

OFFICIAL NOTICE

The Des Moines County Board of Supervisors will hold a regular session on **Tuesday, May 7th, 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@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. Personnel Actions:
 1. Conservation (2)
 2. Sheriff (2)
 3. Correctional Center (1)
 - C. Reports:
 1. Records Monthly Report of Fees Collected, April 2024
 - D. Minutes for Regular Meeting on April 30th, 2024
6. Other Business
7. Future Agenda Items
8. Committee Reports
9. Public Input
10. Adjournment

NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Trenton Gebhardt Employee #: _____
Title: Conservation Intern Department: Conservation

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 _____
Last Day Paid _____
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

Authorized by: 
Authorized by: Chris Lee

Department: Conservation Date: 5/2/2024
Department: _____ Date: _____

Pay Period Ending: 5/24/2024 Payroll Date: 5/31/2024

TRANSFER

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

Previous Rate _____ New Rate \$16.50/hr
Previous Job Title: (if changed) _____
Effective Date: May 13, 2024

NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Bryce Wade Social Security: _____
Title: Part time Conservation Tech. Department: Des Moines County Conservation

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: Chris Lee Department: Conservation Date: 04/26/2024
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, up to 29 hrs / week

Previous Rate _____ **New Rate** \$17.00 / hr
Previous Job Title: (if changed) _____
Effective Date: 05/08/2024

NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Klay Foster Employee #: _____
Title: Deputy Department: Sheriff's Office

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: *Ken Blawie* Department: Sheriff's Office Date: 4/26/24
Authorized by: _____ Department: _____ Date: _____

Pay Period Ending: April 27, 2024 Payroll Date: May 3, 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 (Check # of Hours) Probationary
 74.77 Hours Demotion
 80 Hours Reduction
 Anniversary Suspension
 Promotion Other, Explain

12mo increase

Previous Rate \$53,826.17 New Rate \$57,190.28
Previous Job Title: (if changed) _____
Effective Date: April 27, 2024

NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Brett Haubrich Employee #: _____
Title: Deputy Department: Sheriff's Office

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 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

Authorized by: *Kim Blumley*
Authorized by: _____

Department: Sheriff's Office Date: 4/26/24
Department: _____ Date: _____

Pay Period Ending: May 11, 2024 Payroll Date: May 17, 2024

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 _____ 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 (Check # of Hours) | <input type="checkbox"/> Probationary |
| <input checked="" type="checkbox"/> 74.77 Hours | <input type="checkbox"/> Demotion |
| <input type="checkbox"/> 80 Hours | <input type="checkbox"/> Reduction |
| <input type="checkbox"/> Anniversary | <input type="checkbox"/> Suspension |
| <input type="checkbox"/> Promotion | <input checked="" type="checkbox"/> Other, Explain |

12mo increase

Previous Rate \$53,826.17 New Rate \$57,190.28
Previous Job Title: (if changed) _____
Effective Date: April 28, 2024

NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: DAVIS, Caitlin Employee #: _____
Title: Kitchen-PT Cook Department: Correctional Center

STATUS CHANGES

TERMINATION

- Resignation
 Discharge
 Retirement
- Unsatisfactory Probation
 Death
 Other, Explain _____

TRANSFER

- Permanent
 Temporary
- Voluntary
 Involuntary

Previous Title _____
Previous Dept _____
New Job Title _____
New Dept _____
Previous 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 _____
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
 Medical
 Other, Explain _____
- Educational
 Military

SALARY ADJUSTMENT

- Reclassification
 Anniversary
 Promotion
 Probationary
- Demotion
 Reducation
 Suspension
 Other, Explain _____

Dates of Absence _____ to _____
New wages _____

Does the employee Want Health Insurance Continued Yes No
Previous Rate \$14.58/hr New Rate \$16.58/hr

Does Employee Want Life Insurance Continued Yes No
Previous Job Title: (if changed) _____
Effective Date: April 30, 2024

Authorized by:  Department: Correction. Center Date: April 30, 2024
Authorized by: _____ Department: _____ Date: _____

Pay Period Ending: _____ Payroll Date: _____

DES MOINES CO TREASURER

DATE : 5/1/2024 12:01 PM

OPER : 3-Julie

TKBY : Julie Howe

TERM : 3

REC# : R00462950

400 Miscellaneous Receipt	401.00
DMC RECORDER OFFICE	401.00
ELECTRONIC TRANSFER FEE	401.00
5300-1-07-8110-416000	-401.00

Paid By:DMC RECORDER OFFICE

2-Check 401.00 REF:5028

APPLIED	401.00
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TENDERED	401.00
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CHANGE	0.00
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MISCELLANEOUS RECEIPTS TO TREASURER

DATE: May 1, 2024

PLEASE ATTACH TAPE OF TOTAL AND ENTER AMOUNT HERE _____

DOC NO.	PAID BY/DESCRIPTION	ACCOUNT NO.	AMOUNT	ACCUE DATE
	Dmc Rec-Public			4/30/2024
	Electronic Transfer Fee	RET/5300-1-07-8110-416000	\$401.00	

THE REVENUE LISTED ABOVE WAS RECEIVED FROM _____

BY _____

TREASURER'S RECEIPT NUMBER ISSUED FOR THIS TRANSACTION _____

DES MOINES CO TREASURER

DATE : 5/1/2024 12:03 PM
OPER : 3-Julie
TKBY : Julie Howe
TERM : 3
REC# : R00462951
=====

400 Miscellaneous Receipt	15474.70
DMC RECORDER OFFICE	15474.70
AFFIDAVITS & ARTICLES	295.00
0001-1-07-8110-400010	-295.00
CONTRACTS	240.00
0001-1-07-8110-400015	-240.00
DEEDS	1505.00
0001-1-07-8110-400020	-1505.00
EASEMENTS	150.00
0001-1-07-8110-400025	-150.00
MISCELLANEOUS	190.00
0001-1-07-8110-400030	-190.00
MORTGAGES	5780.00
0001-1-07-8110-400035	-5780.00
PLATS	65.00
0001-1-07-8110-400040	-65.00
TAX LIENS	110.00
0001-1-07-8110-400045	-110.00
TRADE NAMES	5.00
0001-1-07-8110-400050	-5.00
FIN STMTS FIXTURE FILING	35.00
0001-1-07-8110-400055	-35.00
SNOWMOBILE TITLE & LIENS	170.00
0001-1-07-8110-401000	-170.00
BOAT LIEN	40.00
0001-1-07-8110-402000	-40.00
BOAT/SNOW WRITING FEES	314.00
0001-1-07-8110-403000	-314.00
HUNT/FISH WRITING FEES	12.00
0001-1-07-8110-403001	-12.00
REVENUE STAMPS	2669.61
0001-1-07-8110-404000	-2669.61
TRANSFER FEES - AUDITOR	770.00
0001-1-07-8110-410000	-770.00
VITAL RECORDS	1396.00
0001-1-07-8110-413000	-1396.00
PASSPORTS	750.00
0001-1-07-8110-415000	-750.00
OTHER MISC FEES & COPIES	455.60
0001-1-07-8110-550000	-455.60
RECORDER'S REC MGT FEE	401.00
0024-1-07-8110-414000	-401.00
TRB - INT ON CK'G	0.59
0001-1-07-8110-600000	-0.59
REC'S NON-REF OVER PYMT	15.90
0001-4-99-9030-822000	-15.90
DNR - BOAT TITLE FEE	105.00
0027-1-22-6110-412000	-105.00

Paid By:DMC RECORDER OFFICE
2-Check 15474.70 REF:5029

APPLIED 15474.70
TENDERED 15474.70

CHANGE 0.00

MISCELLANEOUS RECEIPTS TO TREASURER

DATE: May 1, 2024 _____

<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	\$295.00	4/30/2024
"	Public - Contracts	CT	0001-1-07-8110-400015	\$240.00	"
"	Public - Deeds	DDS	0001-1-07-8110-400020	\$1,505.00	"
"	Public - Easements	EM	0001-1-07-8110-400025	\$150.00	"
"	Public - Miscellaneous	MI	0001-1-07-8110-400030	\$190.00	"
"	Public - Mortgages	MTG	0001-1-07-8110400035	\$5,780.00	"
"	Public - Plats	PLT	0001-1-07-8110-400040	\$65.00	"
"	State of Iowa-Tax Liens	TL	0001-1-07-8110-400045	\$110.00	"
"	Public - Trade Names	TN	0001-1-07-8110-400050	\$5.00	"
"	Public - Fin. Stmt's - Fixture Filings	FSF	0001-1-07-8110-400055	\$35.00	"
"	DNR - ATV Titles & Liens	ST	0001-1-07-8110-401000	\$170.00	"
"	DNR - Boat Liens Fee	BL	0001-1-07-8110-402000	\$40.00	"
"	DNR - Boat/Snow Writing Fees	WFB	0001-1-07-8110-403000	\$314.00	"
"	DNR - Hunt & Fish Writing Fees	WFH	0001-1-07-8110-403001	\$12.00	"
"	Ia Dept of Rev - Rev Stamp Fee	RS	0001-1-07-8110-404000	\$2,669.61	"
"	Public - County Transfer Fees	TF	0001-1-07-8110-410000	\$770.00	"
"	Ia Dept of Health - Vital Record Fee	VR	0001-1-07-8110-413000	\$1,396.00	"
"	US Dept of State - Passports	PP	0001-1-07-8110-415000	\$750.00	"
"	Public - PhotoCopy/Fax Fees	OMI	0001-1-07-8110-550000	\$455.60	"
"	Public - Recorder's Record Mgt Fees	RMF	0024-1-07-8110-414000	\$401.00	"
"	Two Rivers - Interest on Checking	IC	0001-1-07-8110-600000	\$0.59	"
"	Public - Non-refund Over Payment	NR	0001-4-99-9030-822000	\$15.90	"
"	DNR - Boat Title Fee	BT	0027-1-22-6110-412000	\$105.00	"
"	Public - County UTV Permit	CAP	0001-1-07-8110-407000	\$0.00	"

TOTAL \$15,474.70

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

BY _____
INITIALS

TREASURER'S RECEIPT NUMBER ISSUED FOR THIS TRANSACTION: _____

April 30, 2024

The Des Moines County Board of Supervisors met in regular session at the Court House in Burlington at 9:00 AM on Tuesday, April 30, 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 reported she will be attending Election training in Ottumwa tomorrow. The office is busy preparing for the upcoming Primary Election. IT Systems Administrator Stuart Mason reported the office is busy. Sheriff Kevin Glendening reported the Jail population is at 82. Bob Lehnerr's Memorial Ride that took place on April 6th, presented their checks on April 24th. \$12,000 was raised, giving \$4,000 to the Des Moines County Sheriff's Department, \$4,000 to the Burlington Police Department, \$2,000 to the West Burlington Police Department, and \$2,000 to the Louisa County Sheriff's Department. Maintenance Director Rodney Bliesener reported his staff is busy. Assistant Land Use Administrator Jarred Lassiter reported their office is busy. Budget Director Cheryl McVey was present for an agenda item. MHASEI CDS Director Ken Hyndman gave an update on the Mental Health Region. Local Health Director Christa Poggemiller reported her office is busy. Emergency Management Director Shannon Prado stated she remains busy. County Treasurer Janelle Nalley-Londquist reported her office is busy preparing to print delinquent property tax notices, along with notice of tax sale. County Recorder Natalie Steffener reported she attended her 5th District Recorders meeting last week and they discussed legislative changes. County Attorney Lisa Schaefer reported her office is busy. County Engineer Brian Carter reported his crews are working on secondary washing on the roads that are in need, due to the rain we've received. Golf Course Road project is coming along. There will be a culvert repair contractor coming this week to start working on Highway 99.

No correspondence was received.

A Public Hearing was held to approve the FY24/25 County Budget. McCampbell made a motion to open the public hearing and was seconded by Cary. Budget Director Cheryl McVey spoke. Chairman Broeker asked Auditor Doty if any public comments had been received in the Auditor's Office. None received. Cary made a motion to close the public hearing and was seconded by McCampbell.

Resolution #2024-027 Approving FY24/25 County Budget was presented. McCampbell made a motion to approve and was seconded by Cary.

INSERT RESOLUTION #2024-027

Approval of Payroll Reimbursement claims in the amount of \$238.74 and non-cash taxable in the amount of \$18.34 were presented. Cary made a motion to approve and was seconded by McCampbell.

Personnel Action – Conservation – Angela Berndt, Conservation Intern, New Hire, \$15.00 hourly effective 5/15. Cary made a motion to approve and was seconded by McCampbell.

Reports:

Veterans Affairs Monthly Report of Fees Collected, April 2024

McCampbell motioned to approve the April 23rd, 2024, regular meeting minutes and was seconded by Cary.

McCampbell attended a DCAT meeting. Cary attended a RUSS meeting. Broeker attended an Emergency Food & Shelter meeting, a Public Health Construction meeting, and an Emergency Management meeting.

The meeting was adjourned at 9:34 AM.

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