

OFFICIAL NOTICE

The Des Moines County Board of Supervisors will hold a regular session on **Tuesday, May 27th, 2025** 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 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. Payroll Reimbursement Claims
 - B. Modification of Upcoming Optima Lease
 - C. Resolution #2025-026 for Secondary Roads Inter-Fund Transfer FY2025-2026
 - D. Resolution #2025-027 for Conservation Inter-Fund Transfer FY2025-2026
 - E. Resolution #2025-028 for Amendment to Conservation Inter-Fund Transfer FY2024-2025
 - F. Personnel Actions:
 1. Public Health (1)
 2. Auditor (1)
 - G. Minutes for Regular Meeting on May 20th, 2025
6. Other Business
7. Future Agenda Items
8. Committee Reports
9. Public Input
10. Adjournment

Work Session Following the Meeting:

BOS / County Engineer, Brian Carter

RE: Project Tour

**LEASE AGREEMENT BETWEEN DES MOINES COUNTY OPTIMAE LIFE SERVICES FOR
910 COTTONWOOD SUITE 1001 OFFICE SPACE**

This Commercial Lease Agreement ("Lease") is made and effective July 1, 2024, by and between DES MOINES COUNTY ("Landlord") and OPTIMAE LIFE SERVICES ("Tenant").

Landlord is the owner of land and improvements commonly known and numbered as 910 COTTONWOOD, SUITE 1000, BURLINGTON, IOWA 52601 and legally described as follows (the "Building"):

Landlord makes available for lease a portion of the Building designated as OPTIMAE LIFE SERVICES, SUITE 1001 (the "Leased Premises").

Landlord desires to lease the Leased Premises to Tenant, and Tenant desires to lease the Leased Premises from Landlord for the term, at the rental and upon the covenants, conditions and provisions herein set forth.

THEREFORE, in consideration of the mutual promises herein, contained, and other good and valuable consideration, it is agreed:

1. Term.

A. Landlord hereby leases the Leased Premises to Tenant, and Tenant hereby leases the same from Landlord, for an "Initial Term" beginning JULY 1, 2024, and ending JUNE 30, 2025. Landlord shall use its best efforts to give Tenant possession as nearly as possible at the beginning of the Lease term. If Landlord is unable to timely provide the Leased Premises, rent shall abate for the period of delay. Tenant shall make no other claim against Landlord for any such delay.

2. Rental.

A. Tenant shall pay to Landlord during the Term rental of \$20,136 per year, payable in installments of \$1,678.00 per month which shall include all maintenance costs. Each installment payment shall be due in advance on the first day of each calendar month during the lease term to Landlord at DES MOINES COUNTY, 513 N. MAIN ST, BURLINGTON, IOWA or at such other place designated by written notice from Landlord or Tenant. The rental payment amount for any partial calendar months included in the lease term shall be prorated on a daily basis.

3. Use.

Tenant covenants and agrees that during the term of this Agreement, it will use and occupy the premises exclusively for the provision of OPTIMAE Life Services. Where applicable, Tennant agrees to operate and maintain the property strictly in accordance with any/ all rules, standards, and regulations promulgated by the Iowa Department of Inspections and Appeals and the Iowa Department of Human Services, in accordance with all Federal, State, or Local laws, rules, standards, and resolutions applying to such operation, and shall obtain or maintain such licenses, approvals, and/or accreditation as may be required, and in keeping with the principles of ethical behavior.

Notwithstanding the forgoing, Tenant shall not use the Leased Premises for the purposes of storing, manufacturing, or selling any explosives, flammables, or other inherently dangerous substance, chemical, thing or device.

4. Sublease and Assignment.

Tenant shall have the right without Landlord's consent, to assign this Lease to a corporation with which Tenant may merge or consolidate, to any subsidiary of Tenant, or to any corporation under common control with Tenant. Except as set forth above, Tenant shall not sublease all or any part of the Leased Premises or assign this Lease in whole or in part without Landlord's consent, such consent not to be unreasonably withheld or delayed.

5. Repairs.

The tenant takes the premises in their present condition. All repairs exceeding \$500.00 per occurrence will have prior approval of the County or its officially designated representative. The first \$500.00 (or less if the cost does not equal or exceed \$500.00) for each repair occurrence will be paid by the Tenant, and the balance remaining after payment of \$500.00 by Tenant will be paid by County. Tenant shall not do, nor cause to be done, any remodeling of existing structures, nor erection of new structures unless County gives prior consent. Tenant shall maintain said premises in a safe and serviceable condition, except for normal wear and tear, and will not permit the premises to be damaged by any act or negligence of Tenant, its agents, or employees. The tenant will be responsible for daily and routine cleaning.

County would suggest the Tenant utilize the following items as a guide to successful daily operations:

- Practice of closing and locking of all doors when rooms or said leased space is not occupied by Optimae Life Service staff per safety and security purposes.
- Outdoor areas including all porches and furniture shall be kept clean and free of debris and weeds to provide a safe environment.
- Provide timely and accurate work orders to Des Moines County Maintenance.
- The property will be kept clean.

- Inspections will be performed by County officials.
- General building and grounds maintenance issues will be handled by Des Moines County, all concerns shall be directed to the County Maintenance Supervisor

6. Alterations and Improvements.

The tenant shall have the right to place and install personal property, trade fixtures, equipment, and other temporary installations in and upon the Leased Premises and fasten the same to the premises.

Tenant shall keep an up-to-date inventory of the personal property leased hereunder, notifying County of any losses, thefts, destruction, or contemplated disposal of personal property not needed for the operation of the Leased Premises or welfare of the individuals. Any replacement of Leased Premises property purchased by Tenant during the term of this lease shall remain with County upon termination of the Agreement. The tenant shall have the right to use all furniture, equipment, and other personal property located in Leased Premises. Equipment purchased by Tenant not reimbursed or otherwise paid for by County (except for items purchased to replace original items on the inventory) and perishables (e.g. – food, office, medical, and cleaning supplies) for the operation of OPTIMAE services shall remain the property of Tenant. The County has the right to make an independent inventory of its personal property at any time.

7. Insurance.

A. If the Leased Premises or any other part of the Building is damaged by fire or other casualty resulting from any act or negligence of Tenant or any of Tenant's agents, employees or invitees, rent shall not be diminished or abated while such damages are under repair, and Tenant shall be responsible for the costs of repair not covered by insurance. The tenant shall pay for fire monitoring services for the property.

B. County shall insure the building and personal property against hazards and casualties, including fire and extended coverage; County shall also maintain general liability insurance covering its potential liability for any property damage or bodily injury for which it may be responsible as owner. Tenant shall keep in full force and effect during the term of this lease general liability insurance, as well as professional malpractice insurance covering those employees as is warranted, naming Des Moines County as an additional insured. During the period of this Agreement, Tenant and Des Moines County shall hold each other harmless from any liability or responsibility for the acts or omissions of any of their respective employees or agents.

8. Utilities.

Des Moines County shall pay Utilities Electric, gas, water, sewer, and garbage. The tenant is responsible for other services such as phone, internet, cable, etc.

Tenant acknowledges that the Leased Premises are designed to provide standard office use

electrical facilities and standard office lighting. Tenants shall not use any equipment or devices that utilize excessive electrical energy, or which may, in the Landlord's reasonable opinion, overload the wiring or interfere with electrical services to other tenants.

9. Signs.

Following Landlord's consent, Tenant shall have the right to place on the Leased Premises, at locations selected by Tenant, any signs which are permitted by applicable zoning ordinances and private restrictions. Landlord may refuse consent to any proposed signage that is in Landlord's opinion too large, deceptive, unattractive, or otherwise inconsistent with or inappropriate to the Leased Premises or use of any other tenant. Landlord shall assist and cooperate with Tenant in obtaining any necessary permission from governmental authorities or adjoining owners and occupants for Tenant to place or construct the foregoing signs. Tenant shall repair all damage to the Leased Premises resulting from the removal of signs installed by Tenant.

10. Entry.

Landlord shall have the right to enter upon the Leased Premises at reasonable hours to inspect the same, provided Landlord shall not thereby unreasonably interfere with Tenant's business on the Leased Premises. Des Moines County shall have the right to enter upon the Leased Premises at any time for emergency purposes. Des Moines County Maintenance is the point of contact and issuer for Keys and Security Access badges/key fobs. Tenant representatives and/or tenants' employees shall agree to all terms and conditions within the Security badge/key fob and Key Agreements signed at time of issuance.

11. Parking.

During the term of this Lease, Tenant shall have the non-exclusive use in common with Landlord, other tenants of the Building, their guests, and invitees, of the non-reserved common automobile parking areas, driveways, and footways, subject to rules and regulations for the use thereof as prescribed from time to time by Landlord. Landlord reserves the right to designate parking areas within the Building or in reasonable proximity thereto, for Tenant and Tenant's agents and employees. Separate structured parking, if any, located about the Building is reserved for tenants of the Building.

12. Building Rules.

Tenant will comply with the rules of the Building adopted and altered by Landlord from time to time and will cause all its agents, employees, invitees and visitors to do so; all changes to such rules will be sent by Landlord to Tenant in writing.

The consumption or possession of alcoholic beverages or illegal drugs by tenants or visitors is not allowed anywhere on or near the premises of OPTIMAE Life Services, which includes but is

not limited to, the inside of vehicles, rooms, and all common areas.

Tenants and visitors are not to be on or near the OPTIMAE Life Services while under the influence of alcohol or drugs. Anyone who witnesses signs of alcohol or drug abuse has an obligation to report it to management, to protect the well-being of other people.

Tenant or guests will not permit the dwelling to be used for, engage, or to facilitate criminal activity including drug related criminal activity on or near the premises.

Smoking- Tenant, guest, or other people under Tenant's control shall not smoke anywhere in the building. Smoking is permitted outside, in designated areas only per Iowa Smoke Free Air Act.

Candles- Tenants shall not burn candles, or start any open flames, anywhere in the building or on the property.

Any violation of the above may lead to an immediate termination of agreement and eviction.

To allow no fish, birds, reptiles, animals nor pets of any kind [except for assistive animals] anywhere on premises at any time without prior written permission from DMC maintenance. To report to DMC maintenance any pets seen anywhere on the premises. May not keep pets even temporarily belonging to another person at any time for any reason.

Assistive Animals: Potential tenants must prove [Through State Law] the need for an assistive animal and there will be no more than one assistive animal per unit. No assistive animal can be harmful to others. The assistive animal must be crated at all times when Tenant is absent from the unit. The size of the crate must be of adequate size to allow freedom of movement. If the assistive animal is a cat, the Tenant must provide a veterinary certificate stating the front claws have been removed. Tenants must provide a veterinary certificate stating that all assistive animals have been spayed or neutered. Tenant must show that the animals are current with necessary vaccines. Carpet must be professionally cleaned and treated as necessary for pest infestation if it is so recommended by pest control professionals at the Tenants expense. Tenants are responsible to walk assistive animal only in designated areas. Any waste left by animals must be collected and disposed of appropriately by the Tenant. Assistive animals must be always on a leash in public or common areas.

13. Damage and Destruction.

Subject to Section 7 above, if the Leased Premises or any part thereof or any appurtenance thereto is so damaged by fire, casualty, or structural defects that the same cannot be used for Tenant's purposes, then Tenant shall have the right within ninety (90) days following damage to elect by notice to Landlord to terminate this Lease as of the date of such damage. In the event of minor damage to any part of the Leased Premises, and if such damage does not render the Leased Premises unusable for Tenant's purposes, Landlord shall promptly repair such damage.

In making the repairs called for in this paragraph, Landlord shall not be liable for any delays resulting from strikes, governmental restrictions, inability to obtain necessary materials or labor or other matters which are beyond the reasonable control of Landlord. Tenant shall be relieved from paying rent and other charges during any portion of the Lease term that the Leased Premises are inoperable or unfit for occupancy, or use, in whole or in part, for Tenant's purposes unless otherwise provided for in Section 7. Rentals and other charges paid in advance for any such periods shall be credited on the next ensuing payments, if any, but if no further payments are to be made, any such advance payments shall be refunded to Tenant. The provisions of this paragraph extend not only to the matters aforesaid, but also to any occurrence which is beyond Tenant's reasonable control, and which renders the Leased Premises, or any appurtenance thereto, inoperable, or unfit for occupancy or use, in whole or in part, for Tenant's purposes.

14. Default.

If default shall at any time be made by Tenant in the payment of rent when due to Landlord as herein provided, and if said default shall continue for fifteen (15) days after written notice thereof shall have been given to Tenant by Landlord, or if default shall be made in any of the other covenants or conditions to be kept, observed and performed by Tenant, and such default shall continue for thirty (30) days after notice thereof in writing to Tenant by Landlord without correction thereof then having been commenced and thereafter diligently prosecuted, Landlord may declare the term of this Lease ended and terminated by giving Tenant written notice of such intention, and if possession of the Leased Premises is not surrendered, Landlord may reenter said premises. Landlord shall have, in addition to the remedy above provided, any other right or remedy available to Landlord on account of any Tenant default, either in law or equity. Landlord shall use reasonable efforts to mitigate its damages.

TERMINATION AND AMENDMENT.

Either party to this Agreement shall have the right to terminate this Agreement for cause upon giving a ninety (90) day prior notice in writing. The first thirty (30) days after a notice of termination for cause may be used to correct and cure the causes listed in the notice, thereby rescinding the termination. "Cause" shall be defined as including, but not limited to, the following: an increase in per diem not included in the Agreement or agreed to by both parties, documented abuse in violation of rules of Department of Inspections and Appeals or state law, or violation of the terms and conditions of this Agreement or any provision incorporated. This Agreement may be terminated immediately because of loss of license or bankruptcy. County may amend this Agreement to comply with changes in state law or policy and shall give written notice to Provider of such amendment and its effective date.

15. Quiet Possession.

Landlord covenants and warrants that upon performance by Tenant of its obligations hereunder, Landlord will keep and maintain Tenant in exclusive, quiet, peaceable, and undisturbed and uninterrupted possession of the Leased Premises during the term of this

Lease.

16. Condemnation.

If any legally, constituted authority condemns the Building or such part thereof which shall make the Leased Premises unsuitable for leasing, this Lease shall cease when the public authority takes possession, and Landlord and Tenant shall account for rental as of that date. Such termination shall be without prejudice to the rights of either party to recover compensation from the condemning authority for any loss or damage caused by the condemnation. Neither party shall have any rights in or to any award made to the other by the condemning authority.

17. Subordination.

Tenant agrees that it will from time to time upon request by Landlord execute and deliver to such persons as Landlord shall request a statement in recordable form certifying that this Lease is unmodified and in full force and effect (or if there have been modifications, that the same is in full force and effect as so modified), stating the dates to which rent and other charges payable under this Lease have been paid, stating that Landlord is not in default hereunder (or if Tenant alleges a default stating the nature of such alleged default) and further stating such other matters as Landlord shall reasonably require.

18. Notice.

Any notice required or permitted under this Lease shall be deemed sufficiently given or served if sent by United States certified mail, return receipt requested, addressed as follows:

If to Landlord to:
Des Moines County Auditor
513 N. Main
Burlington, Iowa 52601

If to Tenant to:
Optimae Life Services
James Maize
301 West Burlington Avenue
Fairfield, Iowa 52556

Landlord and Tenant shall each have the right from time to time to change the place notice is to be given under this paragraph by written notice thereof to the other party.

19. Waiver.

No waiver of any default of Landlord or Tenant hereunder shall be implied from any omission to take any action on account of such default if such default persists or is repeated, and no express

waiver shall affect any default other than the default specified in the express waiver and that only for the time and to the extent therein stated. One or more waivers by Landlord or Tenant shall not be construed as a waiver of a subsequent breach of the same covenant, term, or condition.

20. Headings.

The headings used in this Lease are for convenience of the parties only and shall not be considered in interpreting the meaning of any provision of this Lease.

21. Consent.

Landlord shall not unreasonably withhold or delay its consent with respect to any matter for which Landlord's consent is required or desirable under this Lease.

22. Performance.

If there is a default with respect to any of Landlord's covenants, warranties or representations under this Lease, and if the default continues more than ninety (90) days after notice in writing from Tenant to Landlord specifying the default, Tenant may, at its option and without affecting any other remedy hereunder, cure such default and deduct the cost thereof from the next accruing installment or installments of rent payable hereunder until Tenant shall have been fully reimbursed for such expenditures. If this Lease terminates prior to Tenant's receiving full reimbursement, Landlord shall pay the unreimbursed balance plus accrued interest to Tenant on demand.

23. Compliance with Law.

Tenant shall comply with all laws, orders, ordinances, and other public requirements now or hereafter pertaining to Tenant's use of the Leased Premises. Landlord shall comply with all laws, orders, ordinances, and other public requirements now or hereafter affecting the Leased Premises.

24. Final Agreement.

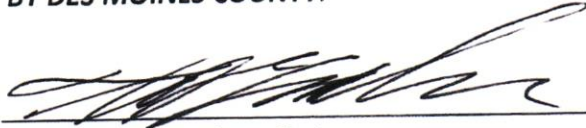
This Agreement terminates and supersedes all prior understandings or agreements on the subject matter hereof. This Agreement may be modified only by a further writing that is duly executed by both parties.

25. Governing Law.

This Agreement shall be governed, construed, and interpreted by, through and under the Laws of the State of Iowa.

IN WITNESS WHEREOF, the parties have executed this Lease as of the day and year first above written.

BY DES MOINES COUNTY:



Mr. Thomas Broeker, Chairman
Des Moines County Board of Supervisors

6.25.2024
Date




Mr. Jim Cary, Vice-Chairman
Des Moines County Board of Supervisors

6.25.2024
Date



Mr. Shane McCampbell, Member
Des Moines County Board of Supervisors

6.25.2024
Date

ATTEST: 

Ms. Sara Doty
Des Moines County Auditor

6.25.2024
Date

OPTIMAE LIFE SERVICES:



Mr. James Maize, Executive Director CFO

Date

APPROVED

JUN 25 2024
BOARD OF SUPERVISORS

RESOLUTION #2025-026
Inter-Fund Transfer
2025 / 2026

WHEREAS: IT IS DESIRED TO AUTHORIZE the County Auditor to periodically transfer sums from the General Basic Fund and Rural Services Fund to the Secondary Road Fund during the 2025 / 2026 fiscal year, and;

WHEREAS: SAID TRANSFERS must be in accordance with Section 331.429, 2017 Code of Iowa. Now, therefore be it resolved by the Des Moines County Board of Supervisors as follows:

SECTION 1. THE TOTAL MAXIMUM TRANSFER from the General Basic Fund to the Secondary Road Fund for the fiscal year beginning July 1, 2025, shall not exceed \$309,564. And the total maximum transfer from the Rural Services Fund to the Secondary Road Fund for the fiscal year beginning July 1, 2025, shall not exceed \$2,220,227.

SECTION 2. WITHIN FIVE (5) WORKING DAYS of being notified of the apportionment of current property taxes to the General Basic and Rural Services Funds, the County Auditor shall order a transfer from said funds to the Secondary Road Fund.

SECTION 3. NOTWITHSTANDING THE PROVISIONS of Section 2 of this resolution, total transfers to the Secondary Road Fund SHALL NOT EXCEED the amounts in Section 1.

SECTION 4. NOTWITHSTANDING THE PROVISIONS of Section 2, the amount of any transfer SHALL NOT EXCEED AVAILABLE FUND BALANCES in the transferring fund.

SECTION 5. THE COUNTY AUDITOR is directed to correct her books when said operating transfers are made and to notify the Treasurer and the County Engineer of the amounts transferred.

The above and foregoing resolution is submitted to the Board of Supervisors by the County Auditor in accordance with Section 331.429, 2017 Code of Iowa on the 27th day of May 2025, the vote thereon being as follows:

_____ moved for approval. Seconded by _____.

AYES:

NAYS:

ATTEST: _____
County Auditor

RESOLUTION #2025-027
Inter-Fund Transfer
2025 / 2026

WHEREAS: IT IS DESIRED TO AUTHORIZE the County Auditor to periodically transfer sums from the General Basic Fund to the Conservation Reserve Fund during the 2025 / 2026 fiscal year, and;

WHEREAS: Therefore be it resolved by the Des Moines County Board of Supervisors as follows:

SECTION 1. THE TOTAL MAXIMUM TRANSFER from the General Basic Fund to the Conservation Reserve Fund for the fiscal year beginning July 1, 2025, shall not exceed \$463,551. The total maximum expenses from General Supplemental will not exceed \$209,649.

SECTION 2. WITHIN FIVE (5) WORKING DAYS of being notified of the apportionment of current property taxes to the General Basic Fund, the County Auditor shall order a transfer from said funds to the Conservation Reserve Fund.

SECTION 3. NOTWITHSTANDING THE PROVISIONS of Section 2, the amount of any transfer SHALL NOT EXCEED AVAILABLE FUND BALANCES in the transferring fund.

SECTION 4. THE COUNTY AUDITOR is directed to correct her books when said operating transfers are made and to notify the Treasurer and the Conservation Director of the amounts transferred.

The above and foregoing resolution is submitted to the Board of Supervisors by the County Auditor on the 27th day of May 2025, the vote thereon being as follows:

_____ moved for approval. Seconded by _____.

AYES:

NAYS:

ATTEST: _____
County Auditor

RESOLUTION #2025-028

Amendment to Resolution #2024-033 Inter-Fund Transfer 2024 / 2025

WHEREAS: IT IS DESIRED TO AUTHORIZE the County Auditor to periodically transfer sums from the General Basic Fund to the Conservation Reserve Fund during the 2024 / 2025 fiscal year, and;

WHEREAS: Therefore be it resolved by the Des Moines County Board of Supervisors as follows:

SECTION 1. WHEREAS to offset the change in fund 0002 due to staffing changes and the grant-funded Cores position and the inability to take those funds out of our 0027 fund, please reduce the final transfer of \$47,949 by \$3,163 for a total transfer of \$44,786, in April 2025.

SECTION 2. NOTWITHSTANDING THE PROVISIONS of Section 2, the amount of any transfer SHALL NOT EXCEED AVAILABLE FUND BALANCES in the transferring fund.

SECTION 3. THE COUNTY AUDITOR is directed to correct her books when said operating transfers are made and to notify the Treasurer and the Conservation Director of the amounts transferred.

The above and foregoing resolution is submitted to the Board of Supervisors by the County Auditor on the 27th day of May 2025, the vote thereon being as follows:

_____ moved for approval. Seconded by _____.

AYES:

NAYS:

ATTEST: _____
County Auditor

NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Stacia Thompson Employee #: _____
Title: Public Health Nurse Department: Local Health

STATUS CHANGES

TERMINATION

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

Resignation effective 5/20/2025

Last Day Worked _____
Add Vacation Days _____ to _____
Add Sick Days _____ to _____
Add Other Days _____ to _____
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 _____
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 _____

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

Authorized by: Christa Poggemiller Department: Local Health Date: 5/20/2025
Authorized by: _____ Department: _____ Date: _____

Pay Period Ending: _____ Payroll Date: _____

NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Layne Luttenegger Employee #: _____
Title: Payroll 1st Deputy Department: Auditor'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 _____

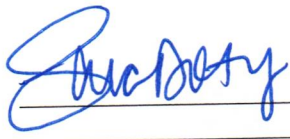
Final Termination Date _____
Final Rate of Pay _____
Permanent Address _____
City, State, Zip _____

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: 
Authorized by: _____

Department: Auditor
Department: _____

Date: 5/23/25
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

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

34.5 Unpaid hours from 5/12/25 – 5/23/25

Previous Rate _____ New Rate _____

Previous Job Title: (if changed) _____
Effective Date: 05/23/2025

May 20, 2025

The Des Moines County Board of Supervisors met in a regular session at the Court House in Burlington at 9:00 AM on Tuesday, May 20th, 2025, with Chair Jim Cary and Member Tom Broeker was present. Vice-Chair Shane McCampbell present via Webex. 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 her office is busy. IT Director Colin Gerst reported that his office remains busy. Sheriff Kevin Glendening stated he is hosting a tour of the jail today with a High School Class from West Burlington School District. He made note of the Wind Ordinance Work Session this evening and touched base on some legislative changes that are in the works and how they would impact the Sheriff's Department. Maintenance Director Rodney Bliesener reported he will also attend the Wind Ordinance Work Session this evening. His crew remains busy. Assistant Land Use Administrator Jarred Lassiter reported he has several Subdivisions in the works in various phases in his office. Conservation Director Chris Lee reported the biggest camping weekend of the year is coming this weekend for Memorial Day. His crew are in the process of preparing for the weekend. Budget Director Cheryl McVey was in attendance for an agenda item. County Attorney Lisa Schaefer introduced her new Legal Intern, Matthew Erickson. Her office remains busy with trial. County Recorder Natalie Steffener reminds the public that boat registration expired on April 30th and penalties will take effect July 1. Public Health Director Christa Poggemiller reported her office is busy. Clinic is closed this week due to some maintenance on the floors, but will reopen next week. Safety Director Angela Vaughan reminds employees to slow down and take their time to remain safe. County Treasurer Janelle Nalley-Londquist attended the National Treasurer's conference last week. Iowa DOT is looking for a new software vendor for the titling and registration of vehicles program. No new major legislative changes are coming up. The office is busy with the publication list for the tax-sale. Emergency Management Director Shannon Prado stated the CERT exercise went well last week. Be cautious with any upcoming weather we may receive. County Engineer Brian Carter reported the asphalt project on Highway 34 is completed. They are finishing up the shoulder work and pavement markings currently. The contractor will be moving down to Highway 99 to start that project next.

No correspondence was received.

A Public Hearing for FY25 Budget Amendment was held. Broeker made a motion to open the public hearing and was seconded by McCampbell. Budget Director Cheryl McVey spoke on the budget amendment. Cary asked for public comments. None received. Cary asked Auditor Doty if any public comment had been received in the Auditor's Office. None received. Broeker made a motion to close the public hearing and was seconded by Cary.

Approval of Resolution 2025-025 Amending FY25 Appropriations was presented. Broeker made a motion to approve and was seconded by Cary.

INSERT RESOLUTION #2025-025

Approval of Accounts Payable Claims in the amount of \$1,095,401.82 was presented. McCampbell made a motion to approve and was seconded by Broeker.

Approval of Abatement of Property Taxes for Parcel #11-32-383-007 was presented. McCampbell made a motion to approve and was seconded by Broeker.

Approval of Appointment to Southeast Iowa Regional Housing Authority Board was presented. Cary read a letter requesting Sheriff Kevin Glendening be appointed to the SEIRHA. Broeker made a motion to approve and was seconded by McCampbell.

Approval of Personnel Actions – Conservation – Kendall Colter, Conservation Intern, Seasonal New Hire, new rate of \$15 hourly, effective 5/12/25; Grant Swanson, Conservation Intern, Seasonal New Hire, new rate of \$16 hourly, effective 5/19/25. Broeker made a motion to approve and was seconded by McCampbell. Sheriff – Brett Haubrich, Deputy, 24-month step increase, new rate of \$65,995.90 yearly, effective 4/28/25; Klay Foster, Deputy, 24-month step increase, new rate of \$65,995.90 yearly, effective 4/27/25. Broeker made a motion to approve and was seconded by McCampbell. County Attorney – Matthew Erickson, Legal Intern, new hire, new rate of \$22.50 hourly effective 5/19/25. Broeker made a motion to approve and was seconded by McCampbell.

McCampbell motioned to approve May 13th, 2025, regular meeting minutes and was seconded by Broeker.

Public Input – Joe Meyers, President and CEO of Transitions DMC, questioned the Board of Supervisors with their future plans for the old Public Health building.

The meeting was adjourned at 9:36 a.m.

Following the meeting the Board of Supervisors held a work session with the Veterans Affairs & Mental Health staff regarding the current building their office is located in.

Later that evening, at 5:30 P.M., a work session was held in the 3rd floor courtroom of the courthouse regarding the wind ordinance. Roughly 75 people were in attendance for the work session. Cary announced the start of the meeting and read the rules for the public. If you wish to speak, please see Brian Carter with the sign-up sheet. He stated that the Board of Supervisors are interested in hearing everyone's thoughts. Please be respectful of all speakers and don't interrupt. Each speaker was allowed 3 minutes to speak and give the Board any information they wish. During the work session, they heard from a few of those in attendance. Dwight Mulch, a Burlington resident, started the meeting. Sheryl Murray from Yarmouth spoke next. Sue Mulch, Doug Barcus, Nyle Shade, Rose Fischer, Leslie Coates, Cindy Newberry, John Newberry, Dan Peterson, Daren Shade, Alison Mohr, Craig Ross, Tim Fischer, Clifford Baker, Drew Gieselman, Robin Wexell, Jake Long, John Martin, Leah Prall, Emily Chaddock, Laura Blanchard, Mike Oberman, Ryan Drew, Tom Upton, and Dianna Burden all spoke to the Board as well. The meeting was adjourned at 7:58 P.M.

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

Jim Cary, Chair

Attest: Sara Doty, County Auditor