

## OFFICIAL NOTICE

The Des Moines County Board of Supervisors will hold a regular session on **Tuesday, June 27<sup>th</sup>, 2023** at 9:00 A.M. in the public meeting room at the Des Moines County Courthouse.

8:30 AM -Work Session: Board of Supervisors: Review of Weekly Business

**PUBLIC NOTICE** – the meeting can be viewed by live stream at [www.dmcountry.com/youtube](http://www.dmcountry.com/youtube). Anyone with questions during the meeting may email the Board of Supervisors at [board@dmcountry.com](mailto:board@dmcountry.com) OR call 319-753-8203, Ext 4

### TENTATIVE AGENDA:

1. Pledge of Allegiance
2. Changes to Tentative Agenda
3. Meet with Department Heads / Elected Officials
4. Correspondence
5. Discussion / Vote:
  - A. Accounts Payable Claims
  - B. Payroll Reimbursement Claims
  - C. Authorizing the Issuance of a Tax-Exempt General Obligation Loan Agreement Anticipation Project Note, Series 2023A
  - D. Authorizing the Issuance of a Taxable General Obligation Loan Agreement Anticipation Project Note, Series 2023B
  - E. Amendment to 2022 Des Moines County Employee Handbook
  - F. Cigarette Permit – River Mart
  - G. Personnel Actions:
    1. Local Health (1)
    2. Treasurer (1)
  - H. Minutes for Regular Meeting on June 20<sup>th</sup>, 2023
6. Other Business
7. Future Agenda Items
8. Committee Reports
9. Public Input
10. Adjournment

Work Session Following the Meeting:

BOS / County Engineer

RE: Project Tour

### **NOTICE:**

July 4<sup>th</sup> Board Meeting will be held on July 5<sup>th</sup> at 9 a.m. in the Public Meeting Room on the Second Floor of the Courthouse due to the Holiday.

# Accounts Payable Claims

## 06/27/2023 MEETING

\$342,763.65

Checks

\$473,818.37

Wire Transfer Pmnt

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**\$816,582.02**

**GRAND TOTAL**

## Instructions on the reverse side

For period (MM/DD/YYYY) 07 / 01 / 2023 through June 30, 2024

I/we apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products:

## Business Information:

Trade name/Doing business as: RIVER MART  
Physical location address: 14562 WASHINGTON Rd. City: W. BURLINGTON ZIP: 52655  
Mailing address: AS ABOVE City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Business phone number: 319-208-1849

## Legal Ownership Information:

Type of Ownership: Sole Proprietor ☐ Partnership ☐ Corporation ☐ LLC ☒ LLP ☐  
Name of sole proprietor, partnership, corporation, LLC, or LLP HARVINDER DHANNU  
Mailing address: 14562 WASHINGTON Rd. City: W. Burlington State: IA ZIP: 52655  
Phone number: 319-208-1849 Fax number: SAME Email: \_\_\_\_\_

## Retail Information:

Types of Sales: Over-the-counter ☒ Vending machine ☐  
Do you make delivery sales of alternative nicotine or vapor products? (See Instructions) Yes ☐ No ☐

Types of Products Sold: (Check all that apply)

Cigarettes ☒ Tobacco ☒ Alternative Nicotine Products ☐ Vapor Products ☐

## Type of Establishment: (Select the option that best describes the establishment)

Alternative nicotine/vapor store ☐ Bar ☐ Convenience store/gas station ☒ Drug store ☐  
Grocery store ☐ Hotel/motel ☐ Liquor store ☐ Restaurant ☐ Tobacco store ☐  
Has vending machine that assembles cigarettes ☐ Other ☐ N/A

If application is approved and permit granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

## Signature of Owner(s), Partner(s), or Corporate Official(s)

Name (please print): HARVINDER DHANNU Name (please print): \_\_\_\_\_  
Signature: Harvinder Dhanu Signature: \_\_\_\_\_  
Date: 6/17/23 Date: \_\_\_\_\_

Send this completed application and the applicable fee to your local jurisdiction. If you have any questions contact your city clerk (within city limits) or your county auditor (outside city limits).

## FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE

- Fill in the amount paid for the permit: \_\_\_\_\_
- Fill in the date the permit was approved by the council or board: \_\_\_\_\_
- Fill in the permit number issued by the city/county: \_\_\_\_\_
- Fill in the name of the city or county issuing the permit: \_\_\_\_\_
- New ☐ Renewal ☐

Send completed/approved application to Iowa Alcoholic Beverages Division within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

- Email: [iapledge@iowaabd.com](mailto:iapledge@iowaabd.com)
- Fax: 515-281-7375



# NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Kerry Crouch Employee #: \_\_\_\_\_  
Title: Public Health Nurse 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 Department: Local Health Date: 6/19/23  
Authorized by: \_\_\_\_\_ Department: \_\_\_\_\_ 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 RN-full-time \$52,564.68 annually effective  
6/19/2023.

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

# NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Anika McVay

Employee # : \_\_\_\_\_

Title: Temporary Part-time Clerk II-MV

Department: Treasurer

## STATUS CHANGES

### TERMINATION

☐ Resignation ☐ Unsatisfactory Probation  
☐ Discharge ☐ Death  
☐ Retirement ☒ Other, Explain

Temporary Part-time work complete.

Last Day Worked 1/13/2023  
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: \_\_\_\_\_  
Authorized by: \_\_\_\_\_

Department: DMC Treasurer

Department: \_\_\_\_\_

Date: 06/22/2023

Date: \_\_\_\_\_

Pay Period Ending: 06/24/2023

Payroll Date: 06/30/2023

### 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 ☐ Demotion  
☐ Anniversary ☐ Reduction  
☐ Promotion ☐ Suspension  
☐ Probationary ☐ Other, Explain \_\_\_\_\_

Previous Rate \_\_\_\_\_ New Rate \_\_\_\_\_

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

June 20, 2023

The Des Moines County Board of Supervisors met in regular session at the Court House in Burlington at 9 AM on Tuesday, June 20, 2023, with Chair Shane McCampbell and Member Jim Cary present. Vice-Chair Tom Broeker was present via Webex. 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. Her staff will be at Pride in the Park this week at Crapo Park. Safety Director Angela Vaughan stated her office is busy. Maintenance Director Rodney Bliesener was present for an agenda item. County Recorder Natalie Steffener stated she hosted Recorder School this past week at Fun City. About 80 Recorders were present for the meetings. County Budget Director Cheryl McVey was present for an agenda item. County Treasurer Janelle Nalley-Londquist reported her office held a tax sale yesterday and sold roughly \$370,000 in tax sales. IT Director Colin Gerst reported his staff attended an ICUBE Conference last week. County Auditor Sara Doty stated the Board of Supervisors meeting for the week of July 4<sup>th</sup> will be held on Wednesday, July 5<sup>th</sup> due to the Holiday. Starting this afternoon, she and Cheryl will be out of the office for ISACA Conference the rest of the week. County Engineer Brian Carter stated Highway 99 Bridge Project will begin today. Please remember the road will remain closed for roughly 3 months. Conservation Director Chris Lee stated that he has had a lot of phone calls regarding baby animals being spotted without a mother nearby. He assures you, even if you don't see her, the mother isn't far and to please not touch it.

Mrs. Damon wrote an email to the Board of Supervisors regarding the Highway 99 closure.

Approval of Accounts Payable Claims in the amount of \$980,009.30 was presented. Cary made a motion to approve and was seconded by Broeker.

Approval of the FY24 Worker's Compensation Renewal was presented. Broeker made a motion to approve and was seconded by Cary.

Approval of the FY24 ICAP Insurance Renewal was presented. Broeker made a motion to approve and was seconded by Cary.

Approval of the Lease Agreement with River Cross was presented. Cary made a motion to approve and was seconded by Broeker.

Approval of the Lease Agreement with Mental Health Agency of Southeast Iowa was presented. Cary made a motion to approve and was seconded by Broeker.

Approval of the Fiscal Agent Agreement with Mental Health Agency of Southeast Iowa was presented. Broeker made a motion to approve and was seconded by Cary.

Approval of the Memorandum of Understanding Regarding Reimbursement from the Mental Health Agency of Southeast Iowa for County Employees / Occupancy / Equipment was presented. Broeker made a motion to approve and was seconded by Cary.

Approval of the Howard E. Nyhart Company Services Agreement for FYE2023/2024 Actuarial Services was presented. Cary made a motion to approve and was seconded by Broeker.

Approval of Resolution #2023-032 to Approve FY24 Appropriations was presented. Broeker made a motion to approve and was seconded by Cary.

#### **INSERT RESOLUTION #2023-032**

Personnel Actions – Correctional Center, Breanna Teel, Full Time Correctional Officer, New Hire, Starting Rate of \$41,362.40 effective 6/26/23. Cary made a motion to approve and was seconded by Broeker.

Cary motioned to approve the June 13, 2023, regular meeting minutes and seconded by Broeker.

Cary attended a RUSS, Southeast Iowa Crime Commission, and Juvenile Detention Meeting. McCampbell

attended an 8<sup>th</sup> Judicial District Meeting. Broeker attended the last Southeast Iowa Link Meeting as “SEIL” and the organizational meeting for “Mental Health Agency for Southeast Iowa.”

The meeting was adjourned at 9:49 AM.

Following the meeting a work session was held with Des Moines County EMS regarding the EMS Program. The Board of Supervisors also 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.dmccounty.com](http://www.dmccounty.com)

Shane McCampbell, Chair

Attest: Sara Doty, Auditor