

Clay County Board of Supervisor’s Minutes from Meeting #11 held on March 18, 2020

The Clay County Board of Supervisors met pursuant to adjournment March 18, 2020 at 12 noon in the boardroom with Chairperson Skelton presiding and with the following other members present: Supervisors Swanson, Anderson, Matthews, Hamrick, Assistant County Attorney Barry Sackett, and Auditor Marjorie Pitts as clerk for the meeting. Chairperson Skelton led the meeting in the Pledge of Allegiance. Attendees: Eric Tigges, Tammy McKeever, Chris Raveling, Zach Larsen, William Rabenberg, LeAnn Black, Sheila Weeks, Kristi Busse, Kim Wilson, Spencer City Manager Amanda Maack, Jeremy Jensen, Mike Determan.

Unless otherwise indicated, all of the motions offered at this meeting were carried with the following vote: Ayes: Swanson, Matthews, Hamrick, and Skelton. Nays: None. Abstentions: None. Absent: Anderson.

Motion by Hamrick, seconded by Swanson that the Board meeting agenda for March 18, 2020 be received and placed on file with the County Auditor as approved. Motion carried.

It was moved by Matthews, seconded by Hamrick to adopt the following resolution:

**RESOLUTION #2020-24
HOMESTEAD TAX CREDIT APPLICATION**

WHEREAS, pursuant to Code of Iowa, Chapters 425 and 426A the Board of Supervisors is empowered to establish by resolution that any person may request, in writing, from the Clay County Assessor, forms for the filing of Homestead Tax Credit and/or Military Service Tax Exemption; and,

WHEREAS, it is in the best interest of the residents of Clay County to be allowed to make such written requests, through regular mail or electronic mailing; and,

NOW THEREFORE, BE IT RESOLVED by the Clay County Board of Supervisors as follows:

Section 1. That pursuant to Code of Iowa, Chapters 425 and 426A any person may request, in writing, from the Clay County Assessor, forms for the filing of Homestead Tax Credit and/or Military Service Tax Exemption.

Section 2. That the forms may be made available by the assessor’s office and may also be accessed online through the Clay County website.

Section 3. This resolution shall be effective upon passage by the Clay County Board of Supervisors.

The above and foregoing resolution was adopted by the Board of Supervisors of Clay County, Iowa, this 18th day of March 2020 and the vote thereon being as follows:

AYES: Swanson, Matthews, Hamrick, Skelton

NAYES: None

ABSENT: Anderson

Clay County Board of Supervisors

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/s/Dan Skelton, Chairperson, Clay County Board of Supervisors

ATTEST: /s/Marjorie A. Pitts, County Auditor

Motion by Swanson, seconded by Hamrick to approve and authorize the Chairperson to sign VPN (Virtual Private Network) connection for County Assessor to meet HIPAA requirements for secure transactions from laptops outside of the office. Motion carried.

The Board opened discussion to take action in response to the spread of CoVID-19. Discussion was led by Emergency Management Director Eric Tigges reporting on the established task force that has been meeting regularly. Tigges recommends that the Board close the county buildings until further notice to walk in traffic and work would be done via telephone, email or online whenever possible. The Governor's Proclamation was also discussed, and all agreed that it prudent to follow the guidelines. A consensus of the Board was reached to do additional screening, such as temporal scanning of the public before entering county buildings. Environmental Health Coordinator Tammy McKeever will acquire the necessary equipment for departments to use for the temporal scanning.

Motion by Swanson, seconded by Hamrick to immediately close the Clay County Administration Building, the Clay County Courthouse, the Clay County Attorney's office, and Secondary Roads buildings to the public allowing department heads or the Clerk of Courts discretion in making special exceptions of entry into the buildings. Motion carried.

The Board of Supervisors expressed their recognition of the sacrifices made by the residents of Clay County and the retailers and suppliers as this coronavirus alters our day to day lives.

The Chairperson adjourned the meeting at 1:04 p.m. to convene at the next Auditor's called meeting March 24, 2020 at 8:30 a.m.

/s/Dan Skelton, Chairperson, Clay County Board of Supervisors

ATTEST: /s/Marjorie A. Pitts, County Auditor