

NOTICE AND CALL OF BOARD MEETING  
MADISON COUNTY BOARD OF SUPERVISORS

Phillip Clifton, Chairman · Diane Fitch · Aaron Price  
Monday, 23 March 2020

Due to the COVID-19 (Novel Coronavirus) and the recommendations to limit public gatherings by the CDC and Iowa Department of Public Health, this meeting shall be held electronically pursuant to Iowa Code Section 21.8. Any member of the public desiring to participate may call the following number and enter the code:

Public Telephonic Participation  
(Toll Free) 1-866-899-4679  
(Access Code) 668-784-949

Send email questions to be addressed by board to [bmiller@madisoncoia.us](mailto:bmiller@madisoncoia.us)

Regular Session

TIMES & PLACES: 10:00 AM  
112 N. John Wayne Dr., Winterset, Iowa 50273

- I. CALL TO ORDER: \_\_\_\_\_ TIME—
- II. ROLL CALL: PRESENT— ABSENT—
- III. CONSENT AGENDA
  - a. Approval of Agenda
  - b. Receive and File Items
    - i. Emails from public comment.
- IV. RESOLUTIONS FOR BOARD CONSIDERATION
  - a. SPV-032320A Approving BOARD OF SUPERVISORS ELECTRONIC MEETING RULES OF PROCEDURE effective 23 March 2020.
- V. WORK SESSION FOR EMERGENCY RESPONSE PLAN
- XII. ADJOURNMENT: MOTION— SECOND— TIME—

Notice is given at the direction of the Chairman pursuant to Chapter 21 Code of Iowa and local rules of said governmental body. Madison County does not discriminate on the basis of disability in the admission or access to its services, programs or activities. Upon request by calling 515.462.3914, accommodation will be provided to allow individuals with disabilities to participate in all County services, programs and activities. Upon request this information can be available in large print, audio, and electronic files.

**SPV-RESOLUTION-03-23-20A**

BE IT HEREBY RESOLVED that the Madison County Board of Supervisors shall approve the BOARD OF SUPERVISOR ELECTRONIC MEETING RULES OF PROCEDURE effective 23 March 2020.

MADISON COUNTY SUPERVISORS

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Phillip Clifton, Chairman

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Phillip Clifton, Chairman

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Diane Fitch, Supervisor

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Diane Fitch, Supervisor

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Aaron Price, Supervisor

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Aaron Price, Supervisor

ATTEST: \_\_\_\_\_  
Shelley D. Kaster, Madison County Auditor

DATE: \_\_\_\_\_

**BOARD OF SUPERVISOR  
ELECTRONIC MEETING RULES OF PROCEDURE**

**RULE 1. MEETINGS**

a. Any electronic meeting held pursuant to Iowa Code Section 21.8 shall be posted and shall originate from the Madison County Courthouse at 112 N. John Wayne Dr., Winterset, Iowa. Electronic meetings will be held through a video conference software allowing for the Board members to participate through videoconference.

b. Any electronic meeting shall begin with a statement from the Board Chair stating the reason why an in-person meeting is impossible or impractical.

c. Any electronic meeting posting shall include a phone number by which members of the public may participate. This number shall also be placed on the Madison County website at madisoncoia.us.

d. Any electronic meeting shall be open to the public, unless the Board of Supervisors, by an affirmative vote determines that closed session consideration of some particular topic would be in the public interest pursuant to Iowa Code Chapter 21.

Only those topics identified in Chapter 21 of the Iowa Code, Official Meetings Open to Public, Section 21.5, shall be considered in closed session. The Board of Supervisors shall go into closed session only upon motion identifying the general nature of the topic to be considered in closed session. The Auditor or designee shall tape record all closed session meetings of the Board of Supervisors and shall preserve such recordings for at least one year, together with the minutes thereof. Tape recordings of closed sessions dealing with pending litigation shall be preserved by the Auditor until such litigation has been resolved.

**RULE 2. MINUTES**

The County Auditor shall keep a record of all Board of Supervisor meetings. Unless a reading of the minutes of a board meeting is requested by a member of the Board of Supervisors, such minutes may be approved without reading if each member has previously been provided a copy. The board may, by motion carried by an affirmative vote, amend the minutes. Such amending motion shall become a part of the minutes of the subsequent meeting.

**RULE 3. PUBLIC PARTICIPATION - MAINTAINING DECORUM AND ORDER**

a. General. All participants in the public meeting shall be muted by the Board Chair or their designee. If a member of the public desires to provide any statements or documents to the Board of Supervisors about any agenda item, said member of the public shall provide said documents to the Board Clerk by emailing them to [bmiller@madisoncoia.us](mailto:bmiller@madisoncoia.us) prior to the meeting. Those statements or documents will be included in the items to be received and filed.

b. Public Hearings. All members of the public desiring to participate in the public hearing shall signal electronically through the chat feature or by electronically raising their hand, if possible, otherwise the Chair of the Board shall unmute each electronic participant one by one and ask if they wish to speak. Any person desiring to address the Board of Supervisors shall provide his/her name and address in an audible tone for the record and, unless further time is

granted by the presiding officer. Comments made by the public shall be limited to five (5) minutes and must be related to the public hearing topic only. Comments should be cumulative and non-repetitive to other public comments made on the public hearing topic.

If a member of the public desires to provide any documents or exhibits to the Board of Supervisors, said member of the public shall provide said documents to the Board Clerk by emailing them to [bmiller@madisoncoia.us](mailto:bmiller@madisoncoia.us) prior to the meeting. They may then request at the public hearing that their item be placed on file so that the Board of Supervisors may vote to accept or reject it. Items received and filed shall be kept with the permanent record of the public hearing and shall not be returned.

When the public hearing has concluded, the presiding officer shall ask for a motion and a second to close the public hearing and then call the vote.

c. Public Comment. There will be no public comment at the end of the agenda for an electronic meeting.

#### **RULE 4. OTHER RULES AND PROCEDURES**

All other meeting rules previously adopted for non-electronic meetings that are not in conflict with these rules adopted herein shall remain in full force and effect unless waived by a majority vote of the Madison County Board of Supervisors.