

## OFFICIAL NOTICE

The Des Moines County Board of Supervisors will hold a regular session on **Tuesday, May 28<sup>th</sup>, 2024** at 9:00 A.M. in the public meeting room at the Des Moines County Courthouse.

8:30 AM -Work Session: Board of Supervisors: Review of Weekly Business

**PUBLIC NOTICE** – the meeting can be viewed by live stream at <https://desmoinescounty.iowa.gov/live/> Anyone with questions during the meeting may email the Board of Supervisors at [board@dmcounty.com](mailto:board@dmcounty.com) OR call 319-753-8203, Ext 4

### TENTATIVE AGENDA:

1. Pledge of Allegiance
2. Changes to Tentative Agenda
3. Meet with Department Heads / Elected Officials
4. Correspondence
5. Discussion / Vote:
  - A. Public Hearing for FY24 Budget Amendment
  - B. Resolution #2024-030 Budget Amendment for FY24
  - C. Lease Agreement with Mental Health Agency of Southeast Iowa
  - D. Payroll Reimbursement Claims
  - E. Personnel Actions –
    1. Recorder (1)
    2. Public Health (1)
    3. Sheriff (1)
    4. County Attorney (1)
  - F. Minutes for Regular Meeting on May 21<sup>st</sup>, 2024
6. Other Business
7. Future Agenda Items
8. Committee Reports
9. Public Input
10. Adjournment

Work Session Following the Meeting:

BOS / Emergency Management

RE: Ragbrai

BOS / County Engineer

RE: Road Tour

RESOLUTION AMENDING FY24 APPROPRIATIONS  
2024-030

A Resolution authorizing the appropriations for expenditure for the various County Offices and Departments for the fiscal year beginning July 1, 2023.

BE IT RESOLVED: by the Des Moines County Board of Supervisors, that, the appropriations for expenditures during the fiscal year 2023-2024, (Section 331.434(6), Code of Iowa), appropriating such amounts as are deemed necessary for each County Office and Department, are amended on May 28th, 2024, as follows:

| #      | DEPARTMENT                     | APPROPRIATION | INCREASE  |
|--------|--------------------------------|---------------|-----------|
| 01     | Board of Supervisors           | 152,752       | 0         |
| 02     | Auditor & Elections            | 630,243       | 0         |
| 03     | Treasurer                      | 889,325       | 0         |
| 04     | Attorney                       | 1,713,538     | 0         |
| 05     | Sheriff                        | 3,490,011     | 59,571    |
| 06     | Clerk of Court                 | 526,257       | 0         |
| 07     | Recorder                       | 351,430       | 0         |
| 08     | Pioneer Cemetery               | 36,050        | 0         |
| 11     | Solid Waste                    | 181,000       | 15,000    |
| 12     | Road Clearing                  | 35,000        | 0         |
| 13     | Drug Seizure                   | 0             | 0         |
| 14     | Land Use Development           | 59,667        | 0         |
| 20     | Secondary Roads                | 7,665,910     | 95,000    |
| 21     | Veterans Affairs               | 110,921       | 0         |
| 22     | Conservation Board             | 1,892,192     | 382,118   |
| 23     | Local Health                   | 1,137,113     | 0         |
| 25     | Human Services/Social Services | 312,796       | 0         |
| 28     | Medical Examiner               | 242,600       | 0         |
| 29     | Jail                           | 3,012,052     | 0         |
| 33     | G.I.S.                         | 283,524       | 0         |
| 50     | E911                           | 133,060       | 0         |
| 51     | Maintenance                    | 1,639,843     | 0         |
| 52     | Information Technology         | 926,863       | 0         |
| 60     | MH/DS                          | 370,744       | 0         |
| 63     | Fairgrounds                    | 80,000        | 0         |
| 69     | County Assessor                | 653,707       | 0         |
| 70     | Emergency Management           | 4,182,768     | 0         |
| 71     | DesCom                         | 1,137,861     | 0         |
| 90     | SEIL                           | 11,091,042    | 0         |
| 99     | Non-Departmental               | 13,190,801    | 2,065,512 |
| TOTALS |                                | 56,129,070    | 2,617,201 |

Dated and approved this 28th day of May, 2024, at Burlington, Des Moines County, Iowa.

BOARD OF SUPERVISORS

\_\_\_\_\_  
Tom Broeker, Chairman

\_\_\_\_\_  
Jim Cary, Vice-Chairman

\_\_\_\_\_  
Shane McCampbell, Member

ATTEST: \_\_\_\_\_  
Sara Doty, Auditor



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**LEASE AGREEMENT BETWEEN DES MOINES COUNTY & MENTAL HEALTH AGENCY OF  
SOUTHEAST IOWA FOR 910 COTTONWOOD SUITE 1000 OFFICE SPACE**

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This Commercial Lease Agreement ("Lease") is made and effective July 1, 2024, by and between DES MOINES COUNTY ("Landlord") and Mental Health Agency of Southeast Iowa (MHASEI) ("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 Mental Health Agency of Southeast Iowa, SUITE 1000 (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.**

Landlord hereby leases the Leased Premises to Tenant, and Tenant hereby leases the same from Landlord, for a "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 the landlord during the term rental of \$4,420 per year. The rate is set at \$10 per square foot for approx. 522 square feet of office space from July 1, 2024 – December 30, 2024, and then \$10 per sq. ft. for approx. 360 sq. ft. of office space from January 1, 2025 – June 30, 2025 which shall include all maintenance, janitorial, and utility costs. The annual payment shall be due in advance on the first day of 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 MHASEI 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. 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. Tenant shall be financially responsible for damages by any act or negligence of Tenant, its agents, or employees.

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 MHASEI 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 Des Moines County Maintenance Department.

## **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 MHASEI 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.

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, generator maintenance, Fire alarm monitoring, 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 utilizes excessive electrical energy, or which may, in 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 Des Moines County, which includes but is not limited to, the inside of vehicles, rooms, and all common areas.

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 persons 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 on a leash at all times 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 too Tenant to:  
Mental Health Agency of Southeast Iowa  
Attn: Tami Gilliland  
615 S. Jefferson St.  
Sigourney, Iowa 52591

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Ms. Sara Doty  
Des Moines County Auditor

\_\_\_\_\_  
Date

***Mental Health Agency of Southeast Iowa:***

Tami Gilliland  
Tami Gilliland, Coordinator of Disability Services  
Mental Health Agency of Southeast Iowa

5/23/2024  
Date

# NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Renae Welborn Employee # : 00787  
Title: 2<sup>nd</sup> Deputy Department: Recorder

## 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: Natalie Steffener Department: Recorder Date: 5/15/2024  
Authorized by: Natalie Steffener Department: \_\_\_\_\_ Date: \_\_\_\_\_

Pay Period Ending: 5/24/2024 Payroll Date: 5/31/2024

### TRANSFER

☐ Permanent ☐ Voluntary  
☐ Temporary ☐ Involuntary

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

### LAY OFF

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

### SALARY ADJUSTMENT

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

42.86 hours unpaid time



# NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Emily Race Employee #: \_\_\_\_\_  
Title: CNA Department: Local Health

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

New hire part-time CNA 24-hours per week. Pay rate  
\$16.00/ hour. Effective 5/21/2024

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

Authorized by: Christa Poggemiller Department: Local Health Date: 5/21/2024  
Authorized by: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_\_

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

# NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Katherine Gibb Employee #: 00  
Title: Administrative Assistant Department: County Attorney

## STATUS CHANGES

### TERMINATION

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

#### STATUS CHANGE TO PART TIME

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: \_\_\_\_\_  
Department: \_\_\_\_\_

Date: 5/22/2024  
Date: \_\_\_\_\_

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

### TRANSFER

☐ Permanent ☐ Voluntary  
☐ Temporary ☐ Involuntary

Previous Title \_\_\_\_\_  
Previous Dept \_\_\_\_\_  
New Job Title \_\_\_\_\_  
New Dept \_\_\_\_\_  
Previous Rate \$25.52/hr  
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: May 23 2024



May 21, 2024

The Des Moines County Board of Supervisors met in regular session at the Court House in Burlington at 9:00 AM on Tuesday, May 21, 2024, with Chair Tom Broeker, Vice-Chair Jim Cary, and Member Shane McCampbell present. This meeting was also held electronically via Webex and YouTube live streaming. Public input was available through board email or call in.

Unless otherwise noted, all motions passed unanimously. The Pledge of Allegiance was conducted.

Meeting with Department Heads: County Auditor Sara Doty reported Rural Spring Cleanup is still active through June 8<sup>th</sup>. Absentee voting is available in the Auditor's Office until June 3<sup>rd</sup>. June 4<sup>th</sup> the polls will be open for voting. IT Director Colin Gerst reported the office upgraded equipment on Friday. Sheriff Kevin Glendenning reported his office is busy. The jail population is 79. Maintenance Director Rodney Bliesener stated his department remains busy. Budget Director Cheryl McVey was present for an agenda item. Land Use Administrator Zach James reported they have a couple subdivisions in the works. Conservation Director Chris Lee stated the projects at Big Hollow are in process. The rain we have been receiving has held back some of the progress. He is looking forward to Memorial Day weekend at Big Hollow, as it is their busiest week of the year. Emergency Management Director Shannon Prado stated we have storms moving in today. Please be alert and have a couple of different ways to receive alerts in case of a power outage. MHASEI CDS Director Ken Hyndman was present with a Mental Health update. County Treasurer Janelle Nalley-Londquist stated she attended Iowa State County Treasurers meetings last week. There has been new legislation that has passed to be effective January 1 and it will require a lot of programming statewide. Public Health Director Christa Poggemiller reported she hired a part time CNA that started today. The Board of Health met last week and discussed the vaping ordinance and wanting to place signs at our parks. Lead testing for children receiving immunizations in the office is now available. A Pharmacist at the University of Iowa reached out to Public Health requesting to come to our area to set up at certain locations and hand out free Narcan to residents. County Attorney Lisa Schaefer reported her office is busy. County Engineer Brian Carter reported Golf Course Road is still closed and the contractors have been making progress and are trying to pave between the rain we receive. His staff remains busy.

No correspondence was received.

Approval of Resolution #2024-029 to Approve FY25 Appropriations was presented. Cary made a motion to approve and was seconded by McCampbell.

**INSERT RESOLUTION #2024-029  
APPROVING FY25 APPROPRIATIONS**

Approval of a funding request from Greater Burlington Partnership for "Planning for the Future" was presented. This is \$12,500 a year for 5 years. McCampbell made a motion to approve and was seconded by Cary.

Approval of accounts payable claims in the amount of \$1,245,749.96 was presented. Cary made a motion to approve and was seconded by McCampbell.

**Reports:**

Clerk's Monthly Report of Fees Collected, April 2024  
Central Service Cost Allocation Plan FY2023

McCampbell motioned to approve the May 14<sup>th</sup>, 2024, regular meeting minutes and was seconded by Cary.

Cary attended a Board of Health meeting. McCampbell attended a Youth Committee meeting, Quad County Board meeting, Workforce Development meeting, and accompanied County Engineer Brian Carter to Hannibal, MO to see the process on the rebuild of a motor grader.

The meeting was adjourned at 9:30 AM.

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

Tom Broeker, Chair  
Attest: Sara Doty, County Auditor