

OFFICIAL NOTICE

The Des Moines County Board of Supervisors will hold a regular session on **Tuesday, April 19th, 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. Public Health Building Project – Approval of Architects Proposal
 - B. Approval of Contract – Upper Flint PCC Paving – LFM-P114PCC22 – 72-29
 - C. Accounts Payable Claims
 - D. Payroll Reimbursement Claims
 - E. Compensation Board Member Request for Appointment
 - F. Liquor License Renewal – Flint Hills Municipal Golf Course
 - G. Personnel Actions:
 1. Sheriff (2)
 2. Correctional Center (2)
 - H. Reports:
 1. Dewey Byar Trust U/W, Qtr 1/1/22 thru 3/31/22
 - I. Minutes for Regular Meeting on April 12th, 2022
6. Other Business
7. Future Agenda Items
8. Committee Reports
9. Public Input
10. Adjournment



April 7, 2022

Mr. Tom Broeker, Board Chairman
Des Moines County, Iowa
513 North Main Street
Burlington, IA 52601

Re: Des Moines County Public Health Building Project

Dear Chairman Broeker,

Thank you for allowing CMBA Architects to partner with Des Moines County as you develop a new Public Health Building to serve the residents of Des Moines County. We are thrilled to have this opportunity and look forward to bringing this vision to reality.

PROJECT DESCRIPTION

Des Moines County, Iowa is interested in constructing a new CMS Certified Des Moines County Department of Public Health (DMCPH) building. The project will use ARPA FR funds in all aspects of the planning, design, and construction. All work will be completed under the authority of the Des Moines County Board of Supervisors (BOS). The existing Public Health building has several disadvantages in serving the public such as accessibility, additional parking capacity in emergency conditions, and smaller rooms than what is needed for the current and future requirements.

The initial building programming includes spaces for offices, clinic, testing, education, fitness, storage, and drive-thru capability for vaccine distribution and testing. The building size will most likely be between 5,000-10,000 square feet. CMBA will work with the County and department staff to validate the needed program elements for today and the future.

Our proposal includes Raker Rhodes for structural design and Bluestone Engineering for mechanical, plumbing, and electrical design. Our proposal is also based on providing the following services typical for a full-service design agreement including architectural, structural, and interior design, mechanical, and electrical engineering. CMBA would like to work with the County determine the Civil Engineer of Record to assist on the project.

SCOPE OF SERVICES

Program Validation/Capability Determination

1. Conduct consultation sessions with appropriate county staff including the public health director and staff, public health board, property maintenance department, IT department, BOS, clients, and any other appropriate staff to establish desired building functionality and capabilities, including research of new public health facilities in Iowa or nearby in the Midwest.
2. Conduct consultation sessions with City of Burlington community development staff (planning, zoning, and inspection), public works department (engineering, streets, water, and sewer), police department, fire department, and any other necessary departments for understanding of codes, regulations, and concerns from the city government

Schematic Design Phase Services

1. Develop the conceptual floor plan & create exterior elevation options utilizing program information, illustrating scale and overall relationships.
2. Indicate materials intended for use on the project.

COMPENSATION

We propose to perform the services outlined above in two distinct phases.

Phase I: Program Validation & Capability Determination: We propose using an **Hourly Not to Exceed Fee Amount of \$20,000 for this phase**. CMBA proposes to credit 50% of these hourly fees towards the final fee amount on the project.

Upon completion of Phase I and the determination of an initial project budget, CMBA proposes to transition to a Percentage Fee Contract based upon the initial project budget prepared by Carl A. Nelson as the Construction Manager. CMBA proposes the **Percentage Fee Range to be between 7.50%-8.50% of the Construction Costs**. The final fee percentage would be fixed once the County determines the project parameters.

The fee will be distributed among the design phases as follows:

PROJECT PHASE	% OF FEE	PHASE DURATION (MONTHS)
PROGRAM VALIDATION		1
SCHEMATIC DESIGN	20.0%	2
DESIGN DEVELOPMENT	20.0%	2
CONSTRUCTION DOCUMENTS	35.0%	3
BIDDING/NEGOTIATING	3.0%	1
CONSTRUCTION OBSERVATION	20.0%	12
POST CONSTRUCTION - CLOSEOUT	2.0%	2
	100.0%	

A standard AIA B132-2019 Standard Form of Agreement Between Owner and Architect, Construction Manager as Adviser would be executed with these additional terms upon receipt of signed proposal.

ADDITIONAL SERVICES

Additional Services listed below are not included in this proposal. If any are desired by you, we would be happy to discuss adding them to the project scope:

Landscape Architecture	Telephone and Data Design (location and cable runs are included)
Security System Design	Commissioning
Life Cycle Cost Analysis	Technology Consulting
LEED Certification	Furniture/Fixtures/Equipment (FF&E)

REIMBURSABLE EXPENSES

Reimbursable expenses included, but are not limited to, out-of-town mileage associated with the project (current IRS rate/mile), travel expenses, printing and distribution of contract documents, Owner requested 3D building renderings, and fees paid to others on your behalf, such as Fire Marshals or Plans Examiners for their review and/or approval. Reimbursable expenses are capped at \$15,000. CMBA to discuss with Owner if it appears reimbursable expenses will exceed this amount before proceeding.

EXCLUSIONS

No site survey, soil tests, environmental studies or hazardous material handling, construction staking, medical equipment design, site signage, site irrigation or decorative site features are included as part of this scope of work.



2022 STANDARD BILLING RATES

Rates are reviewed and adjusted periodically including, but not limited to, calendar year reviews.

PRINCIPAL.....	\$180
SENIOR ARCHITECT.....	\$150
ARCHITECT III.....	\$130
ARCHITECT II.....	\$120
ARCHITECT I.....	\$100
ARCHITECTURAL DESIGNER II.....	\$90
ARCHITECTURAL DESIGNER I.....	\$80
PROJECT MANAGER III.....	\$145
PROJECT MANAGER II.....	\$120
PROJECT MANAGER I.....	\$100
INTERIOR DESIGNER III.....	\$110
INTERIOR DESIGNER II.....	\$95
INTERIOR DESIGNER I.....	\$80
TECHNICIAN.....	\$80
INTERN.....	\$60
MARKETING SPECIALIST.....	\$100
GRAPHIC DESIGNER.....	\$85
CLERICAL.....	\$70

STANDARD REIMBURSABLE EXPENSES

Delivery/Shipping
Fees/Permits
Mileage
Out-of-town Travel (hotel, meals, transportation)
Printing

Accounts Payable Claims

**Payroll Claims
Reimbursements**

Compensation Board Member Request for Appointment

Date: 4/12/22

To: Des Moines County Board of Supervisors

FILED

APR 14 2022

DES MOINES CO. AUDITOR
BURLINGTON, IOWA

I am interested in serving a four-year term on the Des Moines County Compensation Board as representative for the County Treasurer. If approved the term will expire on July 2026. Thank you.

Jeff M Heland

(Name)

2909 Dill ST

(Address)

Burlington 52601

(City & Zipcode)

319 759.0914

Phone Number

heland6050@aol.com

Email Address



Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS
Burlington, City Of	Flint Hills Municipal Golf Course	(319) 752-2018

ADDRESS OF PREMISES	CITY	COUNTY	ZIP
12842 102nd Ave	Burlington	Des Moines	52601

MAILING ADDRESS	CITY	STATE	ZIP
12842 102nd Ave.	Burlington	Iowa	52601

Contact Person

NAME	PHONE	EMAIL
Brad Selby	(319) 752-2018	selbyb@burlingtoniowa.org

License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
BB0009909	Class B Beer Permit	12 Month	Submitted to Local Authority

EFFECTIVE DATE	EXPIRATION DATE	LAST DAY OF BUSINESS
June 16, 2022	June 15, 2023	

SUB-PERMITS

Class B Beer Permit, Class C Native Wine Permit

NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Lynette Marie VanScoy Employee #: _____
Title: 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 Glendon
Authorized by: _____

Department: Sheriff's Office Date: 4/15/22
Department: _____ Date: _____

Pay Period Ending: April 30, 2022 Payroll Date: May 6, 2022

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

<input checked="" type="checkbox"/>	New Hire (Check # of Hours)	<input type="checkbox"/>	Probationary
<input checked="" type="checkbox"/>	74.77 Hours	<input type="checkbox"/>	Demotion
<input type="checkbox"/>	80 Hours	<input type="checkbox"/>	Reduction
<input type="checkbox"/>	Anniversary	<input type="checkbox"/>	Suspension
<input type="checkbox"/>	Promotion	<input type="checkbox"/>	Other, Explain

Previous Rate _____ **New Rate: \$47,107.10**
Previous Job Title: (if changed) _____
Effective Date: 04-25-2022

NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Kenneth Roger Petersen IV Employee #: 0824
Title: Deputy Department: Sheriff's Office

STATUS CHANGES

TERMINATION

Resignation
 Discharge
 Retirement
 Unsatisfactory Probation
 Death
 Other, Explain

Last Day Worked May 12, 2022
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 2805 Bock St
City, State, Zip Burlington IA 52601

LEAVE OF ABSENCE

Maternity
 Medical
 Other, Explain
 Educational
 Military

Dates of Absence _____ to _____

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

Authorized by: Kevin Glendon
Authorized by: _____

TRANSFER

Permanent
 Temporary
 Voluntary
 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)
 74.77 Hours
 80 Hours
 Anniversary
 Promotion
 Probationary
 Demotion
 Reduction
 Suspension
 Other, Explain

Previous Rate _____ New Rate: _____
Previous Job Title: (if changed) _____
Effective Date: 05-12-2022

Department: Sheriff's Office Date: 4/15/22
Department: _____ Date: _____

Pay Period Ending: May 14, 2022 Payroll Date: May 20, 2022

NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Pleasant, James Employee #: J153
Title: Correctional Officer-Full Time Department: Correctional Center

STATUS CHANGES

TERMINATION

Resignation
 Discharge
 Retirement
 Unsatisfactory Probation
 Death
 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
 Medical
 Other, Explain
 Educational
 Military

Dates of Absence _____ to _____

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

TRANSFER

Permanent
 Temporary
 Voluntary
 Involuntary

Previous Title _____
Previous Dept _____
New Job Title _____
New Dept _____
Previous 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
 Anniversary
 Promotion
 Probationary
 Demotion
 Reducation
 Suspension
 Other, Explain

8.25 hours unpaid 4/23/22

Previous Rate \$39,867.37/yr New Rate \$yr
Previous Job Title: (if changed) _____
Effective Date: April 23, 2022

Authorized by:  Department: Correction. Center Date: April 13, 2022
Authorized by: _____ Department: _____ Date: _____

Pay Period Ending: _____ Payroll Date: _____

NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Grobstich, Elizabeth Employee #: J152
Title: Correctional Officer-Full Time Department: Correctional Center

STATUS CHANGES

TERMINATION

Resignation
 Discharge
 Retirement
 Unsatisfactory Probation
 Death
 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
 Medical
 Other, Explain
 Educational
 Military

Dates of Absence _____ to _____

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

Authorized by: 
Authorized by: _____

Department: Correction. Center Date: April 13, 2022
Department: _____ Date: _____

Pay Period Ending: _____ Payroll Date: _____

TRANSFER

Permanent
 Temporary
 Voluntary
 Involuntary

Previous Title _____
Previous Dept _____
New Job Title _____
New Dept _____
Previous 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
 Anniversary
 Promotion
 Probationary
 Demotion
 Reduction
 Suspension
 Other, Explain

6 months step increase

Previous Rate \$39,867.37/yr New Rate \$40,895.52/yr

Previous Job Title: (if changed) _____
Effective Date: April 27, 2022

221 JEFFERSON ST
BURLINGTON IA 52601



175 - 1/11 : 943 (BD)

FILED

APR 14 2022

**DES MOINES CO. AUDITOR
BURLINGTON, IOWA**

DES MOINES COUNTY BOARD OF SUPERVI...
513 NORTH MAIN ST
BURLINGTON IA 52601

**Dewey Byar Trust U/W
Account #1200**

Account Information On: 01/01/2022 to 03/31/2022

Enclosed for your information is a copy of the current accounting for the above referenced account. Should you have any questions regarding the accounting, please do not hesitate to contact us. Thank you for this opportunity to be of service.

Administrative Officer

JOHN WAGNER
221 JEFFERSON STREET
5TH FLOOR
BURLINGTON IA 52601
319-754-2250
jww@fmbanktrust.com

Total Market Value \$2,076,786.09

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The greatest compliment you can give us is a referral of a friend or family member as a perspective client. Contact us if there is somebody we should be helping. Thanks for the trust you have placed with us.

John Wagner- Senior Trust Officer

Dewey Byar Trust U/W

Account #: 1200

Account Period Overview From: 01/01/2022 to 03/31/2022

Account Value Change

	This Period
Beginning Account Value	\$2,214,689.56
Account Activity for Period	(\$42,805.26)
Realized Gains/Losses	\$9,746.68
Unrealized Gains/Losses	(\$104,844.89)
Ending Account Value	\$2,076,786.09

Realized Gain/Loss Summary

LT Gain	\$10,299.70
ST Gain	\$0.00
Total Gains	\$10,299.70
LT Loss	(\$553.02)
ST Loss	\$0.00
Total Losses	(\$553.02)
Realized Gain/(Loss)	\$9,746.68

Account Activity

Cash Receipts	
Dividend - Foreign	\$322.88
Dividend - Ordinary	\$6,228.09
Interest - Corporate	\$8,421.50
Municipal Interest - Tax Free	\$875.00
Municipal Interest - Taxable	\$183.00
Cash Receipts Total	\$16,030.47
Cash Disbursements	
Accrued Interest Purchased	(\$37.06)
Distribution - To or For Beneficiary	(\$53,552.87)
Fee Payment	(\$5,245.80)
Cash Disbursements Total	(\$58,835.73)
Grand Total	(\$42,805.26)

April 12th, 2022

The Des Moines County Board of Supervisors met in regular session at the Courthouse in Burlington at 9:00 AM on Tuesday, April 12th, 2022, with Chairman 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: Payroll Deputy Sara Doty reported she is busy. IT Director Colin Gerst stated his office remains busy. Conservation Director Chris Lee reported his crew is busy with spring burns. Conservation held a ribbon cutting for the new boat ramp last Friday, which is now open to the public. He would also like to remind everyone Turkey season is open so be careful of the hunters. Assistant Land Use Administrator Jarred Lassiter stated he has an agenda item today and continues to stay busy. Budget Director Cheryl McVey is present for an agenda item. County Treasurer Janelle Nalley-Londquist stated her office is busy. CDS Director Ken Hyndman reported he continues to attend meetings for the SEIL Region. County Auditor Terri Johnson reported her office has ordered the Primary Election ballots and has received the ballot proofs. However, the proofs will not be formally approved until the Secretary of State verifies if there are any changes to be made on the ballots due to pending litigation. County Recorder Natalie Steffener reported they continue to stay busy. County Engineer Brian Carter reports there are plenty of County Road closures due to work going on. His department is entering the busy season and things are going well. He has an agenda item. Assistant County Attorney Trent Henkelvig reports the County Attorney's Office remains busy. Chief Deputy Chad McCune stated the jail population is currently at 73. The new Deputies have finished their training and are now patrolling which puts the Sheriff's Office back to full staff. Maintenance Director Rodney Bliesener stated his department is busy. The front steps project is due to begin next Monday, April 18th. He wants to remind the public that the front steps entrance will be closed and to use the handicap entrance on the south side of the building

No Correspondence was received.

Resolution #2022-030 and Final Plat for Breder Farm Subdivision was presented. Assistant Land Use Administrator Jarred Lassiter spoke on the Subdivision. McCampbell made a motion to approve and seconded by Broeker.

INSERT RESOLUTION #2022-030

Resolution #2022-031 Setting Time and Date of FY22 Budget Amendment Hearing was presented. County Budget Director Cheryl McVey spoke regarding the County Budget. The Hearing will take place April 26th at 9:00 a.m. Broeker made a motion to approve and seconded by McCampbell.

INSERT RESOLUTION #2022-031

Personnel Actions: Local Health, Karen Kemp, resignation as of 4/1/22. McCampbell made a motion to approve and seconded by Broeker. Recorder's Office, Renae Welborn, Clerk II, 12-month step increase, new wage of \$32,453.60 effective 4/12/22. McCampbell made a motion to approve and seconded by Broeker. Sheriff's Office, Thomas Seitz, Deputy, 36-month step increase, new wage of \$62,809.51 effective 4/23/22. Kolton Atkins, 36-month step increase, new wage of \$62,809.51 effective 4/22/22. Broeker made a motion to approve and seconded by McCampbell. Correctional Center, Isabelle Donlan, New Hire, Assistant Cook, \$9.02 Hourly effective 4/13/22. Broeker made a motion to approve and seconded by McCampbell.

Reports received and filed in the Auditor's Office: Recorder's Report of Fees Collected, March 2022.

McCampbell motioned to approve the April 5th, 2022, regular meeting minutes and seconded by Broeker.

Broeker attended a Safety Committee meeting. Broeker and McCampbell also attended the Governor's Workforce Round Table Event.

No public input was received.

Public Hearing for 2023 IDOT Secondary Roads Budget & 5-year Construction Program was held. Broeker made a motion to open the public hearing and seconded by McCampbell. County Engineer Brian Carter spoke on the Budget & 5-year Construction Program. Cary asked if there were any public comments. None received. Broeker made a motion to close the public hearing and seconded by McCampbell. McCampbell made a motion to approve the 2023 IDOT Secondary Roads Budget & 5-year Construction Program and seconded by Broeker.

Meeting was adjourned at 11:34 a.m.

A work session was held following the meeting with County Engineer Brian Carter regarding the Discussion of C-Level Ordinance.

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

Jim Cary, Chairman

Attest: Sara Doty, Deputy Auditor