

STATE OF IOWA )  
 ) Ss:  
DELAWARE COUNTY )

January 27, 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, Mike Corkery, Dennis Lyons, 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 21, 2020 regular and work sessions 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: Daneen Schindler to attend the District 6 meeting in Cedar Rapids on January 29<sup>th</sup>; Supervisor Buschmann to attend the BDF meeting in Oelwein on January 28<sup>th</sup>; and Supervisors Buschmann and Madlom to attend the Supervisors' meeting in Des Moines on January 30<sup>th</sup>. All Ayes

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

Black Hills Energy	Service	1109.09
CenturyLink	Telephone Services	1.73
US Cellular	Telephone Services	91.13
Verizon Wireless	Telephone Services	120.03
Windstream	Telephone Service	578.29

All Ayes

There were no "Applications for Approval of Underground Construction on Delaware County Right-of-Ways" submitted for Board consideration at today's meeting.

**Motion made** by Helmrichs, second by Buschmann and carried to approve the following manure management plan update submitted for Board consideration: Richard Domeyer in Section 34 of Colony Twp; Ducladel Corp (Craig Wulfekuhle) in Section 4 of Delhi Twp; and Golden Branch Pork (William Havertape) in Section 3 of Hazel Green Twp. All Ayes

**Motion made** by Buschmann, second by Helmrichs and carried to acknowledge receipt of the First Judicial District Department of Correctional Services Combined Balance Sheet and Changes in Fund Balance for the Fiscal Year ending June 30, 2019. The fund balance at the beginning of the fiscal year was \$728,002.58. With revenues of \$19,669,810.18 and expenditures totaling \$19,302,232.12 for the fiscal year, the ending fund balance was \$1,095,580.64. Thus, an addition of \$367,578.06 in fund balance by year's end. All Ayes

**Motion made** by Helmrichs, second by Buschmann and carried to acknowledge receipt of Julia Hackbarth's change of employment from the Auditor's Office to the Assessor's Office effective February 3, 2020. Ms. Hackbarth's last day in the Auditor's Office will be Friday, January 31, 2020. All Ayes

**Motion made** by Buschmann, second by Helmrichs and carried to acknowledge receipt of Dennis Lyons' intent to retire from his position as County Sanitarian effective May 29, 2020. The Board thanked Mr. Lyons for his years of service to Delaware County and wished him all the best in his retirement. All Ayes

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

**RESOLUTION No. 2020-008  
DESTRUCTION OF RECORDS**

Pursuant to the 2019 Code of Iowa, Sections 48A.32, 50.19 and 331.323(2d), we do hereby authorize the destruction of the following records within the Delaware County Auditor's Office that have either surpassed their retention period or have been digitally archived for retention:

**Miscellaneous Receipts** – FY2015/2016 & FY2016/2017

**Quarterly Reports (from Department Heads)** – FY2014/2015, FY2015/2016, FY2016/2017

**Special Elections**

- Edgewood-Colesburg School Election – February 5, 2019
- Jail Bond Election – May 7, 2019
- Lake Delhi Election – July 23, 2019

**City/School Election**

- Unvoted Ballots City/School Election – November 5, 2019

Approved this 27th day of January 2020.

/S/ Jeff Madlom, Chairperson

ATTEST:

/S/ Carla K. Becker, Delaware County Auditor

All Ayes

**Motion made** by Buschmann, second by Helmrichs and carried to approve the 100-hour contract with Prairie Valley Technologies for support of the county's VoIP Phone System. Prairie Valley will assist with any moves, changes or service requests submitted by the County in support of the VoIP Phone System assessed at 30 minute intervals plus travel time to the site (if needed). The cost of said contract is \$9,000.00 for the 100 hours of service. All Ayes

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

**RESOLUTION No. 2020-009  
DELAWARE COUNTY  
AMENDMENT TO MILEAGE REIMBURSEMENT POLICY  
Effective Date: February 3, 2020**

**BE IT HEREBY RESOLVED**, by the Delaware County Board of Supervisors to approve the following amendment to the Mileage Reimbursement Policy for Delaware County:

**PURPOSE:** This rule defines when employees will be approved use of personal vehicles for travel to meetings or other out of county business and receive county mileage reimbursement.

**BACKGROUND:** The mileage reimbursement rate has increased significantly in conjunction with increased gasoline prices and auto ownership costs, making the reimbursement of employees using personal vehicles a significant expense to the county departments. This will state when an employee may use their personal vehicle for official travel, and when an employee using their own vehicle is eligible for mileage reimbursement.

**WORK RULE:** The payment of mileage reimbursement for the use of personal vehicles for county business is to be kept to a minimum. Employees are encouraged to use a joint departmental vehicle when one is available for travel to and from meetings and training sessions when travel is necessary out of the county, but within the state of Iowa. The county will reimburse the employee for any fuel purchased for the county vehicle during official travel. Employees shall submit fuel purchase receipts to the county for reimbursement of this expense.

Employees may drive a personal vehicle to an out of town meeting under the following policy.

- 1) Employees driving a round trip of 25 miles or less in their personal vehicles will be able to submit mileage requests for the rate as set by the Board of Supervisors.
- 2) Employees wishing to drive their own vehicles, even when a joint departmental vehicle is available, will be reimbursed at the rate set by the Board of Supervisors.
- 3) Employees driving their own vehicles when departmental vehicles are not available will receive the rate as set by the Board of Supervisors for use of their personal vehicle.
- 4) Employees may carpool with other Delaware County employees, neighboring county employees and elected officials. It is recommended that you alternate turns with any neighboring county employees/officials driving to meetings. If the neighboring county employee/official wishes to take their spouse, then the Board feels the neighboring county official should be driving. Neighboring county officials' spouses are not allowed in Delaware County vehicles due to insurance purposes. Spouses of Delaware County employees, elected officials, or other board members representing Delaware County are allowed.
- 5) Employees using a county vehicle or their personal vehicle for official travel must place on file a certificate of insurance and a copy of their driver's license.

Approved this 27<sup>th</sup> day of January 2020.

/S/ Jeff Madlom, Chairperson

Delaware County Board of Supervisors

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

All Ayes

**Motion made** by Buschmann, second by Helmrichs and carried to approve the Agreement for County-State Traffic Engineering Program (C-STEP) Project to remove the turning lanes at the intersection of IA 38 and D22. This joint project will include HMA resurfacing and eventually be incorporated into a larger Delaware County project. Costs will be split 55% Dept of Transportation and 45% County with a maximum cost of \$200,000 for the project. With an estimated total cost of \$134,901, the county share would be \$60,705.45. All Ayes

**ENGINEER'S REPORT** – With warmer temperatures forecasted, the Secondary Roads crew will be concentrating on chipping the gravel roadways where needed.

**NEXT MEETING** – The next regular board meeting will be held on Monday, February 3, 2020 at 1:15 p.m.

**PUBLIC COMMENTS** – None

**Motion made** by Helmrichs, 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