

# Clinton County Board of Supervisors

Clinton County Administration Building  
1900 North Third Street

Daniel A. Srp, Chairperson  
Shawn Hamerlinck, Vice Chairperson  
John F. Staszewski

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: MONDAY, April 18, 2016, 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

## CONSENT AGENDA

- RESOLUTION 2016-67: Tax suspension request – Code of Iowa Sec. 427.8 (Lampe)
- RESOLUTION 2016-68: Tax suspension request – Code of Iowa Sec. 427.9 (Shipler)
- MOTION: Authorize the Community Assistance Programs Director to sign the County Substance Abuse Prevention Programs grant application.

## UNFINISHED BUSINESS

## GENERAL PUBLIC

## DEPARTMENT HEADS, ELECTED OFFICIALS & EMPLOYEES

## DISCUSSION WITH POSSIBLE ACTION

1. The Supervisors will consider a proposed purchase by the Sheriff's Office of video surveillance equipment from the Public Safety Special Levy (Room and Board Fund)
2. The Supervisors will consider a proposed County Procurement Policy
3. The Supervisors will consider a proposed County Code of Conduct (Conflict of Interest) Policy
4. The Supervisors will hear a plan for custodial services at the DHS building due to a retirement
5. The Supervisors will discuss safety fence options for the retaining wall project at the Administration Building

**9:30 a.m.** Clinton County Local Road Safety Plan

The Supervisors will hear a presentation by the Clinton County Engineer about the Clinton County Local Road Safety Plan.

**April 18, 2016**

**RESOLUTION # 2016-67**

**WHEREAS, RICHARD C. LAMPE, II** has petitioned for property tax suspension under provision of Code of Iowa, Section 427.8, on the following described property:

631 9<sup>TH</sup> AVE SOUTH, CLINTON IA

PARCEL #80-36860000

**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:**

**Staszewski:** \_\_\_\_\_

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

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

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**Daniel A. Srp, Chairman**  
**Clinton County Board of Supervisors**

**ATTEST:**

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

April 18, 2016

**RESOLUTION # 2016-68**

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

**1120 5<sup>th</sup> Street, De Witt, IA**

**Parcel #: 2009450000**

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

**Roll Call:**

**Staszewski:** \_\_\_\_\_

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

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

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**Daniel A. Srp, Chairperson**  
**Clinton County Board of Supervisors**

**ATTEST:**

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

April 18, 2016

Motion by Supervisor \_\_\_\_\_ to authorize Kim Ralston, Community Assistance Programs Director to be the Board of Supervisors Authorized Signatory for the County Substance Abuse Prevention Programs grants application.

**ROLL CALL:**

**Staszewski:** \_\_\_\_\_

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

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

Motion \_\_\_\_\_.

April 18, 2016

**RESOLUTION 2016-**

**WHEREAS**, Iowa Code Chapter 356.7 details the collection and disbursement of funds pertaining to the Public Safety Special Levy, also known as Room and Board, and

**WHEREAS**, Chapter 356.7(5) states that the sheriff may submit a plan or recommendation to the county board of supervisors for the use of the funds as provided in this subsection or the sheriff and board may jointly develop a plan for the use of the funds; and

**WHEREAS**, County Jail Administrator Lt. Craig Eberhart recommends adding a video recording system into the Jail booking office as it has been identified as a high liability area; and

**WHEREAS**, County Sheriff Rick Lincoln certifies that the proposed project meets the requirements of Iowa Code Chapter 356.7; now

**NOW, THEREFORE BE IT RESOLVED** by the Board of Supervisors of Clinton County, Iowa, that the Sheriff is authorized to purchase video-recording equipment for the Jail not to exceed \$4,500.00 using Room and Board funds.

Roll Call:

Staszewski: \_\_\_\_\_

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

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

\_\_\_\_\_  
Daniel A. Srp, Chairperson  
Clinton County Board of Supervisors

ATTEST:

\_\_\_\_\_  
Eric Van Lancker  
County Auditor  
County of Clinton, State of Iowa



## **CLINTON COUNTY PROCUREMENT POLICY**

### **DEFINITIONS**

"Purchase" shall mean the purchase of any and all supplies, material, equipment and/or services on behalf of the County by any department, and shall include any and all articles and supplies which shall be furnished to or used by any department, including any and all printing, periodicals, stationary and the rental, repair and maintenance of equipment and machinery.

"Department" shall mean any office, department, board, commission or agency of the County.

"Department Head" shall mean an elected official or department head of the County government or a person selected as a designee for that department for the purpose of investigating, making and verifying purchases. Designee names shall be submitted to the Board prior to becoming effective.

"Proposal" shall mean a price given by a vendor for the supplies, material, equipment and services, as described to the vendor, but does not mean an authorization to ship.

"Board" shall mean the Clinton County Board of Supervisors.

### **POLICY**

This Procurement Policy shall take effect upon adoption by the Board and shall remain in effect until amended by the Board. All departments shall be covered by this Policy.

### **PROCUREMENT POLICY**

Subject to Board approval (if statutorily applicable), the Department Head of a Department, or their designee, shall make and account for all purchases whenever practical and feasible. Chapter 26 and Section 331.341 of the Iowa Code will be followed on all applicable purchases. All other appropriate sections of the Iowa Code shall also apply. Title 2, Part 200 of the Code of Federal Regulations effective December 26, 2014, shall also be applicable when federal funds are used for purchases.

#### **A. PROPOSALS**

- 1) Two (2) or more written Proposals may be solicited on purchases for an item or group of items when it is felt that it is advantageous to the Board and County. Purchases are to be approved by the appropriate department head.
- 2) All proposals must be in writing. (Typed or Ink)

B. NO PROPOSAL

- 1) If no Proposal will be required as outlined in Iowa Code, it is recommended, but not required, that quotes be received on these items.
- 2) The Department Head, or their designee, shall determine if the purchase is in the best interest of the County and whether Proposals will be required.

C. CONTRACT PURCHASES

- 1) Contract purchases shall be approved and entered into by the Board. The Board shall determine if it is in the best interest of the County to enter into such a contract and award the contract based on what is determined to be in the best interest of the County. The Board reserves the right to reject any or all of the proposals or bids associated to a contractual agreement.

D. LEASE AGREEMENTS

- 1) The Board shall have the authority to approve and enter into lease agreements for the County when the affected department head and the Board determine it necessary.

**EMERGENCY PURCHASES**

Emergency purchases may be made by a Department Head or the Board if situations or circumstances have arisen where immediate action is needed for the betterment of the public. In emergency situations, this policy may not be followed and Department Heads may purchase as necessary.

**EXEMPTIONS**

The following items shall be exempted from this policy. Please note this list is not all inclusive.

- Wages
- Employee Benefits
- Utility Payments for the County
- Payments made on behalf of Human Resource Recipients
- Rent – Buildings and Land
- Judgements, Damages and Settlements
- Publications
- Debt/Lease payments
- Insurance payments

Passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Daniel A. Srp  
Chair, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Eric Van Lancker  
Clinton County Auditor

April 18, 2016

RESOLUTION 2016-\_\_\_\_\_

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

WHEREAS, the Clinton County Board of Supervisors desires to provide guidance and assurances to follow local, state and federal guidelines when applicable for purchases made by the County; now

THEREFORE, BE IT RESOLVED by the Clinton County Board of Supervisors that the Clinton County Procurement Policy filed in the County Auditor's Office be and is hereby adopted effective this date;

BE IT FURTHER RESOLVED that this policy be distributed by the County Auditor's Office to all County elected officials and department heads.

Roll Call:

Staszewski: \_\_\_\_\_

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

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

\_\_\_\_\_  
Chairperson, Daniel A. Srp

ATTEST:

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



## CLINTON COUNTY CODE OF CONDUCT POLICY

### **PURPOSE**

The purpose of this Code of Conduct is to ensure the efficient, fair, and professional administration of federal grant funds in compliance with 24 CFR; Part 85 (85.36(b)(3)) and other applicable federal and state standards, regulations, and laws.

### **APPLICATION**

This Code of Conduct applies to all officers, employees, or agents of Clinton County engaged in the award or administration of contracts supported by federal grant funds.

### **REQUIREMENTS**

No officer, employee, or agent of Clinton County shall participate in the selection, award, or administration of a contract supported by federal grant funds, if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

- a. The employee, officer, or agent;
- b. Any member of his/her immediate family;
- c. His/her partner; or
- d. An organization which employs, or is about to employ any of the above;

has a financial or other interest in the firm selected for award.

Clinton County officers, employees or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors or subcontractors.

### **REMEDIES**

To the extent permitted by federal, state or local laws or regulations, violation of these standards may cause penalties, sanctions or other disciplinary actions to be taken against Clinton County officers, employees or agents, or the contractors, potential contractors, subcontractors or their agents.

Passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

ATTEST:

\_\_\_\_\_  
Daniel A. Srp  
Chair, Board of Supervisors

\_\_\_\_\_  
Eric Van Lancker  
Clinton County Auditor

April 18, 2016

RESOLUTION 2016-\_\_\_\_\_

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

WHEREAS, the Clinton County Board of Supervisors desires to provide guidance and assurances to follow federal guidelines when applicable when an officer, employee or agent of the County engages in the award or administration of contracts supported by federal grant funds; now

THEREFORE, BE IT RESOLVED by the Clinton County Board of Supervisors that the Clinton County Code of Conduct Policy filed in the County Auditor's Office be and is hereby adopted effective this date;

BE IT FURTHER RESOLVED that this policy be distributed by the County Auditor's Office to all County elected officials and department heads.

Roll Call:

Staszewski: \_\_\_\_\_

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

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

\_\_\_\_\_  
Chairperson, Daniel A. Srp

ATTEST:

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