

## OFFICIAL NOTICE

The Des Moines County Board of Supervisors will hold a regular session on **Tuesday, October 22<sup>nd</sup>, 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@dmcounty.com](mailto:board@dmcounty.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. Personnel Actions:
    1. Correctional Center (1)
    2. Auditor (2)
    3. Emergency Management (1)
    4. County Attorney (1)
  - B. Minutes for Regular Meeting on October 15<sup>th</sup>, 2024
6. Other Business
7. Future Agenda Items
8. Committee Reports
9. Public Input
10. Adjournment

Work Sessions Following the Meeting:

BOS / County Engineer

RE: Project Tour

# NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Kenyetta Rooks Employee #: 00906  
Title: Correctional Officer Department: Correctional Center

## STATUS CHANGES

COPY

### TERMINATION

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

### TRANSFER

☐ Permanent ☐ Voluntary  
☐ Temporary ☐ Involuntary

Last Day Worked \_\_\_\_\_  
Add Vacation Days \_\_\_\_\_ to \_\_\_\_\_  
Add Sick Days \_\_\_\_\_ to \_\_\_\_\_  
Add Other Days \_\_\_\_\_ to \_\_\_\_\_  
Last Day Paid \_\_\_\_\_  
Unpaid Days \_\_\_\_\_ to \_\_\_\_\_

Previous Title \_\_\_\_\_  
Previous Dept \_\_\_\_\_  
New Job Title \_\_\_\_\_  
New Dept \_\_\_\_\_  
Previous Rate \_\_\_\_\_ New Rate \_\_\_\_\_  
Effective Transfer Date \_\_\_\_\_

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 \_\_\_\_\_

### LAY OFF

### LEAVE OF ABSENCE

☐ Maternity ☐ Educational  
☒ Medical ☐ Military  
☒ Other, Explain  
FMLA – unpaid hours 73.30

### SALARY ADJUSTMENT

☐ New Hire ☐ Probationary  
☐ 77.11 Hours ☐ Demotion  
☐ 80 Hours ☐ Reduction  
☐ Anniversary ☐ Suspension  
☐ Promotion ☐ Other, Explain

Dates of Absence \_\_\_\_\_ to \_\_\_\_\_

Does the employee Want  
Health Insurance Continued ☒ Yes ☐ No  
Does Employee Want Life  
Insurance Continued ☐ Yes ☐ No

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

Authorized by: [Signature] Department: Correctional Center Date: October 14, 2024  
Authorized by: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_\_

Pay Period Ending: October 12, 2024 Payroll Date: October 18, 2024



# NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Jack Engel Employee #: \_\_\_\_\_  
Title: Election Worker Department: Auditor

## 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

### 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

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

Temporary Part-Time 10/16/2024 – 11/05/2024

Previous Rate \_\_\_\_\_ New Rate \$15.00 hrly  
Previous Job Title: (if changed) \_\_\_\_\_  
Effective Date: \_\_\_\_\_

Authorized by: \_\_\_\_\_ Department: Auditor Date: 10/16/2024  
Authorized by: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_\_

Pay Period Ending: \_\_\_\_\_ Payroll Date: \_\_\_\_\_



# NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Dorothy Swanson Employee #: \_\_\_\_\_  
Title: Election Worker Department: Auditor

## 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

### 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

☐ Reclassification ☐ Demotion  
☐ Anniversary ☐ Reduction  
☐ Promotion ☐ Suspension  
☐ Probationary ☒ Other, Explain  
Temporary Part-Time 10/16/2024 – 11/05/2024

Previous Rate \_\_\_\_\_ New Rate \$15.00 hrly  
Previous Job Title: (if changed) \_\_\_\_\_  
Effective Date: \_\_\_\_\_

Authorized by: \_\_\_\_\_ Department: Auditor Date: 10/16/2024  
Authorized by: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_\_

Pay Period Ending: \_\_\_\_\_ Payroll Date: \_\_\_\_\_

# NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Shannon Prado Employee #: \_\_\_\_\_  
Title: Emergency Management Coordinator Department: Emergency Management Agency

## 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

### 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 \_\_\_\_\_  
12-month step increase \_\_\_\_\_

Previous Rate \$63,035.42 New Rate \$66,743.38  
Previous Job Title: (if changed) \_\_\_\_\_  
Effective Date: November 6, 2024

Authorized by: \_\_\_\_\_ Department: Emergency Management Commission Date: 10/15/24  
Authorized by: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_\_

Pay Period Ending: \_\_\_\_\_ Payroll Date: \_\_\_\_\_

# NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Cassandra Kilby Employee #: 00977  
Title: Law Clerk Department: County Attorney

## 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:   
Authorized by: \_\_\_\_\_

Department: \_\_\_\_\_ Date: 10/14/2024  
Department: \_\_\_\_\_ Date: \_\_\_\_\_

Pay Period Ending: 10/12/2024 Payroll Date: 10/18/2024

### 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 ☐ Demotion  
☐ Anniversary ☐ Reduction  
☐ Promotion ☐ Suspension  
☐ Probationary ☒ Other, Explain Unpaid leave

Cassandra Kilby – Law Clerk – Unpaid leave – 7 hrs  
0001-04-1100-000-10020

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



October 15, 2024

The Des Moines County Board of Supervisors met in regular session at the Court House in Burlington at 9:00 AM on Tuesday, October 15, 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: Auditor Sara Doty reported Absentee voting starts tomorrow in the office and continues until November 4<sup>th</sup> and so far there are 2,359 absentee ballots to be mailed. IT Director Colin Gerst stated they are busy. Sheriff Kevin Glendening reported that the jail population is 112 with 30 out-of-county. Land Use Assistant Administrator Jarred Lassiter had nothing new to report. Assistant Attorney Trent Henkelvig reported that Attorney Schaefer has a sovereign citizen case today. The next three Mondays, because of early voting on second floor, court will be held on first floor. He explained the IPIB complaints regarding the closed meeting two weeks ago. Discussion was held. Refer to the audio file located on the county website [https://desmoinescounty.iowa.gov/board\\_of\\_supervisors/meetings\\_minutes/](https://desmoinescounty.iowa.gov/board_of_supervisors/meetings_minutes/) for the September 24<sup>th</sup> audio of the closed session and the audio of today's meeting for the full discussion. Emergency Management Director Shannon Prado announced that there is a CERT (Community Emergency Response Team) Academy from 8 a.m. to 5 p.m. the first two Saturdays in November at the West Burlington Fire Department. The academy is for anyone who would like to be more prepared in the event of a disaster. There is no requirement to join the team at the end of the class. Safety Director Angie Vaughan has been busy. Conservation Director Chris Lee was unable to attend but Supervisor McCampbell read a statement from Chris that stated 400 people attended the Big Hollow Halloween Event last Saturday. Fall color runs start this Thursday at Starr's Cave. Recorder Natalie Steffener reported that passports are taking 4 to 6 weeks. Local Health Administrator Christa Poggemiller stated that they opened up in the new building yesterday. She thanked the Maintenance and IT departments for their assistance. Maintenance Director Rodney Bliesener showed his appreciation to his staff, IT staff and health department staff regarding the health department relocation. Engineer Brian Carter stated that the clearance on the temporary lights on Beavertdale is 16 feet. The Beavertdale bridge erosion project is partially done. There is a bump in the Eastbound lane in Middletown that will be repaired with the asphalt job. The Highway 99 bridge should open next week. The Upper Flint Bridge should be completed in the first week of November. The DOT is closing 260<sup>th</sup> where they are working at the North end of the county. It could be closed until Thanksgiving. The residents have been notified.

No correspondence was received.

Approval of Accounts Payable Claims in the amount of \$1,107,708.62. Cary made a motion to approve and was seconded by McCampbell.

Approval of Payroll Reimbursement Claims in the amount of \$419.83 and non-cash taxable in the amount of \$57.14. McCampbell made a motion to approve and was seconded by Cary.

Approval of Memorandum of Understanding with the City of Burlington for HMA Project on DMC Hwy 99. Carter explained the memorandum and recommended approval. McCampbell made a motion to approve and was seconded by Cary.

Approval of Class C Liquor License for Your Private Bartender at the Barn on the Ridge for 5 days from Oct. 18<sup>th</sup> to Oct. 22<sup>nd</sup>. Cary made a motion to approve and was seconded by McCampbell.

Approval of Class C Liquor License for R & D Operations, Limited at Myers Wedding Barn for 5 days from Nov. 7<sup>th</sup> to Nov. 11<sup>th</sup>. McCampbell made a motion to approve and was seconded by Cary.

Approval of Personnel Actions were presented: Correctional Center – James Pleasant, Correctional Officer, 36 mo. Step increase to \$54,336.04 effective Nov. 1; Andrew Brown, Correctional Officer, 12 mo. Step increase to \$51,128.19 effective Nov. 2; Owen Stewart, Correctional Officer, 12 mo. Step increase to \$51,128.19 effective Nov. 13<sup>th</sup>. McCampbell made a motion to approve and was seconded by Cary. DESCOM – Travis Oliver, Telecommunicator 1, Step B after 1 yr. of service to \$24.66 per hour effective Sept. 25. Cary made a motion to approve and was seconded by McCampbell.

Reports:

Clerk's Report of Fees Collected, September 2024

Sheriff's Report of Fees Collected, September 2024



McC Campbell motioned to approve October 8th, 2024, regular meeting minutes and was seconded by Cary.

Committee Reports: Chairman Broeker attended a Joint Safety Committee meeting and a Grow Greater Burlington Partnership meeting. They have a new Executive Director, Amy O'Brian. During Economic Development, they discussed the proposed Burlington franchise fee. It could cost the county \$155,000 - \$160,000 per year. It would reduce the county Local Option Sales Tax revenue. Secondary Roads would be affected the worst. There is a petition going around to put it on a ballot. If the petition does not get filed, it could go into effect January 1<sup>st</sup>. At 3% the City would make \$1.6 million and it would cost the county 10% of that.

Public Input: Engineer Carter mentioned that the asphalt jobs will have one lane open. Tama Road out by 125<sup>th</sup> will have a full depth replacement. That will be a closure.

The meeting was adjourned at 9:43 a.m.

This Board meeting is recorded. The meeting minutes and audio are posted on the county's website [www.dmccounty.com](http://www.dmccounty.com)

Tom Broeker, Chair

Attest: Cheryl McVey, Budget Director