

December 3<sup>rd</sup>, 2019

The Des Moines County Board of Supervisors met in regular session at the Court House in Burlington at 9 AM on Tuesday, December 3<sup>rd</sup>, 2019, with Chairman Tom Broeker, Vice-Chair Bob Beck and Member Jim Cary present.

The Pledge of Allegiance was conducted. Unless otherwise noted, all motions passed unanimously.

Meet with Department Heads: Land Use Administrator Zach James stated everything is going well and have received a few flood plain permits. They are currently busy with ordinance updates. James discussed Airport Zoning and may need a work session to discuss this since the boundaries go beyond the two-mile zoning limit. County Engineer Brian Carter stated crews were working on ditching projects and may get some dry days to do some blading before it freezes. The Mediapolis Road bridge projects will be let by the Iowa Department of Transportation this month. Conservation Director Chris Lee stated they have been doing administrative work and November was busy completing several grant applications. Crews are working on removing hazard trees on trails and in park areas. County Treasurer Janelle Nalley-Londquist stated the motor vehicle department is very busy and she has filled a Clerk II position recently vacated due to a retirement. Public Health Administrator Christa Poggemiller reported they have been busy and still searching to fill a CNA position due to retirement. Safety Director Angie Vaughan was present. Jail Administrator Doug Ervine stated the jail population is 104. He reported thirty employees completed the virtual shooting training. He stated it worked well and had good reviews.

Accounts Payable Claims in the amount of \$431,349.59 was presented. Cary motioned to approve and seconded by Beck.

Payroll Claims Reimbursements in the amount of minus \$168.54 due to a reimbursement error on 10/25 DESCOM payroll and Non-Cash taxable in the amount of \$8.59 was presented. Beck motioned to approve and seconded by Cary.

Appointment to the County Conservation Board. A letter of interest was received from Daniel T. Fell. It was the only letter received for the position to be vacated by Cathy Ziglar when her term expires. Broeker read the letter into record and Beck mentioned the gender equality for boards. Beck motioned to table the appointment for two weeks to try to get more applications and seconded by Cary. Tabled until December 17<sup>th</sup> meeting. Conservation Director Chris Lee will reach out for more applicants.

#### Personnel Actions.

County Attorney – Tammy Anderson, Collections Clerk / Backup Receptionist. 42-month step increase. New rate \$35,115.99 yr., effective 11/16. Dawn Callison, Receptionist / Records Assistant. 30-month step increase. New rate \$33,752.39 yr., effective 11/22. Beck motioned to approve both actions and seconded by Cary.

Community Services – Alana Capps, General Assistance / Office Coordinator. Resignation and transfer to Treasurer's Office, effective 12/9. Beck motioned to approve and seconded by Cary.

Treasurer's Office – Alana B. Capps, Clerk II-Motor Vehicle Dept. Transfer-same rate \$35,115.99 yr., effective 12/9. Beck motioned to approve and seconded by Cary.

Cary motioned to approve the November 26<sup>th</sup>, 2019 meeting minutes and seconded by Beck.

Future Agenda Item – Conservation Board appointment on December 17<sup>th</sup>.

Committee Reports – None.

Meeting was adjourned at 9:25 AM.

Following the meeting was two work sessions:

The County Engineer gave the Board of Supervisors an update on Maintenance and Construction Projects. The Engineer's Office is working on the Flint Bottom Road plans for two sections of the road and would like to bid in mid-January. The Iowa City Road contractor may start early on this project instead of waiting for the late start

date in June. The Gear Avenue project is more tedious with removing concrete, connecting driveways, etc. There will be a lot of construction projects in 2020. The Engineer's office will start phasing in the new entrance permit in December. The bi-annual rock haul will start this spring and Carter will get a bid out for rock this month. Working on Flint Creek Bridge right-of-way, will need a letter of approval from local levee district. The water main still needs to be reinforced prior to any bridge work starting. Bid letting might be in May. The second work session – The Board and County Engineer took a road tour.

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.dmcountry.com](http://www.dmcountry.com)

Approved December 10<sup>th</sup>, 2019

Tom Broeker, Chairman

Attest: Terri Johnson, Auditor