

STATE OF IOWA )  
 ) Ss:  
DELAWARE COUNTY )

February 3, 2020  
Manchester, Iowa  
1:15 PM

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

**Motion made** by Helmrichs, second by Buschmann and carried to approve the agenda for today's meeting as posted. All Ayes

**Motion made** by Buschmann, second by Helmrichs and carried to approve the minutes from the January 27, 2020 regular session as presented. All Ayes

**Motion made** by Helmrichs, second by Buschmann and carried to approve the following employees to attend their respective out-of-county meetings: John Bernau and Courtney Vorwald to attend the IA County Attorney's Training Conference in Arnold's Park June 7-11. All Ayes

**Motion made** by Buschmann, second by Helmrichs and carried to approve the following claims for payment, including payroll from January 31, 2020 in the amount of \$231,287.49, warrant #36633 thru #36736:

Accent Laser Services Inc	Stationery/Supplies	375.82	Kane Appraisal & Real Estate	Legal-Court Related	1000.00
Ahlers & Cooney PC	Legal-Court Related	1840.70	Koch Office Group	Office Equipment	39.43
Alliant Energy	Service	5294.30	Linn Co Auditor	ME Fees	831.58
Anderson Welding & Machine	Repair/Maint-Misc Equip	171.52	Linn Co Sheriff	Transportation	39.60
Bard Materials (General)	Cover Aggregate & Sand	3755.72	Loecke Enterprises	Repair/Maint-Radio Equip	345.50
John W Bernau	Employee Mileage/Subs	45.50	M&M Snow Removal	Buildings-Repair/Maint	3324.75
Black Hills Energy	Service	729.46	MacQueen Equipment LLC	Construction/Maint Equip	23.11
Bob Stephen Motors Inc	Minor Mv Parts & Access	32756.27	Mail Services LLC	Postage & Mailing	576.53
Bodensteiner Implement	Construction/Maint Equip	476.95	Manchester Carquest	Repair/Maint-Misc Equip	18.99
BP	Fuels	610.43	Manchester Press	Publications	45.00
Cargill Inc	Cover Aggregate & Sand	53422.38	Manchester Signs LLC	Traffic & St Sign	154.00
Carrot-Top Industries, Inc	Public Education Items	30.42	City of Manchester	Water Use & Sewer	562.79
Cedar Falls Oil Co	Lubricants	15.00	Matco Tools Nathan Pearson	Minor Equip & Hand Tools	75.00
CenturyLink	Telephone Services	352.20	Mediacom LLC	Data Processing	697.20
City Laundering Co	Custodial Supplies	216.64	Mid Amer Research Chemical	Lubricants	231.55
Clayton County VA	General Transportation	482.51	NE-IA Industrial Fasteners	Lubricants	184.37
Clayton Drug	Prescription Medicine	33.44	Neuhaus Properties	Rent Payments	260.00
CMI Inc	Other	766.00	Novak Automotive Inc	Construction/Maint Equip	1049.17
City of Colesburg	Roads	2598.94	Office Express	Stationery/Supplies	156.85
Consolidated Energy Co LLC	Natural -LP Gas-Fuel Oil	2600.81	Palmer Hardware	Minor Equip & Hand Tools	6.79
Custom Hose Supplies Inc	Construction/Maint Equip	276.93	Phoenix Supply	Clothing & Dry Goods	294.16
Dearborn Life Insurance	Life Insurance	950.40	Pictometry International Corp	Data Processing	93831.80
Delaware County	Self-Funding	759.98	Prairie Valley Technologies	Data Processing	1450.00
Del Co Memorial Hospital	Emergency Treatment	146.00	Radio Communications	Radio & Communications	3818.00
Del Co Public Health	Reimbursements	19438.60	Redwood Toxicology Lab	Medical & Lab Supplies	73.00
Delaware Co Services	Contracted Services	32000.00	River City Stone (General)	Roads	18.84
Del Co Solid Waste Comm	Sanitation Disposal	2045.55	Nicole Salow MD	Medical & Health Services	300.00
City of Delhi	Roads	3616.13	Scherrmans Implement	Construction/Maint Equip	41.35
DJ Repair	Repair/Maint- Vehicle	13328.81	Schmitz Janitorial Supply	Custodial Supplies	269.05
Dolan Insurance Agency	Blanket Insurance	222.00	School Outfitters	Repair/Maint-Const Equip	1395.56
Don & Walt LLC	Repair/Maint-Misc Equip	637.57	Silveredge Cooperative	Fuels	2700.80
Dubuque Fire Equipment	Safety Items	721.30	Simmons Perrine Moyer etal	Labor Relations Services	652.50
City of Earlville	Utilities	90.00	Solutions Inc	Data Processing	530.30
Jody Elgin	Custodial Supplies	231.00	Southtowne	Rent Payments	750.00
Tina Elgin	Custodial	500.00	State Medical Examiner	Medical & Health Services	4113.00
Fast Lane Auto Care	Shop Equipment	28.80	Storey Kenworthy	Stationery/Supplies	509.16
Fastenal Company	Steel-Iron-Related Metals	661.01	Timothy J Tegeler	Engineering Services	500.00
GATR Truck Center	Construction/Maint Equip	255.53	Terminal Supply Company	Construction/Maint Equip	71.30
Gienapp Construction	Buildings	402.00	Three Rivers FS	Lubricants	23818.79
Garlyn R Glanz	Postage & Mailing	27.15	Tifco Industries	Minor Equip & Hand Tools	463.80
Gordon Flesch Company	Maint-Off Equip/Furniture	60.66	Uniform Den Inc	Repair/Maint-Misc Equip	27.80
City of Greeley	Water Use & Sewer	63.00	Vanguard Appraisals Inc	Appraisal Services	42168.00
Hanson Law Office	Legal-Court Related	255.00	Vantagepoint Transfer Agents	Wage Settlements	19751.55
Shirley E Helmrichs	Employee Mileage/Subs	46.50	VISA / Mastercard	Employee Mileage/Subs	1328.73
Henderson Products	Construction/Maint Equip	996.21	Walmart Community	Custodial Supplies	266.16
Heritage Printing	Printing Services	161.74	Weber Paper Company	Stationery/Supplies	79.20
Hi-Viz Safety	Traffic & St Sign	15.50	Weldon Tire	Tires	855.00
Hopkinton Municipal Utilities	Water Use & Sewer	93.81	Welter Storage Equip Co	Shop Equipment	540.00
Iowa Regional Utilities Assn	Water Use & Sewer	46.61	Wilson Electric Inc	Buildings	4416.07
IA Secretary of State Notary	Dues & Memberships	30.00	Michael A Wilson	Fuels	21.20
Interstate PowerSystems Inc	Construction/Maint Equip	57.49	Windstream	Telephone Service	890.47

**Motion made** by Helmrichs, second by Buschmann and carried to approve the following "Application for Approval of Underground Construction on Delaware County Right-of-Ways" submitted by Windstream Iowa Communications, LLC to place and splice 300 foot of underground fiber and place two fiber panels to serve Northern Natural Gas (CenturyLink WC) located at 2417 260<sup>th</sup> Ave in Delhi being located approximately 2.67 miles northeast from Franklin St in Section 15 & 16 in Delhi Twp. All Ayes.

**Motion made** by Buschmann, second by Helmrichs and carried to approve the following manure management plan updates submitted for Board consideration: Joe Wessels (Burkle Farm) in Section 32 of Bremen Twp; and Joe Wessels (Home Farm) in Section 34 of Bremen Twp. All Ayes

**Motion made** by Helmrichs, second by Buschmann and carried to acknowledge receipt of the Treasurer's Monthly Banking and Investment Report showing that for the month of January 2020 a total of \$24,927,668.51 was collected on behalf of all taxing entities and deposited with various banks throughout the county. All Ayes

**Motion made** by Buschmann, second by Helmrichs and carried to set Monday, February 24, 2020 at 1:15 pm as the date and time to hold a Public Hearing on the Proposed Property Tax Levies for the General Fund, General Supplemental Fund and Rural Services Fund for FY2020-21. All Ayes

**Motion made** by Helmricks, second by Buschmann and carried to reinstate the homestead credit on Parcel 250-14-00-018-00, owned by the Ruth Darlene Harbach Revocable Trust, which was erroneously removed for 2019 Values Payable FY2020-2021. All Ayes

**Motion made** by Buschmann, second by Helmricks and carried to approve the Amended Cigarette Permit Application for Dollar General, located at 2173 270th Ave in Earlville, changing the effective date from March 22, 2020 to February 22, 2020. All Ayes

**Motion made** by Helmricks, second by Buschmann and carried to approve the 2020 Personnel Policy Manual with the following changes:

**Section 4.2** – Employees hired between January 1 and March 31 will receive one (1) paid personal day after completing three months of consecutive service.

**Section 4.4** – An employee on unpaid leave or workers' compensation will not accrue sick leave.

**Section 4.4** – under Conversion of Sick Leave the verbiage "Health Care Savings Plan" was replaced with "Retirement Health Care Savings Plan". Also, the following verbiage was changed within said paragraph: If no spouse or qualifying dependents exist at the time of death, the amount remaining in said health care savings plan will revert back to Delaware County. This will remove the county making payment back directly to the decedent's designated beneficiaries.

**Section 4.7** – Verbiage changed to read "each calendar twelve-month period" instead of "rolling twelve-month period."

**Section 5.2** – Paragraph verbiage changed to match current policy as follows: "Delaware County provides each full-time regular employee with a \$25,000 life insurance policy. Once an employee reaches the age of 65, their life insurance coverage decreases by 8% per year until the age of 70." Also, coverage will be effective after sixty (60) days of full-time employment. Life insurance terminates at the time of retirement or termination.

**Section 6 - Personal Protective Equipment – Footwear** – The policy recently approved by the Board was added as follows: The County may require employees who use equipment or engage in a work-related activity that could cause injury to their legs and/or feet to purchase and wear safety-toed boots. The Board of Supervisors will determine to which departments and employees this policy will apply. The County will pay up to \$150.00 for full-time employees and up to \$75.00 for part-time or seasonal employees for the purchase of one pair of safety-toed boots on an annual basis. The safety-toed boots must be purchased at Thompson Shoes in Manchester, Iowa, and the County will make payment directly to Thompson Shoes. Employees may purchase safety-toed boots from another business, but the County will not reimburse the employee for that purchase or make payment directly to that business. Employees are responsible for the proper use and maintenance of this footwear.

All Ayes

**ENGINEER'S REPORT** – Suspended until spring

**NEXT MEETING** – The next regular board meeting will be held on Monday, February 10, 2020 at 1:15 p.m.

**PUBLIC COMMENTS** – None

**Motion made** by Helmricks, second by Buschmann and carried to adjourn the meeting at 1:35 pm. All Ayes

These minutes have been read and approved for publication.

/S/ Jeff Madlom, Chairperson

/S/ Carla K. Becker, County Auditor