wage study currently being conducted. She said the Board of Supervisors need to decide if the Roadside Management Manager position is being moved under the Secondary Roads Department. She said that will affect its classification in the wage study. She also asked about changing the Board of Supervisors Secretary position to full time. She added that Case Management has requested that position assist with scanning records. Tibbetts also asked if the part time receptionist position was needed any longer. Davisson said it was the board's intention to move the Roadside Management position to Secondary Roads. Board of Supervisors Administrative Assistant Roberta Lewis asked if the part-time receptionist should continue since the Sheriff's security staff has been at the front desk on a more consistent basis. Lewis expressed her support to make the Board secretary full time. She added the Maintenance Department also wants the Board of Supervisors office to take over mail duties. Tibbetts noted the Board secretary currently works 28 hours. Davisson guessed six to eight hours a week would be needed for Case Management. Davisson believes they could keep the secretary busy, but isn't sure what it would do to the Board of Supervisors budget. Schmidt said with health insurance, it would blow up the budget. Davisson suggested she could waive health insurance. Schmidt said the money is available to pay for the position, but not in the supplemental budget to pay for the health insurance. He added he doesn't believe the receptionist position is needed any longer as the Sheriff is providing staff for the receptionist desk. Tibbetts added the Department Head evaluations will be done differently this year. She said the Supervisors will submit an evaluation form for each position, but the actual face-to-face evaluation will be conducted with Tibbetts and only one board member. Evaluations will begin in December.

11:19 A.M. Administrative Assistant Updates:

- Board of Supervisors Committee/Subcommittee Updates

The Board of Supervisors agreed to set December 16 as its annual meeting with area state legislators. The Board also worked on setting a tentative budget schedule.

The Board of Supervisors adjourned to meet on Tuesday, November 19, 2013 at the Clinton Community College, Technology Center, Clinton, Iowa.

Eric Van Lancker, County Auditor

John F. Staszewski, Chairperson

-APPROVED-

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County Auditor

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Chairperson