

## OFFICIAL NOTICE

The Des Moines County Board of Supervisors will hold a regular session on **Wednesday, November 8<sup>th</sup>, 2023** at 8:30 A.M. in the public meeting room at the Des Moines County Courthouse.

8:00 AM -Work Session: Board of Supervisors: Review of Weekly Business

**PUBLIC NOTICE** – the meeting can be viewed by live stream at <https://desmoinescounty.iowa.gov/live/> Anyone with questions during the meeting may email the Board of Supervisors at [board@dmccounty.com](mailto:board@dmccounty.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. 2<sup>nd</sup> Public Hearing to Amend Wind Ordinance #62
  - C. 2<sup>nd</sup> Public Hearing to Adopt Solar Ordinance #63
  - D. Memorandum of Understanding with CWA
  - E. Personnel Actions:
    1. Auditor (1)
    2. Conservation (1)
  - F. Reports:
    1. Recorder's Report of Fees Collected, October 2023
  - G. Minutes for Regular Meeting on October 31<sup>st</sup>, 2023
6. Other Business
7. Future Agenda Items
8. Committee Reports
9. Public Input
10. Adjournment

# Accounts Payable Claims

## 11/08/2023 MEETING

\$740,074.71

Checks

\$330,035.27

Wire Transfer Pmnt

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**\$1,070,109.98**

**GRAND TOTAL**

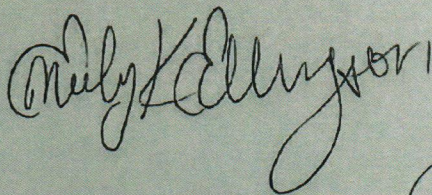
**MEMORANDUM OF UNDERSTANDING BETWEEN  
DES MOINES COUNTY AND  
COMMUNICATION WORKERS OF AMERICA,  
DES MOINES COUNTY SHERIFF'S OFFICE**

This Memorandum of Understanding shall be in effect starting January 1, 2024. It is the parties' intent that the parties' collective bargaining agreement be modified through the next collective bargaining process to include the agreement outlined below. The parties agree that this Memorandum of Understanding shall not be used in any impasse proceedings, except as mutually agreed upon by both parties.

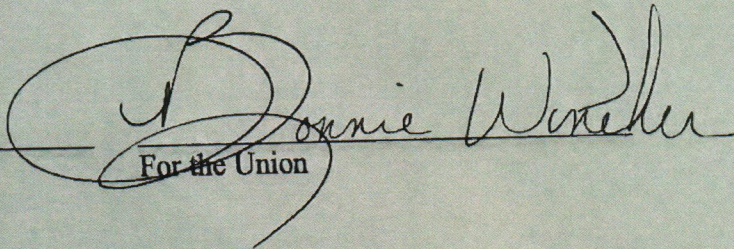
As part of this Memorandum of Understanding, the parties agree that *Article XVI, Appendix A, Section 3. Correctional Officers*, of the Union Agreement between Des Moines County and the Communication Workers of America, Des Moines County Sheriff's Office Union, effective from July 1, 2022, through June 30, 2025, shall be modified as follows:

**MONTHS OF CREDITED SERVICE COMPLETED:**

<u>Effective:</u>	<u>7/1/2022</u>	<u>7/1/2023</u>	<u>1/1/2024</u>	<u>7/1/2024</u>
Starting Rate	\$41,362.40	\$42,706.67	\$44,842.00	\$48,614.34
Six (6)	\$42,429.10	\$43,808.05	\$45,998.45	\$49,868.07
Twelve (12)	\$43,501.25	\$44,915.05	\$47,160.80	\$51,128.19
Eighteen (18)	\$44,463.60	\$45,908.66	\$48,204.09	\$52,259.27
Twenty-Four (24)	\$45,338.37	\$46,811.86	\$49,152.45	\$53,287.41
Thirty-Six (36)	\$46,230.57	\$47,733.07	\$50,119.72	\$54,336.04
Sixty (60)	\$47,733.07	\$49,284.39	\$51,748.61	\$56,101.97



\_\_\_\_\_  
For the County



\_\_\_\_\_  
For the Union

10.10.23

\_\_\_\_\_  
Date

10.20.23

\_\_\_\_\_  
Date

# NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Sue Poling Employee #: 00935  
 Title: Payroll 1<sup>st</sup> Deputy Department: Auditor

## STATUS CHANGES

### TERMINATION

Resignation       Unsatisfactory Probation  
 Discharge       Death  
 Retirement       Other, Explain

### TRANSFER

Permanent       Voluntary  
 Temporary       Involuntary

\_\_\_\_\_  
 \_\_\_\_\_  
 Last Day Worked \_\_\_\_\_  
 Add Vacation Days \_\_\_\_\_ to \_\_\_\_\_  
 Add Sick Days \_\_\_\_\_ to \_\_\_\_\_  
 Add Other Days \_\_\_\_\_ to \_\_\_\_\_  
 Last Day Paid \_\_\_\_\_  
 Unpaid Days \_\_\_\_\_ to \_\_\_\_\_

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

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

### LAY OFF

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

Reclassification       Demotion  
 Anniversary       Reduction  
 Promotion       Suspension  
 Probationary       Other, Explain

51 Hours Unpaid time for 10/19 – 1/27

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

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

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

Authorized by: \_\_\_\_\_ Department: Auditor Date: 10/5/2023  
 Authorized by: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_\_

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

# NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Derek Hester Employee # : \_\_\_\_\_  
 Title: Conservation Tech. Department: Conservation

## STATUS CHANGES

### TERMINATION

- |                                      |   |
|--------------------------------------|---|
| <input type="checkbox"/> Resignation | <input type="checkbox"/> Unsatisfactory Probation |
| <input type="checkbox"/> Discharge   | <input type="checkbox"/> Death                    |
| <input type="checkbox"/> Retirement  | <input type="checkbox"/> 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

- |  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> Maternity                 | <input type="checkbox"/> Educational |
| <input type="checkbox"/> Medical                   | <input type="checkbox"/> Military    |
| <input checked="" type="checkbox"/> Other, Explain |                                      |

7.5 hours unpaid leave on 10/20/23

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

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

### TRANSFER

- |                                    |                                      |
|------------------------------------|--------------------------------------|
| <input type="checkbox"/> Permanent | <input type="checkbox"/> Voluntary   |
| <input type="checkbox"/> Temporary | <input type="checkbox"/> Involuntary |

Previous Title Permanent Part Time  
 Previous Dept \_\_\_\_\_  
 New Job Title \_\_\_\_\_  
 New Dept \_\_\_\_\_  
 Previous Rate \_\_\_\_\_ New Rate \_\_\_\_\_  
 Effective Transfer Date \_\_\_\_\_

### LAY OFF

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

### SALARY ADJUSTMENT

- |                                       |  |
|---------------------------------------|--|
| <input type="checkbox"/> New Hire     | <input type="checkbox"/> Demotion                  |
| <input type="checkbox"/> Anniversary  | <input type="checkbox"/> Reduction                 |
| <input type="checkbox"/> Promotion    | <input type="checkbox"/> Suspension                |
| <input type="checkbox"/> Probationary | <input checked="" type="checkbox"/> Other, Explain |

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

Authorized by: Chris Lee Department: Conservation Date: 11/1/23  
 Authorized by: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_\_

Pay Period Ending: 10/27/23 Payroll Date: 11/3/23

DES MOINES CO TREASURER

DATE : 11/3/2023 10:51 AM  
OPER : 4-Jodie  
TKBY : Jodie Johnson  
TERM : 4  
REC# : R00446211

400 Miscellaneous Receipt 16007.11  
DMC RECORDERS OFFICE 16007.11  
AFFIDAVITS & ARTICLES 270.00  
0001-1-07-8110-400010 -270.00  
CONTRACTS 220.00  
0001-1-07-8110-400015 -220.00  
DEEDS 1435.00  
0001-1-07-8110-400020 -1435.00  
EASEMENTS 75.00  
0001-1-07-8110-400025 -75.00  
MISCELLANEOUS 360.00  
0001-1-07-8110-400030 -360.00  
MORTGAGES 5505.00  
0001-1-07-8110-400035 -5505.00  
PLATS 275.00  
0001-1-07-8110-400040 -275.00  
TAX LIENS 45.00  
0001-1-07-8110-400045 -45.00  
TRADE NAMES 20.00  
0001-1-07-8110-400050 -20.00  
FIN STMTS FIXTURE FILING 65.00  
0001-1-07-8110-400055 -65.00  
SNOWMOBILE TITLE & LIENS 205.00  
0001-1-07-8110-401000 -205.00  
BOAT LIEN 10.00  
0001-1-07-8110-402000 -10.00  
BOAT/SNOW WRITING FEES 254.00  
0001-1-07-8110-403000 -254.00  
HUNT/FISH WRITING FEES 18.00  
0001-1-07-8110-403001 -18.00  
REVENUE STAMPS 3271.29  
0001-1-07-8110-404000 -3271.29  
TRANSFER FEES - AUDITOR 675.00  
0001-1-07-8110-410000 -675.00  
VITAL RECORDS 1276.00  
0001-1-07-8110-413000 -1276.00  
PASSPORTS 1190.00  
0001-1-07-8110-415000 -1190.00  
OTHER MISC FEES & COPIES 406.25  
0001-1-07-8110-550000 -406.25  
RECORDER'S REC MGT FEE 356.00  
0024-1-07-8110-414000 -356.00  
TRB - INT ON CK'G 0.57  
0001-1-07-8110-600000 -0.57  
REC'S NON-REF OVER PYMT 15.00  
0001-4-99-9030-822000 -15.00  
DNR - BOAT TITLE FEE 60.00  
0027-1-22-6110-412000 -60.00

Paid By:DMC RECORDERS OFFICE  
2-Check 16007.11 REF:5011

APPLIED 16007.11  
TENDERED 16007.11

## MISCELLANEOUS RECEIPTS TO TREASURER

DATE: November 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	\$270.00	10/31/2023
"	Public - Contracts	CT 0001-1-07-8110-400015	\$220.00	"
"	Public - Deeds	DDS 0001-1-07-8110-400020	\$1,435.00	"
"	Public - Easements	EM 0001-1-07-8110-400025	\$75.00	"
"	Public - Miscellaneous	MI 0001-1-07-8110-400030	\$360.00	"
"	Public - Mortgages	MTG 0001-1-07-8110400035	\$5,505.00	"
"	Public - Plats	PLT 0001-1-07-8110-400040	\$275.00	"
"	State of Iowa-Tax Liens	TL 0001-1-07-8110-400045	\$45.00	"
"	Public - Trade Names	TN 0001-1-07-8110-400050	\$20.00	"
"	Public - Fin. Stmt's - Fixture Filings	FSF 0001-1-07-8110-400055	\$65.00	"
"	DNR - ATV Titles & Liens	ST 0001-1-07-8110-401000	\$205.00	"
"	DNR - Boat Liens Fee	BL 0001-1-07-8110-402000	\$10.00	"
"	DNR - Boat/Snow Writing Fees	WFB 0001-1-07-8110-403000	\$254.00	"
"	DNR - Hunt & Fish Writing Fees	WFH 0001-1-07-8110-403001	\$18.00	"
"	Ia Dept of Rev - Rev Stamp Fee	RS 0001-1-07-8110-404000	\$3,271.29	"
"	Public - County Transfer Fees	TF 0001-1-07-8110-410000	\$675.00	"
"	Ia Dept of Health - Vital Record Fee	VR 0001-1-07-8110-413000	\$1,276.00	"
"	US Dept of State - Passports	PP 0001-1-07-8110-415000	\$1,190.00	"
"	Public - PhotoCopy/Fax Fees	OMI 0001-1-07-8110-550000	\$406.25	"
"	Public - Recorder's Record Mgt Fees	RMF 0024-1-07-8110-414000	\$356.00	"
"	Two Rivers - Interest on Checking	IC 0001-1-07-8110-600000	\$0.57	"
"	Public - Non-refund Over Payment	NR 0001-4-99-9030-822000	\$15.00	"
"	DNR - Boat Title Fee	BT 0027-1-22-6110-412000	\$60.00	"

**TOTAL      \$16,007.11**

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

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

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





October 31, 2023

The Des Moines County Board of Supervisors met in regular session at the Court House in Burlington at 9 AM on Tuesday, October 31, 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 reported her office is busy with vaccines. County Attorney Lisa Schaefer reported Safe Trick or Treat will take place tonight at the Memorial Auditorium. Emergency Management Coordinator Gina Hardin reported there will be a CERT Academy this weekend. The CERT members will also be handing out candy at the Memorial Auditorium tonight. Conservation Director Chris Lee stated his staff is preparing Starrs Cave and Big Hollow for the winter months. He is hoping to start some fall burns later this week at Big Hollow. Assistant Land Use Director Jarred Lassiter reported their office is busy and they have items on the agenda today. IT Director Colin Gerst reported his office is busy. Maintenance Director Rodney Bliesener reported his department is busy. Sheriff Kevin Glendening stated his Deputies will be at the Safe Trick or Treat at the Memorial Auditorium, as well as Danville and Mediapolis Trick or Treat tonight. The jail population is 87. County Auditor Sara Doty reported Absentee voting is still going on in her office. The Board meeting next week will be moved to Wednesday at 8:30 a.m. due to the City/School Election on Tuesday. County Engineer Brian Carter reported his crews are out blading. His crew is preparing for the winter months as well.

No correspondence was received.

Approval of Payroll Reimbursement Claims in the amount of \$732.47 were presented. Cary made a motion to approve and was seconded by Broeker.

Approval of Resolution #2023-041 and Final Plat for Upper Bessine Subdivision was presented. Assistant Land Use Administrator Jarred Lassiter spoke on this and recommended approval. Broeker made a motion to approve and was seconded by Cary.

#### **INSERT RESOLUTION #2023-041**

Approval of Resolution #2023-042 Operation Green Light for Veterans was presented. Broeker made a motion to approve and was seconded by Cary.

#### **INSERT RESOLUTION #2023-042**

1<sup>st</sup> Public Hearing to amend Wind Ordinance #62 was held. Broeker made a motion to open the Public Hearing and Cary seconded. Land Use Administrator Zach James spoke on the Ordinance. McCampbell asked Auditor Doty if any public comments had been received. None received. There were no public comments. Cary made a motion to close the Public Hearing and seconded by Broeker. Broeker made a motion to approve the 1<sup>st</sup> reading of the amended Wind Ordinance #62 seconded by Cary.

1<sup>st</sup> Public Hearing to Adopt Solar Ordinance #63 was held. Broeker made a motion to open the Public Hearing and Cary seconded. Land Use Administrator Zach James and Assistant Administrator Jarred Lassiter spoke on the Ordinance. McCampbell asked Auditor Doty if any public comments had been received. None received. Rex and Darlene Trout asked questions regarding the Ordinance during public comments. Broeker made a motion to close the Public Hearing and seconded by Cary. Broeker made a motion to approve the 1<sup>st</sup> reading of Solar Ordinance #63 and seconded by Cary.

Approval of Compensation Board Member Resignation was presented. Sherry Kaestner resigned from representing the County Auditor. Cary made a motion to approve and was seconded by Broeker.

Approval of Compensation Board Member Appointment was presented. Terri Johnson was appointed to represent the County Auditor. Cary made a motion to approve and was seconded by Broeker.

Approval of Contracts for the Public Health Building Contractors was presented. Broeker made a motion to approve and was seconded by Cary.

Approval of Confirmation of Election of Commissioners to Represent the State of Iowa on the Mid-America Port Commission. Cary made a motion to approve and was seconded by Broeker.

Personnel Actions for Emergency Management, Shannon Prado, Assistant/Volunteer Coordinator, Starting Full Time at \$57,460 yearly effective 11/6. Broeker made a motion to approve and was seconded by Cary. Correctional Center – Andrew Brown, Full Time Correctional Officer, New Hire, \$42,706.67 yearly effective 11/2; Owen Stewart, Full Time Correctional Officer, New Hire, \$42,706.67 yearly effective 11/13; Brandon Thye, Full Time Correctional Officer, \$42,706.67 yearly effective 11/20. Cary made a motion to approve all three personnel actions and Broeker seconded. County Attorney – Danielle Cassidy, Records Legal Assistant, 7.5 hours unpaid for 10/24. Broeker made a motion to approve and was seconded by Cary.

Reports:

Veterans Affairs Monthly Report, October 2023

Broeker motioned to approve the October 24<sup>th</sup>, 2023, regular meeting minutes and was seconded by Cary.

Cary motioned to approve the October 24<sup>th</sup>, 2023, special meeting minutes and was seconded by Broeker.

Broeker attended a Grow Greater Burlington Meeting and Cary attended a Southeast Iowa Regional Planning Meeting.

The meeting was adjourned at 9:46 AM.

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, County Auditor