

STATE OF IOWA )  
 ) Ss:  
 DELAWARE COUNTY )

January 2, 2019  
 Manchester, Iowa  
 11:00 a.m.

The Delaware County Board of Supervisors met in work session this date at 11:00 a.m. with all members present. Also present were John LeClere, John Hanson, Carla Becker, and one member of the media. Chairperson Buschmann called the meeting to order.

Sheriff John LeClere outlined the history behind the Board’s attempts to update the Sheriff’s Office and Jail with both prior attempts failing by slim margins. The Jail Inspector states the current jail facility is well staffed but outdated. He is willing to be patient with the county as long as the Board continues to look at ways to upgrade the facility. The Board has decided to look at building a new facility versus remodeling the existing facility to meet the long-term needs of the county.

Midwest Construction Consultants was hired to put together preliminary site plans for a new Sheriff’s Office and Jail. The drawings presented to the Board for review were of a very functional Sheriff’s Office and Jail Facility. The current jail has seen an increase of 30-40% occupancy over the last years. They also have 50 people waiting to serve their time when space allows. In the study of inmate populations within Delaware County, it was noted that the average stay increased to 10 days per inmate. Calculated out over time, the occupancy for the next 20 years could increase to upwards of 38 inmates on average. The proposed facility could expand up to 58 inmates if needed. They could also expand to include other departments in the future.

The Board reviewed the preliminary plans with John LeClere and John Hanson (Midwest Construction Consultants). After their review, the Board Chairperson stated he would consult with their bonding attorney regarding their next steps.

There being no further business before the Board, the work session was closed at 12:25 pm.

These minutes have been read and approved.

/S/ Pete Buschmann, Chairperson

/S/ Carla K. Becker, County Auditor

STATE OF IOWA )  
 ) Ss:  
 DELAWARE COUNTY )

January 2, 2019  
 Manchester, Iowa  
 1:15 p.m.

The Delaware County Board of Supervisors met in regular session this date at 1:15 p.m. with all members present. Also present were Peggy Petlon, Mike Corkery, Daneen Schindler, Pam Klein, RJ Helmrichs, Carla Becker, and two members of the media. 2018 Chairperson Pete Buschmann called the meeting to order.

**Motion made** by Helmrichs, second by Madlom and carried to approve the agenda as posted. All Ayes

**Motion made** by Madlom, second by Buschmann and carried to appoint Shirley E. Helmrichs as the 2019 Board Chairperson. All Ayes

Chairperson Helmrichs assumed the position of Chairperson and continued the meeting.

**Motion made** by Buschmann, second by Helmrichs and carried to appoint Jeff Madlom as the 2019 Board Vice-Chairperson. All Ayes

**Motion made** by Madlom, second by Buschmann and carried to acknowledge receipt of the following reaffirmations of elected official appointments:

**Delaware County Auditor’s Office – Carla K. Becker, Auditor**

Anne Rave Deputy  
 Julie Hackbarth Deputy  
 Peggy Hildebrand Deputy  
 Gabrielle Corkery Deputy  
 JoEllen Holtorf Clerk

**Delaware County Recorder’s Office – Daneen Schindler, Recorder**

Marsha Mescher Deputy

**Delaware County Sheriff’s Department – John LeClere, Sheriff**

Eric Brooks	Chief Deputy	Timothy Schwendinger	Deputy
Michael Wilson	Deputy	Judy Lee	Office Manager
Casey Snyder	Deputy/Jail Administrator	Clark Tyrrell	Jailer
Eric Holub	Deputy	Paul Glaza	Jailer
Lucas Thomsen	Deputy	Kris Hansen	Jailer
Keith Rowley	Deputy	Alisha Cooke	Jailer
Jill Knipper	Deputy	Zachary Roths	Jailer
Matthew Menard	Deputy	Mary Loeffelholz	Jailer
Travis Hemesath	Deputy	Aaron Pauls	Reserve Sergeant
Brian Hillebrand	Deputy	Matt Wieser	Reserve
Clayton Miller	Deputy	Mark Banghart	Reserve
Mitch Knipper	Deputy		

**Delaware County Treasurer’s Office – Pam Klein, Treasurer**

Karol Johnson Deputy – Auto Dept  
 Barb Robinson Deputy – Drivers’ License Dept  
 Michele Africa Deputy – Auto Dept  
 Jenny Eschen Deputy – Tax Dept

All Ayes

**Motion made** by Buschmann, second by Madlom and carried to approve the appointment of Anthony Bardgett as Delaware County Engineer for 2019. All Ayes

**Motion made** by Madlom, second by Buschmann and carried to approve the appointment of Peggy Petlon as the Community Services/VA/GA Director and ECR Community Coordinator for 2019. All Ayes

**Motion made** by Buschmann, second by Madlom and carried to approve the appointment of Mike Corkery as County Services Administrator for 2019. All Ayes

**Motion made** by Madlom, second by Buschmann and carried to approve the appointment of Craig Davis as the 2019 Delaware County Weed Commissioner. All Ayes

**Motion made** by Buschmann, second by Madlom and carried to approve the following appointments to various Boards and Committees:

**Advisory Board: Foundation for the Future of Delaware County (1 year term)**

Pete Buschmann

**Board of Governors of Greater Delaware County Community Foundation (5 year term)**

Suzanne Reiter

**Building Direction for Families Board (1 year term)**

Pete Buschmann

**Business Growth – ECIA (1 year term)**

Pete Buschmann

**Delaware County Board of Health (3 year term)**

Joan Wessels

**Delaware County Communications Board (1 year term)**

John LeClere, Sheriff

Jeff Madlom, Supervisor

**Delaware County Conservation Board (5 year term)**

Tom Allyn (term began on 7/1/2018)

**Delaware County Economic Development Board (1 year term)**

Jeff Madlom

**Delaware County Medical Examiners/Deputy Medical Examiners (2 year terms)**

Dr. R. Reid Boom, Medical Examiner

Dr. Clinton Cummings, Deputy

Dr. Blanka Divisova, Deputy

Dr. Timothy Gerst, Deputy

Dr. Nikolas May, Deputy

Dr. Nicole Salow, Deputy

**Delaware County Recreational Center Board (1 year terms)**

Jeff Madlom

Shirley E. Helmrichs

Pete Buschmann

**Eastern Iowa Regional Utility Services System (EIRUSS) (1 year terms)**

Shirley E Helmrichs

Mike Corkery, Alternate

**Eastern Iowa Tourism Council (1 year term)**

Caryssa O'Connell (term began 7/1/2018)

**Emergency Management Board (1 year term)**

Jeff Madlom

**First Judicial Correctional Service Board (1 year terms)**

Shirley Helmrichs

Jeff Madlom, Alternate

**Juvenile Detention Board (1 year term)**

Pete Buschmann

**Operation: New View Board (1 year terms)**

Pete Buschmann

Shirley Helmrichs

**Regional Planning Affiliation Board (1 year terms)**

Jeff Madlom

Shirley Helmrichs, Alternate

Anthony Bardgett, TECH

**Resource Conservation & Development Board (1 year term)**

Jeff Madlom

**Resource, Conservation, & Development Board – Cultural Council (1 year term)**

Caryssa O'Connell

**Regional Governance Board for ECR Mental Health Region (1 year terms)**

Shirley E. Helmrichs

Jeff Madlom, Alternate

**Soil & Water Assistant Commissioner (1 year term)**

Shirley E. Helmrichs

**Veteran Affairs Commissioner (3 year term)**

Larry Beaman (term began 7/1/2018)

**TOWNSHIP OFFICIALS: (Appointed to 4 year terms)**

**Adams Township**

Kevin Stansberry, Trustee

Karen Cook, Clerk

**Bremen Township**

Ann Domeyer, Trustee

Ron Domeyer, Clerk

**Coffins Grove Township**

Gerald Lee, Trustee

Rhonda Mensen, Clerk

**Colony Township**

Joe Wulfekuhle, Trustee

Steve Lueken, Clerk

**Delaware Township**

Bill Oberbroeckling, Trustee

Gary Vontalge, Clerk

**Delhi Township**

Allie Nefzger, Trustee

**Elk Township**

David Pierschbacher, Trustee

Ann Nurre, Clerk

**Hazel Green Township**

Jim L. Shover, Trustee

Sharon Bacon, Clerk

All Ayes

**Honey Creek Township**

Don Rhines, Trustee

JoAnn Heffernan, Clerk

**Milo Township**

Melissa Sheppard, Trustee

**North Fork Township**

Doris McAllister, Trustee

Lois Cahill, Clerk

**Oneida Township**

Brian Krogmann, Trustee

Raechel Krogmann, Clerk

**Prairie Township**

Tom Vaske, Trustee

**Richland Township**

Mark E. Francois, Trustee

**South Fork Township**

David Guthrie, Trustee

Larry Lamont, Clerk

**Union Township**

Tim Goedken, Trustee

Joan Goedken, Clerk

**Motion made** by Madlom, second by Buschmann and carried to approve the minutes from the last meeting. All Ayes

**Motion made** by Buschmann, second by Madlom and carried to acknowledge the following employees to attend their respective out-of-county meetings: Daneen Schindler to attend the ISAC School in West Des Moines from January 15<sup>th</sup> – 17<sup>th</sup>; Peggy Petlon to attend

the CODS meeting in Cedar Rapids on January 3<sup>rd</sup>, the Stakeholders meeting in Dubuque on January 8<sup>th</sup>, and the IACP meeting in Des Moines January 15<sup>th</sup> & 16<sup>th</sup>; Dennis Lyons to attend the IOWWA Conference in Des Moines on January 8<sup>th</sup> – 10<sup>th</sup>; and Supervisor Buschmann to attend the ISAC School in West Des Moines from January 15<sup>th</sup> – 17<sup>th</sup>. All Ayes

**Motion made** by Madlom, second by Buschmann and carried to approve the following claims for payment:

Alliant Energy	Service	2732.67	Mediacom LLC	Data Processing	386.90
Black Hills Energy	Service	165.33	Blue Cross/Blue Shield	Insurance	3630.16
BP	Fuels	483.14	Windstream	Telephone Service	1586.47
City of Manchester	Water Use & Sewer	314.99			

All Ayes

There were no "Applications for Underground Construction on Delaware County Right-of-Way" submitted for consideration.

**Motion made** by Buschmann, second by Madlom and carried to acknowledge receipt of the manure management plan updates from Terry Recker, Recker Farms, in Section 15 of Hazel Green Township. All Ayes

**Motion made** by Madlom, second by Buschmann and carried to approve the following Civil Process Servers within the Sheriff's Department through September 1, 2021: Mary Loeffelholz and Zachary Roths. All Ayes

**Motion made** by Buschmann, second by Madlom and carried to approve the following holidays for calendar year 2019:

**2019 Holidays**

Monday	1/21/19	Martin Luther King, Jr.	Thursday	11/28/19	Thanksgiving Day
Monday	2/18/19	Presidents' Day	Friday	11/29/19	Day after Thanksgiving
Monday	5/27/19	Memorial Day	Tuesday	12/24/19	Christmas Eve
Thursday	7/4/19	Independence Day	Wednesday	12/25/19	Christmas Day
Monday	9/2/19	Labor Day	Wednesday	1/1/20	New Year's Day
Monday	11/11/19	Veterans' Day			

All Ayes

**Motion made** by Madlom, second by Buschmann and carried to set the 2019 mileage reimbursement rate at 50 cents per mile subject to regulations outlined in the Delaware County personnel policies. The Federal IRS business rate increased to 58 cents per mile (the 2018 IRS business rate was 54.5 cents per mile). All Ayes

**Motion made** by Buschmann, second by Madlom and carried to appoint the following newspapers as the "official" newspapers of the county for calendar year 2019: the *Delaware County Leader*, the *Dyersville Commercial* and the *Manchester Press*. All Ayes

**Motion made** by Madlom, second by Buschmann and carried to appoint KMCH Radio in Manchester as the "official" radio station of Delaware County for the 2019 calendar year. All Ayes

**Motion made** by Buschmann, second by Madlom and carried to approve Resolution 2019-001 as follows:

**RESOLUTION 2019-001**

**AUTHORIZATION OF AUDITOR TO ISSUE WARRANTS**

**BE IT HEREBY RESOLVED** by the Board of Supervisors of Delaware County, Iowa, that the Delaware County Auditor be and is hereby authorized to issue warrants when the Board is not in session for fixed charges, including freight, postage, water, lights, fuel, telephone service, and insurance premiums upon the filing of duly authenticated bills and for salaries and payrolls as approved by the Board of Supervisors, all according to Section 331.506 of the 2016 Code of Iowa.

In addition, the Auditor is hereby authorized to issue warrants when the Board is not in session for the prepayment of civil service fees submitted by the County Attorney's Office or County Sheriff's Office and the emergency allowance of claims through the Community Services Department according to Board Resolution passed December 23, 2002.

Dated at Manchester, Iowa this 2<sup>nd</sup> day of January, 2019

Board of Supervisors

Delaware County, Iowa

/S/ Shirley E. Helmrichs, Chairperson

Attest: /S/ Carla K. Becker, Delaware County Auditor

All Ayes

**Motion made** by Madlom, second by Buschmann and carried to approve Resolution 2019-002 as follows:

**RESOLUTION 2019-002**

**CONSTRUCTION EVALUATION RESOLUTION**

**WHEREAS**, Iowa Code section 459.304(3) sets out the procedure if a board of supervisors wishes to adopt a "construction evaluation resolution" relating to the construction of a confinement feeding operation structure; and

**WHEREAS**, only counties that have adopted a construction evaluation resolution can submit to the Department of Natural Resources (DNR) an adopted recommendation to approve or disapprove a construction permit application regarding a proposed confinement feeding operation structure; and

**WHEREAS**, only counties that have adopted a construction evaluation resolution and submitted an adopted recommendation may contest the DNR's decision regarding a specific application; and

**WHEREAS**, by adopting a construction evaluation resolution the board of supervisors agrees to evaluate every construction permit application for a proposed confinement feeding operation structure received by the board of supervisors between February 1, 2019 and January 31, 2020 and submit an adopted recommendation regarding that application to the DNR; and

**WHEREAS**, the Board of Supervisors must conduct an evaluation of every construction permit application using the master matrix created in Iowa Code Section 459.305, but the board's recommendation to the DNR may be based on the final score on the master matrix or may be based on reasons other than the final score on the master matrix;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF DELAWARE COUNTY** that the Board of Supervisors hereby adopts this construction evaluation resolution pursuant to Iowa Code section 459.304(3).

/S/ Shirley E. Helmrichs, Chairperson

Delaware County Board of Supervisors

Attest: /S/ Carla K. Becker, County Auditor

All Ayes

**Motion made** by Buschmann, second by Madlom and carried to approve Resolution 2019-003 as follows:

**RESOLUTION 2019-003**

**AUTHORIZATION FOR THE COUNTY ENGINEER TO CLOSE ANY SECONDARY ROAD FOR THE PURPOSE OF CONSTRUCTION, ROUTINE MAINTENANCE, OR EMERGENCIES DURING 2019**

**WHEREAS**, the Delaware County Board of Supervisors is concerned about tort liability and traffic safety involved during construction and maintenance on the secondary road system, and

**WHEREAS**, they are further interested in accommodations for the traveling public, adjacent landowners and related users during construction and maintenance operations,

**NOW THEREFORE BE IT RESOLVED** by the Board of Supervisors of Delaware County on this 2<sup>nd</sup> day of January, 2019, to give the Delaware County Engineer, or authorized representative thereof, the authority to temporarily close sections of highway in Delaware County's road system when necessary because of construction, maintenance, or natural disaster.

**DELAWARE COUNTY  
BOARD OF SUPERVISORS**

/S/ Shirley E. Helmrichs, Chairperson

/S/ Jeff Madlom

/S/ Pete Buschmann

Attest: /S/ Carla K. Becker, County Auditor

All Ayes

**Motion made** by Madlom, second by Helmrichs and carried to approve Resolution 2019-004 as follows:

**RESOLUTION 2019-004**

**FARM TO MARKET COMPLETION OF WORK AND FINAL ACCEPTANCE**

**BE IT RESOLVED** by the Board of Supervisors of Delaware County, Iowa that the County Engineer of Delaware County, Iowa, be and is hereby designated, authorized, and empowered on behalf of the Board of Supervisors of said County to execute the certification of completion of work and final acceptance thereof in accordance with plans and specifications therefore in connection with all Farm to Market construction projects in this county.

Dated at Manchester, Iowa this 2<sup>nd</sup> day of January 2019.

Board of Supervisors

Delaware County, Manchester, Iowa

/S/ Shirley E. Helmrichs, Chairperson

/S/ Jeff Madlom

/S/ Pete Buschmann

Attest: /S/ Carla K. Becker, County Auditor

All Ayes

**Motion made** by Buschmann, second by Madlom to approve Resolution 2019-005 as follows:

**RESOLUTION 2019-005**

**EMINENT DOMAIN COMPENSATION COMMISSION**

**WHEREAS**, Section 331.321(1.v) of the 2013 Code of Iowa requires the Board of Supervisors to annually appoint not less than twenty-eight (28) residents of the County to an Eminent Domain Compensation Commission and,

**WHEREAS**, said Section establishes four (4) representative categories for said Compensation Commission,

**NOW, THEREFORE BE IT RESOLVED** that the following persons are hereby appointed to the Eminent Domain Compensation Commission of Delaware County, Iowa, in the category listed, for a term of one year ending December 31, 2019:

**A. Owner-Operators of Agricultural Property:**

- |                   |                            |                            |
|-------------------|----------------------------|----------------------------|
| 1. Steve Kroeger  | 2926 170 <sup>th</sup> St  | Dyersville, IA 52040       |
| 2. Lea Ann Smith  | 1837 130 <sup>th</sup> Ave | Manchester, IA 52057       |
| 3. Charles Ankrom | 2275 110 <sup>th</sup> Ave | Masonville, IA 50654       |
| 4. Wilbur Kehrl   | 1596 210 <sup>th</sup> St  | Manchester, IA 52057       |
| 5. John Ries      | 516 Andrew St              | Hopkinton, IA 52237        |
| 6. Marvin Heims   | 1590 400 <sup>th</sup> St  | Strawberry Point, IA 52076 |
| 7. Doran Zumbach  | 3278 110 <sup>th</sup> Ave | Coggon, IA 52218           |

**B. Owners of City Property:**

- |                     |                     |                      |
|---------------------|---------------------|----------------------|
| 1. Wes Schulte      | 19166 Goodland Dr   | Manchester, IA 52057 |
| 2. Larry Stone      | 307 S Washington St | Edgewood, IA 52042   |
| 3. Jeff Larson      | 505 Line St         | Manchester, IA 52057 |
| 4. Lorraine Gaffney | PO Box 64           | Ryan, IA 52330       |
| 5. Barb Robinson    | 306 South St        | Dundee, IA 52038     |
| 6. Mary Ann Poynor  | 724 E. Howard St    | Manchester, IA 52057 |
| 7. Karen Schmitz    | 111 Beckner St      | Greeley, IA 52050    |

**C. Licensed Real Estate Agents or Brokers:**

- |                     |                             |                      |
|---------------------|-----------------------------|----------------------|
| 1. Kristine Baldwin | 1883 Honey Creek Road       | Manchester, IA 52057 |
| 2. Teresa Greve     | 2151 110 <sup>th</sup> Ave  | Masonville, IA 50654 |
| 3. Teresa Turnis    | 2418 180 <sup>th</sup> Ave  | Manchester, IA 52057 |
| 4. Barb Sailer      | 1100 Rosewood Dr            | Manchester, IA 52057 |
| 5. Kevin Graybill   | 21913 182 <sup>nd</sup> Ave | Manchester, IA 52057 |
| 6. Bob Wendt        | 1101 Stiles St              | Manchester, IA 52057 |
| 7. Mary Kay Starks  | 25944 225 <sup>th</sup> Ave | Delhi, IA 52223      |

**D. Persons Having Knowledge of Property Value:**

- |                      |                            |                      |
|----------------------|----------------------------|----------------------|
| 1. Linda Bessey      | 1959 162 <sup>nd</sup> Ave | Manchester, IA 52057 |
| 2. Bruce Nieman      | 800 Tanglewood Drive       | Manchester, IA 52057 |
| 3. Dave Smith        | 1101 Clearview Dr          | Manchester, IA 52057 |
| 4. Kevin Funke       | 3171 285 <sup>th</sup> Ave | Hopkinton, IA 52237  |
| 5. Christine Tegeler | 16920 185 <sup>th</sup> St | Manchester, IA 52057 |
| 6. Donna Reeder      | 108 Tower Drive            | Manchester, IA 52057 |
| 7. Scott Wegmann     | 1017 Sunrise Dr            | Manchester, IA 52057 |

Witness my hand and the Seal of this County, this 2<sup>nd</sup> day of January, 2019.

Delaware County Board of Supervisors

/S/ Shirley E. Helmrichs, Chairperson

/S/ Jeff Madlom

/S/ Pete Buschmann

Attest: /S/ Carla K. Becker, County Auditor

All Ayes

**NEXT MEETING** – The next regular session will be held on Monday, January 7, 2019 at 1:15 p.m.

**PUBLIC COMMENTS**

None.

There being no further business before the Board, Chairperson Helmrichs called for a motion to adjourn the meeting.

**Motion made** by Madlom, second by Buschmann and carried to adjourn the meeting at 1:43 p.m. All Ayes

These minutes have been read and approved for publication.

/S/ Shirley E. Helmrichs, Chairperson

/S/ Carla K. Becker, County Auditor

STATE OF IOWA )  
 ) Ss:  
 DELAWARE COUNTY )

January 7, 2019  
 Manchester, Iowa  
 1:15 p.m.

The Delaware County Board of Supervisors met in regular session this date at 1:15 pm with all members present. Also present were Tessa Willie, Ben Krouse-Gagne, Ellen Krogmann, JoAnn Swinton, Milt Kramer, Lucia Hutchkroft, Pam Klein, Carla K. Becker and one member of the media. Chairperson Helmrichs called the meeting to order.

**Motion made** by Madlom, second by Buschmann and carried to approve the agenda as posted with the addition of a timely addition to "Approve Appointments to Boards". All Ayes

**Motion made** by Buschmann, second by Madlom and carried to approve the minutes from the last meeting. All Ayes

**Motion made** by Madlom, second by Buschmann and carried to approve the following employees to attend their respective out-of-county meetings: Pam Klein to attend the ISAC New Officer's School in Des Moines January 15<sup>th</sup> – 17<sup>th</sup>; Dennis Lyons to attend the IA Well Water Association Conference in Des Moines January 31<sup>st</sup> and February 1<sup>st</sup>; Peggy Petlon to attend the RTA meeting in Dubuque on January 10<sup>th</sup>; Supervisors Madlom and Buschmann to attend New Officer's School in Des Moines January 15<sup>th</sup> – 17<sup>th</sup>; Supervisors Buschmann and Helmrichs to attend the Operation New View meeting in Dubuque on January 10<sup>th</sup>; and Supervisors Buschmann, Madlom and Helmrichs to attend the RTA Meeting in Dubuque on January 9<sup>th</sup>. All Ayes

**Motion made** by Buschmann, second by Madlom and carried to approve the following claims for payment including the January 4<sup>th</sup> payroll in the amount of \$224,300.19 warrant #28491 thru #28600:

Advanced Systems Inc	Maint-Off Equip/Furniture	222.57	John Deere Financial	Construction/Maint Equip	283.92
Alliant Energy	Service	1656.53	Koch Brothers	Office Equipment	43.25
AT&T	Telephone Services	5.55	Kramer Funeral Home	Medical & Health Services	1235.00
Bard Materials (General)	Roads	335.56	Leader Publications	Board Proceedings	1473.51
Bi-County Disposal Inc	Custodial Supplies	95.29	L L Pelling Co Inc	Roads	539.00
Black Hills Energy	Service	654.33	Loecke Enterprises	Repair/Maint-Radio Equip	437.50
BOSS	Stationery/Supplies	152.95	Loel J Madlom	Employee Mileage/Subs	173.57
Boubin Tire Co	Repair/Maint- Vehicle	1044.51	Mail Services LLC	Postage & Mailing	554.40
LLC CenturyLink Comm	Telephone Services	35.45	ManagerPlus Solutions LLC	Data Processing	1424.52
City Laundering Co	Buildings-Repair/Maint	276.93	Francis Manternach	Rental Assistance	400.00
Comelec Internet Services	Telephone Services	190.00	Martin Equipment of Illinois	Construction/Maint Equip	990.84
Continental Research Corp	Shop Equipment	246.15	Matheson Tri-Gas Inc	Repair/Maint-Misc Equip	105.71
Delaware County Auditor	Plat Books	500.00	Midwest Wheel	Construction/Maint Equip	128.60
Del Co Public Health	Reimbursement	16726.03	MOCIC	Annual Membership Dues	150.00
Delaware Co Sheriff	Transportation	702.04	Murdoch Funeral Homes	Funeral Services	275.00
Delaware Co Solid Waste	Sanitation Disposal	2045.55	NE-IA Industrial Fastener	Safety Items	133.01
Dons Truck Sales Inc	Construction/Maint Equip	442.50	Kevin L Offerman	Education & Training	10.00
Dyersville Commercial	Board Proceedings	913.46	Palmer Hardware	Data Processing Supplies	214.99
Eastern Iowa Drainage	Repair/Maint-Const Equip	916.00	Praetorian Digital	Education & Training	720.00
Jody Elgin	Custodial Supplies	252.00	Precise MRM LLC	Repair/Maint-Radio Equip	409.83
Tina Elgin	Custodial	500.00	Price Industrial Electric Inc	Buildings-Repair/Maint	1271.66
Fastenal Company	Shop Equipment	83.77	Rite Price Office Supply	Supplies	160.73
Gillund Enterprises	Shop Equipment	210.16	Sadler Power Train Inc	Construction/Maint Equip	306.00
Garlyn R Glanz	Education & Training	34.70	Shield Technology Corp	Data Processing Supplies	4000.00
Good Neighbor Society	Jail Meals	4493.50	Silveredge Cooperative	Fuels	1155.46
Group Services Inc	Group Insurance	26679.52	Solutions Inc	Data Processing	3031.46
Harrison Truck Centers	Construction/Maint Equip	45.76	State of IA-Elevator Safety	Safety Items	165.00
Henderson Products	Construction/Maint Equip	360.31	Three Rivers FS	Fuels	9228.25
Heritage Printing	Printing Services	1543.46	Tri County Propane LLC	Natural -LP Gas-Fuel Oil	1322.47
Hopkinton Municipal Utilities	Electrical Power	82.33	US Postmaster	Dues & Memberships	72.00
Iowa DOT	Stationery/Supplies	84.24	Van Wyngarden et al	Investigation Report	311.50
Iowa Regional Utilities Assn	Water Use & Sewer	44.82	Verizon Wireless	Telephone Services	7.02
IA St Assn of Assessors	Dues & Memberships	975.00	VISA / Mastercard	Dues & Memberships	1482.07
ISAC	Education & Training	350.00	Windstream	Telephone Service	174.18

There were no underground construction permits submitted for Board consideration at today's meeting.

There were no manure management plan updates submitted for consideration at today's meeting.

**Motion made** by Madlom, second by Buschmann and carried to approve proclaiming January 2019 as Mentoring Month as follows:

**NATIONAL MENTORING MONTH 2019**

**WHEREAS**, studies show that mentoring is a highly effective strategy for preventing several key problems that young people face, including school retention rates, self-confidence, and living up to their potential; and

**WHEREAS**, mentors are a highly valued source of friendship to the youth in our county; and

**WHEREAS**, more mentors are needed to become a caring friend for youth;

**NOW, THEREFORE, WE, THE DELAWARE COUNTY BOARD OF SUPERVISORS** do hereby proclaim that January 2019 is National Mentoring Month in Delaware County. As public officials, we also call upon all citizens, parents, governmental agencies, public and private institutions, churches, businesses, and schools in our county to join us in raising awareness of mentoring in its various forms, helping to recruit individuals to mentor youth, and to support the rapid growth of mentoring in Delaware County.

/S/ Shirley E. Helmrichs, Chairperson

/S/ Jeff Madlom

/S/ Pete Buschmann

Ben Krouse with Helping Services handed out a Fall/Winter newsletter for the Board to view. He also wanted to thank the Board for its consideration in funding Helping Services for 2019-20 in the amount of \$1,000. Ellen Krogmann, Helping Services, stated that between Edgewood-Colesburg, West Delaware and Maquoketa Valley they have 45 matches currently made with 14 youth still waiting for matches. All Ayes

**Motion made** by Buschmann, second by Madlom and carried to acknowledge receipt of the Clerk of Court's monthly report showing a total of \$1,182.08 was collected for various fees and deposited into the general funds. All Ayes

**Motion made** by Madlom, second by Buschmann and carried to acknowledge receipt of the Auditor's Quarterly Report showing that a total of \$13,922.40 was collected for various fees and deposited into the general funds. All Ayes

**Motion made** by Buschmann, second by Madlom and carried to acknowledge receipt of the Recorder's Quarterly Report showing that a total of \$30,358.94 was collected for various fees and deposited into their respective funds. All Ayes

**Motion made** by Madlom, second by Buschmann and carried to acknowledge receipt of the Sheriff's Quarterly Report showing that a total of \$80,546.64 was collected for various fees and deposited into the respective funds. All Ayes

**Motion made** by Buschmann, second by Madlom and carried to acknowledge receipt of the Treasurer's Monthly Report and Remittance showing that a total of \$18,929,168.99 was collected on behalf of all taxing entities and deposited in various banks across the county. All Ayes

**Motion made** by Madlom, second by Buschmann and carried to acknowledge receipt of the Treasurer's Semi-Annual Report for filing as follows:

<b>Semi-Annual Report</b>						
<b>Pam Klein, Treasurer</b>	<b>Delaware County Treasurer, Manchester, IA</b>			<b>Delaware County Treasurer, Manchester, IA</b>		
<b>Certification Date January 7, 2019</b>	<b>For the period from July 1, 2018</b>			<b>December 31, 2018, Inclusive</b>		
<b>Statement of Account By Fund</b>						
<b>Fund</b>	<b>Balance July 1, 2018</b>	<b>Revenues</b>	<b>Total to be Accounted for</b>	<b>Disbursements</b>	<b>Fund Balance 12/31/2018</b>	<b>Auditor's Warrants Outstanding</b>
General Basic	4,718,769.46	3,161,152.35	7,879,921.81	2,844,729.22	5,035,192.59	110,796.00
General Supplemental	1,607,673.59	1,128,540.34	2,736,213.93	972,232.19	1,763,981.74	1,920.26
Rural Services Basic	288,503.80	1,707,168.21	1,995,672.01	1,558,336.09	437,335.92	7,124.80
Secondary Road	6,110,808.30	4,670,878.62	10,781,686.92	5,293,540.57	5,488,146.35	75,198.56
REAP	11,374.37	9,629.53	21,003.90	750.00	20,253.90	342.50
E911	151,998.53	166,220.28	318,218.81	75,763.54	242,455.27	10,384.68
Emergency Management	5,473.33	71,199.85	145,834.18	44,222.78	101,611.40	1,007.13
Advance Tax	263,560.88	8,711.68	272,272.56	247,300.37	24,972.19	.00
Township Control	1,739.76	325,499.74	327,239.50	318,387.92	8,851.58	.00
Corporation Control	33,740.83	3,253,869.37	3,287,610.20	3,248,165.65	39,444.55	.00
School Control	58,138.74	8,009,332.36	8,067,471.10	7,875,488.28	191,982.82	.00
Area School Control	5,473.24	753,212.51	758,685.75	741,018.91	17,666.84	.00
Hospital Control	7,166.57	1,022,300.48	1,029,467.05	1,005,329.60	24,137.45	.00
Special Fire Districts	97.77	8,370.38	8,468.15	8,112.97	355.18	.00
Lake District	1,791,137.63	333,470.02	2,124,607.65	271,852.48	1,852,755.17	26,889.48
Co. Ag. Extension	983.74	136,404.14	137,387.88	134,167.44	3,220.44	.00
Cons. Land Acquisition	14,277.26	9,541.77	23,819.03	3,001.08	20,817.95	164.28
Co. Assessor	1,309,886.60	353,729.46	1,663,616.06	183,271.68	1,480,344.38	7,163.18
Motor Vehicle Trust	555,315.95	3,546,688.35	4,102,004.30	3,391,848.10	710,156.20	.00
City Special Assess.	10,929.16	87,995.26	98,924.42	97,336.08	1,588.34	.00
Tax Redemption Trust	10,260.69	71,051.08	81,311.77	72,604.77	8,707.00	.00
Conservation Trust Fund	49,276.92	9,267.22	58,544.14	2,030.69	56,513.45	.00
Bangs /Tb	15.38	1,956.03	1,971.41	1,925.24	46.17	.00
Drug Fund	.00	.00	.00	.00	.00	.00
Records Management	16,433.60	1,919.59	18,353.19	.00	18,353.19	.00
Mh-Dd Services Fund	1,173,714.44	84,578.47	1,258,292.91	439,890.58	818,402.33	802.55
Recorder's Electronic Fee	356.00	1,877.00	2,233.00	1,961.00	272.00	.00
Township Special Assessment	.00	.00	.00	.00	.00	.00
Sheriff Reserve	8,483.99	1,620.00	10,103.99	1,420.69	8,683.30	.00
McGee Discretionary Fund	22,761.01	5,000.00	27,761.01	4,167.15	23,593.86	824.65
Debt Service Fund	4,559.26	.00	4,559.26	.00	4,559.26	.00
Lake District - Debt	35,658.73	270,743.39	306,402.12	236,879.90	69,522.22	.00
Dam&Spillway Repayment	61,490.57	542,967.37	604,457.94	14,211.99	590,245.95	.00
Dam Improvement Fund	20,000.00	.00	20,000.00	.00	20,000.00	.00
Rural Co Transportation	.00	70,000.00	70,000.00	25,000.00	45,000.00	.00
<b>Totals</b>	<b>18,419,221.10</b>	<b>29,824,894.85</b>	<b>48,244,115.95</b>	<b>29,114,946.96</b>	<b>19,129,168.99</b>	<b>242,618.07</b>
<b>Receipts and Disbursements</b>						
<b>Revenue</b>						
1000 Current Net Prop. Taxes			18,112,923.21			
1010 Delinquent Property Taxes			3,322.00			
1100 Pen.,Int. - Current Taxes			9,531.00			
1110 Pen.,Int. - Delinquent Tax			341.00			
1120 Pen.,Int.-Mobile Homes			10.00			
1130 Pen.,Int.-Grain Tax			3.00			
1200 Mobile Home Taxes			6,870.00			
1240 Grain Handled Tax			10,000.00			
1310 E911 Surcharge			161,322.02			
1320 Local Option Sales Tax			495,300.22			
1600 Utility Replacement Excise Tax			381,999.00			
2000 Road Use Taxes			2,475,328.59			
2001 City RUTF Transfer			24,836.00			
2020 Liquor Licenses/Beer Permits			1,170.00			
2100 Homestead Tax Credit			404,748.00			
2130 Agri. Land Tax Credit			305,227.07			
2140 Business Property Tax Credit			438,244.30			
2210 Mobile Home Replacement			14.00			
2220 Military Service Repl.			11,688.11			
2270 Comm/Industrial Replacement			310,929.59			
2342 DHS Administration Reimbursement			11,784.92			
2345 State pass thru - Medicaid			99,047.90			
2441 Bridge Replacement			255,075.63			
2501 Contract Law Enforcement			46,200.00			
2511 Emergency Management Funding			71,199.85			
2517 Dist. Court Administration			1,258.75			
2545 Pymt From MHDS Fiscal Agent			84,531.97			
2571 Elections			10,646.95			
2624 Well Testing & Abandonment			17,128.95			
2627 Veterans Affairs Allocation			10,000.00			
2651 Resource Enhancement (REAP)			9,624.00			
2740 Other State Grants & Entitlement			21,582.36			
3310 Sewage Disp/Septic Tank Permit			8,400.00			
3320 Water Well Permits			4,800.00			
3500 Trip Permits			8,980.00			
4000 Recording of Instruments			38,338.40			

4015 IA DNR Fees	2,317.75
4020 Boat Fees	600.00
4040 Real Estate Transfer Tax	13,658.96
4100 Auditor's Transfer Fees	3,030.00
4130 Vital Statistics Fees	3,824.00
4140 Document Management Fees	1,877.00
4150 Passport Fees	9,799.10
4160 Electronic Transfer Fee	1,877.00
4200 Tax Sale Publication Costs	15.00
4210 Auto Registration Fees	95,665.60
4220 Auto Use Tax Fees	2,337.95
4250 Motor Veh. Mailing Fees	6,992.00
4260 Special Assessment Charge	1,090.00
4270 NSF Check Charge	150.00
4280 Driver's License Fees	30,744.00
4300 Civil Penalty Processing Fees	90.00
4400 Sheriff Fees	47,726.40
5090 Gen. Administrative Fees	416.50
5200 Camping Fees	58,772.00
5500 Copy Fees	502.13
6000 Interest On Investments	131,732.27
6100 Land	30,588.50
6110 Buildings Rent	18,575.27
6290 Misc. Use of Money/Prop. AdvTx	8,711.68
8100 Contributions/Donations	96,000.00
8220 Overpayments of \$5 or Less	111.81
8330 Secondary Road Materials	4,745.13
8460 State Sales & Use Tax Refunds	2,516.33
8470 Miscellaneous Reimbursements	204,136.01
8501 County Enforcement Charge	1,020.33
8590 Other Fines & Forfeitures	3,120.40
9000 General Basic Fund	70,000.00
9020 Rural Service Basic Fund	1,412,587.00
9200 Sales-Capital Assets	709.25
06000 Other	714.00
16100 Motor Vehicle License Issuance	3,467,805.35
16160 Drivers License - State Share	78,883.00
16300 Special Assessments	85,401.26
16600 Tax Sale Redemption	71,051.08
16700 Special Assess-Elderly Credit	2,594.00
Total Revenue	29,824,894.85
Other Financing Sources In	1,482,587.00
Other Financing Sources Out	.00
Expense	
10300 Operating Transfers	1,482,587.00
20000 Auditors Warrants Paid	10,488,713.63
General Basic Fund	2,774,729.22
General Supplemental Fund	972,232.19
Rural Co Transportation Prog	25,000.00
MH-DD SERVICES FUND	439,890.58
Rural Services Basic Fund	145,749.09
Sheriff's Reserve Fund	1,420.69
McGee Discretionary Fund	4,167.15
Secondary Road Fund	5,293,540.57
DEBT SERVICE – Spillway	14,211.99
Emergency Management Fund	44,222.78
Conserv Land Acq & Cap. Imp	3,001.08
Co. Assessor Agency Trust	183,271.68
Resources Enhancement Fund	750.00
Conservation Trust Fund	2,030.69
Lake District General Fund	271,852.48
Lake District -Debt Service	236,879.90
E911 Surcharge Fund	73,769.52
E911 Fund	1,994.02
Drainage Funds	.00
20800 Motor Vehicle Fees Pd To State	2,086,993.46
20810 M.V. Fees Paid To General Basic	102,657.60
20830 Drivers License to State	78,883.00
20840 Drivers License to County	30,744.00
20850 Recorders Elec. Trans to State	1,961.00
20900 Use Tax Paid To State	1,090,232.09
20910 Use Tax Paid To General Basic	2,337.95
21000 Paid By Treas. Ck.-Tax Redemption	72,604.77
21200 Treasurer Orders - By Computer	13,428,006.85
21850 Bangs/Tb Eradication	1,925.24
21900 Advance Tax To Current Tax	247,300.37
Total Expense	29,114,946.96

Manchester, IA 52057

January 7, 2019 Balance on Hand \$19,129,168.99

I, Pam Klein, Treasurer of Delaware County, do hereby certify that the report given is a correct summary of the business transacted by me as said during the period therein specified.

All Ayes

**Motion made** by Buschmann, second by Madlom and carried to acknowledge receipt of a letter of resignation from Raechel Krogmann as Oneida Township Clerk effective immediately. All Ayes

The next item was added as a timely addition to today's agenda.

**Motion made** by Madlom, second by Buschmann and carried to approve the following appointments to various Boards:

**Milo Township Clerk (4-year term)**

Denise Bishop

**Oneida Township Clerk (4-year term)**

Gabrielle Corkery

**Prairie Township Clerk (4-year term)**

Norman Boss

**Richland Township Clerk (4-year term)**

Glenn Puffett

**Delaware County Board of Health (3-year term)**

Lamont Davidson

All Ayes

**Motion made** by Buschmann, second by Madlom and carried to approve the following 2019 applications for Wetland Property Tax Exemption for taxes payable in FY 2020/21:

<b>Parcel #110-12-00-003-00</b>	<b>Shane A &amp; Kristin M. Morris</b>	<b>4.5 acres</b>
<b>Parcel #010-34-00-009-00</b>	<b>Daniel L. and Mary M. Goedken</b>	<b>2.0 acres</b>

All Ayes

**Motion made** by Madlom, second by Buschmann and carried to approve the following applications for a 2019 Impoundment Structure Property Tax Exemption for taxes payable FY 2020/21:

<b>Parcel #110-09-00-008-00</b>	<b>Dianne Louise Baumgartner Revocable Trust</b>
<b>Parcel #110-22-00-017-10</b>	<b>Jacqueline B. Lahr, et al</b>

All Ayes

**Motion made** by Madlom, second by Buschmann and carried to approve the Request of Conservation Director Garlyn Glanz to allow the Conservation Department to apply for the Foundation for the Future of Delaware County Grant for 2019 to help fund the replacement of older playground equipment at the Bailey's Ford Park. All Ayes

**Motion made** by Madlom, second by Buschmann and carried to approve the 2019 Employee Handbook with the following corrections or additions:

**Section 3.1 – Definition of Employee Status**

"Temporary or seasonal employee" means an employee engaged to work full-time or part-time on the County payroll with the understanding that his or her employment may terminate upon completion of a specific assignment.

**Section 4.1 – Holidays**

Eligibility for Holiday Pay – To be eligible for holiday pay, you must work your regularly scheduled hours the workday preceding and the workday following the holiday or be on an approved paid leave.

**Section 4.4 - Sick Leave** – Remove "Elected officials and" from the beginning of paragraph two. It should now begin with "Department heads shall..."

**Section 6.1 – Policy on Work Rules and Discipline**

Discipline – add language to inform employees as to the changes in the Open Record Law which states that the reason for an employee termination, resignation in lieu of termination or demotion is now a public record according to the Open Records Law in 22.15-16.

**Section 6.6 - Use of Motor Vehicles** – the second to last sentence in paragraph one states "employee's license may..." Edit to be "employee's driver's license may..."

**Appendix A: Employee Acknowledgements** – add a line for employees to print their name after signing their signature.

All Ayes

**ENGINEER'S REPORT** - None

**NEXT MEETING** –The next regular board meeting will be held on Monday, January 14, 2019.

**PUBLIC COMMENTS** – None

**Motion made** by Helmrichs, second by Madlom and carried to adjourn the meeting at 1:40 pm. All Ayes

These minutes have been read and approved for publication.

/S/ Shirley E. Helmrichs, Chairperson

/S/ Carla K. Becker, County Auditor

STATE OF IOWA            )  
  ) Ss:  
DELAWARE COUNTY        )

**January 14, 2019**  
**Manchester, Iowa**  
**11:00 a.m.**

The Delaware County Board of Supervisors met in work session this date at 11:00 am with all members present. Also present were Mark Cory, John LeClere, Anne Rave, Carla K. Becker and one member of the media. Chairperson Helmrichs called the meeting to order.

Mr. Cory and the Board conducted a conversation regarding a potential bond issue for a new Sheriff's Department and Jail. The Board is looking at constructing a new facility on a lot within the City of Manchester. The vote would need a 60% super majority to pass. Mr. Cory stated that he would draft some preliminary documents for the Board to review. The Board will need to determine what language they wish to incorporate into the ballot. Said language could be just for the construction and furnishing of the new facility or possibly any necessary demolition at the old facility. Mr. Cory stated that, for the dollar amount they are looking at, a capitol note would give the Board more flexibility than a bond. Mr. Cory also stated that the Board could use a financial advisor to assist in a possible bond rating or calculating preliminary levy rates for the voters to consider. The Board thanked Mr. Cory for his time.

The meeting was closed a 12:00 pm. The minutes have been read and approved.

/S/ Shirley E. Helmrichs, Chairperson

/S/ Carla K. Becker, County Auditor

STATE OF IOWA )  
 ) Ss:  
 DELAWARE COUNTY )

January 14, 2019  
 Manchester, Iowa  
 1:15 p.m.

The Delaware County Board of Supervisors met in regular session this date at 1:15 pm with all members present. Also present were Daneen Schindler, Pam Klein, Carla K. Becker and two members of the media. Chairperson Helmrichs called the meeting to order.

**Motion made** by Buschmann, second by Madlom and carried to approve the agenda as posted. All Ayes

**Motion made** by Madlom, second by Buschmann and carried to approve the minutes from the last meeting. All Ayes

**Motion made** by Buschmann, second by Madlom and carried to approve the following employees to attend their respective out-of-county meetings: Casey Snyder and Paul Glaza to attend the jailers’ school in Des Moines on February 5<sup>th</sup>-7<sup>th</sup>; Kris Hansen, Alisha Cooke and Mary Loeffelholz to attend the jailers’ school in Dubuque on April 23<sup>rd</sup>-25<sup>th</sup>; Zachary Roths to attend the jailers’ school in Northwood, Iowa on May 7<sup>th</sup>-9<sup>th</sup>; Clark Tyrrell to attend the jailers’ school in Marshalltown on June 18<sup>th</sup>-20<sup>th</sup>; Supervisors Madlom and Buschmann to attend the ISAC School in Des Moines on January 15<sup>th</sup>-17<sup>th</sup>; Supervisor Helmrichs to attend the ECIA meeting in Dubuque on January 16<sup>th</sup> and the Regional Mental Health meeting in Iowa City on January 24<sup>th</sup>; and retroactively for Brad Burger to attend the Annual Surveyors’ Conference in Ames on January 11<sup>th</sup>. All Ayes

There were no claims submitted for payment at today’s meeting.

**Motion made** by Madlom, second by Buschmann and carried to approve the application for underground construction submitted by Windstream Iowa Communications, LLC to place a fiber connection to a T-Mobile site located at 210 Morton Street in Ryan, Iowa being approximately .16 miles west of Iowa Hwy 13 in Section 13 of Adams Township. All Ayes

**Motion made** by Buschmann, second by Madlom and carried to acknowledge receipt of the following manure management plan updates: Rick and Catharine Hedger, Hedger Site, in Section 32 of Prairie Township (ownership change); Craig R. Wilgenbusch, CW Pork, in Buchanan County; Ron & Arlene Wulfekuhle in Section 35 of Adams Township; Top R. Farms, LLC, Cooksley Creek Barn, in Section 11 of North Fork Township; and Bobby Fangmann, Top R Farms, LLC , New Dawn Pork, in Dubuque County. All Ayes

**Motion made** by Madlom, second by Buschmann and carried to approve the reissuance of the following lost warrants:  
 Warrant #25605 – Issued on August 20, 2018 to Iowa Natural Heritage Foundation in the amount of \$125.00  
 Warrant #25737 – Issued on August 20, 2018 to Iowa Natural Heritage Foundation in the amount of \$125.00  
 If the original warrants are found, they will return them immediately to the Delaware County Auditor’s Office uncashed. All Ayes

**Motion made** by Buschmann, second by Madlom and carried to appoint Lisa Waterman as the Delhi Township Clerk for a term of four (4) years. All Ayes

**Motion made** by Madlom, second by Buschmann and carried to approve the following resolution regarding a temporary road closure:

**RESOLUTION NO. 2019-006  
 RESOLUTION FOR ROAD CLOSURE - X49 West of Dyersville**

**WHEREAS**, the Total Fitness Rec Center of Dyersville requests the closure of X49 (332<sup>nd</sup> Ave) between 12<sup>th</sup> Ave SW and 1<sup>st</sup> Ave W from approximately 10:00 a.m. to 11:00 a.m. on March 16, 2019 due to their annual Gaelic Gallop 8K run, and

**WHEREAS**, the City of Dyersville will provide any and all necessary traffic control devices and law enforcement during the event,  
**NOW THEREFORE BE IT RESOLVED** that the Delaware County Board of Supervisors has approved the Total Fitness Rec Center of Dyersville’s request for road closure of X49 (332<sup>nd</sup> Ave).

Passed and approved this 14<sup>th</sup> day of January 2019.

/S/ Shirley Helmrichs, Chairperson  
 Delaware County Board of Supervisors  
 All Ayes

ATTEST: /S/ Carla Becker, Delaware County Auditor

**ENGINEER’S REPORT**

**195<sup>th</sup> Street East Bridge** – Work is complete with exception of final seeding which will be completed in the spring.

**195<sup>th</sup> Street West Bridge** – Taylor Construction is working on the west abutment this week.

**Quaker Mill Phase II Project** – All work is complete except for final seeding which will be completed in the spring.

**NEXT MEETING** –The next regular board meeting will be held on Tuesday, January 22, 2019 at 9:00 AM.

**PUBLIC COMMENTS** – None

**Motion made** by Buschmann, second by Madlom and carried to adjourn the meeting at 1:27 pm. All Ayes

These minutes have been read and approved for publication.

/S/ Shirley E. Helmrichs, Chairperson

/S/ Carla K. Becker, County Auditor

STATE OF IOWA )  
 ) Ss:  
 DELAWARE COUNTY )

January 14, 2019  
 Manchester, Iowa  
 2:00 p.m.

The Delaware County Board of Supervisors met in work session this date at 2:00 pm with all members present. Also present were Danette Kramer, Charlie Button, Carla K. Becker and one member of the media. Chairperson Helmrichs called the meeting to order.

Charlie Button, Regional Medical Center CEO, and Danette Kramer, Regional Medical Center CFO, updated the Board regarding current projects that Regional Medical Center (RMC) has been conducting such as the MRI project, telehealth, and pharmacy after hours. The main reason for their visit was to inquire about an EMS levy for the hospital. In 1999, they received a letter from the Board of Supervisors informing them that they were not allowed to use the levy since the townships within the county were already levying for ambulance services. They asked if the Board could review this decision to see if anything has changed. RMC is currently subsidizing the ambulance services at the hospital in an amount exceeding \$350,000 each year. Due to the need to hire more qualified personnel, this amount will rise to over \$500,000 in the near future. The Board stated they would look into this option and get back to Mr. Button.

The meeting was closed a 3:40 pm. These minutes have been read and approved.

/S/ Shirley E. Helmrichs, Chairperson

/S/ Carla K. Becker, County Auditor

STATE OF IOWA )  
 ) Ss:  
 DELAWARE COUNTY )

January 22, 2019  
 Manchester, Iowa  
 8:00 a.m.

The Delaware County Board of Supervisors met in work session this date at 8:00 am with Supervisors Madlom and Buschmann in attendance and Supervisor Helmrichs absent. Also present were Mike Ryan and Carla K. Becker. There were no members of the media present. Vice-Chairperson Madlom called the meeting to order.

Emergency Management Director Mike Ryan presented the proposed budget for the Emergency Management Commission to the Board. He will be presenting it to said commission at its January 23, 2019 meeting and then publishing it in two countywide newspapers prior to the February 13, 2019 budget hearing. The Board's preliminary budget has \$90,000 for funding of Emergency Management. Mr. Ryan is proposing \$104,500 to his Board on Wednesday. The Board of Supervisors will make its final decision during budget work sessions next week. The Emergency Management Commission will hold its budget adoption meeting after the Board has made its final decision on a funding level.

The work session was closed at 8:30 am. The minutes have been read and approved.

/S/ Jeff Madlom, Vice-Chairperson

/S/ Carla K. Becker, County Auditor

STATE OF IOWA )  
 ) Ss:  
 DELAWARE COUNTY )

January 22, 2019  
 Manchester, Iowa  
 9:00 a.m.

The Delaware County Board of Supervisors met in regular session this date at 9:00 am with Supervisors Madlom and Buschmann present and Supervisor Helmrichs absent. Also present were Pam Klein, Anthony Bardgett, and Carla K. Becker. There were no members of the media present. Vice-Chairperson Madlom called the meeting to order.

**Motion made** by Buschmann, second by Madlom and carried to approve the agenda as posted. All Ayes

**Motion made** by Buschmann, second by Madlom and carried to approve the minutes from the last meeting. All Ayes

**Motion made** by Buschmann, second by Madlom and carried to approve the following employees to attend their respective out-of-county meetings: Supervisors Buschmann and Helmrichs to attend the RTA meeting in Dubuque on January 25<sup>th</sup>; and County Engineer Anthony Bardgett to attend the RPA meeting in Dubuque on January 25<sup>th</sup>. All Ayes

**Motion made** by Buschmann, second by Madlom and carried to approve the following claims for payment, including payroll from January 18<sup>th</sup> in the amount of \$314,268.71 warrant #28726 - #28837:

Accent Laser Services Inc	Stationery/Supplies	584.80	Shirley E Helmrichs	Employee Mileage/Subs	65.00
Advanced Systems Inc	Stationery/Supplies	150.19	Helping Services	County Contribution	2000.00
Altorfer Inc	Construction/Maint Equip	2057.28	Henderson Products	Construction/Maint Equip	89.75
attenti	Telephone Services	212.25	Heritage Printing	Printing Services	9.50
Bard Materials (General)	Roads	6197.72	Iowa D.A.R.E. Association	Public Ed Services	100.00
Barron Motor Supply	Minor Mv Parts & Access	296.79	IA Prison Industries	Care of Graves	349.28
Black Hills Energy	Service	211.84	IA Secretary of State Notary	Stationery/Supplies	30.00
Bob Stephen Motors Inc	Repair/Maint- Vehicle	57.99	Iowa Wall Sawing Services	Buildings	1000.00
Brehme Drug	Prescription Medicine	133.42	ICCS CCDA Division	Dues & Memberships	40.00
Carl Broghammer	Rent Payments	500.00	ISAC	Education & Training	570.00
Brad J Burger	Education & Training	66.53	IA State Sheriffs/Deputies	Education & Training	525.00
Burrington Group Inc	Buildings-Repair/Maint	3013.10	John Deere Financial	Repair/Maint-Misc Equip	237.63
Canon Solutions America	Maint-Off Equip/Furniture	13.31	JP Cooke Co	Stationery/Supplies	76.00
Cargill Inc	Cover Aggregate & Sand	43573.68	Kimberly S Lange Law Office	Legal-Court Related	2625.00
Cedar Cross Overhead Door	Buildings	301.00	Kluesner Sanitation LLC	Sanitation Disposal	366.13
CenturyLink	Telephone Service	359.88	Laurie Kramer	Acct/Audit/Clerical	400.00
ChemRight Laboratories Inc	Engineering Services	960.00	L&L Murphy Consulting	Planning-Consulting	2000.00
City Laundering Co	Medical & Health Services	953.25	Lahr Repair Inc	Construction/Maint Equip	26.11
Clayton Co Sheriff	Rm/Bd Payments	6760.00	Dennis D Lyons	Education & Training	358.36
Clayton County VA	General Transportation	501.52	Mainstay Systems Inc	Data Processing	2403.00
City of Colesburg	Roads	2615.65	Manchester CarQuest	Repair/Maint- Vehicle	5.49
Counseling & Assessment	Medical & Health Services	180.00	Manchester Press	Publications	947.08
Dash Medical Gloves, Inc	Safety Supplies	174.41	Maquoketa Valley REC	Electrical Power	827.57
Del Co Economic Develop	Co Contribution	10000.00	Mediacom LLC	Telephone Services	46.19
Delaware Co Sheriff	Transportation	533.18	Midwest Business Products	Typing/Printing/Binding	53.58
City of Delhi	Electrical Power	3755.94	Mulgrew Oil Company	Repair/Maint-Const Equip	375.50
Des Moines Stamp Mfg Co	Stationery/Supplies	133.00	National Sheriffs Assn	Education & Training	115.00
District Six IA Recorders Assn	Dues & Memberships	25.00	NE District ISAA	Education & Training	175.00
DJ Repair	Repair/Maint- Vehicle	374.60	NE-IA Industrial Fastener	Shop Equipment	407.89
Dubuque Co Highway Depart	Engineering Services	13518.25	Neopost USA Inc	Data Processing	341.64
Treasurer, City of Dubuque	Roads	408.18	Oasis Pump Service	Buildings	1249.30
Jody Elgin	Custodial	273.00	Paint N Place Body Shop	Minor Mv Parts & Access	650.00
Tina Elgin	Custodial	500.00	Palmer Hardware	Repair/Maint-Misc Equip	1161.09
Election System & Software	Ballot Layout/Setup	12802.12	Phoenix Supply	Clothing & Dry Goods	332.66
Fastenal Company	Shop Equipment	131.26	Premier Parts Inc	Shop Equipment	293.50
FL Krapfl Inc	Permanent Landscaping	5505.52	Rite Price Office Supply	Supplies	235.22
Flor-Dri Supply Co Inc	Cover Aggregate & Sand	8483.20	Schmitz Janitorial Supply	Shop Equipment	308.15
Ginter Tools LLC	Minor Equip & Hand Tools	250.00	Schroeders Cash Supply	Wood & Lumber	9.20
Garlyn R Glanz	Postage & Mailing	11.00	Simmons Perrine Moyer et al	Legal-Court Related	872.28
GreatAmerica Financial Svcs	Maint-Off Equip/Furniture	81.46	Solutions Inc	Data Processing	89.17
City of Greeley	Water Use & Sewer	63.00	Southtowne	Rent Payments	225.00
Group Services Inc	Self-Funding	26818.41	Stanley Consultants Inc	Engineering Services	2807.50
Jennifer J Hahn	Employee Mileage/Subs	156.00	State Hygienic Lab	Medical & Health	1248.00
Hausers Water Systems Inc	Stationery/Supplies	136.42	Taylor Construction Inc	Bridges	43650.00

Thompson Shoes	Wearing Apparel & Uniform	180.00	US Cellular	Telephone Services	2164.85
Thomson Reuters	Magazines/Books	621.12	US Postmaster	Postage & Mailing	100.00
Three Rivers FS	Fuels	11192.10	Verizon Wireless	Telephone Services	78.60
Duane Tiemens	Engineering Services	494.75	Blue Cross & Blue Shield	Insurance	3630.16
Tifco Industries	Shop Equipment	154.84	Windstream	Telephone Service	883.73
Top Grade Excavating Inc	Flood/Eros Control	640412.59	Wizard Shine	Repair/Maint- Vehicle	47.00
Tri County Propane LLC	Natural -LP Gas-Fuel Oil	2443.50	Wulfekuhle Electric LLC	Buildings	127.46
Truck Country of Iowa	Construction/Maint Equip	151.62			

There were no underground construction permits submitted for consideration at today's meeting.

There were no manure management plan updates filed for board acknowledgement at today's meeting.

**Motion made** by Buschmann, second by Madlom and carried to approve the operating funds transfer of \$42,053 from the Rural Services Fund to the Secondary Roads Fund. All Ayes

**ENGINEER'S REPORT**

**195<sup>th</sup> Street West Bridge** – Taylor Construction is currently working on the substructure. Due to weather this week, no work is expected.

**Quaker Mill Phase II Project** – All work is complete except for final seeding which will be completed in the spring.

**NEXT MEETING** –The next regular board meeting will be held on Monday, January 28, 2019 at 1:15 pm.

**PUBLIC COMMENTS** – None

**Motion made** by Buschmann, second by Madlom and carried to adjourn the meeting at 9:15 am. All Ayes

These minutes have been read and approved for publication.

/S/ Jeff Madlom, Vice-Chairperson

/S/ Carla K. Becker, County Auditor

STATE OF IOWA            )  
                                      ) Ss:  
DELAWARE COUNTY        )

January 28, 2019  
Manchester, Iowa  
1:15 p.m.

The Delaware County Board of Supervisors met in regular session this date at 1:15 pm with Supervisors Helmrichs and Buschmann present and Madlom absent. Also present were Daneen Schindler, Catherine Picray, Dana Picray, Kyle Stewart, Mike Schreck, Pam Klein, Anthony Bardgett, Carla K. Becker and two members of the media. Chairperson Helmrichs called the meeting to order.

**Motion made** by Buschmann, second by Helmrichs and carried to approve the agenda as posted. All Ayes

**Motion made** by Buschmann, second by Helmrichs and carried to approve the minutes from the last meeting. All Ayes

**Motion made** by Buschmann, second by Helmrichs and carried to approve the following employees to attend their respective out-of-county meetings: John Bernau and Courtney Vorwald to attend the Iowa County Attorney's Training Conference in Arnolds Park June 9<sup>th</sup> – June 13<sup>th</sup>; retroactively for Supervisor Helmrichs to attend the Operation New View meeting in Dubuque on January 26<sup>th</sup>; and Supervisor Helmrichs to attend the watershed meeting in Monticello on January 29<sup>th</sup>. All Ayes

There were no claims or underground construction permits submitted for consideration at today's meeting.

**Motion made** by Buschmann, second by Helmrichs and carried to acknowledge receipt of the following manure management plan updates and new construction permits: A new construction permit submitted by Jason Domeyer, Home Site, in Section 32 of Bremen Township; a four-year filing submitted by Golden Branch Pork in Section 3 of Hazel Green Township; and manure management plan updates submitted by Joe Wessels for the Burkle Farm in Section 32 of Bremen Township and for the Home Farm in Section 34 of Bremen Township. All Ayes

**Motion made** by Buschmann, second by Helmrichs and carried to set the Public Hearing date and time for the Jason Domeyer-Home Site application for the construction of a confined feeding operation for Tuesday, February 19, 2019 at 1:15 pm. All Ayes

**Motion made** by Buschmann, second by Helmrichs and carried to allow the Probation Office to conduct a weekly class either in the courthouse conference room or jail basement for 10-15 probationary individuals to explore reasons for their past behavior. In the past, according to probation officers Kyle Stewart and Mike Schreck, those convicted of domestic violence offenses had to attend classes in Dubuque. Having these classes available in Delaware County will make the process easier to implement. These classes would be held every Monday for approximately two hours. Supervisor Helmrichs stated that beginning the Jail Diversion program in the county a few years ago was a good addition. She sees this program as a positive as well. Mr. Stewart stated that the program helps these probationary individuals explore the route that brought them to where they are in the first place. It will then help to redirect their behavior before they find themselves there again. All Ayes

**Motion made** by Buschmann, second by Helmrichs and carried to approve the following resolution for destruction of records:

**RESOLUTION No. 2019 -007  
DESTRUCTION OF RECORDS**

Pursuant to the 2017 Code of Iowa, Section 331.323 sub section 2d; and Sections 50.19 and 48A.32 of the 2017 Election Laws of Iowa, we do hereby authorize the destruction of the following records in the Delaware County Auditor's Office:

- **Resolutions** - Scanned Board Resolutions – 2013 – 2016
- **Transfer/Splits/Consolidation Worksheets** - FY16-17

Approved this 28<sup>th</sup> day of January 2019.

/S/ Shirley Helmrichs, Chairperson

ATTEST: /S/ Carla K. Becker, Delaware County Auditor

All Ayes

**Motion made** by Buschmann, second by Helmrichs and carried to approve the quote from Price Electric, in the amount of \$4,450, to install duplexing outlets and wiring for the courthouse computer room and to trace existing circuits in the courthouse boiler room. All Ayes

**Motion made** by Buschmann, second by Helmrichs and carried to set Tuesday, February 19, 2019 at 1:15 pm as the date and to hold a public hearing on the intended vacation of unused road right-of-way as follows:

**RESOLUTION NO. 2019-008**

**RESOLUTION FOR ROAD VACATION PUBLIC HEARING**

**WHEREAS**, the Code of Iowa, section 306.10 gives the Board of Supervisors the power to establish, alter and vacate any road under its jurisdiction, and

**WHEREAS**, the Board of Supervisors no longer believes the county needs to maintain easement or ownership of right of way on the following road,

**NOW THEREFORE BE IT RESOLVED** that the Delaware County Board of Supervisors has scheduled a Public Hearing to be held at 1:15 P.M. on Tuesday, February 19, 2019 in the Board of Supervisors Office in the Delaware County Courthouse, Manchester, Iowa to discuss the proposed vacation of county right of way as follows:

**All public road right of way located within Parcel 2018-125 in Section Twenty-seven (27), Township Eighty-seven North (T87N), Range Three West (R3W) of the Fifth Principal Meridian, Delaware County, Iowa, EXCEPT 0.16 acres more or less of public road right of way that is to be reserved by Delaware County for future use. A more detailed legal description is available upon request in the County Engineer's office.**

At said Public Hearing, any person present, and so wishing will be given the opportunity to be heard, for or against, the proposed right of way vacation. Any person so wishing may file a document with the Delaware County Auditor's Office prior to the time of the hearing, should the person wish the document to be read for them at the time of the hearing.

/S/ Shirley Helmrichs, Chairperson, County Board of Supervisors

ATTEST: /S/ Carla K. Becker, County Auditor

**ENGINEER'S REPORT**

**195<sup>th</sup> Street West Bridge** – Taylor Construction is currently working on the substructure. Due to weather this week, no work is expected.

**Quaker Mill Phase II Project** – All work is complete except for final seeding which will be completed in the spring.

**NEXT MEETING** –The next regular board meeting will be held on Monday, February 4, 2019 at 1:15 pm.

**PUBLIC COMMENTS** – None

**Motion made** by Buschmann, second by Helmrichs and carried to adjourn the meeting at 1:40 pm. All Ayes

These minutes have been read and approved for publication.

/S/ Shirley E. Helmrichs, Chairperson

/S/ Carla K. Becker, County Auditor