

**Clinton County Communications Commission Meeting Minutes**  
Tuesday, April 20, 2021 at 11:30 AM  
Clinton County Law Center – Large CR/EOC (241 7<sup>th</sup> Ave N. Clinton, IA)

Present:

**Communications Commission/ Board of Directors (BOD):**

Board of Supervisor – Dan Srp  
City of Camanche – Trevor Willis  
City of Clinton – Scott Maddasion  
City of DeWitt – Don Thiltgen  
Sheriff's Office – Bill Greenwalt

Eric Dau – Communications Manager & Clinton County Fire President  
Brent Vogel – Technology Systems Manager  
Amanda Schwartz – TOB & BOD Secretary

Not Present:

Public: None present

Press: None present

1. Call meeting to order – The meeting was called to order at 11:30 PM by Sheriff Greenwalt.
2. Roll Call – Present: Roll call was taken– Quorum was present (see above, >3).
3. Approval of previous BOD meeting minutes (2/8/20201)
  - a. BOD Motion: A motion to approve the previous meeting minutes from 2/8/2021 was made by Mayor Thiltgen and seconded by Supervisor Srp. Motion carried.
4. Public Comment – There were no public comments and nothing received prior.
5. Briefing from the Technical Oversight Board (TOB) meeting held on 4/14/2021
  - a. Dau stated the TOB decided to not require Dau to come to them for every major decision for the radio project.
  - b. The TOB discussed the uniform policy and made a recommendation which will be further discussed later on in this meeting.
  - c. The TOB was updated on the status of the policies and procedures project. The sub-group will meet and then hold another meeting in three months to discuss the status updates.
  - d. The TOB also discussed the salary adjustment for the Communications Director and Technology Systems Manager. The TOB gave a recommendation which will be further discussed later in this meeting.
  - e. Dau updated the group on the condition of the Clinton landfill site and what work would need to be completed in order to be able to build a tower at this site. The work would include rebuilding the gravel road, clearing tree debris and pouring footings to a level of 20' in order to get the stability needed for the tower. Dau is investigating other sites as options to save money and time. Dau updated the group on a tower available to lease from Clinton Community college that is located near the landfill. A structural analysis is being done on this tower to see if it could be a viable site. Dau expects to receive the results sometime this week. Dau spoke with the Communications Insurance Agent, Julie Bray regarding insurance coverage to be similar to renters insurance for a tower that is

leased. A second tower option to lease is on farmland just south of Andover near the “S” curve near 432<sup>nd</sup> Avenue and 170<sup>th</sup> Street. The group asked for a map coverage overlay to make sure some concerning areas are covered.

- f. Dau stated the temporary tower needs to be moved due to the Clinton pool opening up soon. ADM has offered space at their facility for a temporary tower location. The quote from Motorola to move the tower to the ADM site would cost approximately \$73,000.
  - g. Dau updated the group on receiving quotes from Keltek and possibly Comelec. He also stated Electronic Engineering under estimated the cost of the project. Dau has signed the agreement with Motorola to move forward with the ADM site based on the TOB stating he does not need to run every major decision by them. The group discussed the need to hold joint meetings moving forward with the TOB and Communications Commission. There is the possibility to move the tower from the pool to the college tower depending on the structure analysis results. The group discussed contacting Motorola to see if they can hold off on the work to move the tower to ADM at this time in order to wait for the results from the college tower structure analysis results.
  - h. The group took a brief 5 minute break at 12:08 PM for Dau to contact the Motorola rep. The meeting resumed at 12:14 PM.
  - i. During the break, Dau spoke with the rep at Motorola to see if they can hold off on the ADM tower project. The rep stated there is no funding penalty and they can take a break on moving forward with the ADM tower but it would take six months before the tower can be moved to the college tower. This delay is due to the microwave connectivity needed for the college tower vs. cellular connectivity at the ADM site. Motorola uses outside vendors to move the microwave links causing a longer time to complete the project at the college tower. Motorola can have the tower moved to ADM by May 15<sup>th</sup>.
  - j. Sheriff Greenwalt stated concerns on waiting six more months to have the tower up and running for the first responders. He suggested utilizing the equipment on the ADM tower to eventually be moved to the Andover tower. This would provide better coverage for the north end of the county and a cost savings to not need to build a brand new tower. As part of the bond, one ISICS site has been purchased and to add a second ISICS site, the money that was earmarked to build a new tower would instead be used to purchase equipment to be installed on a second leased tower.
  - k. The group agreed to have Dau move forward with the ADM site and hold another meeting to discuss the college tower if the structure analysis results come back saying the tower is structurally sound.
  - l. An on-street coverage maps for the tower at the pool and the tower at ADM was displayed. The coverage map at the ADM site was more reliable based on the higher tower site location.
  - m. BOD Motion: A motion to approve the ADM project with Motorola was made by Mayor Maddasion and seconded by Mayor Thiltgen. Motion carried.
6. Discussion/ Possible Action Handbook change regarding uniform allowance
- a. The county recently changed the process of uniform allowances to now be a tax deduction out of employees’ paycheck. This change was due to the uniforms not

- required by the state to wear in order to perform their job duties. The current policy states that staff members each receive a bank of \$150 to have money deducted from as needed to purchase uniform items. Dau would like to rescind the uniform allowance in the policy and rewrite the policy to have employees wear work appropriate clothing with specific examples of what clothing is acceptable and no longer receive the \$150.
- b. BOD Motion: A motion to approve the recommendation to approve the verbiage change in the handbook to eliminate the uniform policy was made by Mayor Thiltgen. This motion was second by Supervisor Srp. Motion carried.
7. Discussion/ Possible Action Salary Adjustment for the Communications Director and Technology Systems Manager (TSM)
    - a. A 4% placeholder was put into the budget (FY2022) for the Communications Director and Technology Systems Manager (TSM). Dau provided statistics for other county and city management salary rate increases in 2020. Dau proposed a 3% increase based on their increased responsibilities/workload from the radio project and increased amount of employees to supervise. A 3% increase would bring the Director to \$68,818.42 and the TSM to \$58,495.76.
    - b. Dau stated employee evaluations were no longer included in the employment agreements. The group agreed to include performance evaluations and add to the agenda for the next meeting.
    - c. Supervisor Srp stated the status of other increases throughout the county and suggested a 2% increase.
    - d. BOD Motion: A motion to approve the recommendation to approve the 3% salary increase for the Director and TSM was made by Mayor Willis. Motion passed 4-1. Mayor Willis, Mayor Maddason, Mayor Thiltgen and Sheriff Greenwalt voting yes. Supervisor Srp voting no.
  8. Other business
    - a. Sheriff Greenwalt suggested the TOB would need to petition to the Commission if they want to hold a separate meeting. The Commission would prefer to meet jointly in order hear the TOB's feedback on projects and to be able to provide a clear direction to Dau that both groups support.
  9. Adjourn – BOD Motion: Sheriff Greenwalt made a motion to adjourn at 12:43 PM.