

****AMENDED** OFFICIAL NOTICE**

The Des Moines County Board of Supervisors will hold a regular session on **Tuesday, January 30th, 2024** 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. Introduction to Two Rivers Levee & Drainage District's New Administrator
 - B. Resolution #2024-008 Approving the Use of DMC UEI# for Conservation
 - C. City of Middletown / Des Moines County Law Enforcement Agreement FY2024/2025
 - D. City of Danville / Des Moines County Law Enforcement Agreement FY2024/2025
 - E. Des Moines County General Assistance Manual
 - F. Personnel Actions:
 1. Local Health (1)
 2. Descom (1)
 3. Correctional Center (1)
 - G. Reports:
 1. Auditor's Report of Fees Collected, Qtr 4 2023
 - H. Minutes for Regular Meeting on January 23rd, 2024
6. Other Business
7. Future Agenda Items
8. Committee Reports
9. Public Input
10. Closed Session – Maintenance Director's Employee Evaluation per Iowa Code 21.5(1)(i)
11. Closed Session – IT Director's Employee Evaluation per Iowa Code 21.5(1)(i)
12. Closed Session – Budget Director's Employee Evaluation per Iowa Code 21.5(1)(i)
13. Closed Session – County Engineer's Employee Evaluation per Iowa Code 21.5(1)(i)
14. Adjournment

Work Session to follow meeting:

*BOS / County Engineer, Brian Carter

RE: Road Tour

Des Moines County, Iowa

Board of Supervisors



513 N Main St
PO Box 784
Burlington, IA 52601

Tom Broecker, Chair Jim Cary, Vice Chair
Shane McCampbell, Member

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

RESOLUTION #2024 – 008

WHEREAS Conservation is requesting to use the Des Moines County UEI # DF8SV4B3CHN6. This allows the Conservation Department to file any FEMA related documents with the Department of Homeland Security.

WHEREAS The Des Moines County Board of Supervisors approve the use of UEI# DF8SV4B3CHN6 and assume all risk involved.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Des Moines County Iowa, on this 30th day of January 2024, approve the use of UEI# DF8SV4B3CHN6 and assume all risk involved for the Conservation Department.

APPROVED this 30th day of January 2024.
DES MOINES COUNTY BOARD OF SUPERVISORS

Tom Broecker, Chairman

Jim Cary, Vice-Chairman

Shane McCampbell, Member

ATTEST: _____
Sara Doty, Auditor

RESOLUTION 2024 - 3
MIDDLETOWN / DES MOINES COUNTY
LAW ENFORCEMENT AGREEMENT
2024 / 2025 FISCAL YEAR

THIS AGREEMENT, entered this **11th day of January, 2024**, by Des Moines County, Iowa and the City of Middletown, in Des Moines County, Iowa;

WITNESSETH that:

WHEREAS, the City of Middletown, Iowa, desires to contract with Des Moines County, Iowa for police protection under the provision of Chapter 28E of the Code of Iowa, and

WHEREAS, Des Moines County, Iowa is willing to provide such police protection to the City of Middletown upon the terms and conditions hereinafter set forth,

NOW THEREFORE:

In consideration of mutual covenants and agreements hereinafter set forth, the parties hereto legally intending to be bound, do hereby covenant and agree for themselves and their respective successors as follows:

1. The County of Des Moines, State of Iowa, through its Sheriff's Office will supply police protection and law enforcement services to the City of Middletown, including, but not limited to the following:
 - A. Patrolling within the corporate limits of the City of Middletown such hours as may be necessary to provide minimum protection and law enforcement.
 - B. Answering calls at all times for police assistance in the City of Middletown.
2. This understanding (while under the direct supervision of the Sheriff) shall be administered by a Joint Board consisting of the Des Moines County Sheriff and the Mayor of the City of Middletown, with law enforcement policy, regulations and other law enforcement matters, including times of patrolling, to be mutually agreed upon and determined by the Des Moines County Sheriff and the Mayor of said City of Middletown. The Sheriff or his designated representative may attend the monthly council meeting of the Middletown City Council.
3. In consideration of the services to be performed as herein set forth, the City of Middletown agrees to pay Des Moines County, Iowa, (through the County Auditor of Des Moines County) the sum of **Fifteen Thousand Five Hundred Dollars (\$16,250)** commencing with the first half of the payment, (\$8,125) due by October 31, 2024 and the second half, (\$8,125) due by April 30, 2025.
4. This agreement shall become effective **July 1, 2024** through **June 30, 2025**. The new agreement shall be negotiated prior to **March 1, 2025**, for the following fiscal year.

DATE January 11, 2024

CITY OF MIDDLETOWN


MAYOR PRO TEM, STEPHANIE GERST

DES MOINES COUNTY, IOWA

ATTEST:


CITY CLERK

ATTEST:

COUNTY AUDITOR

**DANVILLE / DES MOINES COUNTY
LAW ENFORCEMENT AGREEMENT
2024 / 2025 FISCAL YEAR**

THIS AGREEMENT, entered this ____ day of _____, 20____, by Des Moines County, Iowa and the City of Danville, in Des Moines County, Iowa;

WITNESSETH that:

WHEREAS, the City of Danville, Iowa, desires to contract with Des Moines County, Iowa for police protection under the provision of Chapter 28E of the Code of Iowa, and

WHEREAS, Des Moines County, Iowa is willing to provide such police protection to the City of Danville upon the terms and conditions hereinafter set forth,

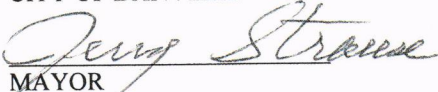
NOW THEREFORE:

In consideration of mutual covenants and agreements hereinafter set forth, the parties hereto legally intending to be bound, do hereby covenant and agree for themselves and their respective successors as follows:

1. The County of Des Moines, State of Iowa, through its Sheriff's Office, will supply police protection and law enforcement services to the City of Danville, including, but not limited to the following:
 - A. Patrolling within the corporate limits of the City of Danville such hours as may be necessary to provide adequate protection and law enforcement. The Sheriff's Office will have a patrol vehicle and officer patrolling within the corporate limits not less than **20 hours each week**. The Sheriff's Office shall maintain a log which shall show the actual time that the Sheriff's Office has an officer within the corporate limits of Danville.
 - B. Answering calls at all times for police assistance in the City of Danville.
2. This understanding (while under the direct supervision of the Sheriff) shall be administered by a Joint Board consisting of the Des Moines County Sheriff and the Mayor of the City of Danville, with law enforcement policy, regulations and other law enforcement matters, including times of patrolling, to be mutually agreed upon and determined by the Des Moines County Sheriff and the Mayor of said City of Danville. The Sheriff or his designated representative shall attend the monthly council meeting of the Danville City Council.
3. In consideration of the services to be performed as herein set forth, the City of Danville agrees to pay Des Moines County, Iowa, (through the County Auditor of Des Moines County) the sum of **Seventy-Five Thousand, Three Hundred and Sixteen Dollars (\$75,316)** per year with monthly installments of **\$6,276.33** commencing on the 1st day of July 2024.
4. This agreement shall become effective **July 1, 2024** through **June 30, 2025**. The new agreement shall be negotiated prior to **March 1, 2025**, for the following Fiscal Year.

DATE 1-15-2024

CITY OF DANVILLE


MAYOR

DES MOINES COUNTY, IOWA

ATTEST:


CITY CLERK

ATTEST:

COUNTY AUDITOR

NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Nancy Stewart

Employee #: _____

Title: CNA

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

Authorized by: Christa Poggemiller
Authorized by: _____

Department: Local Health
Department: _____

Date: 1/22/2024
Date: _____

Pay Period Ending: _____ Payroll Date: _____

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

New hire CNA effective 1/22/2024 annual salary
\$32,137.49

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

NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Jeremy Parker

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: **\$23.89**
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 _____
Final Rate of Pay _____
Permanent Address _____
City, State, Zip _____
Does the employee Want _____
Health Insurance Continued ☐ Yes ☐ No
Does Employee Want Life _____
Insurance Continued ☐ Yes ☐ No
Last Day Worked _____

LEAVE OF ABSENCE

☐ Maternity ☐ Educational
☐ Medical ☐ Military
☐ Other, Explain _____

SALARY ADJUSTMENT

☐ New Hire ☐ Demotion
☒ Anniversary ☐ Reduction
Promotion ☐ Suspension
Probationary ☐ Other, Explain

Dates of Absence _____ to _____

Does the employee Want _____
Health Insurance Continued ☐ Yes ☐ No Previous Rate: _____ New Rate **\$23.89**
Does Employee Want Life _____
Insurance Continued ☐ Yes ☐ No Previous Job Title: (if changed) _____
Effective Date: 12/28/2023

Authorized by: Shanna Krogmeier Department: Descom Date: 12/28/2023
Authorized by: _____ Department: _____ Date: _____

Pay Period Ending: 01/19/2023

Payroll Date: 01/26/2023

NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Hillary May Employee #: 0659
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: [Signature]
Authorized by: _____

Department: Correctional Center
Department: _____

Date: January 25, 2024
Date: _____

Pay Period Ending: January 6, 2024

Payroll Date: January 12, 2024

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
☐ 77.11Hours ☐ Demotion
☐ 80 Hours ☐ Reduction
☒ Anniversary ☐ Suspension
☐ Promotion ☐ Other, Explain
60 month increase

Previous Rate \$47,733.07 New Rate \$51,748.61

Previous Job Title: (if changed) _____
Effective Date: January 3, 2024

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

January 23, 2024

The Des Moines County Board of Supervisors met in regular session at the Court House in Burlington at 9:00 AM on Tuesday, January 23, 2024, with Chair Tom Broeker, Vice-Chair Jim Cary, and Member Shane McCampbell 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: County Auditor Sara Doty stated she is reserving hotel rooms for the annual ISAC Conference. If you need a hotel room, let her know. She is busy with budget and end of year processes. IT Director Colin Gerst reported his office is busy. Sheriff Kevin Glendening reported he met with the City of Danville, City of Mediapolis, and City of Middletown regarding their patrol contracts. These contracts will be on the upcoming agendas. He also attended a E911 Board meeting. The jail population is 76. Assistant Land Use Administrator Jarred Lassiter stated he has an agenda item. MHASEI CDS Director Ken Hyndman reported that the Mental Health Region is discussing combining the Substance Abuse Program and Behavioral Health. EMS Director Shannon Prado reported she is continuing to get her classes done for the State. She is working on a Hazard Mitigation Grant. She also reported a Weather Spotter Class that will take place at the Capital Theatre on February 20th from 6:00 PM – 8:00 PM. The class is open to anyone in the public 10 years and older. Maintenance Director Rodney Bliesener stated he is trying to keep up with the weather. He wanted to remind the public to take precautions when walking or driving. Pay attention to any overhangs you walk under. As things melt the thicker snow on the roofs can be falling. Public Health Director Christa Poggemiller reported her office is busy. She has hired a Nurse and CNA to put them back to full staff. County Engineer Brian Carter wanted to give his crew a huge thank you for their time and efforts at keeping the roads maintained. He stated it has been a busy mixed bag, but the guys are working hard to keep things as clear as they can.

No Correspondence was received.

Approval of Payroll Reimbursement Claims in the amount of \$185.55 was presented. McCampbell made a motion to approve and was seconded by Cary.

Approval of Resolution #2024-006 Approving the Use of DMC UEI# for Secondary Roads was presented. Cary made a motion to approve and was seconded by McCampbell.

INSERT RESOLUTION #2024-006

Approval of Resolution #2024-007 and Final Plat for 1st Addition to Logan Creek Subdivision was presented. McCampbell made a motion to approve and was seconded by Cary.

INSERT RESOLUTION #2024-007

Approval of Contract for Des Moines County Highway 99 Bridge H-14 LFM-CO29(H14)—7X-29 was presented. Cary made a motion to approve and McCampbell seconded.

Approval of Contract for Upper Flint Road Bridge FR-11 LFM-CO29(FR-11)—7X-29 was presented. Cary made a motion to approve and McCampbell seconded.

Approval of a Letter of Support for Mississippi River Parkway Commission for Iowa was presented. McCampbell made a motion to approve and was seconded by Cary.

Personnel Actions – Local Health – Brigitte Davis, Nurse, New Hire Full Time \$54,273.03 yearly effective 1/16. Inger McClellan, CNA, 20 hours unpaid 1/3, 1/4, 1/5, and 8 hours on 1/8. Inger McClellan, CNA, Resignation effective 1/9. McCampbell made a motion to approve all three Personnel Actions and Cary seconded.

Reports:

Clerk's Report of Fees Collected, December 2023

Dewey Byar Trust U/W Report, 2023

McCampbell motioned to approve the January 16th, 2024, regular meeting minutes and was seconded by Cary.

Approval of Canvass Results of Two Rivers Levee & Drainage District Election was presented. McCampbell made a motion to approve and was seconded by Cary.

McCampbell attended a Community Action Meeting, Regional Solid Waste Meeting, and an E911 Meeting. Cary attended an Early Childhood Development Meeting.

The meeting was adjourned at 9:49 AM.

Following the meeting a work session was held with Community Action and Budget Director Cheryl McVey to discuss the Community Action Budget.

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

Tom Broeker, Chair

Attest: Sara Doty, County Auditor