

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 15th – 17th; Dennis Lyons to attend the IA Well Water Association Conference in Des Moines January 31st and February 1st; Peggy Petlon to attend the RTA meeting in Dubuque on January 10th; Supervisors Madlom and Buschmann to attend New Officer's School in Des Moines January 15th – 17th; Supervisors Buschmann and Helmrichs to attend the Operation New View meeting in Dubuque on January 10th; and Supervisors Buschmann, Madlom and Helmrichs to attend the RTA Meeting in Dubuque on January 9th. All Ayes

Motion made by Buschmann, second by Madlom and carried to approve the following claims for payment including the January 4th 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:

| Semi-Annual Report | | | | | | |
|---|---------------------------------|--|--------------------------------------|----------------------|-------------------------------------|---|
| Pam Klein, Treasurer | | Delaware County Treasurer, Manchester, IA | | | | |
| Certification Date January 7, 2019 | | For the period from July 1, 2018 | | | December 31, 2018, Inclusive | |
| Statement of Account By Fund | | | | | | |
| Fund | Balance July 1, 2018 | Revenues | Total to be Accounted for | Disbursements | Fund Balance 12/31/2018 | Auditor's Warrants Outstanding |
| 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 | 74,634.33 | 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 |
| Totals | 18,419,221.10 | 29,824,894.85 | 48,244,115.95 | 29,114,946.96 | 19,129,168.99 | 242,618.07 |
| Receipts and Disbursements | | | | | | |
| Revenue | | | | | | |
| 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:

| | | |
|---------------------------------|--|------------------|
| Parcel #110-12-00-003-00 | Shane A & Kristin M. Morris | 4.5 acres |
| Parcel #010-34-00-009-00 | Daniel L. and Mary M. Goedken | 2.0 acres |

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:

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

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