

OFFICIAL NOTICE

The Des Moines County Board of Supervisors will hold a regular session on **Tuesday, December 5th, 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 <https://desmoinescounty.iowa.gov/live/> Anyone with questions during the meeting may email the Board of Supervisors at board@dmcounty.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. Suspension of Taxes for Parcel #16-06-480-004
 - C. Resolution #2023-045 Setting Time & Date of FY24 Budget Amendment Hearing
 - D. Resolution #2023-046 Reappointment of John Wiberg to Des Moines County Zoning Board of Adjustment
 - E. Personnel Actions:
 1. County Attorney (2)
 - F. Minutes for Regular Meeting on November 28th, 2023
6. Other Business
7. Future Agenda Items
8. Committee Reports
9. Public Input
10. Adjournment

Work Sessions following the meeting:

BOS / Greater Burlington Partnership

RE: Budget

Accounts Payable Claims

12/05/2023 MEETING

\$962,413.31

Checks

\$77,209.46

Wire Transfer Pmnt

\$1,039,622.77

GRAND TOTAL

RESOLUTION SETTING TIME AND DATE OF FY24 BUDGET AMENDMENT HEARING

Resolution # 2023-045

BE IT RESOLVED:

- 1) The Board of Supervisors hereby fixes the time and place for a public hearing on the FY24 budget amendment for Tuesday, January 2nd, 2024, at 9:00 a.m. in the Board Room at the Des Moines County Courthouse.
- 2) The Des Moines County Budget Director is hereby directed to publish the notice and estimated summary as required by law.
- 3) This resolution shall take effect immediately.

APPROVED this 5th day of December, 2023.

DES MOINES COUNTY
BOARD OF SUPERVISORS

Shane McCampbell, Chairman

Tom Broeker, Vice-Chairman

Jim Cary, Member

ATTEST: _____
Sara Doty, Auditor

**DES MOINES COUNTY
BOARD OF SUPERVISORS
RESOLUTION #2023-046**

WHEREAS The Des Moines County Board of Supervisors approves appointments to the Des Moines County Zoning Board of Adjustment and,

WHEREAS John Wiberg has expressed interest in continuing to serve as a member of the Board of Adjustment,

NOW THEREFORE, BE IT RESOLVED: That the Board of Supervisors hereby re-appoints John Wiberg, 9151 Glenmark Drive, to the Des Moines County Zoning Board of Adjustment with term to expire on November 30, 2028.

Approved and adopted this 5th day of December, 2023.

DES MOINES COUNTY BOARD OF SUPERVISORS

Shane McCampbell, Chair

Tom L. Broeker, Vice Chair

Jim Cary, Member

ATTEST: _____

Sara Doty, County Auditor

NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Danielle Cassidy Employee # : 00955
 Title: Records Legal Assistant Department: County Attorney

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 0 to _____

Add Sick Days 0 to _____

Add Other Days 0 to _____

Last Day Paid _____

Unpaid Days _____ Personal hrs _____

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 type="checkbox"/> Other, Explain | _____ |

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 _____

Previous Dept _____

New Job Title _____

New Dept _____

Previous Rate hourly 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"/> Reclassification | <input type="checkbox"/> Demotion |
| <input type="checkbox"/> Anniversary | <input type="checkbox"/> Reduction |
| <input type="checkbox"/> Promotion | <input type="checkbox"/> Suspension |
| <input checked="" type="checkbox"/> Probationary | <input type="checkbox"/> Other - Day unpaid |

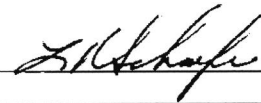
0001-04-1100-000-10050 - 3 month - Probationary

Period is complete as of 12-11-23

Previous Rate _____ New Rate _____

Previous Job Title: (if changed) _____

Effective Date: _____

Authorized by:  Department: Lisa K. Schaefer Date: 11-29-23
 Authorized by: _____ Department: County Attorney Date: _____

Pay Period Ending: _____ Payroll Date: _____

NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Kollan Kolthoff Employee #: 00860
 Title: Assistant County Attorney Department: County Attorney

STATUS CHANGES

TERMINATION

- | | |
|---|---|
| <input checked="" 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 0 to _____

Add Sick Days 0 to _____

Add Other Days 0 to _____

Last Day Paid _____

Unpaid Days _____ Personal hrs _____

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 type="checkbox"/> Other, Explain | _____ |

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 _____

Previous Dept _____

New Job Title _____

New Dept _____

Previous Rate hourly 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

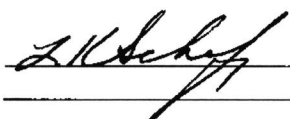
- | | |
|---|---|
| <input type="checkbox"/> Reclassification | <input type="checkbox"/> Demotion |
| <input type="checkbox"/> Anniversary | <input type="checkbox"/> Reduction |
| <input type="checkbox"/> Promotion | <input type="checkbox"/> Suspension |
| <input type="checkbox"/> Probationary | <input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

Resignation of Kollan Kolthoff
0001-04-1100-000-10020 - Effective 12-01-23

Previous Rate _____ New Rate _____

Previous Job Title: (if changed) _____

Effective Date: _____

Authorized by:  Department: County Attorney Date: 11-15-23
 Authorized by: _____ Department: _____ Date: _____

Pay Period Ending: _____ Payroll Date: _____

November 28, 2023

The Des Moines County Board of Supervisors met in regular session at the Court House in Burlington at 9:00 AM on Tuesday, November 28, 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: Safety Director Angie Vaughan stated all is well. MHASEI CDS Director Ken Hyndman stated there was not a lot to report and that things were going well. Recorder Natalie Steffener reported it is business as usual. County Attorney Lisa Schaefer stated that it is controlled chaos in her office. Maintenance Director Rodney Bliesener stated that his guys cleared snow this weekend. He wanted to remind everyone that as it warms up during the day, snow can melt and then get icy again as you are headed to your cars. IT Director Colin Gerst is chugging along as usual and keeping busy. Assistant Land Use Administrator Jarred Lassiter is keeping busy as usual. A minor subdivision is coming up for review shortly. Conservation Director Chris Lee invited everyone to join them on Friday at noon for a ribbon cutting grand opening of the addition of Hickory Bend. It is all closed out and ready to go. It is along Flint Creek and is a known habitat for endangered species of bats. It is also a public hunting area. Sign up is available for Winter Camp. Shannon Prado, Emergency Management Administrative Assistant, stated it is business as usual. Local Health Administrator Christa Poggemiller stated that the new Public Health site is moving along. Finance Director Cheryl McVey stated that the office is busy. County Engineer Brian Carter stated that he appreciated his guys working over the weekend. He commented that it was slick in spots. They will not be hauling any rock this time of year. They are working on four bridges and waiting for permits. Should be letting two ARPA funded bridges in January. He would like to get paperwork out to local contractors before the December DOT letting. He is waiting for environmental permits for two bridge deck replacements. The guys are working on culvert replacement today. Sheriff Kevin Glendening stated that they had the Holiday parade this past Saturday in downtown Burlington. This weekend is the Toys for Tots drive. That's in large part put on by the Hamilton-Walters Marine Corps League, so a big shout out to them and all the community members that make it all happen. They will be out at Westland Mall from noon to seven on Friday and seven to noon on Saturday. Sheriff Glendening invited everyone to stop by and see them. The jail population is 87, with 15 out-of-county.

Approval of Payroll Claims Reimbursements in the amount of \$373.18 were presented. Broeker made a motion to approve and was seconded by Cary.

Appointment of Robert Hesler to the Compensation Board as Representative to the County Supervisors. Broeker made a motion to approve and was seconded by Cary.

Cheryl Plank gave an update on Hope Haven's merger with Imagine the Possibilities. They will still be referred to as Hope Haven. They started partnering with Imagine the Possibilities a year ago because they could not find a finance director. They provide the same services across the state, so they decided to merge. Imagine the Possibilities grew from \$3-\$5 million organization to a \$70 million organization. Clients will have the same services, and the staff will remain the same. They would like to continue with the two leases with the county. The Board stated that they appreciate the services that they offer.

Personnel Actions approved for the Sheriff's office include a 36-month step increase for Keaton Hoschek, Deputy, from \$63,918.55 to \$67,282.72 effective December 28, 2023. Blake Cheeseman, Deputy, will receive a 24-month step increase from \$60,554.40 to \$63,918.55 effective December 28, 2023. Brett Haubrich, Deputy, will receive a 6-month step increase from \$50,462.01 to \$53,826.17 effective December 28, 2023. Klay Foster, Deputy, will receive a 6-month step increase from \$50,462.01 to \$53,826.17 effective December 28, 2023. Monica Ryan, Clerk II, will receive her 36-month step increase from \$37,616.91 to \$38,369.21 effective July 1, 2023, and then a 42-month step increase from \$38,369.21 to \$39,136.63 effective December 1, 2023. Cary made a motion to approve and was seconded by Broeker.

Personnel Actions approved for the Correctional Center include Kenyetta Rooks, Correctional Officer re-hire for part-time effective December 1, 2023, at \$18.52 per hour. Jarrard Tate, Correctional Officer, is a new hire at the rate of \$42,706.67 effective December 12, 2023. Patrick Ogorzalek, Correctional Officer, has an anniversary increase from \$44,915.05 to \$45,908.66 effective December 8, 2023. Broeker made a motion to approve and seconded by Cary.

Cary motioned to approve the November 21st, 2023, regular meeting minutes and was seconded by Broeker.

McC Campbell attended a Community Action meeting. They are re-upping the Diaper Grant Program. They welcomed 26 new employees. Local donations are \$4155 for the pantry, \$4812 for Community Needs, and \$298 for Head Start. They appreciate those donations. Cary attended an Early Childhood meeting. They still don't know how the funding is going to turn out. They are trying to regionalize.

No public input was received.

The meeting was adjourned at 9:34 AM.

Following the meeting a work session was held regarding the animal ordinance.

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

Shane McC Campbell, Chair
Attest: Cheryl McVey, Budget Director