

OCTOBER 21, 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.

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

The following resolution was presented and on motion adopted.

RESOLUTION #2013-273

WHEREAS, Donna Jean Dalrymple has petitioned for property tax suspension under provision of Code of Iowa, Section 427.8, on the following described property:

1513 South 3<sup>rd</sup> Street, Clinton, IA 52732

Parcel #80-59360000

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

The following resolution was presented and on motion adopted.

RESOLUTION #2013-274

WHEREAS, has petitioned for tax suspension under provision of Code of Iowa, Section 427.9, on the following described property:

Donald and Marcia Lass 818 Park Pl, Clinton, IA

Parcel #84-00600000

Mary Ellen Schreiner 2515 Pershing Blvd., Clinton, IA

Parcel #86-13080000

WHEREAS, Kim Ralston, eligibility for said suspension has been verified by the Iowa Department of Human Services.

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 shall make entry on her records accordingly, all under provision of Section 427.9, Code of Iowa.

BE IT FURTHER RESOLVED that tax suspension under provision of Section 427.9, 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

The following resolution was presented and on motion adopted.

RESOLUTION #2013-275

WHEREAS, the County of Clinton, Iowa, is classified as an employer that offers Other Post-Employer Benefits (OPEB); and

WHEREAS, the Government Accounting Standards Board has established accounting valuation rules for OPEBs under GASB-45, which requires the County to provide a financial report concerning the OPEBs: and

WHEREAS, it is the recommendation of Clinton County Health Benefits Consultant Ruth Lee that J.

Robert Hopson, Inc. be retained to perform the required bi-annual Clinton County GASB-45 financial report.

THEREFORE BE IT RESOLVED by the Clinton County Board of Supervisors that J. Robert Hopson, Inc., be and is hereby authorized to complete the GASB-45 financial report at a cost not to exceed \$2,300.

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

The following resolution was presented and on motion adopted.

RESOLUTION #2013-276

WHEREAS, it is in the best interest of Clinton County to establish policies from time to time; and

WHEREAS, various Clinton County department heads and elected officials have identified the need to utilize a petty cash fund for the efficient operation of their department; and

WHEREAS, the annual Clinton County Audit for the year ending June 30, 2012, included a finding that the County is deficient of a County Petty Cash Policy as an internal control; and

WHEREAS, the Clinton County Board of Supervisors recognizes the necessity of a Petty Cash Policy as a best management practice;

THEREFORE BE IT RESOLVED by the Clinton County Board of Supervisors that the attached Clinton County Petty Cash Policy be and is hereby adopted effective this date;

BE IT FURTHER RESOLVED that all department heads and elected officials allowed to use a petty cash fund will acknowledge receipt of the policy and a signed copy of that receipt will be kept with that office.

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

The following resolution was presented and on motion adopted.

RESOLUTION #2013-277

BE IT RESOLVED by the Board of Supervisors of Clinton County, Iowa, that the resignation of Ryan Knight, full-time Medicaid Case Manager, of the Clinton County Case Management Department be and is hereby acknowledged and effective October 29, 2013, at the close of the work day.

BE IT FURTHER RESOLVED that the County Auditor be and is hereby authorized to discontinue pay checks effective October 29, 2013.

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

The following resolution was presented and on motion adopted.

RESOLUTION #2013-278

WHEREAS, the Board of Supervisors of Clinton County, Iowa, having adopted "Regulations for Non-Union County Engineer's Personnel" applicable to the employment of non-union personnel, and

WHEREAS, it is necessary to make certain changes in the regulation as to the appointment of non-union employees, now

THEREFORE BE IT RESOLVED by the Board of Supervisors of Clinton County, Iowa, that the following changes are made:

Terminate the employment of the following part-time employee/summertime employee, effective October 18, 2013

David Mohr

Roll Call:

Schmidt: Yes

Davisson: Yes

Staszewski: Yes

John F. Staszewski, Chairperson

#### GENERAL PUBLIC

Jack Robinson, Executive Director of Skyline Center Inc., invited the Board of Supervisors to its 50<sup>th</sup> anniversary ceremony. He said Iowa Governor Branstad will tour its facility on Friday morning.

#### DEPARTMENT HEADS, ELECTED OFFICIALS AND EMPLOYEES

9:30 A.M. Clinton County Conservation Foundation – Eco Center Presentation – Chairperson Norlan Hinke

Hinke, along with Clinton County Conservation Director Walt Wickham and Clinton County Conservation Board member Jim Haring, presented a “key to the Eco Center” to the Board of Supervisors. Hinke believes the facility will be a great tourism attraction and educational facility for the County.

9:45 A.M. Discussion/Possible Action – Purchase of snow removal equipment for County Building Maintenance

Maintenance Manager Corey Johnson reported his department started using brine last year on the sidewalks and parking lot in county facilities to prevent ice on the surfaces. He said a compact tractor would allow his employees to more efficiently place the brine on the sidewalks. Johnson said the tractor would also be used to move snow and can be used to sweep the parking lot. He said the vendor with the lowest quote will allow payment for the tractor to be split between two fiscal years.

The following resolution was presented and on motion adopted.

#### RESOLUTION #2013-279

WHEREAS, quotations were received in October 2013 for one new BX2370 Kubota Compact Tractor with a 54” mowing deck, 60” front blade and a 47” front brush; and

WHEREAS, the total amount of each quotation without trade is as follows:

Kunau Implement DeWitt, IA	\$16,645.00
State Bid ( Capital City Equipment) <a href="http://www.iowadot.gov/purchasing/equipment/new_equipindex.htm">http://www.iowadot.gov/purchasing/equipment/new_equipindex.htm</a>	\$17,130.00

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

Kunau Impement in the amount of \$16,645.00

BE IT FURTHER RESOLVED that the Chairperson of the Board of Supervisors be authorized to execute said purchase agreement with Kunau Implement that includes half payment in FY2013 and a final half payment in FY2014 on behalf of Clinton County, Iowa.

Roll Call:

Schmidt: Yes

Davisson: Yes

Staszewski: Yes

John F. Staszewski, Chairperson

10:00 A.M. Discussion/Possible Action – Camanche/DeWitt Coalition (Substance Abuse) – Mayor Don Thiltgen, Kristin Huisenga, Steve Cundiff

DeWitt Mayor Don Thiltgen explained the Camanche-DeWitt Coalition plays an important role in both communities to promote healthy, drug-free lifestyles among the communities' youth. He said the DeWitt Coalition once had a paid staff person that assisted the volunteers in his community to complete certain tasks. Thiltgen said he has asked Kristin Huisenga to assist with a grant through the Gateway IMPACT Coalition to receive money to hire a staff person. Huisenga said a grant that would help pay for such a position for ten years has been identified and is due in January. The Coalition is in need of \$5,000 to complete the grant and continue some of the work it has started, according to Thiltgen. He asked if the County could possibly fund that amount.

The Board of Supervisors asked County Auditor Eric Van Lancker what funds may be available to fund the request. Van Lancker stated he could research that and have an answer to the Board of Supervisors for its meeting next week. The Board of Supervisors will take action on the request during its November 4th meeting.

10:15 A.M. Discussion/Possible Action – Clinton County Justice Coordinating Coordinator position; and Contractual agreement to provide consulting services for jail needs assessment and cost assessment

Craig Eberhart, Clinton County Jail Administrator and Chairman of the CCJCC, reported the commission is waiting for the Board of Supervisors to decide if it would allow the CCJCC to move ahead with the hiring process to replace the coordinator position.

Supervisor Davisson said she appreciates what the Commission does, but when the position is funded by the taxpayers, she would be more comfortable for the position to be listed under the Board of Supervisors with the Commission as an advisory board. Davisson considers the job a department head position that should answer to the Board of Supervisors. She suggested it could also answer to the County Attorney's Office or the Sheriff's Office.

Clinton County Sheriff Rick Lincoln said the National Institute of Corrections (NIC) assisted the County with forming the CCJCC. He said it was recommended by NIC that the coordinator position be independent of any office. NIC suggested the position should be independent so that all participants on the commission won't feel one office is being favored by the office which the positions would answer to.

Clinton County Attorney Mike Wolf said when the commission started it was pushed because of jail overcrowding and then the condition of the jail. Wolf said since then the County has worked through a number of issues through a system review. He suggested that with the current system in place that the County should be able to continue on its own. Wolf suggested delaying the hiring of a coordinator to see how the CCJCC can operate without it. He said if the position were hired, he supports Davisson's idea that the position should be under an elected official and wouldn't mind if it was in the Sheriff's Office.

Lincoln reminded the Board of Supervisors that the CCJCC met and discussed the replacement of the coordinator and it was overwhelmingly agreed upon to replace the position. Lincoln said it has more to deal with than just the jail. He said there are many roles the position plays within the subcommittees. He said the coordinator gathers a lot of information for the subcommittees.

Former CCJCC Coordinator Brian McKenrick agreed the position should be accountable to the taxpayers. He said the way it has operated the last four years, he was probably answerable to more elected officials than any other County position. He said the Sheriff, Board of Supervisors and County Attorney is represented on the commission.

Brian Guy, Clinton Police Chief and representative of the Gateway Area Police Administrators on the CCJCC, said it is critical that the CCJCC be allowed to move forward with replacing the coordinator position. He said the coordinator keeps all of the pieces of the justice system working together.

Marlita Greve, Chief Judge of Iowa's Seventh Judicial District which includes Clinton County, said when she became Chief Judge she learned of the CCJCC and was amazed at what the commission has accomplished. She has also attended a CCJCC meeting. Greve said it would be wonderful if this sort of commission existed in all the counties in the Seventh Judicial District. She believes the coordinator position is needed to keep all of the factions in the judicial system working together.

Davisson said there is obvious progress that has been made by the CCJCC, however it's important for her to review the job description and the salary amount and place it under an elected official office. She's not questioning why they want to replace, but she wants to address her issues.

Supervisor Schmidt said the Board of Supervisors has oversight of the position based on setting the department's budget. Davisson said it needs to be hired and fired and evaluations done like the County Zoning Administrator position. She said the Zoning Administrator position answers to the Board of Supervisors and also works with the County Planning and Zoning Commission.

Staszewski asked, to address Davisson's concerns, under what office would the position be placed. Lincoln suggested going back to the commission to decide that issue. Davisson suggested tabling the resolution to consider the issue of what office the position should be placed.

Schmidt said the section of the CCJCC by-laws concerning the Coordinator mentions accountability to the Board of Supervisors as far as job performance and the department's budget. He said he finds it difficult to place the position with some other office. He said the Board of Supervisors would lose accountability if the position was moved to the County Attorney or Sheriff.

Davisson said a job description for the position hasn't been approved. She said that should probably be approved before the hiring process takes place.

Staszewski would like to act on the resolution. Davisson said she can't because the resolution needs a salary range. She said she is not prepared to discuss the salary range without the complete job description.

Schmidt said he is concerned with the message that may be sent to the jail inspectors if the County doesn't show it's serious about continuing to address its jail issues through the CCJCC coordinator.

Staszewski believed the resolution should be approved to begin with the job search. Lincoln said a salary range will be needed to proceed with the hiring process.

Davisson believes the job description should be reviewed by the Board of Supervisors along with the County Human Resource Manager.

Davisson said the CCJCC will need a job description as part of the hiring process to provide information to interested candidates.

The following resolution was presented and on motion tabled.

RESOLUTION #2013-280

WHEREAS, the Clinton County Justice Coordinating Commission (CCJCC) seeks the support of the Clinton County Board of Supervisors to proceed with the replacement hiring of the CCJCC Coordinator position; and

WHEREAS, the Clinton County Board of Supervisors recognizes the efforts put forth by the CCJCC and its staff to strive for efficient administration of the court system in Clinton County;

THEREFORE BE IT RESOLVED by the Clinton County Board of Supervisors that it duly supports the CCJCC efforts to hire a CCJCC Coordinator within a salary range of \$\_\_\_\_\_ to \$\_\_\_\_\_ a year in addition to traditional County employee benefits.

Motion was made by Supervisor Davisson to table Resolution #2013-280.

Roll Call:

Schmidt:	Yes
Davisson:	Yes
Staszewski:	Yes

Motion carried.

The Board of Supervisors moved forward to discuss a possible consultation agreement with McKenrick. McKenrick said the consultation agreement was modified to address concerns of the hourly rate. He offered capping the day-long rate to \$450.00, which offers a reduction of 20% from the original agreement. He said the daily cap would reduce his hourly rate from \$90.00 to \$56.00 for a full day of work.

Davisson said she called Shive-Hattery to ask them about the need for this sort of consultant. Shive-Hattery reported the continuity would be appreciated. However, Shive-Hattery also said it would not put their project behind schedule if the consultant was not in place. Schmidt said he had a similar conversation with the Shive-Hattery firm.

Davisson said the County has recently not contracted with former employees who have moved on to other jobs. She said the county should stay consistent in those regards. Wolf said there would not be any liability to the County if it decided to contract with McKenrick.

Lincoln said McKenrick offered his services not to help himself, but to help the commission realizing he was leaving the CCJCC at a difficult time.

The following resolution was presented and on motion adopted.

RESOLUTION #2013-281

WHEREAS, the Clinton County Justice Coordinating Commission (CCJCC) desires to enter into an agreement with Brian McKenrick for consultation services during the CCJCC Coordinator position vacancy; and

WHEREAS, Brian McKenrick has presented an agreement to provide said consultation services during the CCJCC Coordinator position vacancy transition;

THEREFORE BE IT RESOLVED by the Clinton County Board of Supervisors that the Chairperson is authorized to sign said agreement with Brian McKenrick for consultation services as stipulated by the terms of said agreement.

Roll Call:

Schmidt: Yes

Davisson: Yes

Staszewski: Yes

John F. Staszewski, Chairperson

The Board of Supervisors adjourned to meet on Monday, October 28, 2013.

Eric Van Lancker, County Auditor

John F. Staszewski, Chairperson

-APPROVED-

\_\_\_\_\_  
County Auditor

\_\_\_\_\_  
Chairperson