

OFFICIAL NOTICE

The Des Moines County Board of Supervisors will hold a regular session on **Tuesday, December 17th, 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@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. Accounts Payable Claims
 - B. Resolution #2024-052 Setting Time & Date of FY25 Budget Amendment Hearing
 - C. Resolution #2024-053 Reappointment of Randy Burgus to Des Moines County Zoning Board of Adjustment
 - D. Resolution #2024-054 Reappointment of Sherry Zeller to Des Moines County Zoning Board of Adjustment
 - E. 28E Agreement Between Mediapolis Community School District & Des Moines County for the SRO Program
 - F. Mississippi Valley Workforce Development Board Funding Request
 - G. Fireworks Permit – Myers Tree Farm
 - H. Personnel Actions:
 1. Conservation (3)
 2. County Attorney (1)
 - I. Reports:
 1. Sheriff's Monthly Report of Fees Collected, November 2024
 2. Recorder's Monthly Report of Fees Collected, November 2024
 - J. Minutes for Regular Meeting on December 10th, 2024
6. Other Business
7. Future Agenda Items
8. Committee Reports
9. Public Input
10. Adjournment

Work Sessions Following the Meeting:

BOS / County Engineer

Re: Road Tour

RESOLUTION SETTING TIME AND DATE OF FY25 BUDGET AMENDMENT HEARING

Resolution # 2024-052

BE IT RESOLVED:

- 1) The Board of Supervisors hereby fixes the time and place for a public hearing on the FY25 budget amendment for Tuesday, December 31st, 2024, at 9:00 a.m. in the Board Room at the Des Moines County Courthouse.
- 2) The Des Moines County Budget Director is hereby directed to publish the notice and estimated summary as required by law.

APPROVED this 17th day of December, 2024.

DES MOINES COUNTY
BOARD OF SUPERVISORS

Tom Broeker, Chairman

Jim Cary, Vice-Chairman

Shane McCampbell, Member

ATTEST: _____
Sara Doty, Auditor

**DES MOINES COUNTY
BOARD OF SUPERVISORS
RESOLUTION #2024-053**

WHEREAS The Des Moines County Board of Supervisors approves appointments to the Des Moines County Zoning Board of Adjustment, and

WHEREAS Board of Adjustment member Randy Burgus has expressed interest in continuing to serve as a member of the Board of Adjustment, following his most recent term which expired on November 4, 2024,

NOW THEREFORE, BE IT RESOLVED: That the Board of Supervisors hereby re-appoints Randy Burgus, 12131 50th Street, to the Des Moines County Zoning Board of Adjustment, with term to expire on November 5, 2029.

Approved and adopted this 17th day of December, 2024.

DES MOINES COUNTY BOARD OF SUPERVISORS

Tom L. Broeker, Chair

Jim Cary, Vice Chair

Shane McCampbell, Member

ATTEST:

Sara Doty, County Auditor

**DES MOINES COUNTY
BOARD OF SUPERVISORS
RESOLUTION #2024-054**

WHEREAS The Des Moines County Board of Supervisors approves appointments to the Des Moines County Zoning Board of Adjustment, and

WHEREAS on March 29, 2022, Sherry Zeller was appointed to serve the remainder of the five-year term that was vacated following the resignation of Dave Nuebel, and

WHEREAS following the expiration of that term on November 4, 2024, Ms. Zeller has expressed interest in continuing to serve as a member of the Board of Adjustment, and

WHEREAS, the County Zoning Ordinance specifies that each member of the Board of Adjustment shall be appointed for a term of 5 years, following initial staggered terms of 1, 2, 3, 4 and 5 years, but due to a previous error, two of the five Board positions have routinely had their terms expire at the same time.

NOW THEREFORE, BE IT RESOLVED: That the Board of Supervisors hereby re-appoints Sherry Zeller, 138 O'Connell Beach Road, to the Des Moines County Zoning Board of Adjustment, with a two-year term to expire on November 2, 2026,

AND FURTHER BE IT RESOLVED: That all subsequent terms for this position shall assume the normal length of five years.

Approved and adopted this 17th day of December, 2024.

DES MOINES COUNTY BOARD OF SUPERVISORS

Tom L. Broeker, Chair

Jim Cary, Vice Chair

Shane McCampbell, Member

ATTEST:

Sara Doty, County Auditor

**28 E AGREEMENT BETWEEN
MEDIAPOLIS COMMUNITY SCHOOL DISTRICT
AND
DES MOINES COUNTY, IOWA
FOR THE
SCHOOL RESOURCE OFFICER PROGRAM**

2025/2026 & 2026/2027 School Years

This Agreement for the School Resource Officer Program (hereinafter referred to as the "Agreement") is made and entered into this 10th day of December, 2024, by and between the County of Des Moines, Iowa, (hereinafter referred to as "County") and the Mediapolis Community School District, (hereinafter referred to as "School" or "District") pursuant to Chapter 28E of the Code of Iowa.

This Agreement is entered into pursuant to the provisions of Chapter 28E of the Code of Iowa. This Agreement is between two public agencies for joint and cooperative action. Neither a separate legal or administrative entity, nor joint board, will be created for administration of this Agreement. The Des Moines County Sheriff or designee and the District's Superintendent of Schools or designee shall be designated as the Administrator of this Agreement for the purposes of Iowa Code Chapter 28E.

After Execution of this Agreement by the District and the County, it shall be filed in the office of the Iowa Secretary of State as required by law. This Agreement shall be effective for the two school years taking place during the 2025/2026 and 2026/2027 fiscal years.

ARTICLE I

General

The parties share a mutual interest to maintain an atmosphere in the District where school staff and students have a safe learning environment. The School Resource Officer program presents a cooperative approach towards addressing various collaborative efforts to maximize student safety, performance, and wellbeing.

The School Resource Officers (SROs) will assist school administrators by taking immediate action when law enforcement intervention is warranted. Additionally, the SROs will provide guidance and support in assisting school staff, students and parents with a variety of non-emergency law enforcement related matters.

Selection

1. The SRO will be a certified, non-probationary law enforcement officers and will maintain at least the minimum qualifications required for employment as a deputy with the Des Moines County Sheriff's Office.
2. The SRO will have working knowledge of the child welfare, Department of Human Services, and juvenile justice system.
3. The Des Moines County Sheriff or designee shall select the deputy for assignment as SRO in consultation with the District Superintendent or designee.

Supervision

1. The Des Moines County Sheriff's Office shall assign a command officer to supervise the deputy assigned to the School Resource Officer position
2. The SRO supervisor will serve as a liaison between the District and County in order to resolve matters of mutual concern.
3. The SRO supervisor, in consultation with the District Superintendent, School Principal, or designee, will complete a performance evaluation of the SRO during March of each year, and additionally as requested by the County or District.
4. The District shall provide requested information and reports to the SRO supervisor to facilitate this evaluation.

Assignment

1. The SRO will be assigned to the School on a full-time basis commencing on the 1st day of each school year and terminating on the last day of each school year. The hours of employment will be based on an eight-hour workday for days that school is in session. The SRO shall be on campus 15 minutes prior to the start of class through 15 minutes after classes are dismissed. During the daily shift the SRO may be off campus as required for scheduled training, court, and for the performance of other necessary tasks related to the assignment.
2. Regular working hours may be adjusted on a situational basis with the mutual approval of the Superintendent or designee, SRO supervisor, and the SRO. These adjustments may be to attend school-related events requiring the presence of the SRO. Such adjustments will be in accordance with the Fair Labor and Standards Act and the collective bargaining agreement which applies to Des Moines County deputies.
3. The SRO may be temporarily reassigned by the County during school holidays or vacations and/or during times of emergencies.
4. The SRO shall notify the Superintendent or designee of scheduled absences, as approved by the SRO supervisor. The county shall take reasonable action to replace the absent SRO by temporary reassignment of another deputy, presence of patrol deputies, and / or scheduling the other SRO for a half day at the school.

Article II

Duties and Responsibilities of School Resource Officers

1. The SRO shall take appropriate law enforcement action against intruders and unwanted guests who may appear at the school and school related functions, to the extent allowed under the authority of law and with the safety of the school's students and faculty as the primary safety priority. As soon as is practicable, the SRO shall make the principal or designee of the school aware of such action.
2. The SRO shall enforce state laws and local ordinances, and coordinate directly with the Superintendent, School Principals, or designee to provide security during school hours.
3. The SRO should facilitate and assist with law enforcement investigations involving victims, witnesses, and suspects associated with the schools.
4. The SRO should be present at the school during times of high activity such as the beginning and end of the school day.
5. The SRO shall assist District officials in developing plans and strategies to prevent, minimize, or respond to dangerous situations which occur on campus or during school sponsored events.
6. The SRO shall act as an instructor or facilitate specialized law enforcement or public safety related short-term programs at the schools when invited to do so by the District officials. The SRO shall coordinate with the school principals or designee to teach the DARE curriculum and assist with other drug prevention programs as needed.
7. The parties acknowledge that the SRO may at times acquire confidential information concerning the District, students, and others in the course of performing duties under this Agreement. It is agreed that such non-law enforcement information or records shall be kept confidential by the SROs in compliance with District policy, and federal, state, and local laws.
8. The SRO will be available for conferences with students, parents and faculty members in order to assist them with law enforcement problems or in matters of crime prevention.
9. By mutual agreement between the Superintendent or designee and the SRO supervisor the SRO will, in accordance with established overtime and special hours of work procedures, and as limited by the overtime budget and in accordance with the collective bargaining agreement, attend school functions such as sporting or social events that require the presence of law enforcement.
10. The SRO will work in the deputy sheriff duty uniform and shall carry a duty firearm and other approved/assigned police equipment. Exceptions may be made with the approval of the SRO supervisor.
11. The SRO shall perform other duties as mutually agreed upon by the school principals and the SRO supervisor so long as the performance of such duties is reasonably related to the SRO program as described in this Agreement and so long as such duties are consistent with the Des Moines County Sheriff's Office policy and procedures.

Article III

Rights and Duties of the District

The District shall provide to the SRO the following materials and facilities which are deemed necessary to the performance of the SRO duties:

1. Access to an office equipped with a desk, chair, and telephone for general duties.
2. A location for files and records which can be properly locked and secured.
3. Access to the internet and to the Districts student management system.

Article IV

Employment Status of School Resource Officer

SROs shall remain employees of the County and shall not be an employee of the District for any purpose. As the employer of the SROs, the County shall be responsible to recruit, hire, train, assign, supervise, evaluate, discipline, and/or discharge the SROs, and shall be responsible for payments of all wages and benefits due the SROs. The District and the County acknowledge that the SROs shall remain responsive to the chain of command of the Des Moines County Sheriff's Office.

Article V

Replacement of School Resource Officer

1. In the event that a principal of a school to which the SRO is assigned believes that the SRO is not effectively performing his/her duties and responsibilities, the principal shall recommend to the Superintendent that the SRO be removed from the SRO program and shall state the reasons therefore in writing. Within a reasonable time after receiving the recommendation from the principal, the Superintendent shall advise the Des Moines County Sheriff or the SRO supervisor of the principal's request. The Superintendent may also make this request for removal directly. The Superintendent and Sheriff or their designees shall meet with the SRO to mediate or resolve any problems which may exist. If, within a reasonable amount of time after commencement of such mediation, the problem cannot be resolved or in the event mediation is not sought by the Sheriff, then the SRO shall be removed from the program and replaced.
2. In the event of a vacancy in the SRO position, or in case of long-term absence by an SRO, the Sheriff or designee, in consultation with the Superintendent or designee, shall work toward filling the vacancy.

Article VI

Financing the School Resource Officer Program

The District agrees to pay the County the amount of \$77,602 for the 2025/2026 school year, to be paid in equal payments of \$38,801. The District agrees to pay the County the amount of \$79,934 for the 2026/2027 school year, to be paid in equal payments of \$39,967. The first payment shall be due on December 1 and the second payment due on May 1 of each school year.

In the event of a long-term absence or vacancy in the SRO position the County shall proportionally reduce the amount charged to the District for the time the County is unable to perform. This section shall not apply to short term absences for training, vacation, or minor illness or injury.

Each party shall maintain for a minimum of three (3) years and allow access to all records, documents and papers necessary for the financial auditing of the parties' transaction.

Article VII

Duration and Termination of Agreement

The term of this Agreement shall be effective upon signing and expire on June 30, 2027. The Agreement may be extended and / or amended by mutual agreement of the County and District.

This Agreement shall become effective upon resolution duly adopted by the County Board of Supervisors of Des Moines County, Iowa and the Board of Education of the Mediapolis Community School District.

COUNTY OF DES MOINES, IOWA

By _____
Tom Broeker, Chairman of the Board

MEDIAPOLIS COMMUNITY SCHOOL DISTRICT

By John Witt
BOARD PRES
2024 DEC 10



DES MOINES COUNTY

APPLICATION FOR FIREWORKS DISPLAY PERMIT

(Applications should be submitted two weeks prior to event)



APPLICANT INFORMATION:

Organization/Individual Hosting Event: Myers Tree Farm
 Applicant Name: Nina Covert
 Mailing Address: 18064 170th Ave E-mail: nina@jandmdisplays.com
 City: Vermouth State: IA Zip Code: 52660

SITE INFORMATION:

Address/Location of Display: Myers Tree Farm
please see all attached

DISPLAY INFORMATION:

Company conducting the display: J&M Displays
 Mailing Address: 18064 170th Ave E-mail: nina@jandmdisplays.com
 City: Vermouth State: IA Zip Code: 52660
 Date of Display: December 22nd 2024 Time of Display: Dusk - 6:00pm?
 *Alternate Date: TBD Time of Display: TBD
 Description of Effects: (Aerial, Ground, Set Pieces, Size, Quantity and approximate length of Display)
See attached proposal

OPERATOR:

Name and cell phone number of Certified Fireworks Shooter who will be responsible for igniting the display. Please note: this person must be on-site during the display. **Include a copy of Certification with this permit application.**

Name: Sam Strawhacker Cell Phone: 319-440-5372
 Alternate: _____ Cell Phone: _____

Pd ck # 141445 \$20⁰⁰

Have you contacted your local Fire Department with the date, time, and location of your Fireworks Display?
YES NO

EMERGENCY CONTACT INFORMATION:

Display Company's contact person during event: Sam Strawhacker
Phone: 319-440-5372 Alternate Phone: Nina @ 319-850-3383

SIGNATURE:
Applicant Signature: Nina Conert Date: 12/3/24

You must submit the following documentation before your application will be submitted to the Board of Supervisors:

<input checked="" type="checkbox"/> Completed Application	Return to: Des Moines County Auditor 513 N. Main St. Burlington, IA 52601
<input type="checkbox"/> Certificate of Authorized Fireworks Shooter	
<input type="checkbox"/> Payment	

CITY/TOWNSHIP USE ONLY

I hereby affirm that I understand that no person shall handle or explode Fireworks while under the influence of alcohol, narcotics, or drugs which could adversely affect judgment, movements, or stability; that no person will set up or explode Fireworks after 11:00 pm; that no person will set up or explode Fireworks who is not 18 and qualified as set out above or who is not under the direct supervision of the Operator; the Operator will conduct a thorough search for any unexploded Fireworks or fuses; that any unexploded Fireworks will be stored or disposed of in a safe manner; and that the Sponsor, Operator, and I will follow its terms and the laws of the State of Iowa. Further, I specifically agree to protect, defend, and hold Des Moines County, Iowa, its officers and employees, and the Fire Chief/designee who signs the application harmless from all damages or claims for damages that might arise or accrue by reason of the granting of the permit for which I am applying.

Fire Chief:

Approved
 Denied – Reason: _____

Name: Andy Kerr Mediapolis Fire Department

Signature: Andy Kerr **Date:** 12/4/24

BOARD OF SUPERVISOR USE ONLY

Approved
 Denied – Reason: _____

Chair Signature: _____

Date: _____

Copy to: Des Moines County Sheriff, Fire Chief, Police Dispatch



J&M Displays Proposal for: Myers Tree Farm Myers Tree Farm

Main Event

Close proximity multi-shot fans

Quantity	Name	Rising Effect
1	Golden Rain crossette fan 13 shot	

Category Shell Count: 13

2.5 Inch Color Shells

Quantity	Name	Rising Effect
5	2.5" GREEN FLASH	
5	2.5" WHITE FLASH	
5	2.5" YELLOW PEONY	
5	Golden wave to bright red chrys	
5	Red cycas blossom	

Category Shell Count: 25

2.5 Inch Finales

Quantity	Name	Rising Effect
4	5 Salute with 5 willows 10 Shot finale chain	

Category Shell Count: 40
Section Shell Count: 78

Free for Advertising

Multi-shell Barrage Units

Quantity	Name	Rising Effect
4	V shape candle bundle 300 shot - Green	
7	V shape candle bundle 300 shot - Silver	
2	Golden tail to golden wave time rain 49 shot fan	
1	2.5" Display Shell cake - Brocade Crown 36 shot	
1	3" 25 SHOT SHELL CAKE - 02	

Category Shell Count: 3459

2.5 Inch Color Shells

Quantity	Name	Rising Effect
5	Nishiki kamuro to silver	
5	Reddish gamboge to bright red chrys	

Category Shell Count: 10

3 Inch Color Shells

Quantity	Name	Rising Effect
4	3" Shell Sea Blue crossette	

Category Shell Count: 4
Section Shell Count: 3473



J&M Displays Proposal for: Myers Tree Farm Myers Tree Farm

This proposal includes an extension of our \$10,000,000.00 spectator liability insurance, and workers compensation on our shoot team.

Total Price of Show: **\$1,500.00**

Total Shot Count: 3551

Packing Check: 59

Date of Display: 12/22/24

Customer Number:

Please Note the Following Comments:

The data in this proposal is confidential, and is to be accorded confidential treatment and shall not be disclosed other than to the official representative of the organization listed on the cover, and only then when in the evaluation of this proposal. Any reproduction of the contents of this proposal, whether in whole or in part, is expressly forbidden. J&M Displays, Inc. requests that all information be safeguarded from release pursuant to any request under the Freedom of Information Law of this state or any other state or jurisdiction; as it may cause competitive disadvantage to our company. The enclosed concepts and materials are the sole and exclusive property of J&M Displays, Inc. We reserve the right to make substitutions of equal or greater value. Prices and specifications are subject to change without notice. For choreographed displays the quantity and sizes of product may change based on the music selected; however, the dollar value of the product will remain the same.

Diameter	Quantity	Shots	Racks
Multi-shell Barrage Units			
0.25"	11	3300	
1.2"	2	98	
2.5"	1	36	
25mm	1	13	
3"	1	25	
Multi-shell Barrage Units Qty: 16 Shot Ct: 3472			
Shells			
2.5"	35	35	4
3"	4	4	1
Shells Shot Ct: 39			
Finales			
2.5"	4	40	4
Finales Qty: 4 Shot Ct: 40			
Igniters Needed: 59			



CERTIFICATE OF ACHIEVEMENT

APA Display Operator Training

Sam Strawhacker

01/28/2022

01/27/2025

Completion Date

Credit Hours

Renewal Date

Julie Heckman

Julie Heckman, Executive Director

Stephen Pelkey

Stephen Pelkey, President

NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Bryce Wade Social Security: _____
Title: Part time Conservation Tech. Department: Des Moines County Conservation

STATUS CHANGES

TERMINATION

Resignation
 Discharge
 Retirement
 Unsatisfactory Probation
 Death
 Other, Explain

TRANSFER

Permanent
 Voluntary
 Temporary
 Involuntary

Previous Title _____
Previous Dept _____
New Job Title _____
New Dept _____
Previous Rate _____
Effective Transfer Date _____
Last Day Worked _____
Add Vacation Days _____ to _____
Add Sick Days _____ to _____
Add Other Days _____ to _____
Last Day Paid _____
Unpaid Days _____ to _____

LAY OFF

Final Termination Date _____
Final Rate of Pay _____
Permanent Address _____
City, State, Zip _____
Does the employee Want Health Insurance Continued Yes No
Does Employee Want Life Insurance Continued Yes No
Last Day Worked _____

LEAVE OF ABSENCE


Maternity
 Medical
 Other, Explain
 Educational
 Military

SALARY ADJUSTMENT

Reclassification
 Anniversary
 Promotion
 Probationary
 Demotion
 Reduction
 Suspension
 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: 12/18/2024

Authorized by:  Chris Lee Department: Conservation Date: 12/12/2024
Authorized by: _____ Department: _____ Date: _____

Pay Period Ending: _____ Payroll Date: _____

NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Tanner Grimm Social Security: _____
Title: Operations Supervisor Department: Des Moines County Conservation

STATUS CHANGES

TERMINATION

Resignation
 Discharge
 Retirement
 Unsatisfactory Probation
 Death
 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
 Medical
 Other, Explain
 Educational
 Military

Dates of Absence _____ to _____

Does the employee Want
Health Insurance Continued Yes No
Does Employee Want Life
Insurance Continued Yes No



Authorized by: Chris Lee Department: Conservation Date: 12/12/2024
Authorized by: _____ Department: _____ Date: _____

Pay Period Ending: 01/04/2025 Payroll Date: 01/10/2025

TRANSFER

Permanent
 Temporary
 Voluntary
 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
 Anniversary
 Promotion
 Probationary
 Demotion
 Reduction
 Suspension
 Other, Explain

24 Month step increase

Previous Rate \$53,202.24 New Rate \$55,036.80
Previous Job Title: (if changed) _____
Effective Date: 1/02/2025

NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Jeff Breuer Social Security: _____
Title: Administrative Assistant Department: Des Moines County Conservation

STATUS CHANGES

TERMINATION

Resignation
 Discharge
 Retirement
 Unsatisfactory Probation
 Death
 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
 Medical
 Other, Explain
 Educational
 Military

Dates of Absence _____ to _____

Does the employee Want
Health Insurance Continued Yes No
Does Employee Want Life
Insurance Continued Yes No

Authorized by: Chris Lee Department: Conservation Date: 12/12/2024
Authorized by: _____ Department: _____ Date: _____

Pay Period Ending: 01/04/2025 Payroll Date: 01/10/2025

TRANSFER

Permanent
 Temporary
 Voluntary
 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
 Anniversary
 Promotion
 Probationary
 Demotion
 Reduction
 Suspension
 Other, Explain

42 Month step increase

Previous Rate \$50,756.16 New Rate \$51,979.20

Previous Job Title: (if changed) _____
Effective Date: 1/02/2025

NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Brandon Weddle Employee #: 00978
Title: Administrative Assistant Department: County Attorney

STATUS CHANGES

TERMINATION

- Resignation
 Discharge
 Retirement
- Unsatisfactory Probation
 Death
 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
 Medical
 Other, Explain
- Educational
 Military

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: _____ Date: 12/09/2024
Department: _____ Date: _____

Pay Period Ending: 12/07/2024 Payroll Date: 12/13/2024

TRANSFER

- Permanent
 Temporary
- Voluntary
 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
 Anniversary
 Promotion
 Probationary
- Demotion
 Reduction
 Suspension
 Other, Explain Unpaid leave

Brandon Weddle - Administrative Assistant - Unpaid
Leave - 15 hrs
0001-04-1100-000-10020

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

December 10, 2024

The Des Moines County Board of Supervisors met in regular session at the Court House in Burlington at 9:00 AM on Tuesday, December 10th, 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 her office continues to work on wrapping things up from the General Election. IT Director Colin Gerst stated his office is busy. Sheriff Kevin Glendening reported the Toys for Tots this weekend was a success. Distribution will take place this Saturday along with the Shop with a Cop event. The jail population is 91. Maintenance Director Rodney Bliesener reported his crew is busy. Assistant County Attorney Trent Henkelvig reported the courts are busy. IPIB Training will take place today. Land Use Administrator Zach James reported that Land Use is keeping busy. He stated they are all caught up on Subdivision recordings and have a few that will be coming through in the weeks ahead. Conservation Director Chris Lee stated his staff are training on a new software system that will help them manage events and memberships better. County Treasurer Janelle Nalley-Londquist reported there will be new legislative changes coming January 1st. Her staff is currently training on the new software that will be used. Public Health Director Christa Poggemiller reported the permanent signage will be placed in front of the new Public Health building today. Her staff remains busy. CDS Director Ken Hyndman reported his retirement that will take place on December 20th. We wish him the best of luck and thank him for his years of service for Des Moines County. County Engineer Brian Carter reported that his crew is currently backfilling along Pleasant Grove Rd on the south side, and they will start on the North side. During this mild weather, the crews will continue to work on ditching.

No correspondence was received.

Approval of Payroll Reimbursement Claims in the amount of \$303.46 were presented. Cary made a motion to approve and was seconded by McCampbell.

Cheryl Plank, Hope Haven CSAO, reported the closure of the Can Redemption Center.

Mississippi Valley Workforce Development Board requested \$4,273.50 from the County to help with their Skillup Program. McCampbell read their request. Broeker stated if a representative would like to come present to the Board of Supervisors, they are welcome to.

Approval of Resolution #2024-050 Iowa Public Information Board Acknowledgement was presented. Cary made a motion to approve and was seconded by McCampbell.

INSERT RESOLUTION #2024-050

Approval of Resolution #2024-051 Establishing Emergency Medical Service District was presented. Cary made a motion to approve and was seconded by McCampbell.

INSERT RESOLUTION #2024-051

Approval to Appoint a Civil Engineer to Prepare Preliminary Plat for the Northern Des Moines County EMS District was presented. Steve Hartman was approved, not to exceed a cost of \$7,000.00. McCampbell made a motion to approve and was seconded by Cary.

Personnel Actions – CDS, Mental Health – Ken Hyndman, Director/CDS, Retirement effective 12/20/2024. McCampbell made a motion to approve and was seconded by Cary. Correctional Center – Bryce Wade, Correctional Officer, New Hire, \$48,614.34 yearly effective 12/19; James Pleasant, Correctional Officer, Promotion to Sergeant, \$64,517.27 yearly effective 1/1/25; Brad Koenig, Correctional Officer, Promotion to Sergeant, \$64,517.27 effective 1/1/25; Joseph Dolph, Sergeant, Promotion to Lieutenant, \$70,127.46 effective 1/1/25; Nicholas Jeffries, Sergeant, Promotion to Lieutenant, \$70,127.46 effective 1/1/25; Addison Clayton, PT Cook's Assistant, Promoted to PT Cook, \$16.00 hourly effective 11/13; Rita Forquer, PT Cook's Assistant, Promoted to PT Cook, \$16.00 hourly effective 11/13; Jessica Calhoun, PT Cook, 6 month step increase, \$16.28 hourly effective 11/29; McCampbell made a motion to approve all 9 personnel actions and Cary seconded.

Reports:

Sheriff's Monthly Report of Fees Collected, November 2024

Recorder's Monthly Report of Fees Collected, November 2024

Cary motioned to approve December 5th, 2024, regular meeting minutes and was seconded by McCampbell.

McCampbell attended a Workforce Development, Youth Committee, and Conservation Board meeting. Cary attended a Des Moines County Fair Board meeting, and a Southeast Iowa Crime Commission meeting. Broeker attended the Des Moines County Safety meeting.

The meeting was adjourned at 9:44 a.m.

Following the meeting, a work session was held with Erika Eckley, Executive Director of Iowa Public Information Board, regarding Iowa Public Information Board Training for the Board of Supervisors.

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

Tom Broeker, Chair

Attest: Sara Doty, County Auditor