

OFFICIAL NOTICE

The Des Moines County Board of Supervisors will hold a regular session on **Tuesday, January 25th, 2022** at 9:00 A.M. in the public meeting room at the Des Moines County Courthouse.

8:30 AM -Work Session: Board of Supervisors: Review of Weekly Business

PUBLIC NOTICE – the meeting can be viewed by live stream at www.dmcountry.com/youtube. Anyone with questions during the meeting may email the Board of Supervisors at board@dmcountry.com OR call 319-753-8203, Ext 4

TENTATIVE AGENDA:

1. Pledge of Allegiance
2. Changes to Tentative Agenda
3. Meet with Department Heads / Elected Officials
4. Correspondence
5. Discussion / Vote:
 - A. Compensation Board Salary Recommendations for FY2022/2023
 - B. Payroll Claims Reimbursements for 01/14 & 1/28
 - C. Resolution 2022-004 Approving Allocation of ARPA Funds
 - D. Memorandum of Understanding with Danville Telecom regarding ARPA Funds
 - E. Approval of Contract with SEIRPC for RFQ process Assistance for Construction Management and Architectural/Engineering Services
 - F. Final Plat and Resolution 2022-005 sunset Ridge Subdivision
 - G. Approval of two Quit Claim Deeds for portion of vacated Sullivan Slough Road in Section 29, T69N, R2W
 - H. Approval of Mediapolis Law Enforcement Agreement FY2022/2023
 - I. Approval of AFSCME Local 2205 – Health Department Tentative Agreement
 - J. Approval of AFSCME Local 2205 – Secondary Roads Tentative Agreement
 - K. Personnel Actions:
 1. Auditor (1)
 2. Sheriff (2)
 - L. Reports:
 1. Jail Stats, December 2021
 2. Sheriff's Monthly Report, December 2021
 - M. Minutes for Regular Meeting on January 18th, 2022
 - N. Canvass Results of Two Rivers Levee & Drainage District Election
 - O. Canvass Results of Burlington North Bottoms Levee & Drainage District Election
6. Other Business
7. Future Agenda Items
8. Committee Reports
9. Public Input
10. Adjournment

Work Session following meeting:

Board of Supervisors / SEIRPC

RE: Review Zoning Ordinance & Airport Zoning Ordinance

NOTE: The Board of Supervisors will be meeting in the public meeting room for RFQ Interviews for Public Health Building on:

Thursday, January 27 th	9:00 AM
Friday, January 28 th	9:00 AM

Des Moines County Compensation Board

December 20, 2021

Present:

Charles Walsh
Sarah Schwartz
Daniel Cahill
Shane Wiley
Duane Worthy
Jeff Heland
Marlis Robberts

FILED
DEC 27 2021
DES MOINES CO AUDITOR
BURLINGTON, IOWA

Minutes:

Dan Cahill was elected Chairperson
Sarah Schwartz was elected Secretary
Motion by: Marlis Robberts
Seconded by: Charles Walsh
Motion passed 6-1

Meeting called to order at 5:00pm on December 20, 2021. Previous year's minutes approved with the correction of Marlis Robberts name in the previous minutes report.

Board members reviewed materials provided by the County Auditor.

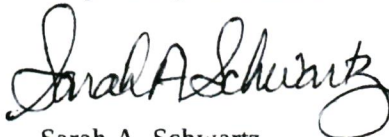
Board members discussed changes related to the SF 342 Law Change: Sheriff's Compensation & Comparable. The board members reviewed comparables for the salaries of the Iowa State Patrol; Iowa Division of Criminal Investigation, and Iowa Police Chiefs' salaries in five cities of comparable size. The Board voted 20% increase for the Sheriff pursuant to the requirements of Iowa Code 331.907. The Board voted for a 7% increase for all other Elected County Officials.

Motion: 20% increase for Sheriff, 7% increase for all other Elected County Officials.

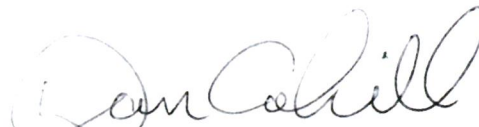
Motion by: Marlis Robberts
Seconded by: Jeff Heland
Motion passed.

Meeting adjourned at 6:00pm.

Respectfully Submitted:



Sarah A. Schwartz
Secretary



Dan Cahill
Chairman

Payroll

01/14/2022 Reimbursement Claims

01/25/22 Board Meeting

Reimbursements: \$400.00

Non-Cash Taxable: \$60.61

Payroll

01/28/2022 Reimbursement Claims

01/25/22 Board Meeting

Reimbursements: \$405.05

Non-Cash Taxable: \$0.00

RESOLUTION NO. 2022-004

**A RESOLUTION TO APPROVE ALLOCATION OF FUNDS FOR THE
AMERICAN RESCUE PLAN ACT (ARPA)**

WHEREAS, on March 11, 2021, President Biden signed the \$109 trillion-dollar American Rescue Plan Act and,

WHEREAS Des Moines County applied for and will receive \$7,568,844 total in two tranches. The first tranche of funds for the American Rescue Plan Act totaling \$3,784,422 has been received and the second half will be received in 2022,

WHEREAS, the Des Moines County Board of Supervisors has reviewed county projects and requests and determined the funds will be used entirely on county projects with one exception,

WHEREAS, based on the distribution guidelines from the US Department of Treasury, the following projects have been approved for the use of said funds:

- Digitization of Books and Documents in the Auditor and Recorder's Office to Electronic Images (Transfer Books, Supervisors Minutes, Surveyor Notes, Deed Books, Mortgage Books, Microfilm Deeds, Grantor/Grantee Books and Plat Books)
- Health Department Building including purchase of property and construction
- Phone System for County Offices
- Sheriff - RMS/CAD System
- Danville Telecom to expand broadband into unserved areas of Des Moines County - \$355,000

BE IT RESOLVED that the Des Moines County Board of Supervisors endorses the disbursement of American Rescue Plan Act Funds for the items listed and authorizes the Auditor to make these payments as they are presented.

PASSED AND ADOPTED this 25th day of January 2022

DES MOINES COUNTY, IOWA

Jim Cary, Chairman

Shane McCampbell, Vice-Chairman

Tom Broeker, Member

ATTEST: _____
Terri Johnson, Auditor



102 S MAIN ST • P.O. BOX 158 • DANVILLE, IOWA 52623 • 319/392-4251 FAX 319/392-4949

Memorandum of Understanding

This Memorandum of Understanding (MOU) is entered into by and between the Des Moines County Iowa Board of Supervisors (Board) and Danville Mutual Telephone Company (subrecipient).

The Board is a recipient under the State and Local Fiscal Recovery Funds program (SLFRF). The Board as the primary recipient is required to manage and monitor subrecipients use of funds granted to them under SLFRF to ensure compliance with the requirements of SLFRF. The Board agrees to disburse funds to the subrecipient in the total amount of \$355,000 under conditions outlined below:

I. Reporting

Each subrecipient shall report to the Board on a timely basis such information as requested by the Board regarding the use of funds in detail sufficient to allow the Board to complete its reporting to the SLFRF program.

II. Civil Rights Compliance

Each subrecipient is responsible for meeting legal requirements relating to nondiscrimination and nondiscriminatory use of Federal funds.

III. Use of Funds and Termination

Each subrecipient shall expend funds only for eligible purposes under the SLFRF statute. Failure to use the funds for eligible purposes and/or failure to provide requested information, in a timely manner, about the use of said funds to the Board shall result in immediate termination of this MOU.

IV. Responsibilities for Communications and Development of Timelines

- 1) Each subrecipient will appoint a key contact person for the grant.
- 2) These key contacts will maintain frequent communication to facilitate cooperation under this MOU.
- 3) These key contacts will work with the Board to establish timelines for project updates and status reports.

V. Modifications

- 1) This MOU may be amended only by written agreement signed by each party.
- 2) In no case will a modification of this MOU relieve either party of its responsibility to ensure compliance with the SLFRF program.

VI. Effective Date/Duration/Termination

This MOU shall be effective beginning with the date of the last signature hereon and shall terminate upon completion of the funded project and completion of the Board's reporting requirements regarding said project under SLFRF. **If this MOU is terminated early under section III of this agreement, the subrecipient shall be required to reimburse the Board for any funds granted.**

VII. Signatures

DES MOINES COUNTY BOARD OF SUPERVISORS

By: _____
Jim Cary, Chairman

Date

SUBRECIPIENT

By:  _____
Timothy J. Fencil, General Manager & CEO

20 JAN 2022
Date

**SOUTHEAST IOWA REGIONAL PLANNING COMMISSION
CONTRACT FOR SERVICES WITH
DES MOINES COUNTY, IOWA**

Des Moines County hereinafter referred to as the "County" hereby contracts with Southeast Iowa Regional Planning Commission (hereinafter SEIRPC) to help with the general administration assistance with the development of a new public health facility including the developing Request for Qualifications (RFQ) for Construction Management Services and Architecture/Engineering Services for the Des Moines County Public Health Building project; with the terms of this contract dated this ____ day of _____, 2022.

SECTION 1. Scope of Services

SEIRPC will provide the following services:

1. Develop a draft Request for Qualifications for Construction Management services and Architecture/Engineering services with input and review from County Board of Supervisors.
2. Compile list of potential consultants capable of completing these services.
3. Send out separate RFQ to list of consultants for Construction Management and Architecture/Engineering services.
4. Ensure submitted proposals meet requirements of each RFQ.
5. Assist the County in scoring and selection process of consultants.
6. Send award and rejection notifications to all submitted proposals.
7. Provide other general guidance and assistance to the county in the development of a new public health facility.

SECTION 2. Time of Performance

The services of SEIRPC shall commence on December 1, 2021 and shall be completed June 30, 2023.

SECTION 3. Method of Payment

Total payment to SEIRPC shall be as follows:

\$2,500	50%	Upon contract initiation
\$2,500	50%	Completion of work

Total payment to SEIRPC shall not exceed \$5,000.00. The County shall pay SEIRPC within 30 days upon receipt of an invoice requesting payment.

In the event of contract termination prior to program closeout, SEIRPC shall be compensated for the fair and reasonable cost of services rendered to the County along with all actual unreimbursed expenses.

SECTION 4. Personnel

SEIRPC represents that it has, or will acquire, all personnel necessary to perform the services under this contract.

SECTION 5. Records Available

At any time during normal business hours and as often as necessary, each party shall make available to the State Auditor, and the General Accounting Office all financial and administrative records for their examination.

SECTION 6. Equal Opportunity in Employment

In connection with the performance of this Agreement, SEIRPC and the County shall comply with Section VI of the Civil Rights Act of 1964 (78 Stat. 214) as required by 24 CFR 576.79 and Amendments and Regulations issued thereto.

Title VI of the Civil Rights Act of 1964 (P.L. 88-352).
Section 109 of Title I of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5309).
The Age Discrimination Act of 1975, as amended (42 U.S.C. 1601 et seq.)
Section 504 of the Rehabilitation Act of 1973, as amended (P.L. 93-112, 29 U.S.C. 794).
Americans with Disabilities Act (P.L. 101-336, 42 U.S.C. 12101-12213)
Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u).
Title VIII of the Civil Rights Act of 1968
Executive Order 11063
Executive Order 11246 and 11375
Executive Orders 11625, 11432, and 12138

SECTION 7. Termination by the County

The County may, by thirty (30) days written notice to SEIRPC terminate this contract in whole or in part at any time, either for the County's convenience or because of the reasonable failure of SEIRPC to fulfill its obligations under the contract. Upon receipt of such notice, SEIRPC shall have thirty (30) days to correct and cure any such failures. If SEIRPC is unable to correct and cure such failures, SEIRPC shall deliver to

the County all documents as may have been accumulated by SEIRPC in performing this contract and cease performing services hereunder.

Notwithstanding the above, SEIRPC shall not be relieved of liability to the County for damages sustained by the County by virtue of any breach of contract by SEIRPC.

If this contract is terminated for the convenience of the County, SEIRPC shall be entitled to compensation as provide in Section 3 above.

SECTION 8. Contract Amendments

Any change or amendments to this contract will be enforceable only if made in writing and signed by authorized representatives of both the County and SEIRPC. This agreement contains the entire agreement between the County and SEIRPC concerning the scope of services, time of performance, payment responsibilities, termination requirements, and the respective obligations of the parties. Any prior agreements between the parties with respect to the subject matter of this contract, whether oral or written, which are not contained herein are superceded and of no force and effect.

SECTION 9. Termination by SEIRPC

SEIRPC may, by thirty (30) days written notice to the County terminate this contract in whole or in part at any time, either for SEIRPC's convenience or because of the reasonable failure of the County to comply with the provisions contained in this contract. The notice shall specify the provision(s) the County has not complied with, and the County shall have thirty (30) days to correct and cure such failure. If the County is unable to correct and cure such failures, SEIRPC shall have the right, at its option, to terminate its services and receive compensation as provided in Section 3 above.

SECTION 10. Retention of Records

All records in the possession of SEIRPC pertaining to this contract shall be retained by SEIRPC for a minimum of five (5) years beginning with the date upon which the final payment to SEIRPC.

Des Moines County

Signed _____
Jim Cary, Chair
Des Moines County Board of Supervisors

Date: _____

Southeast Iowa Regional Planning Commission

Signed _____
Mike Norris, Executive Director

Date: _____

**DES MOINES COUNTY
BOARD OF SUPERVISORS
RESOLUTION #2022-005**

WHEREAS Section 354.8 of the Code of Iowa states that a governing body shall certify by resolution the approval of a subdivision plat, and,

WHEREAS the Final Plat for **Sunset Ridge Subdivision** has been reviewed for conformance to applicable County standards by the Des Moines County Health Department, Secondary Roads Department, County Auditor, Zoning Commission Chair and Land Use Department and has been duly recommended by the aforementioned entities for approval,

NOW THEREFORE, BE IT RESOLVED: That the Board of Supervisors hereby approves the Final Plat of **Sunset Ridge Subdivision**, with the following conditions:

- A portion of Lot 2 is currently enrolled in the Conservation Reserve Program (CRP) through the USDA Farm Service Agency. If the ground in this area is disturbed prior to the expiration of the CRP easement, Des Moines County shall not be held responsible for any penalties associated with violating the CRP agreement.
- A permit for an Onsite Wastewater Treatment System shall be obtained from the Des Moines County Health Department prior to construction of a new residence, and a code compliant system shall be installed prior to its habitation.

Approved and adopted this 25th day of January 2022.

DES MOINES COUNTY BOARD OF SUPERVISORS

Jim Cary, Chair

Shane McCampbell, Vice Chair

Tom Broeker, Member

ATTEST: _____

Terri Johnson, County Auditor

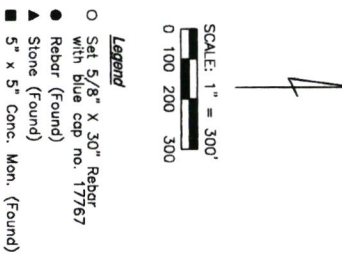
FINAL PLAT Sunset Ridge Subdivision

Index Legend
 Location: Part of North 1/2 Section 34-69N-3W
 Requestor: Danny A. Lange
 Proprietor: Danny A. Lange
 Surveyor: Kevin J. Kipp
 Company: K & K Surveying - 401 E. McKinley Street
 Mount Pleasant, Ia. 52641 - Tel. (319) 385-9838
 Return To: Kevin J. Kipp at above address



I hereby certify that this land surveying document was prepared and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed Land Surveyor under the laws of the State of Iowa.
Kevin J. Kipp
 Kevin J. Kipp, 1-10-22
 License number 17767
 My license renewal date is December 31, 2023
 Pages or sheets covered by this seal: 1

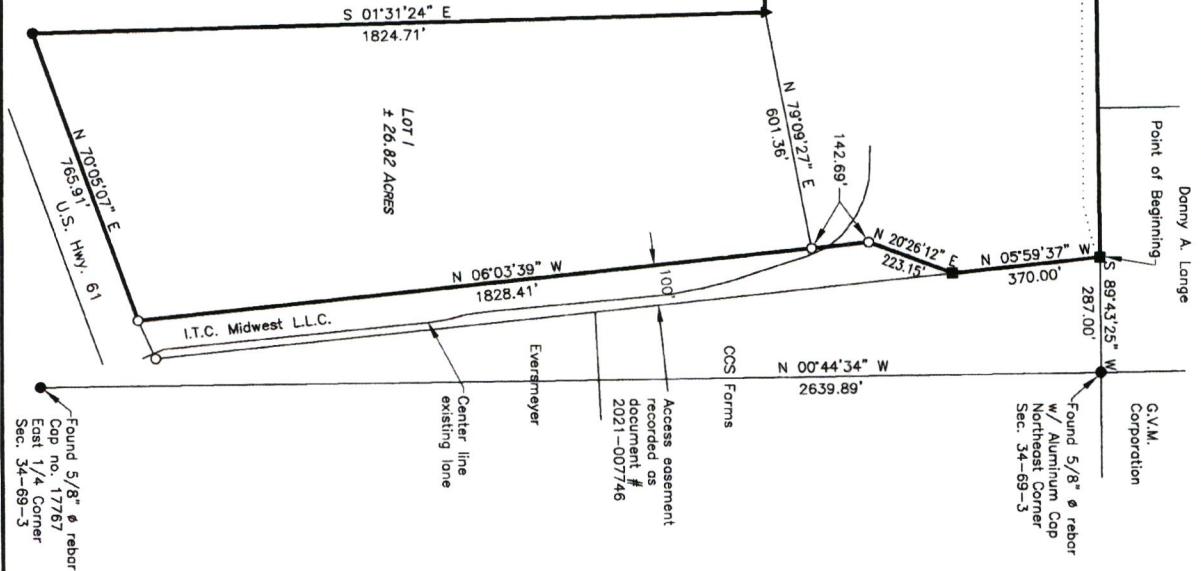
Date of Survey: 12-9-2021
 Sheet: 1 of 2



Calculated areas in 1/4 1/4 sections:

Lot 1	± 7.82 Acres NE 1/4 NE 1/4 Sec. 34
Lot 2	± 19.00 Acres SE 1/4 NE 1/4 Sec. 34
Lot 3	± 13.41 Acres NW 1/4 NE 1/4 Sec. 34
Lot 4	± 18.90 Acres NE 1/4 NE 1/4 Sec. 34
Lot 5	± 4.91 Acres SE 1/4 NW 1/4 Sec. 34
Lot 6	± 36.95 Acres NE 1/4 NW 1/4 Sec. 34
Lot 7	± 13.66 Acres NW 1/4 NE 1/4 Sec. 34

Owner & Subdivider:
 Danny A. Lange
 14464 Skunk River Road
 Burlington, Ia. 52601



Brad & Heather Lange
 Found 5/8" ø rebar Cap no. 17767 North 1/4 Corner Sec. 34-69-3 642.02'
 Rita W. Miller 1/4 Patricia Ann Jones 3/4
 Found 5/8" ø rebar w/ Aluminum Cap Northeast Corner Sec. 34-69-3 287.00'
 G.V.M. Corporation
 Found 5/8" ø rebar Cap no. 17767 North 1/4 Corner Sec. 34-69-3 1220.87'
 Found 5/8" ø rebar Cap no. 17767 North 1/4 Corner Sec. 34-69-3 1222.88'

G.V.M. Corporation
 Access easement recorded as document # 2021-007746
 CCS Farms
 Eversmeyer
 Center line existing line
 I.T.C. Midwest L.L.C.

FINAL PLAT
Sunset Ridge Subdivision

Perimeter Description: Sunset Ridge Subdivision, being a part of the North Half of Section 34, Township 69 North, Range 3 West of the Fifth Principal Meridian in Des Moines County, Iowa and more particularly described as follows: Commencing at the Northeast Corner of said Section 34; thence South 89°43'25" West, a distance of 287.00 feet to the POINT OF BEGINNING; thence South 89°26'25" West, a distance of 2362.46 feet; thence South 89°00'36" West, a distance of 1220.87 feet; thence South 00°39'37" East, a distance of 1487.95 feet; thence North 89°35'52" East, a distance of 1222.88 feet; thence North 00°30'21" West, a distance of 498.30 feet; thence North 78°11'45" East, a distance of 832.08 feet; thence North 88°34'29" East, a distance of 918.39 feet; thence South 01°31'24" East, a distance of 1824.71 feet; thence North 70°05'07" East, a distance of 765.91 feet, along the north right of way of U.S. Highway 61; thence North 06°03'39" West, a distance of 1828.41 feet; thence North 20°26'12" East, a distance of 223.15 feet; thence North 05°59'37" West, a distance of 370.00 feet to the POINT OF BEGINNING; said described tract containing 114.65 Acres, more or less. Sunset Ridge Subdivision being subject to all easements, agreements or restrictions of record.

Surveyor Notes: The basis of bearing is G.P.S. derived using single point initialization.

NOTES REQUIRED BY DES MOINES COUNTY OR BY UTILITY COMPANY: 1. MINIMUM BUILDING SETBACK FOR ANY STRUCTURE: FRONT YARD = 30', SIDE YARD = 15' 2. ROAD WAIVER: IN ADDITION TO THE CLAIMS EXEMPTED PURSUANT TO SECTION 670.4(7) OF THE IOWA CODE DEALING WITH PUBLIC ROADS, DES MOINES COUNTY IS NOT INVOLVED IN THE MAINTENANCE OF THIS PRIVATE RIGHT-OF-WAY AND IS FURTHER HELD HARMLESS FOR ANY COSTS IN MAINTAINING SAID ROAD SYSTEM OR RIGHT-OF-WAY OR FOR ANY OTHER DAMAGES SUSTAINED PERTAINING TO THE USE OF SAID ROAD SYSTEM OR RIGHT-OF-WAY. 3. UTILITY EASEMENTS SHALL CONSIST OF ALL PLATTED STREETS OR ROADS, AND A 7.5 FOOT WIDE STRIP ALONG EACH SIDE OF ALL INTERIOR LOT LINES, AND A 25 FOOT WIDE STRIP ALONG AND ADJACENT TO ALL PLATTED STREETS AND ROADS, AND A 15 FOOT WIDE STRIP OF LAND ON ALL LOTS, 7.5 FOOT EITHER SIDE OF THE UTILITY SERVICE AS BUILT, FROM THE POINT OF ORIGIN TO THE POINT OF SERVICE ENTRANCE.

AGENDA ITEMS - COUNTY ENGINEER

Tuesday, January 25, 2022

- ❖ Approval of two Quit Claim Deeds for portion of vacated Sullivan Slough Road in Section 29, T69N, R2W.

**MEDIAPOLIS / DES MOINES COUNTY
LAW ENFORCEMENT AGREEMENT
2022 / 2023 FISCAL YEAR**

THIS AGREEMENT, entered this day of 20 , by Des Moines County, Iowa and the City of Mediapolis, in Des Moines County, Iowa;

WITNESSETH that:

WHEREAS, the City of Mediapolis, Iowa, desires to contract with Des Moines County, Iowa for police protection under the provision of Chapter 28E of the Code of Iowa, and

WHEREAS, Des Moines County, Iowa is willing to provide such police protection to the City of Mediapolis upon the terms and conditions hereinafter set forth,

NOW THEREFORE:

In consideration of mutual covenants and agreements hereinafter set forth, the parties hereto legally intending to be bound, do hereby covenant and agree for themselves and their respective successors as follows:

1. The County of Des Moines, State of Iowa, through its Sheriff's Office, will supply police protection and law enforcement services to the City of Mediapolis, including, but not limited to the following:
 - A. Patrolling within the corporate limits of the City of Mediapolis such hours as may be necessary to provide adequate protection and law enforcement. The Sheriff's Office will have a patrol vehicle and officer patrolling within the corporate limits not less than **24.5 hours each week**. The Sheriff's Office shall maintain a log, which shall show the actual time that the Sheriff's Office has an officer within the corporate limits of Mediapolis.
 - B. Answering calls at all times for police assistance in the City of Mediapolis.
2. This understanding (while under the direct supervision of the Sheriff) shall be administered by a Joint Board consisting of the Des Moines County Sheriff and the Mayor of the City of Mediapolis, with law enforcement policy, regulations and other law enforcement matters, including times of patrolling, to be mutually agreed upon and determined by the Des Moines County Sheriff and the Mayor of said City of Mediapolis. The Sheriff or his designated representative shall attend the monthly council meeting of the Mediapolis City Council.
3. In consideration of the services to be performed as herein set forth, the City of Mediapolis agrees to pay Des Moines County, Iowa, (through the County Auditor of Des Moines County) the sum of **Eighty-Two Thousand, Six Hundred and Fifty-Seven Dollars and Twelve Cents (\$82,657.12)** per year with monthly installments of **\$6,888.09** commencing on the 1st day of July 2022.
4. This agreement shall become effective **July 1, 2022** through **June 30, 2023**. The new agreement shall be negotiated prior to **March 1, 2022** for the following fiscal year.

DATE 1/17/22

CITY OF MEDIAPOLIS

Paul Mason
MAYOR *Pio Tem*

DES MOINES COUNTY, IOWA

ATTEST:

Ludney
CITY CLERK

ATTEST:

COUNTY AUDITOR

**TENTATIVE AGREEMENT BETWEEN
DES MOINES COUNTY AND THE
AFSCME, LOCAL 2205 – HEALTH DEPARTMENT
DECEMBER 15, 2021**

For the 2022-2025 contract, the parties agree current contract to all provisions, except for the following:

ARTICLE I WAGES

A. Pay Grades

The parties agree to a 3.75% across the board increase effective July 1, 2022; a 3.25% across the board increase effective July 1, 2023; a 3.25% across the board increase effective July 1, 2024.

ARTICLE IV DURATION

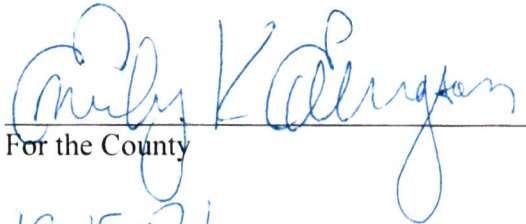
The terms and conditions of this Agreement shall continue in full force and effect commencing on July 1, ~~2020~~ **2022**, and terminating on June 30, ~~2022~~ **2025**, unless the parties mutually agree in writing to extend any or all of the terms of this Agreement. Upon termination of the Agreement, all obligations under this Agreement are automatically canceled.



For the Union

12-15-21

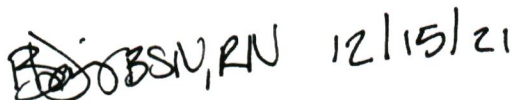
Date



For the County

12-15-21

Date


B. OBSU, RN 12/15/21

**TENTATIVE AGEEMENT BETWEEN
DES MOINES COUNTY AND
AFSCME, LOCAL 2205 – SECONDARY ROADS
DECEMBER 15, 2021**

For the 2022-2025 contract, the parties agree current contract to all provisions, except for the following:

ARTICLE I WAGES

A. Pay Grades

The parties agree to a 3.75% across the board increase effective July 1, 2022; a 3.25% across the board increase effective July 1, 2023; a 3.25% across the board increase effective July 1, 2024.

ARTICLE IV DURATION

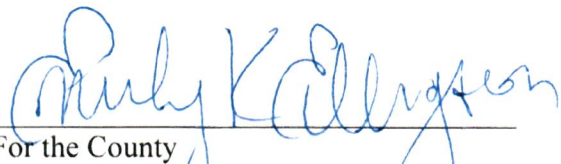
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For the Union

12-15-21

Date



For the County

12-15-21

Date

NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Sara M. Doty Employee #: _____
Title: Payroll 1st Deputy Department: Auditor's Office

STATUS CHANGES

TERMINATION

Resignation Unsatisfactory Probation
 Discharge Death
 Retirement Other, Explain

Last Day Worked _____
Add Vacation Days _____ to _____
Add Sick Days _____ to _____
Add Other Days _____ to _____
Last Day Paid _____
Unpaid Days _____ to _____


Final Termination Date _____
Final Rate of Pay _____
Permanent Address _____
City, State, Zip _____

LEAVE OF ABSENCE

Maternity Educational
 Medical Military
 Other, Explain _____

Dates of Absence _____ to _____

Does the employee Want
Health Insurance Continued Yes No
Does Employee Want Life
Insurance Continued Yes No

Authorized by:  Department: Auditor Date: 1/19/2022
Authorized by: _____ Department: _____ Date: _____

Pay Period Ending: _____ Payroll Date: _____

TRANSFER

Permanent Voluntary
 Temporary Involuntary

Previous Title _____
Previous Dept _____
New Job Title _____
New Dept _____
Previous Rate _____ New Rate _____
Effective Transfer Date _____

LAY OFF

Does the employee Want
Health Insurance Continued Yes No
Does Employee Want Life
Insurance Continued Yes No
Last Day Worked _____

SALARY ADJUSTMENT

Reclassification Demotion
 Anniversary Reduction
 Promotion Suspension
 Probationary Other, Explain
12-month step increase _____

Previous Rate \$49,807.92 New Rate \$53,470.27
Previous Job Title: (if changed) _____
Effective Date: February 4, 2022

NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Eric Michael Kramer Employee #: _____
Title: Reserve Deputy Department: Sheriff's Office

STATUS CHANGES

TERMINATION

Resignation Unsatisfactory Probation
 Discharge Death
 Retirement Other, Explain

Last Day Worked _____
Add Vacation Days _____ to _____
Add Sick Days _____ to _____
Add Other Days _____ to _____
Last Day Paid _____
Unpaid Days _____ to _____

Final Termination Date _____
Final Rate of Pay _____
Permanent Address _____
City, State, Zip _____

LEAVE OF ABSENCE

Maternity Educational
 Medical Military
 Other, Explain

Dates of Absence _____ to _____

Does the employee Want
Health Insurance Continued Yes No
Does Employee Want Life
Insurance Continued Yes No

Authorized by: Kevin C. [Signature] Department: Sheriff's Office Date: 1/17/22
Authorized by: _____ Department: _____ Date: _____

Pay Period Ending: _____ Payroll Date: _____

TRANSFER

Permanent Voluntary
 Temporary Involuntary

Previous Title _____
Previous Dept _____
New Job Title _____
New Dept _____
Previous Rate _____ New Rate _____
Effective Transfer Date _____

LAY OFF

Does the employee Want
Health Insurance Continued Yes No
Does Employee Want Life
Insurance Continued Yes No
Last Day Worked _____

SALARY ADJUSTMENT

New Hire (Check # of Hours) Probationary
 74.77 Hours Demotion
 80 Hours Reduction
 Anniversary Suspension
 Promotion Other, Explain

New Hire – Reserve Deputy

Previous Rate _____ Starting Rate \$1 yr

Previous Job Title: (if changed) _____
Effective Date: January 25, 2021

NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Lynette Marie VanScoy Employee #: _____
Title: Reserve Deputy Department: Sheriff's Office

STATUS CHANGES

TERMINATION

Resignation Unsatisfactory Probation
 Discharge Death
 Retirement Other, Explain

Last Day Worked _____
Add Vacation Days _____ to _____
Add Sick Days _____ to _____
Add Other Days _____ to _____
Last Day Paid _____
Unpaid Days _____ to _____

Final Termination Date _____
Final Rate of Pay _____
Permanent Address _____
City, State, Zip _____

LEAVE OF ABSENCE

Maternity Educational
 Medical Military
 Other, Explain

Dates of Absence _____ to _____

Does the employee Want
Health Insurance Continued Yes No
Does Employee Want Life
Insurance Continued Yes No

Authorized by: *Kevin Chambers* Department: Sheriff's Office Date: 1/17/22
Authorized by: _____ Department: _____ Date: _____

Pay Period Ending: _____ Payroll Date: _____

TRANSFER

Permanent Voluntary
 Temporary Involuntary

Previous Title _____
Previous Dept _____
New Job Title _____
New Dept _____
Previous Rate _____ New Rate _____
Effective Transfer Date _____

LAY OFF

Does the employee Want
Health Insurance Continued Yes No
Does Employee Want Life
Insurance Continued Yes No
Last Day Worked _____

SALARY ADJUSTMENT

New Hire (Check # of Hours) Probationary
 74.77 Hours Demotion
 80 Hours Reduction
 Anniversary Suspension
 Promotion Other, Explain

New Hire – Reserve Deputy

Previous Rate _____ Starting Rate # 1 yr
Previous Job Title: (if changed) _____
Effective Date: January 25, 2021

Facility Name: Des Moines	Date Report Completed: 01/19/2022
Completed by: Doris Krogmeier Contact No: 319-753-8288	Report Month: December, 21

**Iowa Department of Corrections
County Jail and Lockup Monthly Prisoner Statistical Report**

<i>Actual number of prisoners in the jail as of 00:01 a.m. on the first day of report month:</i>		<i>Actual number of prisoners in the jail as of 00:01 on first day of the following month (Formula A + B - C = D)</i>							
Adult Males	56	Section A	Adult Males	44	Section D				
Adult Females	8		Adult Females	10					
Juvenile Males	0		Juvenile Males	0					
Juvenile Females	0		Juvenile Females	0					
Juveniles (Adult Waivers)	1		Juveniles (Adult Waivers)	2					
TOTAL	65		TOTAL	56					
<i>Number of prisoners processed into the jail between 00:01 on the first of the month until 00:01 on first day of following report month:</i>		Section E							
Adult Males	97	Section B	1. Total jail capacity:			80			
Adult Females	37		a. Total temporary holding cell capacity			12			
Juvenile Males	0		b. Total permanent jail bed capacity			68			
Juvenile Females	0		2. Total report month suicides:			0			
Juveniles (Adult Waivers)	1		3. Total report month attempted suicides:			0			
TOTAL	135		4. Has jail/lockup been certified by Department of Corrections to hold juveniles?			No			
<i>Number of prisoners released from custody between 00:01 on the first of the month until 00:01 on first day of following report month:</i>		5. Highest number of prisoners held each day of the month in your jail:							
Adult Males	109	Section C	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Adult Females	35								
Juvenile Males	0		05 62	06 67	07 62	08 67	09 67	10 69	11 70
Juvenile Females	0		12 69	13 69	14 65	15 69	16 70	17 66	18 66
Juveniles (Adult Waivers)	0		19 67	20 66	21 63	22 64	23 59	24 58	25 60
TOTAL	144		26 60	27 63	28 61	29 59	30 59	31 56	
			Average daily population (Divide combined total of prisoners held in question "5" by number of days in report month): 64.26						

Section F

Complete for all juveniles released during the report month and only on juveniles held securely at your facility (i.e. in a locked cell, room or other secure method). Juveniles include all persons under the age of 18, regardless if juvenile or adult court had jurisdiction.

Age	Sex	Race	Admit	Release	Specific Offense	Holding Authority	County/Municipality	Warrant (Y/N)
17	M	W	12/01/21 00:01	12/31/21 00:00	709.3(1)(b), 709.8(1)(c), 726.2	AC		Yes
16	M	B	12/13/21 10:45	12/31/21 00:00	707.2(1)(b)	AC		No

Race Codes: W=White/Caucasian, B=Black/African American, NA=Native American, H=Hispanic, A=Asian and O=Other
 Specific Offense can either be Iowa Code or name of offense (e.g. 711.3 or Robbery 2nd)
 Holding Authority: LE = Law Enforcement, AC = Adult/District/Magistrate Court, JC = Juvenile Court, INS, O = Other
 Please indicate whether the juvenile was held pursuant to a verbal/written court order.
 County/Municipality: Indicate what county/municipality if holding for other than your own.

Section G

Complete for all prisoners under control of Sheriff but not in your facility/jail.

	Number of prisoners during the reporting month.	Prisoner days during reporting month.
Prisoners in other counties	2	50
Prisoners on electronic monitoring or house arrest	0	0
Prisoners in other institutions (Hospital, MHI, etc.)	0	0
Prisoners housed out of state	0	0
Prisoners on other type of release but under Sheriff control	0	0
TOTALS	2	50

BILL FOR BOARDING AND LODGING PRISONERS

DES MOINES COUNTY, BURLINGTON, IOWA
KEVIN GLENDENING, SHERIFF
BOARDING AND LODGING PRISONERS,
DECEMBER 1, 2021 TO DECEMBER 31, 2021

STATE OF IOWA, DES MOINES COUNTY, SS:

I DO SOLEMNLY SWEAR THAT THE SEVERAL ITEMS
MENTIONED IN THE ANNEXED ACCOUNT ARE JUST AND TRUE
AND WHOLLY UNPAID.

 _____, SHERIFF OR DESIGNEE

SUBSCRIBED AND SWORN TO ME THIS 19th DAY OF JANUARY 2022



KEVIN GLENDENING, SHERIFF

512 N. Main Street
Burlington, IA 52601
Phone: 319-753-8289 (Civil)
Fax: 319-754-6910



SHERIFF'S MONTHLY REPORT TO THE BOARD OF SUPERVISORS

12/01/2021 thru 12/31/2021

SHERIFF FEES	3,329.47	} 3702.73
MILEAGE	373.26	
R & B	1,949.66	
INTEREST	1.25	
TOTAL	<u>\$5,653.64</u>	

I, Kevin Glending, Sheriff of Des Moines County, Iowa, do hereby certify that the above report is correct of monies collected by me as Sheriff during the period therein specified.

Kevin Glending

KEVIN GLENDENING, SHERIFF

January 18th, 2022

The Des Moines County Board of Supervisors met in regular session at the Court House in Burlington at 9 AM on Tuesday, January 18th, 2022, with Chair Jim Cary, Vice-Chair Shane McCampbell, and Member Tom Broeker present. This meeting was also held electronically via Webex and YouTube live streaming. Public input was available through board email or call in.

Unless otherwise noted, all motions passed unanimously. The Pledge of Allegiance was conducted.

Meet with Department Heads: Auditor Terri Johnson reported her office is busy. IT Director Colin Gerst reported his office is busy. Sheriff Kevin Glendening reported his office is busy. The jail population is 74 with two juveniles out of county. The City of Mediapolis approved their law enforcement contract with the county. Assistant Land Use Administrator Zach James was present for an agenda item. The Board of Adjustment is meeting next Wednesday, and a subdivision is out for review. Conservation Director Chris Lee and Assistant County Attorney Trent Henkelvig were present. County Treasurer Janelle Nalley-Londquist stated her office is busy. CDS Director Ken Hyndman attended the SEIL Governing Board meeting and Lee County Supervisor Rick Larkin retained the chair position. County Recorder Natalie Steffener reported her office is busy. Budget Director Cheryl McVey reported she is busy with budgets. County Engineer Brian Carter thanked his road crew for their work following the snow event last weekend. Maintenance Supervisor Rodney Bliesener stated his department is busy, he attended the Joint Safety Committee meeting and thanked his crew for the snow removal at county offices after the snow event last weekend. Bliesener stated the bid opening for the front steps project was held yesterday and no bids were received. He will rebid the project later. Public Health Administrator Christa Poggemiller reported they are busy. COVID has increased in all of southeast Iowa. The County has a positivity rate of 22% with 239 new cases. They continue to provide vaccines.

No Correspondence received.

Approval of Accounts Payable Claims in the amount of \$1,162,025.56 was presented. McCampbell motioned to approve and seconded by Broeker.

Approval of Payroll Claims Reimbursements for 1/14/2022 was tabled until next week.

Allocation of American Relief Plan Act (ARPA) funds was discussed. Broeker stated the funds were discussed during budget hearings with departments. The U.S. Treasury released their Final Rule for ARPA Fiscal Recovery Funds. The new rules allow counties with population under 250,000 and receiving less than \$10 million in funds are now allowed to use the funds as lost revenue. This allows the county a wider use of the funds. The Board will use the \$7.5 million received for county projects with one exception. Danville Telecom requested \$355,000 to expand broadband into unserved areas of Des Moines County for their service area. County projects so far, include a new Public Health building, digitization of books and documents in auditor and recorder's office, new phone system and sheriff's RMS/CAD system. Broeker motioned to use the entire \$7.5 million for lost revenue except for \$355,000 to Danville Telecom. Seconded by McCampbell.

Personnel Action: Auditor – Angie Paytes, Clerk II. 30-month step-increase. New rate \$35,115.99 yr., effective 1/31. McCampbell motioned to approve and seconded by Broeker.

Reports received and filed in the Auditor's Office: Clerk's Report of Fees Collected, December 2021

Broeker motioned to approve the January 11th, 2022, regular meeting minutes and seconded by McCampbell.

Other Business: The Sheriff asked if the covid policy would be updated according to the new CDC guidelines due to the increase in covid cases. The Board discussed the new CDC guidelines. Departments will follow the new CDC guidelines accordingly.

Future Agenda Items: 1/25 Work session with SEIRPC to complete review of Zoning Ordinance and review Airport Zoning Ordinance. 1/25 Agenda item – SEIRPC Contract for assistance with RFQ for Public Health

Building. SEIRPC will setup RFQ interviews for Public Health building.

No Committee Reports

Meeting was adjourned at 9:30 a.m.

Following the board meeting a work session was held with Zach James and Jarred Lassiter/SEIRPC. Also present were the County Engineer and Assistant County Attorney. All present reviewed proposed changes to the county two-mile zoning ordinance originally adopted in March 1998 with several amendments over the years. Changes to the zoning maps and major changes to the zoning ordinance were presented. Review of the ordinance will continue with another work session held next week.

This Board meeting is recorded. The meeting minutes and audio are posted on the county's website www.dmcounty.com

Jim Cary, Chairman

Attest: Terri Johnson, Auditor

**Work Session following the
meeting:**

Supervisors / SEIRPC

**RE: Review Zoning Ordinance
And
Review Airport Zoning
Ordinance**



Des Moines Board of Supervisors Staff Report for Work Session on November 23, 2021

Topic #1: Update to Des Moines County Zoning and Subdivision Ordinances (Ordinance No. 29 and Ordinance No. 34)

After over two years of effort, and nearly a decade of continuous encouragement by members of the County Zoning Commission, the Land Use Department is pleased to finally present revised versions of the County Zoning and Subdivision Ordinances to the Board. These documents represent countless hours of careful analysis, discussion with locals and industry experts alike, and subsequent revisions and evaluation.

Staff originally presented to the Board on the need for an overhaul of these ordinances in November 2019, with reasons including outdated regulations, confusing wording, poor formatting, and processes that are not customer friendly. Since then, we have met with the Zoning Commission to discuss the matter 3 times, in addition to outside consultation with individual Commission members, the Assistant County Attorney, land use administrators in other Iowa Counties and the City of Burlington, and representatives of other County departments, including Health and Secondary Roads. And in addition to that, staff was faced with numerous other challenges that delayed the project, including the COVID-19 pandemic, an increased workload on grant applications and other planning projects at SEIRPC, the day-to-day interaction with land use customers, and the update to the Floodplain Development Ordinance, which took precedence due to an impending deadline from FEMA. Then, with a noticeable amount of interest in renewable energy projects, there was also a side discussion of wind and solar regulations, and whether or not these should be accommodated into the Zoning Ordinance update.

This effort culminated in a final recommendation by the Zoning Commission at their meeting on October 27, 2021, to approve the revised ordinances, under the condition that a series of small but specific changes discussed at that meeting be made to the existing draft of the ordinances.

This work session is intended to provide Board members with an overview of the major changes being proposed. We have provided you with links to draft copies of the two ordinances themselves, along with a list of all substantive changes for each of the ordinances, and a copy of the revised zoning map (with changes identified and explained). These have also been posted on the county's website, with directions for accessing these provided in the public hearing notice to be published in the 3 local newspapers.

We encourage you all to peruse the list of changes, and if you feel up to it and time permits, the ordinances themselves. On the following pages is a link to the ordinances and a list of larger changes that we plan to discuss at this work session, along with the specific changes identified by the Zoning Commission at the October 27 meeting.

Topic #2: New Ordinance – Airport Approach Regulations (Ordinance No. 58)

Staff is also presenting a new ordinance, which is intended to address development in the vicinity of the Southeast Iowa Regional Airport – primarily regarding the height of structures. The process for developing this ordinance began separately from the County’s Zoning and Subdivision Ordinances – it was initiated by the Southeast Iowa Regional Airport Authority, based on concerns about incompatible development near the airport within the City of Burlington.

This ordinance is different from the others, in that its regulations are to be adopted by 3 different jurisdictions, which all have land within the airport’s Part 77 Surfaces – Des Moines County, the City of Burlington, and the City of West Burlington. The exact structure of the ordinance will differ slightly from one jurisdiction to the other – however, the basic regulations will be the same. A new Airport Zoning Commission and Board of Adjustment (per state code requirements) will be created through each of the ordinances of the 3 jurisdictions, and their membership will be comprised of representatives for all 3. A single map of the airport overlay zones (the Part 77 Surfaces) will be used for all 3 jurisdictions, as the zones overlap the jurisdictional boundaries.

The City of Burlington is in the process of adopting their own standalone ordinance (like Des Moines County) to replace an existing and outdated section of their Zoning Ordinance. The City of West Burlington is preparing to add airport approach regulations to their existing Zoning Ordinance.

The overlay zones (Approach, Transitional, Horizontal and Conical) correspond to the Part 77 Surfaces around the airport runways, which are areas identified by the Federal Aviation Administration (FAA) that must be kept clear from obstructions to approaching and departing aircraft. The height of these zones continually increases as you move further away from the airport and runways. In practice, we anticipate that matters involving this ordinance will occur relatively infrequently – owing to the rural character of the surrounding area, and the fact that the more restrictive overlay zones only impact a small area of land in the immediate vicinity of the airport and runways. Most development will occur in the Conical and Horizontal Zones, where only extremely tall structures (i.e. grain elevators, telecommunication towers, or wind turbines) would possibly fail to comply with the maximum height requirement.

A link to the draft ordinance, an overview of the ordinance, and the approach zone map are provided below. We encourage you to review this and offer any questions you may have about the regulations and how this ordinance is to be enforced.

Thank you,

A handwritten signature in black ink, appearing to read 'Zach James', is written over a light blue horizontal line.

Zach James
Land Use Administrator – Des Moines County

Link to Zoning Ordinance

- Ordinance
<https://www.desmoinescounty.iowa.gov/DocumentCenter/View/3521/DRAFT-Des-Moines-County-Zoning-Ordinance?bidId=>
- Map
<https://www.desmoinescounty.iowa.gov/DocumentCenter/View/3522/DRAFT-Official-Zoning-Map-and-List-of-Map-Changes?bidId=>

Major Changes to Zoning Ordinance

- **Details on Jurisdiction of Ordinance**
 - Procedure for what happens when Burlington annexes or de-annexes land
- **Eliminate C-1 Conservation District**
 - Determined that such a district is too restrictive on private property owners, and unnecessary due to the strengthened regulations for floodplains
 - Revert all C-1 properties to A-1 Agricultural
- **Create the R-1A Riverfront Residential District**
 - Used for river cabins (year-round and seasonal) along Tama Road
 - These properties were previously zoned A-1 to discourage further development. But many existing cabin owners want to build accessory buildings on the land side of the levee.
 - This district would allow such standalone accessory buildings, whereas R-1 would not.
- **A-1 Agricultural District**
 - Reduced the minimum setback/lot size requirements – still higher than R-1, but not quite as restrictive
 - Added a use called ‘agricultural experiences’, to address something covered in a recent state legislation regarding County Zoning
- **R-1 Single Family Residential District**
 - Add ‘in-ground swimming pools’ and ‘ground-mounted solar arrays’ as ‘accessory uses’ for private residences; currently, no permits are required
 - Changed it so that the minimum setback for accessory buildings differs based on its proximity to the principal building; concurrently, removed the setback requirement between primary and accessory buildings (this is intended to prevent fires from spreading between properties)
 - Added a ‘maximum lot coverage’ requirement for buildings on existing nonconforming lots (under 40,000 SF) – intended to prevent drainage problems for the surrounding area
- **R-2 Multi-Family Residential District**
 - Changed multi-family homes from a ‘Special Use’ to a ‘permitted use’ – no reason to have them further restricted in a district specifically designed for them
 - Slightly reduced the minimum lot size and width requirements
- **C-1 Commercial District**
 - Added ‘adult oriented businesses’ as a Special Use – never previously addressed
 - Expanded the list of commercial use types, with some of these now allowed as Special Uses within the Residential Districts
 - Changed ‘RV Parks’ from a Special Use to a Permitted Use
 - Added a minimum lot coverage requirement (to prevent drainage issues)

- **I-1 Industrial District**
 - Changed references in the I-1 District regulations from simply 'R-1' to ALL Residential Districts (including R-2). The intent is to protect residents from negative impacts of heavy industry in close proximity; makes no sense to exclude multi-family residents from this protection
 - Expanded the requirements for landscape buffers to protect adjoining districts.
- **Floodplain Overlay District**
 - Eliminated a number of arbitrary requirements that differed from the base zoning districts – this overlay should largely function as just a reminder that a separate ordinance exists to regulate floodplain development
- **Restructure Planned Unit Development (PUD)**
 - PUD restructured as an overlay district; streamlined the procedure to be more user friendly
 - The previous language was confusing enough that this process has been avoided in situations where it would have been appropriate (Spirit Hollow condo expansion)
 - Now allows mixed use development (i.e. upper story residential).
- **Corner Lot Setbacks**
 - Changed it so that for corner lots, the setback is 30 feet for both sides facing a street – not just the 'front yard'.
- **Mobile Home Parks and Recreational Vehicle Parks**
 - Changed the bulk regulations to focus on the full park property, rather than focusing on the individual home/camper pads (difficult to regulate without lot lines)
- **Home Occupations**
 - Added a list of individual business types, and placed these into two categories – one where approval comes from the Administrator, and the other where approval comes from the Board of Adjustment (as opposed to the Zoning Commission, which previously had the authority)
- **Minimum Dwelling Size**
 - Eliminate the minimum dwelling size entirely (was previously 1,000 SF) – such a requirement seems arbitrary in a rural area
- **Erosion and Sediment Control**
 - Removed the chapter dealing with this topic, and replaced it with a short passage describing the DNR's permitting procedures *[this applies to the Subdivision Ordinance as well]*
 - The DNR's requirements are stricter than they were 20 years ago, so there is no need for additional local regulation of this matter.
- **Sewer and Water Requirements**
 - Removed some arbitrary requirements that pertain to water and sewer systems, and placed further emphasis on the Health Department having the final say on whether a proposed system is acceptable *[this applies to the Subdivision Ordinance as well]*
- **Telecommunications Towers and Utility Stations (i.e. Electric Substations)**
 - Change to allow utility stations as Special Uses in all districts, and telecom towers in C-1 and I-1 Districts. All of these were previously only allowed in A-1.
- **Site Plan Review (Zoning Commission)**
 - Changed the criteria for which uses require this type of review (sometimes this reduces the number of uses affected, while in others it is increased)

- **Enforcement and Penalties**
 - Changed the maximum fine from \$100 to \$750 for the first offense, and \$1,000 for each repeat offense (as allowed by State Code)
 - In the future, will always have the fee amounts set by resolution of the Board, instead of having them listed in the Ordinance itself (requiring an amendment) *[This also applies to the Subdivision Ordinance.]*
- **Rezoning of Property**
 - In addition to the one district created and another one eliminated; several areas of the county have been proposed for rezoning. Many of these involve changing R-1 to A-1, or vice versa, based on the appropriateness of the land for higher density residential development (i.e. prime farmland, access to paved roads, etc.)
 - Rezone to former quarry sites from I-1 to A-1, since they are no longer in operation
 - Rezone Spring Lake Campground from I-1 to A-1 – don't want to encourage industrial, but would prefer to phase out residential also, once the campground ceases operation (flood-prone)
 - Rezone parcel of land next to storage business on Highway 61, from R-2 to C-1; properties owned by same person, but legal description for original rezoning request failed to include the north parcel, which has a small parking area next to the business

Changes Recommended by Zoning Commission

The Zoning Commission met on October 27, 2021 and made a recommendation for approving the Zoning Ordinance contingent on the following changes being made to the drafts that were presented to them. These changes have been accommodated into the version of each document presented to the Board of Supervisors.

Zoning Ordinance

- **Division 20, Section H(2)(b):** Change to read as follows: “For any lot of record of less than two (2) acres in size, which existed prior to the adoption of this Ordinance, or any new lot created to split an existing farmstead from the surrounding farmland, dwellings shall comply with the bulk regulations of the “R-1” District.”
- **Division 45, Section F(2)(a):** change to read as follows: “Whenever required, a landscape buffer shall consist of a vegetative screen comprised of shrubs and evergreen trees, which when fully grown result in a solid visual barrier of no less than forty (40) feet in width and height, with the width represented by one (1) row of shrubs and two (2) rows of trees. When initially planted, said trees shall be no less than six (6) feet in height.

Link to Subdivision Ordinance

- <https://www.desmoinescounty.iowa.gov/DocumentCenter/View/3520/DRAFT-Des-Moines-County-Subdivision-Ordinance?bidId=>

Major Changes to Subdivision Ordinance

- **Subdivision Categories**
 - In addition to 'Minor Subdivisions', all other subdivisions are categorized as either 'Standard' or 'Major'.
 - 'Standard' is a procedure that has been informally used in the past when there are more than 3 lots, but no new road or utility infrastructure is to be installed. The requirement for a Preliminary Plat is waived, but the Final Plat must still have a public hearing with Zoning Commission.
- **Preliminary Plat**
 - Added language in which stipulates that if road and utility improvements are to be installed before the Final Plat is submitted, plans for this infrastructure must be submitted to the Administrator before it is constructed
 - Now specifies that if a Preliminary Plat is to be split into phases, 2 years are allowed between the Final Plat for each phase
- **Final Plat**
 - Changed it so that the Board must act on a Final Plat within 60 days (as provided in State Code), instead of 30 days
- **Relation to Zoning Ordinance**
 - Reference to Zoning Ordinance provided, for when the minimum requirements of that ordinance are stricter than for the Subdivision Ordinance
- **Width of Lots and Easements**
 - Set a minimum width for flag lots (50 feet, or 66 feet if the surrounding property is undeveloped)
 - Set a minimum width for access easements to landlocked lots (33 feet, or 66 feet if the surrounding property is undeveloped)
- **Roadway and Driveway Width**
 - Allowed for accommodations to be made when existing roadways will be used for subdivision lots, and these don't meet the minimum width requirement (i.e. turn-offs for emergency vehicles to pass)
 - Specified that when 3 or more houses share the same driveway, only the portion shared by at least 3 homes must be 22-feet wide; the portion shared only by 2 homes can just be 12 feet
- **Cul-De-Sac Length**
 - Removed minimum cul-de-sac length (1,000 feet), at Zoning Commission recommendation
 - In its place, added requirements for hammerhead turnarounds every 2,500 feet

- **Fencing Regulations**
 - Changed the minimum standard fence from a specific model DOT spec fence to anything that constitutes a 'lawful fence', as defined by State Code; modified this to require a 'tight fence' (also defined by State Code) when pigs, sheep or goats are kept on the neighboring property
 - Added a stipulation that the responsibility for maintenance of the fence 'runs with the land' as long as the neighboring property is used for agriculture.
 - Created an exemption for the fencing requirement when an existing residence is being split from surrounding farm ground
- **Considerations for Parent Parcels**
 - Added protections to ensure that when land becomes landlocked as a result of a subdivision, but that land itself isn't part of the subdivision plat, an access easement must be provided for it
 - Added a provision that prohibits people from leaving a narrow strip between the platted lot and adjoining property, to avoid the fencing requirements.
- **Cluster Subdivisions and PUD**
 - Revised this section to make it dovetail with the revised PUD regulations in the Zoning Ordinance
 - The term 'PUD' will only apply in relation to such developments in the 2-mile zoning area; all others to be referred to as 'cluster subdivisions'

Changes Recommended by Zoning Commission

The Zoning Commission met on October 27, 2021 and made a recommendation for approving the Subdivision Ordinance contingent on the following changes being made to the drafts that were presented to them. These changes have been accommodated into the version of each document presented to the Board of Supervisors.

Subdivision Ordinance

- **Article VI, Section D(5):** Remove the first sentence which imposes a maximum cul-de-sac length, and also remove sub-item 'a' pertaining to exceptions that would be allowed for this minimum length.
- **Article VI, Section D(5):** Change the first sub-item to read as follows:
"In any instance where the length of roadway centerline between the outer edge of a cul-de-sac and the nearest intersecting roadway exceeds two-thousand five-hundred (2,500) feet, hammerhead turnarounds shall be provided for emergency vehicles, at a rate of one (1) for every two-thousand five-hundred (2,500) feet beyond the nearest intersecting roadway."
- **Article VI, Section D(5):** Remove all references to 'mid-block bulb', including the graphic illustration; add a sub-item that reads as follows: "Whenever possible, hammerhead turnarounds should be placed to coincide with driveway entrances, but all such turnarounds shall comply with the minimum surfacing requirements in Section D(4) of this Article."
- **Article VI, Section D(6)(b):** Replace "one (1) percent" with "one-half (0.5) percent".
- **Article VI, Section G(1)(b):** Replace "corrugated metal, galvanized steel" with 'corrugated galvanized steel', and replace "Class III concrete" with "concrete".
- **Article VI, Section G(3)(c):** Replace the existing text for 'Private Wells' with the following: "The requirement for use of a municipal or rural system may be waived, in the event that the County Health Department permits the use of a private well for one (1) or more individual lots."
- **Article VI, Section J:** Change each instance of the term 'tight fence' to 'lawful fence'; remove sub-item '2(a)' referring to 'lawful fences' as an alternative to a 'tight fence'

- **Article VI, Section J(1):** Remove the phrase 'to prevent the incursion of livestock' in the first sentence, and add sub-item 'a' to state as follows: "In instances where hogs, sheep and/or goats are kept on a neighboring property at the time the subdivision is platted, the fence shall meet the minimum standards of a 'tight fence', as defined in Chapter 359A of Iowa Code."
- **Article VI, Section J(2):** Under sub-item 'a', add the following sentence at the end: "Written documentation shall specify how responsibility for the future maintenance of the fence will be delegated."

Link to Airport Approach Regulations

- Ordinance
 - <https://www.desmoinescounty.iowa.gov/DocumentCenter/View/3545/Des-Moines-County-Airport-Approach-Zone-Regulations-Draft-11-19-2021?bidId=>
- Map
 - <https://www.desmoinescounty.iowa.gov/DocumentCenter/View/3546/Southeast-Iowa-Regional-Airport-Approach-Zones-Map-11-19-2021?bidId=>
- Overview
 - <https://www.desmoinescounty.iowa.gov/DocumentCenter/View/3544/Airport-Approach-Ordinance-Overview-Des-Moines-County?bidId=>