

# OFFICIAL NOTICE

The Des Moines County Board of Supervisors will hold a regular session on **Tuesday, June 6<sup>th</sup>, 2023** 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](http://www.dmcountry.com/youtube). Anyone with questions during the meeting may email the Board of Supervisors at [board@dmcountry.com](mailto: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. Accounts Payable Claims
  - B. Mental Health Agency of Southeast Iowa 28E Agreement
  - C. Resolution #2023-026 Approving Mental Health Agency of Southeast Iowa 28E Agreement
  - D. Resolution #2023-028 for Secondary Roads Inter-Fund Transfer FY2023-2024
  - E. Resolution #2023-029 for Conservation Inter-Fund Transfer FY2023-2024
  - F. Resolution #2023-030 and Final Plat for Pinch Point Subdivision
  - G. Approval of Departmental Appointment Letters FY2023/2024
  - H. Approval of Employment Contract for County Engineer
  - I. Class C Liquor License – Panther Wedding – Myers Wedding Barn
  - J. Fireworks Permit – Gletty Family Reunion – 7/15/2023
  - K. Personnel Actions:
    1. Sheriff (1)
    2. Correctional Center (3)
  - L. Reports:
    1. Recorder's Monthly Report of Fees Collected, May 2023
    2. Sheriff's Monthly Report of Fees Collected, May 2023
    3. General Assistance Monthly Report of Fees Collected, May 2023
  - M. Minutes for Regular Meeting on May 30<sup>th</sup>, 2023
6. Other Business
7. Future Agenda Items
8. Committee Reports
9. Public Input
10. Closed Session in accordance with Iowa Code 21.5(k) in order to discuss information protected under Iowa Code Section 22.7(50)
11. Adjournment

Work session following the meeting:

BOS / Sheriff / Jail

RE: Lexipol Policy

# Accounts Payable Claims

## 06/06/2023 MEETING

\$761,876.82

Checks

\$508,849.97

Wire Transfer Pmnt

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**\$1,270,726.79**

**GRAND TOTAL**

**28E AGREEMENT FOR  
MENTAL HEALTH AGENCY OF SOUTHEAST IOWA**

This Agreement is made and entered into by, between and among the undersigned counties, each having adopted this Agreement by resolution of its board of supervisors, and hereby join together to voluntarily form a public body corporate and politic and separate legal entity under Iowa Code Chapter 28E, and amendments thereto, known as the Mental Health Agency of Southeast Iowa.

**SECTION 1: IDENTITY OF THE PARTIES**

The undersigned counties are political subdivisions and constitute "public agencies" as defined in Iowa Code section 28E.2. The member counties are: Appanoose, Davis, Des Moines, Henry, Jefferson, Keokuk, Lee, Louisa, Mahaska, Monroe, Van Buren, Wapello, and Washington. County membership may, however, change from time to time as provided in this Agreement and the current member counties at any time shall be referred to as the "member counties" in this Agreement.

**SECTION 2: PURPOSE AND GOALS**

The member counties entered into this 28E Agreement to create a mental health and disability service region as described in the Iowa Code to provide local access to mental health and disability services for adults and behavioral health services to children and to engage in any other related activity in which an Iowa 28E organization may lawfully be engaged.

**SECTION 3: TERM AND TERMINATION**

**3.1 Term.** This Agreement shall be effective when the undersigned initial member counties, as listed in Section 1 execute this Agreement and this Agreement is filed with the Iowa Secretary of State as required by Iowa Code Section 28E.8 (the "Effective Date").

**3.2 Termination.** The term of this Agreement shall be perpetual, unless terminated by:

- a) a repeal or amendment of the Iowa Code sections that result in the elimination of a statutory requirement for mental health services to be provided through a regional format; **and**
- b) a majority of the member counties approve termination of the region.

**3.3 Initiation of Region.** In the event the Agreement is terminated as provided in Section 3.2, the Mental Health Agency of Southeast Iowa Governing Board shall begin disbanding the Region. If all the requirements in Section 3.2 are met by or on December 1 of any year, then this Agreement will terminate effective for the succeeding June 30th. If all the requirements in Section 3.2 are met after December 1 of any year, then this Agreement will terminate effective one calendar year from the succeeding June 30<sup>th</sup>.

**3.4 Distribution of Assets.** In the event this Agreement is terminated and the Mental Health Agency of Southeast Iowa is dissolved, all real property purchased by the Region shall be liquidated for cash value and placed in the Combined/Fiscal Agent account. All assets of the Mental Health Agency of Southeast Iowa then shall be dispersed per code back to the State of Iowa or as otherwise required by law.

#### **SECTION 4: GOVERNANCE**

**4.1 Governing Board Directors:** The Governing Board of Directors shall contain the following Directors:

- a) Member counties shall have the discretion to appoint a total of six (6) Board of Supervisors pursuant to Iowa Code 225C.57(2)(c)(1). The Directors shall be appointed by the member county elected official advisory committee described below, with such appointment to become effective upon approval by the Governing Board of the Region.
- b) One individual who utilizes mental health and disability services or is an actively involved relative of such an individual shall be appointed pursuant to Iowa Code section 225C.57(2)(c)(2). This Director shall be appointed by the adult advisory committee described below, with such appointment to become effective upon approval by the Governing Board of the Mental Health Agency of Southeast Iowa. This Director shall serve an initial term of one year, which shall begin upon the Effective Date, with appointments thereafter to be for two-year terms. A Director can be reappointed for one or more additional terms.
- c) One individual representing adult service providers in the Region shall be appointed pursuant to Iowa Code section 225C.57(2)(c)(3). This Director shall be appointed by the adult advisory committee described below, with such appointment to become effective upon approval by the Governing Board of the Region. This Director shall serve an initial term of one year, which shall begin upon the Effective Date, with appointments thereafter to be for two-year terms. A Director can be reappointed for one or more additional terms.
- d) One individual representing children's behavioral health service providers in the Mental Health Agency of Southeast Iowa shall be appointed pursuant to Iowa Code section 225C.57(2)(c)(4). This Director shall be designated by the Mental Health Agency

of Southeast Iowa's children's advisory committee described below, with such appointment effective upon approval by the Governing Board of the Mental Health Agency of Southeast Iowa. This Director shall serve an initial term of one year, which shall begin upon the Effective Date, with appointments thereafter to be for two-year terms. A Director can be reappointed for one or more additional terms.

e) One individual representing the education system in the Region shall be appointed pursuant to Iowa Code section 225C.57(2)(c)(5). This Director shall be designated by the Region's children's advisory committee described below, with such appointment effective upon approval by the Governing Board of the Region. This Director shall serve an initial term of one year, which shall begin upon the Effective Date, with appointments thereafter to be for two-year terms. A Director can be reappointed for one or more additional terms.

f) One individual who is a parent of a child who utilizes children's behavioral health services or actively involved relatives of such children shall be appointed pursuant to Iowa Code section 225C.57(2)(c)(6). This Director shall be designated by the Region's children's advisory committee described below, with such appointment effective upon approval by the Governing Board of the Region. This Director shall serve an initial term of one year, which shall begin upon the Effective Date, with appointments thereafter to be for two-year terms. A Director can be reappointed for one or more additional terms.

g) Pursuant to Iowa Code 225C.57(2)(c)(8) one individual representing the judiciary in the Region shall be designated by the Chief Judge of the 8<sup>th</sup> Judicial District, with such appointment effective upon approval by the Governing Board of the Region. A Director can be reappointed for one or more additional terms.

h) Pursuant to Iowa Code 225C.57(2)(c)(7) one individual representing law enforcement in the Region shall be designated by the membership of the law enforcement agencies within the geography of the Region. The Region will solicit application for this representative from the leadership of each law enforcement agency. Once applications have been received within the identified 30-day timeframe, the adult, children's, and elected official committees will make recommendations to the Governing Board. The Governing Board will take action to designate the law enforcement application of choice, with such appointment to become effective immediately upon approval. A Director can be reappointed for one or more additional terms.

i) The Governing Board shall not include employees of HHS or non-elected employees of the County.

#### **4.2 Director Vacancies.**

- a) County-Appointed Elected Official Directors: If a vacancy occurs during the term of a county-appointed Director appointed pursuant to Iowa Code section 225C.57(2)(c)(1), due to death, resignation, or end of service as a county supervisor of such Director, the vacancy shall be filled within thirty (30) calendar days of its occurrence by the county having the right of appointment.
- b) All Other Directors. If a vacancy occurs during the term of a Director appointed pursuant to Iowa Code section 225C.57(2)(c)(2), (3), (4), (5), (6), (7), or (8), due to death or resignation of such Director, the vacancy shall be filled within thirty (30) calendar days of notification of the occurrence by the committee having the duty of appointment. Such appointment to fill a vacancy shall become effective upon the approval of the Governing Board of the Mental Health Agency of Southeast Iowa.

#### **4.3 Voting Procedures for Governing Board.**

Each Director shall have one vote. A quorum must be present in order for the Mental Health Agency of Southeast Iowa Governing Board to take action. A quorum shall be 7 voting Directors. The Mental Health Agency of Southeast Iowa Governing Board shall take action by approval from the majority of the voting Directors present. Voting shall be done by voice vote or roll call vote when requested or required. This entity will be subject to open meeting requirements. That means any vote/meeting must meet the following rules. Only a person "attending" the meeting can vote. Attendance at an electronic meeting must follow this section: (or approved amendment thereof)

Iowa Code Chapter 21.8 Electronic meetings.

- a) A governmental body may conduct a meeting by electronic means only in circumstances where such a meeting in person is impossible or impractical and only if the governmental body complies with all of the following:
  - 1. The governmental body provides public access to the conversation of the meeting to the extent reasonably possible.
  - 2. The governmental body complies with section 21.4. For the purpose of this paragraph, the place of the meeting is the place from which the communication originates or where public access is provided to the conversation.
  - 3. Minutes are kept of the meeting. The minutes shall include a statement explaining why a meeting in person was impossible or impractical.
- b) A meeting by electronic means may be conducted without complying with paragraph "a" of subsection 1 if conducted in accordance with all of the requirements for a closed session contained in Iowa Code Chapter section 21.5.

**4.4 Board Officers.** The Mental Health Agency of Southeast Iowa Governing Board shall organize itself and at its initial meeting elect a Chair, Vice-Chair and Secretary. Thereafter, at the first meeting each calendar year, the Mental Health Agency of Southeast Iowa Governing Board shall elect a Chair, Vice-Chair and Secretary for the next ensuing one (1) calendar year and can be re-elected for one or more additional terms. In the event of an officer's absence as described in 4.2 the governing board shall elect the vacated officers position within 30 days.

- a) The Chair shall preside at the Board's meetings, preserve order and enforce this Agreement. The Governing Board Chair shall have discretion to schedule all Governing Board meetings with a minimum obligation of one quarterly meeting within the fiscal year.
- b) The Vice-Chair shall assist the Chair. During the temporary absence or disability of the Chair, the Vice-Chair shall discharge the duties of the Chair. Should the Chair be permanently absent or disabled, the Vice-Chair shall succeed to the office of the Chair.
- c) The Secretary- shall keep minutes of all Board meetings

**4.5 Powers of the Governing Board.** Except as otherwise provided in this Agreement, the Mental Health Agency of Southeast Iowa shall be under the direction and control of the Governing Board and the Chief Executive Officer. The Governing Board shall serve as the Regional Administrative Entity, as defined in Iowa Code Section [225C.55\(5\)](#). The Governing Board shall have each and all of the following powers:

- a) To contract with any public or private entity to provide all necessary services;
- b) To rent, lease or purchase any tangible personal property, real estate or services reasonably necessary to fulfill the purposes of this Agreement;
- c) Property that is proposed for acquisition or disposal must be identified and approved prior to taking any action. Only the Governing Board has the authority, whether by gift or purchase, to acquire and dispose of real property.
- d) Property that is acquired shall be titled in the name of the Mental Health Agency of Southeast Iowa for the use and benefit of the Region.
- e) To establish a system of accounting and budgeting, and a system for receiving payments;
- f) To retain legal counsel, accountants and other professional individuals needed in order to fulfill the purposes of this Agreement;
- g) To sue and be sued; to pursue and defend lawsuits, and/or engage in mediation and/or arbitration as approved by the Governing Board;
- h) To make and enforce bylaws or rules and regulations for the management and operation of the Region's business and affairs as approved by the Governing Board;

- i) To do and perform any acts authorized by the Code of Iowa, under, through or by means of its officers, agents and employees, or by contracts with any person or entity;
- j) To consult with representatives of Federal, State and local agencies and departments, and their officers and employees, and to contract with such agencies and departments;
- k) To receive funds from each member county as set forth in this Agreement;
- l) To accept grants, contributions or loans from Federal, State or local agencies;
- m) To establish the times and places for business meetings and educational conferences, and set agendas for those meetings and conferences;
- n) To exercise any other power or do any other legal act necessary to discharge its obligations and fulfill the purposes of this Agreement; and
- o) To participate in the planning and implementation of the Strategic Plan for the region

The Governing Board may delegate any of these powers to the Chief Executive Officer and/or Region designated staff as the Governing Board deems necessary unless otherwise prohibited by this agreement. The Governing Board may adopt such policies, rules, regulations and actions not inconsistent with law or this Agreement by means of 2/3 majority vote.

#### **4.6 Appointment of Committees**

Members of any committee of the Region shall be appointed by the Governing Board. Committee members shall serve indefinitely at the pleasure of the Governing Board, until a successor is appointed, or until the earlier event that may include death or resignation of such committee member.

#### **4.7 Duties of Committees**

**The Adult Advisory Committee**, as appointed by the Governing Board, shall have a minimum of 5 members. The committee members shall be: adults who utilize services or actively involved relatives of such individuals, service providers, and others as identified by the Governing Board. The Governing Board will be represented at the adult advisory committee meetings by the Chief Executive Officer or designate to act in a supportive role to the Adult Advisory Committee members via communicating procedural requirements, assisting in information finding, and advising on relevant matters pertaining to the work of the Region. The Adult Advisory Committee shall advise the Governing Board as requested by the Governing Board and shall make designations to the Governing Board as requested due to vacancy of an Adult Advisory Director position that requires Adult Advisory committee designation.



**The Children's Advisory Committee**, as appointed by the Governing Board, shall have a minimum of 10 members. The committee members shall be: parents of children who utilize services or actively involved relatives of such children, a member of the education system, an early childhood advocate, a child welfare advocate, a children's behavioral health service provider, a member of the juvenile court, a pediatrician, Children's Medical Professional, a child care provider, a local law enforcement representative and a Board of Supervisor Member. The Governing Board will also be represented at the children's advisory committee meetings by the Chief Executive Officer or designate to act in a supportive role to the Children's Advisory Committee members via communicating procedural requirements, assisting in information finding, and advising on relevant matters pertaining to the work of the Region. The Children's Advisory Committee shall advise the Governing Board as requested by the Governing Board and shall make designations to the Governing Board as requested due to vacancy of a Children' Advisory Director position that requires Children's Advisory committee designation.

**The Elected Official Advisory Committee**, as appointed by the Governing Board, shall have one designated elected official from each member county. The Elected Official Committee shall advise the Governing Board as requested by the Governing Board and shall also make designations to the Governing Board to accommodate the six (6) Elected Official Directors allowable by Iowa Code 225C.57(2)(c)(1) and as per any prescribed processes thereof.

**The Region Finance Committee**, as appointed by the Governing Board, shall have at minimum two elected officials, two provider representatives, two individuals with lived experience or family representatives thereof, the CEO, and Region assigned financial/operational administrator(s). The role of the Finance Committee is to review budgetary financial matters of the Mental Health Agency of Southeast Iowa and advise the Region Governing Board of budget development and financial risk management strategies while adhering to the mandates of the Region and obligations as specified in the Department of Health and Human Services Performance Based Contract.

The Governing Board may take action to create additional committees for various other purposes, as it deems appropriate

#### **4.8 Methods for Dispute Resolution**

An internal dispute which cannot be resolved shall mean any action which the Mental Health Agency of Southeast Iowa must take and for which no agreement on the particular action to be taken has been determined through the process set forth under this Agreement and such determination of action has remained unresolved for 60 business days.

In the event an internal dispute arises amongst or between the Mental Health Agency of Southeast Iowa Governing Board or any of the member counties, which cannot be resolved, the following dispute resolution shall be used:

- a) Mediation conducted pursuant to Chapter 679C of the Iowa Code;
- b) If after which the dispute remains unresolved, arbitration shall be conducted pursuant to Chapter 679A of the Iowa Code if both parties consent;
- c) The cost of mediation/arbitration shall be equally paid by the Region and the member county(s) seeking mediation/arbitration;
- d) Upon 60 days completion of mediation and the determination of action remains unresolved, either party may pursue any judicial remedy they see fit.

This section applies only to the business of the Region. If arbitration occurs, it shall be final and binding on all parties.

## **SECTION 5: MEMBER COUNTIES**

**5.1 Specification , Requirements. Obligations. Expectations of Member Counties** The member Counties agree to the following:

- a) To respond to reasonable requests to make local records available to the Region for the purposes of this Agreement;
- b) To abide by decisions of the Governing Board
- c) To cooperate with local, state and federal agencies as appropriate
- d) To provide sufficient office space for the performance of regional duties (any rent amount shall include all occupancy costs based on county comparable rental rates which include utilities and other agreed upon building expenses in a single monthly amount to be annualized).
- e) To provide county employees for Region designated work as agreed between the member county and the Governing Board.
- f) To contribute the member county's maximum maintenance of effort established by the state law unless otherwise specified by the Governing Board.
- g) To provide HIPAA and HITECH compliance and overall Risk Management

### **5.2 Decision that Require a Member Vote**

The Mental Health Agency of Southeast Iowa Governing Board shall not have authority to, and they covenant and agree that they shall not, do, or cause the Region to do, any of the following acts without the prior consent of the Boards of Supervisors of a 2/3majority of the member counties:

- a) Permit any new member counties;
- b) Remove any member county (other than a voluntary withdrawal of a county as provided below)

- c) Terminate or amend for substantial cause notwithstanding Iowa Code; or
- d) Dissolve the Mental Health Agency of Southeast Iowa.

### **5.3 Member Voting Procedure**

Any question related to the issues listed in Section 5.2 above may be presented to the member counties by resolution of the Mental Health Agency of Southeast Iowa Governing Board of the Mental Health Agency of Southeast Iowa by first adopting a recommendation on the issue and then submitting it to the individual member counties. A separate explanation of the reasons for the recommendation shall be included. Each member county desiring to vote upon the proposal shall do so by resolution of its Board of Supervisors and return of the same to Mental Health Agency of Southeast Iowa Governing Board Chair a copy of the resolution stating the County's vote within thirty (30) days of the date that the County received a copy of the proposal. Any member county not voting upon the proposal within this time shall be considered failure to approval. If the proposal receives approval by majority of the member votes, it shall become effective immediately unless otherwise specified by resolution.

### **5.4 Additional Member Counties**

If a county wishes to become a member county of the Mental Health Agency of Southeast Iowa after the effective date, the county must make a written request to the Mental Health Agency of Southeast Iowa Governing Board. Such request will then be addressed through the Member Voting Procedure set forth in Section 5.2 and 5.3. If a new county's request is approved through such procedure, such new membership will not become effective until:

- a) the county provides a signature page to this Agreement and a resolution from its Board of Supervisors that it agrees to abide by the terms of this Agreement as set out herein and possess legal power and authority to do so; and
- b) if the new county's request has been properly approved and it has submitted the documentation in Section 5.4(a) prior to December 1<sup>st</sup>, then such membership shall become effective on the first day of the next fiscal year.
- c) The timing requirements in this subsection may be waived by the Mental Health Agency of Southeast Iowa Governing Board for cause.

The Department of Health and Human Services Director reserves the right to work with the Region Governing Board to place a county within the Region when necessary.

### **5.5 Member County Withdrawal/ Removal**

- a) Member County Withdrawal

Any member county, by resolution of its Board of Supervisors, may withdraw from the Region by giving written notice to the Region Governing Board no later than December 1<sup>st</sup> prior to the end of the fiscal year the withdrawal will be effective. Services of the

Region shall continue to be provided to the withdrawing member county until the date of withdrawal, so long as such member county remains in good standing as provided in Section 5.6 below. Any withdrawing member county shall be entitled to retain county property as per the county asset inventory and to hold the Region harmless for such county property retention.

**b) Member County Removal**

If the Governing Board feels it is in the best interest of the Region for a member county to be removed from the Region, the Governing Board will pass a resolution to that effect and proceed under the Member Voting Procedure set forth in Section 5.3. for all remaining counties in the Region, except the county recommended for removal. A unanimous vote by all remaining counties in the Region will be required for removal to occur. Any removed member county shall be entitled to retain county property as per the county asset inventory and to hold the Region harmless for such county property retention.

**c) Allocating Cash**

A member county withdrawal or removal shall be allowed the cash flow percentage of the county's population according to the region's population indicated in the corresponding Fiscal year's Annual Service and Budget Plan as allowed by Iowa Code and as authorized by the Iowa Department of Health and Human Services. The Region finalized audit numbers shall be used for any allocation of funds. This subparagraph shall apply to all agreements in existence or entered into during Fiscal Year 23 or thereafter.

**SECTION 6: Chief Executive Officer (CEO) and Staff**

**6.1 Selection Process for Chief Executive Officer (CEO)**

The Chief Executive Officer (CEO), which is the single point of accountability for the region, shall be recruited, selected, and appointed by the Region Governing Board with consideration of the existing Region designated staff recommendation. The Region Governing Board will make this appointment the first Region Governing Board meeting of each calendar year or as necessary to expeditiously fill the open CEO position. If the CEO is not a current employee of a member county the Region identified Fiscal Agent county/financial management entity, designated independent entity, or Region created business entity will be the employer of record with Region approved benefits and personnel rules. The CEO domicile for public facing office space will be as directed by the Region Governing Board. The CEO shall report directly to the Region Governing Board.

The CEO shall divide the Region's responsibilities and additionally assigned duties amongst the member county(s) and/or Region employees. In situations of which a county employee is designated to do region work; there will be a Memorandum of Understanding between the Region Governing Board and the individual county member Board of Supervisors that will identify the individual employee(s), position to be filled, and the portion of the employee's wages and benefits that will be the responsibility of the Region. The Region Governing Board shall establish the salary and percentage of time for each region designated staff as identified by the CEO under the advisement of the Region Finance Committee upon full analysis of Region employee function need and financial frameworks. Until such time that this analysis can occur, currently established processes for member county employees performing Region designated work will be honored.

## **6.2 Performance Evaluation of Chief Executive Officer (CEO)**

The Region Governing Board shall conduct annual evaluations of the Chief Executive Officer, based on a written job description and performance measures that are contained in the policy and procedure manual for the region and/or as per the Performance Based Contract of the Region with the Department of Health and Human Services. The Region Governing Board may conduct additional evaluations of the CEO at any time, as it deems necessary. All evaluations shall be summarized in writing and submitted to the CEO's employer of record. In the event the Region Governing Board determines that it is not in the best interest of the Region for a particular person or persons to continue to serve as CEO, the Region Governing Board shall inform the CEO employer of record. The Region Governing Board will then have 30 days to select an interim or replacement to serve as the Chief Executive Officer.

In the event the Chief Executive Officer resigns, retires or otherwise has his or her employment terminated, the Governing Board shall select an interim or appoint a new Chief Executive Officer within thirty (30) days.

## **6.3 General functions and responsibilities of staff**

The Region Governing Board shall approve all employment or contracts/MOUs for region employees. Staff shall include one or more coordinators of mental health and disability services and one or more children's behavioral health coordinators of mental health and disability services. A coordinator shall possess a bachelor's or higher level degree in a human services-related or administration-related field, including but not limited to social work, psychology, nursing, or public or business administration, from an accredited college or university. However, in lieu of a degree in public or business administration, a coordinator may provide documentation of relevant management experience.

All staff members performing services for the Region, including, but not limited to, the CEO, Executive Management Team members, Coordinators of Adult Disability Services, Children's Behavioral Health Coordinators, Administrative Assistants/clerks, etc., may remain employees of his or her respective county. In such case, there will be a Memorandum of Understanding

between the Governing Board and the individual county Boards of Supervisors that will identify the individual employee, the position to be filled, and the portion of the employee's wages and benefits that will be the responsibility of the Region. All cost associated with office space (including equipment and furnishings) will also be addressed in the county member/Region MOU.

The Governing Board may, by action, cause all employees performing duties or services for the Region to be employed by a single employer of record in lieu of remaining employees of their respective counties. The single employer of record may be a member county, the Fiscal Agent County or financial management entity, a designated independent entity, or the Governing Board may create its own employing entity. If such action is taken by the Region Governing Board, member counties will work with the Region to transition staff who will continue to perform Region duties or services to a single employer of record. If the Governing Board takes action to cause all employees performing Region duties or services to be employed by a single employer of record, the CEO shall work with the member counties to determine the locations of the office space (including equipment and furnishings) that best meets the needs of the Region. The location of office space shall be in publicly accessible buildings that serve as Region points of access. If the member county identifies the requested space is not available, or the CEO determines an alternative location will better serve the Region and its clients, other space will be secured and shall be paid by the Region. When office space is provided in county-controlled buildings, the member county shall provide access to the internet and telephone as requested and as per the appropriated cost to the region as identified in the MOU.

The Region intends to employ or contract for staff for the following functions and responsibilities:

- a) Communications, Public Education, and Marketing
- b) Strategic Plan Development
- c) Budget Planning and Financial Reports
- d) Operations - personnel, benefits, space, training, etc.
- e) Risk Management and Liability
- f) Compliance and Reporting
- g) Intake and Eligibility
- h) Resource and Referral
- i) Service Management
- j) Service Processing, Authorization and Access
- k) Provider Network- development, contracting, quality and performance
- l) Payment of Claims
- m) Utilization Review and Management
- n) Appeals and Grievances
- o) Information Technology
- p) HIPAA and HITECH

The Region Governing Board reserves the right to amend this list on its own motion without member approval as a non-substantive amendment as provided for in Section 8.1.

## **SECTION 7: REGION FINANCES**

### **7.1 Management & Expenditure of Funding**

#### a) Fiscal Agent Appointment

The Region Governing Board will utilize a bid process for interested county auditors or other qualifying financial management entities to apply to become the fiscal agent of the region. The fiscal agent will be an appointed position. Withdrawal of appointed fiscal agent may occur upon a ninety (90) days prior written notice of termination to the Region Governing Board. In the event the Region Governing Board determines that it is not in the best interests of the Region for a Fiscal Agent to continue to serve in that capacity, the Region Governing Board shall inform the Fiscal Agent that the Region Governing Board may take action to rebid the Fiscal Agent function/position.

#### b) Fiscal Agent Bid Process

The Region Governing Board will accept a bid proposal that outlines how the county or financial management entity will establish a Region bank account separate from all other county or entity bank accounts. Applicants will be required to outline a process for accepting revenues, accepting claims, issuing warrants, reconciliation of warrants, reporting financial position to the Region Governing Board monthly, and identify the certified public accountant. The Mental Health Agency of Southeast Iowa Governing Board will retain the authority to approve the designated certified public accountant who will audit the Region account. The applicants will also provide an itemized estimated startup cost for establishing a Region bank account. If the fiscal agent is requesting an administration fee a justification for such request must be submitted.

#### c) Fiscal Agent Account

All revenue received by the Region for purposes related to the Region shall be deposited into the fiscal agent account within 30 calendar days of receipt of such funds. The state will distribute funds to regions in accordance with 25C.7A. Funds will be distributed in July, October, January, and April.

All expenditures for Region cost and non-Medicaid mental health and disability services and children's behavioral health services is under the control of the Region Governing Board and shall:

1. Be maintained to limit administrative burden and provide public transparency regarding financial processes.
2. Be maintained in the Region account

3. Be used to fund services in accordance with the regional service system management plan and the performance-based contract. The Regions account shall be managed and administered by the Chief Executive Officer, or designated staff and in compliance with the law, direction from the Region Governing Board, and other written policies of the Region.

Prospective and retrospective expenditure accounting of the fiscal agent account will be received by the CEO monthly and reported to the Region Governing Board for claims review and approval.

- Member County Sub funds
  - The Region Fiscal Agent Account will issue start-up payment to member county sub fund accounts using processes as directed by the Department of Health and Human Services to sufficiently make funds available July 1 of each fiscal year as described for employee salary and benefit costs indicated in the region and individual member county(s) Memorandum of Understanding executed document(s).

d) Administrative Funding and Resources:

Administrative costs shall be a component of the Region's budget. Such costs shall be paid through the process described in Section 7.1(c) and any funds or resources for administrative costs of the Region shall be collected through this same process.

e) Use of Savings for Reinvestment

The Region shall comply with Chapters 128 and 12C of the Iowa Code for deposit and investment of Region funds. Through the Region's budgeting and amendment processes, it shall strive to use budgetary accrued less expenditure funds for the development of additional services.

f) Cash Flow

An amount shall be reserved in the Fiscal Agent account to address cash flow obligations in the next fiscal year. The cash flow amount shall not exceed the amount indicated as per Iowa Code. Encumbrance of funds will be the methodology used to develop other services of the region as identified in the Mental Health Agency of Southeast Iowa Annual Service and Budget Plan when the Region is able to meet the requirements of encumbrance.

g) County Member Withdrawal/Removal Cash Flow



Effective July 1, 2022 (or until such time that code language is modified) County Members subject to the procedure of withdrawal and removal as indicated in 5.5 (a) and (b) are subject to Region termination only at the beginning of a fiscal year. All cost associated with dispute resolution shall be the liability of the member county(s) and Region. It is the intent of the Region to mediate conflict amicably to preserve the continuity of the region as a whole. Any and all remaining funds are at the discretion of the Region Governing Board and as per the Department of Health and Human Services approved Region Annual Service and Budget Plan.

Any county member(s) that becomes separated from the Mental Health Agency of Southeast Iowa shall forfeit their state allocated per capita contribution to the region as was designated in the Annual Service and Budget Plan for the current fiscal year. The same county member(s) will begin their membership with their subsequent identified region with their designated per capita contribution as per the subsequently identified region's Annual Service and Budget Plan. All per capita funds shall be remitted by the State of Iowa to the member county's identified Region fiscal agent account.

## **7.2 Process for Initial Funding to Begin Operations**

Within 30 days of the Effective Date of this 28E, the Department of Health and Human Services shall transfer the initial per capita contribution to the Region, with such funds to be collected and expended through the process described in Section 7.1.

## **7.3 Process for Annual Independent Audit**

The account of the Region shall be audited annually by a certified public accountant certified in the state of Iowa, as selected by the Governing Board. All annual Region audits shall be remitted to the Department of Health and Human Services within the month in which the Region Governing Board takes action to receive and file the annual audit report.

## **7.4 Methods of Acquiring and Disposing of Real Property**

- a) Property that is proposed for acquisition or disposal must be identified and approved prior to taking any action. Only the Governing Board has the authority, whether by gift or purchase, to acquire and dispose of real property.
- b) Prior to any action to acquire real property, the property, and all structures, if any, shall be inspected and tested for the identification of any contaminants, including asbestos, PCBs, underground storage tanks, hazardous wastes and other environmental concerns. If any contaminants are identified, a plan for their disposal or neutralization shall be included with the request to acquire subject property, including estimated costs and identification of responsibility for abatement.
- c) All required renovations and /or alterations to make the property functionally in accordance with all applicable codes and current standards of use shall be evaluated

with estimated cost to complete and source of funds identified prior to any action to acquire.

- d) Property that is acquired shall be titled in the name of Mental Health Agency of Southeast Iowa: for the use and benefit of the Region.
- e) If the Governing Board decides by a majority vote to dispose of real property that is no longer necessary to meeting the needs of the Region, the receipts from the sale or conveyance of real property shall be deposited in the Mental Health Agency of Southeast Iowa fund.

## **SECTION 8: SCOPE & AMENDMENTS**

### **8.1 Amendments**

This Agreement shall only be amended if 3/4 of the member counties approve of such change by resolution through their Boards of Supervisors. Any amendment must comply with Iowa Code Chapter 28E, which includes filing all amendments with the Iowa Secretary of State.

### **8.2 Entire Agreement**

This Agreement represents the entire 28E Agreement of the Mental Health Agency of Southeast Iowa.

### **8.3 Invalidity**

If any one or more provisions of this Agreement are declared unconstitutional or contrary to law, the validity of the remainder hereof shall not be affected.

### **8.4 No Waiver**

The waiver by any party of a breach or violation of any provisions of this Agreement shall not operate as or be construed to be a waiver of any subsequent breach.

SIGNATURE PAGE

IN WITNESS WHEREOF, DES MOINES COUNTY EXECUTES THIS INTERGOVERNMENTAL AGREEMENT, CREATING MENTAL HEALTH AGENCY OF SOUTHEAST IOWA

EFFECTIVE July 1, 2023:

BY: \_\_\_\_\_(signature)  
Des Moines County Board of Supervisors, Chairperson

ATTEST: \_\_\_\_\_(signature)  
Des Moines County Auditor

ACKNOWLEDGMENT BY NOTARY

STATE OF IOWA                    )  
  )ss.  
DES MOINES COUNTY            )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2023, before me the undersigned, a Notary Public in and for said County and State, personally appeared \_\_\_\_\_(Board of Supervisors, Chair) and \_\_\_\_\_(County Auditor) to me personally known, \_\_\_\_\_(Notary) who, being duly sworn, did say that they are the Chairperson of the Board of Supervisors and County Auditor of Des Moines County, Iowa respectively; that the seal affixed hereto is the seal of Des Moines County, Iowa, by the authority of its Board of Supervisors and that said \_\_\_\_\_(Board of Supervisors, Chair) and \_\_\_\_\_(County Auditor) as such officers, acknowledge the execution of said instrument to be the voluntary act and deed of Des Moines County, it and by them voluntarily executed.

\_\_\_\_\_  
Notary Public In and For Said County  
And State of Iowa

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF DES MOINES  
COUNTY APPROVING  
MENTAL HEALTH AGENCY OF SOUTHEAST IOWA  
REGION 28E  
RESOLUTION #2026-026**

**WHEREAS**, Iowa Code 331 expresses the intent of the legislature that Mental Health and Disability Services shall be provided by counties operating together as Regions; and

**WHEREAS**, the Des Moines County Board of Supervisors has participated in the Southeast Iowa Link (SEIL) 28E Agreement as a member county; and

**WHEREAS**, the Des Moines County Board of Supervisors has been engaged in the development of the merged Mental Health Agency of Southeast Iowa Region 28E documents; and

**WHEREAS**, the Governing Board represented Counties of Appanoose, Davis, Des Moines, Henry, Jefferson, Keokuk, Lee, Louisa, Mahaska, Monroe, Van Buren, Wapello, and Washington have approved the Mental Health Agency of Southeast Iowa 28E by way of roll call vote at their respective Mental Health and Disability Services Regions Governing Board meetings, and

**BE IT RESOLVED** that Des Moines County approves the Mental Health Agency of Southeast Iowa 28E.

PASSED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_ 2023.

\_\_\_\_\_  
Chairperson Board of Supervisors

I HEREBY CERTIFY that the foregoing resolution was duly adopted by the Board of Supervisors of Des Moines County, Iowa, at a regular meeting held on \_\_\_\_\_, \_\_\_\_ 2023, by the following vote:

AYES:  
NAYS:  
ABSTENTIONS:  
ABSENT:

ATTEST:

\_\_\_\_\_  
Clerk to the Board

**RESOLUTION #2023-028**  
**Inter-Fund Transfer**  
**2023 / 2024**

WHEREAS: IT IS DESIRED TO AUTHORIZE the County Auditor to periodically transfer sums from the General Basic Fund and Rural Services Fund to the Secondary Road Fund during the 2023 / 2024 fiscal year, and;

WHEREAS: SAID TRANSFERS must be in accordance with Section 331.429, 2017 Code of Iowa. Now, therefore be it resolved by the Des Moines County Board of Supervisors as follows:

SECTION 1. THE TOTAL MAXIMUM TRANSFER from the General Basic Fund to the Secondary Road Fund for the fiscal year beginning July 1, 2023, shall not exceed \$320,568. And the total maximum transfer from the Rural Services Fund to the Secondary Road Fund for the fiscal year beginning July 1, 2023, shall not exceed \$2,177,764.

SECTION 2. WITHIN FIVE (5) WORKING DAYS of being notified of the apportionment of current property taxes to the General Basic and Rural Services Funds, the County Auditor shall order a transfer from said funds to the Secondary Road Fund.

SECTION 3. NOTWITHSTANDING THE PROVISIONS of Section 2 of this resolution, total transfers to the Secondary Road Fund SHALL NOT EXCEED the amounts in Section 1.

SECTION 4. NOTWITHSTANDING THE PROVISIONS of Section 2, the amount of any transfer SHALL NOT EXCEED AVAILABLE FUND BALANCES in the transferring fund.

SECTION 5. THE COUNTY AUDITOR is directed to correct her books when said operating transfers are made and to notify the Treasurer and the County Engineer of the amounts transferred.

The above and foregoing resolution is submitted to the Board of Supervisors by the County Auditor in accordance with Section 331.429, 2017 Code of Iowa on the 6th day of June 2023, the vote thereon being as follows:

\_\_\_\_\_ moved for approval. Seconded by \_\_\_\_\_.

AYES:

NAYS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ATTEST: \_\_\_\_\_  
County Auditor

**RESOLUTION #2023-029**  
**Inter-Fund Transfer**  
**2023 / 2024**

WHEREAS: IT IS DESIRED TO AUTHORIZE the County Auditor to periodically transfer sums from the General Basic Fund to the Conservation Reserve Fund during the 2023 / 2024 fiscal year, and;

WHEREAS: Therefore be it resolved by the Des Moines County Board of Supervisors as follows:

SECTION 1. THE TOTAL MAXIMUM TRANSFER from the General Basic Fund to the Conservation Reserve Fund for the fiscal year beginning July 1, 2023, shall not exceed \$481,234. The total maximum expenses from General Supplemental will not exceed \$196,662.

SECTION 2. WITHIN FIVE (5) WORKING DAYS of being notified of the apportionment of current property taxes to the General Basic Fund, the County Auditor shall order a transfer from said funds to the Conservation Reserve Fund.

SECTION 3. NOTWITHSTANDING THE PROVISIONS of Section 2, the amount of any transfer SHALL NOT EXCEED AVAILABLE FUND BALANCES in the transferring fund.

SECTION 4. THE COUNTY AUDITOR is directed to correct her books when said operating transfers are made and to notify the Treasurer and the Conservation Director of the amounts transferred.

The above and foregoing resolution is submitted to the Board of Supervisors by the County Auditor on the 6th day of June 2023, the vote thereon being as follows:

\_\_\_\_\_ moved for approval. Seconded by \_\_\_\_\_.

AYES:

NAYS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ATTEST: \_\_\_\_\_  
County Auditor

**DES MOINES COUNTY  
BOARD OF SUPERVISORS  
RESOLUTION #2023-030**

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 **Pinch Point Subdivision** has been reviewed for conformance to applicable County standards by the Des Moines County Auditor, Health Department, Secondary Roads Department, and Land Use Department and has been duly recommended by the aforementioned entities for approval, and,

WHEREAS the Board of Supervisors approved the Final Plat on August 30, 2022, but it was not recorded within 6 months of its approval, as required by the Des Moines County Subdivision Ordinance,

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

- A permit for an Onsite Waste Water Treatment System shall be obtained from the Des Moines County Health Department prior to the installation of any bathroom plumbing facilities on Lot 1, and a code compliant system shall be installed prior to the discharge of any sewage.
- Portions of Lots 1 and 2 are 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.

Approved and adopted this 6th day of June, 2023.

DES MOINES COUNTY BOARD OF SUPERVISORS

Shane McCampbell, Chair

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Tom L. Broeker, Vice Chair

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Jim Cary, Member

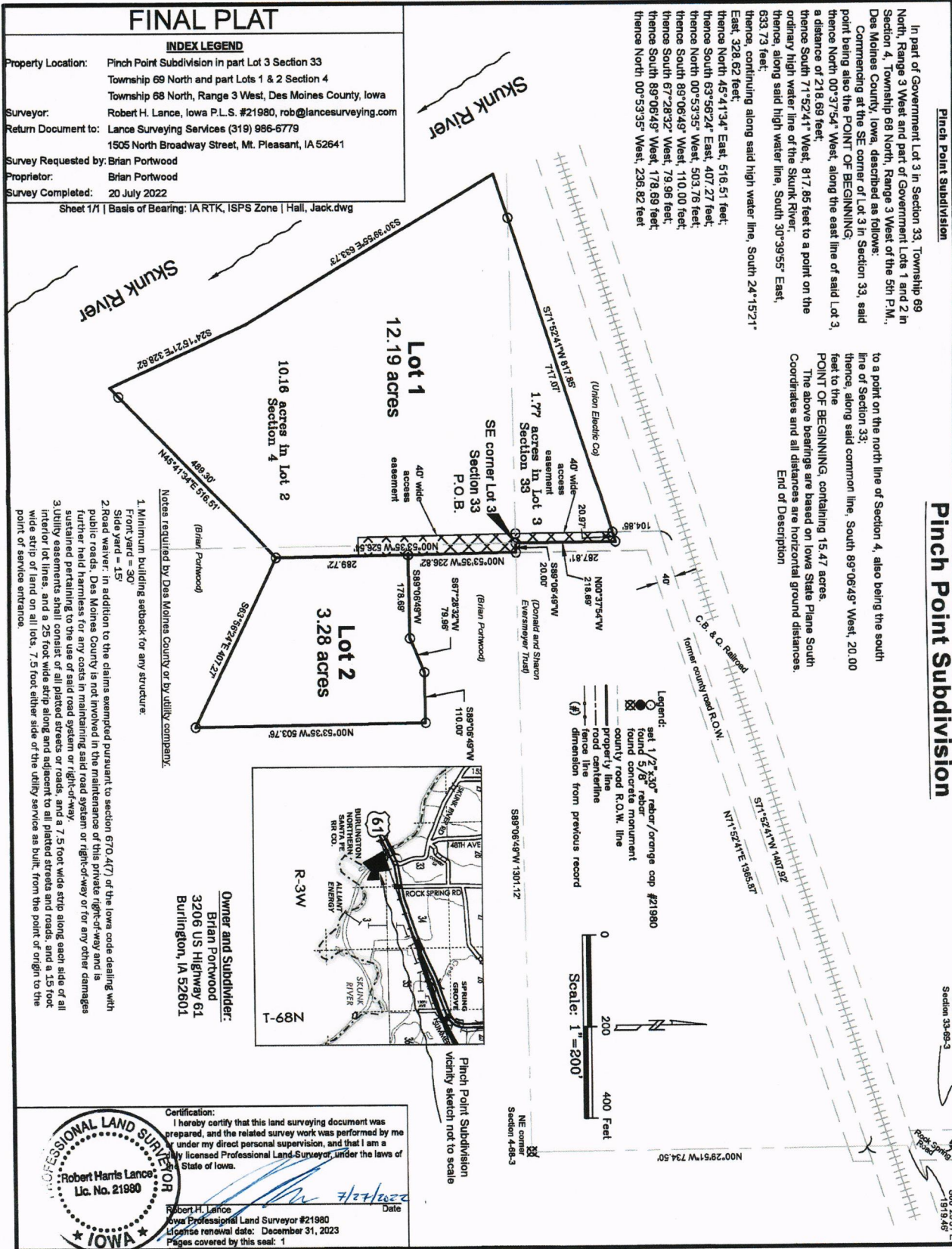
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ATTEST: \_\_\_\_\_

Sara Doty, County Auditor

This subdivision  
 plat is hereby approved.  
 DES MOINES COUNTY BOARD OF SUPERVISORS

CHAIRMAN \_\_\_\_\_  
 MEMBER \_\_\_\_\_  
 MEMBER \_\_\_\_\_  
 DATE 8-30-2022



**FINAL PLAT**

**INDEX LEGEND**

Property Location: Pinch Point Subdivision in part Lot 3 Section 33 Township 69 North and part Lots 1 & 2 Section 4 Township 68 North, Range 3 West, Des Moines County, Iowa

Surveyor: Robert H. Lance, Iowa P.L.S. #21980, rob@lancesurveying.com

Return Document to: Lance Surveying Services (319) 986-6779  
 1505 North Broadway Street, Mt. Pleasant, IA 52641

Survey Requested by: Brian Portwood

Proprietor: Brian Portwood

Survey Completed: 20 July 2022

Sheet 1/1 | Basis of Bearing: IARTK, ISPS Zone | Hall, Jack.dwg

**Pinch Point Subdivision**

In part of Government Lot 3 in Section 33, Township 69 North, Range 3 West and part of Government Lots 1 and 2 in Section 4, Township 68 North, Range 3 West of the 5th P.M., Des Moines County, Iowa, described as follows:

Commencing at the SE corner of Lot 3 in Section 33, said point being also the POINT OF BEGINNING, thence North 00°37'54" West, along the east line of said Lot 3, a distance of 218.69 feet;

thence South 71°52'41" West, 817.85 feet to a point on the ordinary high water line of the Skunk River;

thence, along said high water line, South 30°39'55" East, 633.73 feet;

thence, continuing along said high water line, South 24°15'21" East, 328.02 feet;

thence North 45°41'34" East, 516.51 feet;

thence South 63°56'24" East, 407.27 feet;

thence North 00°53'35" West, 503.76 feet;

thence South 89°08'49" West, 110.00 feet;

thence South 67°28'32" West, 79.98 feet;

thence South 89°08'49" West, 178.69 feet;

thence North 00°53'35" West, 236.82 feet;

to a point on the north line of Section 4, also being the south line of Section 33;

thence, along said common line, South 89°08'49" West, 20.00 feet to the

POINT OF BEGINNING, containing 15.47 acres.

The above bearings are based on Iowa State Plane South Coordinates and all distances are horizontal ground distances.

End of Description

**Legend:**

- seal 1/2" x 3/8" rubber/orange cap #21980
- found 5/8" rebar
- found concrete monument
- county road R.O.W. line
- property line
- fence line
- road centerline
- (#) dimension from previous record

**Scale: 1" = 200'**

**Owner and Subdivider:**  
 Brian Portwood  
 3206 US Highway 61  
 Burlington, IA 52601

**Certification:**  
 I hereby certify that this land surveying document was prepared, and the related survey work was performed by me under my direct personal supervision, and that I am a duly licensed Professional Land Surveyor, under the laws of the State of Iowa.

Robert H. Lance  
 Iowa Professional Land Surveyor #21980  
 License renewal date: December 31, 2023  
 Pages covered by this seal: 1

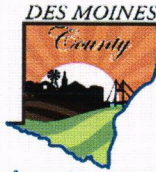


# Des Moines County Treasurer's Office

Janelle Nalley-Londquist, Treasurer  
513 N. Main Street, Suite 13; P.O. Box 248  
Burlington, IA 52601

## Motor Vehicle Department

Michelle Reynolds, Deputy  
Gina Beckman, Deputy  
[dmcmv@dmcounty.com](mailto:dmcmv@dmcounty.com)  
Phone: (319) 753-8273



## Property Tax Department

Debra Moore, Deputy  
Julie Howe, Deputy  
[dmctax@dmcounty.com](mailto:dmctax@dmcounty.com)  
Phone: (319) 753-8252

[www.iowatreasurers.org](http://www.iowatreasurers.org)

June 01, 2023

Board of Supervisors  
Court House  
Burlington, IA 52601

Dear Board Members,

For the Fiscal Year 2023-2024, please honor the following appointments in the Treasurer's Office. Clerk wages are per union contract.

### *TREASURER'S OFFICE – Appointments for 2023 – 2024 Fiscal Year*

<i>Name</i>	<i>Title</i>	<i>Expenditure Account #</i>	<i>Salary</i>
Debra Moore	1 <sup>st</sup> Deputy-Tax	0001-03-9020-000-10020	\$65,313.70
Julie Howe	2 <sup>nd</sup> Deputy-Tax	0001-03-9020-000-10020	\$56,443.94
Jodie Johnson	Clerk I-Dual-Tax/Vehicle	0001-03-9020-000-10030	\$41,093.46
Michelle Reynolds	1 <sup>st</sup> Deputy-Vehicle	0001-03-8100-000-10020	\$65,313.70
Gina Beckman	2 <sup>nd</sup> Deputy-Vehicle	0001-03-8100-000-10020	\$58,056.62
Jillian Allen	Clerk II-Vehicle	0001-03-8100-000-10030	\$29,315.39
Alana Capps	Clerk II-Vehicle	0001-03-8100-000-10030	\$39,136.63
Davis Poole	Clerk II-Vehicle	0001-03-8100-000-10030	\$29,315.39
Kay Levinson	Clerk I-Dual-Tax/Vehicle	0001-03-8100-000-10030	\$41,093.46

Sincerely,

Janelle Nalley-Londquist,  
Des Moines County Treasurer



Des Moines County Auditor's Office  
Sara Doty, Auditor & Commissioner of Elections

513 N Main Street  
PO Box 784  
Burlington, IA 52601

Phone: 319-753-8232  
Fax: 319-753-8227

Date: May 31, 2023  
Department: Auditor  
To: Board of Supervisors  
RE: FY2023/2024 Salaries and Annual Appointments

Employee/Position	Hours in Pay Period	FY24 Hourly Rate	FY24 Salary	FY24 Budget
Sara Doty, County Auditor	75	41.74	<u>\$81,391.64</u>	\$81,391.64
0001-02-9010-000-10010 (50%)			\$40,695.82	
0001-02-8000-000-10010 (50%)			\$40,695.82	
Cheryl McVey, Budget Director/1st Deputy	75		\$34,473.81	\$34,473.81
0001-02-9010-000-10020				
Karla Cornick, 1st Deputy/Accts Payable	75	32.14	\$62,671.56	\$62,671.56
0001-02-9010-000-10020				
Susan Poling, 1st Deputy/Payroll	75	25.04	\$48,834.99	\$48,834.99
0001-02-9010-000-10080				
Chandra Bliesener, Election Coord/Real Estate	75	26.18	<u>\$51,050.44</u>	\$51,050.44
0001-02-9010-000-10030 (50%)			\$25,525.22	
0001-02-8000-000-10020 (50%)			\$25,525.22	
Angie Paytes, Clerk II	75	20.07	\$39,136.63	\$39,136.63
0001-02-9010-000-10030				

# Des Moines County, Iowa

## Board of Supervisors

**Shane McCampbell, Chairman**

**Tom Broeker, Vice-Chairman**

**Jim Cary, Member**

513 N Main Street  
PO Box 784  
Burlington, IA 52601

Phone: 319-753-8203

Date: May 24, 2023  
Department: Non-Departmental  
To: Board of Supervisors  
RE: FY2023/2024 Salaries and Annual Appointments

Employee/Position

Cheryl McVey, Budget Director  
0001-99-9000-000-10010

FY24  
Budget  
\$56,134.56

**Des Moines County Maintenance**  
**Maintenance Director**  
**Rodney Bliesener**

513 N Main Street  
 PO Box 784  
 Burlington, IA 52601

Phone: 319-753-8294

Date: May 17, 2023  
 Department: Maintenance  
 To: Board of Supervisors  
 RE: FY2023/2024 Salaries and Annual Appointments

Employee/Position	Hours in Pay Period			FY23 Salary	FY23 Budget
Rodney Bliesener	75			\$76,329.75	\$76,329.75
Jack Brissey	75			\$52,281.30	\$52,281.30
Gauge Johnson	75			\$41,004.10	\$41,004.10
Alex Schnedler	75			\$38,460.36	\$38,460.36



Gina M. Hardin, IACEM  
Coordinator



StormReady County 2006-2022

Burlington • Danville • Mediapolis • Middletown • West Burlington • Des Moines County

TO: Sara Doty  
FR: Gina Hardin *[Signature]*  
DT: May 16, 2023  
RE: APPOINTMENTS

Following is a list of the appointments for the 2024 fiscal year personnel in the Emergency Management Agency Office:

Coordinator (Paid, full-time)	Gina M. Hardin	4000-70-0530-000-10010	\$53,869.00
Assistant (Paid, part-time, 28 hours/week)	Cindy Bowen	4000-70-0530-000-10060	\$19.74 per hour

The Emergency Management Commission is made up of the following representatives (membership to the Commission is established by Iowa State Code and is uncompensated) and subject to change January 1, 2024:

Municipality/Agency	Representative	Alternate(s)
City of Burlington	Jon Billups, Mayor	Lynda Graham-Murray, Mayor Pro-Tem
City of Danville	Jerry Strause, Mayor	Joe Huff, Council Member
City of Mediapolis	Troy Garrison, Council Member	Ray Wilson, City Representative
City of Middletown	Eric Gerst, Mayor	Orin Asmus, Council Member
City of West Burlington	Ron Teater, Mayor	Gregg Mandsanger, City Administrator
Board of Supervisors	Tom Broeker, BOS Member	Shane McCampbell, BOS Vice Chair
Sheriff's Office	Kevin Glendening, Sheriff	Chad McCune, Chief Deputy





**DES MOINES COUNTY  
OFFICE OF VETERANS AFFAIRS**

**910 Cottonwood Ct. Suite 1000  
Burlington, IA 52601  
Ph: (319)752-7171 Fax (319)754-8556**

Des Moines County Auditor  
513 N. Main St.  
Burlington, IA 52601

Sara:

This is to advise you that the current annual salary of the Veterans Affairs Administrator is \$37,916.00 per year. After a 3.25% raise becomes effective July 1, 2023, the salary will be \$39,149.00. This salary is paid 100% by Veterans Affairs.

There are three Veteran Affairs Commissioners (Arne Hausknecht, Marilyn Box, and Francis McAllister) They meet monthly and are paid \$25 per meeting.

Sincerely,

*Brooke Marland*

Brooke Marland

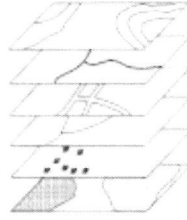
**FILED**

**FEB 28 2023**

**DES MOINES COUNTY  
BURLINGTON OFFICE**



# Des Moines County GIS Commission



Des Moines County, IA  
513 N. Main St.  
Burlington, IA 52601  
Phone/Fax (319)753-8759  
gis@dmcounty.com

May 15, 2023

To: Sara Doty

From: Austin Roelfs, GIS Coordinator

RE: Fiscal Year 2023/2024

---

## GIS Department

Austin Roelfs GIS Coordinator

Administrators/ Executive Director..... Fiscal Year (2023-2024) \$65,835

Acct # 0003-33-9120-000-10010

Alex Engel GIS Technician

Assistant .....Fiscal Year (2023-2024) \$40,805

Acct # 0003-33-9120-000-10020

# Des Moines County Community Services

910 Cottonwood, Suite 1000, Burlington, Iowa 52601  
Phone: 319-754-8556; Fax: 319-754-4891

July 1, 2023

Sara Doty  
Des Moines County Auditor  
513 North Main Street  
Burlington, IA. 52601

Re: Annual Department Appointments

The following are the Annual Appointments for Des Moines County Community Services.

Coordinator of Disability Services/Community Services Director: **Ken Hyndman**  
Salary effective July 1, 2023 (Increase per 01/11/23 SEIL Gov Brd meeting)  
SEIL Salary with State Dollars July 1, 2023 \$98,029.42 (\$8,000 increase)  
SEIL Salary with State Dollars July 1, 2022 \$90,029.42  
Account # 0016-60-9040-000-10000 CDS Director Salary (100%)

CDS Administrative Assistant: **Patty Brooks**  
Salary effective July 1, 2023 (3.25% increase) \$50,010.80  
Salary effective July 1, 2022 (3.75% increase) \$48,436.61  
Account# 0016-60-9040-10000 100% SEIL Assistant

Mental Health Advocate: **Ted Kuechmann**  
Salary effective July 1, 2023 (3.25% increase) \$47,283.39  
Salary effective July 1, 2022 (3.75% increase) \$45,795.05  
Account#0016-60-9040-000-10000 Mental Health Advocate

Mental Health Advocate: **April Broadhurst**  
Salary effective July 1, 2023 (3.25% increase) \$47,283.39  
Salary effective July 1, 2022 (3.75% increase) \$45,795.05  
Salary effective July 1, 2021 \$44,139.81 (2% increase)  
Account#0016-60-9040-000-10000 Mental Health Advocate

(Also refer to the Memo of Understanding regarding reimbursement from SEIL MHDS Region for County Employees signed March 29, 2022 by the Des Moines County Board of Supervisors and signed April 13, 2022 by the SEIL Board).

Respectfully Submitted,  
**Ken Hyndman**



# Des Moines County, Iowa

**Recorder/Registrar**

**Natalie Steffener, Recorder**

513 N Main Street  
PO Box 277  
Burlington, IA 52601

Phone: 319-753-8221  
Fax: 319-753-8721

May 16, 2023

Des Moines County Supervisors  
513 N. Main St.  
Burlington, IA 52601

Dear Members of the Board,

I hereby submit my office appointments for the coming fiscal year. These will be in effect beginning July 1, 2023, through June 30, 2024, or until notified otherwise.

<b>Natalie Steffener</b> , Recorder 0001-07-8110-000-10010	\$80,106.79
<b>Jennifer Patterson</b> , First Deputy (68%) 0001-07-8110-000-10020	\$54,472.62
<b>Rena Hardin</b> , 2 <sup>nd</sup> Deputy (57%) 001-07-5110-000-10020	\$45,660.87
<b>Kathryn Beach</b> , Clerk I 0001-07-8110-000-10030	\$41,093.46 (per union contract)

The salaries of my appointed employees have increased by 7.00% per the Board's approval of the Compensation Board recommendation. The pay scale for the clerk is determined by CWA contract. I would appreciate your approval of these appointments.

Sincerely,

Natalie Steffener  
Des Moines County Recorder



# Des Moines County

## Information Technology Department

513 N. Main Street  
Burlington, IA 52601  
PH: 319.753.8238

E-Mail: [dmcinfotech@dmcounty.com](mailto:dmcinfotech@dmcounty.com)

June 1<sup>st</sup>, 2023

Board of Supervisors  
Court House  
Burlington, IA 52601

Dear Board Members:

As of July 1, 2023, please honor the following appointments in the Information Technology Department for fiscal year 2023-2024.

### Information Technology Department – Appointments for 2023-2024 Fiscal Year

Name	Title	Expenditure Account #	Letter of Appointments as per Board Discussion w/ IT Director	Longevity
Gerst, Colin	IT Director	0001-52-9110-000-10010	\$100,000.00	\$2,240.00
Mehmert, Brandon	IT Deputy Director	0001-52-9110-000-10020	\$70,555.00	\$1,640.00
Mason, Stuart	IT Network Admin	0001-52-9110-000-10020	\$62,523.22	\$1,640.00
Miller, Jesse	IT Systems Admin	0001-52-9110-000-10020	\$61,950.00	\$840.00

Sincerely:

Colin Gerst  
Des Moines County  
IT Director



# SECONDARY ROAD DEPARTMENT DES MOINES COUNTY, IOWA

*Roads and Bridges for Des Moines County*

13522 Washington Road  
West Burlington, IA 52655

Phone (319) 753-8241  
Fax (319) 753-8740

June 1, 2023

TO: Sara Doty, County Auditor  
FROM: Brian J. Carter, P.E. & P.L.S., County Engineer  
SUBJECT: FY 2024 Appointments

BC

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The following are appointments for FY 2024:

Devon Bell	Assistant to the Engineer	\$77,437
Mark Beik	Road Superintendent	70,665
Jeff Chase	Road Superintendent	70,665
Rebecca Purchase	Administrative Assistant	55,725
Travis Sours	Survey Chief	66,559
Adrianna Wykert	Office Manager	43,706
Brian Carter	County Engineer	140,000



# Office of the Des Moines County Assessor

Courthouse – 513 N Main Burlington, Iowa 52601  
Telephone (319)753-8224 Fax (319)208-5648

Matthew J. Warner  
County Assessor

June 1, 2023

Des Moines County Auditor  
513 N Main St  
Burlington, IA 52601

Dear Sara,

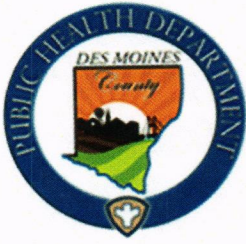
The following salaries and longevity pay for the employees of the Des Moines County Assessor's Office, for fiscal year 2023-2024, were approved by the Conference Board on February 23<sup>rd</sup>, 2023. Since the Conference Board oversees our office, there is no need for further approval by the Board of Supervisors.

Sincerely,

A handwritten signature in blue ink, appearing to read "Matthew J. Warner".

Matthew J. Warner  
Assessor

<u>NAME</u>	<u>2022-2023 SALARY</u>	<u>2023-2024 SALARY</u>	<u>LONGEVITY</u>
Matthew J Warner ASSESSOR 4100-69-0500-000-10010	\$83,649	\$87,831	\$2,440
Mitchell L Taeger CHIEF DEPUTY 4100-69-0500-000-10020	\$74,652	\$78,385	\$2,640
Brandi G Martin DEPUTY 4100-69-0500-000-10020	\$60,646	\$65,873	\$2,240
Steve Etko APPRAISER 4100-69-0500-000-10050	\$52,000	\$54,600	\$840



522 N. 3rd Main Street  
Burlington, IA 52601

Phone: 319-753-8290  
Fax: 319-753-8703

Date: May 16, 2023  
Department: Public Health  
To: Board of Supervisors  
RE: FY2023/2024 Salaries and Annual Appointments

Employee/Position	Hours in Pay Period	FY23 Hourly Rate	FY24 Salary
Holly Barksdale 50%0001-23-3000-000-10040 50% 0001-23-3040-000-10020	80	\$30.18	\$62,781.94
Stefanie Gall 25%-0001-23-3000-000-10040 75%- 0001-23-3030-000-10040	80	\$26.49	\$55,105.03
Open Nurse position 0001-23-3000-000-10040	80	\$26.49	\$55,105.03
Jennifer Hartman 001-23-3040-000-10060	80	\$18.81	\$39,128.63
Joyce King 0001-23-3060-000-10040	80	\$16.09	\$33,468.69
Ronald Lee 0001-23-3000-000-10040	80	\$26.64	\$55,417.03
Lisa McGinity 0001-23-3000-000-10040	80	\$27.55	\$57,303.43
Christa Poggemiller 0001-23-3040-000-10010	80	\$44.02	\$91,569.10
Julie Shaw 0001-23-3060-000-10040	80	\$15.85	\$32,969.49
Inger McClellan 0001-23-3060-000-10040	80	\$15.85	\$32,969.49
Julie Melchior	80	\$18.66	\$38,816.63

*Christa Poggemiller*

**Des Moines County, Iowa  
Board of Supervisors**

**Shane McCampbell, Chair  
Broeker, Vice Chair  
Jim Cary, Member**



**513 N Main St  
PO Box 784  
Burlington, IA 52601**

**Phone: 319-753-8203  
Fax: 319-753-8227**

**Date:** June 1, 2023  
**Department:** Board of Supervisors  
**To:** Board of Supervisors  
**RE:** FY2023/2024 Salaries and Annual Appointments

<b>Employee/Position</b>	<b>Hours in Pay Period</b>	<b>FY24 Hourly Rate</b>	<b>FY24 Salary</b>	<b>FY24 Budget</b>
Tom Broeker 0001-01-9000-000-10010	75	\$21.21	\$41,356.82	\$41,356.82
Jim Carey 0001-01-9000-000-10010	75	\$21.21	\$41,356.82	\$41,356.82
Shane McCampbell 0001-01-9000-000-10010	75	\$21.21	\$41,356.82	\$41,356.82



Main Office  
 13700 Washington Rd.  
 West Burlington, IA 52655  
 319-753-8260  
[conservation@dmccounty.com](mailto:conservation@dmccounty.com)  
[www.dmccconservation.com](http://www.dmccconservation.com)

Date: May 17, 2023  
 From: Jeffrey R. Breuer, Administrative Assistant  
 To: Payroll Department, Des Moines County Auditor's Office  
 RE: FY2023/24 Salaries and Annual Appointments

The following is a listing of permanent employees of the Des Moines Conservation Board as of May 17, 2023. Their official positions and pay schedules for the fiscal year of 2023-2024 are as listed below. All employees are 80 hours per pay period unless noted below.

Employee/Position	2022-23 Salary	2023-24 Salary	Amount Per Pay Period	Amount Hourly
0027-22-6100-000-10010 Lee, Christopher A. - Director	\$73,824.55	\$72,606.00	\$2,792.53	\$34.906
0027-22-6100-000-10050 Breuer, Jeffrey R. – Admin. Asst.	\$46,832.00	\$47,523.00	\$1,827.80	\$22.847
0027-22-6110-000-10020 Rogge, Patrick – Operations Supervisor	\$62,151.00	\$62,428.38	\$2,401.09	\$30.013
0027-22-6110-000-10030 Gebhardt, Tanner – Natural Resource Manager	\$43,040.51	\$43,896.00	\$1,688.307	\$21.103
0027-22-6110-000-10050 Roth, Ryan – Park Ranger	\$48,242.53	\$49,194.00	\$1,892.076	\$23.65
0027-22-6110-000-10070 Grimm, Tanner – Conservation Tech.	\$48,245.14	\$49,120.74	\$1,889.259	\$23.615
0027-22-6110-000-10100 Hester, Derek – Part-time Conservation Tech. <b>(58 Hours)</b>	\$26,506.00	\$27,144.00	\$1,044.00	\$18.00
0027-22-6110-000-10100 Roland, Brandon – Part-time Conservation Tech. <b>(58 Hours)</b>	\$22,620.00	\$24,128.00	\$928.00	\$16.00

*Des Moines County Conservation is dedicated to the sustainability of natural resources through land stewardship, conservation education, and by providing quality outdoor recreation opportunities.*

0027-22-6120-000-10070 Nack, Marcus – EE Manager	\$51,394.00	\$52,440.00	\$2,016.923	\$25.211
0027-22-6120-000-10090 Goodman, Jacklyn – Naturalist	\$46,832.00	\$39,861.00	\$1,533.115	\$19.163





Office of the  
**Des Moines County Attorney**

100 Valley Street • Burlington, Iowa 52601  
Office (319) 753-8209 • Fax (319) 753-8219  
E Mail: dmca@dmcounty.com

May 19, 2023

Sara Doty  
Des Moines County Auditor

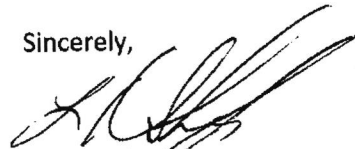
RE: Appointments 2023-2024

Dear Sara,

Listed below are the Des Moines County Attorney's Office employee names, titles, salaries, and account numbers as requested for fiscal year 2023-2024 payroll.

Lisa Schaefer, County Attorney	0001-04-1100-000-10010	\$130,552.00
Christopher Scarborough, Senior Asst. County Attorney	0001-04-1100-000-10020	\$ 85,065.00
Erin Stensvaag, Asst. County Attorney	0001-04-1100-000-10020	\$ 85,065.00
Kollan Kolthoff, Asst. County Attorney	0001-04-1100-000-10020	\$ 76,559.00
Trent Henkelvig, Asst. County Attorney	0001-04-1100-000-10020	\$ 79,020.00
Terri Quartucci, Asst. County Attorney	0001-04-1100-000-10020	\$ 79,902.00
Diana Schneden, Victim Witness Coordinator	0001-04-1100-000-10050	\$ 49,520.00
Lisa Harris, Victim Witness Coordinator	0001-04-1100-000-10050	\$ 49,520.00
Kathy Gibb, Office Administrator	0001-04-1100-000-10050	\$ 49,761.00
Robbie Ford, Collections Clerk/Reception	0001-04-1100-000-10030	\$ 39,137.00
Hayley Hamelton, Records Specialist	0001-04-1100-000-10050	\$ 40,286.00
Tammy Taylor, Collections Clerk/Reception	0001-04-1100-000-10030	\$ 39,137.00
Open Position, Records Specialist	0001-04-1100-000-10050	\$ 49,520.00
Kay Hagen, Receptionist/Records	0001-04-1100-000-10050	\$ 36,490.00
*Nathaniel Bennett, Legal Intern	0001-04-1100-000-10020	\$ 20.00/ hr.
* part time employee – 8 week program		
* Rob Bixler - Investigator	0001-04-1010-000-10020	\$ 30,077.00
* part time employee		

Sincerely,



Lisa K. Schaefer  
Des Moines County Attorney

# Des Moines County, Iowa

Auditor and Commissioner of Elections

Sara Doty, Auditor

513 N Main Street  
PO Box 784  
Burlington, IA 52601

Phone: 319-753-8232  
Fax: 319-753-8227

Date:  
Department: Sheriff's Office  
To: Board of Supervisors  
RE: FY2023/2024 Salaries and Annual Appointments

Employee/Position	Hours in Pay Period	FY24 Hourly Rate	FY24 Salary
Matthew Breckon 0001-05-1000-000-10020	80.00	\$33.39	\$69,469.41
Sean Phillips 0001-05-1000-000-10020	80.00	\$33.39	\$69,469.41
Thomas Seitz 0001-05-1000-000-10020	74.77	\$32.34	\$67,282.72
Keaton Hoschek 0001-05-1000-000-10020	74.77	\$30.73	\$63,918.55
Brandon McLeland 0001-05-1000-000-10020	74.77	\$30.73	\$63,918.55
Jon Gates 0001-05-1000-000-10020	74.77	\$29.11	\$60,554.40
Zander Schweiss 0001-05-1000-000-10020	74.77	\$29.11	\$60,554.40
Blake Cheesman 0001-05-1000-000-10020	74.77	\$29.11	\$60,554.40
Joshua Fane 0001-05-1000-000-10020	74.77	\$32.34	\$67,282.72
Klay Foster 0001-05-1000-000-10020	74.77	\$24.26	\$50,462.01
Brett Haubrich 0001-05-1000-000-10020	74.77	\$24.26	\$50,462.01
Kolton Atkins 0011-05-1000-000-10020	74.77	\$32.34	\$67,282.72
Dilan Beard 0011-05-1000-000-10020	74.77	\$33.39	\$69,469.41
Adam Plein 0001-05-1000-000-10080	74.77	\$29.65	\$77,111.05
Dave Hamma 0001-05-1000-000-10080	74.77	\$29.65	\$77,111.05
Eric Blodgett	74.77	\$32.59	\$84,752.68

Employee/Position	Hours in Pay Period	FY24 Hourly Rate	FY24 Salary
0001-05-1000-000-10090 Ryan Luttenegger	80.00	\$33.39	\$69,469.41
0001-05-1010-000-10020 Derek Gordy	80.00	\$33.39	\$69,469.41
0001-05-1010-000-10020 David Murguia	80.00	\$37.07	\$77,111.05
0001-05-1010-000-10020			
Mary Beik	75.00	\$21.07	\$41,093.46
0001-05-1060-000-10030 Erica Thomson	75.00	\$21.07	\$41,093.46
0001-05-1060-000-10030			
Katie Meeker	75.00	\$20.07	\$39,136.63
0001-05-1060-000-10030 Monika Ryan	75.00	\$19.67	\$38,369.21
0001-05-1060-000-10030			
Gwen Baltisberger	59.50	\$18.55	PT/hourly
0001-05-1060-000-10100 Theresa Tripp	75.00	\$24.24	\$47,273.33
0001-05-1060-000-10050			
Bradley Siegfried	74.77	\$32.59	\$84,752.68
0001-05-1060-000-10090			
Chad McCune	80.00	\$50.48	\$105,013.34
0001-05-1060-000-10020			
Kevin Glendening	80.00	\$59.39	\$123,545.11
0001-05-1060-000-10010			
Stephen Heyland	42.00	\$20.52	PT/hourly
Mark Lumbeck	40.00	\$20.52	PT/hourly
Charles Thompson	17.00	\$20.52	PT/hourly
Wayne Smith	17.00	\$20.52	PT/hourly

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Kevin Glendening, Sheriff

# Des Moines County Correctional Center

Doug Ervine, Jail Administrator

3630 Bauer Drive

Burlington IA 52601

Date: May 31, 2023  
Department: Correctional Center  
To: Board of Supervisors  
RE: FY2023/2024 Salaries and Annual Appointments

Employee/Position	Hours in Pay Period	FY24 Hourly Rate	FY24 Salary
ERVINE,Doug 0001-29-1050-000-10010	80.00	\$50.49	\$105,013.35
LEVINSON,Colter 0001-29-1050-000-10020	80.00	\$37.07	\$77,111.05
WHALEN,Ed 0001-29-1050-000-10080	74.77	\$29.57	\$57,437.08
DAVIS,Jacque 0001-29-1050-000-10080	74.77	\$29.57	\$57,437.08
DOLPH,Joseph 0001-29-1050-000-10080	74.77	\$26.79	\$52,039.37
STUECKER,Judy 0001-29-1050-000-10030	75.00	\$25.52	\$49,761.40
BARKER,Ceaira 0001-29-1050-000-10050	77.11	\$21.30	\$42,706.67
CARPENTER,Holly 0001-29-1050-000-10050	77.11	\$23.35	\$46,811.86
CASADY,Courtney 0001-29-1050-000-10050	77.11	\$22.41	\$44,915.05
COEY,Angela 0001-29-1050-000-10050	77.11	\$21.85	\$43,808.05
DUNHAM,Austin 0001-29-1050-000-10050	77.11	\$24.59	\$49,284.39
FOX,Darlene 0001-29-1050-000-10050	77.11	\$24.59	\$49,284.39
HAYES,Michael 0001-29-1050-000-10050	77.11	\$24.59	\$49,284.39

HUFFMAN,Tracie	77.11	\$24.59	\$49,284.39
0001-29-1050-000-10050			
HULETT,Tammy	77.11	\$24.59	\$49,284.39
0001-29-1050-000-10050			
KOENIG,Brad	77.11	\$24.59	\$49,284.39
0001-29-1050-000-10050			
LACY,Jalon	77.11	\$21.30	\$42,706.67
0001-29-1050-000-10050			
MAY,Hillary	77.11	\$23.81	\$47,733.07
0001-29-1050-000-10050			
OGORZALEK,Patrick	77.11	\$22.41	\$44,915.05
0001-29-1050-000-10050			
OLIVER,Travis	77.11	\$24.59	\$49,284.39
0001-29-1050-000-10050			
PLEASANT,James	77.11	\$23.35	\$45,908.66
0001-29-1050-000-10050			
REYNOLDS,Cody	77.11	\$23.35	\$46,811.86
0001-29-1050-000-10050			
ROOKS,Kenyetta	77.11	\$22.41	\$44,915.05
0001-29-1050-000-10050			
WALKER,Zachery	77.11	\$21.30	\$42,706.67
0001-29-1050-000-10050			

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John High		\$20.52	
0001-29-1050-000-10100			
Wayne Smith		\$20.52	
0001-29-1050-000-10100			

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BELKNAP,Cassandra	80.00	\$21.68	\$45,086.57
0001-29-1050-000-10060			
DAVIS,Caitlyn		\$14.58	
0001-29-1050-000-10060			
FORQUER,Rita		\$10.60	
0001-29-1050-000-10060			
WHALEN,Tanner		\$14.58	
0001-29-1050-000-10060			

---



Doug Ervine, Jail Administrator



# KEVIN GLENDENING, SHERIFF

Des Moines County Correctional Center  
3630 Bauer Drive  
Burlington, IA 52601  
Phone: 319-753-8275  
Fax: 319-753-8708



May 31, 2023

Sara Doty  
Des Moines County Auditor  
513 N. Main St.  
Burlington, Iowa 52601

Re: Departmental Appointments FY 2023-2024

Douglas L. Ervine	Jail Administrator	10010	85% of Sheriff
Colter Levinson	AJA	10020	111% top deputy wage
Correctional Officers	Sergeant	10080	Start \$50,378.55 06 Mo \$52,039.37 12 Mo \$57,437.08
Cassandra Belknap	Dietary Manager	10060	Start \$40,577.92 6 Mo \$42,832.24 12 Mo \$45,086.57
Judy Stuecker	Administrative Asst.	10030	\$49,761.40
Full Time Correctional Officers		10050	CWA Contract
Part Time Correctional Officers		10100	Start \$14.07 hr 06 Mo \$17.13 hr 12 Mo \$17.74 hr 18 Mo \$18.52 hr 24 Mo \$19.37 hr 36 Mo \$20.39 hr
Part Time On-Call Cooks		10060	Start \$11.37 hr 06 Mo \$14.00 hr 12 Mo \$14.28 hr 24 Mo \$14.58 hr
Part Time Kitchen Assistants		10060	Start \$9.66 hr

03 Mo \$10.60 hr  
06 Mo \$10.98 hr  
12 Mo \$12.07 hr

Transportation Officers

10100 Start \$17.13 hr  
06 Mo \$19.37 hr  
12 Mo \$20.52 hr

This list of appointments and pay will be for fiscal year 2023-2024

Sincerely,



Douglas L. Ervine  
Jail Administrator



**Des Moines County Communications**  
**1401 W. Agency Road Suite 070**  
**West Burlington, IA 52655**  
**319-671-7001**

**Date:** June 2, 2023  
**Department:** Descom  
**To:** Board of Supervisors  
**RE:** FY2023/2024 Salaries and Annual Appointments

Employee/Position	Hours in Pay		FY24 Hourly Rate	FY24 Salary
	Period			
Roger Cook 4012-71-0500-000-10000	80		\$26.99 Per Union Contract	
Brandall Diaz 4012-71-0500-000-10000	80		\$23.89 Per Union Contract	
Maureen Ervine 4012-71-0500-000-10000	80		\$27.66 Per Union Contract	
Martha Grimshaw 4012-71-0500-000-10060	16		\$15.00 Part-Time	
Kathleen Houlton 4012-71-0500-000-10100	56		\$25.08 Part-Time	
Shanna Krogmeier 4012-71-0500-000-10010	80		\$33.58	\$69,846.40
Kevin Newberry 4012-71-0500-000-10000	80		\$27.66 Per Union Contract	
Jeremy Parker 4012-71-0500-000-10000	80		\$21.69 Per Union Contract	
Kirk Schneden 4012-71-0500-000-10000	80		\$29.84	\$62,067.20
Heidi Smith 4012-71-0500-000-10000	80		\$26.99 Per Union Contract	
Michelle Talley 4012-71-0500-000-10000	80		\$29.84	\$62,067.20
Coleton Zahner 4012-71-0500-000-10000	80		\$26.99 Per Union Contract	



DES MOINES COUNTY, IOWA  
EMPLOYMENT CONTRACT FOR COUNTY ENGINEER

---

This Employment Contract made and entered into this 6th day of June, 2023, by and between Des Moines County, Iowa, by its Board of Supervisors, hereinafter called the "Board" and Mr. Brian J. Carter, P.E. & P.L.S., hereinafter called the "County Engineer."

WHEREAS, the Board desires to continue and needs the services of a Registered Professional Engineer licensed in the State of Iowa to serve in the capacity of County Engineer pursuant to Chapter 309 of the 2020 Code of Iowa, and:

WHEREAS, the Engineer is a duly qualified, able and willing person to furnish said services to the Board,

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter contained the parties mutually agree, covenant, and contract with each other as follows:

1. The Board hereby employs the Engineer as the Des Moines County Engineer for the period from July 1, 2023 to June 30, 2026.
2. The Engineer shall at all times while employed as Des Moines County Engineer reside within Des Moines County, Iowa.
3. The Board shall furnish the Engineer all equipment, material, labor, and transportation necessary for the efficient performance of the official duties of County Engineer.
4. The Engineer shall, in the performance of his duties, at all times work under the direction of the Board. The Engineer shall keep himself advised as to the condition and the status of the budget of the Secondary Road Fund. The Engineer shall be responsible to the Board for all of the planning, engineering, construction, and maintenance work required of the Secondary Road Department and all employees therein. The Engineer shall be responsible to the Board for hiring of employees to fill vacancies within the Secondary Road Department. The Engineer shall be responsible to the Board for administering discipline to the employees of the Secondary Road Department.
5. The Engineer shall devote his professional time and talents to the best of his ability for the best interest of Des Moines County, Iowa. The Engineer shall be indemnified and saved harmless for any and all actions taken against Des Moines County, Iowa, the Board and/or the Engineer due to actions performed by the Engineer of the Secondary Road Department in the course of the Engineer's official duties. The Board shall acquire any necessary bonds and continue to subscribe to existing insurance coverage to effectuate the purpose of this paragraph and to provide defense for any covered litigation and payment of any covered judgments.
6. The Engineer shall be paid his actual and necessary expenses incurred in the performance of his official duties outside of Des Moines County. The Engineer shall be allowed the County rate per mile for use of his private vehicle when use of said vehicle is deemed necessary by the engineer for the transaction of official business, and in accordance with Section 70.A of the 2020 Code of Iowa.

7. The Engineer shall be granted time off with pay to attend highway conferences, Engineer's meetings, technical sessions, short courses and such meetings where attendance may be mandatory as requirements of the Engineer's professional license, and any and all expenses incurred by attendance at said meetings shall be paid by the Board as allowed by Iowa law.

8. The Engineer shall be provided life and health benefits, sick leave and paid holidays as provided by the Board to other County Secondary Road employees.

9. The Engineer shall be entitled to six (6) weeks of vacation starting at beginning of fiscal year. Unused vacation shall accumulate. Engineer shall receive, upon request, payment equivalent to and in lieu of one (1) week of vacation each calendar year. Unless otherwise requested or approved by Engineer, payment will occur first pay period of October.

10. This contract may be terminated as follows:

a. The Board may terminate this Contract at any time without cause by giving written notice to the Engineer of such action taken by a majority vote. In such event, the Engineer, if requested to do so by the Board, shall continue to render his services (for term no longer than three (3) weeks) and shall be paid his regular compensation up to the date of the termination. Further, the Engineer shall be paid the equivalent of nine (9) month's gross salary in severance pay and be permitted (at no additional cost to Engineer) to remain covered by County family insurance plan for nine months as minimum settlement for any and all damages sustained by the Engineer in addition to accrued vacation and other benefits.

b. The Engineer may terminate this Contract at any time without cause by giving ninety (90) days written notice to the Board. In such event, the Engineer shall continue to render his services as required in this Contract and shall be paid his regular compensation up to the date of termination, but no severance allowance shall be paid to the Engineer.

c. Either party may terminate this Contract for cause. In such case, the terminating party shall set forth in a written notice to the other party, the specific facts upon which cause for termination is based, together with the date of termination and the severance allowance, if any.

11. In the event of the termination of this Contract, any and all property of the Des Moines County Engineer's Office, including but not limited to plans, drawings, blueprints, materials and supplies, shall remain property of the County and remain in the Des Moines County Engineer's Office.

12. This Contract may be amended or revised at any time only by written approval of the Board and the Engineer. This and all future contracts shall be annually renewed as three (3) year contracts. Engineer may request one (1) year contract when nearing retirement. Wages will be negotiated by Board and Engineer on a yearly basis prior to the submittal of the Secondary Road budget, with the Engineer's performance reviewed yearly in October. Future wages and benefits may be renegotiated at the Engineer's request if Engineer obtains Land Surveying license (LS) and due to no LS on staff, uses LS for County purposes. If Board demands that Engineer use LS for County purpose, wages will be increased.

13. This Contract shall supersede all previous Contracts and any such Contracts presently existing, oral or written, shall become null and void.

14. If any provision of this Contract shall be deemed to be void by Order of Court, statute, or otherwise, the remaining provisions of this Contract shall be unaffected thereby and shall remain in full force and effect.

15. The Engineer's annual salary for Fiscal Year 2024 will be \$140,000. Future years will be determined annually by the Board and Engineer by mutual agreement.

APPROVED this 6<sup>th</sup> day of June, 2023

DES MOINES COUNTY, IOWA

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Shane McCampbell, Chairman

---

Thomas Broeker, Vice-Chair

---

James Cary, Member



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Brian J. Carter, P.E. & P.L.S.

ATTEST:

---

Sara M. Doty, Des Moines County Auditor



# State of Iowa

Alcoholic Beverages Division

*App-175677*

## Applicant

NAME OF LEGAL ENTITY

Alex Panther

NAME OF BUSINESS(DBA)

Panther Wedding

BUSINESS

(319) 795-3099

ADDRESS OF PREMISES

18876 111th Avenue

PREMISES SUITE/APT NUMBER

CITY

Sperry

COUNTY

Des Moines

ZIP

52650

MAILING ADDRESS

1201 Concert Street

CITY

Keokuk

STATE

Iowa

ZIP

52632

## Contact Person

NAME

Alex Panther

PHONE

(319) 795-3099

EMAIL

alexpanther92@gmail.com

## License Information

LICENSE NUMBER

LICENSE/PERMIT TYPE

TERM

STATUS

Class C Retail Alcohol License

5 Day

Submitted  
to Local  
Authority

TENTATIVE EFFECTIVE DATE

July 7, 2023

TENTATIVE EXPIRATION DATE

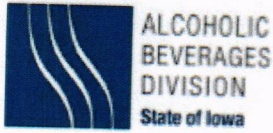
July 11, 2023

LAST DAY OF BUSINESS

SUB-PERMITS

Class C Retail Alcohol License

PRIVILEGES



## Status of Business

BUSINESS TYPE

Sole Proprietor

## Ownership

### • Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
Alex Panther	Keokuk	Iowa	52632	Owner	100.00	Yes

## Insurance Company Information

INSURANCE COMPANY

Founders Insurance Company

POLICY EFFECTIVE DATE

July 7, 2023

POLICY EXPIRATION DATE

July 12, 2023

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE DATE

OUTDOOR SERVICE EXPIRATION DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE DATE

TEMP TRANSFER EXPIRATION DATE

APPLICATION FOR FIREWORKS PERMIT  
UNINCORPORATED AREAS OF DES MOINES COUNTY, IOWA

FILED

JUN 01 2023

DES MOINES CO AUDITOR  
BURLINGTON, IOWA

Submit To: Des Moines County Auditor, Courthouse, 513 N. Main, Burlington, Iowa 52601

APPLICANT (MUNICIPALITY, FAIR ASSOCIATION, AMUSEMENT PARK, ORGANIZATION, GROUP OF INDIVIDUALS) Gletty Family Reunion PHONE: 319 457-1599  
ADDRESS OF APPLICANT: 8302 180th St Sperry Ia 52650  
NAME OF APPLICANT'S REPRESENTATIVE COMPLETING APPLICATION: Rick Gletty  
REPRESENTATIVE'S DATE OF BIRTH (DOB): 03/22/1952  
DATE/TIME OF DISPLAY INCL. RAIN DATE: 7-15-2023 @ 9:30pm - rain 7-16-23 @ 9:30pm  
LOCATION OF DISPLAY: 8302 180th St Sperry Ia 52650  
DETAILED DESCRIPTION OF DISPLAY Small assortment of 3" and 4" aerial shells

OPERATOR (Name and DOB) Ricky L. Gletty 3/22/1952 PHONE: 319 457-1599  
ADDRESS: 8302 180th St Sperry Ia 52650

Qualifications of Operator (Copy of proof must be attached)

- 1.  Pyrotechnic Guild International, Inc. / American Pyrotechnic Association certification
- 2.  Other formal fireworks safety training. Please specify: J&M

Fire Prevention Measures: Show is staged on pond bank with a well and hose close

I Andy Kerr, being Fire Chief of the Mediapolis Fire Department, Mediapolis Township, do hereby approve of the display, location and fire prevention measures for this Fireworks display.  
Fire Chief/ Designee Signature & Date Andy Kerr 5/29/23

I hereby affirm that I understand that no person shall handle or explode Fireworks while under the influence of alcohol, narcotics, or drugs which could adversely affect judgment, movements, or stability; that no person will set up or explode Fireworks after 11:00 pm; that no person will set up or explode Fireworks who is not 18 and qualified as set out above or who is not under the direct supervision of the Operator; that the Operator will conduct a thorough search for any unexploded Fireworks or fuses; that any unexploded Fireworks will be stored or disposed of in a safe manner; and that the Sponsor, Operator, and I will follow its terms and the laws of the State of Iowa. Further, I specifically agree to protect, defend, and hold Des Moines County, Iowa, its officers and employees, and the Fire Chief/designee who signs this application harmless from any and all damages or claims for damages that might arise or accrue by reason of the granting of the permit for which I am applying.

Ricky L. Gletty  
Signature of Applicant & Date 5/28/2023

This Application (is) (is not) approved by the Des Moines County Board of Supervisors on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
\_\_\_\_\_  
Chairperson, Des Moines County Board of Supervisors

Copy to: Des Moines County Sheriff; Fire Chief; Police Dispatch

Pd CASH \$20.00  
6-1-2023 AJP

# NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Blake Cheesman Employee #: \_\_\_\_\_  
Title: Deputy Department: Sheriff's Office

## 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: R. Cheesman  
Authorized by: \_\_\_\_\_

Department: Sheriff's Office  
Department: \_\_\_\_\_

Date: 5/24/23  
Date: \_\_\_\_\_

Pay Period Ending: July 8, 2023 Payroll Date: July 14, 2023

### 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

18 month increase  
\_\_\_\_\_

Previous Rate \$55,390.10 New Rate \$58,648.33  
Previous Job Title: (if changed) \_\_\_\_\_  
Effective Date: June 28, 2023

# NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Schwarm, Joanne Employee #: \_\_\_\_\_  
Title: Kitchen-Cook 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 \_\_\_\_\_

**New Hire**

Previous Rate \$0.00/hr New Rate \$13.56/hr  
Previous Job Title: (if changed) \_\_\_\_\_  
Effective Date: May 14, 2023

Authorized by: /s/ Colter J. Levinson Department: Correction. Center Date: June 7, 2023  
Authorized by: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_\_

Pay Period Ending: \_\_\_\_\_ Payroll Date: \_\_\_\_\_



# NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Patrick Ogorzalek Employee #: 0914  
Title: Correctional Officer 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 \_\_\_\_\_ 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 (List # of Hours)
- Hours
- 80 Hours
- Anniversary
- Promotion
- Probationary
- Demotion
- Reduction
- Suspension
- Other, Explain

12 month step increase

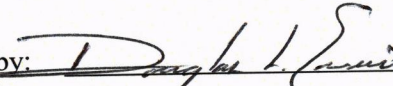
\_\_\_\_\_

\_\_\_\_\_

Previous Rate \$42,429.10 New Rate \$43,501.25

Previous Job Title: (if changed) \_\_\_\_\_

Effective Date: June 8, 2023

Authorized by:  Department: Correctional Center Date: 05-25-23

Authorized by: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_\_

Pay Period Ending: June 10, 2023 Payroll Date: June 16, 2023

# NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Courtney Casady Employee #: 0919  
Title: Correctional Officer 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 \_\_\_\_\_

### TRANSFER

- Permanent  
 Temporary
- Voluntary  
 Involuntary

Previous Title \_\_\_\_\_  
Previous Dept \_\_\_\_\_  
New Job Title \_\_\_\_\_  
New Dept \_\_\_\_\_  
Previous Rate \_\_\_\_\_ New Rate \_\_\_\_\_  
Effective Transfer Date \_\_\_\_\_

### LAY OFF

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

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

### LEAVE OF ABSENCE

- Maternity  
 Medical  
 Other, Explain
- Educational  
 Military

\_\_\_\_\_  
\_\_\_\_\_  
Dates of Absence \_\_\_\_\_ to \_\_\_\_\_

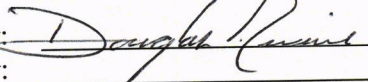
### SALARY ADJUSTMENT

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

12 month step increase  
\_\_\_\_\_  
\_\_\_\_\_

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

Previous Rate \$42,429.10 New Rate \$43,501.25  
Previous Job Title: (if changed) \_\_\_\_\_  
Effective Date: June 29, 2023

Authorized by:  Department: Correctional Center Date: 05-25-23  
Authorized by: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_\_

Pay Period Ending: July 8, 2023 Payroll Date: July 13, 2023

DES MOINES CO TREASURER

DATE : 6/1/2023 12:11 PM  
OPER : 3-Julie  
TKBY : Julie Howe  
TERM : 3  
REC# : R00427683

400 Miscellaneous Receipt 20955.56  
DMC RECORDER OFFICE 20955.56  
AFFIDAVITS & ARTICLES 555.00  
0001-1-07-8110-400010 -555.00  
CONTRACTS 480.00  
0001-1-07-8110-400015 -480.00  
DEEDS 1915.00  
0001-1-07-8110-400020 -1915.00  
EASEMENTS 125.00  
0001-1-07-8110-400025 -125.00  
MISCELLANEOUS 40.00  
0001-1-07-8110-400030 -40.00  
MORTGAGES 8480.00  
0001-1-07-8110-400035 -8480.00  
PLATS 140.00  
0001-1-07-8110-400040 -140.00  
TAX LIENS 100.00  
0001-1-07-8110-400045 -100.00  
TRADE NAMES 15.00  
0001-1-07-8110-400050 -15.00  
FIN STMTS FIXTURE FILING 50.00  
0001-1-07-8110-400055 -50.00  
ATV TITLE & LIENS 295.00  
0001-1-07-8110-401000 -295.00  
BOAT LIEN 45.00  
0001-1-07-8110-402000 -45.00  
BOAT/SNOW WRITING FEES 297.50  
0001-1-07-8110-403000 -297.50  
HUNT/FISH WRITING FEES 11.50  
0001-1-07-8110-403001 -11.50  
REVENUE STAMPS 3500.51  
0001-1-07-8110-404000 -3500.51  
TRANSFER FEES - AUDITOR 960.00  
0001-1-07-8110-410000 -960.00  
VITAL RECORDS 1404.00  
0001-1-07-8110-413000 -1404.00  
PASSPORTS 1190.00  
0001-1-07-8110-415000 -1190.00  
OTHER MISC FEES & COPIES 578.30  
0001-1-07-8110-550000 -578.30  
RECORDER'S REC MGT FEE 523.00  
0024-1-07-8110-414000 -523.00  
TRB - INT ON CK'G 0.75  
0001-1-07-8110-600000 -0.75  
REC'S NON-REF OVER PYMT 10.00  
0001-4-99-9030-822000 -10.00  
BOAT TITLE FEE 240.00  
0027-1-22-6110-412000 -240.00

Paid By:DMC RECORDER OFFICE  
2-Check 20955.56 REF:4997

APPLIED 20955.56  
TENDERED 20955.56

**MISCELLANEOUS RECEIPTS TO TREASURER**

**DATE: June 1, 2023** \_\_\_\_\_

<u>DOC NO.</u>	<u>PAID BY/DESCRIPTION</u>		<u>ACCOUNT NO.</u>	<u>AMOUNT</u>	<u>ACCURE DATE</u>
1636	Public - Affidavits & Articles of Inc	AA	0001-1-07-8110-400010	\$555.00	5/31/2023
"	Public - Contracts	CT	0001-1-07-8110-400015	\$480.00	"
"	Public - Deeds	DDS	0001-1-07-8110-400020	\$1,915.00	"
"	Public - Easements	EM	0001-1-07-8110-400025	\$125.00	"
"	Public - Miscellaneous	MI	0001-1-07-8110-400030	\$40.00	"
"	Public - Mortgages	MTG	0001-1-07-8110400035	\$8,480.00	"
"	Public - Plats	PLT	0001-1-07-8110-400040	\$140.00	"
"	State of Iowa-Tax Liens	TL	0001-1-07-8110-400045	\$100.00	"
"	Public - Trade Names	TN	0001-1-07-8110-400050	\$15.00	"
"	Public - Fin. Stmt's - Fixture Filings	FSF	0001-1-07-8110-400055	\$50.00	"
"	DNR - ATV Titles & Liens	ST	0001-1-07-8110-401000	\$295.00	"
"	DNR - Boat Liens Fee	BL	0001-1-07-8110-402000	\$45.00	"
"	DNR - Boat/Snow Writing Fees	WFB	0001-1-07-8110-403000	\$297.50	"
"	DNR - Hunt & Fish Writing Fees	WFH	0001-1-07-8110-403001	\$11.50	"
"	Ia Dept of Rev - Rev Stamp Fee	RS	0001-1-07-8110-404000	\$3,500.51	"
"	Public - County Transfer Fees	TF	0001-1-07-8110-410000	\$960.00	"
"	Ia Dept of Health - Vital Record Fee	VR	0001-1-07-8110-413000	\$1,404.00	"
"	US Dept of State - Passports	PP	0001-1-07-8110-415000	\$1,190.00	"
"	Public - PhotoCopy/Fax Fees	OMI	0001-1-07-8110-550000	\$578.30	"
"	Public - Recorder's Record Mgt Fees	RMF	0024-1-07-8110-414000	\$523.00	"
"	Two Rivers - Interest on Checking	IC	0001-1-07-8110-600000	\$0.75	"
"	Public - Non-refund Over Payment	NR	0001-4-99-9030-822000	\$10.00	"
"	DNR - Boat Title Fee	BT	0027-1-22-6110-412000	\$240.00	"
"	Public - County UTV Permit	CAP	0001-1-07-8110-407000	\$0.00	"

**TOTAL      \$20,955.56**

**THE REVENUE LISTED ABOVE WAS RECEIVED FROM THE RECORDER'S DEPARTMENT.**

BY \_\_\_\_\_  
INITIALS

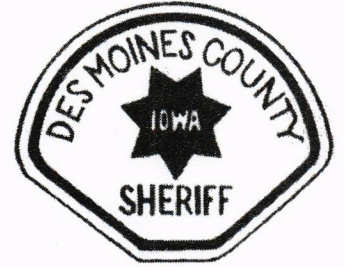
**TREASURER'S RECEIPT NUMBER ISSUED FOR THIS TRANSACTION:** \_\_\_\_\_





**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**

05/01/2023 thru 05/31/2023

SHERIFF FEES	9,573.54
MILEAGE	883.61
R & B	7,078.20
INTEREST	10.86
TOTAL	<u>\$17,546.21</u>

10,457.15

I, Kevin Glendening, 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 Glendening*

KEVIN GLENDENING, SHERIFF

# COMMISSION OF VETERANS AFFAIRS



We, the undersigned members of the Commission of Veterans Affairs, hereby certify that the following is a correct statement of the names, and assistance given to persons entitled to financial assistance under Chapter 35B of the Code of Iowa, as amended, for the month of **May 2023**.

NAME	WAR	AMOUNT	FOR
Salvation Army Food Pantry	Jan. Feb. March	\$400.00	Food
Salvation Army Food Pantry	April, May, June	\$400.00	Food

TOTAL

\$800.00

*Arne Hausknecht*

Arne Hausknecht

*Marilyn Box*

Marilyn Box

*Francis McAllister*

Francis McAllister



# COMMISSION OF VETERANS AFFAIRS

## DES MOINES COUNTY

STATISTICS FOR THE MONTH OF MAY 2023

Total spent on Direct Financial Aid to Vets:

**\$800.00**

Total Budgeted

**\$43,550.00**

SPENT:		WAR-TIME PERIOD				BALANCE
						\$43,550.00
Food	\$800.00	WWII	\$0.00	July	\$742.00	\$42,808.00
Medical	\$0.00	Korean	\$0.00	August	\$900.00	\$41,908.00
Rent	\$0.00	Vietnam	\$0.00	September	\$1,300.00	\$40,608.00
Utilities	\$0.00	Lebanon	\$0.00	October	\$0.00	\$40,608.00
Clothing	\$0.00	Panama	\$0.00	November	\$323.76	\$40,284.24
Personal	\$0.00	Grenada	\$0.00	December	\$301.00	\$39,983.24
Education	\$0.00	Persian Gulf	\$0.00	January	\$934.64	\$39,048.60
Burial	\$0.00	Peace Time	\$0.00	February	\$573.76	\$38,474.84
Misc.	\$0.00	<i>Food Pantry</i>	\$800.00	March	\$300.00	\$38,174.84
				April	\$450.00	\$37,724.84
				May	\$800.00	\$36,924.84
<b>Total</b>	<b>\$800.00</b>			June		\$36,924.84



# VETERANS AFFAIRS STATISTICS

July 2022-June 2023



	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	YEAR
<b>FACE TO FACE INTERVIEWS</b>													
Federal Assist	27	37	23	27	26	18	29	28	23	32	33		303
County Assist	6	1	0	0	2	1	3	2	1	2	0		18
<b>PHONE CALLS RECEIVED</b>													
Federal Assist	53	70	40	61	69	38	67	66	93	86	89		732
County Assist	6	8	5	5	9	5	6	1	1	1	2		49
Van Calls	34	40	19	36	60	21	29	24	24	37	38		362
VA Clinic Calls	3	4	0	7	6	0	6	3	0	7	4		40
<b>CORRESPONDENCE</b>													
Received	1	3	1	1	3	4	0	0	2	2	1		18
Sent	1	5	3	1	4	6	2	5	3	3	3		36
<b>VETS ASSISTED IN COMPLETING GOVT. FORMS</b>													
	27	35	20	27	26	18	29	28	21	31	33		295
<b>GRAVE REGISTRATION FORMS TO STATE</b>													
	1	2	0	1	3	0	0	1	1	4	1		14

May 30, 2023

The Des Moines County Board of Supervisors met in regular session at the Court House in Burlington at 9 AM on Tuesday, May 30, 2023, with Chair Shane McCampbell, Vice-Chair Tom Broeker and Member Jim Cary 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.

Meeting with Department Heads: Public Health Director Christa Poggemiller stated that her office is still offering Covid vaccines at no cost to the public on Thursdays from 8:30 a.m. to 4:00 p.m. She has an item on the agenda today. Safety Director Angie Vaughan was present. SEIL CDS Director Ken Hyndman stated the Region is working on the 28E Agreements with the involved Counties. The Region is hoping to get those done by June 1<sup>st</sup> to present to the Counties. Conservation Director Chris Lee stated Big Hollow Campground was busy for Memorial Day weekend. Big Hollow Campground is already sold out for Memorial Day weekend next year as well. The staff is currently preparing for the upcoming Jamboree this Saturday from 9:00 a.m. – 2:00 p.m. Assistant Land Use Administrator Jarred Lassiter stated the office remains busy. He has a work session following the meeting. County Attorney Lisa Schaeffer introduced the Intern in her office, Nathaniel Bennett. She attended an Opioid Settlement meeting last week, listening to discussion on ways to allocate the Opioid funds the County will receive. IT Director Colin Gerst reported his office is busy. Sheriff Kevin Glendening reported the jail population is at 73. His office remains busy. Maintenance Director Rodney Bliesener reported Brockway Mechanical finished the jail roof last Friday. He has an item on the agenda. County Budget Director Cheryl McVey was present for an agenda item. County Auditor Sara Doty reminds the public her office will be accepting food for the food drive through tomorrow. On Thursday, it will be delivered to the pantries. County Engineer Brian Carter reported his staff is almost finished with the County dust control. He is waiting to hear from the contractor on the Highway 99 Bridge project before he can give an update. He has an item on the agenda.

No correspondence received.

A Public Hearing for FY23 Budget Amendment was held. Cary made a motion to open the public hearing and was seconded by Broeker. Budget Director Cheryl McVey presented and explained the budget amendment request. Chairman McCampbell asked Auditor Doty if any comments had been received. None received. Broeker motioned to close the public hearing and seconded by Cary.

Approval of Resolution #2023-027 Budget Amendment for FY2023 was presented. Broeker motioned to approve and was seconded by Cary.

#### **INSERT RESOLUTION #2023-027**

Approval of Resignation of the Des Moines County Board of Health was presented. Cary motioned to approve and seconded by Broeker.

Approval of Appointment to the Des Moines County Board of Health was presented. Cary made a motion to approve and was seconded by Broeker.

Approval of the FY2024 Crisis Center Lease Agreement was presented. Broeker made a motion to approve and was seconded by Cary.

Approval of the Liquor License Renewal for Flint Hills Municipal Golf Course was presented. Broeker made a motion to approve and was seconded by Cary.

Approval of Payroll Reimbursement Claims in the amount of \$170.23 was presented. Broeker made a motion to approve and was seconded by Cary.

Approval of IDOT Right-of-Way Agreement 2023-C-097 was presented. County Engineer Brian Carter spoke regarding this. Broeker made a motion to approve and was seconded by Cary.

Personnel Actions – Correctional Center – Zoe Eland, PT Correctional Officer, Resignation effective 6/2/23; Austin Dunham, FT Correctional Officer, 60-Month Step Increase, New Rate of \$47,733.07 a year effective 3/26/23; Michael Hayes, FT Correctional Officer, 60-Month Step Increase, New Rate of \$47,733.07 a year effective

2/7/23. Cary made a motion to approve all three personnel actions and was seconded by Broeker. Secondary Roads – Payton Brockett, Seasonal Worker, \$11.00 hourly effective 5/22/23. Broeker made a motion to approve and was seconded by Cary.

Broeker motioned to approve the May 23, 2023, regular meeting minutes and seconded by Cary.

The meeting was adjourned at 9:32 AM.

Following the meeting a work session was held with SEIRPC regarding the Wind & Solar Ordinances.

This Board meeting is recorded. The meeting minutes and audio are posted on the county's website [www.dmcounty.com](http://www.dmcounty.com)

Shane McCampbell, Chair  
Attest: Sara Doty, Auditor