

OFFICIAL NOTICE

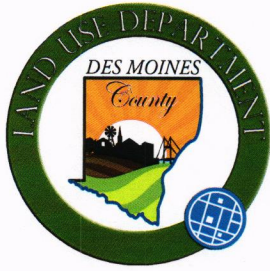
The Des Moines County Board of Supervisors will hold a regular session on **Tuesday, July 11th, 2023** at 9:00 A.M. in the public meeting room at the Des Moines County Courthouse.

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. Anyone with questions during the meeting may email the Board of Supervisors at board@dmcountry.com OR call 319-753-8203, Ext 4

TENTATIVE AGENDA:

1. Pledge of Allegiance
2. Changes to Tentative Agenda
3. Meet with Department Heads / Elected Officials
4. Correspondence
5. Discussion / Vote:
 - A. 2nd Public Hearing for Ordinance #62 – Regulations for the Siting and Operation of Wind Energy Conversion Systems
 - B. Payroll Claim Reimbursements
 - C. Approval of Assessor's 2023 Homestead Credits & Military Exemptions
 - D. Approval of Assessor's 2023 Disabled Veterans Exemptions
 - E. Approval of Amended Appointment Letter for Emergency Management
 - F. Approval of Supplemental Agreement for Professional Engineering Services for Des Moines County Bridge H-14/FHWA#023600
 - G. Approval of Supplemental Agreement for Professional Engineering Servicing for Des Moines County Bridge FR-11/FHWA#143211
 - H. Treasurer's Office List of Depository of Funds
 - I. Recorder's Office Depository of Funds
 - J. Department Letters of Cash of Hand
 - K. Class B Native Wine License Renewal for Country Treasurers LLC
 - L. Personnel Actions:
 1. Descom (1)
 2. Recorder (1)
 3. Correctional Center (1)
 4. Local Health (2)
 - M. Reports:
 1. Auditor's Report of Fees Collected, Qtr 4 2023
 2. Recorder's Monthly Report of Fees Collected, June 2023
 3. Veterans Affairs Monthly Report of Fees Collected, June 2023
 4. Iowa Land Records Electronic Services Systems Report
 - N. Minutes for Regular Meeting on July 5th, 2023
6. Other Business
7. Future Agenda Items
8. Committee Reports
9. Public Input
10. Closed Session – Maintenance Director's Personnel Evaluation Per Iowa Code 21.5(1)(i)
11. Adjournment



Des Moines Board of Supervisors Staff Report for Meeting on July 11, 2023

Regulations for the Siting and Operation of Wind Energy Conversion Systems (Ordinance No. 62)

Land Use staff have prepared a new ordinance, which is intended to address the development of commercial-scale wind energy farms in unincorporated Des Moines County. An initial draft of this ordinance was first presented to the Board at a work session on November 15, 2022, along with a separate ordinance for commercial-scale solar energy farms, which is currently in the process of being reviewed by the Board. The wind farm ordinance has since had a number of revisions made, following subsequent work sessions in March and May of 2023.

The purpose of Ordinance No. 62 is to establish a set of minimum standards for the siting, placement, construction, installation, operation, maintenance, and decommissioning of Commercial Wind Energy Conversion Systems, in order to protect the public health, safety and community welfare of the residents of Des Moines County.

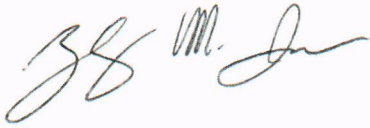
The ordinance is divided into the following sections:

- **General Provisions** – defines the jurisdiction of the ordinance, and indicates which types of infrastructure fall under that jurisdiction
- **Definitions** – defines specific terms applying to wind energy infrastructure, as well as certain terms that are to be used under a specific context for this ordinance
- **Minimum Siting and Design Standards** – provides a set of basic standards for wind farms, pertaining to setback, height, appearance, security, etc.
- **Permitting and Review Procedure** – outlines the process to apply for permits, what information/attachments must be included, and what the review/approval process looks like
- **Road Use and Mitigation of Damages** – outlines the requirements pertaining to the use and repair of roads and related public infrastructure during the construction of a wind farm
- **Decommissioning and Abandonment** – outlines the requirements pertaining to the decommissioning of a wind farm at the end of its useful life
- **Meteorological Evaluation Towers** – outlines a set of basic standards and the approval process pertaining specifically to MET towers, which are temporary structures used to study wind conditions in advance of establishing a wind farm

Staff would like to thank the Board members for all of the time you've spent reviewing the draft ordinances, and offering questions, suggestions and other feedback to us. It has been a long process, but also a productive one, and we greatly appreciate your patience and attentiveness throughout the past 8 months. We would also like to thank the other County staff members that have participated in this process, including County Engineer Brian Carter, County Conservation Director Chris Lee, County Auditor Sara Doty, and Assistant County Attorney Trent Henkelvig.

Finally, we would like to thank all other individuals and organizations that we've consulted with in the process of drafting and refining these ordinances. This includes staff at Henry, Linn and Clinton Counties, as well as Bright Future Iowa and the Center for Infrastructure & Economic Development.

Thank you,

A handwritten signature in black ink, appearing to read 'Zach James', with a stylized flourish at the end.

Zach James
Land Use Administrator – Des Moines County



Gina M. Hardin, IACEM
Coordinator



StormReady County 2006-2022

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

TO: Sara Doty

FR: Gina Hardin

DT: July 6, 2023

RE: APPOINTMENTS – Amended

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	\$71,825.00 *
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	Vacant	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





CALHOUN-BURNS
&
ASSOCIATES, INC.

July 5, 2023

Brian Carter, P.E.
Des Moines County Engineer
13522 Washington Road
West Burlington, IA 52655-8660

**RE: SUPPLEMENTAL AGREEMENT NO. 1 FOR FINAL DESIGN
DES MOINES COUNTY NO. H-14, FHWA NO. 023600
PROJECT NO. LFM-C029(H14)--7X-29
CB&A NO. 2022181**

Dear Brian:

This Supplemental Agreement No. 1 is submitted in accordance with our current Consulting Engineering Contract dated August 22, 2022, for design services to perform final bridge design in Section 14 of Huron Township located on Highway X99. This project is the subject of our preliminary design work recently submitted (Attachment A).

Now that the actual type, size, and location of the replacement bridge has been completed, the optimum structure is a 120'-0 x 30'-6 CCS bridge at a 0° skew. In addition, there are about three (3) stations of roadway grading, and guardrail shaping.

We propose to perform the final design work for the following additional fees:

V.B. ROAD PLANS

Final Design:	Lump Sum = \$ 610.00
Final Detailing:	Lump Sum = \$ 610.00
Final Drafting:	Lump Sum = \$ 650.00

V.C. BRIDGE PLANS

Final Design:	Lump Sum = \$ 6,310.00
Final Detailing:	Lump Sum = \$ 5,470.00
Final Drafting:	Lump Sum = \$ 5,050.00
Submittals, Administration, Coordination, Meetings, etc.:	Hourly Rates To \$ 6,000.00
Shop Drawings, Wave Equation, Consultation During Construction, etc.:	Hourly Rates To \$ 3,000.00

Brian Carter, P.E.
July 5, 2023
Page 2

V.H. SUBSURFACE INVESTIGATIONS – (ALLENDER BUTZKE ENGINEERS, INC.)

FINAL DESIGN:

LUMP SUM = \$ 18,100.00

Please review this submittal and, if it is acceptable, obtain the required County signatures and return one signed and dated copy to me. We are ready to complete the work and will do another good job for you and Des Moines County.

Sincerely,



MICHAEL A. VANDER WERT, P.E.
PRESIDENT

ACCEPTED FOR DES MOINES COUNTY

BOARD OF SUPERVISORS – CHAIR

ATTESTED BY:

BRIAN CARTER, P.E.
DES MOINES COUNTY ENGINEER

DATE: _____

BRIDGE REPLACEMENT - CCS
 LETTING DATE:
 PROJECT NO. LFM-C029(H14)--7X-29
 DES MOINES COUNTY

TOTAL SHEETS
2

STANDARD ROAD PLANS
STANDARD ROAD PLANS ARE LISTED ON SHEET ____.

SECTION 404 PERMIT AND CONDITIONS 201-1
10-18-16
 CONSTRUCT THIS PROJECT ACCORDING TO THE REQUIREMENTS OF U.S. ARMY CORPS OF ENGINEERS NATIONWIDE PERMIT ____, PERMIT NO. N.A. ____ A COPY OF THIS PERMIT IS AVAILABLE FROM THE IOWA DOT WEBSITE (<http://www.enrpermits.iowadot.gov/>). THE U.S. ARMY CORPS OF ENGINEERS RESERVES THE RIGHT TO VISIT THE SITE WITHOUT PRIOR NOTICE.



PLANS OF PROPOSED IMPROVEMENT ON THE
 FARM TO MARKET SYSTEM
DES MOINES COUNTY

PROJECT NO. LFM-C029(H14)--7X-29
BRIDGE REPLACEMENT - CCS
 ON X 99, OVER HAWKEYE CREEK,
 S14 T72 R02

REFER TO THE PROPOSAL FORM FOR LIST OF APPLICABLE SPECIFICATIONS.

THIS PROJECT IS COVERED BY THE IOWA DEPARTMENT OF NATURAL RESOURCES NPDES GENERAL PERMIT NO. 2. THE CONTRACTOR SHALL CARRY OUT THE TERMS AND CONDITIONS OF GENERAL PERMIT NO. 2 AND THE STORM WATER POLLUTION PREVENTION PLAN WHICH IS A PART OF THESE CONTRACT DOCUMENTS. REFER TO SECTION 2602 OF THE STANDARD SPECIFICATIONS FOR ADDITIONAL INFORMATION.

PROJECT NO. LFM-C029(H14)--7X-29
 FHWA NO. 023600
 COUNTY BR. NO. H-14

- INDEX OF SHEETS
- TITLE SHEET
 - SITUATION PLAN

IOWA DEPARTMENT OF TRANSPORTATION STANDARDS REQUIRED	
STANDARD	LATEST REVISION
J30-01-06	09-20
J30-01A-06	09-20
J30-12E-06	09-20
J30-13E-06	09-20
J30-20-06	09-20
J30-21-06	09-20
J30-23-06	09-20
J30-24-06	09-20
J30-34-06	09-20
J30-36-06	09-20
J30-43-06	09-20
J30-44-06	09-20
J30-45-06	09-20
J30-46-06	09-20
J30-47-06	09-20
P10L	03-22

THESE SHEETS MAY BE OBTAINED AT THE ELECTRONIC REFERENCE LIBRARY WEBSITE. <http://www.iowadot.gov/ert/Index.html>

INDEX OF SEALS		
SHEET NO.	NAME	TYPE
J30 STANDARDS	JAMES S. NELSON	STRUCTURAL DESIGN
P10L	JAMES S. NELSON	STRUCTURAL DESIGN

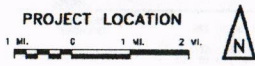
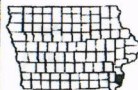
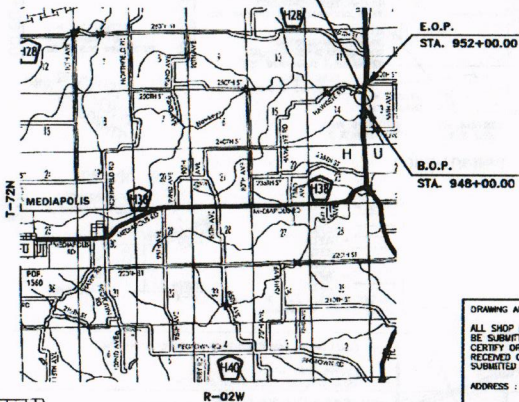
MILEAGE SUMMARY

STA. 948+00.00 TO STA. 952+50.00 = 450.00 LIN. FT. = 0.0852 MILES

2018, TRAFFIC COUNT = 880 V.P.D.

UTILITY CONTACTS			
COMPANY	UTILITY	CONTACT	PHONE #
-	-	-	-
-	-	-	-
-	-	-	-

B.O.P. STA. 948+00.00
 E.O.P. STA. 952+50.00
 FHWA NO. 023600
 STATION 948+80.00
 PROPOSED 120'-0" x 30'-6" CONTINUOUS CONCRETE SLAB BRIDGE
 0° SKEW



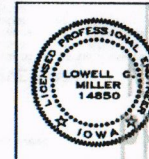
DRAWING APPROVAL

ALL SHOP DRAWINGS AND FALSEWORK DRAWINGS THAT REQUIRE APPROVAL SHALL BE SUBMITTED TO AND APPROVED BY THE CONTRACTOR, WHO SHALL STAMP, CERTIFY OR PROVIDE OTHER SUCH EVIDENCE ON THE DRAWINGS THAT THEY HAVE RECEIVED CONTRACTOR APPROVAL. THE APPROVED DRAWINGS SHALL THEN BE SUBMITTED TO CALHOUN-BURNS AND ASSOCIATES, INC., FOR REVIEW AND APPROVAL.

ADDRESS : 1500 30TH STREET
 WEST DES MOINES, IOWA 50266
 TELEPHONE : (515) 224-4344
 FAX : (515) 224-1305

SHOP DRAWINGS SHALL BE INDEPENDENT DRAWINGS WITH ADEQUATE DIMENSIONING FOR FABRICATION OF INDIVIDUAL PIECES OF EACH COMPONENT. PHOTOCOPIES OF PLAN DRAWINGS AND NON-CONTRACTOR APPROVED PLANS WILL BE REJECTED.

THESE DRAWINGS SHALL NOT BE SENT TO IOWA D.O.T. OFFICE OF BRIDGES AND STRUCTURES.



I HEREBY CERTIFY THAT THIS ENGINEERING DOCUMENT WAS PREPARED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF IOWA.

LOWELL C. MILLER, P.E.
 MY LICENSE RENEWAL DATE IS DECEMBER 31, 2024.
 PAGES OR SHEETS COVERED BY THIS SEAL: _____

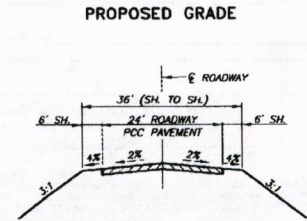
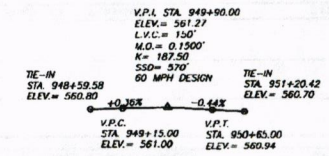
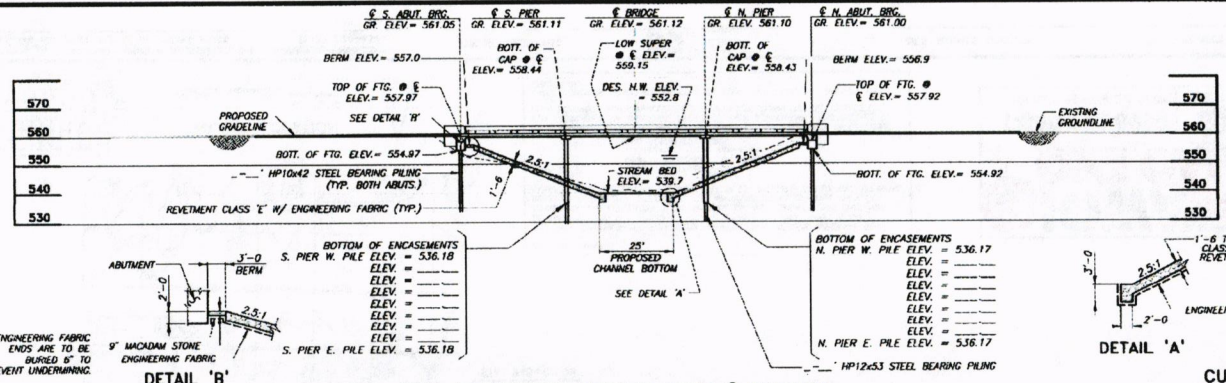
APPROVED

DES MOINES COUNTY ENGINEER _____ DATE _____

BOARD OF SUPERVISORS _____ DATE _____

ATTACHMENT A

BENCH MARK: STA 949+16, 13' RT. ELEV. = 563.33
 STA 950+45, 23' LT. CUT 'X' ELEV. = 559.62



CURVE DATA

Da = 136'00"	PI Sta = 950+89.10
T = 425.43	N = 6489271.38
R = 3580.99	E = 24559500.89
L = 848.88	I = 133301'
C = 848.82	
E = 25.182	
M = 25.00	

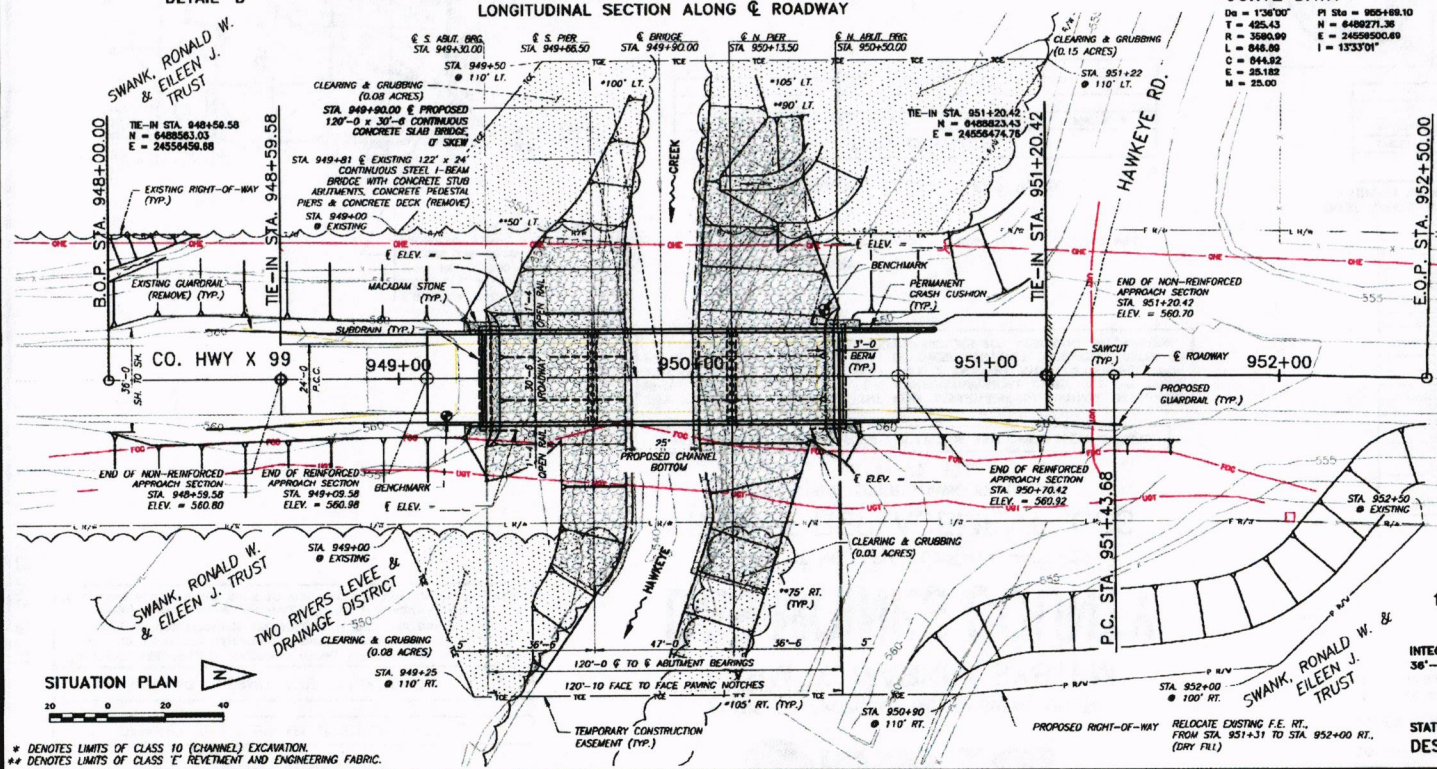
LOCATION
 DES MOINES COUNTY
 T-22N, R-02W
 SECTION 14
 MURON TOWNSHIP
 OVER HAWKEYE CREEK

HYDRAULIC DATA
 DRAINAGE AREA = 14.3 SQ. MI.
 DESIGN DISCHARGE = 4,000 C.F.S.
 DESIGN HIGH WATER ELEV. = 552.8
 MANNING SLOPE = 0.00174 FT./FT.
 BRIDGE WATERWAY AREA = 722 SQ. FT.
 DESIGN VELOCITY = 5.5 F.P.S.
 O2S = 3,300 C.F.S. STAGE ELEV. = 551.7
 O50 = 4,000 C.F.S. STAGE ELEV. = 552.8 (DESIGN)
 O100 = 4,800 C.F.S. STAGE ELEV. = 554.0
 O200 = 6,100 C.F.S. STAGE ELEV. = 555.6
 O500 = 6,700 C.F.S. STAGE ELEV. = 556.2
 EXT. H.W. ELEV. = UNKNOWN
 ANTICIPATED Q100 SCOUR ELEV. = 534.7
 ANTICIPATED Q200 SCOUR ELEV. = 534.6

120'-0 x 30'-6 CONTINUOUS CONCRETE SLAB BRIDGE

INTEGRAL ABUTMENTS 36'-6 END SPANS P10L PIERS 47'-0 INTERIOR SPAN

STATION 949+90.00
 DES MOINES COUNTY, IOWA



* DENOTES LIMITS OF CLASS 10 (CHANNEL) EXCAVATION.
 ** DENOTES LIMITS OF CLASS 'E' RETEMENT AND ENGINEERING FABRIC.

ATTACHMENT A



HOURLY BILLING RATES (EFFECTIVE JUNE 2023)

PRINCIPAL OF FIRM IV	\$ 243.00 / HOUR
PRINCIPAL OF FIRM III	\$ 234.00 / HOUR
PRINCIPAL OF FIRM II	\$ 225.00 / HOUR
PRINCIPAL OF FIRM I	\$ 214.00 / HOUR
SENIOR PROJECT MANAGER IV	\$ 199.00 / HOUR
SENIOR PROJECT MANAGER III	\$ 192.00 / HOUR
SENIOR PROJECT MANAGER II	\$ 189.00 / HOUR
SENIOR PROJECT MANAGER I	\$ 183.00 / HOUR
PROJECT MANAGER IV	\$ 186.00 / HOUR
PROJECT MANAGER III	\$ 182.00 / HOUR
PROJECT MANAGER II	\$ 176.00 / HOUR
PROJECT MANAGER I	\$ 171.00 / HOUR
SENIOR PROJECT ENGINEER IV	\$ 170.00 / HOUR
SENIOR PROJECT ENGINEER III	\$ 165.00 / HOUR
SENIOR PROJECT ENGINEER II	\$ 152.00 / HOUR
SENIOR PROJECT ENGINEER I	\$ 141.00 / HOUR
PROJECT ENGINEER IV	\$ 158.00 / HOUR
PROJECT ENGINEER III	\$ 146.00 / HOUR
PROJECT ENGINEER II	\$ 138.00 / HOUR
PROJECT ENGINEER I	\$ 123.00 / HOUR
SENIOR DESIGN ENGINEER IV	\$ 139.00 / HOUR
SENIOR DESIGN ENGINEER III	\$ 127.00 / HOUR
SENIOR DESIGN ENGINEER II	\$ 120.00 / HOUR
SENIOR DESIGN ENGINEER I	\$ 108.00 / HOUR
DESIGN ENGINEER IV	\$ 131.00 / HOUR
DESIGN ENGINEER III	\$ 125.00 / HOUR
DESIGN ENGINEER II	\$ 118.00 / HOUR
DESIGN ENGINEER I	\$ 110.00 / HOUR
ENGINEER INTERN	\$ 94.00 / HOUR
SENIOR TECHNICIAN IV	\$ 143.00 / HOUR
SENIOR TECHNICIAN III	\$ 136.00 / HOUR
SENIOR TECHNICIAN II	\$ 130.00 / HOUR
SENIOR TECHNICIAN I	\$ 124.00 / HOUR
TECHNICIAN IV	\$ 122.00 / HOUR
TECHNICIAN III	\$ 119.00 / HOUR
TECHNICIAN II	\$ 114.00 / HOUR
TECHNICIAN I	\$ 111.00 / HOUR
OFFICE MANAGER	\$ 112.00 / HOUR
ADMINISTRATIVE ASSISTANT IV	\$ 107.00 / HOUR
ADMINISTRATIVE ASSISTANT III	\$ 103.00 / HOUR
ADMINISTRATIVE ASSISTANT II	\$ 99.00 / HOUR
ADMINISTRATIVE ASSISTANT I	\$ 93.00 / HOUR
MILEAGE:	CURRENT IRS STANDARD RATE
EXPENSES:	ACTUAL COST

**HOURLY RATES SHALL BE ADJUSTED ANNUALLY IN ACCORDANCE WITH
CONSULTING ENGINEERS' NORMAL BUSINESS PRACTICE.**



July 5, 2023

Brian Carter, P.E.
Des Moines County Engineer
13522 Washington Road
West Burlington, IA 52655-8660

**RE: SUPPLEMENTAL AGREEMENT NO. 1 FOR FINAL DESIGN
DES MOINES COUNTY No. FR-11, FHWA NO. 143211
PROJECT NO. L-C029(FR-11)--73-29
CB&A NO. 2022247**

Dear Brian:

This Supplemental Agreement No. 1 is submitted in accordance with our current Consulting Engineering Contract dated August 30, 2022, for design services to perform final bridge design in Section 24 of Flint River Township located on Upper Flint Road. This project is the subject of our preliminary design work recently submitted (Attachment A).

Now that the actual type, size, and location of the replacement bridge has been completed, the optimum structure is a 130'-0 x 30'-6 CCS bridge at a 0° skew. In addition, there are about two (2) stations of paving, and guardrail shaping.

We propose to perform the final design work for the following additional fees:

V.B. ROAD PLANS

Final Design:	Lump Sum = \$ 610.00
Final Detailing:	Lump Sum = \$ 610.00
Final Drafting:	Lump Sum = \$ 650.00

V.C. BRIDGE PLANS

Final Design:	Lump Sum = \$ 6,310.00
Final Detailing:	Lump Sum = \$ 5,470.00
Final Drafting:	Lump Sum = \$ 5,050.00
Submittals, Administration, Coordination, Meetings, etc.:	Hourly Rates To \$ 5,000.00
Shop Drawings, Wave Equation, Consultation During Construction, etc.:	Hourly Rates To \$ 3,000.00

Brian Carter, P.E.
July 5, 2023
Page 2

V.H. SUBSURFACE INVESTIGATION (Allender Butzke Engineers, Inc.)

Final Design:

Lump Sum = \$ 10,600.00

Please review this submittal and, if it is acceptable, obtain the required County signatures and return one signed and dated copy to me. We are ready to complete the work and will do another good job for you and Des Moines County.

Sincerely,



MICHAEL A. VANDER WERT, P.E.
PRESIDENT

ACCEPTED FOR DES MOINES COUNTY

BOARD OF SUPERVISORS – CHAIR

ATTESTED BY:

BRIAN CARTER, P.E.
DES MOINES COUNTY ENGINEER

DATE: _____

BRIDGE REPLACEMENT - CCS
LETTING DATE:

PROJECT NO. L-C029(FR-11)--73-29

DES MOINES COUNTY

TOTAL SHEETS
2

STANDARD ROAD PLANS
STANDARD ROAD PLANS ARE LISTED ON SHEET ____.

SECTION 404 PERMIT AND CONDITIONS 281-1
10-18-16
CONSTRUCT THIS PROJECT ACCORDING TO THE REQUIREMENTS OF U.S. ARMY CORPS OF ENGINEERS NATIONWIDE PERMIT ____, PERMIT NO. N.A. ____ A COPY OF THIS PERMIT IS AVAILABLE FROM THE IOWA DOT WEBSITE (<http://www.enrpermits.iowadot.gov/>). THE U.S. ARMY CORPS OF ENGINEERS RESERVES THE RIGHT TO VISIT THE SITE WITHOUT PRIOR NOTICE.



PLANS OF PROPOSED IMPROVEMENT ON THE
FARM TO MARKET SYSTEM

DES MOINES COUNTY

PROJECT NO. L-C029(FR-11)--73-29
BRIDGE REPLACEMENT - CCS

UPPER FLINT ROAD BRIDGE, OVER KNOTTY
CREEK, S24, T70, R3W

REFER TO THE PROPOSAL FORM FOR LIST OF APPLICABLE SPECIFICATIONS.

THIS PROJECT IS COVERED BY THE IOWA DEPARTMENT OF NATURAL RESOURCES NPDES GENERAL PERMIT NO. 2. THE CONTRACTOR SHALL CARRY OUT THE TERMS AND CONDITIONS OF GENERAL PERMIT NO. 2 AND THE STORM WATER POLLUTION PREVENTION PLAN WHICH IS A PART OF THESE CONTRACT DOCUMENTS. REFER TO SECTION 2602 OF THE STANDARD SPECIFICATIONS FOR ADDITIONAL INFORMATION.

MILEAGE SUMMARY

STA. 4+00.00 TO STA. 8+00.00 = 400.00 LIN. FT. = 0.0758 MILES

2018, TRAFFIC COUNT = 1,000 V.P.D.

UTILITY CONTACTS			
COMPANY	UTILITY	CONTACT	PHONE #
-	-	-	-
-	-	-	-
-	-	-	-

PROJECT NO. L-C029(FR-11)--73-29
FHWA NO. 143211
COUNTY BR. NO. FR-11

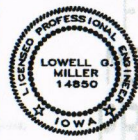
INDEX OF SHEETS

- TITLE SHEET
- SITUATION PLAN

IOWA DEPARTMENT OF TRANSPORTATION STANDARDS REQUIRED	
STANDARD	LATEST REVISION
J30-01-08	09-20
J30-01A-08	09-20
J30-14E-08	09-20
J30-15E-08	09-20
J30-20-06	09-20
J30-22-06	09-20
J30-23-06	09-20
J30-24-06	09-20
J30-36-06	09-20
J30-39-06	09-20
J30-43-06	09-20
J30-44-06	09-20
J30-45-06	09-20
J30-46-06	09-20
J30-48-06	09-20
P10L	03-22

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INDEX OF SEALS		
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J30 STANDARDS	JAMES S. NELSON	STRUCTURAL DESIGN
P10L	JAMES S. NELSON	STRUCTURAL DESIGN

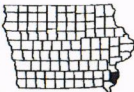
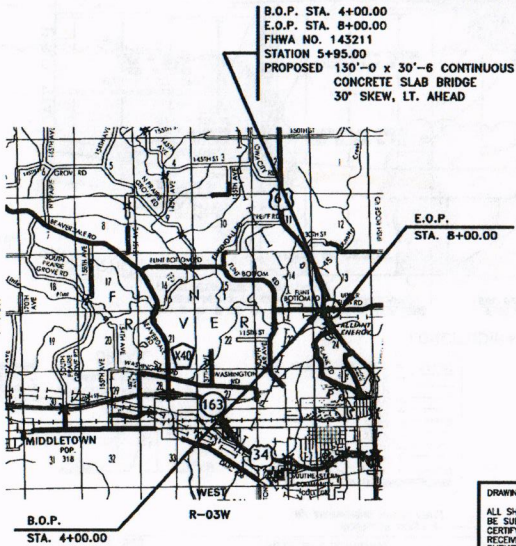


I HEREBY CERTIFY THAT THIS ENGINEERING DOCUMENT WAS PREPARED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF IOWA.

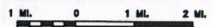
LOWELL G. MILLER, P.E.
MY LICENSE RENEWAL DATE IS DECEMBER 31, 2024.

PAGES OR SHEETS COVERED BY THIS SEAL: _____

DATE: _____



PROJECT LOCATION



DRAWING APPROVAL

ALL SHOP DRAWINGS AND FALSEWORK DRAWINGS THAT REQUIRE APPROVAL SHALL BE SUBMITTED TO AND APPROVED BY THE CONTRACTOR, WHO SHALL STAMP, CERTIFY OR PROVIDE OTHER SUCH EVIDENCE ON THE DRAWINGS THAT THEY HAVE RECEIVED CONTRACTOR APPROVAL. THE APPROVED DRAWINGS SHALL THEN BE SUBMITTED TO CALHOUN-BURNS AND ASSOCIATES, INC., FOR REVIEW AND APPROVAL.

ADDRESS : 1500 30TH STREET
WEST DES MOINES, IOWA 50266
TELEPHONE : (515) 224-4344
FAX : (515) 224-1385

SHOP DRAWINGS SHALL BE INDEPENDENT DRAWINGS WITH ADEQUATE DIMENSIONING FOR FABRICATION OF INDIVIDUAL PIECES OF EACH COMPONENT. PHOTOCOPIES OF PLAN DRAWINGS AND NON-CONTRACTOR APPROVED PLANS WILL BE REJECTED.

THESE DRAWINGS SHALL NOT BE SENT TO IOWA D.O.T. OFFICE OF BRIDGES AND STRUCTURES.



1-800-292-8989

www.iowaonecall.com

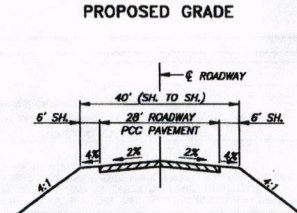
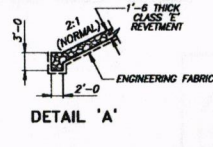
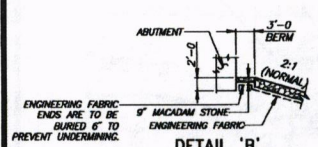
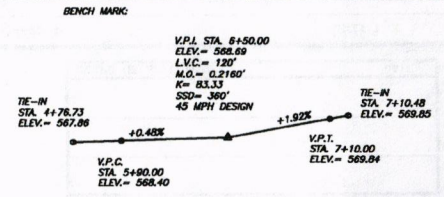
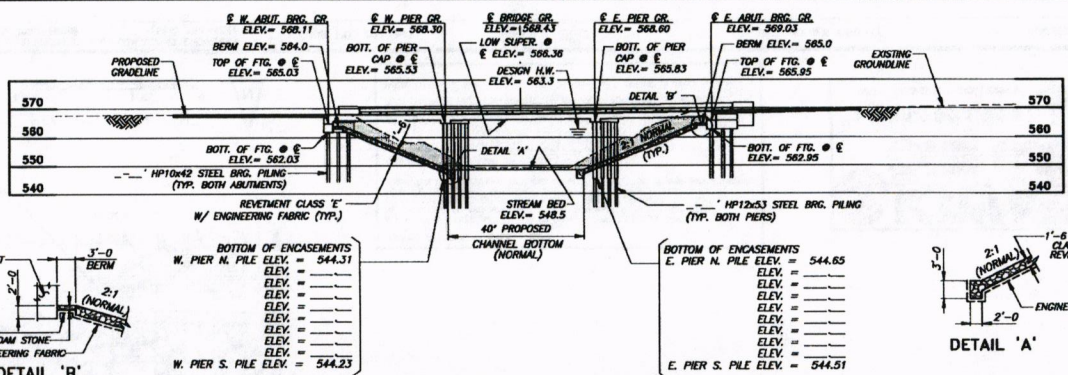


APPROVED

DES MOINES COUNTY ENGINEER _____ DATE _____

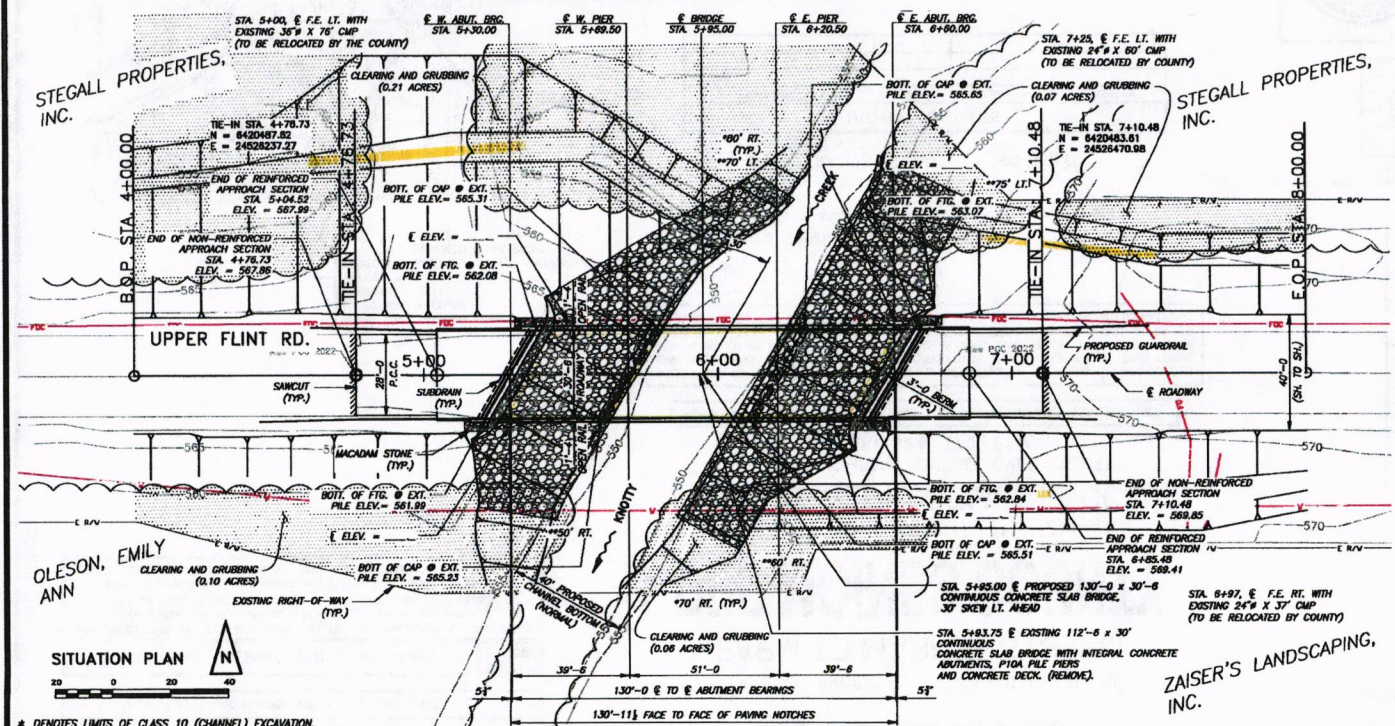
BOARD OF SUPERVISORS _____ DATE _____

ATTACHMENT A



LONGITUDINAL SECTION ALONG C ROADWAY

TYPICAL APPROACH SECTION



LOCATION

DES MOINES COUNTY
T-70N, R-03W
SECTION 24
FLINT RIVER TOWNSHIP
OVER KNOTTY CREEK

HYDRAULIC DATA

DRAINAGE AREA = 14.1 SQ. MI.
DESIGN DISCHARGE = 4,600 C.F.S.
DESIGN HIGH WATER ELEV. = 563.3
MANNING SLOPE = 0.00185 FT./FT.
BRIDGE WATERWAY AREA = 975 SQ. FT.
DESIGN VELOCITY = 4.7 F.P.S.
Q25 = 3,900 C.F.S. STAGE ELEV. = 562.3
Q50 = 4,900 C.F.S. STAGE ELEV. = 563.3 (DESIGN)
Q100 = 5,700 C.F.S. STAGE ELEV. = 564.6
Q200 = 8,100 C.F.S. STAGE ELEV. = 567.0
Q500 = 9,000 C.F.S. STAGE ELEV. = 568.0
EXT. H.W. ELEV. = UNKNOWN
ANTICIPATED Q100 SODUR ELEV. = 542.9
ANTICIPATED Q200 SODUR ELEV. = 542.7

130'-0 x 30'-6 CONTINUOUS CONCRETE
SLAB BRIDGE

INTEGRAL ABUTMENTS P10L PIERS
39'-8 END SPANS 51'-0 INTERIOR SPAN

SITUATION PLAN

STATION 5+95.00 30' SKEW, LT. AHEAD
DES MOINES COUNTY, IOWA

* DENOTES LIMITS OF CLASS 10 (CHANNEL) EXCAVATION.
** DENOTES LIMITS OF CLASS "E" REVEITEMENT AND ENGINEERING FABRIC.



HOURLY BILLING RATES (EFFECTIVE JUNE 2023)

PRINCIPAL OF FIRM IV	\$ 243.00 / HOUR
PRINCIPAL OF FIRM III	\$ 234.00 / HOUR
PRINCIPAL OF FIRM II	\$ 225.00 / HOUR
PRINCIPAL OF FIRM I	\$ 214.00 / HOUR
SENIOR PROJECT MANAGER IV	\$ 199.00 / HOUR
SENIOR PROJECT MANAGER III	\$ 192.00 / HOUR
SENIOR PROJECT MANAGER II	\$ 189.00 / HOUR
SENIOR PROJECT MANAGER I	\$ 183.00 / HOUR
PROJECT MANAGER IV	\$ 186.00 / HOUR
PROJECT MANAGER III	\$ 182.00 / HOUR
PROJECT MANAGER II	\$ 176.00 / HOUR
PROJECT MANAGER I	\$ 171.00 / HOUR
SENIOR PROJECT ENGINEER IV	\$ 170.00 / HOUR
SENIOR PROJECT ENGINEER III	\$ 165.00 / HOUR
SENIOR PROJECT ENGINEER II	\$ 152.00 / HOUR
SENIOR PROJECT ENGINEER I	\$ 141.00 / HOUR
PROJECT ENGINEER IV	\$ 158.00 / HOUR
PROJECT ENGINEER III	\$ 146.00 / HOUR
PROJECT ENGINEER II	\$ 138.00 / HOUR
PROJECT ENGINEER I	\$ 123.00 / HOUR
SENIOR DESIGN ENGINEER IV	\$ 139.00 / HOUR
SENIOR DESIGN ENGINEER III	\$ 127.00 / HOUR
SENIOR DESIGN ENGINEER II	\$ 120.00 / HOUR
SENIOR DESIGN ENGINEER I	\$ 108.00 / HOUR
DESIGN ENGINEER IV	\$ 131.00 / HOUR
DESIGN ENGINEER III	\$ 125.00 / HOUR
DESIGN ENGINEER II	\$ 118.00 / HOUR
DESIGN ENGINEER I	\$ 110.00 / HOUR
ENGINEER INTERN	\$ 94.00 / HOUR
SENIOR TECHNICIAN IV	\$ 143.00 / HOUR
SENIOR TECHNICIAN III	\$ 136.00 / HOUR
SENIOR TECHNICIAN II	\$ 130.00 / HOUR
SENIOR TECHNICIAN I	\$ 124.00 / HOUR
TECHNICIAN IV	\$ 122.00 / HOUR
TECHNICIAN III	\$ 119.00 / HOUR
TECHNICIAN II	\$ 114.00 / HOUR
TECHNICIAN I	\$ 111.00 / HOUR
OFFICE MANAGER	\$ 112.00 / HOUR
ADMINISTRATIVE ASSISTANT IV	\$ 107.00 / HOUR
ADMINISTRATIVE ASSISTANT III	\$ 103.00 / HOUR
ADMINISTRATIVE ASSISTANT II	\$ 99.00 / HOUR
ADMINISTRATIVE ASSISTANT I	\$ 93.00 / HOUR
MILEAGE:	CURRENT IRS STANDARD RATE
EXPENSES:	ACTUAL COST

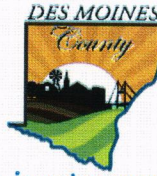
**HOURLY RATES SHALL BE ADJUSTED ANNUALLY IN ACCORDANCE WITH
CONSULTING ENGINEERS' NORMAL BUSINESS PRACTICE.**

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
Phone: (319) 753-8273



Property Tax Department

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

www.iowatreasurers.org

July 5, 2023

Board of Supervisors
Court House
Burlington, IA 52601

Dear Board Members:

The following is a List of Depositories for the Treasurer's Office for the period 07/01/2023 thru 06/30/2024. It is being submitted for your approval in accordance with Chapter 12C.2 of the Iowa Code.

<u>BANK</u>	<u>LIMIT AMOUNT</u>
Farmers & Merchants Bank & Trust Burlington, IA 52601 (Main Office)	\$24,000,000.00
Two Rivers Bank & Trust Burlington, IA 52601 (Main Office)	\$12,000,000.00
Danville State Savings Bank New London, IA 52645 (Home Office) Danville, IA 52623 (Local Office)	\$6,000,000.00
Mediapolis Savings Bank Mediapolis, IA 52637	\$12,000,000.00
Iowa Public Agency Investment Trust West Des Moines, IA 50266-1461	\$15,000,000.00
First Interstate Bank Sioux Falls, SD 57101-2345 (Home Office) Burlington, IA 52601 (Local Office)	\$12,000,000.00

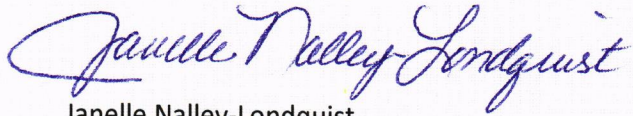
Farmers Savings Bank
Wever, IA 52658 (Home Office)
Burlington, IA 52601 (Local Office)

\$7,000,000.00

MidWestOne Bank
3225 Division St.
Burlington, IA 52601

\$7,000,000.00

Respectfully submitted,



Janelle Nalley-Londquist
Des Moines County Treasurer

Natalie Steffener
Des Moines County
Recorder/Registrar
513 N. Main Street
Burlington, IA 52601
Phone: (319)753-8221
Fax: (319)753-8721
steffenern@dmcounty.com



Board of Supervisors
Des Moines County Court House
513 N. Main St.
Burlington, IA 52601

July 3, 2023

Gentlemen,

I hereby designate Two Rivers Bank & Trust as the official depository for the funds of the office of the Des Moines County Recorder of Deeds/Registrar of Vital Statistics.

This designation is for the fiscal year July 1, 2023, through June 30, 2024. The dollar amount for maximum deposit is \$150,000.

Respectfully yours,

A handwritten signature in cursive script that reads "Natalie Steffener".

Natalie Steffener
Des Moines County Recorder/Registrar



Lisa K. Schaefer
County Attorney

Office of the Des Moines County Attorney

100 Valley Street Burlington, Iowa 52601

Phone: (319) 753-8209 - Fax: (319) 753-8219

Email: dmca@dmcounty.com

June 15, 2023

Des Moines County Auditor's Office
Attn: Sara Doty

RE: Petty Cash

This letter is to advise that the petty cash balance for the Des Moines County Attorney's Office as of this date is \$110.31 verified by myself and Kathy Gibb.

Lisa K. Schaefer
Des Moines County Attorney



Matthew J. Warner
County Assessor

Office of the Des Moines County Assessor

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

July 1, 2023

Re: Cash on Hand
Fiscal Year 2022-2023

As of June 30, 2023, there is a total of \$15.00 cash on hand in our office.

A handwritten signature in cursive script that reads "Brandi Martin".

Brandi Martin
Deputy Assessor
Des Moines County Assessor's Office



**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 30th, 2023

Des Moines County Board of Supervisors
Court House
513 N Main
Burlington, IA 52601


Dear Sirs;

At the close of the fiscal year the Secondary Road Department had the following cash on hand:

Petty Cash: _____ \$138.00 _____

Receipts: _____ \$12.00 _____

Sincerely,



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

Des Moines County Public Health

522 North Third Street • Burlington, Iowa 52601
Phone 319-753-8290 or Fax 319-753-8703

FILED

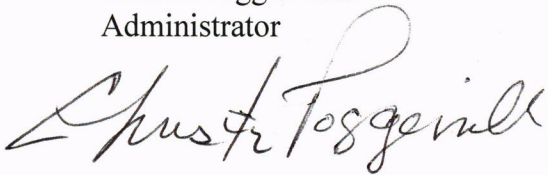
JUN 29 2023

DES MOINES CO. AUDITOR
BURLINGTON, IOWA

June 29, 2023

The balance of the Petty Cash fund at the Des Moines County Public Health Department as of June 29, 2023, is \$25.00.

Christa Poggemiller
Administrator





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

June 30, 2023

County Board of Supervisors
513 N Main St.
Burlington, IA 52601

Gentlemen:

Contents on hand in the Auditor's Office as of June 30, 2023 is as follows:

Cash On Hand	\$60.00
--------------	---------

Contents of Safe as of June 30, 2023 is as follows:

Assorted rings (7 women's and 2 men's)	
Money from Lost and Found	\$1,832.11
Canadian Dollar Bill	\$ 1.00

Sincerely,

Sara Doty
County Auditor

DES MOINES COUNTY SHERIFF'S OFFICE



To Serve and Protect the People of Des Moines County

Sheriff
Kevin Glendening
512 N. Main St., Suite 2
Burlington, IA 52601

Office (319) 753-8212
Jail (319) 753-8275
Fax (319) 754-6910

Chief Deputy
Chad McCune

June 30, 2023

Des Moines County Sheriff's Office cash on hand for close of the 2023 Fiscal Year;

\$200.00 petty cash,

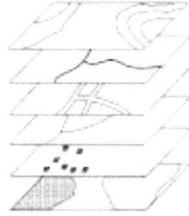
\$70.50 special investigations buy money

\$270.50

A handwritten signature in blue ink that reads "Theresa Tripp". The signature is written in a cursive, flowing style.

Theresa Tripp, Administrative Assistant

Des Moines County GIS Commission



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

June 30, 2023

To: Board of Supervisors

From: Austin Roelfs, GIS Coordinator

RE: Petty Cash

GIS Department

Dear Des Moines County Supervisors,

As of June 30, 2023 the Geographic Information Department has a total of \$25.00 on hand in a Petty Cash account. The total amount the GIS Department is authorized to have on hand is \$25.00.

The GIS Department uses Petty Cash for transactions that require cash. These types of transactions can include but are not limited to postage service, travel expenses, general supplies, etc.

Sincerely,

Austin Roelfs
GIS Coordinator



Des Moines County Conservation

Main Office
13700 Washington Rd.
West Burlington, IA 52655
319-753-8260
conservation@dmcounty.com
www.dmconservation.com

June 30, 2023

Board of Supervisors
Des Moines County Courthouse
Burlington, IA 52601

Dear Sirs,

Des Moines County Conservation has the following Cash on hand at closing on this date:

DCCBD Petty Cash:

Allowance	\$ 25.00
Less Receipts	\$ 0.00
	\$ 25.00

Des Moines County Conservation has a total of \$25.00 cash on hand as of 3:30 p.m.,
June 30, 2023

Sincerely,

Chris Lee
Director

CL/jrb

Date: 5-Jul-23
To: Des Moines County Board of Supervisors
From: DES MOINES COUNTY RECORDER/REGISTRAR
Re: Report of Monies 2022-2023

Cash on hand:	\$186.75
Checks:	\$302.25
Cash for office operation:	\$200.00
Credit Cards:	\$1,136.85
Returned Checks Uncollected:	0
Check Book Balance June 30, 2023:	\$101,206.62
Accounts Receivable Total:	\$1,378.75

Accounts Receivable as follows

<u>BUSINESS OR PERSON:</u>	<u>AMOUNT:</u>
CITY OF BURLINGTON	\$27.00
BECKMAN LAW FIRM	\$1.00
CREDIT BUREAU OF MUSCATINE	\$1.00
FIRST AMERICAN DATA CO & SUBSIDIARIES	\$112.00
RECORD INFORMATION SERVICES	\$91.00
LINDA KENDALL	\$2.00
ITPT CORP \$7.00 outstanding 2/27/2020	\$0.00
SLK GLOBAL SOLUTIONS \$4.00 outstanding 11/29/2021	\$0.00
RECORDER HOUSE ACCOUNT - \$12.00 THE HAWK EYE outstanding 4/29/2021	\$0.00
ZILLOW	\$112.35
ESUBMISSIONS	<u>\$1,032.40</u>
Total:	\$1,378.75

Outstanding accounts receivable in the amount of \$23.00 will be set to zero 6/30/2023 per county auditor firm. These amounts were for copy fees that were not paid.

OFFICE OF
Natalie Steffener
DES MOINES COUNTY RECORDER/REGISTRAR
513 N MAIN BURLINGTON, IA 52601

REPORT OF FEES: 1-Jul-22 30-Jun-23

RECORDER'S OFFICE RECEIPTS

FOR RECORDING :

AFFIDAVITS AND ARTICLES OF INCORPORATION:	\$6,065.00
CONTRACTS:	\$4,380.00
DEEDS	\$20,440.00
EASEMENTS:	\$3,600.00
MISCELLANEOUS INSTRUMENTS:	\$2,565.00
MORTGAGES:	\$86,940.00
PLATS:	\$1,900.00
TAX LIENS:	\$560.00
TRADE NAMES:	\$280.00
FINANCING STATEMENTS: (FIXTURE FILINGS)	\$980.00
NON-REFUND	\$174.95
PHOTO COPY/FAX FEES:	\$8,237.70
BOAT LIENS:	\$270.00
WRITING FEES:	\$2,960.25
SNOWMOBILE TITLES & LIENS:	\$2,105.00
INTEREST ON CHECKING ACCOUNT	\$9.36
UTV PERMITS	\$300.00
VITAL RECORDS	\$17,008.00
DOCUMENT STAMPS	\$51,146.61
PASSPORTS	\$10,020.00
<u>TOTAL FEES</u>	\$219,941.87

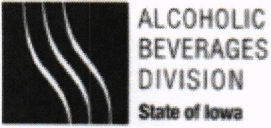
RECORDER'S MANAGEMENT FEES:	\$5,865.00
COUNTY AUDITOR'S RECEIPTS FOR TRANSFER FEES:	\$10,835.00
CONSERVATION BOAT TITLES	\$1,515.00
TOTAL FEES	\$18,215.00

TOTAL COUNTY RECEIPTS: \$238,156.87

STATE TREASURER'S RECEIPTS:

HUNTING & FISHING LICENSES	\$6,925.50
BOATS FEES:	\$45,116.30
RVVRS DOR FEES:	\$135,598.85
VITAL RECORDS:	\$50,957.00
DOCUMENTARY STAMPS:	\$245,355.79
<u>TOTAL STATE RECEIPTS:</u>	\$483,953.44

TOTAL STATE AND COUNTY FEES: \$722,110.31



State of Iowa

Alcoholic Beverages Division

App-184704

Applicant

NAME OF LEGAL ENTITY

Country Treasures LLC

NAME OF BUSINESS(DBA)

Country Treasures LLC

BUSINESS

(319) 371-4523

ADDRESS OF PREMISES

3332 Rock springs Rd.

PREMISES SUITE/APT NUMBER

CITY

Burlington

COUNTY

Des Moines

ZIP

52601

MAILING ADDRESS

3258 Rock springs Rd.

CITY

Burlington

STATE

Iowa

ZIP

52601

Contact Person

NAME

Danielle Richers

PHONE

(319) 371-4523

EMAIL

countrytreasures4@hotmail.com

License Information

LICENSE NUMBER

WBN001223

LICENSE/PERMIT TYPE

Special Class B Retail Native Wine License

TERM

12 Month

STATUS

Submitted to Local Authority

TENTATIVE EFFECTIVE DATE

Aug 27, 2023

TENTATIVE EXPIRATION DATE

Aug 26, 2024

LAST DAY OF BUSINESS

SUB-PERMITS

Special Class B Retail Native Wine License

PRIVILEGES



Status of Business

BUSINESS TYPE

Limited Liability Company

Ownership

• Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
Danielle Richers	Wever	Iowa	52658	owner	100.00	Yes

Insurance Company Information

INSURANCE COMPANY

POLICY EFFECTIVE DATE

POLICY EXPIRATION DATE

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE DATE

OUTDOOR SERVICE EXPIRATION DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE DATE

TEMP TRANSFER EXPIRATION DATE

NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Brandall Diaz Employee # : _____
Title: Telecommunicator 1 Department: Descom

STATUS CHANGES

TERMINATION

Resignation Unsatisfactory Probation
 Discharge Death
 Retirement Other, Explain

TRANSFER

Permanent Voluntary
 Temporary Involuntary

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

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

LAY OFF

Final Termination Date 10/26/2022
Final Rate of Pay \$21.01
Permanent Address 2111 S Central Ave
City, State, Zip Burlington, IA 52601

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

LEAVE OF ABSENCE

Maternity Educational
 Medical Military
 Other, Explain _____

SALARY ADJUSTMENT

New Hire Demotion
 Anniversary Reduction
 Promotion Suspension
 Probationary Other, Explain

Dates of Absence _____ to _____
2 Year Step Increase- Level C

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

Previous Rate 23.89 New Rate 26.35
Previous Job Title: (if changed) _____
Effective Date: 07/12/2023

Authorized by: Shanna Krogmeier Department: Descom Date: 07/06/2023
Authorized by: _____ Department: _____ Date: _____

Pay Period Ending: 07/21/2023 Payroll Date: 07/28/2023

NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Renae Hardin Employee #: 00787
Title: 2nd Deputy Department: Recorder

STATUS CHANGES

TERMINATION

Resignation Unsatisfactory Probation
 Discharge Death
 Retirement Other, Explain

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

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

LEAVE OF ABSENCE

Maternity Educational
 Medical Military
 Other, Explain _____

Dates of Absence _____ to _____

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

TRANSFER

Permanent Voluntary
 Temporary Involuntary

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

LAY OFF

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

SALARY ADJUSTMENT

New Hire Demotion
 Anniversary Reduction
 Promotion Suspension
 Probationary Other, Explain

Clerk II to 2nd Deputy

Previous Rate \$35,685.88 New Rate \$45,660.87
Previous Job Title: (if changed) Clerk II
Effective Date: 7/1/2023

Authorized by: *Natalie Steffones* Department: Recorder Date: 7/5/2023
Authorized by: _____ Department: _____ Date: _____

Pay Period Ending: _____ Payroll Date: _____

NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Angela Coey Employee #: 0920
Title: Correctional Officer Department: Correctional Center

STATUS CHANGES

TERMINATION

Resignation Unsatisfactory Probation
 Discharge Death
 Retirement Other, Explain

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

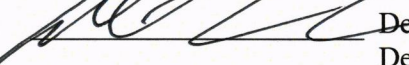
Final Termination Date _____
Final Rate of Pay _____
Permanent Address _____
City, State, Zip _____

LEAVE OF ABSENCE

Maternity Educational
 Medical Military
 Other, Explain

Dates of Absence _____ to _____

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

Authorized by:  Department: Correctional Center Date: 07-06-23
Authorized by: _____ Department: _____ Date: _____

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

TRANSFER

Permanent Voluntary
 Temporary Involuntary

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

LAY OFF

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

SALARY ADJUSTMENT

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

Unpaid – 6.35 hours for June 25, 2023

Previous Rate _____ New Rate _____
Previous Job Title: (if changed) _____
Effective Date: _____

NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Inger McClellan Employee #: _____
Title: Certified Nurse Aide Department: Local Health

STATUS CHANGES

TERMINATION

Resignation Unsatisfactory Probation
 Discharge Death
 Retirement Other, Explain

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

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

LEAVE OF ABSENCE

Maternity Educational
 Medical Military
 Other, Explain _____

Dates of Absence _____ to _____

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

TRANSFER

Permanent Voluntary
 Temporary 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 Demotion
 Anniversary Reduction
 Promotion Suspension
 Probationary Other, Explain

.75 hours of unpaid time on 7/5/2023

Previous Rate _____ New Rate _____
Previous Job Title: (if changed) _____
Effective Date: _____

Authorized by: Christa Poggemiller Department: Local Health Date: 7/7/2023
Authorized by: _____ Department: Local Health Date: _____

Pay Period Ending: _____ Payroll Date: _____

NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Stefanie Gall Employee #: _____
Title: Health Promotion Coordinator Department: Local Health

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 _____
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
 Reduction
 Suspension
 Other, Explain

Effective 7/7/2023 changed to PRN (as needed status)
ending 11/30/2023

Previous Rate _____ New Rate _____
Previous Job Title: (if changed) _____
Effective Date: _____

Authorized by: Christa Poggemiller Department: Local Health Date: 7/7/2023
Authorized by: _____ Department: Local Health Date: _____

Pay Period Ending: _____ Payroll Date: _____

County Auditor's Report of Fees Collected

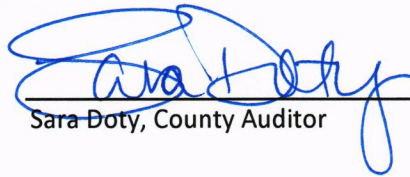
Section 331.902 Code of Iowa

TO THE BOARD OF SUPERVISORS OF DES MOINES COUNTY:

I, Sara Doty, Auditor of the above-named County and State, do hereby certify that the following is a true and correct statement of the fees collected by me in the office for the quarter ending 06/30/2023 and the same has been paid to proper authorities, as per duplicate vouchers hereto attached:

Office Fees	
Transfer Fees	\$0.00
Copy Fees	\$65.00
Notary Fees	\$80.00
Postage	\$3.10
Voter List Fees	\$0.00
Total Office Fees	\$148.10

All of which is respectfully submitted.



Sara Doty, County Auditor

MISCELLANEOUS RECEIPTS TO TREASURER

DATE: July 3, 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	\$500.00	6/30/2023
"	Public - Contracts	CT	0001-1-07-8110-400015	\$240.00	"
"	Public - Deeds	DDS	0001-1-07-8110-400020	\$1,875.00	"
"	Public - Easements	EM	0001-1-07-8110-400025	\$65.00	"
"	Public - Miscellaneous	MI	0001-1-07-8110-400030	\$195.00	"
"	Public - Mortgages	MTG	0001-1-07-8110400035	\$7,150.00	"
"	Public - Plats	PLT	0001-1-07-8110-400040	\$215.00	"
"	State of Iowa-Tax Liens	TL	0001-1-07-8110-400045	\$95.00	"
"	Public - Trade Names	TN	0001-1-07-8110-400050	\$25.00	"
"	Public - Fin. Stmt's - Fixture Filings	FSF	0001-1-07-8110-400055	\$30.00	"
"	DNR - ATV Titles & Liens	ST	0001-1-07-8110-401000	\$220.00	"
"	DNR - Boat Liens Fee	BL	0001-1-07-8110-402000	\$60.00	"
"	DNR - Boat/Snow Writing Fees	WFB	0001-1-07-8110-403000	\$263.75	"
"	DNR - Hunt & Fish Writing Fees	WFH	0001-1-07-8110-403001	\$8.50	"
"	Ia Dept of Rev - Rev Stamp Fee	RS	0001-1-07-8110-404000	\$12,928.94	"
"	Public - County Transfer Fees	TF	0001-1-07-8110-410000	\$1,035.00	"
"	Ia Dept of Health - Vital Record Fee	VR	0001-1-07-8110-413000	\$1,940.00	"
"	US Dept of State - Passports	PP	0001-1-07-8110-415000	\$760.00	"
"	Public - PhotoCopy/Fax Fees	OMI	0001-1-07-8110-550000	\$744.75	"
"	Public - Recorder's Record Mgt Fees	RMF	0024-1-07-8110-414000	\$503.00	"
"	Two Rivers - Interest on Checking	IC	0001-1-07-8110-600000	\$1.04	"
"	Public - Non-refund Over Payment	NR	0001-4-99-9030-822000	\$3.00	"
"	DNR - Boat Title Fee	BT	0027-1-22-6110-412000	\$225.00	"
"	Public - County UTV Permit	CAP	0001-1-07-8110-407000	\$0.00	"

TOTAL \$29,082.98

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

BY _____
INITIALS

TREASURER'S RECEIPT NUMBER ISSUED FOR THIS TRANSACTION: R00428010

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 **June 2023**.

NAME	WAR	AMOUNT	FOR

TOTAL

\$0.00

Arne Hausknecht

Marilyn Box

Francis McAllister



COMMISSION OF VETERANS AFFAIRS

DES MOINES COUNTY

STATISTICS FOR THE MONTH OF JUNE 2023

Total spent on Direct Financial Aid to Vets:

\$0.00

Total Budgeted

\$43,550.00

SPENT:		WAR-TIME PERIOD				BALANCE
						\$43,550.00
Food	\$0.00	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	Food Pantry	\$0.00	March	\$300.00	\$38,174.84
				April	\$450.00	\$37,724.84
				May	\$800.00	\$36,924.84
Total	\$0.00			June	\$0.00	\$36,924.84

VETERANS AFFAIRS STATISTICS

July 2022-June 2023



	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	YEAR
FACE TO FACE INTERVIEWS													
Federal Assist	27	37	23	27	26	18	29	28	23	32	33	25	328
County Assist	6	1	0	0	2	1	3	2	1	2	0	0	18
PHONE CALLS RECEIVED													
Federal Assist	53	70	40	61	69	38	67	66	93	86	89	83	815
County Assist	6	8	5	5	9	5	6	1	1	1	2	1	50
Van Calls	34	40	19	36	60	21	29	24	24	37	38	31	393
VA Clinic Calls	3	4	0	7	6	0	6	3	0	7	4	2	42
CORRESPONDENCE													
Received	1	3	1	1	3	4	0	0	2	2	1	2	20
Sent	1	5	3	1	4	6	2	5	3	3	3	5	41
VETS ASSISTED IN COMPLETING GOVT. FORMS													
	27	35	20	27	26	18	29	28	21	31	33	24	319
GRAVE REGISTRATION FORMS TO STATE													
	1	2	0	1	3	0	0	1	1	4	1	2	16



**DEVELOP
NEW
POSSIBILITIES**

Annual Report

Published June 30, 2023

IOWA 
LAND RECORDS

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A LETTER FROM IOWA LAND RECORDS



The support of our stakeholders and active users has led to positive developments in 2022. We mean that in both the literal and symbolic way! Through multiple campaigns of research, focus groups, and surveys we have developed relationships with users from various industries to keep them involved in the creation of the next generation of technology to search and electronically submit Iowa Land Records. Soon, individuals and organizations alike can search for land records in the state of Iowa with

FASTER SPEEDS, MORE FLEXIBILITY & CUSTOMIZATION.

Since January 2022, we have...

- Launched a new e-submission application.
- Researched and developed a new search application to launch in mid-2023.
- Increased the proportion of e-submissions.
- Introduced a new Policy Coordinator.
- Reduced paperwork with new legislation on Groundwater Hazard statements.
- Advanced Iowa Land Records systems for future opportunities.

As the Chair of the Electronic Services System Coordinating Committee, I work alongside Electronic Services System (ESS) staff and county recorders from all of Iowa's districts. Together, we balance ourselves with transparency in our processes and maintain accountability on behalf of our communities. Part of this harmony includes welcoming stakeholders to celebrate the milestones we have accomplished throughout the year. Together, we will continue to

DEVELOP NEW POSSIBILITIES!

With dedication and gratitude,

Nancy Boosten

Chair of Electronic Services System Coordinating Committee

IOWA LAND RECORDS HOW IT WORKS

The Iowa Land Records system has achieved significant milestones in its development. In 2005 it became the first statewide land records system in the US with the operational launch of its website. Throughout the years, ILR furthered its advancements by becoming the first statewide electronic recording system and implementing a comprehensive redaction system. Integration agreements with national e-recording companies were also established. Notably, ILR focused on improving user interactions and functionality by developing a new customer interface. In 2023, the introduction of SEARCH 2.0 has brought together Search and E-submission into a single platform, enhancing the user experience and system capabilities. These accomplishments solidify ILR's pioneering role in statewide electronic recording and land records management in the United States.

23
MILLION
RECORDS

23 million public records reside on Iowa Land Records.

60%
DOCUMENTS

60% of all land records in Iowa were recorded electronically.

4
MILLION
SEARCHES

There are over 4 million searches in Iowa Land Records each YEAR.

HOW DO RECORDERS USE IOWA LAND RECORDS?

- Reviewing electronically submitted documents for local recording – counties assign the recording reference number and recording time.
- Transferring unaltered documents to Iowa Land Records is a core responsibility of County Recorders.
- Transferred documents must be complete & include index, image, associated references, parsed legal descriptions, parsed party names, and in the future parcel ID numbers.
- Complete documents should be transferred to ILR within 72 hours of recording.
- All documents are checked for personally identifiable information before becoming public on Iowa Land Records.
- Retrieving documents redacted by Iowa Land Records for the local county archive.

THE PARTNERSHIP HOW IT WORKS

GOVERNANCE

ESS was established under Chapter 28E to provide Iowa counties with an electronic services system for land record information, electronic recording and other services as amended by 2021 Iowa Acts, Chapter 126, Section 2. See also, https://iowalandrecords.org/wp-content/uploads/2022/01/SOS-Filing_28E.pdf

Iowa Land Records is governed by...

•Electronic Service System (ESS) Coordinating Committee

The committee was established to govern ESS and coordinate efforts to deliver services and information through ESS, and to make policy regarding the operations of ESS. The committee is comprised of recorders and stakeholders.

•Subcommittees (Finance, Standards & Communications)

Each committee is composed of members from the six districts of the statewide Iowa County Recorder's Association. Committees meet monthly or quarterly and are open to the public.

To see a complete list of committee members and ESS staff, go to "[Meet Our Team](#)" Iowa Land Records website.

TRANSPARENCY

MEETING NOTIFICATIONS

Click on this [link](#) to sign-up for email notices for our next committee meetings.

MEETING REPORTS

Click on this [link](#) to see all of our meeting reports and agendas on our public accountability in reporting page.

THE PARTNERSHIP HOW IT WORKS

ESS & COUNTIES

ESS is a model for the collective local governance of a statewide system. The ESS Coordinating Committee has the authority under Iowa law and the ESS 28E agreement to establish standards, policies, and requirements for the delivery of electronic services, and all member counties are required under the 28E agreement to comply with the policies established by ESS.

The scope of these policies includes but is not limited to the following:

- **The format, attributes and organization of data** and images of recorded documents in ESS and member systems
- **Business rules and requirements** for the management and maintenance of data and images of recorded documents in ESS and member systems
- **Specifications and procedures for the transfer of data** and images from local county systems to the Electronic Services system including Iowa Land Records
- **Specifications and procedures for the exchange of information** and business processes associated with the electronic filing and recording of documents through ESS and the Iowa Land Records E-Submission service

See Section 331.604, subsection 3b of the Iowa Code and the ESS Policies and Procedures published at <https://iowalandrecords.org/accountability-in-reporting/>

The 28E agreement can be found under filing number: M514302, published at <https://sos.iowa.gov/search/28ESearch.html>

THE PARTNERSHIP

LAND RECORDS MANAGEMENT SYSTEM SERVICE PROVIDERS



(and other partners not listed)

The success of Iowa Land Records relies on a unique relationship between the county recorders' land records information system and multiple service providers. Recordings completed at the recorder's office are transferred to Iowa Land Records (ILR) through an API provided by ESS to the service providers. In conjunction with the introduction of Search 2.0, providers are being required to update their systems to integrate with ILR.

ESS has established and published the Electronic Services System API (ESS API) which provides the form and method of exchanging information between ESS and any service provider system.

ESS is adding two new application programming interfaces (APIs) for e-submission and county upload functions. In building these new assets, we have transformed the Iowa Land Records (search and e-submission) site into a more advanced system that will open new opportunities for the future.

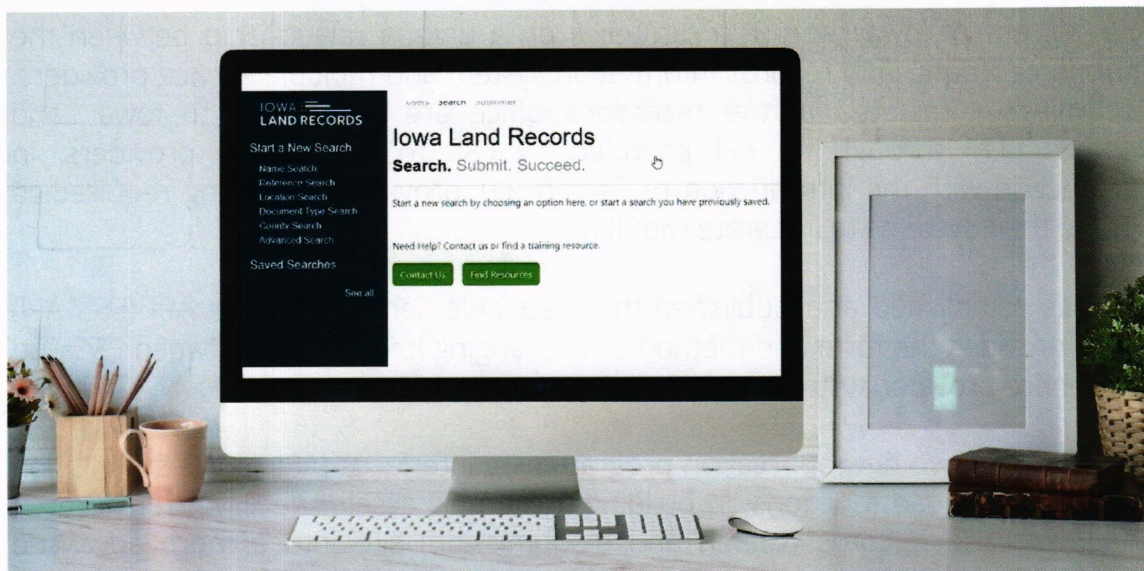
Business and government functions performed through the ESS API by a service provider and service provider system to a county include:

- The transfer of correctly formatted and mapped data and images associated with recently recorded documents to ESS and Iowa Land Records database application and image repository.
- The transfer of data associated with a Fully Indexed Recorded Document to the ESS and Iowa Land Records database application and image repository. Counties are required to transfer all recorded document information which is archived in an electronic format.
- The transfer of data updates for a Fully Indexed Recorded Document to the ESS and Iowa Land Records Portal application.
- The transfer of corrected replacement images associated with a Completed Recorded Document or a Fully Indexed Recorded Document to the ESS and Iowa Land Records Portal application.

[Contact us](#) to see an illustration of a complete service agreement.

DEVELOPING ASSETS

COLLABORATION & GROWTH



By the start of 2022, and with the development stages of the new e-submission platform coming to a close, it was clear that Electronic Services System needed to also develop a new search application and make updates to coordinating policy.

INTRODUCING

IOWA LAND RECORDS SEARCH 2.0

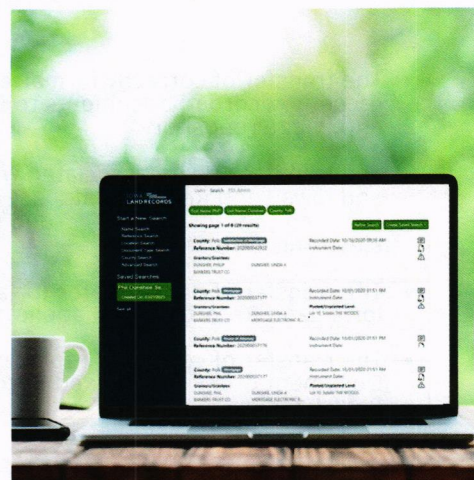


Fig 1. Graph showing the industries represented in the survey conducted for feedback on creating the next generation of Iowa Land Records search application.

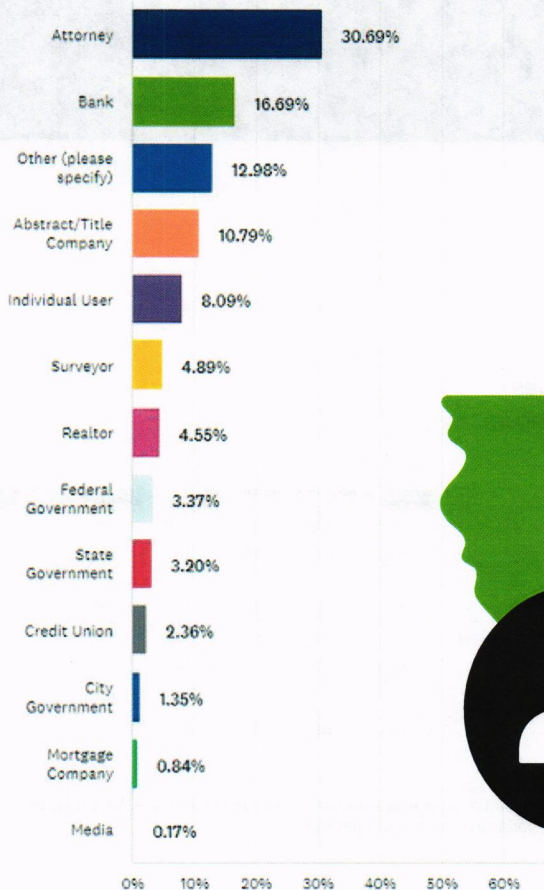


Fig 2. Representation of where focus group participants were from.

THE PROCESS

DEVELOPING RELATIONSHIPS

Who would know the lay of the land best? The people who *use* Iowa Land Records!

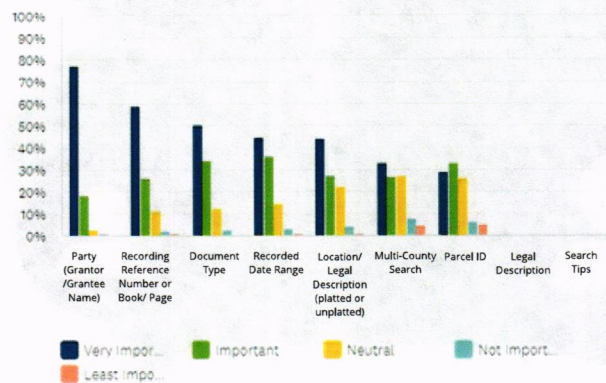
Therefore, to get the best insights and welcome open dialogue, we invited current search users and other stakeholders to participate in eight rounds of surveys and questions regarding the user experience of record searching.

THE FEEDBACK

In the survey below, users expressed the top categories they base searches on. From that insight, and analysis of recent search activities, ESS developed a search strategy that would allow users to search based on some of the top categories plus an advanced search feature.

DEVELOPING RELATIONSHIPS

Fig 1. Survey results showed us the top preferred categories participants use when conducting a land record search in Iowa.



	VERY IMPORTANT	IMPORTANT	NEUTRAL	NOT IMPORTANT	LEAST IMPORTANT	TOTAL	WEIGHTED AVERAGE
Party (Grantor/Grantee Name)	77.41% 370	18.62% 89	2.72% 13	1.00% 5	0.21% 1	478	4.72
Recording Reference Number or Book/Page	58.87% 282	26.51% 127	11.69% 56	1.88% 9	1.04% 5	479	4.40
Document type	50.32% 239	34.32% 163	12.42% 59	2.53% 12	0.42% 2	475	4.32
Recorded date range	44.29% 215	36.53% 175	14.61% 70	3.13% 15	0.84% 4	479	4.22
Location / Legal Description (Platted or Unplatted)	44.42% 211	27.56% 131	22.74% 108	4.00% 19	1.28% 6	478	4.10
Multi-county search	33.40% 157	27.02% 127	27.23% 128	7.66% 36	4.68% 22	470	3.77

Based on your user experience, how would you rate the importance of the following search parameters?

Answered: 484 Skipped: 109

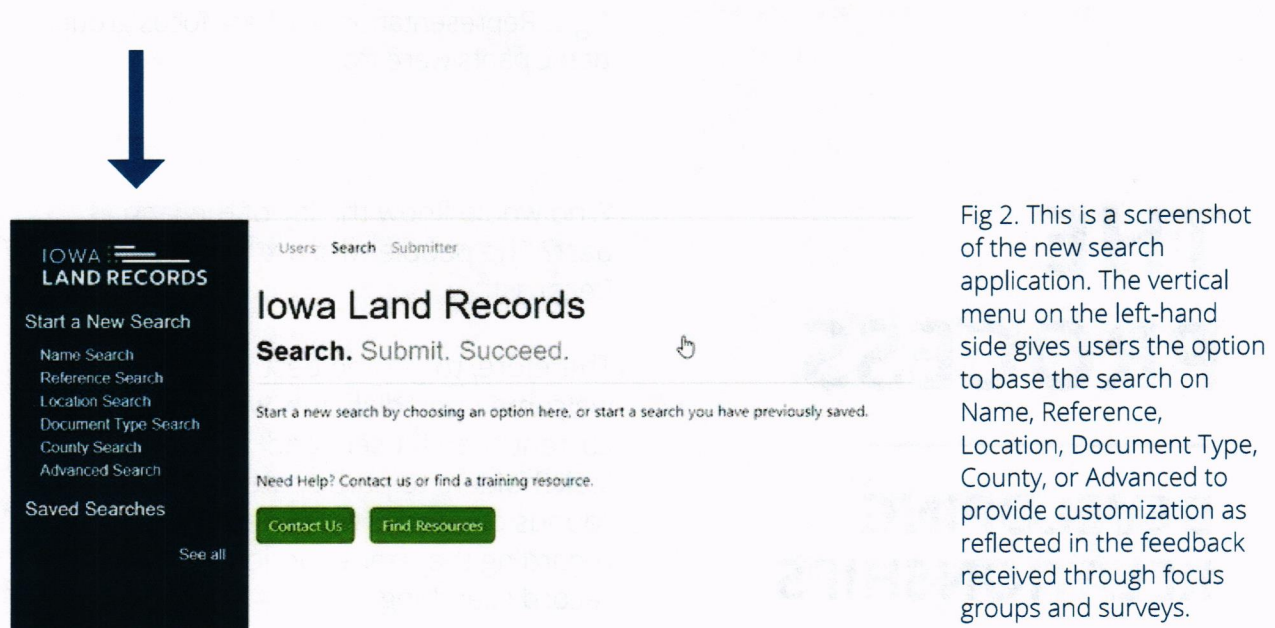


Fig 2. This is a screenshot of the new search application. The vertical menu on the left-hand side gives users the option to base the search on Name, Reference, Location, Document Type, County, or Advanced to provide customization as reflected in the feedback received through focus groups and surveys.

THE FEEDBACK

FREQUENCY OF USE



Fig 1. The frequency of use illustrates how often users log onto Iowa Land Records

MAIN BENEFITS OF IOWA LAND RECORDS

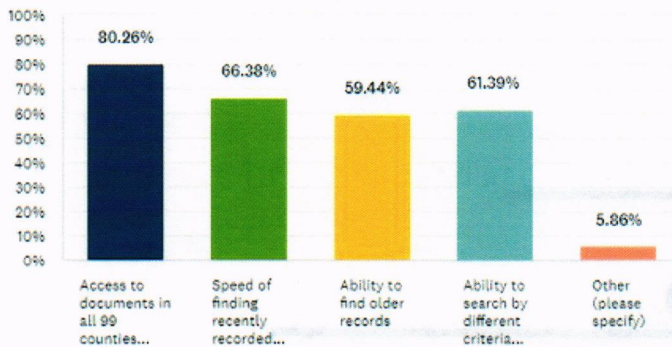


Fig 2. Survey participants choose what aspects of Iowa Land Records they thought were the most beneficial based on a list of choices.

Current policy limits users to 120 document views per day. Based on your business model, this limit is -

Answered: 469 Skipped: 124

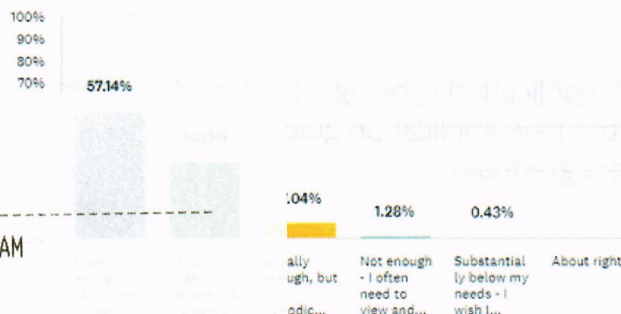


Fig 3. Participants were asked if the current search limit on documents (120 documents per day) was reasonable.

DES MOINES CO TREASURER

DATE : 7/5/2023 10:34 AM
 OPER : 3-Julie
 TKBY : Julie Howe
 TERM : 3
 REC# : R00428010

THE FEEDBACK

DEVELOPING RELATIONSHIPS



Throughout the development process, we conducted five focus groups to demonstrate a live look at the new search application. We had open table discussions throughout each demonstration, which were held online and in the ESS offices. Overall, we learned that people wanted the following features...

FASTER SPEEDS

CUSTOMIZATION

MORE PREVIEW INFO

A MORE MODERN LAYOUT

*As of June 2023, the new Search application is being introduced to users in a "soft" rollout. Studies and reactions to the new application guided us to the decision to welcome the new features to users gradually.

TAX LIENS-ST OF IA 95.00
 0001-1-07-8110-400045 -95.00 Accrual
 TRADE NAMES-PUBLIC 25.00
 0001-1-07-8110-400050 -25.00 Accrual
 FIN STMTS FIXTURE FILING-PUBLIC 30.00
 0001-1-07-8110-400055 -30.00 Accrual
 SNOWMOBILE TITLE & LIENS-DNR 220.00
 0001-1-07-8110-401000 -220.00 Accrual
 BOAT LIEN -DNR 60.00
 0001-1-07-8110-402000 -60.00 Accrual
 BOAT/SNOW WRITING FEES-DNR 263.75
 0001-1-07-8110-403000 -263.75 Accrual
 HUNT/FISH WRITING FEES-DNR 8.50
 0001-1-07-8110-403001 -8.50 Accrual
 REVENUE STAMPS-IA DEPT REV 12928.94
 0001-1-07-8110-404000 -12928.94
 Accrual
 TRANSFER FEES - AUDITOR-PUBLIC 1035.00
 0001-1-07-8110-410000 -1035.00 Accrual
 VITAL RECORDS-IA DEPT HEALTH 1940.00
 0001-1-07-8110-413000 -1940.00 Accrual
 PASSPORTS-US DEPT OF STATE 760.00
 0001-1-07-8110-415000 -760.00 Accrual
 OTHER MISC FEES & COPIES -PUBLIC
 744.75
 0001-1-07-8110-550000 -744.75 Accrual
 RECORDER'S REC MGT FEE-PUBLIC 503.00
 0024-1-07-8110-414000 -503.00 Accrual
 TRB - INT ON CK'G-TWO RIVERS 1.04
 0001-1-07-8110-600000 -1.04 Accrual
 REC'S NON-REF OVER PYMT-PUBLIC 3.00
 0001-4-99-9030-822000 -3.00 Accrual
 DNR - BOAT TITLE FEE-ODNR 225.00
 0027-1-22-6110-412000 -225.00 Accrual

Paid By:DMC RECORDER OFFICE
 2-Check 29082.98 REF:5000

APPLIED	29082.98
TENDERED	29082.98

organizations.

TS

SERVICE

arch and e-submission services since the start of needed to update the Terms of Service and overall pdate, the privacy policy is now included in the new ll users to agree to the updated terms.

EW ADMIN

Organizations will manage and be responsible for their users.

SECURITY

New password requirements and two-factor authentication was implemented.

STAKEHOLDER OUTREACH

Stakeholder representatives were actively consulted about administrative and user management restructuring.

CITIZEN ACCESS

Provisions have been made to enable citizens to access their own records without cost.

DEVELOPING ASSETS

CUSTOM ELECTRONIC PAYMENT- COUNTY AGREEMENT

An Iowa county may soon be introducing an online service enabling registration and license renewals with the Department of Natural Resources (DNR). To ensure secure and compliant payment processing for these online applications and services, the county sought the assistance of the Electronic Services System (ESS). ESS currently operates a payment services system for online and point-of-sale services, possessing the necessary capabilities to provide on-demand credit and debit card payment services for county applications.

Following discussions and with approval from the ESS Coordinating Committee, ESS developed an online customer payment system that could be integrated with any county online service. The payment system is on-demand and relieves the county of the responsibility and risk associated with the handling of customer payment information. The cost of providing the payment service will be recouped through a processing fee charged to online customers.

This milestone highlights the growing capabilities of ESS services to its member counties. For more information, contact support@clris.com.



FINANCIALS

E-SUBMISSION TRENDS

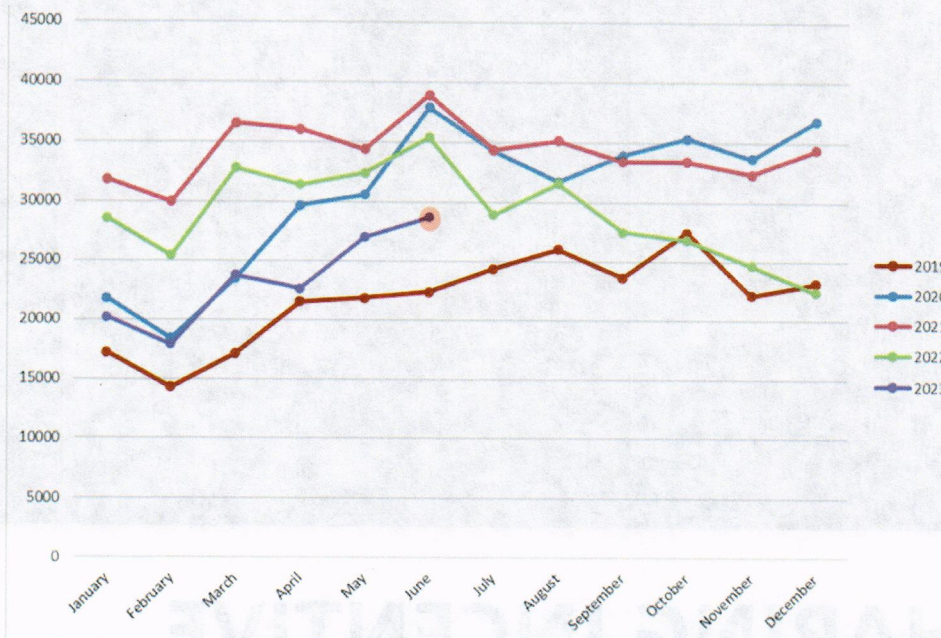


Fig 1. This graph illustrates economic trends on electronic submissions from 2019 through 2022. This information is also reflected in the financial report below.

ECONOMIC TRENDS

Funding for the operation and maintenance of the Iowa Land Records system and ESS is primarily associated with activity in the real estate industry. When the industry is growing and real estate transactions are increasing, activity in the recorder’s office follows. When the real estate industry contracts, recording activity declines and so does recording fee income.

With the onset of the COVID-19 pandemic, electronic recording activity increased, and that activity was sustained through 2021 as the economy moved forward with stimulus funding and continued low-interest rates. ESS put those additional resources in reserve for the purpose of making future investments in software. Activity slowed in 2022 and fell to 2019 levels in the second half of the year as the effects of inflation, increasing interest rates, and changes in the real estate market were felt.

(continued on page 16)

FINANCIALS

(CONTINUED) ECONOMIC TRENDS

Current economic and recording activity trends offer reasons for cautious optimism for the second half of 2023. Peak activity in the real estate industry can be observed in June through August. Recording activity increased in May, and if activity is sustained it could lead to a favorable position for the remainder of the year.

To a lesser extent, funding for Iowa Land Records and ESS is also derived from the operation of a point-of-sale system used in most county recorder offices. Individual counties also contribute through a reimbursement model, whereby local counties reimburse ESS for a portion of maintenance services related to integrating their land records management systems with ESS. (See "Cost Sharing Incentive" below).

COST SHARING INCENTIVE

In fiscal year 2015, the ESS Coordinating Committee established the County Project Assessment Cost Sharing Program. Prior to the creation of the program, counties were fully responsible for the cost of annual maintenance agreements with their local land records management system vendors. It was proposed that a portion of the net income from E-Submission be used to help pay for these maintenance costs.

Cost-sharing is based on a formula which measures the ratio of electronic recording in each county. Counties with a higher ratio of electronic recording receive a greater portion of the cost sharing budget.

Every county receives a cost sharing credit, but as an incentive to promote the use of E-Submission services, counties which have a higher level of electronic recording activity receive more.

In calendar year 2022, \$160,453.00 in cost sharing credits were granted to the 99 counties. The amount budgeted for cost share credits in calendar year 2023 increased to \$170,000.00.

Each county can increase its cost-sharing credit by continuing to promote electronic recording in their county. See the ratio report [here](#).

FINANCIALS

ESS REVENUE

Financial Analysis	Year Ending 12/31/2023		
	2022	2021	2020
Total Revenue	\$ 41,519,072	\$ 39,760,744	\$ 31,238,129
Total Expenses	\$ 41,306,941	\$ 39,158,044	\$ 30,481,609
CHANGE IN NET POSITION	\$ 212,131	\$ 602,700	\$ 756,520
NET POSITION, beginning	\$ 2,537,232	\$ 1,934,532	\$ 1,178,012
NET POSITION, ending	\$ 2,749,363	\$ 2,537,232	\$ 1,934,532

In terms of financial performance, total revenues experienced a 4.4% increase, equivalent to \$1,758,328 in 2022. This growth primarily resulted from higher revenue generated by the POS payment system. On the other hand, expenses rose by 5.5%, amounting to \$2,148,697 in 2022, primarily due to increased distributions from the POS payment system.

The acceptance of recording fees and point-of-sale fees on behalf of Iowa counties, and the distribution of those fees back to the counties, represents the bulk of all ESS transactions. In 2022, ESS received about \$34.7 million in recording fees, and all those funds were passed back to the counties via ACH transfers. Similarly, ESS received about \$4.7 million in fees for point-of-sale services in 2022, and all those funds were passed back to the counties.

When viewed from operational metrics, the total number of electronically filed documents processed decreased by 14.48%, representing a decline of 60,282 documents, and a total of 355,895 documents processed in 2022.

However, the proportion of documents filed electronically statewide increased from approximately 56% in 2021 to 60% in 2022. This decrease in overall filing can be attributed to inflationary pressures impacting the economy and higher interest rates affecting the market.

Despite the challenges faced in document processing and the broader economic environment, ESS remains committed to providing efficient electronic services and leveraging technology to enhance the operation of county land records information system. Efforts are underway to adapt to changing market conditions and continue serving stakeholders effectively.

Learn More

Annual audits are filed with the State Auditor and are posted on the Iowa Land Records "[Accountability In Reporting](#)" webpage.

Please note, the 2022 Audit is expected to be filed and published in August 2023.

CREATING A NEW COLLABORATION MODEL

POLICY COORDINATOR & COMMUNICATIONS COORDINATOR

In 2022, ESS and the Iowa County Recorders Association (ICRA) adopted a Memorandum of Understanding (MOU) to collaborate and share resources for policy development and communications activities. The MOU specifies how the organizations will work together and establishes a framework for allowing ESS to provide identified services to ICRA. ICRA provides reimbursement to ESS for the cost of these services on an actual cost basis.

In addition to the Project Manager, there are two positions on the ESS team who primarily contribute to this collaboration: the Policy Coordinator and the Communications Coordinator.

POLICY COORDINATOR

Census Lo-liyong serves as the ESS Policy Coordinator. She is responsible for researching and developing policy proposals, assists with the development of a legislative agenda, and works as a lobbyist – acting as an advocate and maintaining a professional presence with public officials and stakeholders. Under the MOU she is able to perform these functions for ICRA as well as ESS.

COMMUNICATIONS COORDINATOR

Kristen Delaney-Cole serves as the ESS Communications Coordinator. She is responsible for all marketing and communications activities including the development of content and the application of various marketing tools and channels including bulk email, website management, social media, and various publications. Under the MOU she has been assigned to assist with specific communications projects for ICRA including the ICRA directory, map and brochure.

The Electronic Services System and Iowa County Recorders Association have both gained experience with this new arrangement and will continue to grow and evolve together.

LEGISLATION

GROUNDWATER HAZARD STATEMENT

Recap of 2022 Groundwater Hazard Legislation

In 2022, ILR achieved significant progress by advancing legislation concerning groundwater hazard statements. This legislation introduced a requirement for filing a groundwater hazard statement only if a property exhibits a reportable condition. However, if there are no reportable conditions, sellers may now simply state in the conveyance document that no such conditions exist. Notably, recorders do not receive compensation for recording groundwater hazard statements.

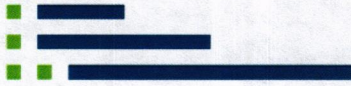
Since the enactment of this legislation, ILR has observed a notable reduction in the number of statements being filed. This achievement, referred to as "paper reduction," has several advantages. Firstly, it allows recorders to allocate their time more efficiently toward addressing other important services. Additionally, it saves time for sellers and document preparers.

The groundwater hazard legislation has been widely regarded as a successful initiative, benefiting both recorders and stakeholders alike. Its implementation has not only streamlined the process but also improved resource allocation, ultimately enhancing ILR's services and operations.

BACK THE BLUE - REDACTION

In 2021, the Back the Blue law was passed, intended to provide benefits and protections for Iowa law enforcement officials. Current or former peace officers, as well as other qualifying parties defined in section 801.4 of the Iowa Code, may request that their name be redacted from electronic documents recorded in any Iowa county.

Forms were created for the counties to use when a Back the Blue paper work redaction was requested. Since January 2022, 145 people requested this service, resulting in over 1,400 redacted documents.



LEGISLATION

HIGHLIGHTS

Iowa Land Records (ILR) maintains an extensive public records database, encompassing land records and various legal documents. However, in recent years, ILR has encountered challenges stemming from unauthorized access attempts by external parties employing fraudulent identities or attempting to bypass security protocols. To address these concerns and fortify access management procedures for our website and applications, ILR is in the process of implementing necessary changes. It is important that these measures be reinforced with state policy.

Recognizing the importance of engaging stakeholders, ILR conducted a comprehensive stakeholder process to gather feedback and garner support for new legislation. Specifically, ILR advocated for legislation to affirm its authorization to control who has access to the Iowa Land Records system and how it is used. This proposed change aimed to enhance security and ensure proper usage of the ILR platform.

Additionally, Iowa Land Records advanced proposals to make better use of technology to provide access to information.

Examples include the ability to transfer data to other public agencies on a "batch basis" such as providing copies of groundwater hazard documents to the Department of Natural Resources, or transferring anonymous aggregated data on real estate transactions to partners in the real estate industry. These initiatives aim to provide stakeholders with valuable information and market insights.

While the legislation described above did not progress in 2023, it may be revisited in 2024. ESS and Iowa Land Records are committed to using technology to better serve our customers and stakeholders throughout the real estate industry.

LOOKING AHEAD

WHAT'S NEXT FOR IOWA LAND RECORDS

As we look ahead to the remainder of calendar year 2023, 2024 and the future beyond, it is important to examine trends that will have an impact on the delivery of services. The ESS and Iowa Land Records team are interested in new technologies and in particular the technology investments being made in the real estate industry. Participation in national organizations such as the Property Records Industry Association (PRIA) and the Mortgage Industry Standards Maintenance Organization (MISMO) provides ESS with a good view of some of these developments.

Not long ago the Project Management Institute hosted a presentation titled "The six technologies every business leader must know how to use." It was presented by the futurist Steve Brown. According to Steve the six technologies to know are: 5G networks and satellites, the "internet of things" and sensors, autonomous machines, augmented reality, artificial intelligence and Blockchain technology. In any of these categories, new methods and ways of working are being developed to solve problems, or provide better and more efficient services and products. Some of them can be very disruptive to the current ways of doing things.

We know that MISMO and the mortgage industry are working to use Blockchain technology to reshape mortgage origination and mortgage servicing processes. They are actively looking for ways to reduce reliance on intermediate parties and their associated costs. We are also aware that some realtors are preparing to use blockchain to facilitate real property transactions. This can potentially affect many of the property services administered by the county government.

These advancements beg the question, what can, or should, the county or Electronic Services System be doing? We believe part of the answer is to use technology to provide better and more consistent services to the customer, and in some cases, it may mean exploring the use of one or more of these six technologies to do so. ESS is looking to the future, with an eye toward demonstrating that advancements in service delivery are not limited solely to the private sector. We look forward to working with county officials and state policy makers in this endeavor.

IOWA LAND RECORDS

MISSION

Connecting the public to recorded real estate documents and simplifying document submission with our online service.

July 5, 2023

The Des Moines County Board of Supervisors met in regular session at the Court House in Burlington at 9 AM on Wednesday, July 5, 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: Local Health Director Christa Poggemiller reported her office is busy. Safety Director Angela Vaughan was in attendance. County Recorder Natalie Steffener reported her office remains busy. Assistant Land Use Administrator Jarred Lassiter stated there are a few subdivisions out for review. The Wind Ordinance is on the agenda today for the 1st Public Hearing. Conservation Director Chris Lee reported the 4th of July in the parks went well. The Conservation Board has a meeting tonight. IT Director Colin Gerst reported his staff remains busy gearing up for the new fiscal year. CDS Director Ken Hyndman stated the Mental Health Agency of Southeast Iowa is getting started as of July 1 and is getting the new computer system up and running. County Auditor Sara Doty reported her office remains busy. Sheriff Kevin Glendening was unable to attend, but reported to Chairman McCampbell that the Jail population is at 91. County Engineer Brian Carter reported the Bridge project on Highway 99 is moving along. The Bridge project on 190th Ave is coming along as well. The crew poured a concrete cap last week and are hoping to make more progress this week, weather permitting. Another round of dust control was done on some of the heavier traveled roads on the Highway 99 reroute.

Des Moines County received correspondence from the Department of Army, the City of Burlington, and the Chief Jail Inspector from the State of Iowa.

1st Public Hearing for Ordinance No. 62 – Regulations for the Siting and Operation of Wind Energy Conversion Systems was held. Broeker motioned to open the public hearing and Cary seconded. Land Use Administrator Zach James presented and explained the Ordinance. Jacob Nye, Local IBEW 13, Jane Thompson, Center for Infostructure and Rehab, Mike Carbarry, Bright Future Iowa, and Nancy Carter all voiced their concerns during public input. Broeker asked Auditor Doty if any comments were received in the Auditor's Office. None received. Broeker made a motion to close the public hearing and was seconded by Cary. Broeker made a motion to approve the 1st reading of Ordinance No. 62 and was seconded by Cary.

Approval of Accounts Payable Claims in the amount of \$752,402.04 was presented. Cary made a motion to approve and was seconded by Broeker.

Approval of Employment Contract Renewal for the Maintenance Director was presented. Broeker made a motion to approve and was seconded by Cary.

Approval of Employment Contract Renewal for the Information Technology Manager was presented. Broeker made a motion to approve and was seconded by Cary.

Approval of the 28E Agreement between Des Moines County and RUSS for the Environmental Health Services Coverage was presented. Cary made a motion to approve and was seconded by McCampbell.

Personnel Actions – Auditor – Sue Poling, Payroll 1st Deputy, .54 hours unpaid time on 6/23/2023. Broeker made a motion to approve and was seconded by Cary. Correctional Center – Angela Coey, Full Time Correctional Center, 31.32 unpaid hours for the week of 6/26/2023; Joanne Schwarm, Part-time kitchen staff, Resignation effective 6/21/23. Cary made a motion to approve both personnel actions and Broeker seconded.

Reports received and filed in the Auditor's Office:
Assessor's 2023 PAAB and District Court Notification

Broeker motioned to approve the June 27th, 2023, regular meeting minutes and seconded by Cary.

The meeting was adjourned at 10:23 AM.

Following the meeting the Board of Supervisors went on a Project Tour with the County Engineer.

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

www.dmcountry.com

Shane McCampbell, Chair
Attest: Sara Doty, Auditor