

Do You Need A Real ID?

Clock Tower Grant

Building In The Country

Offices Get A Facelift

Septic Systems



An Insight into the Workings of County Government—Summer/Fall 2013

Clayton County, Iowa

conservation connection >>>

Are You Looking For A New Place To Play?

Osborne Nature Center has a new attraction! A natural playscape was completed this past spring and features a variety of natural objects for children to adventure with. Highlights of the playscape include a tic-tac-toe board, checkerboard, building blocks and a colossal hollow log for children to crawl through.

The playscape offers a fun and free way to have fun outdoors this summer! The playscape was made possible by gracious donations from Harold Krambeer of St. Olaf and Grau's Log and Lumber of Elkader.



Traveling Abroad

Applying For A Passport... What You Need To Know

The Clayton County Auditor's Office is here to help with your travel needs. If you are traveling internationally or are just looking for additional identification, our office has acceptance agents to assist you. We have all the necessary forms to help you apply for a passport card and/or book.

You may ask yourself, what is the difference between a card and a book? If you are flying out of the United States, you will require a passport book. Cards are issued only for travel to Canada, Mexico, the Caribbean, and Bermuda at land border crossings or sea ports-of-entry. A card may be sufficient for a cruise, but you will need to check with the cruise line to be certain. If you are abroad and need to fly home for an emergency, you will require a book. No matter which one you choose, you will want to allow a full four to six weeks for processing and delivery.

An applicant must apply in person the first time you apply for a passport card or book. There are many items that you should bring with you when applying. The first item is evidence of citizenship. The most commonly presented item is a certified copy of your birth certificate. It will have a raised, embossed, impressed, or multi-colored seal. It must also contain the registrar's signature, filing date, date of birth, and both parent's names. It cannot be a hospital certificate.

The second item is identification. The most commonly presented item is a driver's license. You will also need to provide a passport photo. These may be taken in the Recorder's Office. The photo must meet specific criteria relating to size and color, so we do not recommend you taking one yourself. The picture should be no older than last six months.

The applicant is strongly encouraged to bring a checkbook along when applying as partial payment must be in check or money order form. Fees for cards and books vary in price and by applicant, but all first time applicants must pay a \$25 execution fee regardless of age. For renewing a passport this fee is waived as you do not have to appear in person.

...Continued On Page 2

Do You Need A Real ID?

Congress passed the REAL ID Act of 2005 in response to acts of terrorism committed against the United States. This is an effort to ensure the safety of our citizens. The real ID will be required to board commercial aircrafts and accessing federal facilities that require an ID. If you are under 50 years old, the Real ID requirement starts December 1, 2014. If you are older than 50, the requirement will start December 1, 2017.

A real ID can be issued at the Driver License Office located in the County Office Building on Gunder Road. To obtain a real ID you will need to bring documents to prove the following:

IDENTITY: Certified copy of Government issued US Birth Certificate or a valid US Passport with correct name.

NAME CHANGE: If your name has changed for any reason (marriage, divorce, adoption) you must

bring documents that connect the name changes. Marriage certificates must be a certified copy issued by the government. Church or chapel certificates are not acceptable. Court orders must contain your prior full legal name and your court-ordered full legal name and date of birth. Photo copies or faxes are NOT accepted.

SOCIAL SECURITY NUMBER: Bring your Social Security Card or a W-2 or 1099 form with all 9 digits printed.

PHYSICAL ADDRESS: You will need 2 forms to show your physical address NOT a PO box - a utility bill, bank statement, valid vehicle registration, or Iowa voter registration card.



The Driver License Office is open Monday- Friday 8:00 to 4:30. Written tests are available daily until 4:00. We offer drive tests for operator, motorcycle and chauffeurs licenses. Appointments are required for drive tests. If you have any questions or need more information, please call (563) 245-3200.

The Treasurer's Office in the courthouse is open Monday-Friday from 8:00 to 4:30. We will gladly renew your vehicle registrations or process title work for newly purchased vehicles. You may renew registrations without penalties the month before and the month after your registration month. If you purchase a vehicle you must transfer it to your name within 30 days. The friendly staff can be reached at (563) 245-1807.

You may also renew your vehicle registration tags online at: www.IowaTaxAndTags.gov.

passports >>>

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If the applicant is a person under the age of 16, they are required to appear with both parents and have a reduced fee. The expiration on a minor's passport is only five years as to a person over the age of 16, who have a ten year expiration.

In addition to the execution fee for first-time applicants the following fees are currently in place:

Passport Cards:

15 & Under — \$15.00

16 & Older — \$30.00

Passport Books:

15 & Under — \$80.00

16 & Older — \$110.00



If you need to obtain your passport book or card in less time than the allotted four to six weeks, you may choose to pay the \$60 expedited fee per application. Additional overnight service can also be purchased, but only for books. All items will be delivered using the U.S. Postal Service.

If you show immediate travel needs, you can make an appointment with a regional passport agency and receive one on site. The closest agencies are Minneapolis and Chicago. We advise you to plan ahead.

If you have questions about the application process, please contact the Auditor's Office. You may also refer to the U.S. Department of State's website: travel.state.gov. This website can also provide you with information regarding travel alerts, entry and exit requirements, maps, and tips for traveling to certain countries. The site also has information regarding visas, as we do not process those at our acceptance facility.



Clock Tower Grant

This past April the clock located in the courthouse experienced a malfunction that sent the weights that operated the chiming mechanism down the tower shaft. The clock, which would ring hourly, has not chimed since this incident occurred.

Around this same time, the members of the Historical Preservation Committee were to meet to discuss renovating the tower. The committee collectively decided to apply for a grant to help offset the cost that would be incurred with the necessary renovations. Clayton County recently received notice that we were awarded the grant to make these upgrades.

Building in the Country...

Here is what you need to know regarding building permit requirements.

First and foremost, building permits are required for all construction work if you live in the unincorporated part of the county. This includes houses, cabins, sheds, barns, and additions to existing structures. It does not include replacing windows, roofs, siding or other maintenance related items.

The only exception to the building permit requirement is if you live on a farm (defined as 40 acres or more with the typical farming practices) and the structure is directly related to the farming operation (i.e. house, grain storage, sheds, barns.) Cabins or other non-farm structures require a building permit even if they are being built on land owned by a farmer.

The permit application is a simple one page form that asks for your contact information, where the building will be located, what it will be used for, size of the lot it will be built on, and how far it

will be located from the property lines. The county's ordinance requires that structures built on land zoned as agricultural be at least 40 feet from the front property line, 25 feet from the side property lines and 35 feet the rear property line. The county also requires that the lot be a minimum of one acre not including the road right of way. This allows you to have a septic system and well that are not too close to each other. The permit fee for a house is \$150 and for any other structure it is \$50.

If you cannot meet the setback requirements or the acreage requirement you can apply to the Board of Adjustments for a variance to the ordinance if the conditions and circumstance do not result from the actions of the applicant.

Further questions regarding building permits can be answered by contacting the Health and Zoning Office at (563) 245-2451.



Property Taxes Certified

Property taxes have been certified. The statements have been sent out. The staff in the Treasurer's Office is able to process payments in the office or online. The first half payment is due by September 30th.

You may also choose to pay your property taxes online at: www.IowaTaxAndTags.gov.

Looking Back... The Big Dam In Elkader



The picture to the left, submitted by one of the county employees, shows the flood gates of the "new dam" in Elkader.

It is truly amazing to see the impact the Turkey River has made to the dam.

ask the experts >>>

Q: Do I Qualify For A Credit On Property Taxes?

A: You May. Stop In To The Courthouse To Find Out More.

There are various credits that you may need to apply for that can be applied to property to lessen the amount of taxes. The most popular are noted here. The Treasurer's Office can assist with disabled and senior citizen credits; while the Assessor's office will be able to help you with homestead, military, and family farm credits. They may also answer questions pertaining to forest reserve and urban revitalization. There is also an agricultural land credit that is applied to qualifying property without applying.

recorder's reminders >>>

Hunting Information



The 2013-14 Iowa Hunting and Trapping Regulations Guide is now available.

Deer licenses are also on sale in Recorder's Office.

Recreational Vehicles

Beginning September 3, 2013, it is renewal time for: ATV's, snowmobiles and UTV's. The renewal fee for currently registered vehicles is \$17.75. These registrations all expire on December 31, 2013 and a \$5.00 penalty will apply on January 1, 2014. Trail passes for snowmobiles will be required again at the same fee of \$17.75 per pass. Remember, you need to carry proof of insurance with you when riding. If you would like to renew by mail, please contact the Recorder's Office at (563) 245-2710 for further information.



Offices Get A Facelift

The first floor of the county courthouse is undergoing renovations.

If you have ventured into the courthouse lately, you will notice the offices on the main level are receiving a facelift. As the fiscal year drew to a close, funding was left for building upgrades.

All the offices will have the same flooring; however, each department head was given the choice on the paint color for the walls. Some offices have even had employees pitch in to upgrade wall coverings, fixtures, and accent pieces. We are still in the remodeling process, but the changes that have occurred make a huge difference. These pictures show some before images of various offices.



Septic Systems...

Here is some useful information regarding pumping and filters.

This is a friendly reminder that all septic tanks should be pumped every three to five years. This allows the system to work better. Removing the solids from the tank allows more room for liquid storage. In older systems if the solids build up too high in the tank they can pass out of the tank and into the filter field, clogging the field and eventually causing the filter field to fail. The solids can also plug the lines which will cause a backup into the house.

On newer septic systems, systems installed after 2012, there is filter at the discharge end of the septic tank. This filter must be removed and cleaned a couple times a year. The filter is there to catch any solids that don't settle into the bottom of the tank, thus keeping them out of the filter field. If this filter isn't cleaned occasionally it will plug up and cause wastewater to backup into the house. The filter can be lifted out of the baffle. Wear gloves please. Then, using a hose, rinse the material off of the filter back into the septic tank. Replace the filter and it's good to go.

Further questions regarding your septic system can be answered by contacting the Health and Zoning Office at (563) 245-2451.

Final thoughts...

Are you wanting additional information not found in this newsletter? Please feel free to visit the Clayton County website located at www.claytoncountyia.gov. If you are still unable to find what you need or would like to make a suggestion for the next newsletter, please send an e-mail Jennifer Garms at jmgarms@claytoncountyia.gov.



COUNTY HOLIDAYS

(SEPTEMBER 2013—AUGUST 2014)

Labor Day - September 2

Veterans Day - November 11

Thanksgiving - November 28 & 29

Christmas - December 24 & 25

New Years Day - January 1

President's Day - February 17

Good Friday - April 18

Memorial Day - May 26

Independence Day - July 4



CONTACT LISTING

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Dennis Freitag
(563) 245-1106

Attorney

Alan Heavens
(563) 245-3888

Board of Supervisors

Gary Bowden
Larry Gibbs
Ron McCartney
(563) 245-2166

Community Action

(563) 245-2542

Conservation

Tim Engelhardt
(563) 245-1516

Targeted Case Management

(563) 245-1333

Drivers' License

(563) 245-3200

Emergency Mgmt.

Joel Biggs
(563) 245-3004

Engineer

Rafe Koopman
(563) 245-1782

General Relief

Jean Gage
(563) 245-1865

Health & Zoning

Janet Ott
(563) 245-2451

Recorder

Sue Meyer
(563) 245-2710

Sheriff

Mike Tschirgi
(563) 245-1412

Substance Abuse

Merry French
(563) 245-1546

Treasurer

Linda Zuercher
(563) 245-1807

Visiting Nurses

Nancy Yelden
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