

OFFICIAL NOTICE

The Des Moines County Board of Supervisors will hold a regular session on **Tuesday, February 15th, 2022** 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. Anyone with questions during the meeting may email the Board of Supervisors at 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. 1st Public Hearing for Subdivision Ordinance #29
 - C. 1st Public Hearing for Zoning Ordinance #34
 - D. 1st Public Hearing for Airport Approach Regulations Ordinance #58
 - E. Construction Manager Agreement with Carl A Nelson for Public Health Building
 - F. River Mart Liquor & Beer License Renewal
 - G. Annual Fireworks Display Permit – J&M Displays
 - H. Janitorial Agreements
 - I. Resolution #2022-009 Compensation Board Salary Recommendations for FY2022/2023
 - J. Proposed New Hires / Step Increases FY23
 - K. Requested Bond Projects FY23
 - L. Resolution #2022-008 Approving Allocation of ARPA Funds to Des Moines County Conservation
 - M. Approval of Contract Rock Documents
 - N. Resolution #2022-010 Approval of Darbyshire Minor Subdivision
 - O. Personnel Actions:
 1. Maintenance (1)
 - P. Reports:
 1. Cost Advisory Services Inc Allocation Plan, FY2021
 2. Southeast Iowa Regional Planning Commission Annual Report, FY2021
 - Q. Minutes for Regular Meeting on February 8th, 2022
6. Other Business
7. Future Agenda Items
8. Committee Reports
9. Public Input
10. Adjournment

Work Sessions following the meeting:

BOS / Cheryl McVey, Budget Director

RE: Budget

Accounts Payable Claims

02/15/2022 MEETING

\$531,257.35

Checks

\$0.00

Wire Transfer Pmnt

\$531,257.35

GRAND TOTAL



Des Moines Board of Supervisors Staff Report for Meeting on February 15, 2022

This report provides a summary of 3 draft County ordinances being submitted for final review, approval, and adoption by the Board of Supervisors. The final drafts of all 3 ordinances discussed in this report, along with the Zoning Map, are available for viewing online at: www.desmoinescounty.iowa.gov/117/Land-Use. They are presented in such a way that all 3 ordinances may be adopted concurrently, through individual resolutions approved subsequently at the same meeting. Or alternatively, depending on public feedback or concerns from one or more Board members, they may be approved at separate meetings.

Des Moines County Subdivision Ordinance (Ordinance No. 29)

Land Use staff have prepared a revised version of the County Subdivision Ordinance, which is intended to take the place of the existing ordinance, originally adopted on January 2, 1996, and most recently amended on May 16, 2006.

The purpose of the Subdivision Ordinance is to promote the health, safety and general welfare, by establishing minimum standards for the splitting of existing parcels of land through subdivisions. These standards relate to the design, development and improvement of all new subdivisions within unincorporated Des Moines County.

At its meeting on October 27, 2021, the Des Moines County Zoning Commission made a recommendation to approve the revised Subdivision Ordinance, under the condition that a series of small but specific changes discussed at that meeting be made to the existing draft of the ordinances. Those changes were subsequently accommodated into the document prior to our initial submittal to the Board in late November.

Following a Work Session held on December 14, 2021, staff made a series of additional changes to the draft Ordinance document, as recommended by the Board. Below is a summary of these changes:

- **'General Provisions', Section C, pg. 1:** Item 2 originally said that if such a split "would constitute a subdivision under the provisions of that municipality's code of ordinances, then the County shall consider it a subdivision as well". This has been changed to say that "that municipality may still consider the split to be a subdivision, under its own regulations". This statement makes no insinuation that the County must do the same.
- **'General Provisions', Section E, pg. 2:** For Item 3(a), added the phrase 'In accordance with Chapter 331.307 of the Iowa Code' at the beginning. While it was already cited in the opening passage of Item 3, that was only in relation to the definition of 'county infraction'. Having it repeated here ensures that it's clear that these dollar figures came directly from State Code. This change applies to the Zoning and Airport Approach Ordinances as well.

addressed the procedure for private roads being taken over by the County. The County Engineer indicated that they have a firm policy of not accepting new roadways from private subdivisions.

- 'Subdivision Design Standards', Section F, pg. 22: For Item 1(b), changed the standard from '16 gauge' to '12 gauge'.
- 'Subdivision Design Standards, Section I, pg. 24: For Item 1, changed the minimum standard from 'Lawful Fence' to 'Tight Fence'. Also, a sentence in the opening paragraph for Section I was removed – "Responsibility for maintenance of the fence shall be transferred to all subsequent owners of the same property, to continue for as long as the neighboring property is used for agricultural purposes". Finally, under 'Alternatives', the term 'Tight Fence' was changed to 'Lawful Fence', since the two were flipped around, in terms of which one is the minimum standard and which one is the alternative through an agreement with the neighbor. Previously, when 'Lawful Fence' was the minimum standard, 'Tight Fences' were only required when the neighboring owner keeps hogs, sheep and/or goats.

Des Moines County Zoning Ordinance (Ordinance No. 34)

Land Use staff have prepared a revised version of the County Subdivision Ordinance, which is intended to take the place of the existing ordinance, originally adopted on March 3, 1998, and most recently amended on June 4, 2013.

The purpose of the Zoning Ordinance is to protect the public health, safety, comfort, order and general welfare, through ensuring that an orderly, efficient, and economical process is followed in the development of land within unincorporated Des Moines County. This ordinance applies only to a defined geographic area within 2 miles of the corporate limits of the City of Burlington. It is used to determine which areas of land in that portion of the county are appropriate for certain types of development (residential, commercial, etc.) based on factors such as road and utility access, natural landscape conditions, and proximity to other types of uses that are typically incompatible.

At its meeting on October 27, 2021, the Des Moines County Zoning Commission made a recommendation to approve the revised Zoning Ordinance and Official Zoning Map, under the condition that a series of small but specific changes discussed at that meeting be made to the existing draft of the ordinance. Those changes were subsequently accommodated into the document prior to our initial submittal to the Board in late November.

Following Work Sessions held on January 18 and January 25, 2022, staff made a series of additional changes to the draft Ordinance document, as recommended by the Board. Below is a summary of these changes:

- 'Definitions', pg. 9: Removed the definition for 'Prime Agricultural Land', as the topic is no longer used for regulatory purposes in either the Zoning or Subdivision Ordinances.
- 'R-1 District', Section F, pg. 19: Adjusted the wording under Item #4, to make it easy to visualize the concept. The substance has not changed, however. The same adjustment was made for the A-1 District on pg. 16 (Section H)

Des Moines County Airport Approach Regulations (Ordinance No. 58)

Land Use staff have prepared a new ordinance, which is intended to address development in the vicinity of the Southeast Iowa Regional Airport – primarily regarding the height of structures. The process for developing this ordinance began separately from the County's Zoning and Subdivision Ordinances – it was initiated by the Southeast Iowa Regional Airport Authority, based on concerns about incompatible development near the airport within the City of Burlington.

These regulations will be adopted by 3 entities with neighboring jurisdictions – Des Moines County, the City of Burlington, and the City of West Burlington. While the regulations will primarily be administered by the respective jurisdiction in which a given property is located, there will also be an Airport Zoning Commission and Board of Adjustment which will assist all 3 of the jurisdictions, and the membership of both is structured so that each jurisdiction is evenly represented.

The purpose of this ordinance is to 1) Prevent the establishment of hazards to air navigation and incompatible land uses in public airport approach areas and surrounding areas in the interest of public health, safety, and general welfare of the community, 2) Minimize potential dangers from, and conflicts with, the use of aircraft at the Southeast Iowa Regional Airport, and 3) Address Federal Aviation Regulation (FAR) Part 77 and all other applicable federal and state laws regulating hazards to air navigation.

The only change made to the draft ordinance following the Work Sessions was the additional citation for Chapter 331.307 of Iowa Code, in reference to the maximum penalty amounts. This applies to all 3 of the ordinances.

Thank you,

A handwritten signature in black ink, appearing to read 'Zach James', with a stylized flourish at the end.

Zach James
Land Use Administrator – Des Moines County

CARL A. NELSON & CO.

NELSON

Design-Builder | Construction Manager | General Contractor

1815 Des Moines Ave.
Burlington, IA 52601

main 319.754.8415
fax 319.753.2208

www.carlnelsonco.com

TO Des Moines County
513 North Main
Burlington, IA 52601

GENTLEMEN:

Date: 2/4/22	Job No.
Attention:	
Re: New Public Health Building	
Burlington, Iowa	

WE ARE SENDING YOU

☒ Attached

☒ Via Hand Deliver the following items:

☐ Shop Drawings

☐ Sepias

☐ Plans

☐ Samples

☐ Specifications

☐ Copy of letter

☐ Change Order

☐ Subcontract

☐ Purchase Order

☐ Punch List

☐ _____

Copies	Date	No.	Description
2	2/4/22		AIA Document C132-2019 Standard Form of Agreement Between Owner and Construction Manager as Adviser
1	2/4/22		Construction Management Agency Fee Proposal

THESE ARE TRANSMITTED as checked below:

☐ For approval

☐ As requested

☐ For review and comment

☒ For your use/files

☐ Reviewed as noted

☐ Prints returned that were loaned to us

☐ For bids due _____

REMARKS:

CARL A. NELSON & COMPANY

COPY TO: _____

SIGNED: _____

Dan Culp, Business Development Director/Project Executive

If enclosures are not as noted, kindly notify us at once.

February 4, 2022

Board of Supervisors
Des Moines County Board of Supervisors
513 North Main Street
Burlington, IA 52601

RE: Construction Management Agency Fee Proposal
New Public Health Building

Dear Supervisors:

We appreciate the trust and confidence that the Des Moines County Supervisors has placed in Carl A. Nelson & Company and we offer the following proposal to provide Construction Management Advisor services for the New Public Health Building.

This fee proposal is divided into the Pre-Construction and Construction Phases of the project and is based on a mutually agreed to contract. We have included a contract for your review and approval. This contract will need to be coordinated with the design team contract which we will assist you with.

PRE-CONSTRUCTION

Compensation during the Pre-Construction phase services will be a lump sum fee in the amount of \$22,221. We would bill for this service on a monthly basis. The Pre-Construction Services end when the Drawings and Specifications are ready to bid by the trade contractors.

CONSTRUCTION

During the Construction Phase our compensation would be a percentage (Construction Management Fee) of the Cost of the Work. The Cost of the Work is defined as the sum of the contracts with the trade contractors and suppliers including change orders and the cost of General Conditions incurred by the Construction Manager. General Conditions include Direct Personnel Expenses, Reimbursable Expenses, and the cost of all materials and equipment used on the job site in providing Basic Services as described in the contract.

We propose a Construction Management Fee of 5%.

The following shall be considered as Reimbursable Expenses with regard to Construction Phase services.

- Direct Personnel Expense per the adjacent rate schedule for management, estimating, and supervision.
- Third party consultant costs, if any.
- Travel costs at the current IRS mileage rate for management personnel.
- The Superintendent's vehicle shall be paid at the rate established in the most recent revision of the Rental Rate Blue Book for Construction Equipment Volume 1 published by Equipment Watch, San Jose, CA. This rate shall include maintenance, tires, and other costs of operation except fuel which will be billed as a reimbursable expense.
- Subsistence or per-diem of onsite management or supervisory staff per our company policy.
- Premiums for liability insurance not related to labor, which is general, umbrella, excess umbrella, professional, and pollution liability. The cost for these premiums shall be 0.59% of the total and final Cost of the Work.

The following are reimbursable expenses that may be furnished by the Construction Manager during the Construction Phase with the approval of the Owner:

Des Moines County Supervisors

Page 2

February 4, 2022

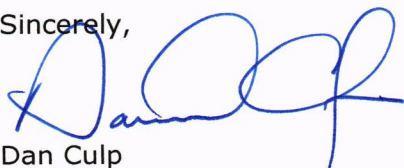
- Field office trailer or rental office space including furnishings and equipment
- Job site Copier/Facsimile/Telephone Service
- Project Signage
- Postage/Express Mail/Freight
- Job site Office Supplies
- Documents Reproduction
- Permits/Fees
- Special Insurance Beyond That Normally Carried by Construction Manager
- Sanitation
- Dumpsters
- Construction Electrical Power/Water
- Drinking Water
- Fencing/Temporary Fencing
- Professional Cleaning (Final)
- Safety Materials/Interim Life Safety Measure
- Hoisting (Crane)
- Fire Protection/Extinguishers
- Job Site Security
- Job Site Lighting
- Job Site Toilets
- Layout Engineering/Surveying
- Material/Soil Testing
- Directional Signs/Barricades
- Traffic Regulation
- Snow Removal
- Final Photos
- Communication Devices
- Temporary Enclosures/Weather Enclosures
- Temporary Staging Areas
- Any other work as agreed to by the Owner and Construction Manager

Direct Personnel Expense	Regular	Overtime
Project Executive	\$137.06	\$137.06
Project Manager/Chief Estimator	\$98.45	\$98.45
Project Engineer/Cost Estimator	\$66.39	\$66.39
Project Foreman	\$72.96	\$102.28
Superintendent	\$99.94	\$99.94
Project Manager Assistant	\$47.21	\$70.82

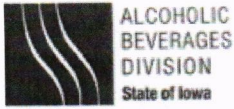
These rates include wages, labor overhead, payroll taxes, insurance, and fringe benefits. The above rates are effective through July 1, 2022. On and after that date the rates shall be annually adjusted. These rates do not include subsistence or living expenses if applicable.

If you have any questions, please give me a call.

Sincerely,



Dan Culp
Director of Business Development



State of Iowa

Alcoholic Beverages Division

Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS	
H & M Enterprise LLC	River Mart	(916) 254-9231	
ADDRESS OF PREMISES	CITY	COUNTY	ZIP
14562 Washington Road	West Burlington	Des Moines	52655
MAILING ADDRESS	CITY	STATE	ZIP
14562 Washington Road	West Burlington	Iowa	52655

Contact Person

NAME	PHONE	EMAIL
Mohinder Dhannu	(916) 254-9231	harvinderdhannu@yahoo.com

License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
LE0002440	Class E Liquor License	12 Month	Submitted to Local Authority

TENTATIVE EFFECTIVE DATE	TENTATIVE EXPIRATION DATE	LAST DAY OF BUSINESS
Feb 15, 2022	Feb 14, 2023	

SUB-PERMITS

Class E Liquor License, Class C Beer Permit, Class B Wine Permit

BC0030233

APPLICATION FOR PUBLIC FIREWORKS DISPLAY PERMIT
DES MOINES "unincorporated areas", IOWA
(This is not a Federal Permit to Purchase)

PLEASE FILL OUT AND RETURN TO:

Des Moines County Auditor
Des Moines County Courthouse

By: Mail: PO Box 784 or Deliver to: 513 North Main Street
Burlington, IA 52601

FILED

FEB - 7 2022

DES MOINES CO AUDITOR
BURLINGTON, IOWA

Application Fee: \$20.00 for 1 event / \$50.00 for a yearly permit requires multiple dates at time of application.
(Make check payable to Des Moines County.)

NAME OF ORGANIZATION OR INDIVIDUAL:

J+M Displays, Inc.

NAME OF APPLICANT:

James J Oetken

ADDRESS:

18004 170th Avenue, Yarmouth, IA 52660

PHONE:

319-394-3890

DATE(S) AND TIME(S) OF DISPLAY(S):

2022 Permit to Test Fireworks

LOCATION (IF DIFFERENT THAN ABOVE ADDRESS)

DESCRIPTION OF EFFECTS: (AERIAL, GROUND, SET PIECES, SIZE, QUANTITIES, ETC.)

1.46, 1.36, Close prox, flame

NAME OF CERTIFIED FIREWORKS SHOOTER IGNITING THE DISPLAY INCLUDE COPY OF CERTIFICATE:

see attached

WERE YOU REQUIRED TO PURCHASE A FEDERAL PERMIT? ☒ Yes ☐ No

HAVE YOU CONTACTED YOUR LOCAL FIRE DEPARTMENT WITH THE DATE TIME AND LOCATION OF YOUR FIREWORK DISPLAY? ☒ Yes ☐ No

APPLICANT SIGNATURE

DATE 2-2-2022

FIRE WORKS APPLICATION ☐ APPROVED

☐ DISAPPROVED

PERMIT # _____

**Application for Fireworks Permit
Unincorporated Areas of Des Moines County**

Operators:

David Oetken DOB: 5/14/1982
16244 Dodgeville Road
Sperry, IA 52650
319-457-1405

Tim Zurmuehlen DOB: 7/25/1965
1004 Huron Street
Mediapolis, IA 52637
319-759-5263

Marc Thannert DOB: 10/12/1978
2545 Racine Avenue
New London, IA 52645
319-572-0051

Mark Johnson DOB: 7/20/1967
405 South Northfield
Mediapolis, IA 52637
319-759-1894

Justin Thomas DOB: 8/16/1952
502 North 2nd Street
Wapello, IA 52653
319-572-0014

Jim Oetken DOB: 8/16/1952
18064 170th Avenue
Yarmouth, IA 52660
319-759-1681

QUOTE

Porter Cleaning

Wendy Porter

12726 133 Street

Burlington, Iowa 52601

Phone: (319)-572-6884 Cell

Email: Moparporter@gmail.com

DATE

2/01/2022

QUOTE #

57

Invoice #

N/A

Valid Until:

Account Name:

Des Moines Co. Courthouse

Rodney Bliesener

513 N. Main Street

Burlington, Iowa

52601

Job Details:

For:

Janitorial Services

Location:

513 N Main Street

Burlington, Iowa

Contact Name:

Rodney Bliesener

Maintenance Supervisor

We Hereby Submit Quote for the following:		AMOUNT
For janitorial services for Courthouse, Feb.1-2022-Jan.30,2023		
Clean all 4 floors of building 5 days per week. Sweep, mop and vacuum. Floor scrub, remove all trash and dust. Clean all restrooms: toilets, sinks and all fixtures. Stock all TP and paper towels etc. I'm thinking it will take 2 people approx. 4.5-5 hours daily.		
Per month		\$2825.00
All employees are Drug Screened and Background checked. Insurances; Work Comp, Liability and Unemployment. All employees have been trained for Blood Borne Pathogens, Safety and Ethics Training on Theft.		
References; Michelle Windsor, Iowa Fertilizer 319-376-4555		
Randy Stansbury, Cobo USA 319-754-5585		
Brad Callison, Allen Blasting & Coating 319-367-5500		
Patty Goudie, Burlington Peds. 319-753-5177 ext 123		

Porter Cleaning

QUOTE

Wendy Porter

12726 133 Street
Burlington,Iowa 52601
Phone: (319)-572-6884 Cell
Email: Moparporter@gmail.com

DATE
QUOTE #

Invoice #
Valid Until:

February 1,2022
56
N/A

Account Name:

Des Moines Co.

Rodney Bliesener
513 N. Main Street

Burlington,Iowa

52601

Job Details:

For:

Location:

Contact Name:

Janitorial Services

Sherriffs,County Attourney and Health
Dept.

Rodney Bliesener
Maintenance Supervisor

We Hereby Submit Quote for the following:		AMOUNT
For janitorial services for County Buildings-Feb.1-2022-Jan.30-2023		yearly
Des Moines Co.Sherriff 3-days per week		\$8,880.00
Des Moines Co-Health Dept. 3-days per week		\$6,960.00
Des Moines County Attourney 2 days per week		\$4,560.00
This quote is negotiable.All employees are Drug Screened and Background checked.Insurances;Work Comp,Liabilityand Unemployment.All employees have been trained for BloodBorne Pathogens,Safety and Ethics Training on Theft.		
References;Michelle Windsor,Iowa Fertilizer 319-376-4555		
Randy Stansbury, Cobo USA 319-754-5585		
Brad Callison,Allen Blasting&Coating 319-367-5500		
Patty Goudie,Burllibngton Peds.319-753-5177 ext 123		

TOTAL DUE

Terms and Conditions:

1. Total Costs of Service Will be: \$___and payable Monthly, or as determined at contact signing.

Quoted By: Wendy Porter_____

RESOLUTION #2022-009

WHEREAS the Des Moines County Compensation Board meets annually to recommend a compensation schedule for elected officials for the fiscal year immediately following, in accordance with Iowa Code Chapters 331.905 and 331.907, and

WHEREAS, the Des Moines County Compensation Board met on December 20th, 2021, and made the following salary recommendations for the following elected officials for the fiscal year beginning July 1st, 2022:

<u>Elected Official</u>	<u>Current Salary</u>	<u>Proposed Increase</u>	<u>Recommended Salary</u>
Auditor	\$73,246.94	7%	\$78,374.23
County Attorney	\$117,487.83	7%	\$125,711.97
Recorder	\$72,090.67	7%	\$77,137.02
Sheriff	\$97,633.24	20%	\$117,159.88
Supervisors	\$39,004.52	7%	\$41,734.84
Treasurer	\$72,565.31	7%	\$77,644.88

THEREFORE, BE IT RESOLVED that the Des Moines County Board of Supervisors adopts the following salary adjustments for the following elected officials for the fiscal year beginning July 1st, 2022:

<u>Elected Official</u>	<u>Approved Salary</u>	<u>Approved Increase</u>
Auditor	\$	%
County Attorney	\$	%
Recorder	\$	%
Sheriff	\$	%
Supervisors	\$	%
Treasurer	\$	%

Approved this 15th day of February 2022.

DES MOINES COUNTY BOARD OF SUPERVISORS

ATTEST:

Jim Cary, Chairperson

Terri Johnson, Auditor

AYE:

NAY:

Tom Broeker, Supervisor

Tom Broeker, Supervisor

Jim Cary, Supervisor

Jim Cary, Supervisor

Shane McCampbell, Supervisor

Shane McCampbell, Supervisor

Des Moines County Compensation Board

December 20, 2021

Present:

Charles Walsh
Sarah Schwartz
Daniel Cahill
Shane Wiley
Duane Worthy
Jeff Heland
Marlis Robberts

TABLE FILED
JAN 25 2022 DEC 27 2021
BOARD OF SUPERVISORS DES MOINES CO AUDITOR
DES MOINES COUNTY BURLINGTON, IOWA

Minutes:

Dan Cahill was elected Chairperson
Sarah Schwartz was elected Secretary
Motion by: Marlis Robberts
Seconded by: Charles Walsh
Motion passed 6-1

Meeting called to order at 5:00pm on December 20, 2021. Previous year's minutes approved with the correction of Marlis Robberts name in the previous minutes report.
Board members reviewed materials provided by the County Auditor.

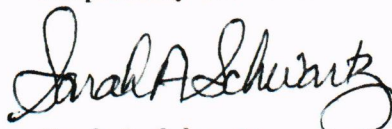
Board members discussed changes related to the SF 342 Law Change: Sheriff's Compensation & Comparable. The board members reviewed comparables for the salaries of the Iowa State Patrol; Iowa Division of Criminal Investigation, and Iowa Police Chiefs' salaries in five cities of comparable size. The Board voted 20% increase for the Sheriff pursuant to the requirements of Iowa Code 331.907. The Board voted for a 7% increase for all other Elected County Officials.


Motion: 20% increase for Sheriff, 7% increase for all other Elected County Officials.

Motion by: Marlis Robberts
Seconded by: Jeff Heland
Motion passed.

Meeting adjourned at 6:00pm.

Respectfully Submitted:


Sarah A. Schwartz
Secretary


Dan Cahill
Chairman

FY23 Proposed Salary Increases

Dept.	Description	Current Salary	Salary Request	Increase	FICA	IPERS	Insurance	Total	Shane	Jim	Tom
Auditor	Accounts Payable Deputy	\$54,935.20	\$56,400.00	\$1,464.80	\$112.06	\$138.28		\$1,715.13			
Auditor	Clerk I to Election Coordinator	\$38,361.41	\$47,612.00	\$9,250.59	\$707.67	\$873.26		\$10,831.52			
Attorney	Assistant Attorney (Sr. ACA)	\$75,000	\$79,500	\$4,500.00	\$344.25	\$424.80		\$5,269.05			
Attorney	Assistant Attorney	\$72,000	\$76,320	\$4,320.00	\$330.48	\$407.81		\$5,058.29			
Attorney	Assistant Attorney	\$67,500	\$71,550	\$4,050.00	\$309.83	\$382.32		\$4,742.15			
Attorney	Assistant Attorney	\$70,000	\$73,850	\$3,850.00	\$294.53	\$363.44		\$4,507.97			
Attorney	Assistant Attorney	\$72,500	\$74,675	\$2,175.00	\$166.39	\$205.32		\$2,546.71			
Sheriff	Clerk II to Clerk I	\$36,535	\$38,361	\$1,095.00	\$83.77	\$103.37		\$1,282.14			
I.T.	New Network Administrator (incl	\$0	\$60,000	\$60,000.00	\$4,590.00	\$5,664.00	\$20,826	\$91,080.00			
Total Increase								\$114,486.29			

Not include 1% step increase for Recorder's Deputy that was agreed upon when she was promoted.
Step increases for Auditor's Payroll Deputy that were negotiated when she was hired.

RESOLUTION NO. 2022-008

**A RESOLUTION TO APPROVE ALLOCATION OF FUNDS FOR THE
AMERICAN RESCUE PLAN ACT (ARPA)**

WHEREAS, on March 11, 2021, President Biden signed the \$109 trillion-dollar American Rescue Plan Act and,

WHEREAS Des Moines County applied for and will receive \$7,568,844 total in two tranches. The first tranche of funds for the American Rescue Plan Act totaling \$3,784,422 has been received and the second half will be received in 2022,

WHEREAS, the Des Moines County Board of Supervisors has reviewed county projects and requests and determined the funds will be used on county projects,

WHEREAS, based on the distribution guidelines from the US Department of Treasury, the following project has been approved for the use of said funds:

- Des Moines County Conservation to implement various park improvements - \$100,000

BE IT RESOLVED that the Des Moines County Board of Supervisors endorses the disbursement of American Rescue Plan Act Funds for the item listed and authorizes the Auditor to make this payment as presented.

PASSED AND ADOPTED this 15th day of February 2022

DES MOINES COUNTY, IOWA

Jim Cary, Chairman

Shane McCampbell, Vice-Chairman

Tom Broeker, Member

ATTEST: _____
Terri Johnson, Auditor



Main Office
13700 Washington Rd.
West Burlington, IA 52655
319-753-8260

conservation@dmcounty.com
www.dmcconservation.com

Des Moines County Board of Supervisors
513 N. Main St.
Burlington, IA 52601

February 3, 2022

Dear Supervisors,

At its regular meeting on February 2nd, 2022, the Des Moines County Conservation Board unanimously chose to formally request \$100,000 of American Rescue Plan Act (ARPA) funds from the county. These funds will be used to leverage grants and other donations to implement various elements of the Big Hollow Park Master Plan, including an expansion of the existing campground and various accessibility improvements throughout the park. We expect to be able to leverage the ARPA funds at a rate of 4:1, resulting in \$400,000 worth of park improvements from the \$100,000 initial investment. However, without this initial investment, we will have no leverage capacity and will not be able to apply for grants this year as all the available grants for this effort require at least a 1:1 match.

These park improvements will not only improve upon Big Hollow, one of the region's most popular outdoor recreation destinations, but it will make the park more accessible to residents and visitors with mobility restrictions, a key priority for our department. Plus, the expansion of the campground will generate an estimated \$40,000 annually in revenue to help the Conservation Department cover operating expenses into the future.

Thank you for your consideration of this request and we look forward to your affirmative response.

Sincerely,

Julie Solinski, Chair
Des Moines County Conservation Board

Anticipated Funding Breakdown

Source	Amount	Notes
ARPA Funds	\$100,000	To be used for initial grant leverage
Wellmark Foundation	\$100,000	1:1 match required; ARPA funds used as match. Application due Feb. 16
Donations/Fundraising	\$50,000	To get non-federal match funds to \$150,000
Land and Water Conservation Fund (LWCF)	\$150,000	1:1 match required, cannot be federal funds (ARPA funds count as federal funds). Will match with Wellmark & Fundraising dollars. Application due March 15
Total	\$400,000	Should know by spring or early summer whether we received the grants.

**DES MOINES COUNTY
BOARD OF SUPERVISORS
RESOLUTION #2022-010**

WHEREAS Section 354.8 of the Code of Iowa states that a governing body shall certify by resolution the approval of a subdivision plat, and,

WHEREAS the Final Plat for **Darbyshire Subdivision** has been reviewed for conformance to applicable County standards by the Des Moines County Health Department, Secondary Roads Department, County Auditor, Zoning Commission Chair and Land Use Department and has been duly recommended by the aforementioned entities for approval,

NOW THEREFORE, BE IT RESOLVED: That the Board of Supervisors hereby approves the Final Plat of **Darbyshire Subdivision**.

Approved and adopted this 15th day of February, 2022.

DES MOINES COUNTY BOARD OF SUPERVISORS

Jim Cary, Chair

Shane McCampbell, Vice Chair

Tom Broeker, Member

ATTEST: _____

Terri Johnson, County Auditor

FINAL PLAT

INDEX LEGEND

Property Location: Darbyshire Subdivision in part SE1/4 NW1/4 Section 16
Township 72 North, Range 4 West, Des Moines County, Iowa
Surveyor: Robert H. Lance, Iowa P.L.S. #21980, rob@lancesurveying.com
Return Document to: Lance Surveying Services (319) 986-6779
1505 North Broadway Street, Mt. Pleasant, IA 52641
Survey Requested by: Sheila Darbyshire
Proprietor: Darbyshire Limited Partnership
Survey Completed: 1 January 2022
Sheet 1/1 | Basis of Bearing: IA RTK, ISPS Zone | Darbyshire Ltd.dwg

Darbyshire Subdivision

Notes required by Des Moines County or by utility company:

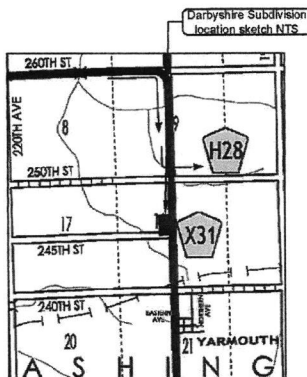
1. Minimum building setback for any structure:
Front yard = 30'
Side yard = 15'
2. Road waiver: In addition to the claims exempted pursuant to section 670.4(7) of the Iowa code dealing with public roads, Des Moines County is not involved in the maintenance of this private right-of-way and is further held harmless for any costs in maintaining said road system or right-of-way or for any other damages sustained pertaining to the use of said road system or right-of-way.
3. Utility easements shall consist of all platted streets or roads, and a 7.5 foot wide strip along each side of all interior lot lines, and a 25 foot wide strip along and adjacent to all platted streets and roads, and a 15 foot wide strip of land on all lots, 7.5 foot either side of the utility service as built, from the point of origin to the point of service entrance.

Owner and Subdivider:
Darbyshire Limited Partnership
24565 205th Avenue
Yarmouth, IA 52660

Darbyshire Subdivision

In part of the SE1/4 of the NW1/4 of Section 16, Township 72 North, Range 4 West of the 5th P.M., Des Moines County, Iowa, described as follows:
Commencing at the Center of Section 16, said point being also the POINT OF BEGINNING;
thence North 01°19'01" West, along the east line of the NW1/4 of Section 16 and the centerline of 205th Avenue, 348.83 feet to the SE corner of Auditor's Parcel "C" of Instrument # 2021-005400, Office of the Recorder, Des Moines County, Iowa;
thence South 88°50'45" West, along the south line of said Parcel, 249.02 feet to the SW corner of said Parcel;
thence South 01°19'01" East, 348.83 feet to a point on the south line of the NW1/4 of Section 16 in the centerline of 245th Street;
thence, along said common line, North 88°50'45" East, 249.02 feet to the POINT OF BEGINNING, containing 1.99 acres, of which, 0.55 acre is public road right-of-way.
The above bearings are based on Iowa State Plane South Coordinates and all distances are horizontal ground distances.

- End of Description -



- Legend:
- set 1/2"x30" rebar/orange cap #21980
 - found brass plug
 - found 5/8" rebar
 - set MAG nail
 - county road R.O.W. line
 - property line
 - road centerline
 - fence line
 - (#) dimension from previous record

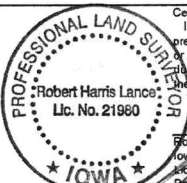
W1/4 corner
Section 16-72-4

N88°50'45"E 2449.92'

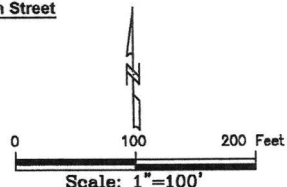
south line NW1/4
Section 16 &
centerline
245th Street

N88°50'45"E 249.02'
(Wallman, Corrine)

Center
Section 16-72-4



Certification:
I hereby certify that this land surveying document was prepared, and the related survey work was performed by me or under my direct personal supervision, and that I am a duly Licensed Professional Land Surveyor, under the laws of the State of Iowa.
Robert H. Lance
Iowa Professional Land Surveyor #21980
License renewal date: December 31, 2023
Pages covered by this seal: 1
Date: 1/25/2022



NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Alex Schnedler Employee # : _____
Title: Lead Maintenance Department: Maintenance

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: *Anthony B. Williams* Department: Maintenance Date: February 15, 2023
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 _____ 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 _____

Six Month Step increase Effective February 23, 2023
Previous rate \$29,245.66 New Rate \$33,937.48

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

February 8th, 2022

The Des Moines County Board of Supervisors met in regular session at the Court House in Burlington at 9 AM on Tuesday, February 8th, 2022, with Chair Jim Cary, Vice-Chair Shane McCampbell, and Member Tom Broeker 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.

Meet with Department Heads: Payroll Deputy Sara Doty reported she is busy with payroll this week. County Attorney Lisa Schaeffer stated her office is past the COVID trial waiver. She gave an update on the Opioid Litigation that is still in process. IT Director Colin Gerst reported his office is busy. Sheriff Kevin Glendening reported everything is going well at the Sheriff's Office. The jail currently has a population of 65 with one of our prisoners housed out of county and one out of county prisoner housed in our jail. County Auditor Terri Johnson reported her office is busy. The state approved the redistricting of the precincts. Burlington will be reduced from 9 down to 8 precincts. She will be working on a list for the upcoming election to post on the county website. Assistant Land Use Administrator Jarred Lassiter reported they have public hearings starting next week for the Zoning, Subdivision, and Airport Ordinances. Conservation Director Chris Lee stated they had a board meeting last week. He is requesting ARPA Funds of \$100,000 for a Wellmark Grant. County Treasurer Janelle Nalley-Londquist reported her office is busy. CDS Director Ken Hyndman stated he attended a SEIL meeting last week. The region has been working on an evidence-based case management group. He stated Hope Haven started a dual diagnosis program that is funded through Medicaid for dual diagnosis facility. County Engineer Brian Carter reported his crew is making good headway on cutting trees. They received three pavement marking bids last week. He began the rock letting process yesterday. Budget Director Cheryl McVey was in attendance for an agenda item. She also has a work session following the meeting. Maintenance Director Rodney Bliesener reported the State Fire Marshall was at the jail last week. The annual Courthouse and Public Building Security Committee meeting was last week. County Recorder Natalie Steffener reported her office is busy. Public Health Administrator Christa Poggemiller reported they are busy. The County has a positivity rate of 22% with 249 new cases. She stated that the Iowa Department of Public Health's plans are to move from response to recovery with Covid. This goes in response to the Governor not re-signing the proclamation which expires on February 16th. They are also removing the website which gives information on the number of cases. They are moving that information to the Iowa Department of Public Health website.

The Board of Supervisors received Correspondence from the Iowa Department of Natural Resources. Vice-Chair Shane McCampbell received Correspondence regarding Southeast Iowa Regional Medical Center and the concern of them letting go any unvaccinated staff after February 28th, 2022.

Approval of Payroll Reimbursement Claims in the amount of \$162.98 was presented. McCampbell made a motion to approve and seconded by Broeker.

Resolution #2022-007 Setting Time & Date of SF634 Total Maximum Property Tax Dollars Public Hearing was presented. Broeker made a motion to approve and seconded by McCampbell.

INSERT RESOLUTION #2022-007

Joint Safety Committee 28E Agreement was presented. Broeker made a motion to approve and seconded by McCampbell.

Courthouse Front Steps Bid Approval was presented. Frank Millard presented a bid proposal for \$101,470.00. Broeker made a motion to approve and seconded by McCampbell.

Personnel Action: Correctional Center – Ruby Peterson, New Hire, Kitchen Asst. Cook, \$9.02 hourly effective 2/9/22. – Kenyetta Rooks, New Hire, Full Time Correctional Officer, \$39,867.37 effective 2/9/22. Broeker made a motion to approve both personnel actions and seconded by McCampbell.

Public Health – Brigitte Davis, Nurse, 3.89 hours of Unpaid Leave for Pay Period 1/28/22. 3.38 Hours of

Unpaid Leave for Pay Period 2/11/22. McCampbell made a motion to approve both personnel actions and seconded by Broeker.

County Attorney – Tammy Taylor, Collections Clerk, 13.5 Unpaid Hours for 2/3/22 & 2/4/22. McCampbell made a motion to approve and seconded by Broeker.

Auditor – Kathy Housman, Clerk II, 30-Month Step Increase, \$35,115.99 effective 2/18/22. Broeker made a motion to approve and seconded by McCampbell.

Secondary Roads – Ryan Jacks, Maintenance, Resignation effective 1/27/22. Duane Edle, Maintenance, New Hire, \$21.27 Hourly effective 2/7/22. Broeker made a motion to approve and seconded by McCampbell.

Reports received and filed in the Auditor's Office: Treasurer's Cash on Hand – December 2021; Treasurer's Semi-Annual Report, December 2021; Veterans Affairs Monthly Report, January 2022; General Assistance Monthly Report, January 2022; Recorder's Report of Fees Collected, January 2022.

McCampbell motioned to approve the February 1st, 2022, regular meeting minutes and seconded by Broeker.

No public input was received.

Cary stated the Board would be going into closed session to discuss pending litigation in accordance with Iowa Code Section 21.5(c). Broeker motioned to go into closed session and seconded by McCampbell. Following completion of the meeting, Broeker motioned to go out of closed session and seconded by McCampbell. Cary stated that they discussed pending litigation.

Meeting was adjourned at 10:07 a.m.

Following the board meeting two work sessions were held. The 1st work session was with Budget Director Cheryl McVey to discuss the FY23 Budget. The second was with County Engineer Brian Carter to discuss plans for the Pipeline Inspection.

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

Jim Cary, Chairman

Attest: Sara Doty, Deputy Auditor