

OFFICIAL NOTICE

The Des Moines County Board of Supervisors will hold a regular session on **Tuesday, January 28th, 2025** at 9:00 A.M. in the public meeting room at the Des Moines County Courthouse.

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

PUBLIC NOTICE – the meeting can be viewed by live stream at <https://desmoinescounty.iowa.gov/live/> Anyone with questions during the meeting may email the Board of Supervisors at board@dmcounty.com 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 #2025-006 Election for the Des Moines County EMS District
 - B. Public Hearing for FY25 Budget Amendment
 - C. Resolution #2025-007 Amending FY25 Appropriations
 - D. Personnel Actions:
 1. Correctional Center (2)
 2. County Attorney (1)
 - E. Minutes for Regular Meeting on January 21st, 2025
6. Other Business
7. Future Agenda Items
8. Committee Reports
9. Public Input
10. Adjournment

Work Sessions Following the Meeting:

BOS / County Engineer

RE: Project Update & Tour

RESOLUTION NO. 2025-006
RESOLUTION FOR ELECTION FOR THE DES MOINES COUNTY EMS DISTRICT

COMES NOW, the Des Moines County Board of Supervisors and notes that on or about November 19th, 2024 the Des Moines County Board of Supervisors received a petition to create an EMS District, signed by more than 25 percent of the residents of the Townships of Washington, Yellow Spring, Benton, Huron, Jackson, and Franklin, and that these same petitioners also own at least 25 percent of the taxable valuation in the proposed district.

FURTHER, pursuant to Iowa Code Sections 357F.2 and 357F.4, a public hearing was set for December 3, 2024 with notice as required by law at which hearing the public was allowed to comment on the petition and proposed EMS District and following the public hearing the Des Moines County Board of Supervisors did establish the Des Moines County EMS District consisting of the Townships of Washington, Yellow Spring, Benton, Huron, Jackson, and Franklin (except property assessed as agricultural land or centrally assessed property). That on January 7, 2025, a hearing on the Engineer's Report submitted pursuant to Iowa Code Section 357F.6 was held, after proper notice, and was approved by the Des Moines County Board of Supervisors on January 7, 2025.

WHEREAS, Iowa Code Section 357F.8 requires that an election be held within 60 days of the approval of the Engineer's Report.

NOW, THEREFORE, BE IT RESOLVED that on March 4, 2025 between the hours of 7:00 a.m. and 8:00 p.m. at the official polling place for the Townships of Washington, Yellow Spring, Benton, Huron, Jackson, and Franklin, an election shall be held to approve or disapprove the levee of an initial tax of \$0.79 per \$1,000.00 of assessed value on all the taxable property (not including the agricultural land or centrally assessed property) within the District and to choose candidates for the offices of trustees of the District.

BE IT FURTHER RESOLVED that the ballot measure shall provide as follows:

The Des Moines County EMS District has been created to fund Emergency Medical Services within the District, to be provided by the Community Ambulance Service, and in order to pay the costs of this service it is necessary to levee a tax of \$0.79 per \$1,000 of assessed value on all taxable property (not including agricultural land or centrally assessed property) within the District. If you approve the levee of this tax, vote Approve and if you disapprove of this tax, vote Disapprove.

Approve () Disapprove ()

Write in three candidates to serve as trustee for the Des Moines County EMS District:

1. _____

2. _____

3. _____

PASSED and APPROVED this 28th day of January 2025
DES MOINES COUNTY

BOARD OF SUPERVISORS

Jim Cary, Chairman

Shane McCampbell, Vice-Chairman

Tom Broeker, Member

ATTEST: _____

Sara Doty, Auditor

**RESOLUTION AMENDING FY25 APPROPRIATIONS
2025-007**

A Resolution authorizing the appropriations for expenditure for the various County Offices and Departments for the fiscal year beginning July 1, 2024.

BE IT RESOLVED: by the Des Moines County Board of Supervisors, that, the appropriations for expenditures during the fiscal year 2024-2025, (Section 331.434(6), Code of Iowa), appropriating such amounts as are deemed necessary for each County Office and Department, are amended on January 28th, 2025, as follows:

#	DEPARTMENT	APPROPRIATION	INCREASE
01	Board of Supervisors	157,472	0
02	Auditor & Elections	860,067	0
03	Treasurer	876,887	0
04	Attorney	1,669,822	0
05	Sheriff	3,506,445	0
06	Clerk of Court	431,454	0
07	Recorder	364,940	0
08	Pioneer Cemetery	36,550	0
11	Solid Waste	166,000	0
12	Road Clearing	35,000	0
13	Drug Seizure	0	0
14	Land Use Development	59,667	0
20	Secondary Roads	9,374,760	702,360
21	Veterans Affairs	103,691	0
22	Conservation Board	1,620,160	237,856
23	Local Health	1,126,149	0
25	Human Services/Social Services	275,648	0
28	Medical Examiner	248,850	0
29	Jail	3,390,002	291,672
33	G.I.S.	262,209	0
50	E911	1,121,460	0
51	Maintenance	1,168,536	0
52	Information Technology	1,094,167	0
60	MH/DS	418,242	0
63	Fairgrounds	85,000	0
69	County Assessor	578,881	0
70	Emergency Management	3,110,818	0
71	DesCom	1,715,360	0
90	MHASEI	10,704,707	0
99	Non-Departmental	11,131,529	0
TOTALS		55,694,473	1,231,888

Dated and approved this 28th day of January, 2025, at Burlington, Des Moines County, Iowa.

BOARD OF SUPERVISORS

Jim Cary, Chairman

Shane McCampbell, Vice-Chairman

Tom Broeker, Member

ATTEST: _____
Sara Doty, Auditor

NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Chloe Ravenscraft Employee #: _____
Title: PT Correctional Officer Department: Correctional Center

STATUS CHANGES

TERMINATION

- | | |
|--------------------------------------|---|
| <input type="checkbox"/> Resignation | <input type="checkbox"/> Unsatisfactory Probation |
| <input type="checkbox"/> Discharge | <input type="checkbox"/> Death |
| <input type="checkbox"/> Retirement | <input type="checkbox"/> Other, Explain |

Last Day Worked _____
Add Vacation Days _____ to _____
Add Sick Days _____ to _____
Add Other Days _____ to _____
Last Day Paid _____
Unpaid Days _____ to _____

TRANSFER

- | | |
|------------------------------------|--------------------------------------|
| <input type="checkbox"/> Permanent | <input type="checkbox"/> Voluntary |
| <input type="checkbox"/> Temporary | <input type="checkbox"/> Involuntary |

Previous Title _____
Previous Dept _____
New Job Title _____
New Dept _____
Previous Rate _____ New Rate _____
Effective Transfer Date _____

LAY OFF

Final Resignation 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

- | | |
|---|--------------------------------------|
| <input type="checkbox"/> Paternity | <input type="checkbox"/> Educational |
| <input type="checkbox"/> Medical | <input type="checkbox"/> Military |
| <input type="checkbox"/> Other, Explain | |

Dates of Absence _____ to _____


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

SALARY ADJUSTMENT

- | | |
|--|---|
| <input checked="" type="checkbox"/> New Hire | <input type="checkbox"/> Probationary |
| <input type="checkbox"/> 77.11 Hours | <input type="checkbox"/> Demotion |
| <input type="checkbox"/> 80 Hours | <input type="checkbox"/> Reduction |
| <input type="checkbox"/> Anniversary | <input type="checkbox"/> Suspension |
| <input type="checkbox"/> Promotion | <input type="checkbox"/> Other, Explain |

Part-Time Correctional Officer

Previous Rate _____ New Rate \$17.69
Previous Job Title: (if changed) _____
Effective Date: January 29, 2025

Authorized by:  Department: Correctional Center Date: January 20, 2025
Authorized by: _____ Department: _____ Date: _____

Pay Period Ending: February 1, 2025 Payroll Date: February 7, 2025

Emailed Payroll: 01-20-25

NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Rita Forquer Employee #: _____
Title: PT Cook Department: Correctional Center

STATUS CHANGES

TERMINATION

Resignation Unsatisfactory Probation
 Discharge Death
 Retirement Other, Explain

Last Day Worked January 29, 2025
Add Vacation Days _____ to _____
Add Sick Days _____ to _____
Add Other Days _____ to _____
Last Day Paid _____
Unpaid Days _____ to _____

TRANSFER

Permanent Voluntary
 Temporary Involuntary

Previous Title _____
Previous Dept _____
New Job Title _____
New Dept _____
Previous Rate _____ New Rate _____
Effective Transfer Date _____

LAY OFF

Final Resignation Date January 29, 2025
Final Rate of Pay \$16.00
Permanent Address 1713 Pella, Lot 61
City, State, Zip Oskaloosa IA 52577

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


Dates of Absence _____ to _____

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

SALARY ADJUSTMENT

New Hire Probationary
 77.11 Hours Demotion
 80 Hours Reduction
 Anniversary Suspension
 Promotion Other, Explain

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

Authorized by:  Department: Correctional Center Date: January 17, 2025
Authorized by: _____ Department: _____ Date: _____

Pay Period Ending: February 1, 2025 Payroll Date: February 7, 2025

Emailed Payroll: 01-17-25

NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Cassandra Kilby Employee #: 00977
Title: Law Clerk Department: County Attorney

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:  _____
Authorized by: _____

Pay Period Ending: 01/18/2025

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 Unpaid leave

Cassandra Kilby – Law Clerk – Unpaid leave – 7.21 hrs
0001-04-1100-000-10020

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

Department: _____ Date: 01/17/2025
Department: _____ Date: _____

Payroll Date: _____ 01/24/2025

January 21, 2025

The Des Moines County Board of Supervisors met in regular session at the Court House in Burlington at 9:00 AM on Tuesday, January 21st, 2025, with Chair Jim Cary. Vice Chair Shane McCampbell and Member Tom Broeker present via Webex. 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 stated she is currently conducting interviews for the open position in her office. Her office is busy preparing budget and for the upcoming Special Elections. IT Director Colin Gerst reported his office is busy. Sheriff Kevin Glendening stated his office is currently hiring for a Clerk II. Jail population is at 92. Local Health Director Christa Poggemiller reported there was a Board of Health meeting last week. They had a quorum, so they did not vote on any business. Safety Director Angela Vaughan reported her office is busy. Emergency Management Director Shannon Prado reported we have been updated from a cold weather advisory to an extremely cold warning. Warming centers are open as follows: Transitions DMC, open 24 hours; Mediapolis City Hall, open during business hours; and Burlington Public Library, open during business hours. County Assessor Matt Warner reported he is working on assessments. The Conference Board will be meeting within the next few weeks. Assistant Land Use Administrator Jarred Lassiter is present for an agenda item. County Engineer Brian Carter reported there is an asphalt bid opening tomorrow morning at 10:00 a.m. His office is currently working on various grant opportunities.

No correspondence was received.

Approval of Accounts Payable Claims in the amount of \$1,086,890.85 were presented. McCampbell made a motion to approve and was seconded by Broeker.

Approval of Payroll Reimbursement Claims in the amount of \$335.50 were presented. Broeker made a motion to approve and was seconded by McCampbell.

Approval of Law Enforcement Agreement between Middletown and Des Moines County for FY25/26 was presented. McCampbell made a motion to approve and was seconded by Broeker.

Approval of Resolution #2025-005 Subdivision Ordinance Waiver – Auditor’s Parcel “E” (Wes Ames) was presented. Assistant Land Use Administrator Jarred Lassiter introduced the Waiver and recommended approval. Broeker made a motion to approve and was seconded by McCampbell.

INSERT RESOLUTION #2025-005

Personnel Actions – Correctional Center – Angela Dunham, Correctional Officer, 74.88 hours unpaid. Broeker made a motion to approve and was seconded by McCampbell.

Reports – Auditor’s Report of Fees Collected, Qtr. Ending 9/30/2024
Auditor’s Report of Fees Collected, Qtr. Ending 12/31/2024
Sheriff’s Report of Fees Collected, December 2024

McCampbell motioned to approve January 14th, 2025, regular meeting minutes and was seconded by Broeker.

Approval of the Canvass Results of Two Rivers Levee & Drainage District Election were presented. Dan Lanz & Jeff Hedges were elected as Trustees with a three year term beginning 1/25/2025. Broeker made a motion to approve and was seconded by McCampbell.

The meeting was adjourned at 9:28 a.m.

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

Jim Cary, Chair
Attest: Sara Doty, County Auditor