

OFFICIAL NOTICE

The Des Moines County Board of Supervisors will hold a regular session on **Tuesday, December 19th, 2023** 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. Resolution #2023-048 and Final Plat for Frank Timber Subdivision
 - B. Accounts Payable Claims
 - C. Payroll Reimbursement Claims
 - D. Resignation from the Civil Service Commission
 - E. Appointment to Civil Service Commission
 - F. Appointment to County Conservation Board
 - G. Resolution #2023-049 Local Match for the Hazard Mitigation Grant Program
 - H. Personnel Actions:
 1. Auditor (1)
 2. Correctional Center (1)
 3. Assessor (2)
 - I. Minutes for Regular Meeting on December 12th, 2023
6. Other Business
7. Future Agenda Items
8. Committee Reports
9. Public Input
10. Closed Session to Discuss Connectivity Options for the Sheriff's Office Squad Cars in Accordance to Iowa Code 21.5(g) to avoid disclosure of specific law enforcement matters, such as current or proposed investigations or inspection or auditing techniques or schedules, which if disclosed would enable law violators to avoid detection.
11. Adjournment

Work Sessions following the meeting:

**DES MOINES COUNTY
BOARD OF SUPERVISORS
RESOLUTION #2023-048**

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 **Frank Timber 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 **Frank Timber Subdivision**, with the following condition:

- A large portion of Lot 1 is located within a Special Flood Hazard Area (100-Year Floodplain), and any future development within that area shall comply with the requirements of the Des Moines County Floodplain Development Ordinance.

Approved and adopted this 19th day of December, 2023.

DES MOINES COUNTY BOARD OF SUPERVISORS

Shane McCampbell, Chair

Tom L. Broeker, Vice Chair

Jim Cary, Member

ATTEST:

Sara Doty, County Auditor

Location: parcel of land in the E₂ SE₄ Section 23
and W₂ SW₄ Section 24, T-72N, R-2W,
Des Moines County, Iowa

Surveyor: Brian J. Carter, P.L.S. #16733
12bcarter@gmail.com, 319-209-0426

Return To: Carter Engineering, LLC
180th Avenue, Morning Sun, Iowa 52640

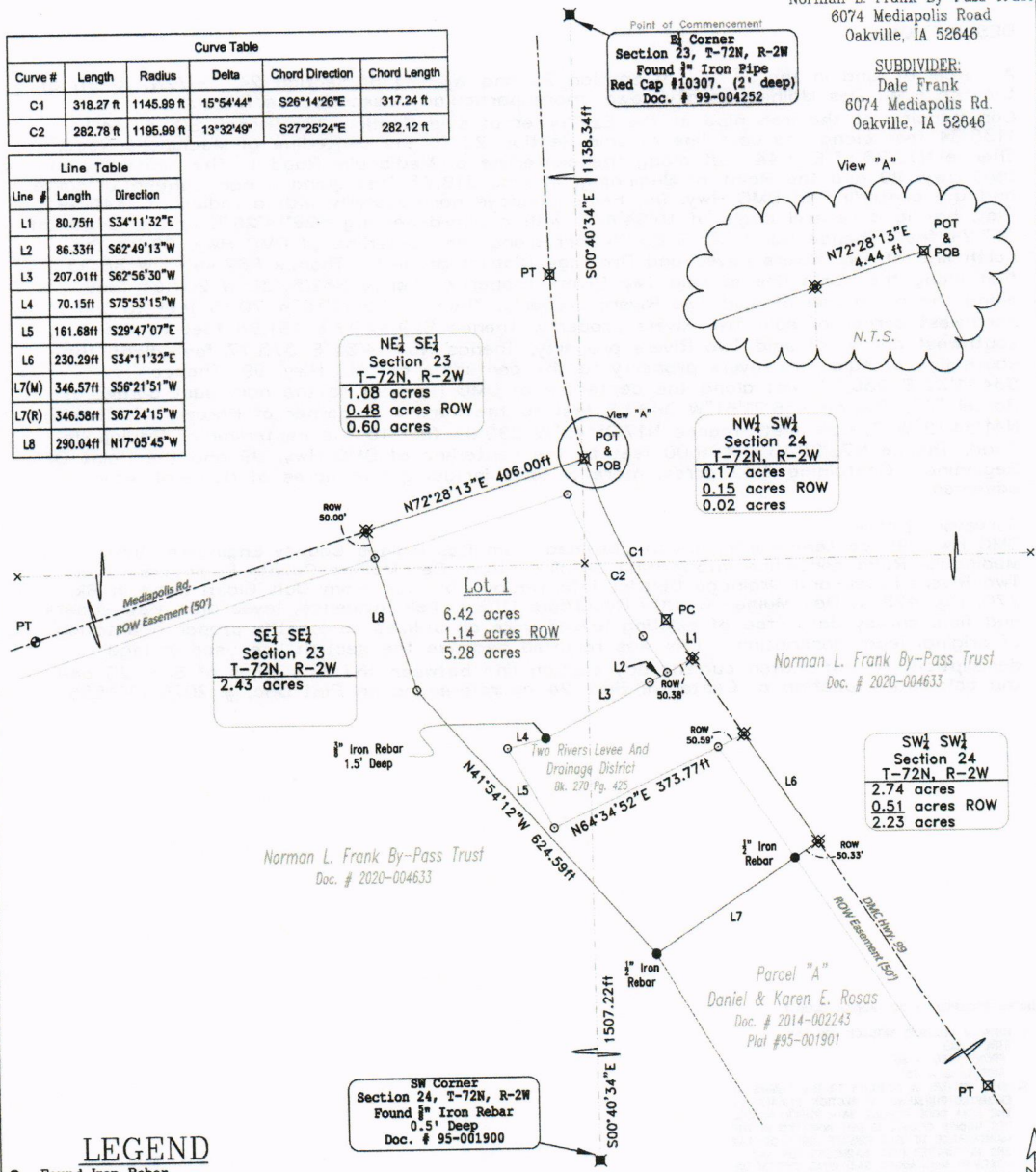
Requestor: Dale Frank
Proprietor: Norman L. Frank By-Pass Trust
Survey Completed: 25 November 2023

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

Final Plat of Frank Timber Subdivision

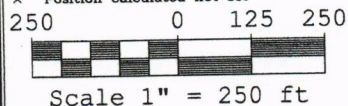
Curve Table					
Curve #	Length	Radius	Delta	Chord Direction	Chord Length
C1	318.27 ft	1145.99 ft	15°54'44"	S26°14'26"E	317.24 ft
C2	282.78 ft	1195.99 ft	13°32'49"	S27°25'24"E	282.12 ft

Line Table		
Line #	Length	Direction
L1	80.75 ft	S34°11'32"E
L2	86.33 ft	S62°49'13"W
L3	207.01 ft	S62°56'30"W
L4	70.15 ft	S75°53'15"W
L5	161.68 ft	S29°47'07"E
L6	230.29 ft	S34°11'32"E
L7(M)	346.57 ft	S56°21'51"W
L7(R)	346.58 ft	S67°24'15"W
L8	290.04 ft	N17°05'45"W

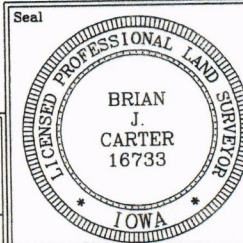


LEGEND

- Found Iron Rebar
- Fnd. Base of MAG Nail
- Set 1/2"x30" Iron Rebar w/cap #16733 Pink
- ⊗ Found Stone/Iron Section Corner as noted
- ⊗ Fnd. Cut "X" in PCC
- ⊗ Placed Cut "X" in PCC
- × Position Calculated not set



BASIS OF BEARINGS: Iowa Regional Coordinate System, Zone 12



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

My license renewal date is December 31, 2024.

Pages or sheets covered by this seal: 2

Date: 11/22/23
Drawn By: bjc
No.: 23-18

Location: parcel of land in the E $\frac{1}{2}$ SE $\frac{1}{4}$ Section 23 and W $\frac{1}{2}$ SW $\frac{1}{4}$ Section 24, T-72N, R-2W, Des Moines County, Iowa
Surveyor: Brian J. Carter, P.L.S. #16733
 12bcarter@gmail.com, 319-209-0426
Return To: Carter Engineering, LLC
 180th Avenue, Morning Sun, Iowa 52640
Requestor: Dale Frank
Proprietor: Norman L. Frank By-Pass Trust
Survey Completed: 25 November 2023

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

DESCRIPTION:

A parcel of land in the E $\frac{1}{2}$ SE $\frac{1}{4}$ of Section 23 and W $\frac{1}{2}$ SW $\frac{1}{4}$ of Section 24, T-72N, R-2W of the 5th P.M., Des Moines County, Iowa, more particularly described as follows:
 Commencing at the iron pipe at the E $\frac{1}{4}$ Corner of said Section 23, Thence S00°40'34"E 1138.34 feet along the east line of said Section 23 to the centerline of Mediapolis Road, Thence N72°28'13"E 4.44 feet along the centerline of Mediapolis Road to the centerline of DMC Hwy. 99 and the Point of Beginning, Thence 318.27 feet along a non-tangential curve and the centerline of DMC Hwy. 99, being concave northeasterly with a radius of 1145.99 feet, having a central angle of 15°54'44", with a chord bearing S26°14'26"E and a length of 317.24 feet, Thence S34°11'32"E 80.75 feet along the centerline of DMC Hwy. 99 to the north line of Two Rivers Levee and Drainage District property, Thence S62°49'13"W 86.33 feet along the north line of said Two Rivers property, Thence S62°56'30"W 207.01 feet along the north line of said Two Rivers property, Thence S75°53'15"W 70.15 feet to the northwest corner of said Two Rivers property, Thence S29°47'07"E 161.68 feet to the southwest corner of said Two Rivers property, Thence N64°34'52"E 373.77 feet along the south line of said Two Rivers property to the centerline of DMC Hwy. 99, Thence S34°11'32"E 230.29 feet along the centerline of DMC Hwy. 99 to the northeast corner of Parcel "A", Thence S56°21'51"W 346.57 feet to the northwest corner of Parcel "A", Thence N41°54'12"W 624.59 feet, Thence N17°05'45"W 290.04 feet to the centerline of Mediapolis Road, Thence N72°28'13"E 406.00 feet to the centerline of DMC Hwy. 99 and the Point Of Beginning. Containing 6.42 acres, more or less, including 1.14 acres of right-of-way easement.

Surveyors Notes:

DMC Hwy. 99 centerline information obtained from Des Moines County Engineers Office
 Mediapolis Road centerline information obtained from Des Moines County Engineers Office
 Two Rivers Levee and Drainage District information obtained from Quit Claim Deed in Bk. 270, Pg. 425 in Des Moines County Records Office, field evidence, levee plan view sheets and field survey data (toe of existing levee) were all utilized to identify proper orientation of original legal description. This was required because the section line used in legal description did not match current day section line between the E $\frac{1}{4}$ Corner of Sec. 23 and the calculated location of Center of Sec. 24 as referenced on Plat Doc. # 2020-001556.

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 670.4(7) OF THE IOWA CODE DEALING WITH PUBLIC ROADS, DES MOINES COUNTY IS NOT INVOLVED IN THE MAINTENANCE OF THIS PRIVATE RIGHT-OF-WAY AND IS FURTHER HELD HARMLESS FOR ANY COSTS IN MAINTAINING SAID ROAD SYSTEM OR RIGHT-OF-WAY OR FOR ANY OTHER DAMAGES SUSTAINED PERTAINING TO THE USE OF SAID ROAD SYSTEM OR RIGHT-OF-WAY.
3. UTILITY EASEMENTS SHALL CONSIST OF ALL PLATTED STREETS OR ROADS, AND A 7.5 FOOT WIDE STRIP ALONG EACH SIDE OF ALL INTERIOR LOT LINES, AND A 25 FOOT WIDE STRIP ALONG AND ADJACENT TO ALL PLATTED STREETS AND ROADS, AND A 15 FOOT WIDE STRIP OF LAND ON ALL LOTS, 7.5 FOOT EITHER SIDE OF THE UTILITY SERVICE AS BUILT, FROM THE POINT OF ORIGIN TO THE POINT OF SERVICE ENTRANCE.

Date	Drawn By	No.
11/22/23	bjc	23-18

Accounts Payable Claims

12/19/2023 MEETING

\$875,184.05

Checks

\$98,193.20

Wire Transfer Pmnt

\$973,377.25

GRAND TOTAL

Payroll

12/15/2023 Reimbursement Claims

12/12/23 Board Meeting

Reimbursements: \$655.33

Non-Cash Taxable: \$0.00

SARA DOTY

From: Judith Shotwell <judithshotwell@gmail.com>
Sent: Friday, September 1, 2023 4:59 PM
To: KEVIN GLENDENING
Cc: SARA DOTY; Civil Service
Subject: Re: Civil Service
Attachments: image002.jpg

NOTICE: This message originated outside of Des Moines County -- **DO NOT CLICK** on links or open attachments unless you are certain the content is safe.

I do not wish to continue on this commission. I have learned so much and had the honor of getting to know many great people serving on this commission. I am so proud of the law enforcement in our county.
Thank you so much for this opportunity to serve from 2001 to 2023
Judith L Brueck

On Thu, Jul 27, 2023 at 4:50 PM KEVIN GLENDENING <GLENDENINGK@dmcounty.com> wrote:

Sara,

Thank you for all your efforts and organization in this position. It has always been much very much appreciated.

Kevin

Kevin Glendening, Sheriff

Des Moines Co Sheriff's Office

512 North Main St.

Burlington, IA 52601

319-753-8212

December 14, 2023

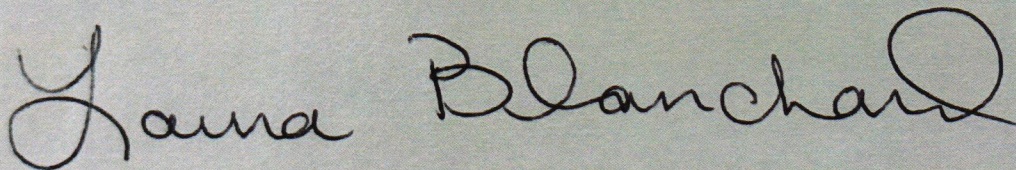
Laura Blanchard
1 Concord Dr.
Burlington, IA 52601

Dear Ms. Doty,

I am writing to you to formally request a position on the Civil Services Commission Board, at the appointment of the District Attorney, Lisa Schaefer.

Thank you for your consideration. I look forward to serving our local community, should I be appointed.

Sincerely,

A handwritten signature in dark ink, reading "Laura Blanchard". The signature is written in a cursive style, with the first name "Laura" and the last name "Blanchard" clearly legible.

Laura Blanchard

NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Chandra Bliesener Employee #: 0660
Title: Election Coordinator / Real Estate 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 _____
Reorganization of duties from Election Coordinator to
Real Estate Clerk I

Previous Rate \$51,050.44 New Rate \$41,093.46

Previous Job Title: (if changed) _____
Effective Date: 01/01/2024

Authorized by: _____
Authorized by: _____

Department: Auditor
Department: _____

Date: 12/12/2023
Date: _____

Pay Period Ending: _____

Payroll Date: _____

NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: TATE, Jarrard
Title: Correctional Officer

Employee #: _____
Department: Correctional Center

STATUS CHANGES

TERMINATION

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

He was to start on 12-10-23 & left a voicemail on 12-09-23 to say he accepted a different job.

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 (List # of Hours) ☐ Probationary
☐ 77.11 Hours ☐ Demotion
☐ 80 Hours ☐ Reduction
☐ Anniversary ☐ Suspension
☐ Promotion ☐ Other, Explain _____

Previous Rate _____ New Rate _____

Previous Job Title: (if changed) _____

Effective Date: _____

December 10, 2023

Authorized by: _____

Department: Correctional Center

Date: December 12, 2023

Authorized by: _____

Department: _____

Date: _____

Pay Period Ending: _____

Payroll Date: _____

NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: MITCH TAEGER Employee #: _____
Title: CHIEF DEPUTY Department: ASSESSOR

STATUS CHANGES

TERMINATION

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

Last Day Worked 12/29/23
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: Mitch J. Taeger
Authorized by: _____

Department: ASSESSOR
Department: _____

Date: 12/14/23
Date: _____

Pay Period Ending: _____

Payroll Date: _____

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

☐ New Hire ☐ Demotion
☐ Anniversary ☐ Reduction
☐ Promotion ☐ Suspension
☐ Probationary ☐ Other, Explain _____

Previous Rate _____ New Rate _____

Previous Job Title: (if changed) _____
Effective Date: 12/29/23

NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: BRANDI MARTIN

Employee #: _____

Title: DEPUTY

Department: _____

ASSESSOR

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

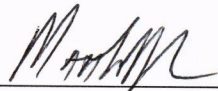
Chief Deputy _____

Previous Rate \$65,873 New Rate same

Previous Job Title: (if changed)

Effective Date: 12/29/23

Authorized by: _____



Department: ASSESSOR

Date: 12-14-23

Authorized by: _____

Department: _____

Date: _____

Pay Period Ending: _____ Payroll Date: _____

December 12, 2023

The Des Moines County Board of Supervisors met in regular session at the Court House in Burlington at 9:00 AM on Tuesday, December 12, 2023, with Chair Shane McCampbell, Vice-Chair Tom Broeker and Member Jim Cary 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: Public Health Director Christa Poggemiller reported her office is busy. Emergency Management Coordinator Shannon Prado reported their office is busy. MHASEI CDS Director Ken Hyndman gave a Mental Health update. Conservation Director Chris Lee stated his staff is working on wrapping things up at the parks for the year. Assistant Land Use Director Jarred Lassiter stated he will have a subdivision for the agenda next week. IT Director Colin Gerst reported his staff is busy. Sheriff Kevin Glendening stated his Deputies will have winter school training coming up. Canine Luna and Deputy Hoschek are finishing up training this week as well. The jail population is 101. County Auditor Sara Doty wants to remind the public her office is accepting donations to the food pantry until the end of business on the 18th. Her office remains busy. County Engineer Brian Carter stated his crews are ditching on Olympic Road. He is in the process of hiring a new employee. Maintenance Director Rodney Bliesener reported the Tiger Grant project is in the third phase in front of the Courthouse.

No Correspondence was received.

Approval of Resolution #203-047 Appointing Jim Cary to SEIRPC Board of Directors was presented. Broeker made a motion to approve and was seconded by McCampbell.

INSERT RESOLUTION #2023-047

Approval of the Official Newspapers for 2024 was presented. The Hawkeye, The Burlington Beacon, Des Moines County News, and Mediapolis News were named the official newspapers in 2024. Broeker made a motion to approve and was seconded by Cary.

A Personnel Action for Public Health was presented. Kerry Crouch, Public Health Nurse, Resigned effective 12/12/23. Cary made a motion to approve and was seconded by Broeker.

Reports:
Recorder's Monthly Report of Fees Collected, November 2023
Veterans Affairs Monthly Report of Fees Collected, November 2023
Sheriff's Monthly Report of Fees Collected, November 2023
Clerk's Monthly Report of Fees Collected, November 2023

Cary motioned to approve the December 5th, 2023, regular meeting minutes and was seconded by Broeker.

McCampbell attended a County Conservation Meeting.

No public input was received.

The meeting was adjourned at 9:30 AM.

Following the meeting, a work session was held with Greater Burlington Partnership regarding budget.

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

Shane McCampbell, Chair
Attest: Sara Doty, County Auditor