

MINUTES OF MARCH 10, 2014  
DUBUQUE COUNTY BOARD OF SUPERVISORS  
Present: Daryl Klein and Eric Manternach  
Absent: Wayne Demmer (Attending Legislative Breakfast)  
Vice-Chair Klein called the meeting to order at 8:05 a.m.

#### WORKSESSION - WITH COUNTY ENGINEER

The Board met with County Engineer Bret Wilkinson regarding the following:

#### CORRESPONDENCE FROM ST. CATHERINE ROAD COMMITTEE

Mr. Wilkinson reviewed the letter he received from the St. Catherine Road Committee regarding questions on the decision making process and placement of St. Catherine Road on the County's five year plan.

The Board directed Mr. Wilkinson to reply to their letter explaining the process used to determine the placement of roads on the County's five year plan and inquire how many residents live on the sealed coat and asphalt portions of St. Catherine's Road.

#### ROAD/BRIDGE PROJECT UPDATE

Mr. Wilkinson reviewed the bids he received for the Steger Road bridge project. Also discussed was the status of the South Mound Road bridge.

Supervisor Demmer arrived at 8:20 a.m.

#### MAILBOX DAMAGE CLAIMS

Mailbox damage claims were received from Bob Casey, Herbert Hazewinkel and Walter and Gerda Hartman. The Board referred the claims to the Maintenance Superintendent to decide which claims should be paid.

#### DAMAGE CLAIM - SHANIA AND KAREN WALLER

Motion by Manternach, seconded by Klein, carried unanimously to refer the damage claim to the County Attorney to submit to the insurance company.

#### ROAD/BRIDGE PROJECT UPDATE (CONTINUED)

Mr. Wilkinson said he is working with FEMA to close out the 2008 flood damages to bridges. Mr. Wilkinson said he will have to pay approximately \$13,000 back to FEMA for

the Finley's Landing bridge because of errors in the paperwork.

Mr. Wilkinson also updated the Board on the Mud Lake Road project, the Herber Road bridge project and the Asbury Road and Farley Road projects.

#### GENERAL DISCUSSION

There was discussion regarding the claim from John and Stacy Takes for tiling underneath Garryowen Road.

The Board requested Mr. Wilkinson to include in the Request for Quotes for a rubber tired tractor the option of a used tractor with up to 1,000 hours. Mr. Wilkinson will add the option to the specifications for the Request for Quotes that is on the agenda for approval at today's meeting.

Motion by Manternach, seconded by Klein, carried unanimously to recess at 8:56 a.m. until 9:00 a.m.

The Board reconvened at 9:00 a.m.

#### APPROVAL OF MINUTES - FEBRUARY 24, 2014

Motion by Klein, seconded by Manternach, carried unanimously to approve the minutes.

#### CONSENT ITEMS

New Class BB beer permit - Simmons Promotions, Inc. - Keith Simmons; Renewal of Class BC beer permit - Hwy 20 Auto/Truck Plaza LLC; Recommendation from the Dubuque County Assessor regarding the allowance and dis-allowance for the 2013 Business Property Tax Credit; Recommendation from the Dubuque City Assessor regarding the allowance and dis-allowance for the 2013 Business Property Tax Credit

Motion by Manternach, seconded by Klein, carried unanimously to approve the preceding consent items.

#### REQUEST FOR PROPOSALS - COURTHOUSE WINDOW WASHING

Motion by Klein, seconded by Manternach, carried unanimously to advertise for a bid opening to be held on Friday, March 21, 2014 at 3:30 p.m. in the Supervisors' Chambers,

Dubuque County Courthouse, 720 Central Avenue, 4<sup>th</sup> Floor, Dubuque, Iowa for cleaning the exterior windows of the Courthouse.

REQUEST FOR QUOTES - ONE (1) CURRENT MODEL HEAVY DUTY MECHANICAL FRONT-WHEEL DRIVE RUBBER TIRED TRACTOR FOR THE ROAD DEPARTMENT

Motion by Manternach, seconded by Klein, carried unanimously to advertise for a bid opening to be held in the Supervisors' Chambers, Dubuque County Courthouse, 720 Central Avenue, 4<sup>th</sup> Floor, Dubuque, Iowa for a current model heavy duty mechanical front wheel drive rubber tired tractor for the Dubuque County Highway Department.

RESOLUTION 14-057 - FINAL PLAT OF KATRA SUBDIVISION - SEC 27 - CENTER TOWNSHIP

WHEREAS, there has been presented to the Dubuque County Board of Supervisors a Final Plat of Survey for KATRA SUBDIVISION, comprised of Lot 1, Lot 2 and Lot 3 of Kress Subdivision located in the SE ¼ of Section 27, T89N, R1E of the 5<sup>th</sup> PM, Center Township, Dubuque County, Iowa; and

WHEREAS, said final plat will create eight (8) residential lots, namely Lot 1 through Lot 8 inclusive of Katra Subdivision in Section 27, Center Township, Dubuque County, Iowa; and

WHEREAS, said final plat has been examined and approved by the City of Dubuque and the City of Dubuque Planning and Zoning Department; and

WHEREAS, said final plat has been examined by Dubuque County Planning and Zoning Commission, Dubuque County Board of Health, Dubuque County Engineer, Dubuque County Treasurer and Dubuque County Plats Officer and has their approval endorsed thereon; and

WHEREAS, said final plat has been examined by the Board of Supervisors of Dubuque County, Iowa, and they find the same conforms to the statutes and other regulatory ordinances and resolutions.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors of Dubuque County, Iowa:

1. That the above described property is within the "R-2", Single Family Residential district, thus subject to all the requirements of that district.
2. That rain gardens or other county approved stormwater BMPs must be placed on

Lots 1 through 7, inclusive, within 180 days of moving into the new home.

3. That each lot will have a separate septic system and there will be no more than 2 additional shared wells. A well agreement is required for this subdivision and must be recorded with the plat.

4. That the street shown upon said final plat is not accepted as a Dubuque County Street and Dubuque County shall assume no liability for its design, construction and/or maintenance.

5. That all of the lots will access off of the private roads, except for Lot 8 which already has access to Humke Road. No additional access to county roads will be allowed.

6. That fence agreements with adjoining property owners will be required and are contained in the covenants.

7. That the above described final plat be and is hereby approved and the Chairperson of the Board of Supervisors is authorized and directed to endorse the approval of Dubuque County, Iowa upon said final plat.

Motion by Manternach, seconded by Klein, carried unanimously to approve and authorize the Chair to sign Resolution 14-057.

**RESOLUTION 14-058 - APPOINTMENT OF DEPUTIES, ASSISTANTS AND CLERKS**

WHEREAS, position vacancies have been approved for the following appointments by the Board of Supervisors through the Personnel Requisition Process.

NOW THEREFORE BE IT RESOLVED that the Board of Supervisors approves and certifies the following appointments to the Auditor for payroll implementation:

DEPARTMENT	POSITION	DATE APPROVED	NAME	PAY RATE
Sunnycrest	PPT Nutrition	02/10/2014	Amanda Schmerbach	\$ 9.64
Treasurer	PFT Clerk Cashier	02/10/2014	Laurie Guy	\$15.90
Conservation	PFT Admin Assistant	01/02/2014	Danelle Schroeder	\$14.55

Motion by Klein, seconded by Manternach, carried unanimously to approve and authorize the Chair to sign Resolution 14-058.

## RESOLUTION 14-059 - APPROVE AMENDED DUBUQUE COUNTY INVESTMENT POLICY

It is hereby resolved that as required by Iowa Code Section 12B.10 that the following are adopted as the Dubuque County Investment Policies. These policies may be amended from time to time after consultation with the Dubuque County Treasurer and the Dubuque County Attorney by a duly enacted resolution of the Board of Supervisors.

1. In addition to investment standards and requirements otherwise provided by law, all investment of public funds by the Dubuque County Treasurer shall comply with Iowa Code Section 12B.10. The County Treasurer shall at all times keep funds coming into his or her possession as public money in a vault or safe or in one or more depositories approved pursuant to Iowa Code Chapter 12C. However, the County shall invest, unless otherwise provided, any public funds not currently needed in investments authorized by Iowa Code Section 12B.10 and these policies.
2. When investing or depositing public funds, the County Treasurer shall exercise the care, skill, prudence and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use to attain the goals of this subsection. This standard required that when making investment decisions, the County Treasurer shall consider the role that the investment or deposit plays within the portfolio of assets of Dubuque County and the goals of this section. The primary goals of investment prudence shall be based in the following order of priority:
  - a. Safety of principal is the first priority.
  - b. Maintaining the necessary liquidity to match expected liabilities is the second priority.
  - c. Obtaining a reasonable return is the third priority.
3. The trading of securities in which any public funds are invested for the purpose of speculation or the realization of short-term trading profits is prohibited.
4. The investment of public funds by the Dubuque County Treasurer shall be limited to the following:
  - a. Obligations of the United States government, its agencies and instrumentalities.
  - b. Certificates of deposit and other evidences of deposit at federally insured depository institutions approved pursuant to Chapter 12C.
  - c. Prime bankers' acceptances that mature within 270 days and that are eligible for purchase by a federal reserve bank, provided that at the time of purchase no more than 10% of the investment portfolio of the county shall be in investments authorized by this paragraph and that

at the time of purchase no more than 5% of the investment portfolio shall be invested in the securities of a single issuer.

- d. Commercial paper or other short-term corporate debt that matures within 270 days and that is rated within the two highest classifications, as established by at least one of the standard rating services approved by the superintendent of banking by rule adopted pursuant to Iowa Code Chapter 17A, provided that at the time of purchase no more than 5% of all amounts invested in commercial paper and other short-term corporate debt shall be invested in paper and debt rated in the second highest classification, and [provided further that at the time of purchase no more than 10% of the investment portfolio shall be in investments authorized by this paragraph and that at the time of purchase no more than 5% of the investment portfolio shall be invested in the securities of single issuer.
- e. Repurchase agreements whose underlying collateral consists of the investments set out in paragraph “a” if the County Treasurer takes delivery of the collateral either directly or through an authorized custodian. Repurchase agreements do not include reverse repurchase agreements.
- f. An open-end management investment company registered with the federal securities and exchange commission under the Federal Investment Company Act of 1940, 15 USC Section 80(a), and operated in accordance with 17 CFR Section 270.2a-7.
- g. A joint investment trust organized pursuant to Iowa Code Chapter 28E prior to and existing in good standing on April 28, 1992, or a joint investment trust organized pursuant to Iowa Code Chapter 28E after April 28, 1992, provided that the joint investment trust shall either be rated within the two highest classifications by at least one of the standard rating services approved by the superintendent of Banking by rule adopted pursuant to Iowa Code Chapter 17A and operated in accordance with 17CFR Section 270.2A-7, or be registered with the federal securities AND Exchange commission under the federal Investment Company Act of 1940, 15 USC Section 80(a) and operated in accordance with 17CFR Section 270.2a-7. The manager or investment advisor of the joint investment trust shall be registered with the federal securities and exchange commission under the Investment Advisor Act of 1940, 15 USC Section 80(b). Futures and options contracts are not permissible investment.

5. The investment of public funds which are operating funds by the County Treasurer shall be subject to the following:

- a. As used in this section, :”operating funds” means those funds which are reasonably expected to be expended during a current budget year or within 15 months of receipt.
- b. Operating funds must be identified and distinguished from all other funds available for investment.
- c. Operating funds may only be invested in investments which mature within five years or less and which are authorized by law for the county.

6. All investments of public funds by the County Treasurer shall be subject to the following:

- a. Each investment must be authorized by applicable law and these written investment policies of Dubuque County
- b. Each investment involving the use of a public funds custodial agreement, as defined in Iowa Code Section 12B.10C, shall comply with rules adopted pursuant to Iowa to Iowa Code Section12b.10C relating to those investments. All contracts providing for the investment of public funds shall be in writing and shall contain a provision requiring that all investments shall be made in accordance with the laws of this state.
- c. A contract for the investment of deposit of public funds shall not provide for the compensation of an agent or fiduciary based upon investment performance.

7. The County Treasurer may invest funds which are not operating funds in investments having maturities no longer than 8 years.

8. As used in these [policies, “public fund” means all fund that are public funds within meaning of Iowa Code Section 12C.1(2)(b).

9. These written investment policies, and any subsequent amendments, shall be delivered to all of the following:

- a. The Dubuque County Board of Supervisors.
- b. The Dubuque County Treasurer.
- c. The Dubuque County Auditor
- d. All depository institutions or fiduciaries for public funds of Dubuque County.

10. Notwithstanding the foregoing, the Dubuque County Treasurer shall invest all public funds coming in to his or her hands in depositories approved pursuant to Iowa Code Chapter 12C. This restriction is intended to be a temporary measure during the

development of additional investment policies and shall remain in effect until amended or superseded by a duly enacted resolution of the Dubuque County Board of Supervisors specifically referring to this section.

Motion by Manternach, seconded by Klein, carried unanimously to approve and authorize the Chair to sign Resolution 14-059.

#### RESOLUTION 14-060 - APPROVE FARM LEASE WITH BRIAN HODGSON

WHEREAS, Dubuque County has been presented with a Farm Lease and Right of Termination to be entered into with Brian Hodgson to lease six (6) acres, more or less, of farmland located in a part of what was formerly known as the Dubuque County Farm and is legally described as: Lot 2 of Seippel Place, in Dubuque County, Iowa according to the recorded plats thereof from March 1, 2014 through February 28, 2015.

NOW, THEREFORE BE IT RESOLVED that the Dubuque County Board of Supervisors approves and authorizes the Chairperson to sign the Farm Lease and Right of Termination to be entered into with Brian Hodgson to lease six (6) acres, more or less, of farmland located in a part of what was formerly known as the Dubuque County Farm and is legally described as: Lot 2 of Seippel Place, in Dubuque County, Iowa according to the recorded plats thereof from March 1, 2014 through February 28, 2015.

Motion by Klein, seconded by Manternach, carried unanimously to approve and authorize the Chair to sign Resolution 14-060.

#### RESOLUTION - APPROVE RENEWAL OF CONTRACT WITH COST ADVISORY SERVICES, INC. FOR COST ALLOCATION SERVICES FOR FY14, FY15 AND FY16

Motion by Klein, seconded by Manternach, carried unanimously to table the resolution until the worksession with the County Auditor.

#### RESOLUTION 14-061 - REQUEST FOR PAYMENT #1 FOR CDBG PROGRAM #13-OT-001

WHEREAS, Dubuque County is the fiduciary agent for Community Development Block Grant program #13-OT-001; and

WHEREAS, a draw down of funds has been requested in the amount of \$ 170,446.

NOW THEREFORE BE IT RESOLVED that the Dubuque County Board of Supervisors hereby approves the Request for Payment Report # 1 in the amount of \$ 170,446 to be

submitted to the Iowa Department of Economic Development. Upon receipt of payment, the County will remit to the City of Sageville.

Motion by Klein, seconded by Manternach, carried unanimously to approve and authorize the Chair to sign Resolution 14-061.

**RESOLUTION 14-062 - REQUEST FOR PAYMENT #49 FOR JUMPSTART FEDERAL HOUSING PAYMENT PROGRAM #08-DRH-004**

WHEREAS, Dubuque County is the fiduciary agent for Jumpstart Federal Housing rehabilitation program #08-DRH-004; and

WHEREAS, the East Central Intergovernmental Association has disbursed funds in the amount of \$ 9,076.

NOW THEREFORE BE IT RESOLVED that the Dubuque County Board of Supervisors hereby approves the Request for Payment Report # 49 in the amount of \$ 9,076 to be submitted to the Iowa Department of Economic Development. Upon receipt of payment, the County will remit to ECIA.

Motion by Klein, seconded by Manternach, carried unanimously to approve and authorize the Chair to sign Resolution 14-062.

**RESOLUTION 14-063 - REQUEST FOR PAYMENT #56 FOR JUMPSTART FEDERAL HOUSING REHABILITATION PAYMENT PROGRAM #08-DRH-204**

WHEREAS, Dubuque County is the fiduciary agent for Jumpstart Federal Housing rehabilitation program #08-DRH-204; and

WHEREAS, the East Central Intergovernmental Association has disbursed funds in the amount of \$ 162,210.

NOW THEREFORE BE IT RESOLVED that the Dubuque County Board of Supervisors hereby approves the Request for Payment Report # 56 in the amount of \$ 162,210 to be submitted to the Iowa Department of Economic Development. Upon receipt of payment, the County will remit to ECIA.

Motion by Manternach, seconded by Klein, carried unanimously to approve and authorize the Chair to sign Resolution 14-063.

RESOLUTION 14-064 - APPROVE RESCINDING RESOLUTION 08-161 AND APPROVING AMENDED DUBUQUE COUNTY MAILBOX REPLACEMENT POLICY

WHEREAS, The Code of Iowa gives Dubuque County Board of Supervisors regulatory power over all county right of way, and

WHEREAS, Dubuque County has encountered instances of mailboxes being too close to the traveled portion of the roadway, and

WHEREAS, mailboxes should be located as to not interfere with maintenance operations and also meet the U.S. Postal requirements, and

WHEREAS, this resolution nullifies Resolution 08-161,

THEREFORE BE IT RESOLVED that all future mailboxes or repaired mailboxes located on county roadways shall be installed with the outside front of the closed box being on a perpendicular line with the edge of the shoulder of the roadway, or face of the curb, and from thirty-six inches (36") to forty-two inches (42") above the surface of the roadway, as per attached diagram, the supporting post shall be on the foreslope of the road or behind the curb line but no closer than two feet (2') to the shoulder. Mailboxes and the materials supporting them shall not be stronger than a four inch by four inch (4"x4") wood post unless a break-away feature is utilized. Dubuque County assumes no liability for damage to mailboxes that are incorrectly installed and/or as a result of snow removal operations unless such action can be determined to be malicious or by direct contact with a plow or wing blade. If it is determined that a mailbox or support post was damaged by a plow or wing, Dubuque County will only pay for damage claims to a mailbox one time, unless it can be proven that the mailbox was installed to Dubuque County specifications as attached. Reimbursement of materials for mailbox and/or post shall be for actual amount submitted on receipts, but not in excess of \$35.00.

Motion by Manternach, seconded by Klein, carried unanimously to approve and authorize the Chair to sign Resolution 14-064.

RESOLUTION 14-065 - CONCUR WITH COUNTY ENGINEER RECOMMENDATION FOR THE BRIDGE REPAIR PROJECT ON STEGER ROAD, PROJECT L-B1709-73-31

WHEREAS, bids were received on March 7, 2014 for the bridge repair project on Steger Road, Project L-B1709-73-31 and Jim Schroeder Construction, Inc. of Bellevue, Iowa submitted the low bid of \$20,224, and

WHEREAS, the County Engineer has reviewed the bids and recommends accepting the bid submitted by Jim Schroeder Construction, Inc,

THEREFORE BE IT RESOLVED that the Board of Supervisors of Dubuque County, Iowa hereby approve and direct the Chair to sign the necessary contract documents, upon receipt of the signed documents from the Contractor, for the Steger Road project.

Motion by Manternach, seconded by Klein, carried unanimously to approve and authorize the Chair to sign Resolution 14-065.

**RESOLUTION 14-066 - APPROVE RELIAS LEARNING AGREEMENT FOR EMPLOYEE TRAINING AT SUNNYCREST MANOR**

WHEREAS, Dubuque County has been presented with an agreement from Relias e-Learning Service Proposal for employee training at Sunnycrest Manor.

NOW, THEREFORE BE IT RESOLVED that the Dubuque County Board of Supervisors approves and authorizes the Chairperson to sign the agreement from Relias e-Learning Service Proposal for employee training at Sunnycrest Manor.

Motion by Manternach, seconded by Klein, carried unanimously to approve and authorize the Chair to sign Resolution 14-066.

**RESOLUTION 14-067 - REVISE DUBUQUE COUNTY 2014 FIVE YEAR ROAD PROGRAM**

Unforeseen circumstances have arisen since adoption of the approved Secondary Road Construction Program, and previous revisions, requiring changes to the sequence, funding and timing of the proposed work plan,

The Board of Supervisors of Dubuque County, Iowa, in accordance with Iowa Code section 309.22, initiates and recommends modification of the following project(s) in the accomplishment year (State Fiscal Year (FY)2014), for approval by the Iowa Department of Transportation (Iowa DOT), per Iowa Code 309.23 and Iowa DOT Instructional Memorandum 2.050.

The following approved Priority Year projects shall be ADDED to the Program's Accomplishment year:

Project Number Local ID TPMS #	Project Location Description of work	AADT Length NBIS #	Type Work Fund basis	Accomplishment Year (\$1000's of dollars)			
					New amount		
L-B1709--73-31 B1709 TPMS ID: 27086	On Steger Rd, Over Unnamed Creek, at Ctr S16 T87N R2W Drive new piles near east abutment to increase the load carrying capacity of the bridge.	30 0.1 MI 146140	Bridges  LOCAL		\$55		
L-B316--73-31 B316 TPMS ID: 27135	On Timber Range Trail, Over Unnamed Creek, SLINE S36 T90N R1E	0.1 MI 147920	Bridges  LOCAL		\$30		
LFM-B312--7X-31 B312 TPMS ID: 27136	On SOUTH MOUND RD, Over NO. FORK MAQUOKETA RIVER, S28 T90 RE1	250 0 147820	Bridges  LOCAL		\$120		
L-B210--73-31 B210 TPMS ID: 27137	On PFEILER RD, Over STREAM, S24 T90 R01	35 0 148231	Bridges  LOCAL		\$60		
L-SWART--73-31 SW ARTERIAL TPMS ID: 27147	On SW ARTERIAL, from HWY 20 SOUTH & EAST 5 Miles to HWY 61, S33 T89 RE2	0 5.15	Other  LOCAL		\$1191		
<b>Totals</b>						\$1456	

The following PRE-EXISTING Accomplishment Year projects shall be MODIFIED as follows:

Project Number Local ID TPMS #	Project Location Description of work	AADT Length NBIS #	Type Work Fund basis	Modification(s) applied	Accomplishment Year (\$1000's of dollars)		
					Previous Amount	New amount	Net change
FM-C031(53)--55-31 Farley Rd (Y13) TPMS ID: 3359	Y13: From City of Farley to City of Cascade Drain tile & Widening	410 9.855 MI 000000	Shoulders  FM	Changed funding amount	\$5000	\$3334	\$-1666
LFM-14KEYW--7X-31 Key West Dr TPMS ID: 7803	Y-42: From Military Road to US 61 Resurface and Widen	1.3 MI 000000	HMA Paving  LOCAL	Changed funding amount Changed Project Number / Type of Work	\$200	\$400	\$200
L-14COTT--73-31 Cottingham Rd TPMS ID: 21619	Cottingham Rd: From Hwy 20 to Seippel Rd		HMA Paving  LOCAL	Changed Project Number / Type of Work	\$500	\$500	\$0
LFM-SLD--7X-31 Massey Station Rd Slide TPMS ID: 21711	MASSEY STATION RD: From point to point	250 0 MI	LOCAL	Changed funding amount	\$450	\$260	\$-190
L-B818--73-31 Bridge #818 TPMS ID: 21713	FLOYD RD: Over HEWITT CREEK	210 0 MI 147670	LOCAL	Changed funding amount	\$210	\$315	\$105
HDP-C031(47)--6B-31 Mud Lake Rd TPMS ID: 12628	Mud Lake Rd: From Sherrill Road to Circle Ridge 2 different Safetea-LU#78, #131	650 4.71 MI	HMA Paving  DEMO	Moved to FY15 Changed Project Number / Type of Work	\$5310	\$0	\$-5310
STP-S-C031(63)--5E-31 Farley Rd TPMS ID: 14415	Y-13: From City of Farley to City of Cascade	410 10.6 MI	PCC Paving  STP	Moved to FY15	\$5500	\$0	\$-5500
STP-S-C031(75)--5E-31 Halles Mill Rd TPMS ID: 20762	HALES MILL RD: From Asbury Rd to Derby Grange Rd Grade & Pave, Replace Bridges 512, 513, & large culvert	0 1.45 MI	STP	Changed funding amount Moved to FY15 Project Extent updated Changed location attributes	\$2000	\$0	\$-2000
<b>Totals</b>					\$19170	\$4809	\$-14361

Fund ID	Accomplishment year (\$1000's of dollars)		
	Previous Amount	New Amount	Net Change
Local Funds	\$10,426	\$7,561	\$-2,865
Farm to Market Funds	\$5,000	\$3,334	\$-1,666
Special Funds	\$2,793	\$2,193	\$-600
Federal Aid Funds	\$9,644	\$1,870	\$-7,774
Total construction cost (All funds)	\$27,863	\$14,958	\$-12,905
Local 020 Construction cost totals (Local Funds + BROS-8J FA funds)	\$12,296	\$9,431	\$-2,865

Motion by Klein, seconded by Manternach, carried unanimously to approve and authorize the Chair to sign Resolution 14-067.

COMMUNICATION - FROM THE COUNTY ATTORNEY REGARDING CONSOLIDATION OF RECORDER'S OFFICE

Motion by Manternach, seconded by Klein, carried unanimously to receive and file the communication.

Motion by Klein, seconded by Manternach, carried unanimously to receive and refer the communication to the Budget Director to work with the Auditor to see if the combining of the Auditor and Recorder's offices would be fiscally responsible.

COMMUNICATION - FROM FEH ASSOCIATES, INC. REGARDING DUBUQUE COUNTY OFFICE SPACE OPTIONS ANALYSIS FINAL REPORT

Motion by Manternach, seconded by Klein, carried unanimously to receive and file the communication and refer to a future worksession.

COMMUNICATION - TO AFSCME LOCAL 2843 REGARDING DUBUQUE COUNTY RESPONSE AND INITIAL PROPOSAL FOR COLLECTIVE BARGAINING FOR ELIGIBLE SUNNYCREST MANOR EMPLOYEES

Motion by Klein, seconded by Manternach, carried unanimously to receive and refer the communication to AFSCME.

COMMUNICATION - COUNTY RECEIPT OF IDNR MANURE MANAGEMENT PLAN/UPDATE FROM DAVE KRONLAGE

Motion by Manternach, seconded by Klein, carried unanimously to receive and refer the communication to the Health and Zoning Departments.

APPOINTMENTS - SUNNYCREST MANOR OPERATIONAL BOARD OF DIRECTORS

Motion by Manternach, seconded by Klein, carried unanimously to appoint Eric Thomas and Sally Portzen to a four (4) year term ending December 31, 2017.

Motion by Klein, seconded by Manternach, carried unanimously to appoint Sharon Lundgren and Scott DeSousa to a three (3) year term ending December 31, 2016

Motion by Manternach, seconded by Klein, carried unanimously to appoint Joshua Feldmann to a two (2) year term ending December 31, 2015.

Motion by Klein, seconded by Manternach, carried unanimously to appoint Jean Mausser to a one (1) year term ending December 31, 2014.

Motion by Klein, seconded by Manternach, carried unanimously to appoint Michelle Patzner as a permanent Board member and Kevin Stevens, Sunnycrest Hospital Board of Trustees - ex-officio.

## PERSONNEL REQUISITIONS

Motion by Manternach, seconded by Klein, carried unanimously to approve the personnel requisitions of Sunnycrest Manor for a permanent, full-time CNA and a permanent, part-time nutrition worker; of the Sheriff's Office a permanent, part-time correctional officer (male) and table the personnel requisition for the Auditor's Office for four (4) temporary, part-time election clerks until later in the meeting.

Motion by Manternach, seconded by Klein, carried unanimously to recess at 9:40 a.m.

## WORKSESSION - WITH ZONING ADMINISTRATOR

### ENTRANCE PERMIT

Upon reconvening at 9:45 a.m., the Board met with Zoning Administrator Anna O'Shea and County Engineer Bret Wilkinson regarding an entrance permit variance for Laura Quade-Lottes. Ms. Lottes was present.

Motion by Manternach, seconded by Klein, carried unanimously to approve the variance as recommended by the County Engineer.

### COUNTY ATTORNEY OPINION REGARDING COUNTY ZONING VIOLATIONS

Ms. O'Shea discussed the opinion from Assistant County Attorney Brigit Barnes regarding the consequences of filing a civil infraction against a property owner for violating the county zoning ordinance. The opinion stated there appears to be no code provision which authorizes the county to assess the costs against the property for collection in the same manner as a property tax.

Motion by Klein, seconded by Manternach, carried unanimously to direct the Zoning Administrator to send letters to legal counsel at ISAC and legislators to provide them information on the necessity of changes to the law on this issue and refer the issue to the Administrative Assistant to include in legislative issues at the annual legislative dinner meeting this fall.

#### PFOHL VIOLATION CASE REVIEW

Ms. O'Shea updated the Board on the Pfohl zoning violations. Mr. Phohl was given ten days to fix the violations and that time period expired on March 7<sup>th</sup>.

#### WORKSESSION - WITH COUNTY AUDITOR

County Auditor Denise Dolan updated the Board on the county phone system project. Ms. Dolan will provide bi-weekly updates as the project progresses.

The Board also discussed with Ms. Dolan the personnel requisition that was tabled in the regular meeting for election clerks.

#### RESOLUTION 14-068 - APPROVE RENEWAL OF CONTRACT WITH COST ADVISORY SERVICES, INC. FOR COST ALLOCATION SERVICES FOR FY14, FY15 AND FY16

WHEREAS, Dubuque County is required to acquire a cost allocation plan for use in applications and annual reports of various grants and programs; and

WHEREAS, Cost Advisory Services, Inc. has been contracted to prepare the cost allocation plan; and

WHEREAS, Cost Advisory Services, Inc. has presented a contract renewal to provide the plan for FY14, FY15 and FY16 at a annual cost of \$ 7,600.

NOW, THEREFORE BE IT RESOLVED that the Dubuque County Board of Supervisors hereby approves and authorizes the Chair to sign the contract renewal.

Motion by Klein, seconded by Manternach, carried unanimously to approve and authorize the Chair to sign Resolution 14-068.

## RESIDENCY DETERMINATION OF CLIENTS

Motion by Klein, seconded by Manternach, carried unanimously to approve services for cases #197176, 167655, 197141, 164755, 197060, 195552, 159031, 156883 and 162624.

## ADMISSIONS TO COMMUNITY-BASED FACILITIES

Motion by Manternach, seconded by Klein, carried unanimously to approve services for case #154373.

Motion by Klein, seconded by Manternach, carried unanimously to recess at 11:15 a.m. until 1:00 p.m.

## GENERAL ASSISTANCE

Upon reconvening at 1:03 p.m., motion by Klein, seconded by Manternach, carried unanimously to enter executive session with General Assistance Caseworker Doug Slaats and County Budget Director Michelle Patzner regarding case H-9-32.

Upon returning to regular session, motion by Klein, seconded by Manternach, carried unanimously to deny services for case H-9-32.

Motion by Klein, seconded by Manternach, carried unanimously to enter executive session with General Assistance Caseworker Doug Slaats and County Budget Director Michelle Patzner regarding case P-3-34.

Upon returning to regular session, motion by Manternach, seconded by Klein, carried unanimously to deny services for case P-3-34.

Motion by Klein, seconded by Manternach, carried unanimously to enter executive session with General Assistance Caseworker Doug Slaats and County Budget Director Michelle Patzner regarding case B-10-36.

Upon returning to regular session, motion by Klein, seconded by Manternach, carried unanimously to pay the balance of March rent for B-10-36.

Motion by Manternach, seconded by Klein, carried unanimously to enter executive session with General Assistance Caseworker Doug Slaats and County Budget Director Michelle Patzner regarding case F-4-30.

Upon returning to regular session, motion by Klein, seconded by Manternach, carried unanimously to approve services for case F-4-30.

#### PERSONNEL REQUISITIONS

Motion by Klein, seconded by Manternach, carried unanimously to approve the personnel requisition for the Auditor's Office for four (4) temporary, part-time election clerks.

#### WORKSESSION - WITH COUNTY ATTORNEY

The Board met with County Attorney Ralph Potter to discuss his opinion regarding biking and special use permits on county roadways. Present were Captain Dale Snyder, Conservation Director Brian Preston, Sheriff Chief Deputy Greg Egan, Emergency Management Director Tom Berger, County Engineer Bret Wilkinson, County Budget Director Michelle Patzner and Frank O'Connor and Tom English from O'Connor & English Insurance Agency.

Motion by Klein, seconded by Manternach, carried unanimously to recess at 3:15 p.m. until 5:30 p.m.

The Board reconvened at 5:30 p.m. with all Board members present.

#### PROOF OF PUBLICATION - PUBLIC HEARING

Motion by Manternach, seconded by Klein, carried unanimously to receive and file the proofs of publication for Notice of Public Hearing - FY15 Proposed Budget

#### PUBLIC HEARING - FY15 PROPOSED BUDGET

Chair Demmer opened the public hearing.

County Budget Director Michelle Patzner gave an overview of the FY15 proposed budget.

Zoning Administrator Anna O'Shea commented on management salaries.

Supervisors Klein, Manternach and Demmer commended Ms. Patzner on a great job on the budget process and also thanked the elected officials and department heads for their work on their respective budgets.

Motion by Manternach, seconded by Klein, carried unanimously to close the public hearing.

RECOMMENDATION OF COMPENSATION BOARD

Motion by Manternach, seconded by Klein, carried unanimously to roll back the Compensation Board's recommendation by twenty percent (20%) from 2% to 1.6% for the Auditor, Treasurer and Recorder and 3.5% to 2.8% for the County Attorney and Sheriff.

Motion by Klein, seconded by Manternach, carried unanimously to approve a 1.6% salary increase for non-bargaining and management employees.

RESOLUTION 14-069 - ADOPTION OF FY15 COUNTY BUDGET AND CERTIFICATION OF TAXES

WHEREAS, Section 331.434(3) requires a public hearing on the proposed budget for Fiscal Year 2015 be held, with due notice; and

WHEREAS, the Dubuque County Board of Supervisors has received and filed the proof of publication of the Notice of Public Hearing on the Fiscal Year 2015 budget; and

WHEREAS, the Dubuque County Board of Supervisors held the public hearing on March 10, 2014.

NOW THEREFORE BE IT RESOLVED that the Board of Supervisors of Dubuque County, in compliance with Section 331.434(5) of the Code of Iowa hereby adopts the Budget and Certification of Taxes for Fiscal Year 2015, setting the levies as follows:

Countywide Services:		
General Basic	\$	3.50000
General Supplement		1.69504
MH-DD Services Fund		1.10538
Debt Services		0.13082
Subtotal Countywide	\$	6.43124
Rural Service:		
Rural Basic		3.56921
Subtotal Rural Services	\$	3.56921
Total Countywide/All Rural Services	\$	10.00045

and,

authorizes the Chair to sign the Adoption of Budget and Certification of Taxes, and directs the Auditor to certify and file the budget and certification of taxes as adopted.

Motion by Manternach, seconded by Klein, carried unanimously to approve and authorize the Chair to sign Resolution 14-069.

#### PROOF OF PUBLICATION - PUBLIC HEARING

Motion by Klein, seconded by Manternach, carried unanimously to receive and file the proofs of publication for Notice of Public Hearing - FY14 Budget Amendment #2, Notice of Public Hearing - Decrease in departmental appropriations and Notice of Public Hearing - FY14 Fund Transfers #3.

#### PUBLIC HEARING - FY14 BUDGET AMENDMENT #2

Chair Demmer opened the public hearing.

County Budget Director Michelle Patzner gave an overview of the FY14 Budget Amendment #2.

Motion by Klein, seconded by Manternach, carried unanimously to close the public hearing.

#### PUBLIC HEARING - DECREASE IN DEPARTMENTAL APPROPRIATIONS

Chair Demmer opened the public hearing.

County Budget Director Michelle Patzner explained the decrease in departmental appropriations.

Motion by Manternach, seconded by Klein, carried unanimously to close the public hearing.

Motion by Klein, seconded by Manternach, carried unanimously to approve the FY14 Budget Amendment #2.

#### RESOLUTION 14-070 - FY14 APPROPRIATIONS AMENDMENT #2

WHEREAS, the Board of Supervisors of Dubuque County has amended the Budget for Fiscal Year 2014 on September 23, 2013; and

WHEREAS, the Code of Iowa, Section 331.434(6) specifies that the Board of Supervisors shall, by resolution, appropriate amounts for each of the county officers and departments; and

NOW THEREFORE BE IT RESOLVED by the Board of Supervisors of Dubuque County that the appropriations as designated by Resolution 13-139, as adopted on June 17, 2013; and amended by Resolution 13-236, as adopted on September 23, 2013; be further amended as follows:

	Appropriation as amended	Current Amendment	Amended Appropriation
<b>Fund: 0001 - GENERAL BASIC</b>			
00 – County General	494,384	572,174	1,066,558
01 - SUPERVISORS	163,349	390	163,739
02 - AUDITOR	303,002	11,384	314,386
03 - TREASURER	660,901	35,071	695,972
04 - COUNTY ATTORNEY	1,610,014	13,689	1,623,703
05 - SHERIFF	8,486,030	(3,713)	8,482,317
07 - RECORDER	343,708	212	343,920
12 - MAPPING	192,667	-	192,667
21 - VETERAN AFFAIRS	423,836	(28,717)	395,119
22 - CONSERVATION BOARD	1,332,607	(44,290)	1,288,317
23 - BOARD OF HEALTH	1,009,708	31,000	1,040,708
26 - COUNTY STORAGE	1,718	500	2,218
28 - MEDICAL EXAMINER	282,227	4,431	286,658
50 - PERSONNEL	171,259	(4,510)	166,749
51 - GENERAL SERVICES	323,557	(1,863)	321,694
52 - INFORMATION SERVICES	495,373	59,400	554,773

54 - BUDGET DIRECTOR	71,807	(445)	71,362
55 - CAPITAL PROJECTS/IMPROVEMENTS	775,027	283,266	1,058,293
56 - PHONE SYSTEM	55,160	-	55,160
61 - MH/MR/DD	236,100	15,950	252,050
62 - HUMAN SERVICES	251,154	(6,000)	245,154
63 - GENERAL RELIEF	245,922	(108,200)	137,722
64 - SUNNYCREST	8,130,103	(65,403)	8,064,700
70 - ECONOMIC DEVELOPMENT	2,915,040	4,458,859	7,373,899
75 - EMERGENCY SUPPORT SERVICES	134,792	10,429	145,221
<b>Total Fund: 0001 - GENERAL BASIC:</b>	<b>29,109,445</b>	<b>5,233,614</b>	<b>34,343,059</b>

**Fund: 0002 - GENERAL SUPPLEMENTAL**

01 - SUPERVISORS	66,184	-	66,184
02 - AUDITOR	555,240	(16,618)	538,622
03 - TREASURER	262,937	2,102	265,039
04 - COUNTY ATTORNEY	496,500	(7,484)	489,016
05 - SHERIFF	2,207,674	(23,212)	2,184,462
07 - RECORDER	108,532	10,999	119,531
12 - MAPPING	62,324	-	62,324
21 - VETERAN AFFAIRS	82,842	(4,515)	78,327
22 - CONSERVATION BOARD	294,596	4,093	298,689
23 - BOARD OF HEALTH	50,134	(3)	50,131
26 - COUNTY STORAGE	6,500	(6,000)	500

28 - MEDICAL EXAMINER	13,223	(11)	13,212
29 - JUVENILE PROBATION	211,389	-	211,389
31 - DISTRICT COURT	109,701	2,491	112,192
50 - PERSONNEL	68,523	1,908	70,431
51 - GENERAL SERVICES	62,280	-	62,280
52 - INFORMATION SERVICES	59,875	649	60,524
54 - BUDGET DIRECTOR	17,090	-	17,090
55 - CAPITAL PROJECTS/IMPROVEMENTS	5,710	(5,058)	652
63 - GENERAL RELIEF	59,621	(42,201)	17,420
64 - SUNNYCREST	2,378,344	-	2,378,344
75 - EMERGENCY SUPPORT SERVICES	392,358	-	392,358
78 - RISK MANAGEMENT	588,817	(83,605)	505,212
<b>Total Fund: 0002 - GENERAL SUPPLEMENTAL:</b>	<b>8,160,394</b>	<b>(166,465)</b>	<b>7,993,929</b>
<b>Fund: 0003 - COUNTY ASSISTANCE</b>			
75 - EMERGENCY SUPPORT SERVICES	55,020	16,172	71,192
<b>Total Fund: 0003 - COUNTY ASSISTANCE:</b>	<b>55,020</b>	<b>16,172</b>	<b>71,192</b>
<b>Fund: 0005 - HEALTH INSURANCE- DEDUCTIBLE</b>			
90 - HEALTH INSURANCE- DEDUCTIBLE	820,000	69,933	889,933
<b>Total Fund: 0005 - HEALTH INSURANCE- DEDUCTIBLE:</b>	<b>820,000</b>	<b>69,933</b>	<b>889,933</b>
<b>Fund: 0010 - MH-DD SERVICES FUND</b>			

52 - INFORMATION SERVICES	-	550	550
60 - MH-DD COORDINATOR (CPC)	213,411	(60,009)	153,402
61 - MH/MR/DD	4,260,823	(327,314)	3,933,509
<b>Total Fund: 0010 - MH-DD SERVICES</b>			
<b>FUND:</b>	<b>4,474,234</b>	<b>(386,773)</b>	<b>4,087,461</b>

**Fund: 0014 - LIBRARY**

33 - LIBRARY	678,406	15,092	693,498
55 - CAPITAL PROJECTS/IMPROVEMENTS	24,472	(4,472)	20,000
<b>Total Fund: 0014 - LIBRARY:</b>	<b>702,878</b>	<b>10,620</b>	<b>713,498</b>

**Fund: 0015 - ZONING**

24 - ZONING COMMISSION	236,838	68	236,906
<b>Total Fund: 0015 - ZONING:</b>	<b>236,838</b>	<b>68</b>	<b>236,906</b>

**Fund: 0020 - SECONDARY ROADS**

20 - SECONDARY ROADS	7,896,754	533,888	8,430,642
55 - CAPITAL PROJECTS/IMPROVEMENTS	121,414	-	121,414
<b>Total Fund: 0020 - SECONDARY ROADS:</b>	<b>8,018,168</b>	<b>533,888</b>	<b>8,552,056</b>

**Fund: 0045 - RECORDS MANAGEMENT  
FUND**

07 - RECORDER	10,000	-	10,000
<b>Total Fund: 0045 - RECORDS MANAGEMENT FUND:</b>	<b>10,000</b>	<b>-</b>	<b>10,000</b>

**Fund: 0052 - RURAL ECONOMIC  
DEVELOPMENT FUND**

70 - ECONOMIC DEVELOPMENT	<u>272,950</u>	(1,482)	<u>271,468</u>
<b>Total Fund: 0052 - RURAL ECONOMIC DEVELOPMENT FUND:</b>	<b>272,950</b>	<b>(1,482)</b>	<b>271,468</b>
<b>Fund: 0053 - TAX INCREMENT FINANCING</b>			
00 - Undesignated	230,376	(230,376)	-
70 - ECONOMIC DEVELOPMENT	<u>-</u>	161,087	<u>161,087</u>
<b>Total Fund: 0053 - TAX INCREMENT FINANCING:</b>	<b>230,376</b>	<b>(69,289)</b>	<b>161,087</b>
<b>Fund: 1500 - CAPITAL PROJECTS</b>			
55 - CAPITAL PROJECTS/IMPROVEMENTS	1,111,092	(1,111,092)	-
57 - DEBT SERVICE	<u>-</u>	1,731,337	<u>1,731,337</u>
<b>Total Fund: 1500 - CAPITAL PROJECTS:</b>	<b>1,111,092</b>	<b>620,245</b>	<b>1,731,337</b>
<b>Fund: 1505 - LOCAL OPTION</b>			
20 - SECONDARY ROADS	<u>11,137,675</u>	(1,651,675)	<u>9,486,000</u>
<b>Total Fund: 1505 - LOCAL OPTION:</b>	<b>11,137,675</b>	<b>(1,651,675)</b>	<b>9,486,000</b>
<b>Fund: 2000 - DEBT SERVICE</b>			
55 - CAPITAL PROJECTS/IMPROVEMENTS	570,564	(570,564)	-
57 - DEBT SERVICE	<u>-</u>	570,150	<u>570,150</u>
<b>Total Fund: 2000 - DEBT SERVICE:</b>	<b>570,564</b>	<b>(414)</b>	<b>570,150</b>

Further, that Total Appropriations for Fiscal Year 2014, inclusive of the original appropriation and its amendments, for the county officers and departments are as follows:

	Appropriation as amended	Current Amendment	Amended Appropriation
<b>Dept</b>			
00 - County General	724,760	341,798	1,066,558
01 - SUPERVISORS	229,533	390	229,923
02 - AUDITOR	858,242	(5,234)	853,008
03 - TREASURER	923,838	37,173	961,011
04 - COUNTY ATTORNEY	2,106,514	6,205	2,112,719
05 - SHERIFF	10,693,704	(26,925)	10,666,779
07 - RECORDER	462,240	11,211	473,451
12 - MAPPING	254,991	-	254,991
20 - SECONDARY ROADS	19,034,429	(1,117,787)	17,916,642
21 - VETERAN AFFAIRS	506,678	(33,232)	473,446
22 - CONSERVATION BOARD	1,627,203	(40,197)	1,587,006
23 - BOARD OF HEALTH	1,059,842	30,997	1,090,839
24 - ZONING COMMISSION	236,838	68	236,906
26 - COUNTY STORAGE	8,218	(5,500)	2,718
28 - MEDICAL EXAMINER	295,450	4,420	299,870
29 - JUVENILE PROBATION	211,389	-	211,389
31 - DISTRICT COURT	109,701	2,491	112,192
33 - LIBRARY	678,406	15,092	693,498
50 - PERSONNEL	239,782	(2,602)	237,180
51 - GENERAL SERVICES	385,837	(1,863)	383,974

52 - INFORMATION SERVICES	555,248	60,599	615,847
54 - BUDGET DIRECTOR	88,897	(445)	88,452
55 - CAPITAL PROJECTS/IMPROVEMENTS	2,608,279	(1,407,920)	1,200,359
56 - PHONE SYSTEM	55,160	-	55,160
57 - DEBT SERVICE	-	2,301,487	2,301,487
60 - MH-DD COORDINATOR (CPC)	213,411	(60,009)	153,402
61 - MH/MR/DD	4,496,923	(311,364)	4,185,559
62 - HUMAN SERVICES	251,154	(6,000)	245,154
63 - GENERAL RELIEF	305,543	(150,401)	155,142
64 - SUNNYCREST	10,508,447	(65,403)	10,443,044
70 - ECONOMIC DEVELOPMENT	3,187,990	4,618,464	7,806,454
75 - EMERGENCY SUPPORT SERVICES	582,170	26,601	608,771
78 - RISK MANAGEMENT	588,817	(83,605)	505,212
90 - HEALTH INSURANCE-DEDUCTIBLE	820,000	69,933	889,933
<b>Total</b>	<b>64,909,634</b>	<b>4,208,442</b>	<b>69,118,076</b>

Motion by Klein, seconded by Manternach, carried unanimously to approve and authorize the Chair to sign Resolution 14-070.

RESOLUTION 14-071 - FY14 FUND TRANSFERS #3

WHEREAS, certain Fund Transfers were contained in the amendment to the Fiscal Year 2014 Budget, adopted on March 10, 2014.

NOW, THEREFORE BE IT RESOLVED that the Dubuque County Board of Supervisors authorizes the following fund transfers:

From	To
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General Basic	General Supplement	\$ 48,025
General Supplement	Insurance	\$ 21,000
General Supplement	Health Insurance - Deductible	868,000
Library	Rural Basic	643
Rural Basic	Zoning	1,668

Motion by Klein, seconded by Manternach, carried unanimously to approve and authorize the Chair to sign Resolution 14-071.

Motion by Manternach, seconded by Klein, carried unanimously to adjourn at 6:09 p.m. until Monday, March 24, 2014 at 5:30 p.m.

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Wayne Demmer, Chair  
Board of Supervisors

ATTEST:

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Mona Manternach  
Deputy Auditor

