

# OFFICIAL NOTICE

The Des Moines County Board of Supervisors will hold a regular session on **Tuesday, September 16<sup>th</sup>, 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](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. Payroll Reimbursement Claims
  - B. Accounts Payable Claims
  - C. Resolution #2025-048 and Final Plat for Hawkeye Ridge Subdivision
  - D. Resolution #2025-049 and Final Plat for First Addition to Kroll Farms Subdivision
  - E. HHS Tenant Estoppel Agreement
  - F. Resignation from Washington Township Trustee
  - G. Appointment to Washington Township Trustee
  - H. Reports:
    1. Sheriff's Report of Fees Collected, August 2025
    2. Clerk's Report of Fees collected, August 2025
  - I. Minutes for Regular Meeting on September 9<sup>th</sup>, 2025
6. Other Business
7. Future Agenda Items
8. Committee Reports
9. Public Input
10. Adjournment

**DES MOINES COUNTY  
BOARD OF SUPERVISORS  
RESOLUTION #2025-048**

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 **Hawkeye Ridge Subdivision** has been reviewed for conformance to applicable County standards by the Des Moines County Auditor, Health Department, Secondary Roads Department, 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 **Hawkeye Ridge Subdivision**, with the following condition:

- A permit for an Onsite Waste Water Treatment System shall be obtained from the Des Moines County Health Department prior to construction of a new residence, and a code compliant system shall be installed prior to its habitation.

Approved and adopted this 16th day of September, 2025.

DES MOINES COUNTY BOARD OF SUPERVISORS

Jim Cary, Chair

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Shane McCampbell, Vice Chair

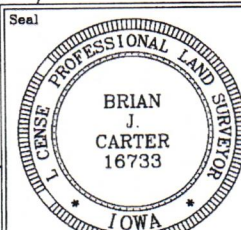
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Tom L. Broeker, Member

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ATTEST: \_\_\_\_\_

Sara Doty, County Auditor





**DES MOINES COUNTY  
BOARD OF SUPERVISORS  
RESOLUTION #2025-049**

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 **First Addition to Kroll Farm Subdivision** has been reviewed for conformance to applicable County standards by the Des Moines County Auditor, Health Department, Secondary Roads Department, 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 **First Addition to Kroll Farm Subdivision**, with the following conditions:

- Both Lot 5 of this subdivision, and the remainder of Lot 2 of the Kroll Farm Subdivision, shall use the existing entrance from 85th Avenue at the north end of Lot 5. The construction of any additional future entrances shall be subject to prior approval by the Des Moines County Secondary Roads Department.
- A permit for an Onsite Waste Water Treatment System shall be obtained from the Des Moines County Health Department prior to construction of a new residence, and a code compliant system shall be installed prior to its habitation.

Approved and adopted this 16th day of September, 2025.

DES MOINES COUNTY BOARD OF SUPERVISORS

Jim Cary, Chair

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Shane McCampbell, Vice Chair

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Tom L. Broeker, Member

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ATTEST: \_\_\_\_\_

Sara Doty, County Auditor

# Index Legend

Location: a parcel of land in the NW $\frac{1}{4}$  NE $\frac{1}{4}$  of Section 28, T-71N, R-2W, Des Moines County, Iowa  
 Surveyor: Brian J. Carter, P.L.S. #16733  
 12bcarter@gmail.com, 319-394-9403  
 Return To: Carter Engineering, LLC  
 180th Avenue, Morning Sun, IA 52640  
 Requestor: Jake Kroll  
 Proprietor: Sheila A. Kroll  
 Survey Completed: 27 August 2025

Carter Engineering, LLC 22980 180th Ave. Morning Sun, IA 52640 Phone (319) 394-9403

## Final Plat for First Addition to Kroll Farm Subdivision

### SUBDIVIDER

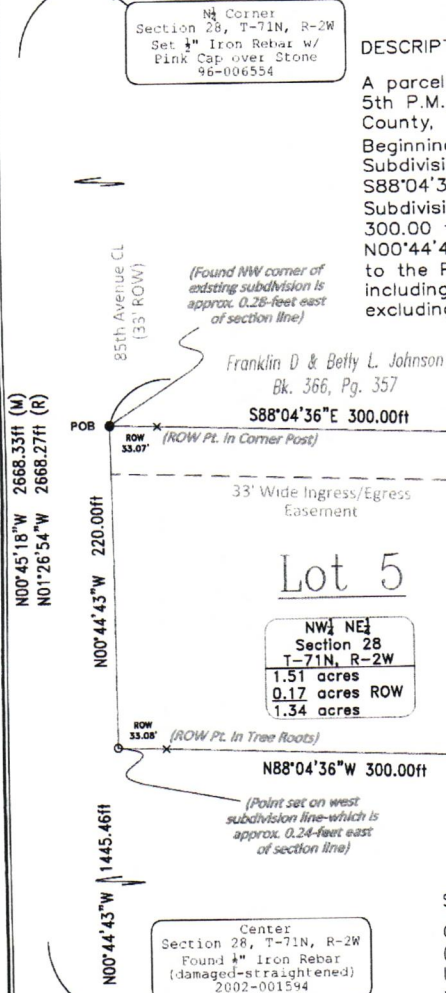
Jake Kroll  
 2001 Charles Street  
 Burlington, IA 52601

### OWNER

Sheila A. Kroll  
 11356 Oak Point Drive  
 West Burlington, IA 52655

### DESCRIPTION:

A parcel of land in the NW $\frac{1}{4}$  NE $\frac{1}{4}$  of Section 28, T-71N, R-2W of the 5th P.M. and part of Lot 2 of Kroll Farm Subdivision in Des Moines County, Iowa, more particularly described as follows:  
 Beginning at a  $\frac{1}{2}$ " Iron Pin at the northwest corner of Kroll Farm Subdivision and near the centerline of 85th Avenue, Thence S88°04'36"E 300.00 feet along the north line of Kroll Farm Subdivision, Thence S00°44'43"E 220.00 feet, Thence N88°04'36"W 300.00 feet to the west line of Kroll Farm Subdivision, Thence N00°44'43"W 220.00 feet along the west line of Kroll Farm Subdivision to the Point of Beginning. Containing 1.51 acres, more or less, including 0.17 acres, more or less, of existing road right-of-way, excluding any easements or agreements of record.



### DESCRIPTION: Ingress/Egress Easement

A 33 foot wide strip of land in the NW $\frac{1}{4}$  NE $\frac{1}{4}$  of Section 28, T-71N, R-2W of the 5th P.M., Des Moines County, Iowa, more particularly described as follows:  
 Beginning at a  $\frac{1}{2}$ " iron rebar at the NW corner of Kroll Farm Subdivision and also the NW corner of Lot 5 of the 1st Addition to Kroll Farm Subdivision, Thence S88°04'36"E 300.00 feet to an iron rebar at the NE corner of said Lot 5, said easement being parallel with and southerly from described line. Said easement for the use of existing Lot 2 of Kroll Farm Subdivision.

Sheila A. Kroll  
 Doc. #2016-002632

### Surveyors Note:

Original Kroll Farm Subdivision Plat (97-000926) showed the west line of Kroll Farm Subdivision matching the west line of the NWNE and SWNE. Field work showed section line being slightly west of west subdivision line. The NW and SW corners of the subdivision were used to establish the west line of new Lot 5.

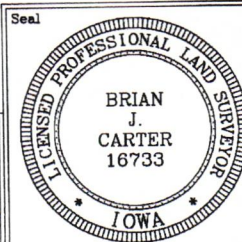
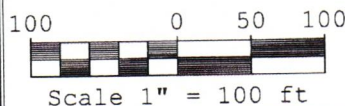
BASIS OF BEARINGS: Iowa Regional Coordinate System, Zone 12

### NOTES REQUIRED BY DES MOINES COUNTY

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 570.4(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 ROADWAYS, A 25-FOOT WIDE STRIP ALONG ALL PLATTED ROADWAYS, A 15-FOOT WIDE STRIP ALONG THE OUTER BOUNDARY OF THE SUBDIVISION, AND A 15-FOOT WIDE STRIP SURROUNDING ANY AND ALL EXISTING UTILITY LINES AND INTERIOR LOT LINES WITHIN THE SUBDIVISION, COMPRISED OF 7.5 FOOT ON EITHER SIDE.

### LEGEND

- Found 1/2" Iron Rebar with Yellow Cap
- Found 4x4 Iron Plate
- Set 1/2"x30" Iron Rebar w/cap #16733 Pink
- Found Stone/Iron Section Corner as noted
- ⊗ Set Section Corner as noted
- Found Iron Pipe
- x Calculated Position



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.

Brian J. Carter, P.E. & P.L.S. License No. 16733  
 9-12-25

My license renewal date is December 31, 2026.

Pages or sheets covered by this seal: 1

Date 8/27/25 Drawn By bjc No. 25-6



### **TENANT ESTOPPEL CERTIFICATE FORM**

Re: Agency Plaza - 3535 Agency Street, Burlington, IA

Tenant: Iowa Department of Human Services

The undersigned (the "***Tenant***") certifies to Burlington Crossing Real Estate LLC, a Limited Liability Company, and its successors and assigns ("***Purchaser***"), as follows:

1. Tenant is the tenant of Suite 200 (the "***Premises***") containing approximately 6,868 square feet of space in 3535 Agency Street, Burlington, IA ("Agency Plaza") pursuant to that certain Lease dated February 22, 2022, together with the following modifications (collectively the "***Lease***"):

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2. The commencement date of the Lease was July 1, 2022, and the expiration date of the Lease is June 30, 2032. Tenant has one (1) renewal option(s) to extend the term of the Lease for ten (10) years.

3. Minimum rent payments are presently \$10,931 per month under the Lease. Tenant also pays a share of electricity costs monthly, which is determined monthly based on actual use. Tenant has paid rent through September 30, 2025, and electricity through July 31, 2025. Tenant has not and agrees not to pay any rent more than one month in advance.

4. Tenant has paid a security deposit of \$0.

5. Except for the modifications, if any, described in Paragraph 1 above, the Lease has not been amended, modified or supplemented, is in full force and effect and represents the entire agreement between Landlord and Tenant with respect to the Premises and Agency Plaza.

6. The Premises have been completed in accordance with the provisions of the Lease, and Tenant has accepted and is presently in occupancy of the Premises.

7. To the best of Tenant's knowledge, as of the date hereof, Tenant does not have any offsets or credits against rents under the Lease, no payments are due from Landlord to Tenant under the Lease and no free rent periods or rental concessions or allowances have been granted to Tenant, except in each instance as expressly set forth in the Lease.

8. As of the date hereof, Tenant has no knowledge of any defaults by Landlord under the Lease, and Tenant is not in default under the Lease. There is no dispute or litigation between Landlord and Tenant.

9. To the best of Tenant's knowledge, Tenant is not in violation of any laws with respect to its use and occupancy of the Premises.

10. Tenant has not entered into any sublease or assignment transferring any of its interest in the Lease or the Premises, and Tenant does not have (i) a right to expand its Premises, (ii) a right of first offer to lease any additional portion of Agency Plaza, (iii) a right of first refusal to lease any additional portion of Agency Plaza, or (iv) a right to purchase all or part of Agency Plaza.

11. Tenant is not the subject of any bankruptcy, insolvency or similar proceeding in any federal, state or other court or jurisdiction.

12. Tenant acknowledges that Purchaser and its lender(s) have relied on the information contained in this Tenant Estoppel Certificate in determining whether to acquire and finance Agency Plaza.

\_\_\_\_\_  
Tenant

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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\_\_\_\_\_  
Tenant

By: \_\_\_\_\_


Title: \_\_\_\_\_

Date: \_\_\_\_\_

Dear Auditor,

I Justin Myers wish to resign form Washington township trustee in Des Moines County Iowa for reason of conflict of interest by being the fire chief also. John Crouch will be taking over my term.

Sincerely, Justin Myers

A handwritten signature in black ink, appearing to read "Justin Myers", is written over a horizontal line.

Township Officials Request for Appointment

Date: 9-5-25

To: Des Moines County Board of Supervisors

I am requesting your approval to be appointed to fulfill the remainder of a four-year term expiring \_\_\_\_\_.

WASHINGTON  
(Name of Township)

John Crouch  
(Clerk or Trustee)

Thank You

JOHN CROUCH  
(Please Print your Name)

20378 CHESTNUT ST  
(Address)

YARMOUTH 52660  
(City & Zipcode)

563-212-0755  
Phone Number

John.Crouch@4@gmail.com  
Email Address (optional)





KEVIN GLENDENING, SHERIFF

512 N. Main Street  
Burlington, IA 52601  
Phone: 319-753-8289 (Civil)  
Fax: 319-754-6910



SHERIFF'S MONTHLY REPORT TO THE BOARD OF SUPERVISORS

08/01/2025 thru 08/29/2025

SHERIFF FEES	7,315.47
MILEAGE	720.94
R & B	2,841.06
INTEREST	7.02
TOTAL	<u>\$10,884.49</u>

8036.41

I, Kevin Glendening, Sheriff of Des Moines County, Iowa, do hereby certify that the above report is correct of monies collected by me as Sheriff during the period therein specified.

*Kevin Glendening*

KEVIN GLENDENING, SHERIFF

## CLERK'S REPORT OF FEES COLLECTED

STATE OF IOWA     )  
DES MOINES COUNTY)

TO THE DES MOINES COUNTY BOARD OF SUPERVISORS:

I, SARA MADDUX, CLERK OF DISTRICT COURT OF THE ABOVE-NAMED COUNTY AND STATE, DO HEREBY CERTIFY THAT THE FOLLOWING IS A TRUE AND CORRECT STATEMENT OF THE FEES COLLECTED BY ME IN MY OFFICE FOR THE MONTH OF AUGUST, 2025 AND THE SAME HAS BEEN PAID TO THE COUNTY TREASURER, PER DUPLICATE VOUCHER HERETO ATTACHED.

DES MOINES COUNTY TREASURER:

5% OF STATE FINE SURCHARGE	\$	0
SHERIFF FEES		789.87
INFRACTIONS		3,696.01
TOBACCO		32.40
COUNTY ENFORCEMENT SURCHARGE		0
LAW LIBRARY		3.00
RECORD SECURITIES FEES		20.00
PRE-PD FEES TO SHERIFF		0
MISC. REIMBURSEMENT (INDIGENT DEFENSE)		0

TOTAL FEES                      \$4,541.28

TOTAL PAID \$4,541.28

CHECK No. 194506

RESPECTFULLY SUBMITTED THIS 3rd DAY OF SEPTEMBER, 2025.



SARA MADDUX  
CLERK OF DISTRICT COURT

Rpt ID : 602.8106  
Rpt Date: 02-SEP-2025  
Rpt Time: 04:00 PM

DES MOINES COUNTY CLERK OF COURT  
DISPOSITIONS FOR 602.8106 REPORTING  
FOR 01-AUG-2025 TO 31-AUG-2025  
NOTE: THIS IS NOT A BILL

Page: 1

PLAINTIFF NAME	FILED	DISMISSED	100% FINES
DES MOINES COUNTY	1	0	\$830.96



September 9, 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, September 9<sup>th</sup>, 2025, 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.

A Closed Session was held to discuss minimum allowed sale price for 522 N. 3<sup>rd</sup> St., Burlington, Iowa, in accordance with Iowa Code 21.5(1)(j) to discuss the purchase or sale of particular real estate. McCampbell made a motion to go into closed session and was seconded by Broeker. Discussion was held. Following the closed session, Broeker made a motion to go out of closed session and was seconded by McCampbell. Cary stated that discussion was held regarding the sale of the old public health building. The Board decided there will be a minimum bid of \$125,000. Once the bid package details are available, they will be published.

Meeting with Department Heads: County Auditor Sara Doty reported she is busy preparing for the upcoming October 7<sup>th</sup> Primary Election. Land Use Assistant Director Zach James reported his office has several subdivisions in the works. Sheriff Kevin Glendening reported the jail population is at 84. Local Health Director Christa Poggemiller stated her office will be starting the flu vaccines next week. They will set up future clinic dates, or you can stop in during their normal business hours. Assistant County Attorney Trent Henkelvig stated their office is receiving applications for the Administrative Assistant Position. Emergency Management Director Shannon Prado stated she is busy. County Recorder Natalie Steffener reported her office is busy. Safety Director Angela Vaughan reported she remains busy. Maintenance Director Rodney Bliesener stated his crew is busy. County Engineer Brian Carter reported his crew is currently ditching in the Big Hollow area. They are also working on concrete patch jobs by the landfill.

Correspondence was received from the IAAAP regarding a Class 1 Permit modification.

Approval of a Class C Liquor License for Travelin Sips was presented. Broeker made a motion to approve and was seconded by McCampbell.

Approval of Resolution #2025-047 on sale of the old county health building located at 522 N. 3<sup>rd</sup> St., Burlington was presented. McCampbell made a motion to approve and was seconded by Broeker.

Approval of Personnel Actions was presented. Treasurer – Christine Hay, Clerk II MV Dept, 6-month step increase with a yearly salary of \$36,880.10 effective 9/3. McCampbell made a motion to approve and was seconded by Broeker. Correctional Center – Laycie Kelly, Correctional Officer, Resignation effective 9/4. McCampbell made a motion to approve and was seconded by Broeker. Conservation – Marcus Nack, Environmental Educational Manager, 42-month step increase with a new yearly salary of \$60,503.79 effective 9/19. Broeker made a motion to approve and was seconded by McCampbell. Local Health – Andrea Holmes, Public Health Nurse, 19.5 hours unpaid for this pay period and resignation effective 9/5. McCampbell made a motion to approve and was seconded by Broeker.

Reports:

Veterans Affairs Monthly Report, August 2025

Recorders Report of Fees Collected, August 2025

Broeker motioned to approve September 2<sup>nd</sup>, 2025, regular meeting minutes and was seconded by McCampbell.

Future Agenda Items – Work Session regarding the Wind Ordinance.

The meeting was adjourned at 9:45 A.M.

Following the meeting, the Board of Supervisors held the following work session regarding Battery Energy Storage System Standards for the Wind Ordinance and a Road Tour with the County Engineer, Brian Carter.

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

Jim Cary, Chair

Attest: Sara Doty, County Auditor