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

Motion made by Helmrichs, second by Madlon and carried to approve the agenda as posted. All Ayes

Motion made by Madlon, second by Helmrichs and carried to approve the minutes from the last meeting. All Ayes

Motion made by Helmrichs, second by Madlon and carried to approve the following employees to attend their respective out-of-county meetings: Dennis Lyons to attend the IDPH and Homeland Security training in Todville on November 23rd; Peggy Penal to attend the Shelter Meeting in Independence on November 12th, the provider meeting in Vinton on November 26th; the "Difficult to Serve" meeting in Waterloo on November 27th; the "Stepping Up" meeting in Vinton on November 28th the Regional Governance meeting in Independence on November 19th, and the Regional Coordinators’ meeting in Cedar Rapids on December 6th; John Helmrichs to attend the ISDSA Winter School held December 2nd – 5th in Des Moines; Barb Robinson and Jenny Eschen to attend a meeting in Independence on November 16th; Supervisor Madlon to attend RC&D in Anamosa on November 14th; Supervisor Helmrichs to attend the EIRUSS meeting in Dubuque on November 14th, Supervisors Buschmann and Helmrichs to attend the ECIA meeting in Dubuque on November 15th; and Supervisors Buschmann, Helmrichs and Madlon to attend the RTA meeting in Dubuque on November 14th. All Ayes

Motion made by Helmrichs, second by Madlon and carried to approve the following claims for payment, including the November 9th payroll in the amount of $222,385.92 warrant #27720 thru #27732:

- Advanced Systems Inc  Maint-Off/Equip/Furniture  88.07
- Alliant Energy  Service  4895.52
- Altoona City  Construction/Plant Equipment  7328
- American Legion Post 45  Permanent Landscaping  79.00
- Jody Antrim JDC Works  Permanent Landscaping  2794.50
- Attend  Telephone Services  186.00
- Bard Materials  Roads  7502.43
- Barron Motor Supply  Construction/Plant Equip  604.64
- Becker Electric LLC  Repair/Plant-Fixed Equip  913.66
- Bi-County Disposal Inc  Sanitation Disposal  190.00
- Black Hills Energy  Natural - LP Gas-Fuel Oil  145.58
- Bob Stephen Motors Inc  Repair-Maint/ Veh  248.73
- BOSS  Stationery/Supplies  295.78
- Bourin Tire Co  Tires  7150.45
- BP  Fuels  709.38
- Brehne Drug  Prescription Medicine  13.65
- Brown Supply Co Inc  Min R Parts & Access  3445.86
- Carls Feed & Farm Store Inc  Fertilizer & Seed  16.00
- Caterpillar Financial Services  Long Term Debt Payment  5816.17
- CenturyLink  Telephone Services  336.94
- LLC CenturyLink  Communication Services  34.78
- City Laundering Co LLC  Sanitation Disposal  367.40
- Clayton Co Sheriff  R/B Ed Payments  1240.00
- Coorel Internet Services  Telephone Services  190.00
- Continental Research Corp  Shop Equipment  402.92
- Creative Product Sourcing Inc  Public Ed Services  236.64
- DGS Portables Inc  Custodial Supplies  1600.00
- Dash Medical Gloves, Inc  Safety/Protect Supplies  244.18
- Jason Davis  Rent Payments  550.00
- Delaware Co Fair Society  Room Rental  246.00
- Del Co Memorial Hospital  Safety Supplies  55.00
- Del Co Public Health  Refunds/Reimbursements  2692.01
- Del Co Secondary Road  Wood & Lumber  42.33
- Delawor Co Sheriff  Transportation  459.80
- Delhi Lumber  Steel-Iron-Related Metals  1010.59
- Don & Walt LLC  Repair/Maint-Misc Equip  29.84
- Drive Line of Dubuque Inc  Construction/Plant Equip  1151.60
- Edgewood Oil Co  Lubricants  1746.90
- Jody Elgin  Custodial Supplies  252.00
- Tina Elgin  Custodial Supplies  500.00
- Fastenal Company  Minor Equip & Hand Tools  410.67
- GATR Truck Center  Min R Parts & Access  390.78
- Garlyn K Glanz  Posting & Mailing  6.70
- Good Neighbor Society  Food Preparation Services  5923.00
- GreatAmerica Financial Svcs  Maint-Off/Equipment  81.46
- Group Services Inc  Self-Funding  26957.30
- Hausen Water Systems Inc  Custodial/Supplies  262.50
- Heath’s Handiwork  Buildings-Repair/Plant  200.00
- Helle Farm Equipment Inc  Repair-Maint-Const Equip  196.25
- Heritage Printing  Printing Services  374.03
- Hopekin Municipal Utilities  Utilities  284.40
- Iowa Plains Sinking Inc  Roads  1322.64
- IA Prison Industries  Traffic & St Sign  1572.08

All Ayes

Motion made by Helmrichs, second by Madlon and carried to approve the following "Applications for Underground Construction Permits within Delaware County Right-of-Way:"
### Delaware County ANNUAL FINANCIAL REPORT

For the fiscal year ended: June 30, 2018

<table>
<thead>
<tr>
<th>General</th>
<th>Revenue</th>
<th>Projects</th>
<th>Service</th>
<th>Permanent</th>
<th>Totals</th>
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<tbody>
<tr>
<td>Actual</td>
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<tr>
<td>Fund Balance - Unassigned</td>
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<tr>
<td>Fund Balance - Assigned</td>
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<tr>
<td>Fund Balance - Committed</td>
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<tr>
<td>Fund Balance - Restricted</td>
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<td>Fund Balance - Unavailable</td>
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<tr>
<td>Net Change in Fund Balance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Revenues &amp; Other Sources</td>
<td>7,882,019</td>
<td>9,848,453</td>
<td>0</td>
<td>467,305</td>
<td>17,997,777</td>
</tr>
<tr>
<td>Revenues &amp; Other Sources:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Operating:</td>
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<td></td>
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<tr>
<td>General Long-Term Debt Proceeds</td>
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<td>Proceeds of Capital Asset Sales</td>
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<tr>
<td>Total Revenues &amp; Other Sources</td>
<td>7,882,019</td>
<td>9,848,453</td>
<td>0</td>
<td>467,305</td>
<td>17,997,777</td>
</tr>
<tr>
<td>Subtotal Revenues</td>
<td>7,882,019</td>
<td>9,848,453</td>
<td>0</td>
<td>467,305</td>
<td>17,997,777</td>
</tr>
<tr>
<td>Subtotal Expenditures</td>
<td>6,647,810</td>
<td>8,248,398</td>
<td>0</td>
<td>467,305</td>
<td>19,364,501</td>
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<tr>
<td>Fund Balance - General</td>
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<td>12,227</td>
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<tr>
<td>Capital Projects</td>
<td>755,973</td>
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<td>755,973</td>
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<td>755,973</td>
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<tr>
<td>Subtotal Expenditures &amp; Other Uses</td>
<td>6,647,810</td>
<td>8,248,398</td>
<td>0</td>
<td>467,305</td>
<td>19,364,501</td>
</tr>
<tr>
<td>Excess of Revenues &amp; Other Sources</td>
<td>1,234,209</td>
<td>0</td>
<td>1,234,209</td>
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<td>1,234,209</td>
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<tr>
<td>Net Change in Fund Balance</td>
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<td>1,234,209</td>
<td>0</td>
<td>1,234,209</td>
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<tr>
<td>Total Ending Fund Balance - June 30, 2018</td>
<td>6,159,051</td>
<td>6,363,380</td>
<td>0</td>
<td>66,127</td>
<td>12,588,558</td>
</tr>
</tbody>
</table>

### EXPENDITURES & OTHER FINANCING USES

Operating:

- Public Safety and Legal Services
- Physical Health Social Services
- Mental Health, ID & DD
- County Environment and Education
- Roads & Transportation
- Government Services to Residents
- Administration
- Nonprogram Current
- Debt Service
- Capital Projects
- Subtotal Expenditures
- Other Financing Uses:
  - Operating Transfers Out
  - Refunded Debt/Payments to Escrow
  - Total Expenditures & Other Uses
  - Excess of Revenues & Other Sources
  - Over (Under) Expenditures & Other Uses
  - Beginning Fund Balance - July 1, 2017
  - Increase (Decrease) in Reserves
  - Fund Balance - Nonspendable
  - Fund Balance - Restricted
  - Fund Balance - Committed
  - Fund Balance - Assigned
  - Fund Balance - Unassigned
- Total Ending Fund Balance - June 30, 2018

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**Motion made** by Madlom, second by Helmrichs and carried to acknowledge receipt of a manure management plan update for Hazel Green Pork Site, Adam Sheppard, in Section 36 of Hazel Green Township. All Ayes

**Motion made** by Helmrichs, second by Madlom and carried to acknowledge receipt of the Clerk of Court’s Report and Remittance showing that for October 2018 a total of $1,041.09 was collected for various fees and surcharges and deposited into the general funds. All Ayes

**Motion made** by Madlom, second by Helmrichs and carried to acknowledge receipt of the Treasurer’s Banking and Investment Report showing that as of November 1, 2018 a total of $20,501,064.33 was collected, on behalf of all taxing entities, and deposited into various banks across the county. All Ayes

**Motion made** by Helmrichs, second by Madlom and carried to approve the following GAAP report for Fiscal Year 2017-18:

- The Delaware County ANNUAL FINANCIAL REPORT for the fiscal year ended June 30, 2018
- The FY 2017/2018 ANNUAL FINANCIAL REPORT
- The Statement of Revenues, Expenditures, and Changes in Fund Balance

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Motion made by Madlom, second by Helmrichs and carried to approve the quote from M & M Snow Removal to perform snow removal for the courthouse parking lot, the Community Services building and the Community Services parking lot for the 2018-19 winter season. Board members felt the two quotes received were very close but that the overall numbers favored M & M. All Ayes
Motion made by Helmrichs, second by Madlom and carried to approve the following resolution:

RESOLUTION No. 2018-043
DISPOSAL OF INOPERABLE EQUIPMENT

WHEREAS, Delaware County periodically purchases a variety of small equipment and appliances in order to operate on a daily basis; and,
WHEREAS, periodically these pieces of equipment/appliances become damaged or cease to function; and, WHEREAS, the county cannot offer this property for sale to the public due to the fact that it is inoperable; and, WHEREAS, it is of benefit to the county to scrap this material at no charge rather than pay a disposal fee with the landfill.

NOW THEREFORE BE IT RESOLVED, the following miscellaneous inoperable equipment/appliances be disposed of/scrapped at no charge to the county:

**Computer Towers**
- Dell Optiplex Gx280 DHM C5WFL71
- Dell Optiplex Gx280 DHM 75WFL71
- Dell Optiplex 990 9FNTS51
- Dell Optiplex 980 22HGFQ1
- Dell Optiplex 980 5P4DFQ1
- Lenovo ThinkCentre 151080000LU5

**Miscellaneous Office Equipment**
- HP Fax Machine HP2140 CN93RBM0FG
- HP Colored Printer CH425dn JP8CD120RG
- Magellan Mobile Mapper 6 GPS 0143319647440
- LG Freedom Cell Phone 210CYZP014397

Dated this 13th day of November 2018.

Attest: /S/ Carla K. Becker, Auditor

All Ayes

Motion made by Madlom, second by Helmrichs and carried to approve the transfer of the following tax sale certificate to the City of Earlville:

#2017-00057
Parcel #SSO-00-03-012-00
Owner: James A & Crystal R. Brandenburg
Lt 3 Blk 31 Nottingham
All Ayes

Motion made by Helmrichs, second by Madlom and carried to approve the 2018 Provider Quality Management Assessment for the Community Life Department. Said assessment is required for all home and community based services and must be submitted to the Department of Human Services by December 1, 2018. All Ayes

Motion made by Madlom, second by Helmrichs and carried to approve the final plans for the C64 Paving Project (FM-C028(94)--55-28) from State Hwy 13 to 200th Ave. The state letting is set for February 19, 2019. This is a farm-to-market project. All Ayes

Motion made by Helmrichs, second by Madlom and carried to approve the renewal of the 28E Agreement between Delaware County and Dubuque County for providing Engineering Services for a period of two years as follows:

28E AGREEMENT FOR SHARING COUNTY ENGINEER (RENEWAL)

COMES NOW Delaware County, Iowa, and Dubuque County, Iowa, and, pursuant to the provisions of Iowa Code Chapter 28E.5, enter into a joint and mutual agreement for the sharing of a County Engineer pursuant to the provisions of Iowa Code Section 309.19.

Iowa Code Section 309.19 permits adjoining counties to enter into an agreement to jointly employ a County Engineer and requires that provisions of Iowa Code Chapter 28E be applicable to the agreement. Therefore, the parties agree as follows:

1. This agreement is expected to last two (2) years, unless extended by mutual written agreement or by a resolution passed by both boards of supervisors.
2. This agreement may be terminated at any time, without cause, by either party. The terminating party must provide one hundred eighty (180) days’ written notice to the non-terminating party. Notice may be sent by regular mail or by certified mail, return receipt requested.
3. No separate organization is created or planned by the counties.
4. Pursuant to this agreement, Dubuque County Engineer Anthony Bardgett shall be appointed the Delaware County Engineer.
5. Bardgett shall allocate seventy percent (70%) of his time and services to Dubuque County and thirty percent (30%) of his time and services to Delaware County. Dubuque County authorizes Bardgett to use a Dubuque County vehicle to travel to and from Delaware County. The parties agree that Bardgett may then utilize a Delaware County vehicle if additional travel is necessary within the county.
6. The allocation of Bardgett’s time and services will be monitored through time management sheets completed by Bardgett and submitted to both Delaware County and Dubuque County.
7. The manner of financing the joint or cooperative undertaking and establishing and maintaining a budget therefore, shall rest with Dubuque County, Iowa, and Delaware County shall be responsible for providing health insurance coverage for Bardgett. Dubuque County shall invoice Delaware County for thirty percent (30%) of Bardgett’s services each month, and Delaware County shall promptly reimburse Dubuque County for thirty percent (30%) of Bardgett’s wages, FICA, IPERS, and health insurance premium.
8. Delaware County and Dubuque County shall hold quarterly meetings with Bardgett.
9. The purpose of the 28E Agreement is to comply fully with the provisions of Iowa Code Section 309.19 to permit Dubuque County, Iowa, to share with adjacent county, Delaware County, Iowa, the services of the Dubuque County Engineer.

APPROVED BY THE DELAWARE COUNTY BOARD OF SUPERVISORS

approved by

Carla K. Becker, Auditor

All Ayes

Motion made by Madlom, second by Helmrichs and carried to approve the renewal of the 28E Agreement between Delaware County and Dubuque County for providing Assistant-to-the-Engineer services as follows:

28E AGREEMENT FOR SHARING ASSISTANT TO THE COUNTY ENGINEER (RENEWAL)

COMES NOW Delaware County, Iowa, and Dubuque County, Iowa, and, pursuant to the provisions of Iowa Code Chapter 28E.5, enter into a joint and mutual agreement for the sharing of an Assistant to the County Engineer pursuant to the provisions of Iowa Code Section 309.19.
Iowa Code Section 309.19 permits adjoining counties to enter into an agreement to jointly employ a County Engineer or assistants and requires that provisions of Iowa Code Chapter 28E be applicable to the agreement. Therefore, the parties agree as follows:

1. This agreement is expected to last two (2) years, unless extended by mutual written agreement or by a resolution passed by both boards of supervisors.
2. This agreement may be terminated at any time, without cause, by either party. The terminating party must provide one hundred eighty (180) days’ written notice to the non-terminating party. Notice may be sent by regular mail or by certified mail, return receipt requested.
3. No separate organization is created or planned by the counties.
4. Pursuant to this agreement, Assistant to the Delaware County Engineer Craig Davis shall provide design and inspection services to Dubuque County.
5. Davis shall allocate sixty percent (60%) of his time and services to Delaware County and forty percent (40%) of his time and services to Dubuque County. The parties agree that Davis may perform design and inspection services for Dubuque County from his office in Delaware County. Delaware County authorizes Davis to use a Delaware County vehicle to travel to and from Dubuque County. The parties agree that Davis may then utilize a Dubuque County vehicle if additional travel is necessary within the county.
6. The allocation of Davis’ time and services will be monitored through time management sheets completed by Davis and submitted to both Delaware County and Dubuque County.
7. The manner of financing the joint or cooperative undertaking and establishing and maintaining a budget therefore, shall rest with Delaware County, Iowa. Delaware County shall be responsible for providing health insurance coverage for Davis. Delaware County shall invoice Dubuque County for forty percent (40%) of Davis’ services each month, and Dubuque County shall promptly reimburse Delaware County for forty percent (40%) of Davis’ wages, FICA, IPERS, and health insurance premium.
8. Delaware County and Dubuque County shall hold joint quarterly meetings with Davis.
9. The purpose of the 28E Agreement is to comply fully with the provisions of Iowa Code Section 309.19 to permit Delaware County, Iowa, to share with adjacent county, Dubuque County, Iowa, the services, as defined in paragraph four, of the Assistant to the Delaware County Engineer.

APPROVED BY THE DELAWARE COUNTY BOARD OF SUPERVISORS

APPROVED BY THE DUBUQUE COUNTY BOARD OF SUPERVISORS

/S/ Peter Buschmann
Chairperson, Delaware County Board of Supervisors

/S/ Jay Wickham
Chairperson, Dubuque County Board of Supervisors

/S/ Carla Becker, Auditor
All Ayes

Motion made by Helmrichs, second by Madlom and carried to table any action regarding an amendment to the Employee Handbook for the employee purchase and use of steel-toed boots. County Engineer Anthony Bardgett stated that IMWCA recently conducted an informal audit of his facility. During said audit, personal protective equipment was discussed. It was highly recommended by IMWCA that the county look into requiring the use of steel-toed boots at some of its facilities (including the County Engineer’s Department.) Mr. Bardgett will do some more research into the subject and bring back additional information to the Board. All Ayes

ENGINEER’S REPORT

195th Street East Bridge – Taylor Construction is continuing work on the substructure and getting ready to proceed towards work on the deck.

Quaker Mill Phase II Project – Top Grade Excavating is planning to start work today clearing out trees and brush. They will continue to work unless the ground starts getting soft this week.

NEXT MEETING – There will not be a meeting held the week of November 19, 2018. The next regular board meeting will be held on Monday, November 26, 2018.

PUBLIC COMMENTS – None

Motion made by Helmrichs, second by Madlom and carried to adjourn the meeting at 1:52 pm. All Ayes

These minutes have been read and approved for publication.

/S/ Pete Buschmann, Chairperson

/S/ Carla K. Becker, County Auditor