

July 10<sup>th</sup>, 2018

The Des Moines County Board of Supervisors met in regular session at the Court House in Burlington at 9 AM on Tuesday, July 10<sup>th</sup>, 2018 with Chairman Jim Cary, Vice-Chair Tom Broeker and Member Bob Beck present.

Unless otherwise noted, all motions passed unanimously.

Meet with Department Heads: County Auditor Terri Johnson reported her office is busy. A new polling location will be needed for Pct 1T. The Burlington Golf Club no longer wants to be the host location for elections. She is currently looking for a new location and once a new location is determined news releases will be sent to the media, it will be posted on the county website and cards will be sent to each household in Pct 1T. She will attend a Passport class this Thursday. When approved, Passports will be available in the Auditor's Office and a news release will be sent announcing the new service. Public Health Administrator Christa Poggemiller reported her office is busy with outreach & educational programs. Jail Administrator Doug Ervine reported the jail population is 92. Assistant Land Use Administrator Jarred Lassiter reported a Zoning Commission meeting was held last night and they reviewed a preliminary plat along Flint Bottom Road. The plat will be presented to the Supervisors for their review in a couple of weeks. On July 17<sup>th</sup> at 4:30 PM - SEIRPC will have their final meeting to review their long-range plans. County Engineer Brian Carter reported on the Hwy 61 project. 150<sup>th</sup> Street west of the highway is closed and the Iowa City Road intersection is open. He then reported on County projects – Beaverdale Road construction should be pouring concrete next week. The Iowa City Road grading project north of Pleasant Grove Road is progressing. CDS Director Ken Hyndman reported the Recovery Center is now open at 910 Cottonwood Court. They are open 9AM to 5PM but the hours may change if needed. They hope to help quite a few people, like those on waiver waiting lists, as this is a non-eligibility service and anyone may come to the recovery center. They have an activity calendar and can talk to peers. Other Department Heads or representatives present were: Maintenance Supervisor Rodney Bliesener, Safety Director Angie Vaughan, Lieutenant Brett Grimshaw and IT Director Colin Gerst.

Class C Liquor License for HyVee Barn on the Ridge Wedding Reception on 8/2/2018 was presented. Broeker motioned to approve and seconded by Beck.

Letters of Cash on Hand for several County Offices were received. Broeker motioned to approve and seconded by Beck.

Encroachment Agreement for Frontage along 9293 Golf Course Road was presented by County Engineer Brian Carter. He stated a garage and retaining wall was built many years ago on County right-of-way. He stated it is not noticeable from the road. The property is being sold and the encroachment became apparent. In the future, should the retaining wall or garage be removed they will not be able to be rebuilt in the same location. The Engineer recommended approval of the encroachment agreement. Beck motioned to approve and seconded by Broeker.

The Recorder designated Two Rivers Bank and Trust as the FY19 official depository with a maximum deposit of \$150,000. Broeker motioned to approve and seconded by Beck.

Personnel Action. Correctional Center – Alexis Stephenson, Correctional Officer Full-Time. Unpaid leave 7/4-7/9 for a total of 49.5 hours. Broeker motioned to approve and seconded by Beck.

Reports received and filed in Auditor's Office:

Auditor's Report of Fees Collected, Qtr. ending June 2018

Recorder's Report of Fees Collected, June 2018

Recorder's Report of Fees Collected, FY17/18

Veterans Affairs Reports, June 2018

Broeker motioned to approve minutes for the Board meeting held on July 3<sup>rd</sup>, 2018. Seconded by Beck.

Future Agenda Item: July 17<sup>th</sup> – ATV Ordinance Work Session

Committee reports. Broeker attended a Crisis Intervention Training committee meeting. The first

Southeast Iowa LINK Crisis Intervention Training for area law enforcement and 1<sup>st</sup> responders is scheduled for October 22<sup>nd</sup> – Oct 26<sup>th</sup> at the Iowa National Guard Armory in Mt Pleasant, Iowa.

Meeting was adjourned at 9:20 AM.

A work session was held following the meeting. The Board of Supervisors and County Recorder Lisa Schreiner and Recorder 1<sup>st</sup> Deputy Natalie Steffener met to discuss the Recorder's Office personnel. The Recorder's part-time clerk recently took a full-time position in the Auditor's Office. She stated she still needs a part-time clerk and would like to raise the wage from \$13.35 hr. to \$14 hr. but shorten the hours worked to 20 hours a week. The part-time clerk will digitize the microfilm and help at the counter. She wants to increase the 1<sup>st</sup> Deputies percentage from 77% to 83% of her salary and increase the 2<sup>nd</sup> Deputies percentage from 60% to 63% of her salary. She presented job descriptions for each deputy. She stated she will not be changing the bottom line of her expenditures as currently budgeted, if the part-time hours are decreased and her postage should decrease since she will not need postage for passports. Her revenue will decrease since her office will no longer be processing passports. The Board discussed the suggestions and are willing to increase the salary for the 1<sup>st</sup> Deputy from 77% to 80% when a personnel action is submitted.

This Board meeting is recorded and kept on file for two years. The meeting minutes and audio are posted on the county's website [www.dmcounty.com](http://www.dmcounty.com)

Approved July 24<sup>th</sup>, 2018  
Jim Cary, Chairman  
Attest: Terri Johnson, Auditor