

STATE OF IOWA )  
) Ss:  
DELAWARE COUNTY )

July 6, 2020  
Manchester, Iowa  
1:15 PM

The Delaware County Board of Supervisors met in regular session this date at 1:15 pm with Supervisors Madlom and Helmricks present and Supervisor Buschmann absent. Also present were Daneen Schindler, Anthony Bardgett, Charity Loecke, Mike Adkins, Jeremy Oden, Linda Gaul (via telephone), and Carla K. Becker. There was one member of the media present. Chairperson Madlom called the meeting to order.

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

**Motion made** by Helmricks, second by Madlom and carried to approve the minutes from the June 29, 2020 regular session and special session as presented. All Ayes

There were no requests submitted for attendance at out-of-county meetings.

**Motion made** by Helmricks, second by Madlom and carried to approve payment of the following claims, including payroll from July 3, 2020 in the amount of \$237,030.42 warrant #39890-#40014:

Accent Laser Services Inc	Stationery/Supplies	95.90	IA Regional Utilities Assn	Water Use & Sewer	55.48
Ace Homeworks Inc	Postage & Mailing	12.91	ICCS	Dues & Memberships	1500.00
Alliant Energy	Service	6382.51	Infrastructure Technology	Repair/Maint-Fixed Equip	2645.00
Ronald F Bailey	Grounds & Maint Supplies	375.00	Interstate PowerSystems Inc	Construction/Maint Equip	157.08
Barco Municipal Prod Inc	Minor Equip & Hand Tools	2249.60	IPAC Treasurer	FY20-21 Dues	3974.96
Bard Materials (General)	Roads	19496.78	ISAC	Dues & Memberships	5900.00
Bard Materials (Rock)	Roads	697705.87	ISAC Group Unemployment	Unemployment Comp	7038.15
Bi-County Disposal Inc	Roads	223.00	IWI Motor Parts	Construction/Maint Equip	240.06
Black Hawk Co Auditor	Court Admin FY20-21	1168.81	Mainstay Systems Inc	Data Processing	2052.00
Black Hills Energy	Service	127.28	Manchester Carquest	Repair/Maint- Vehicle	43.89
BP	Fuels	499.14	Manchester Signs LLC	Traffic & St Sign	60.00
Brunkan Equipment	Construction/Maint Equip	103.79	City of Manchester	Water Use & Sewer	325.08
CenturyLink	Telephone Services	355.38	Martin Equipment of Illinois	Minor Mv Parts & Access	1820.82
LLC CenturyLink Comm	Telephone Services	21.86	Masonville Greenwood Cmtry	Care of Graves	75.00
City Laundering Co	Buildings-Repair/Maint	657.21	Matheson Tri-Gas Inc	Repair/Maint-Misc Equip	145.95
CNH Indstrl Capital Product	Construction/Maint Equip	1734.30	Mediacom LLC	Telephone Services	306.90
Comelec Internet Services	Telephone Services	190.00	Midwest Wheel	Minor Mv Parts & Access	507.33
D&S Portables Inc	Buildings	385.00	Portable Cemetery	Care of Graves	15.00
Delaware County Fair Society	County Contribution	39000.00	Precise MRM LLC	Repair/Maint-Radio Equip	503.76
Delaware Co Sheriff	Transportation	549.44	Runde Auto Group	Assessor-Car Expense	34.16
The Design House Plus, LLC	Stationery/Supplies	183.64	S & R Construction Inc	Buildings	2700.00
Diamond Vogel Paints	Minor Equip & Hand Tools	181.40	Safelite Fulfillment Inc	Repair/Maint-Const Equip	200.00
Don & Walt LLC	Repair/Maint-Misc Equip	131.00	Schmitz Janitorial Supply	Custodial Supplies	311.20
Dubuque County Auditor	Rent Payments	249.14	Silveredge Cooperative	Fuels	1113.25
Dyersville Commercial	Education & Training	389.00	Sioux Sales Company	Wearing Apparel & Uniform	287.00
Dyersville Equipment Co	Repair/Maint-Const Equip	1161.99	Solutions Inc	Repair/Maint-Misc Equip	9846.00
East Central IA REC	Construction/Maint Equip	336.29	Spray Land USA	Construction/Maint Equip	57.19
E Central Intergovernmental	Dues & Memberships	5838.00	Storey Kenworthy	Custodial Supplies	321.86
Jody Elgin	Custodial Services	294.00	Team Laboratory Chemical	Roads	6600.00
Fastenal Company	Safety Items	273.65	Terminal Supply Company	Minor Mv Parts & Access	44.71
Mark E Francois	Water/Sewer Structures	210.37	Three Rivers FS	Fuels	7842.01
GATR Truck Center	Repair/Maint-Const Equip	2643.11	Verizon Wireless	Telephone Services	7.02
Ginter Tools LLC	Minor Equip & Hand Tools	547.97	VISA / Mastercard	Stationery/Supplies	1666.65
Harrison Truck Centers	Repair/Maint-Const Equip	2102.84	Weber Paper Company	Custodial Supplies	211.48
Hausers Water Systems Inc	Stationery/Supplies	107.42	Windstream	Telephone Service	332.61
Hopkinton Municipal Utilities	Electrical Power	88.01			

All Ayes

There were no "Applications for Approval of Underground Construction" submitted for Board consideration at today's meeting.

**Motion made** by Helmricks, second by Madlom and carried to acknowledge receipt of the following manure management plans and updates: annual updates from Pork Chop Ranch LLC (Mike Loecke) in Section 32 of Honey Creek Twp; Gentz Farms Inc (Kevin Gentz) in Section 8 of Colony Twp; Knipper Pork LLC (Pete Knipper) in Section 21 of Oneida Twp; MAP Pork LLC in Section 18 of Prairie Twp; Nick Knepper in Section 33 of Bremen Twp; Lime Creek Feeders LLC in Section 28 of Hazel Green Twp; and Goose Hill Pork LLC in Dubuque County. All Ayes

**Motion made** by Helmricks second by Madlom and carried to approve the following appointments to various committees:

**Delaware County Conservation Board – 5 Year Term**

Jody Kerns

**Dyersville Board of Adjustment – 5 Year Term**

Steve Boeckenstedt

**Dyersville Planning & Zoning Commission – 5 Year Term**

Daniel Olberding

Wayne Stelken

**Eastern Iowa Tourism Council – 1 Year Term**

Donna Boss

Elise Bergen

**Veteran Affairs Commissioner – 3 Year Term**

Jennifer Sellner

All Ayes

**Motion made** by Helmricks, second by Madlom and carried to acknowledge receipt of the Auditor's Quarterly Report showing for the quarter ending June 30, 2020 a total of \$5,384.08 was collected for various fees and deposited into the general funds. All Ayes

**Motion made** by Helmricks, second by Madlom and carried to acknowledge receipt of the Treasurer's Monthly Banking and Investment Reports showing for the month ending June 30, 2020 a total of \$23,456,159.67 was on-hand and deposited into various banks across the county. All Ayes

**Motion made** by Helmrichs, second by Madlom and carried to acknowledge receipt of the Recorder's Quarterly Report showing that for the quarter ending June 30, 2020 a total of \$47,691.42 was collected and deposited into the following funds:

General Fund (01000)	\$45,135.42
Record Management (16000)	\$1,278.00
Electronic Fee Fund (53000)	\$1,278.00

All Ayes

**Motion made** by Helmrichs, second by Madlom and carried to acknowledge receipt of the Sheriff's Quarterly Report showing for the quarter ending June 30, 2020 a total of \$41,385.94 was collected for various fees deposited into the general fund. All Ayes

**Presentation – Public Health Department Year-end Report – Charity Loecke, Public Health Director**

Public Health Director Charity Loecke addressed the Board regarding FY 2019-20. She began by thanking the Board for their support both financially and personally. This is also her first annual review with the Board since the retirement of long-time Public Health Director Delma Hardin. She had worked for the department for over 35 years.

Ms. Loecke noted that the Board's contribution to Public Health for FY 2019-20 was \$131,325. Said funding was used for Public Health services, workforce infrastructure, office space rental and utilities. The funding also supported Public Health services such as disease outbreak investigation, reportable disease follow-up and surveillance, community health needs assessments, health improvement plans, community collaboration, health education, nuisance complaint follow-ups. Home-care skilled nursing and aide visits and the department's immunization program. County funding helped support skilled nursing and home care aide services, which allowed six residents to stay in their home with a total of 115 nursing visits and 112.54 hours of home care. County funding also assisted in the purchase of two laptops for the department, numerous bed bug kit supplies and the administration of three grants to help support Public Health through the COVID-19 pandemic.

Ms. Loecke also noted that several surrounding counties have turned over their contract tracing to the state. She is not comfortable doing so at this time.

The Board thanked Ms. Loecke for the great report. They also appreciate being kept in the loop throughout the year.

**Motion made** by Helmrichs, second by Madlom and carried to approve the FY 2020-2021 Agreement between Delaware County, Regional Medical Center and the Delaware County Board of Health showing the maximum amount of County financial support to be set at \$142,525 for the fiscal year. The County shall also act as a "pass thru" agent for funds appropriated from the Iowa Department of Public Health through the Local Public Health Contract in the amount of \$49,228.00 for FY 2020-2021. All Ayes

**Motion made** by Helmrichs, second by Madlom and carried to approve the July 2020 pay application for the Sheriff's Office/Jail Project as follows:

1.5 – Rick Weidner AIA – Construction Phase	\$5,160.48
2.1 - Midwest Construction Consultants - Construction Management Fee	\$8,900.00
2.2 - Midwest Construction Consultants - On-site Allowance	\$8,500.00
2.3 - Midwest Construction Consultants – Reimbursable Allowance	\$841.23
3.4 – Burrington Group – Survey Staking	\$1,241.25
4.1 – Woodruff Construction – General Construction	\$185,227.43
4.2 – Noah Detention	\$71,440.00
4.3 – Don & Walt LLC - Plumbing	\$92,492.95
4.4 – Universal Climate Control, Inc – HVAC	\$15,463.15
4.5 – Community Electric – Electrical	\$46,160.50
4.6 – Continental Fire Sprinkler – Fire Sprinklers	\$2,340.57
5.11 – C.J. Bacon & Sons – Dumpster Fees (April/May and May/June)	\$886.40
Total	\$438,653.96

Mike Adkins and Jeremy Oden (Midwest Construction Consults) updated the Board on the progress of the project. They are preparing for the final pour of the mezzanine areas. Currently, workers are handing ductwork and setting door and window frames. They are anticipating gas to be hooked up within the next couple of weeks. They are also anticipating the parking lot to be poured by the end of the month. All Ayes

**Motion made** by Helmrichs, second by Madlom and carried to approve the following resolution:

**RESOLUTION No. 2020 -032  
DESTRUCTION OF RECORDS**

Pursuant to the 2019 Code of Iowa, Sections 48A.32, 50.19 and 331.323(2d), and pursuant to the use of Document Locator and the OnDemand record retention software which allows for reports to be scanned for permanent storage if required, we do hereby authorize the destruction of the following records in the Delaware County Auditor's Office:

**Caucus Registration forms**

- Republican Caucus - 1988, 1990, 1992, 1994, 1996, 1998, 2000, 2002, and 2004
- Democratic Caucus - 1988, 1990, 1992, 1994, 1996, 1998, 2000, 2002, and 2004

**Election**

- Election Registers
  - Primary Election June 3, 2014
  - General Election November 4, 2014
  - Lake Delhi Combined recreational Facility & Water Quality District
    - July, 2014
    - July, 2015
  - Special Election – Jail Bond May 5, 2015
  - City Election November 3, 2015
- Unvoted Ballots Primary Election - June 2, 2020

**Administration**

- Fund Status Report
  - July 1, 2008 – June 30, 2009
  - July 1, 2009 – June 30, 2010
- Claims to be paid Reports
  - July 1, 2008 – June 30, 2009
  - July 1, 2009 – June 30, 2010
- Warrant Register
  - July 1, 2008 – June 30, 2009
  - July 1, 2009 – June 30, 2010
- Disbursement File Listing
  - July 1, 2008 – June 30, 2009
  - July 1, 2009 – June 30, 2010

- Outstanding Warrants
  - Redeemed Warrants
  - Void Warrants
  - Reissue Warrants
- Approved Reissue Warrants
  - March 2000 – December 2009
- Redeemed Warrants (Scanned)
  - July 1, 2014 – June 30, 2015
- Claims (scanned) - July 1, 2016 – June 30, 2017
  - Handwritten Claims
  - Claims
- Application for Fireworks Permit- 2002-2016

**Payroll**

- 2013 IPERS
- 2013 IA Withholdings
- 2013 FED/FICA
- 2013 IA Quarterly Unemployment Reports
- 2012/2013 Accrual
- 2013 Child Support
- 2013 Annual Reports Calendar Year
- 2013 WC Reports
- 2013 457 Plan 2013 BlueCross BlueShield renewal
- 2013 BlueCross BlueShield Service Billings
- 2012-2013 Receipts

**Real Estate**

- 2017-2018 Transfer/Split/Consolidation Sheets

Approved this 6<sup>th</sup> day of July 2020.

Delaware County Board of Supervisors

/S/ Jeff Madlom, Chairperson

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

All Ayes

**Motion made** by Helmrichs second by Madlom and carried to approve the following resolution:

**RESOLUTION 2020-33  
DESTRUCTION OF RECORDS  
Assessor's Office**

Pursuant to the 2019 Code of Iowa, Section 331.323 sub section 2D, we, members of the Delaware County Board of Supervisors, do hereby authorize the destruction of the following records in the Delaware County Assessor's Office:

2009	Income & Expense Statements
2009	Reassessment & Lake Maps
2009-2010	Assessment Notices / Addresses Not Found
2010	Corrected Assessment Rolls
2010	Corrected Assessment Notices
2010	Vanguard Miscellaneous Notes & Information
2010	Vanguard No Changes
2010	Vanguard Corrected Assessments 2010
2010	Restricted Appraisal Reports of Apartments
2010	No Change Assessments
2010	Residential Appraisal
2010	Commercial Assessment Changes / Corrected Assessments
2010	Real Estate Assessment Roll
2010	Commercial Reappraisal Information
2016, 2017	Board of Review Petitions
2017	Board of Review Special Equalization Petitions
2017	Disallowed Homestead & Military Applications
2017 – 2018	Splits / Transfer Sheets
2017 – 2018	Revaluations
2018	Value Worksheets

Approved this 6<sup>th</sup> day of July, 2020

Delaware County Board of Supervisors

/S/ Jeff Madlom, Chairperson

Attest: /S/ Carla K Becker, County Auditor

All Ayes

**Motion made** by Helmrichs, second by Madlom and carried to approve the following resolution:

**RESOLUTION No. 2020-034  
FOR INTERFUND OPERATING TRANSFERS  
FISCAL YEAR 2020-2021**

**WHEREAS**, it is desired to authorize the Auditor to periodically transfer sums from the General Basic Fund (01000) and Rural Services Fund (11000) to the Secondary Road Fund (20000) during the **2020/2021** budget year, and

**WHEREAS**, the Board was unable to transfer from the Rural Services Fund to the Secondary Roads Fund the full amount budgeted for FY 2019-20 due to the COVID-19 Pandemic and the Governor's declarations extending the collection of property taxes due in FY 2019-20. Thus, \$22,153.00 will need to be transferred from the Rural Services Fund to the Secondary Roads Fund based on the collection of delinquent taxes in FY 2020-2021; and

**WHEREAS**, said transfers must be in accordance with Section 331.429, sub-section 1 of the Code of Iowa, and

**WHEREAS**, the County's participation in the Rural County Transportation Program (RCTP) necessitates an annual transfer of funds from the General Basic Fund (01000) to the Rural County Transportation Program Fund (05000).

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of Delaware County, Iowa as follows,

**Section 1.** Transfers to the Secondary Roads Fund from the General Fund are not to exceed in any year the dollar equivalent of a tax of sixteen and seven-eighths cents per thousand dollars of assessed value on all taxable property not located within the corporate limits of a city in the county.

**Section 2.** Transfers to the Secondary Roads Fund from the Rural Services Fund are not to exceed in any year the dollar equivalent of a tax of three dollars and three-eighths cents per thousand dollars of assessed value on all taxable property not located within the corporate limits of a city in the county.

**Section 3.** Transfers to the Rural County Transportation Program Fund from the General Basic Fund shall not exceed \$70,000 in any one fiscal year.

**Section 4.** Notwithstanding the provisions of Sections 1, 2, and 3, the amount of any transfer shall not exceed available fund balances in the transferring fund.

**Section 5.** The Auditor is directed to correct her books when said operating transfers are made and to notify the Treasurer and County Engineer of the amounts of said transfers.

**Section 6. Secondary Roads Fund** - Total transfers are to be made monthly from the Rural Services Fund to the Secondary Roads Fund with estimated adjustments made when necessary, total transfers not to exceed **\$2,802,423.00** for the **2020/2021** Fiscal Year. Total transfers are to be made monthly from the General Basic Fund to the Secondary Roads Fund with estimated adjustments made when necessary, total transfers not to exceed **\$0.00** for the **2020/2021** Fiscal Year. Total transfers are to be made monthly from the delinquent tax collections within the Rural Services Fund until a total of **\$22,153.00** has been transferred. This is the amount left uncollected for **FY 2019-20**.

**Section 7. Rural County Transportation Program Fund** – An annual transfer from the General Basic Fund to the Rural County Transportation Program Fund shall be made at the earliest convenience within the first month of each fiscal year. The total amount to be transferred in **2020/2021** is **\$70,000.00**.

The above and foregoing Resolution was adopted by the Board of Supervisors of Delaware County, Iowa on this 6<sup>th</sup> day of July 2020.

Delaware County Board of Supervisors

/S/ Jeff Madlom, Chairperson

ATTEST:

/S/ Carla Becker, Delaware County Auditor

All Ayes

**Motion made** by Helmrichs second by Madlom and carried to approve the following list of recommended Rural County Transportation Projects (RCTP) for FY 2020/2021:

City of Earlville	N William St, Stow St Summit St and W Southside Road Projects	\$25,000
City of Dundee	Street Repairs Tier 1	\$25,000
City of Hopkinton	Seal Coat Project	\$20,000

There were six cities who applied for this funding in FY 2020-21. After the RCTP ranking committee reviewed the applications and assigned points to each project based on the scoring criteria, these were the three projects, which are being recommended for funding. Approval letters and contracts will be sent to the applicants following approval from the Board. County Engineer Anthony Bardgett recommended approval as submitted. All Ayes

#### **ENGINEER'S REPORT**

**D22 Paving Project** – River City Paving still needs to pave the asphalt on Hwy 38 and in the City of Earlville. No word yet as to when they are going to start but they are expected to start this week.

**Robinson Road Paving Project** – River City Paving is placing the asphalt transition at the south end of the project. All shoulder rock is complete except in the area of the damaged concrete. County Engineer Anthony Bardgett stated that the road would be allowed to open even with the damaged concrete. One lane of traffic will be closed when they decide to replace the damaged concrete.

**Contract Rock** – BARD did not work very much last week. They expect to finish this week and are working in the southeast area of the County.

**NEXT MEETING** –The next regular meeting for the Board is scheduled for Monday July 13, 2020 at 1:15 p.m.

#### **PUBLIC COMMENTS** –

**Supervisor Helmrichs** stated that the Delaware County Fair will be operating next week under “new normal” conditions beginning Monday, July 13, 2020. The Board’s annual contribution will help offset the loss of income for the Fair Board.

**Linda Gaul** wanted to thank the Board for the RCTP Funding. The smaller cities within the County truly appreciate it.

**Motion made** by Helmrichs, second by Madlom and carried to adjourn the meeting at 2:00 pm. All Ayes

These minutes have been read and approved for publication.

/S/ Jeff Madlom, Chairperson

/S/ Carla K. Becker, County Auditor