

STATE OF IOWA)
) Ss:
DELAWARE COUNTY)

September 14, 2020
Manchester, Iowa
1:15 PM

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, Alan Shaffer, Matt Specht (via conference call), Anthony Bardgett, and Carla K. Becker. There were no 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 as posted. All Ayes

Motion made by Buschmann, second by Helmrichs and carried to approve the minutes from the August 31, 2020 regular session as posted. All Ayes

There were no requests presented to the Board for employees to attend out-of-county meetings.

Motion made by Helmrichs, second by Buschmann and carried to approve payment of the following claims, including payroll from Friday, September 11, 2020 in the amount of \$243,093.89, warrant #41320-41445:

Accent Laser Services Inc	Stationery/Supplies	164.95	Elizabeth J Kruse	Election Official	26.00
Access Systems	Maint-Off Equip/Furniture	151.91	Lahr Repair Inc	Construction/Maint Equip	36.80
Ace Homeworks Inc	Postage & Mailing	30.60	Link Hydraulics Inc	Construction/Maint Equip	477.52
Adv Correctional Healthcare	Prescription Medicine	30.03	Mail Services LLC	Postage & Mailing	619.33
Ahlers & Cooney PC	Legal-Court Related	181.50	Manchester Carquest	Repair/Maint- Vehicle	79.41
Sandra K Ahrens	Election Official	13.00	Manchester Press	Publications	2355.97
Alera Group Quad Cities	Self-funding	18827.45	Manchester Signs LLC	Traffic & St Sign	60.50
Alliant Energy	Service	1777.90	City of Manchester	Water Use & Sewer	80.66
Carol A Ankrom	Election Official	21.50	Maquoketa Valley Electric	Construction/Maint Equip	755.31
Jody Antrim JDC Works	Park Development	657.00	Marco Technologies LLC	Repair/Maint-Misc Equip	479.95
AT&T	Telephone Services	3.70	Martin Equipment of Illinois	Minor Mv Parts & Access	477.04
Attenti US Inc	Telephone Services	180.00	The Master's Touch LLC	Typing/Printing/Binding	2882.79
Auto Jet Muffler Corporation	Construction/Maint Equip	69.31	Matheson Tri-Gas Inc	Repair/Maint-Misc Equip	150.35
Ronald F Bailey	Repair/Maint-Const Equip	370.13	Midwest Bowie Sales Inc	Construction/Maint Equip	553.09
Bard Materials (General)	Park Development	5062.85	Midwest Const Consultants	Planning-Consulting	18992.36
Barron Motor Supply	Construction/Maint Equip	134.45	Midwest Wheel	Construction/Maint Equip	456.83
Chad Frasher BC	Park Development – Minor	550.00	Mr Lock & Key	Keys	17.98
Carla K Becker	Education & Training	17.96	Noah Detention Const	Buildings	66610.20
Patricia Becker	Election Official	20.00	Office Ally	Acct/Audit/Clerical	35.00
Bi-County Disposal Inc	Sanitation Disposal	188.00	Office Express	Stationery/Supplies	59.95
Black Hawk Co Sheriff	Room/Board	1300.00	Orkin	Buildings-Repair/Maint	760.32
Bob Stephen Motors Inc	Repair/Maint- Vehicle	376.18	Palmer Hardware	Repair/Maint-Misc Equip	1506.27
BP	Fuels	609.84	Linda S Peitz	Election Official	13.00
Brehme Drug	Prescription Medicine	356.55	Perry Peterson	Election Official	165.00
Buchanan Co Jail	Room/Board	1550.00	Janet L Phelps	Election Official	15.00
C J Bacon & Sons	Sanitation Disposal	865.60	Prairie Valley Technologies	Data Processing Supplies	300.00
C & J Dirt Works LLC	Park Development - Minor	8276.72	Precise MRM LLC	Repair/Maint-Radio Equip	517.06
Carls Feed & Farm Store	Fertilizer & Seed	48.25	Premier Parts Inc	Construction/Maint Equip	559.01
Chosen Valley Testing	Buildings	531.00	Productivity Plus Account	Construction/Maint Equip	54.10
City Laundering Co	Election Supplies	281.13	Radiology Consultants of IA	Emergency Treatment	27.00
Clayton Co Sheriff	Room/Board	2960.00	Ray O'Herron Co Inc	Education & Training	23.23
CMI Inc	Sheriff Supplies	1780.00	Regional Family Health	Medical & Health Services	450.00
Community Electric Inc	Buildings	101639.56	River City Stone (General)	Cover Aggregate & Sand	2192.02
Continental Fire Sprinkler Co	Buildings	32301.05	Rolling Lawn Care	Grounds & Maint Supplies	280.00
Karen M Cook	Election Official	12.50	Safelite Fulfillment Inc	Repair/Maint-Const Equip	300.00
D&S Portables Inc	Sanitation Disposal	888.00	Schneider Geospatial LLC	Data Processing	14025.00
Delaware County	Self-funding	887.38	Melissa J Sheppard	Election Official	16.00
Delaware Co Extension	Construction/Maint Equip	385.00	Silveredge Cooperative	Fuels	1787.60
Del Co Memorial Hospital	Emergency Treatment	349.00	Sioux Sales Company	Supplies	75.00
Delaware Co Sheriff	Transportation	1211.26	Solutions Inc	Stationery/Supplies	250.00
Del Co Solid Waste Comm	Sanitation Disposal	2045.55	Spray Land USA	Construction/Maint Equip	48.00
Delhi Lumber	Steel-Iron-Related Metals	7691.43	Spring Green Lawn Care	Repair/Maint-Misc Equip	86.70
Don & Walt LLC	Buildings-Repair/Maint	50111.00	St Marks Parish Center	Rental-Polling Places	50.00
Dyersville Commercial	Board Proceedings	2205.03	Shirley M Starr	Election Official	18.00
Eastern IA Reg Housing	Rent Payments	275.00	State Hygienic Lab	Medical & Health Services	39.00
Edge Communications	Data Processing	1304.05	Storey Kenworthy	Stationery/Supplies	500.78
Edgewood Oil Co	Lubricants	54.50	Lisa A Streicher	Election Official	16.00
Jody Elgin	Custodial Supplies	220.50	Supreme Green Inc	Buildings-Repair/Maint	775.00
Fastenal Company	Construction/Maint Equip	66.15	Sandra L Swanson	Election Official	14.00
Janet K Fischer	Grounds & Maint Supplies	122.00	Tauke Motors Inc	Repair/Maint- Vehicle	742.23
Good Neighbor Society	Food Preparation Services	5141.50	TEC	Buildings	7488.00
Gordon Flesch Company	Maint-Off Equip/Furniture	67.57	Thompson Shoes	Safety Items	121.50
GreatAmerica Financial Svcs	Maint-Off Equip/Furniture	81.46	Three Rivers FS	Fuels	5443.08
Celine A Haight	Election Official	8.00	Truax Co Inc	Repair/Maint-Const Equip	22.80
Linda L Harris	Election Official	7.00	Truck Country of Iowa	Construction/Maint Equip	1434.98
Harrison Truck Centers	Construction Equipment	13257.20	Universal Climate Control	Buildings	52288.00
Patricia Hastings	Rent Payments	275.00	US Cellular	Telephone Services	277.62
Hausers Water Systems	Stationery/Supplies	48.50	Van Diest Supply Company	Agric/Hort Services	3010.50
Heather's Handiwork	Buildings-Repair/Maint	250.00	Vanguard Appraisals Inc	Appraisal Services	3040.00
Heritage Printing	Printing Services	58.59	Verizon Wireless	Telephone Services	78.75
Hi-Viz Safety	Traffic & St Sign	916.50	Victory Ford	Repair Equip	11940.54
Robert Hostert	Rent Payments	225.00	Rick A Weidner, AIA	Engineering Services	4692.10
Ronald Huber	Grounds & Maint Supplies	70.00	Weiners Tree Removal	Park Development – Minor	1181.25
Iowa Regional Utilities Assn	Water Use & Sewer	55.48	Weldon Tire	Tires	1517.26
IIW PC	Engineering Services	1481.00	Windstream	Telephone Service	407.18
John Deere Financial	Steel-Iron-Related Metals	975.42	Woodruff Construction LLC	Buildings	93549.43
Kluesner Sanitation LLC	Sanitation Disposal	625.00	Billie K Zumbach	Election Official	54.00
KONE Inc	Buildings-Repair/Maint	2349.53			

All Ayes

Motion made by Buschmann, second by Helmricks and carried to approve the "Application for Approval of Underground Construction" submitted by Maquoketa Valley Electric Cooperative to run 490 feet of single phase primary underground line installed within County right-of-way on the west side of 220th Ave. Said construction being located .33 miles south of the intersection of 267th Street and 220th Ave in Section 30 of Delhi Twp. All Ayes

Motion made by Helmricks, second by Buschmann and carried to acknowledge receipt of the following manure management plan applications and updates: New facility for Sandy Hill Swine, LLC in Section 27 of North Fork Twp (expansion to 1920 animal units or 4800 head of swine finishers); new facility for Adam Schulte (Bacon Lane) in Section 21 of Delaware Twp (999.6 animal units of swine over 55 lbs); 4-year filing for Gary Wedewer (JWTD Swine Inc Farm #1) in Section 35 of Colony (4 year file); 4-year filing for Bishop Swine LLC (Bishop Site 1) in Section 8 of Milo Twp; and a 4-year filing for Klostermann Brothers Inc (CR-1) in Section 31 of Colony Twp. All Ayes

Motion made by Buschmann, second by Helmricks and carried to acknowledge receipt of the Treasurer's Monthly Banking and Investment Report showing a total of \$22,955,558.72 was collected on behalf of all taxing entities and deposited into various banks across the county. All Ayes

Motion made by Helmricks, second by Buschmann and carried to approve the following resolution waiving the two-week waiting period for Gadiant Farms (Marty Burlage) construction permit as follows:

The Delaware County Board of Supervisors is in receipt of the draft permit for the Gadiant Site confinement construction permit. The Board understands that it had the right to appeal the issuance of a final construction permit within 14 days after its receipt of the draft permit under Iowa Code Section 459.304 and Iowa Administrative Rule 567-65.10(7). After consideration of this matter, the Board supports allowing construction to begin as soon as possible. The Board voted unanimously to unconditionally and irrevocably waive its rights to appeal the above referenced construction permit and we would ask that the Iowa DNR issue the final permit to Gadiant Farms immediately. By waiving its rights to appeal the Gadiant Farms permit, the Board does not in any way waive its rights to appeal any other confinement construction permit that may be issued by the Iowa DNR to livestock producers in Delaware County in the future.

RESOLUTION No. 2020-046
Delaware County Board of Supervisors
September 14, 2020

**APPROVAL OF WAIVER OF DELAWARE COUNTY'S RIGHT TO APPEAL ISSUANCE
OF FINAL CONSTRUCTION PERMIT FOR THE CONSTRUCTION OF CONFINED ANIMAL FEEDING OPERATION BY
THE IOWA DEPARTMENT OF NATURAL RESOURCES.**

BE IT RESOLVED by the Delaware County Board of Supervisors as follows:

Section 1 The Delaware County Board of Supervisors has received notice from the Iowa Department of Natural Resources (DNR) that Gadiant Farms has been issued a draft permit for the construction of a confined animal feeding operation building(s) in unincorporated Delaware County

Section 2 The Delaware County Board of Supervisors reviewed the construction permit application and the manure management plan and determined that both appeared to be in compliance with the requirements of the Master Matrix, Iowa Code Section 459 and Iowa DNR rules and recommended approval of said application on August 31, 2020

Section 3 The Delaware County Board of Supervisors hereby waives its right to appeal the issuance of the final permit within the fourteen (14) day limit from the time of receipt of notice of the issuance of the draft permit.

Section 4 The Delaware County Board of Supervisors encourages the Iowa DNR to issue the Final Permit immediately upon notification of this waiver.

Section 5 The Delaware County Board of Supervisors authorizes the Board Chairman to notify the Iowa DNR of this waiver.

Section 6 This resolution shall take effect immediately.

Signed this 14th day of September 2020

/S/ Jeff Madlom, Chairperson

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

All ayes

Motion made by Buschmann, second by Helmricks and carried to approve the following Memorandum of Understanding regarding the East Central Iowa Brownfields Coalition (ECIBC):

East Central Iowa Brownfields Coalition (ECIBC)
Memorandum of Agreement

East Central Intergovernmental Association (ECIA), Clinton, Delaware & Jackson County

This Memorandum of Agreement (MOA) documents the roles and responsibilities of East Central Intergovernmental Association (ECIA), Clinton County, Delaware County & Jackson County, collectively "Coalition Partners" with regard to the FY20 U.S. Environmental Protection Agency (EPA) Brownfields Assessment Grant awarded by EPA to ECIA, the Lead Coalition Partner.

1. A Cooperative Agreement shall be awarded to the Lead Coalition Partner, ECIA and the grant period shall be in accordance with the terms of the award. The grant period is August 1, 2020 to July 30, 2023 with up to a one-year extension. The grant covers the five-county region of Cedar, Clinton, Delaware, Dubuque, and Jackson Counties. ECIA is responsible to EPA for management of the Cooperative Agreement and compliance with the statutes, regulations, and terms and conditions of the award, and ensuring that all Coalition Partners are in compliance with the terms and conditions. It is the responsibility of each Coalition Partner to comply with all terms and conditions of the award.

2. It is the responsibility of ECIA to provide timely information to the Coalition Partners regarding the management of the cooperative agreement and any changes that may be made to the Cooperative Agreement over the period of performance.

3. It is the responsibility of all Coalition Partners to maintain open communications and share all information relative to this Memorandum of Agreement in order to make accurate and timely decisions. The initial designated contacts for each Coalition Partner are as follows:

Clinton County

Daniel A. Srp
Chairperson
1900 N 3rd St
Clinton, IA 52733
563-244-0575
dsrp@clintoncounty-ia.gov

Delaware County

Jeff Madlom
Chairperson
301 E Main St
Manchester, IA 52057
563-927-4701
supervisors@co.delaware.ia.us

Jackson County

Mike Steines
Chairperson
201 W Platt St
Maquoketa, IA 52060
563-212-5125
msteines@co.jackson.ia.us

Coalition Partners may change the designated contact person at any time during the period of the grant by notifying ECIA of the change.

4. Activities funded through a Cooperative Agreement with EPA may include inventory preparation, site selection criteria development, assessments, planning (including cleanup planning) relating to brownfield sites, outreach materials and implementation and other eligible activities. ECIA may retain consultant(s) and contractors under 2 CFR 200.317-326 to undertake various activities funded through the Cooperative Agreement.

5. ECIA, the Lead Coalition Partner will procure the consultant(s) and/or contractor(s) in compliance with 2 CFR Part 200.317-326 requirements. ECIA will issue the Request for Proposals and/or Qualifications and will be the entity responsible for receipt of the submitted proposals and selection and award of contracts. ECIA will consult with other Coalition Partners in making selections of consultant(s) and contractor(s) and negotiating the terms of agreements. A pool of 2-3 qualified environmental consultant(s) will

be selected to complete assessment activities and 1-3 qualified environmental consultant(s) will be selected to complete the planning activities based on the ability to complete the work and past experience with U.S. EPA Brownfields Assessment grants.

6. ECIA will utilize and modify as needed its site selection process based on agreed upon factors and will ensure that a minimum of five sites are assessed over the life of the cooperative agreement. Selected sites will be submitted to EPA for prior approval to ensure eligibility. Sites located in the target areas of Clinton County, Delaware County and Jackson County will receive a higher prioritization rank than sites outside of these areas. Qualified sites within the target area in need of assessment or planning funds will be allocated funds first based on prioritization rank order established by ECIA in conjunction with the Coalition Partners. The majority (51%+) of the assessment and planning funds will be utilized in the target area. At minimum one site will be funded in each of the target area counties.

7. In general, sites will be funded in the following order:

- a. Site(s) within the target areas of Clinton County, Delaware County & Jackson County
- b. Qualified sites that have been processed through the application process including completion of an application and an inventory prioritization score card to aid in prioritization of sites. Sites with a higher score will be processed and funded prior to sites with a lower score;
- c. Site(s) meeting eligibility requirements and deemed eligible by the EPA, and Iowa Dept. of Natural Resources in the case of petroleum;
- d. Site(s) has/have the support of the local government;
- e. Total expenditures for assessment activity under this grant will not exceed \$150,000 for a site

In the event there are no sites within the target area in need of funds then funding will go to sites that meet b-e above in the determined prioritization ranking order. After the first year of the grant, the ECIBC and/or Coalition Partners may decide to waive requirement "e" above, based on the demonstrated need of the region; however, the total amount of expenditure at a site may not surpass EPA's restriction of funding for a site. Any modification to the site selection process will be communicated to the Coalition Partners.

8. Upon designation of the specific sites, it will be the responsibility of ECIA to work with the Coalition Partner and/or local government personnel in whose geographic area the site is located to finalize the scope of work for the consultant or contractor. It will be the responsibility of this Partner and/or the local government personnel to obtain all required permits, easements, and/or access agreements as may be necessary to undertake assessments at the selected site. If the Partner and/or local government personnel does not have the capacity to perform these activities ECIA may assist in securing the necessary site access agreements and permits.

9. ECIA is responsible for ensuring that other activities as negotiated in the workplan, such as community outreach and involvement, are implemented according to the workplan and any schedule/methods laid forth by ECIA, ECIBC, a designated subcommittee and/or by the Coalition Partners are completed.

10. All activities under this grant are funded 100% by grants funds. Partners of the MOA do not have any financial responsibility toward this agreement.

11. This Memorandum of Agreement does not create any liability or responsibilities other than those specifically set out herein.

The Undersigned Parties, as duly authorized representatives, enter into this Memorandum of Agreement between East Central Intergovernmental Association (ECIA), Clinton County, Delaware County & Jackson County and certify that the Partner did not receive any other U.S. EPA Brownfield grant for FY2020.

Agreed:

Kelley Hutton Deutmeyer, Executive Director, ECIA, Lead Coalition Partner

Daniel A. Srp, Chairperson, Clinton County Board of Supervisors, Coalition Partner

/S/ Jeff Madlom, Chairperson, Delaware County Board of Supervisors, Coalition Partner Dated: 09/14/2020

Mike Steines, Chairperson, Jackson County Board of Supervisors, Coalition Partner

Matt Specht, ECIA, explained that Clinton County, Delaware County & Jackson County, collectively "Coalition Partners" had applied for and were awarded the FY20 U.S. Environmental Protection Agency (EPA) Brownfields Assessment Grant in the amount of \$600,000. Activities funded through the agreement may include inventory preparation, site selection criteria development, assessments, planning (including cleanup planning) relating to brownfield sites, outreach materials and implementation and other eligible activities. Mr. Specht encouraged the Board to contact him with any potential projects. All Ayes

Matt Specht left the meeting.

Motion made by Helmrichs, second by Buschmann and carried to approve the Delaware County Auditor applying for \$17,800 in HAVA CARES Act funding via the Vote Safe Iowa initiative, retroactively to September 8, 2020. The Iowa Secretary of State's Office received funding via the Election Assistance Commission to prevent, prepare for, and respond to coronavirus for the 2020 Federal election cycle. All Ayes

Motion made by Buschmann, second by Helmrichs and carried allow the County Auditor to apply for the 1st round of CARES Act funding, for expenditures incurred between March 1, 2020 and July 31, 2020 as follows:

1. 25% of Jailer Salaries and Benefits
2. 25% of Salaries and Benefits paid for Public Health funding through the agreement between Delaware County Memorial Hospital d/b/a Regional Medical Center and the Delaware County Board of Supervisors.

The Board will re-evaluate the criteria used for requested reimbursement before the second round deadline. All Ayes

Motion made by Helmrichs, second by Buschmann and carried to approve the following Resolution and MOU:

RESOLUTION NO 2020-045

OPERATION: NEW VIEW COMMUNITY ACTION AGENCY

WHEREAS, the Delaware County Board of Supervisors, one of the 28 E Partners of Operation: New View Community Action Agency, which is the established oversight group of ONV, has agreed upon the dissolution of the Agency, effective September 30th, 2020.

AND WHEREAS the Delaware County Board of Supervisors, as a member of the 28 E Partner Group agrees to name Hawkeye Area Community Action Program, Inc. as the new Community Action Agency that will provide similar services to the Operation New View service area.

AND WHEREAS the Delaware County Board of Supervisors makes the following finding of facts:

- o Once the merger is complete, ONV will be absorbed by HACAP and cease to exist as an agency. Programs, funding and employees will be transferred to HACAP as outlined below.
- o ONV and its 28E partners will resolve and cure all debts by 9/30/20 with the exception of the Dyersville USDA loan and property leases for Dubuque, Delaware and Jackson county offices. Those will be transferred to HACAP.
- o The actual debt total (or refund) will be made after the final audit is complete and will be based on the formula agreed upon by the 28E partners.
- o Any other pending or potential lawsuits or legal actions regarding ONV will be disclosed and resolved.
- o ONV employees will come into the HACAP organization with immediate benefit coverage for all plans currently offered to HACAP employees. (Benefits will be extended prior to merger in order to provide seamless coverage.)
- o At the time of merger, HACAP will recognize time and experience of ONV employees when placing them in the benefits, disability coverage, PTO and pay scale.

- ONV will work with the Division of Community Action Agencies to terminate ONV program contracts under their control and transfer them along with the funding to HACAP at the time of merger. This would include LIHEAP, CSBG and Weatherization contracts.
- Child and Adult Care Feeding Program (CACFP) and funding will be transferred to HACAP.
- The Green Foundation funds will be used only in the former ONV service area (Dubuque, Jackson and Delaware Counties) for the purposes intended in the grant (medical-related expenses.)
- HACAP agrees to maintain a physical office, open to the public in each county served by ONV: Dubuque, Delaware and Jackson Counties.

NOW THEREFORE, BE IT RESOLVED, that the Delaware County Board of Supervisors approve this merger.

It is hereby certified that the afore mentioned Resolution has been adopted by the Delaware County Board of Supervisors on this 14th day of September 2020.

/S/ Jeff Madlom, Chairperson

/S/ Pete Buschmann, Supervisor

/S/ Shirley E. Helmrichs, Supervisor

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

Memorandum of Understanding (MOU)

Operation: New View Community Action Agency (ONV) & Hawkeye Area Community Action Agency, Inc. (HACAP)

This MOU details a working partnership between Operation: New View Community Action Agency (ONV) and Hawkeye Area Community Action Agency, Inc. (HACAP) outlining the efforts of each party's role in development of a merger agreement on or before October 1, 2020. This action was authorized by the ONV board of directors on March 26, 2020.

Focus areas in this MOU are as follows:

- **Merger**

- Once the merger is complete, ONV will be absorbed by HACAP and cease to exist as an agency. Programs, funding and employees will be transferred to HACAP as outlined below.

- **Debt**

- ONV and its 28E partners will resolve and cure all debts by 9/30/20 except for the Dyersville USDA loan and property leases for Dubuque, Delaware and Jackson county offices which will be transferred to HACAP.
- ONV 28E partners will meet to finalize merger, resolve remaining debt and dissolve 28E partnership.
- The actual debt total, or refund, will be made after the final audit is complete and will be based on the formula agreed upon by the 28E partners.

- **Pending litigation**

- ONV will provide written summary and proposed resolution to the Sam Smith's unauthorized deposit to ONV's bank account in 2018.
- Any other pending or potential lawsuits or legal actions regarding ONV will be disclosed and resolved, if possible, prior to the merger.
- ONV shall purchase a policy of liability insurance to cover any claims that may arise out of the operations of ONV and/or the acts or omissions of ONV and any of its past or present officers, directors, volunteers, employees, agents, contractors, partners, affiliates, and 28E partners for a period of 2 years from the effective date of the merger. Said policy shall provide coverage in the amount of \$1 million per occurrence and shall name HACAP as an additional insured.

- **Employees**

- ONV employees will come into the HACAP organization with immediate benefit coverage for all plans currently offered to HACAP employees. (Benefits will be extended prior to merger in order to provide seamless coverage.)
- At the time of merger, HACAP will recognize time and experience of ONV employees when placing them in the benefits, disability coverage, PTO and pay scale.
- Each ONV employee will receive individual meeting with a HACAP leader to explain individual pay and benefits. Group meetings will also be held.
- HACAP organizational chart will be updated to include ONV employees and distributed to them. It will be shared with Bill Brand, Division of Community Action Agencies Director as requested in his 1/23/20 communication (Attachment A).
- ONV employees will be able to continue IPERS participation as a HACAP employee.
- ONV employees will be guaranteed employment with HACAP until at least 9/30/21 as long as contract funding is maintained, unless there is just cause due to job performance.
- Sick leave: There will be no transfer of sick leave balances from ONV. Employees need to use it within the year or lose it. Sick leave will not be paid out by or carried over to HACAP. HACAP does not provide sick leave, but does offer an employer paid short term disability plan for qualifying conditions.
- Vacation: ONV will have to pay out any unused vacation.
- No ONV employee will be taking a cut in pay.

- **Clients**

- Clients should experience a seamless transition. They will be notified by personal letter with the HACAP contact information.

- **Programs**

- ONV will work with the Division of Community Action Agencies to terminate ONV program contracts under their control and transfer them along with the funding to HACAP at the time of merger. This would include LIHEAP, CSBG and Weatherization contracts.
- Child and Adult Care Feeding Program (CACFP) and funding will be transferred to HACAP. ONV will work with Suzanne Secor Parker at the Bureau of Nutrition and Health Services to complete the process.
- The Green Foundation funds will be limited to use in Dubuque, Jackson and Delaware Counties for the purposes intended in the grant to cover medical-related expenses.
- 2020 CSBG and LIHEAP CARES fund allocation for ONV will be kept separate from HACAP funds and will be used only for clients in Dubuque, Jackson and Delaware Counties.
- ONV and HACAP use two different models for execution of weatherization services. They will work together to develop a seamless transition and provide to Division of Community Action Agencies as per request from Bill Brand, Division of Community Action Agencies Director in his 1/23/20 communication (Attachment A).
- Embrace Iowa: This program will need to be reviewed so that ONV service areas are not harmed. Funding is "per agency." When we are one agency rather than two, funding may be impacted. Request should be made to the Iowa Community Action Board that for two years, the Embrace Iowa funds will continue to be received for both agencies.
- Black Hills Energy and Alliant Energy will need to be contacted in order to provide continued support.

- **Audit**

- ONV has secured the firm Wipfli to conduct the agency audit for the fiscal year ending 2020 for a fee of \$25,000. ONV will secure \$10,000 from HHS to pay the Head Start portion of the audit. ONV will pay the remaining amount. These fees will be prepaid by ONV prior to merger.

- **Physical offices**

- HACAP agrees to maintain a physical office, open to the public in each county served by ONV: Dubuque, Delaware and Jackson Counties. The current locations will be maintained until the existing lease expires or if a satisfactory settlement is reached with the landlord. HACAP will have the flexibility to retain these locations or find alternative locations that will better serve the needs of the clients.

- **Board**

- HACAP board structure will include at least one representative from Dubuque County, Delaware County, and Jackson County.) They can be either public, low income or private sector representation.
- HACAP will retain ONV board as an advisory body for 6 month(s) to provide historical context and review close out programs.

- After that initial period, county advisory boards may be developed to address changing county needs. Boards would meet as needed in coordination with the HACAP coordinator in each county.
- **Software**
- Both ONV and HACAP utilize the same financial and client software and agencies will save money by combining.
- **City leadership introductions and notification**
- HACAP will send letter of introduction to all city leaders. Leadership will make personal introductions to Dubuque, Manchester and Maquoketa city managers in 2020. All city leaders in the three-county area will be notified in writing.
- **Public Notifications**
- ONV and HACAP leadership shall work together to provide notification to local papers, chambers of commerce and local non-profits such as Crescent Community Health Center. This will include press releases, personal letters, Facebook and other forms of communication.
- Printed materials will be showing HACAP programs, services and contact information will be distributed throughout the service area in October 2020.
- Telephone numbers will remain the same to ensure continuity for clients.

This MOU shall be effective as of the date signed by representatives of Operation New View, HACAP and the 28E partners below and will outline the formal merger process.

Operation: New View Community Action Agency 1473 Central Avenue Dubuque, IA 52001 Laura Roussell, Board Chair, and	Hawkeye Area Community Action Agency, Inc. 1515 Hawkeye Drive Hiawatha, IA 52233 Jane Drapeaux, CEO
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Dubuque City Council 28E Partner

Signatures from County 28E Partners

/S/ Jeff Madlom, Chairperson, Delaware County Board of Supervisors
Dubuque County
Jackson County
All Ayes

Motion made by Buschmann, second by Helmrichs and carried approve the hiring of Julie Johnson as Deputy within the Auditor’s Office effective September 14, 2020 at a rate of \$38,000 per year. After successful completion of her 90 day probationary period, her annual salary will increase to \$40,000. All Ayes

Consideration of Bids for Ice Control Sand for Secondary Roads Department

This being the date and time set to receive bids for 5,000 tons of Ice Control Sand (or Manufactured Sand) for the Secondary Roads Department, County Engineer Anthony Bardgett read the following bids were aloud:

BARD Materials	(Manufactured Sand)	\$5.75/ton
River City Paving	(Washed Sand)	\$7.10 /ton

Mr. Bardgett recommended awarding the bid to BARD Materials.

Motion made by Helmrichs, second by Buschmann and carried to acknowledge receipt of the bids for Ice Control Sand for the Secondary Roads Department and to award said bid to BARD Materials for their low bid of \$5.75/ton for manufactured sand. All Ayes

Motion made by Buschmann, second by Helmrichs and carried to approve the Rural County Transportation Program (RCTP) Agreement with the City of Dundee for FY2020/21 in the amount of \$25,000. All Ayes

Motion made by Helmrichs, second by Buschmann and carried to approve the first step probationary wage increase for Joshua Steger with the Secondary Roads Department from 80% (\$20.36) to 90% (\$22.91) of the positional wage (\$25.45) effective September 10, 2020. All Ayes

Motion made by Buschmann, second by Helmrichs and carried to approve the final plans for the 285th Street Bridge Project. Said project is set for a December 15, 2020 state letting will be funded 100% through BROS Swap funds. All Ayes

Motion made by Helmrichs, second by Buschmann and carried to approve the final plans for the 110th Ave Bridge Project. Said project is set for a December 15, 2020 state letting and will be funded 100% through BROS Swap funds. All Ayes.

Motion made by Buschmann, second by Helmrichs and carried to approve the Federal-Aid Swap Funding Agreement with the Iowa Department of Transportation for the 110th Ave Bridge Project. The agreement states that 100% of the eligible construction costs will be paid from Federal-aid Swap County HBP Funds. The cost estimate for said project is \$400,000. All Ayes

ENGINEER’S REPORT

Maintenance – Secondary Road Maintenance Crews are continuing with concrete patching this week.

NEXT MEETING –The next regular meeting for the Board is scheduled for Monday, September 21, 2020 at 1:15 p.m.

PUBLIC COMMENTS – None

Motion made by Helmrichs, second by Buschmann and carried to adjourn the meeting at 1:53 pm.

These minutes have been read and approved for publication.

/S/ Jeff Madlom, Chairperson

/S/ Carla K. Becker, County Auditor