

# OFFICIAL NOTICE

The Des Moines County Board of Supervisors will hold a regular session on **Tuesday, September 30<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@dmccounty.com](mailto:board@dmccounty.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 #2025-050 Supporting Matching Funds For the Great River Housing Trust Fund for the FY2027 Grant Application
  - D. Resolution #2025-051 Approving a Memorandum of Understanding Between the City of Burlington and Des Moines County for the Temporary Use of County-Owned Recycling Containers
  - E. Set Dates for County Rural Resident Fall Cleanup
  - F. Personnel Actions:
    1. Conservation (2)
    2. Correctional Center (1)
    3. Maintenance (1)
    4. Treasurer (1)
    5. Local Health (2)
  - G. Reports:
    1. Veterans Affairs Monthly Report, September 2025
  - H. Minutes for Regular Meeting on September 23<sup>rd</sup>, 2025
6. Other Business
7. Future Agenda Items
8. Committee Reports
9. Public Input
10. Adjournment

Work Sessions Following the Meeting:

BOS / SEIRPC

RE: General Provisions, Definitions, MET Towers, and Communications & Enforcement

# **Payroll**

**10/03/25 Reimbursement Claims**

**9/30/25 Board Meeting**

**Reimbursements: \$466.38**

**Non-Cash Taxable: \$0.00**

## RESOLUTION NO. 2025-050

A RESOLUTION AUTHORIZING DES MOINES COUNTY TO FINANCIALLY SUPPORT THE GREAT RIVER HOUSING TRUST FUND FOR FISCAL YEAR 2027

**WHEREAS**, Des Moines County is a duly recognized governing body acting under the laws of the State of Iowa; and,

**WHEREAS**, Des Moines County, in assisting this regional development activity, will sustain a viable housing program for the entire region; and,

**WHEREAS**, Des Moines County is a member of the Great River Housing Trust Fund, a regional housing nonprofit corporation that assists low- and moderate-income households in the region; and,

**WHEREAS**, Des Moines County residents and businesses have benefitted economically through sustained taxes and supply purchasing through the Great River Housing Trust Fund's programs;

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE DES MOINES COUNTY BOARD OF SUPERVISORS THAT:**

Des Moines County will contribute \$12,500 cash match to the Great River Housing Trust Fund in Fiscal Year 2027, thus benefiting low to moderate-income households in the county and the region.

PASSED and APPROVED this \_\_\_\_ day of September 2025.

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Jim Cary, Chair

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Shane McCampbell, Supervisor

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Tom Broeker, Supervisor



**Southeast Iowa Regional Planning Commission**





## Since 2011 Great River Housing, Inc. has been awarded:

Iowa Finance Authority	\$5,117,107
Local Match	<u>\$1,348,231</u>
Total GRH Funds	\$6,465,338
Leveraged funds	\$2,547,475
<b>Total awarded to region</b>	<b>\$9,012,813</b>



## **2026 Grant**

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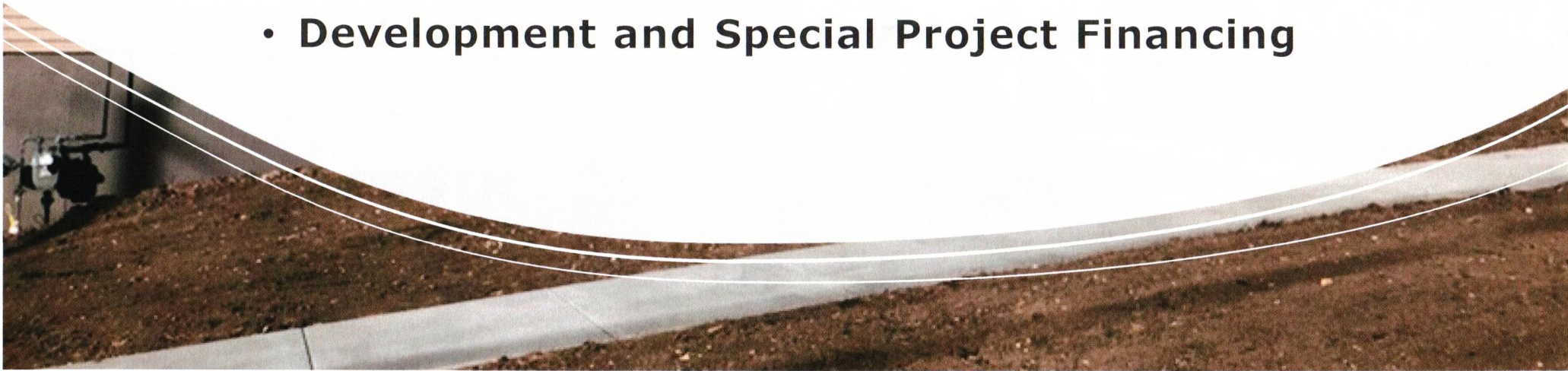
- **\$477,757 from Iowa Finance Authority**
- **\$119,440 needed in local match**
- **Total funds available in 2026 grant is \$597,197**
- **Requesting \$12,500 from Des Moines County**

# **Great River Housing, Inc.**

## **Programs Available**

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- **Down Payment Assistance**
- **Owner Occupied Rehab**
- **Upper Story Conversion**
- **Development and Special Project Financing**



# **Downpayment Assistance**

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- **\$7,500 in assistance**
- **Funds can be used for down payment and closing costs**
- **Deferred loan at 0% interest**
- **Homeowners must meet income guidelines**





# Home Rehabilitation

- \$15,000 in assistance
- Assistance is a 5-year forgivable loan
- Exterior items and mechanicals are the priority



# 1930 Agency Street, Burlington

## Windows and doors

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Before



After



# Upper Story Conversion

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- **\$40,000/unit in assistance**
- **Maximum of 4 units or \$160,000**
- **Dollar for dollar match from developer**
- **Units must remain affordable for 5-years**
- **Tenants must meet HUD's income guidelines**

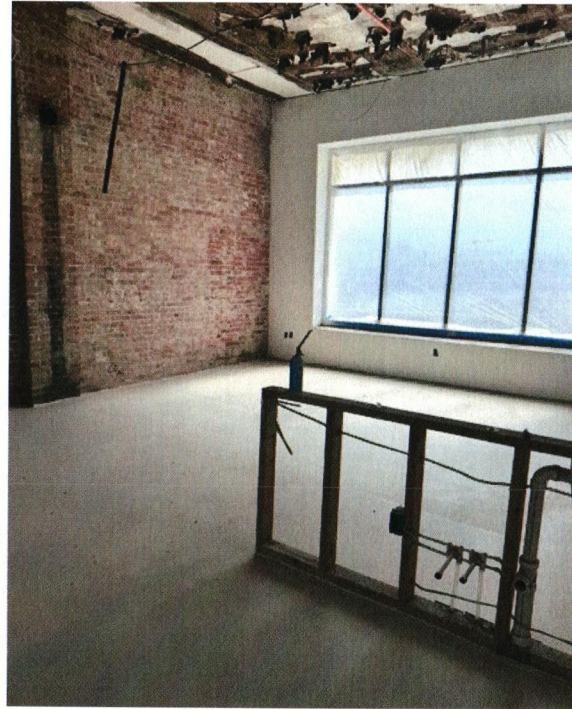


# Upper Story Rental Conversion

604-608 Jefferson Street, Burlington







**4 units funded**

**Developer received \$160,000**

**Must remain affordable for 5 years**

**Total project – 14 units**

# **Development Assistance**

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- **\$25,000/unit    \$30,000/duplex    \$35,000/triplex**
- **New construction on infill lot**
- **Units can be rented or sold**
- **Assistance forgivable over 5-years**
- **Income guidelines apply**





## **1611 S 13th Street Burlington**

Utilized \$30,000 in development funds to build a duplex

952 square feet each unit

2 bedroom and 1 bathroom/unit

Slab Foundation

Must be rented to tenants below 80% of HUD's income limits





## **Special Financing Projects**

- **Partners with different projects such as a variety of tax credits, Community Development Block Grants, Federal Home Loan Bank, etc.**
- **Low interest loan to developer**
- **Payment terms can be flexible**
- **Units are income restricted for 5-years**



# Income Guidelines

## 2025 HUD, MHTF and FHLB INCOME

	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
Des Moines, Henry, Lee	\$51,550	\$58,900	\$66,250	\$73,600	\$79,500	\$85,400	\$91,300	\$97,200
Louisa	\$53,850	\$61,550	\$69,250	\$76,900	\$83,100	\$89,250	\$95,400	\$101,550

## 2025 Rehabilitation Assistance

up to \$15,000 grant

	1 person 30% MFI	2 person 30% MFI	3 person 30% MFI	4 person 30% MFI	5 person 30% MFI	6 person 30% MFI	7 person 30% MFI	8 person 30% MFI
Des Moines, Henry, Lee	\$29,940	\$29,940	\$34,431	\$34,431	\$34,431	\$34,431	\$34,431	\$36,450
Louisa	\$29,940	\$29,940	\$34,431	\$34,431	\$34,431	\$34,431	\$35,775	\$38,081

## 2025 Down Payment Assistance

Homeowner can receive \$7,500 for down payment assistance

	1 person 60% MFI	2 person 60% MFI	3 person 60% MFI	4 person 60% MFI	5 person 60% MFI	6 person 60% MFI	7 person 60% MFI	8 person 60% MFI
Des Moines, Henry, Lee	\$59,880	\$59,880	\$68,862	\$68,862	\$68,862	\$68,862	\$68,862	\$72,900
Louisa	\$59,880	\$59,880	\$68,862	\$68,862	\$68,862	\$68,862	\$71,550	\$76,158

## 2025 New Construction Homes

Homeowner can receive \$7,500 for down payment assistance

	1 person 80% IFA	2 person 80% IFA	3 person 80% IFA	4 person 80% IFA	5 person 80% IFA	6 person 80% IFA	7 person 80% IFA	8 person 80% IFA
Des Moines, Henry, Lee	\$79,840	\$79,840	\$91,816	\$91,816	\$91,816	\$91,816	\$91,816	\$97,200
Louisa	\$79,840	\$79,840	\$91,816	\$91,816	\$91,816	\$91,816	\$95,400	\$101,550

# Board of Directors

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- Hans Trousil, Retired
- Sue Frice, Retired
- Keving Dameron, Southeast Iowa Realty, Inc.
- Pam Broomhall, City of Keokuk
- Andrew Wiese, Harmony Bible Church
- Rachel Lindeen, Mount Pleasant Chamber of Commerce
- Jason Hutcheson, SEIRMC
- Emily Benjamin, Lee County Economic Development Group
- Dennis Fraise, Lee County Economic Development
- Angela Andon, City of Burlington
- Steve Detrick, Henry County Supervisors
- Sean Allworth, Community Bank and Trust



**RESOLUTION NO. 2025-051**

**A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING  
BETWEEN THE CITY OF BURLINGTON AND THE COUNTY OF DES MOINES  
COUNTY FOR THE TEMPORARY USE OF COUNTY-OWNED RECYCLING  
CONTAINERS**

**WHEREAS**, the City of Burlington, through its Renewable Energy and Conservation Committee, has expressed an interest in implementing a pilot recycling program in the Burlington Downtown District; and

**WHEREAS**, Des Moines County owns roll-off-style recycling containers currently utilized throughout rural areas of the county and operated in cooperation with Area Recyclers; and

**WHEREAS**, the City has requested permission to temporarily utilize two (2) of these county-owned recycling containers for a limited-term pilot project to assess feasibility, public participation, operational costs, and contamination rates for community recycling; and

**WHEREAS**, under the terms of the proposed Memorandum of Understanding (MOU), the City of Burlington would assume responsibility for placement, monitoring, transportation logistics, and liability associated with the use of said recycling containers; and

**WHEREAS**, Des Moines County and the City of Burlington agree that a collaborative approach to waste diversion and sustainability efforts supports regional environmental and quality-of-life goals;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE  
COUNTY OF DES MOINES COUNTY, IOWA:**

Section 1. The Board of Supervisors hereby approves the Memorandum of Understanding between the City of Burlington and Des Moines County, which allows the City to utilize two (2) county-owned recycling containers during a mutually agreed upon trial period.

Section 2. The County Auditor is hereby authorized to execute the Memorandum of Understanding on behalf of the County and to coordinate with the City of Burlington and project partners for implementation of the Downtown Recycling Pilot Program.

Section 3. This resolution shall take effect immediately upon its passage and approval.

**PASSED AND APPROVED** this 30<sup>th</sup> day of September, 2025.

ATTEST:

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Sara Doty  
Des Moines County Auditor

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Jim Cary  
Chair, Board of Supervisors

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
DES MOINES COUNTY, IOWA  
AND  
THE CITY OF BURLINGTON, IOWA  
REGARDING THE TEMPORARY USE OF RECYCLING TRAILERS**

This Memorandum of Understanding ("MOU") is entered into this 30<sup>th</sup> day of September, 2025, by and between Des Moines County, Iowa, a political subdivision of the State of Iowa ("County"), and the City of Burlington, Iowa, a municipal corporation ("City").

**I. PURPOSE**

The purpose of this MOU is to outline the terms and conditions under which the City will temporarily utilize two (2) County-owned roll-off-style recycling containers to conduct a pilot Downtown Recycling Program in the City of Burlington.

**II. BACKGROUND**

The City of Burlington, through its Renewable Energy and Conservation Committee, has expressed a need to explore improved recycling services in the Downtown District. The County owns recycling containers that are currently used in various rural locations in coordination with Area Recyclers. With this MOU, the County agrees to allow the temporary use of two such containers by the City.

**III. RESPONSIBILITIES OF THE PARTIES**

**A. County of Des Moines shall:**

1. Permit the use of two (2) roll-off-style recycling containers for the duration of the pilot program.
2. Maintain ownership of the recycling containers throughout the trial period.
3. Coordinate with Area Recyclers, as needed, for administrative continuity.

**B. City of Burlington shall:**

1. Coordinate the placement, use, and removal of the containers at a suitable location in the Downtown District at its own cost.
2. Assume all liability for the containers during the period of use, including but not limited to damage, loss, or injury related to the containers.
3. Provide staffing, oversight, and signage necessary for public use.
4. Coordinate with Area Recyclers and/or a third-party hauler for container transport, maintenance, and material handling at its own cost.
5. Monitor and record volume, contamination levels, and user compliance during the trial period.
6. Share findings with the County at the end of the trial period.

**IV. TERM AND TERMINATION**

1. This MOU shall be effective upon signature by both parties and remain in effect for a trial period of up to six (6) months, unless extended or terminated in writing by mutual agreement.
2. Either party may terminate this MOU with thirty (30) days' written notice to the other party.



#### **V. LIABILITY & INSURANCE**

The City of Burlington agrees to indemnify and hold harmless Des Moines County from any and all liability, claims, damages, or expenses arising from the City's use of the recycling containers during the trial period. The City shall ensure appropriate insurance coverage is in place to cover such liability.

#### **VI. AMENDMENTS**

This MOU may only be amended by a written agreement signed by authorized representatives of both parties.

#### **VII. NON-BINDING COMMITMENT**

This MOU is intended to set forth the understandings and intentions of the parties with respect to the pilot recycling program. It does not create a binding contract but reflects the cooperative intent of the parties to support shared environmental goals.

**IN WITNESS WHEREOF**, the parties have executed this Memorandum of Understanding on the dates shown below.

#### **CITY OF BURLINGTON, IOWA**

By: \_\_\_\_\_  
Jon D. Billups, Mayor

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

#### **DES MOINES COUNTY, IOWA**

By: \_\_\_\_\_  
Jim Cary, Chair, Board of Supervisors

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

## RURAL RESIDENT CLEAN-UP

The Des Moines County Board of Supervisors is sponsoring a county-wide rural clean-up, beginning **Monday, October 6<sup>th</sup> through Saturday, December 13<sup>th</sup>, 2024** (or until the county credits are depleted). You must furnish proof of residency.

The Des Moines County Landfill/Recycling Center will accept at no charge to **RURAL** Des Moines County residents, the following items:

<b>Metal Items</b> (Examples)	<b>Household Items</b> (Examples)
Lawn Mowers	Sofas/Chairs
Bicycles	Mattresses
Tin Roofing	Clothing not Suitable for Donation
Metal Cabinets	Rugs & Carpets
Bed Springs & Rails	Tables
Swing Sets	Toys
Metal Fencing	
Other Metal Items	

**NOTE: No tires of any size and no electronic items (computer monitors and televisions, for example) will be accepted during this clean-up**

Landfill hours are 8AM to 4PM – Monday through Friday  
8AM to Noon – Saturday

**RECYCLING CENTER** – Appliances Included for this clean up only (examples below)

Refrigerators*	Washers	Air Conditioners
Freezers*	Dryers	Stoves

\*All refrigerators & freezers must be empty of food

Recycling Center – 1818 West Burlington Ave., Burlington

**Call the day before to setup an appointment to drop off any appliance.**

### **Materials not included for free:**

Tires of any size	Auto Parts	Garbage
Demolition Material Lumber/Wood	Televisions/ Computer Monitors	

If you have any questions regarding what is free and what is not, please call the Landfill Office at 753-8722. Any other questions, please call the Des Moines County Regional Solid Waste Commission at 753-8126.



# NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Brandon Roland Employee # : \_\_\_\_\_  
Title: Conservation Tech Department: Conservation

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

30 Month step increase.

Previous Rate \$48,652.53 New Rate \$49,900.03  
Previous Job Title: (if changed) \_\_\_\_\_  
Effective Date: September 25, 2025

Authorized by: Chris Lee Department: Conservation Date: 09/25/2025  
Authorized by: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_\_

Pay Period Ending: 9/27/2025 Payroll Date: 10/03/2025

# NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Jacklyn Goodman Employee # : \_\_\_\_\_  
Title: PT Conservation Tech. Department: Conservation

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

18 Month step increase.

Previous Rate \$21.81/hr New Rate \$22.40/hr  
Previous Job Title: (if changed) \_\_\_\_\_  
Effective Date: October 3, 2025

Authorized by: Chris Lee Department: Conservation Date: 09/25/2025  
Authorized by: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_\_

Pay Period Ending: 10/11/2025 Payroll Date: 10/17/2025



# NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Jacque Davis Employee #: 0361  
Title: Sergeant Department: Correctional Center

## STATUS CHANGES

### TERMINATION

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

### TRANSFER

☐ Permanent ☐ Voluntary  
☐ Temporary ☐ Involuntary

**Last Day Worked** October 8, 2025  
Add Vacation Days \_\_\_\_\_ to \_\_\_\_\_  
Add Sick Days \_\_\_\_\_ to \_\_\_\_\_  
Add Other Days \_\_\_\_\_ to \_\_\_\_\_  
**Last Day Paid** October 8, 2025  
Unpaid Days \_\_\_\_\_ to \_\_\_\_\_

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

**Final Resignation Date** October 8, 2025  
Final Rate of Pay \_\_\_\_\_  
Permanent Address 21038 260<sup>th</sup> St  
City, State, Zip Mt Union IA 52644

Does the employee Want  
Health Insurance Continued ☐ Yes ☐ No  
Does Employee Want Life  
Insurance Continued ☐ Yes ☐ No  
Last Day Worked \_\_\_\_\_

### LEAVE OF ABSENCE

☐ Paternity ☐ Educational  
☐ Medical ☐ Military  
☐ Other, Explain

### 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: September 22, 2025  
Authorized by: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_\_

Pay Period Ending: October 11, 2025 Payroll Date: October 17, 2025

Emailed Payroll: \_\_\_\_\_

# NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: GAUGE JOHNSON Employee #: \_\_\_\_\_  
Title: LEAD MAINTENANCE Department: MAINTENANCE

## STATUS CHANGES

### TERMINATION

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

\_\_\_\_\_  
Last Day Worked October 3, 2025  
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 \_\_\_\_\_  
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 ☐ Reducation  
☐ Promotion ☐ Suspension  
☐ Probationary ☐ Other, Explain \_\_\_\_\_

Resignation Effective October 3, 2025

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

Authorized by: *Kedney B. Blissner* Department: MAINTENANCE Date: September 22, 2025  
Authorized by: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_\_

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



# NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Alana Capps Employee # : \_\_\_\_\_  
Title: Clerk II – MV Department Department: Treasurer

## STATUS CHANGES

### 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 \_\_\_\_\_

**LAY OFF**  
Does the employee Want  
Health Insurance Continued ☐ Yes ☐ No  
Does Employee Want Life  
Insurance Continued ☐ Yes ☐ No  
Last Day Worked \_\_\_\_\_

### LEAVE OF ABSENCE

☐ Maternity ☐ Educational  
☐ Medical ☐ Military  
☐ Other, Explain \_\_\_\_\_

### SALARY ADJUSTMENT

☐ New Hire ☐ Demotion  
☐ Anniversary ☐ Reduction  
☐ Promotion ☐ Suspension  
☐ Probationary ☒ Other, Explain **Unpaid Time**

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

09/25/2025 – 2.42 hours

09/26/2025 – 7.50 hours

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: *Janette Valley Jordani* Department: Treasurer Date: 09/26/2025  
Authorized by: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_\_

Pay Period Ending: 09/27/2025 Payroll Date: 10/03/2025

# NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Ronald Lee II Employee #: \_\_\_\_\_  
Title: RN Department: Local Health

## STATUS CHANGES

### TERMINATION

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

Resignation effective 10/10/2025

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: 9/25/2025  
Authorized by: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_\_

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



# NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Julie Melchior Employee #: \_\_\_\_\_  
Title: Secretary Department: Local Health

## STATUS CHANGES

### TERMINATION

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

Retiring 1/9/2026

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: 9/26/2025  
Authorized by: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_\_

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

# COMMISSION OF VETERANS AFFAIRS



We, the undersigned members of the Commission of Veterans Affairs, hereby certify that the following is a correct statement of the names, and assistance given to persons entitled to financial assistance under Chapter 35B of the Code of Iowa, as amended, for the month of **September 2025**.

NAME	WAR	AMOUNT	FOR
C.H.	Peacetime	\$293.53	Utility

**TOTAL**

**\$293.53**

*Arne Hausknecht*

Arne Hausknecht

*Marilyn Box*

Marilyn Box

*Thomas Rowley*

Thomas Rowley





# COMMISSION OF VETERANS AFFAIRS

## DES MOINES COUNTY

STATISTICS FOR THE MONTH OF SEPTEMBER 2025

Total spent on Direct Financial Aid to Vets: **\$293.53**      Total Budgeted **\$8,750.00**

SPENT:		WAR-TIME PERIOD				BALANCE
						\$8,750.00
Food	\$0.00	WWII	\$0.00	July	\$300.00	\$8,450.00
Medical	\$0.00	Korean	\$0.00	August	\$0.00	\$8,450.00
Rent	\$0.00	Vietnam	\$0.00	September	\$293.53	\$8,156.47
Utilities	\$293.53	Lebanon	\$0.00	October		\$8,156.47
Clothing	\$0.00	Panama	\$0.00	November		\$8,156.47
Personal	\$0.00	Grenada	\$0.00	December		\$8,156.47
Education	\$0.00	Persian Gulf	\$0.00	January		\$8,156.47
Burial	\$0.00	Peace Time	\$293.53	February		\$8,156.47
Misc.	\$0.00	Food Pantry	\$0.00	March		\$8,156.47
				April		\$8,156.47
				May		\$8,156.47
Total	\$293.53			June		\$8,156.47

# VETERANS AFFAIRS STATISTICS

**July 2025-June 2026**

[illegible]



September 23, 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 23<sup>rd</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.

Meeting with Department Heads: County Auditor Sara Doty reported absentee voting for the Primary Election is still in progress at the Auditor's Office. She is working on getting the equipment prepared for Election Day and the upcoming City/School as well. IT Director Colin Gerst reported that his office remains busy. His last day is this Friday. Sheriff Kevin Glendening stated the jail population is at 75. Maintenance Director Rodney Bliesener would like to wish Colin the best of luck in his future endeavors. He has been a pleasure to work with over the years, and he will be missed. Safety Director Angela Vaughan was present. County Treasurer Janelle Nalley-Londquist stated property taxes are due next Tuesday, September 30<sup>th</sup>. Emergency Management Director Shannon Prado reported she is busy. Conservation Director Chris Lee stated there are several events on the calendar. Check out the Conservation Facebook page to see what they have coming up. Assistant Land Use Administrator Jarred Lassiter reported his office remains busy with several different irons in the fire. Assistant County Attorney Trent Henkelvig stated he is present for the work session. The County Attorney will be conducting interviews in the next couple of days in hopes of getting the Office Manager position filled. County Engineer Brian Carter stated motor graders are out trying to take care of some washboards with the moisture we've had. Skunk River Road will be closed for the next few days to replace a culvert.

No correspondence was received.

Approval of City of Danville / Des Moines County Law Enforcement Agreement for FY2025/2026 was presented. McCampbell made a motion to approve and was seconded by Broeker.

Approval of a Class C Liquor License – The Tippy Traveler – Oct 4, 2025, was presented. McCampbell made a motion to approve and was seconded by Broeker.

Approval of an Annual Liquor License – Spirit Hollow Clubhouse was presented. Broeker made a motion to approve and was seconded by McCampbell.

Approval of Appointment to Tama Township Trustee was presented. McCampbell made a motion to approve and was seconded by Broeker.

Approval of a Bid Invitation for the Public Health Building at 522 N. 3<sup>rd</sup> St., Burlington was presented. Broeker made a motion to approve and was seconded by McCampbell.

Approval of Personnel Actions was presented. Local Health – Wendi Noble, LPN, New Hire, \$49,150.40 yearly, effective 9/15/25. McCampbell made a motion to approve and was seconded by Broeker. County Attorney – Cassie Kilby, Assistant County Attorney, Unpaid leave of 26 hours for 9/2-9/5. Broeker made a motion to approve and was seconded by McCampbell.

Broeker motioned to approve September 16<sup>th</sup>, 2025, regular meeting minutes and was seconded by McCampbell.

Cary attended an Early Childhood Development meeting.

During public input, IT Director Colin Gerst wanted to thank Des Moines County for the 19 years he was able to spend with the County. He stated he has had the opportunity to work closely with each department. He has seen personally just how hard each of the departments work and it has been very enjoyable working alongside them. Patty Jo Oberman Patton read a letter to the Board of Supervisors thanking them for their time and commitment to Des Moines County and the Wind Ordinance.

The meeting was adjourned at 9:28 A.M.

Following the meeting a work session was held to review the Wind Ordinance Draft.

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