

# Clinton County Board of Supervisors

Clinton County Administration Building  
1900 North Third Street

Shawn Hamerlinck  
Dan Srp  
Tom Determann

P.O. Box 2957  
Clinton, Iowa 52733-2957  
Telephone: (563) 244-0575

[www.clintoncounty-ia.gov](http://www.clintoncounty-ia.gov)

**PUBLIC NOTICE** is hereby given that the Clinton County Board of Supervisors will meet at the following time and place: TUESDAY, January 3, 2017, 9:00 A.M.; Clinton County Administration Building, Conference Room B, 1900 N. 3<sup>rd</sup> St., Clinton, IA.

**9:00 a.m.** Review Correspondence & Claims  
Call to Order – Pledge of Allegiance

**9:15 a.m.** Formal Action & Motions

## RESOLUTIONS

- Appointment of Board of Supervisors Chairman and Appointment of Vice Chairman for 2017.

## CONSENT AGENDA

- RESOLUTION 2017-02: Designation of official newspapers for County publications for 2016
- RESOLUTION 2017-03: Set reimbursable mileage rate for Clinton County Employees for 2016
- RESOLUTION 2017-04: Authorize the County Auditor to issue checks when the Board is not in session
- RESOLUTION 2017-05: Authorize the County Auditor to make allowed deductions from employee salaries
- RESOLUTION 2017-06: Authorize the County Engineer to execute certification of completion of work and final acceptance of federal or state aid construction projects
- RESOLUTION 2017-07: Authorize the Chairman to execute transfer of funds from Secondary Road Farm to Market Fund
- RESOLUTION 2017-08: Authorize the County Engineer to close County Secondary Roads as necessary
- RESOLUTION 2017-09: Tax suspension request – Code of Iowa Sec. 427.8 (Matyasse)
- RESOLUTION 2017-10: Approve updates to the County building emergency action plan documents

## UNFINISHED BUSINESS

## GENERAL PUBLIC

## DEPARTMENT HEADS, ELECTED OFFICIALS & EMPLOYEES

## DISCUSSION WITH POSSIBLE ACTION

1. Adoption of Rules for the Clinton County Board of Supervisors Meeting
2. The Supervisors will discuss committee assignments for 2017
3. The Supervisors will discuss the schedule for fiscal year 2018 budget presentations
4. The Supervisors will discuss the County Medical Examiner appointment
5. The Supervisors will discuss setting a public hearing for the closing of a bridge near Wheatland

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**Board of Supervisors**

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**9:30 a.m.** County Law Enforcement Center Security Electronics & Detention Package bid  
The Supervisors will consider a recommendation to award a bid for the Clinton County Law Enforcement Center Security Electronics & Detention Package.

**9:35 a.m.** Drainage Districts  
The Supervisors as Board of Trustees for Drainage District 17 will consider awarding a bid for a repair project.

January 3, 2017

RESOLUTION 2017 – 01

The Board of Supervisors of Clinton County, Iowa, proceeded to elect a Chairperson according to the following Roll Call:

Supervisor Srp voted for \_\_\_\_\_

Supervisor Determann voted for \_\_\_\_\_

Supervisor Hamerlinck voted for \_\_\_\_\_

Supervisor \_\_\_\_\_, having received the majority of the votes, was declared Chairperson of this Board of Supervisors for the year 2017.

\_\_\_\_\_

Chairperson

ATTEST:

\_\_\_\_\_

County Auditor, Eric Van Lancker

Chairperson \_\_\_\_\_ appointed Supervisor \_\_\_\_\_ Vice-Chairperson of the Clinton County Board of Supervisors for the Year 2017.

January 3, 2017

RESOLUTION 2017-02

WHEREAS, two (2) newspapers of Clinton County have made application for appointment as official newspapers of this County, in accordance with Section 349, Code of Iowa, as follows:

*THE OBSERVER*, DeWitt, Iowa

*THE HERALD*, Clinton, Iowa

THEREFORE, BE IT RESOLVED that *THE OBSERVER* and *THE HERALD* are hereby designated as the official newspapers for the publication of the proceedings of the Board of Supervisors of Clinton County, Iowa, for the year 2017.

Roll Call:

Determann: \_\_\_\_\_

Srp: \_\_\_\_\_

Hamerlinck: \_\_\_\_\_

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
County Auditor, Eric Van Lancker

January 3, 2017

RESOLUTION 2017-03

WHEREAS, the Internal Revenue Service annually issues the allowable maximum reimbursement rate for mileage; and

WHEREAS, the maximum allowable reimbursement rate for 2017 is 53.5 cents per mile as prescribed by the Internal Revenue Service;

BE IT RESOLVED by the Clinton County Board of Supervisors that the maximum reimbursable mileage rate for Clinton county employees be and is hereby approved at the rate of 39 cents per mile effective January 4, 2017.

Roll Call:

Determann: \_\_\_\_\_

Srp: \_\_\_\_\_

Hamerlinck: \_\_\_\_\_

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Chairperson

ATTEST:

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County Auditor, Eric Van Lancker

January 3, 2017

RESOLUTION 2017-04

BE IT RESOLVED by the Clinton County Board of Supervisors that the County Auditor be and is hereby authorized to issue checks on the various funds when said Board is not in session, in payment of such fixed charges as freight, express postage, water/sewer, other utilities and right of way, when duly certified claims have been properly filed with the County Auditor;

BE IT FURTHER RESOLVED that all bills paid under this provision shall be passed upon by the Board of Supervisors and shall then be entered upon the minutes as other claims allowed by the Board.

Roll Call:

Determann: \_\_\_\_\_

Srp: \_\_\_\_\_

Hamerlinck: \_\_\_\_\_

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Chairperson

ATTEST:

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County Auditor, Eric Van Lancker

January 3, 2017

RESOLUTION 2017-05

WHEREAS, the employees of Clinton County have authorized certain deductions from their payroll, the accumulations of such deductions to be used in the purchase of United States Savings Bonds, Annuities, Life Insurance, Flex Plans, Union Dues, United Fund, Family Dental Coverage and Credit Unions;

THEREFORE, BE IT RESOLVED by the Clinton County Board of Supervisors that Eric Van Lancker, County Auditor, be and is hereby authorized to hold said deductions and make payments to the proper entity or organization.

Roll Call:

Determann: \_\_\_\_\_

Srp: \_\_\_\_\_

Hamerlinck: \_\_\_\_\_

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Chairperson

ATTEST:

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County Auditor, Eric Van Lancker

**January 3, 2017**

**RESOLUTION #2017-06**

BE IT RESOLVED by the Board of Supervisors of Clinton County, Iowa that Todd Kinney, County Engineer of Clinton County, Iowa, be and is hereby designated, authorized, and empowered on behalf of the Board of Supervisors of said County to execute the certification of completion of work and final acceptance thereof in accordance with plans and specifications in connection with all Farm to Market and federal or state aid construction projects in this county.

Roll Call:

Determann: \_\_\_\_\_

Srp: \_\_\_\_\_

Hamerlinck: \_\_\_\_\_

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
County Auditor, Eric Van Lancker

January 3, 2017

RESOLUTION #2017-07

WHEREAS: From time to time it is necessary to procure various services from the Iowa Department of Transportation (IADOT) for the construction of Clinton County Secondary Road projects.

THEREFORE BE IT RESOLVED by the Board of Supervisors of Clinton County, Iowa that the Chairperson of said Board of Supervisors of Clinton County, Iowa is hereby designated, authorized, and empowered to execute the transfer of funds from the Secondary Road Farm to Market Fund to the IADOT in payment for services provided to Clinton County on Secondary Road construction projects in this county.

Roll Call:

Determann: \_\_\_\_\_

Srp: \_\_\_\_\_

Hamerlinck: \_\_\_\_\_

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
County Auditor, Eric Van Lancker

January 3, 2017

RESOLUTION #2017-08

**WHEREAS**, Section 306.41 of the Code of Iowa provides that “The agency having jurisdiction and control over any highway in the state, or the chief engineer of said agency when delegated by such agency, may temporarily close sections of a highway by formal resolution entered upon the minutes of such agency when reasonably necessary because of construction, reconstruction, maintenance or natural disaster and shall cause to be erected ROAD CLOSED signs and partial or total barricades in the roadway at each end of the closed highway section and on the closed highway where that highway is intersected by other highways if such intersection remains open. Any numbered road closed for over forty-eight hours shall have a designated detour route. The agency having jurisdiction over a section of highway closed in accordance with the provisions of this section, or the persons or contractors employed to carry out the construction, reconstruction, or maintenance of the closed section of highway, shall not be liable for any damages to any vehicle that enters the closed section of highway or the contents of such vehicle or for any injuries to any person that enters the closed section of highway, unless the damages are caused by gross negligence of the agency or contractor.”

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of Clinton County, Iowa, that the County Engineer be authorized to close Clinton County Secondary Roads as necessary with the actual dates of closure to be determined by the County Engineer as follows:

1. For Construction: Any project as described in the approved Clinton County Secondary Road Construction Program for the current fiscal year and any approved supplements thereto.
2. For Emergency Closure of any road for maintenance purposes: Any route deemed necessary by the County Engineer.

Roll Call:

Determann: \_\_\_\_\_

Srp: \_\_\_\_\_

Hamerlinck: \_\_\_\_\_

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
County Auditor, Eric Van Lancker

January 3, 2017

**RESOLUTION #2017-09**

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

4010 W 3<sup>rd</sup> Street, Camanche, IA

Parcel #1020100000

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 Treasure 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 2015 Assessment Year and all prior years and it is the responsibility of the petitioning taxpayer to reapply for further tax suspension.

**Roll Call:**

**Determann:** \_\_\_\_\_

**Srp:** \_\_\_\_\_

**Hamerlinck:** \_\_\_\_\_

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**Chairperson**  
**Clinton County Board of Supervisors**

**ATTEST:**

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**Eric Van Lancker**  
**County Auditor**  
**County of Clinton**  
**State of Iowa**

## **Changes to the Courthouse, Admin. Building and Satellite Office EAP's - 2017**

### Changes to the all three EAP's:

1. Title page and footer updated with correct date.
2. All title pages and footers dates were changed to reflect January 2017.
3. Verbiage was added to dial 9-911 to dial out from desk phones to report an emergency.
4. The word "programmed" was added to the paging directions when pushing the page button.
5. Verbiage and page number was added for paging the Secondary Roads Building.
6. Replaced the word "warned" with "predicted" in the first paragraph under Severe Weather Warning Procedure.
7. Replaced the word "secure" or "close" with "close and lock" on the last bullet under non-management employees.
8. An additional bullet was included under evacuate for Active Shooter to state a different county building to contact if staff members are unaccounted for.
9. Updated the Admin. Building Paging system under Reporting Emergencies.
10. Added "Also available on the Flip Chart." under Bomb and Other Threats.
11. Replaced "adopt" with "recommend" in the last sentence of paragraph 2 under the Acknowledgement Form.

### Changes to the Courthouse:

1. Plan on how an employee handle someone who is in a wheel chair when evacuation of the building is necessary
2. The "Domestic Violence Court Advocate" was added to the EAP for sheltering.
3. Verbiage was added about offices containing duress buttons in the EAP.
4. The Courthouse Flood Plan was added including relocation and notification
5. The Infectious Disease Outbreak plan was added to EAP
6. The Hostage Situation plan was added including evacuation, keeping people from entering or re-entering and notifying emergency responders to the EAP
7. A written security operations plan was added to the EAP. This basically was to say the EAP would stay at the Sheriff's department and security information and the plan would not be released.
8. Changed bullet under Duress Button to say "Select employee locations have..." instead of "Employees have..."
9. Updated the Primary evacuation location to be the Genesis Visiting Nurses Association (VNA) Building with the secondary location out at the 2<sup>nd</sup> Street sidewalk near the memorial flags.
10. Changed the primary exit to be the East Courthouse doors instead of the West. Also changed the secondary exit to be the South Courthouse doors.

### Changes to the Admin. Building:

1. Plan on how an employee handle someone who is in a wheel chair when evacuation of the building is necessary
2. Verbiage was added about offices containing duress buttons in the EAP.
3. The extension 5564 was added to the Paging Zones section for paging overhead for the entire Admin. Building.

### Changes to the Satellite Office:

1. The Security Number 6400 was added in the EAP.

January 3, 2017

RESOLUTION 2017- 10

WHEREAS Clinton County is dedicated to managing the risks of providing services for the public and will do all it can to prevent losses and create a safe work place for employees; and

WHEREAS recognizing that losses may occur, Clinton County considers no losses acceptable and will make efforts to identify and treat all loss exposures; and

WHEREAS Clinton County recognizes the need to adopt, review and update the Emergency Action Plans for its facilities;

THEREFORE BE IT RESOLVED that the Clinton County Board of Supervisors approves the Clinton County Satellite Offices (DeWitt), Clinton County Administration Building, Clinton County Courthouse Emergency Action Plans developed, reviewed and presented by the Risk Management Committee.

Roll Call:

Determann: \_\_\_\_\_

Srp: \_\_\_\_\_

Hamerlinck: \_\_\_\_\_

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
County Auditor, Eric Van Lancker

January 3, 2017

RESOLUTION #2017-\_\_\_\_

WHEREAS, the Board of Supervisors have the power to alter or vacate and close a highway under their jurisdiction in accordance with Iowa Code Section 306.10 and the Board of Supervisors after consultation with the County Engineer have determined that the following County bridge described herein should be permanently closed:

WHEREAS, the Code of Iowa requires that a hearing be held for the purpose of closing the bridge described herein, and

WHEREAS, this notice must be duly published and the adjoining property owners to the bridge proposed to be closed, utility companies whose facilities are located within or adjoining the bridge, agencies in control of any affected state lands, Iowa Department of Transportation District Local Systems Engineer and the Board of Supervisors, be notified by certified mail.

THEREFORE BE IT RESOLVED by the Board of Supervisors that a public hearing be held at the Wheatland City Hall Building on January 23, 2017, at 9:00 a.m., located at 205 Jefferson Street East, Wheatland, Iowa.

BE IT FURTHER RESOLVED that proper public notification be given for the purpose of closing the following described County Bridge:

County Bridge (Q-1157) located on 235<sup>th</sup> Street over the Wapsipinicon River in Section 11 of Spring Rock Township. Federal Highway Administration Structure number 121690 constructed in 1930.

Roll Call:

Determann: \_\_\_\_\_

Srp: \_\_\_\_\_

Hamerlinck: \_\_\_\_\_

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
County Auditor, Eric Van Lancker

RESOLUTION # 2017-DD17-01

WHEREAS: The Clinton County Board of Supervisors acting as Trustees for Drainage District #17 (DD17) approved the County Engineer’s recommendation for the scope of the repair work in DD17 (Paarman Property Section 20 Eden Township) and authorized the Engineer to solicit quotes for the recommended repairs, and;

WHEREAS, on December 15, 2016 quotes for the repair work were received as listed below and;

<b>Contractor</b>	<b>Quote Amount</b>
Rittmer, INC	\$16,460.00
Dexter Dozing & Scraping	\$11,478.00

WHEREAS: the Clinton County Engineer has reviewed the quotes and recommends the repair project be awarded to Dexter Dozing & Scraping.

THEREFORE BE IT RESOLVED that the Board of Supervisors of Clinton County, Iowa, accept the low quote submitted by Dexter Dozing & Scraping and authorize the execution of the contract.

Roll Call:  
 Determann: \_\_\_\_\_  
 Srp: \_\_\_\_\_  
 Hamerlinck: \_\_\_\_\_

\_\_\_\_\_  
 Chairperson

ATTEST:  
 \_\_\_\_\_  
 County Auditor, Eric Van Lancker