AMENDED OFFICIAL NOTICE

The Des Moines County Board of Supervisors will hold a regular session on **Tuesday, May 26th, 2026,** 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 319-753-8282

TENTATIVE AGENDA:

1. Pledge of Allegiance
2. Changes to Tentative Agenda
3. Meet with Department Heads / Elected Officials
4. Discussion / Vote:
    A. Payroll Reimbursement Claims
    B. Accounts Payable Claim for Emergency Management
    C. Amended List of Depositories
    D. Firework Permit – Sperry Fireworks Show 7/3/2026
    E. Cost Advisory Services, Inc. Contract
    F. *RFP for Veterans Affairs Coffee & Conversation
    G. Personnel Actions:
        1. County Attorney (2)
    H. Minutes for Regular Meeting on May 19th, 2026
5. Future Agenda Items
6. Committee Reports
7. Public Input
8. Adjournment

INVOICE

Bid Response – 2026-691

SOLARPUNK LLC
3410 Irwin Avenue
Mims, Florida 32754
United States

(321) 222–3131
www.solarpunkit.com

BILL TO
Des Moines County Emergency Management Agency
Shannon Prado
13700 Washington Road
West Burlington, Iowa 52655
United States

(319) 208–5660
prados@dmcounty.com

Invoice Number:	20260501
P.O./S.O. Number:	2026-691
Invoice Date:	May 19, 2026
Payment Due:	June 18, 2026
Amount Due (USD):	**$59,876.34**

Items	Quantity	Price	Amount
Des Moines SOLARPUNKit Mobile Solar Power Generator Trailer Contractual installment #1 (80% purchase price)	1	$59,876.34	$59,876.34

Tax-Exempt 0%:	$0.00
Total:	$59,876.34
Amount Due (USD):	**$59,876.34**

Notes / Terms

Terms outlined in 'SOLARPUNKit – Des Moines County EMA Purchase Contract — 2026-691' purchase contract

Thank you for your business!

Des Moines County Treasurer's Office

Janelle Nalley-Londquist, Treasurer
513 N. Main Street, Suite 13; P.O. Box 248
Burlington, IA 52601

Motor Vehicle Department
Michelle Reynolds, *Deputy*
Gina Beckman, *Deputy*
dmcmv@dmcounty.com
Phone: (319) 753-8273

Property Tax Department
Debra Moore, *Deputy*
Julie Howe, *Deputy*
dmctax@dmcounty.com
Phone: *(319) 753-8252*

www.iowatreasurers.org

May 18, 2026

Board of Supervisors
Court House
Burlington, IA 52601

Dear Board Members:

The following is an amended List of Depositories for the Treasurer's Office for the period 07/01/2025 thru 06/30/2026. The purpose of the amendment is to add Connection Bank as an approved depository. It is being submitted for your approval in accordance with Chapter 12C.2 of the Iowa Code.

BANK	LIMIT AMOUNT
Farmers & Merchants Bank & Trust Burlington, IA 52601 (Main Office)	$24,000,000.00
Two Rivers Bank & Trust Burlington, IA 52601 (Main Office)	$8,000,000.00
Danville State Savings Bank New London, IA 52645 (Home Office) Danville, IA 52623 (Local Office)	$6,000,000.00
Mediapolis Savings Bank Mediapolis, IA 52637	$10,000,000.00
Iowa Public Agency Investment Trust West Des Moines, IA 50266-1461	$16,000,000.00
First Interstate Bank Sioux Falls, SD 57101-2345 (Home Office) Burlington, IA 52601 (Local Office)	$12,000,000.00

Farmers Savings Bank Wever, IA 52658 (Home Office) Burlington, IA 52601(Local Office)	$8,000,000.00
MidWest*One* Bank 3225 Division St. Burlington, IA 52601	$8,000,000.00
Connection Bank 115 Legacy Drive Burlington, IA 52601	$10,000,000.00

Respectfully submitted,

Janelle Nalley-Londquist

Janelle Nalley-Londquist
Des Moines County Treasurer

DES MOINES COUNTY

APPLICATION FOR FIREWORKS DISPLAY PERMIT

(Applications should be submitted two weeks prior to event)

APPLICANT INFORMATION:

Organization/Individual Hosting Event: SPERRY FIREWORKS SHOW

Applicant Name: JONI MYERS

Mailing Address: 11337 SPERRY RD E-mail: jonimyers10@gmail.com

City: SPERRY State: IA Zip Code: 52650

SITE INFORMATION:

Address/Location of Display: 18876 11 Hth Ave. Sperry, IA 52650

DISPLAY INFORMATION:

Company conducting the display: J & M DISPLAYS INC

Mailing Address: 18064 170th Ave E-mail: nina@jandmdisplays.com

City: YARMOUTH State: IA Zip Code: 52660

Date of Display: JULY 3rD Time of Display: DUSK ~ 9:20 pm

*Alternate Date: JULY 5th Time of Display: " "

Description of Effects: (Aerial, Ground, Set Pieces, Size, Quantity and approximate length of Display)

aerial, ground, 20 mins display

RECEIVED
APR 06 2026
DES MOINES CO. AUDITOR
BURLINGTON, IOWA

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.**

~~Missing~~ Rec'd 5-19-26

Name: Dave Oetken Cell Phone: 319-457-1405

Alternate: Cell Phone:

~~emailed again 5-14-2026~~.

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: Chad Myers

Phone: 319-209-8733 chad Alternate Phone: (319) 209-0427 joni

SIGNATURE:

Applicant Signature: Joni Myers Date: 2/5/26

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

- ☒ **Completed Application**
- ☒ **Certificate of Authorized Fireworks Shooter** ~~- Missing~~
- ☒ **Payment** ck 42971 $20.00 ~~- emailed Joni~~

Rec'd 5-19-26

Return to: **Des Moines County Auditor**
513 N. Main St.
Burlington, IA 52601

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

Signature: Chief Andy Kerr **Date:** 3/11/26

BOARD OF SUPERVISOR USE ONLY

☐ **Approved**

☐ **Denied – Reason:** _____

Chair Signature: _____

Date: _____

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

APA UNIVERSITY

CERTIFICATE OF ACHIEVEMENT

David Oetken

APA Display Operator Training

10/29/2024	6 Credit Hours	10/29/2027
Completion Date		Renewal Date

Julie Heckman
Julie Heckman
APA Executive Director

Katherine Bain
Katherine Bain
Amerisafety, LLC

Pg 3 of 3

CONTRACT TO PROVIDE
PROFESSIONAL CONSULTING SERVICES TO
DES MOINES COUNTY, IOWA

This Contract entered into this 26th day of May, 2026, and effective immediately by and between **Cost Advisory Services, Inc.** (hereinafter called the "**Consultant**") and **Des Moines County, Iowa** (hereinafter called the "**County**") witnesseth that:

Whereas the County performs programs that it operates with outside funding, and

Whereas the County supports these programs with central services that are paid from the County's general funds, and

Whereas federal and other outside users of county central services will typically pay a fair share of these costs if supported by an appropriate cost allocation plan, and

Whereas the Consultant is staffed with personnel knowledgeable and experienced in the requirements of developing, negotiating, and implementing such governmental cost allocation plans, and

Whereas the County desires to engage the Consultant to assist in developing cost allocation plans that conform to federal and state requirements and will be approved by their representatives.

Now Therefore, the County agrees to engage the Consultant and the Consultant hereby agrees to perform the following services.

1. Scope of Services. The Consultant shall do, perform, and carry out in a good and professional manner the following services:

   A. Develop annual central service cost allocation plans based on actual costs incurred for fiscal years 2026, 2027, and 2028 that appropriately document the various costs expended by the County to support and administer general fund and non-general fund programs. Each year's plan will contain a determination of the allowable costs of providing each supporting service in accordance with the provisions of 2 CFR Part 200. The types of services to be included in each plan shall include items such as accounting, payroll, purchasing, IT, human resources, and legal services; building occupancy costs; and other central service and centrally budgeted items such as insurance costs, dues and memberships, annual audit fees, etc. The consultant will analyze all required data, perform all cost allocation calculations, and complete each cost allocation plan in the required form to be submitted for federal and/or state approval. County staff involvement will be limited to locating and providing access to accounting, payroll, and other

financial records; answering brief questions to enable the Consultant to appropriately interpret County records; and participating in brief interviews of selected personnel to enable the Consultant to determine the appropriate methods of allocating costs across all benefited County programs.

B. Provide copies of each year's completed cost allocation plan to the County Board of Supervisors and the County Auditor.

C. File each completed cost allocation plan with the central office of the Iowa Department of Health and Human Services (DHHS) and negotiate the completed cost allocation plans, as necessary, with the appropriate federal and state representatives.

D. Provide guidance to local representatives of DHHS in making quarterly Local Administrative Expense (LAE) claims for eligible indirect costs incurred by the County.

E. Monitor the status of LAE claims to ensure that the County receives all recoveries due.

F. If necessary, and as requested by an in-house program at the County, compute an indirect cost rate that will provide the basis for the County to recover eligible indirect costs that are expended in support of this program.

2. Time of Performance. The services to be performed hereunder by the Consultant shall be undertaken and completed in such sequence as to assure their expeditious completion and best carry out the purposes of the Contract, as determined by the County.

3. Term of Contract. It is expressly understood and agreed that the effective date of this Contract shall be the date first written above and shall continue in full force and effect for a period of three years. It is further understood and agreed that the results of the completed cost allocation plan for any given fiscal year shall be implemented for DHHS indirect cost recovery purposes in the second succeeding fiscal year. For example, the results of the FY 2026 cost allocation plan shall be used to determine the amounts of eligible indirect cost recoveries for FY 2028.

4. Compensation. The County agrees to pay the Consultant an amount not to exceed Six Thousand Five Hundred Eighty Dollars ($6,580.00) for each annual cost allocation plan. This amount shall include reimbursement for all expenses to be incurred by the Consultant.

5. Method of Payment. The County shall pay the amount stated in paragraph 4 above upon delivery to the Board of Supervisors of each year's completed cost allocation plan, and other schedules if so required.

6. Warranty of Benefit to County. The Consultant warrants to the County that its annual fee for preparation of each cost allocation plan shall not exceed 50 percent of the actual reimbursements that are to be obtained for the County as a direct result of preparing the cost allocation plan. In the event annual payment to the Consultant exceeds 50 percent of the related indirect cost reimbursements to the County, then the difference will be promptly refunded to the County. It is also expressly understood and agreed that should the County recover more than double the Consultant's fees in any year, then the excess recoveries will belong solely to the County and no additional fee is due to the Consultant.

7. Changes. The County may, from time to time, require changes in the scope of services to be performed by the Consultant under this Contract. Such changes that are mutually agreed upon by the County and Consultant shall be incorporated in a written amendment to this Contract.

8. Services and Materials to be Furnished by County. The Consultant shall provide guidance to the County in determining the data that is required to complete each cost allocation plan. The County agrees to respond to all reasonable requests for data in a timely manner and shall provide adequate liaison between the Consultant and other agencies of the County government.

9. Termination of Contract for Cause. If, through any cause, the Consultant shall fail to fulfill in timely and proper manner its material obligation under this Contract, the County shall thereupon have the right to terminate this Contract by giving written notice via U.S. Post Office Certified Mail – Return Receipt Requested – to the Consultant of such termination and specifying the effective date thereof postmarked at least fifteen (15) days before the effective date of such termination. Provided however, prior to termination for default, the County will provide adequate written notice to the Consultant affording it the opportunity to cure the deficiencies or to submit a specific plan to resolve the deficiencies within ten (10) days (or the period specified in the notice) after receipt of the notice. Failure to adequately cure the deficiency shall result in termination action. The Consultant shall be compensated for services satisfactorily rendered and expenses incurred through the effective date of termination hereunder.

10. Special Termination. Either party may, at its option, cancel any year of the plan preparation by giving the other party notice by June 30 of the year on which the plan will be based. For example, the County may cancel the work to be done for FY 2027 by giving the Consultant notice on or before June 30, 2027. The County may terminate this Contract at any time without cause by giving the Consultant written notice via Certified Mail. Under this provision, the Consultant shall be entitled to full compensation as specified in paragraph 4 above for any cost allocation plan for which work has already begun.

11. Termination Due to Lack of Funds. The Consultant shall have the right to terminate this contract without penalty by giving fifteen (15) days written notice to the County if adequate funds are not available from Federal Agencies or other outside users to reimburse the County.

12. Information and Reports. The Consultant shall furnish the County, upon request, with copies of all documents and other materials prepared or developed in relation with or as part of the project.

13. Records and Inspection. The Consultant shall maintain full and accurate records with respect to all matters covered under this Contract. The County shall have free access at all proper times to such records, and the right to examine and audit the same and to make transcripts therefrom, and to inspect all program data, documents, proceedings, and activities.

14. Provisions Concerning Certain Waivers. Subject to applicable law, any right or remedy that the County may have under this contract may be waived in writing by the County through a formal waiver, if in the judgment of the County, this contract, as so modified, will still conform to the terms and requirements of pertinent laws.

15. Matters to be Disregarded. The titles of the several sections, sub-sections, and paragraphs set forth in this contract are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of the provisions of this contract.

16. Completeness of Contract. This contract and any additional or supplementary document or documents incorporated herein by specific reference contain all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this contract or any part thereof shall have any validity or bind any of the parties hereto.

17. County Not Obligated to Third Parties. The County and the Consultant are the only parties to this Contract and are the only parties entitled to enforce its terms. Nothing in this Contract gives, is intended to give, or shall be construed to give or provide, any right or benefit, whether directly or indirectly or otherwise, to third persons.

18. When Rights and Remedies Not Waived. In no event shall the making by the County of any payment to the Consultant constitute or be construed as a waiver by the County of any breach of covenant, or any default which may then exist on the part of the Consultant, and the making of any such payment by the County while any such breach or default exists shall in no way impair or prejudice any right or remedy available to the County with respect to such breach or default.

19. Personnel. The Consultant represents that it has, or will secure at its own expense, all personnel required to perform the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the County. All the services required hereunder shall be performed by the Consultant or under its supervision, and all personnel engaged in the work shall be fully qualified to perform such services.

20. Consultant Liability if Audited. The Consultant will assume all financial and statistical information provided to the Consultant by the County's employees or representatives is accurate and complete. The County shall be solely responsible for any disallowance of funds paid to the County under the plan resulting from inaccurate or incomplete information provided by the County. The Consultant shall provide assistance to the County in the event that an audit is undertaken of County indirect cost recoveries.

21. Applicable Law. Iowa law shall govern the terms and performance under this Contract.

22. Indemnification. Each party shall be responsible for its own acts and will be responsible for all damages, costs, fees, and expenses that arise out of the performance of this Contract, and which are due to that party's own negligence, tortious acts, and other unlawful conduct and the negligence, tortious acts, and other unlawful conduct of its respective agents, officers, and employees.

23. Delays. The Consultant shall not be liable for delays in performance that are caused in whole or in part by the County, third parties, or forces beyond its control. The period of performance shall be extended by the time period of any delays that are not the fault of the Consultant.

24. Assignment. The Consultant agrees not to assign, convey, or transfer its interest in this Contract to any other entity without the prior written consent of the County which consent shall not be unreasonably withheld. Provided, however, the Consultant may assign, convey, or transfer its interest in this Contract to an entity that succeeds to substantially all of the business of the Consultant by merger or otherwise.

25. Notices. Notices shall be effective upon receipt. Any notices, bills, invoices, or reports required by this Contract shall be sufficient if sent by either party hereto in the United States mail, postage paid, to the addresses stated below:

For the County:

Board of Supervisors
Des Moines County Courthouse
513 N Main
Burlington, IA, 52601

For the Consultant:

Cost Advisory Services, Inc.
P.O. Box 755
Johnston, Iowa 50131

IN WITNESS WHEREOF, the County and the Consultant have executed this Contract as of the date first written above.

DES MOINES COUNTY, IOWA:

By: _____
(County Official)

_____
(Title)

Attest: _____

COST ADVISORY SERVICES, INC.:

By: _____
Jeff Lorenz, President

PROFESSIONAL SERVICES PROVIDED TO IOWA COUNTIES BY COST ADVISORY SERVICES, INC.

Cost Advisory Services, Inc. (CASI) was incorporated in the State of Iowa in 2004. Our Iowa based company currently provides annual cost allocation services to 92 Iowa counties, 6 Iowa cities, Iowa Workforce Development, and 7 Iowa Community Colleges.

The primary objective in developing cost allocation plans is to assist county governments in obtaining reimbursements for indirect costs expended on behalf of the Iowa Department of Health and Human Services (DHHS). Indirect costs typically include items such as audit fees, insurance costs, building space costs that are not otherwise treated as direct costs, accounting and payroll services, and eligible legal services provided by county attorney offices, among others. Once documented in annual cost allocation plans, the indirect costs are claimed on quarterly Local Administrative Expense (LAE) reports that are prepared for counties by staff at local DHHS offices. These claims are then reimbursed from federal funds based on a formula developed by the central office of DHHS. Currently, the reimbursement is approximately one-third of the total direct and indirect costs that are claimed. Because the reimbursements are entirely from federal funds, a basic condition for eligibility is that an annual cost allocation plan be prepared in accordance with the procedures and regulations contained in 2 CFR, Part 200. CASI possesses both the expertise to deal with these regulations as well as a propriety cost allocation software program that enhances the cost allocation process.

While LAE reimbursements are the main objective for preparing cost allocation plans for county governments, there are other uses that may benefit individual counties. Some counties utilize their cost allocation plans to claim reimbursement of indirect costs that are expended in support of Title XIX (Medicaid) programs at local health departments. Again, because federal Title XIX funds are involved in indirect cost reimbursements from these programs, an annual cost allocation plan is required that conforms to 2 CFR, Part 200. Still another use of cost allocation plans by some of the larger counties is in recovering indirect costs that are expended in support of enterprise funds.

CASI staff welcomes the opportunity to discuss and explain the professional services that we provide to our current and prospective clients. We can be reached at:

Jeff Lorenz 515.238.7989 or by email at jlorenz@casiowa.com
Danielle Kleinschmidt 515.250.8439 or by email at dkleinschmidt@casiowa.com
Roger Stirler 515.250.2687 or by email at rstirler@casiowa.com

Notice of Request for Proposals (RFP)

Venue for Coffee and Conversation

Des Moines County, Iowa is accepting proposals for venue to hold Des Moines County Veterans Affairs Coffee and Conversation Proposals will be received until 4:30 PM June 11, 2026, at the Des Moines County Auditors Office, located at 513 N. Main Street, Burlington Iowa.

The submitting party acknowledges the right of the County to reject any or all proposals and to waive informality or irregularity in any proposal received and to award each item to different submitting parties or all items to a single submitter. In addition, the submitting party recognizes the right of the County to reject a proposal if the submitter fails to furnish any required data required by the RFP, or if the proposal is in any way incomplete or irregular. The County shall be the sole judge of compliance with the specifications and reserves the right to accept or reject any or all proposals or parts thereof.

Des Moines County

Request for Proposal for

Site to hold Des Moines County Veterans Affairs Coffee and Conversation

INTRODUCTION

This RFP solicits proposals for a venue to hold Des Moines County Veterans Affairs Coffee and Conversation.

The goal is to bring together our veteran community, enhance communication and strengthen veteran's connections.

BACKGROUND / OBJECTIVE

Des Moines County has been holding Coffee and Conversation on the 2nd Wednesday of every month from 9:00 AM to about 11:00 AM for over a year at this time Des Moines County Veterans Affairs is looking for a new location.

Should you have any questions regarding this request, please contact County Auditor Sara Doty at 319-753-8232 or by email at dotys@dmcounty.com.

The following are attached:

1. Proposal Submittal Instructions
2. Proposal Evaluation Criteria

PROPOSAL SUBMITTAL INSTRUCTIONS

An original of the proposals addressing all provisions and inquiries contained herein, signed by an officer or manager of the business must be received by the Des Moines County Auditor, 513 N. Main St., Burlington, Iowa, or dotys@dmcounty.com no later than 4:30 p.m. on June 11, 2026. No late telephone, or fax proposals will be accepted. Multiple proposals from any one firm or office will not be accepted. Submission of multiple proposals may result in the rejection of both proposals.

Proposals must be complete and may be submitted in the following format:

1) Mail/Package: Envelope must be clearly identified on the outside as follows:
   Des Moines County / Veterans Affairs Coffee & Conversation RFP

2) Or, by email to dotys@dmcounty.com

3) Proposal Due: 4:30 PM, June 11, 2026.

PROPOSAL EVALUATION CRITERIA

The following criteria will be considered when evaluating proposals:

1. Seating available for Veterans minimum (30).
2. Cost of Venue.
3. Cost of Coffee and Donuts if provided.
4. Business owners Veteran status.
5. Separate seating area during the gathering.
6. Handicap accessible.

Des Moines County shall select the most responsive responsible proposal based on the afore mentioned criteria. Pricing will not be the sole criterion for selection. Preference will be granted to Veteran owned and/or ran businesses.

NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Benjamin Toal
Employee # : 00
Title: Assistant County Attorney
Department: County Attorney

STATUS CHANGES

TERMINATION

- [ ] Resignation
- [ ] Discharge
- [ ] Retirement
- [ ] Unsatisfactory Probation
- [ ] Death
- [ ] Other, Explain

Last Day Worked
Add Vacation Days 0 to
Add Sick Days 0 to
Add Other Days 0 to
Last Day Paid
Unpaid Days Personal hrs

Final Termination Date

Final Rate of Pay
Permanent Address
City, State, Zip

TRANSFER

- [ ] Permanent
- [ ] Temporary
- [ ] Voluntary
- [ ] Involuntary

Previous Title
Previous Dept
New Job Title
New Dept
Previous Rate hourly 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

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

SALARY ADJUSTMENT

- [X] New Hire
- [ ] Anniversary
- [ ] Promotion
- [ ] Probationary
- [ ] Demotion
- [ ] Reduction
- [ ] Suspension
- [ ] Other, Explain

Benjamin Toal – Assistant County Attorney - $75,718/yr
0001-04-1100-000-10020 – Start Date 06/01/2026

Previous Rate New Rate

Previous Job Title: (if changed)
Effective Date:

Authorized by: Lisa K. Schaefer Department: County Attorney Date: 5/21/26
Authorized by: Department: Date:

Pay Period Ending: Payroll Date:

NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Mandi Spencer
Employee # : 00
Title: Administrative Assistant
Department: County Attorney

STATUS CHANGES

TERMINATION

- [ ] Resignation
- [ ] Discharge
- [ ] Retirement
- [ ] Unsatisfactory Probation
- [ ] Death
- [ ] Other, Explain

Last Day Worked
Add Vacation Days 0 to
Add Sick Days 0 to
Add Other Days 0 to
Last Day Paid
Unpaid Days Personal hrs

Final Termination Date

Final Rate of Pay
Permanent Address
City, State, Zip

TRANSFER

- [ ] Permanent
- [ ] Temporary
- [ ] Voluntary
- [ ] Involuntary

Previous Title
Previous Dept
New Job Title
New Dept
Previous Rate hourly 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

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

SALARY ADJUSTMENT

- [ ] Reclassification
- [ ] Anniversary
- [ ] Promotion
- [X] Probationary
- [ ] Demotion
- [ ] Reduction
- [ ] Suspension
- [ ] Other, Explain

Mandi Spencer- Administrative Assistant-
0001-04-1100-000-10050 – Effective Date: 04/27/2026

Previous Rate $51,875/yr New Rate $53,947/yr
Previous Job Title: (if changed)
Effective Date:

Authorized by: Department: Lisa K. Schaefer County Attorney Date:
Authorized by: Department: Date:

Pay Period Ending: 5/23/2026 Payroll Date: 5/29/2026

May 19, 2026

The Des Moines County Board of Supervisors met in a regular session at the Court House in Burlington at 9:00 AM on Tuesday, May 19th, 2026, with Chair Shane McCampbell, Vice Chair Tom Broeker and Member Jim Cary present. The 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 Treasurer Janelle Nalley-Londquist stated her office is working on getting the tax sale publication ready to be published. Motor Vehicles side remains busy. County Recorder Natalie Steffener reported that starting July 1st, 2026, all vital records fees will increase from $15 to $20. These are not funds the County will receive, these are State funds to support the Medical Examiners. Veterans Affairs Director Brooke Marland stated that the May Coffee & Conversation went well. Due to a closure of Wake N Bake, there will be a change in the venue for Coffee & Conversation. Broeker and Henkelvig discussed putting together an RFP to decide on the new venue. County Auditor Sara Doty reported the final day for absentee ballots to be mailed was Monday, May 18th. There is still absentee voting available in the Auditor's Office at the courthouse through June 1st. Assistant Land Use Administrator Jarred Lassiter reported his office is busy. Maintenance Director Rodney Bliesener would like to thank Alex Schnedler for his service with Des Moines County. His last day with us is Friday, as he has relocated. He was a great addition to the team, and he wishes him luck in his future endeavors. There is a position open for Lead Maintenance, that he is hoping to fill soon. IT Director Brandon Mehmert reported his office is busy. Conservation Director Chris Lee reported the Starrs Cave Nature Center has hosted 18 different field trips, with 1066 students and 90 field trip groups. The team will now be moving into summer camps. With Memorial Day weekend approaching there are very minimal camping spots open at Big Hollow. Sheriff Kevin Glendening reported his office has been doing their annual spot check on the sex offender registry. There are currently 176 registered sex offenders in Des Moines County. They identified 3 in violation. His staff did training with IAAAP on their radio systems. Jail population is 89. Assistant County Attorney Trent Henkelvig reported Lisa is upstairs in trial today. He has a couple of agenda items. County Engineer Brian Carter reported 260th St. on the North end of the County is closed now due to the DOT paving project. Eventually Pleasant Grove Rd. will be closed around the beginning of June for the County paving project. He is in the process currently of buying Right of Way for the Beaverdale project and has talked with landowners. Carter volunteered at Mediapolis High School with the 8th grade class doing an interview process. It was a very good experience. Carter would like to compliment the Sheriff's Department and their School Resource Officers on the student relationships they have built. They do a great job interacting with kids and guiding them the right direction.

Approval of Accounts Payable Claims in the amount of $424,127.74 was presented. Cary made a motion to approve and was seconded by Broeker.

Approval of Resolution #2026-032 and Final Plat of Pfeiff Heritage Farms Subdivision was presented. Assistant Land Use Administrator Jarred Lassiter spoke on this and recommended approval. Broeker made a motion to approve and was seconded by Cary.

INSERT RESOLUTION #2026-032

Approval of Resolution #2026-033 Supporting the Submission of an Iowa Economic Development Authority Application to the Workforce Housing Tax Credit Program for Green Gable Cottages was presented. Broeker spoke on this and made a motion to approve and was seconded by Cary.

INSERT RESOLUTION #2026-033

Approval of Resolution #2026-034 Approving a One-Year Moratorium on Accepting or Approving any Permit Applications for Data Centers was presented. Cary made a motion to approve and was seconded by Broeker.

INSERT RESOLUTION #2026-034

Approval of Resolution #2026-035 to List Douglas Street Properties was presented. Henkelvig spoke on

this and recommended approval. Broeker made a motion for approval and was seconded by Cary.

INSERT RESOLUTION #2026-035

Approval of Personnel Actions was presented. Correctional Center – Hillary May, Correctional Officer, Resignation effective 5/27/26. Broeker made a motion to approve and was seconded by Cary. Maintenance – Zakary Reynolds, Lead Maintenance, 6-month step increase, new rate of $40,528.85 effective 5/12/26. Cary made a motion to approve and was seconded by Broeker.

Broeker made a motion to approve May 12th, 2026, regular meeting minutes and was seconded by Cary.

Cary attended a RUSS meeting.

During public input, Broeker reported that the IPIB complaint that was made regarding how the road tour work session were listed on the agenda, was denied. Brian Thie questioned how the subdivision sales are held and if there is a way to do research before an auction is held to avoid any errors. Linda Schneider asked if her neighbor put in a fence, will she be notified and what is the time frame for that notification. McCampbell informed her that her neighbor is able to do work on their own property without notifying anyone as long as a permit isn't needed, or they aren't interrupting neighboring properties. Rose Fischer asked Brian Carter what part of Pleasant Grove would be closed first. He replied, immediately east of Pleasant Grove over to the highway to begin, later in the project the intersection of Iowa City Road will be closed to get that portion done. They will also be doing some dust control on 190th for the detour. Ryan Drew spoke on the Data Centers and encouraged separating the Crypto Mining from the Data Centers on our Moratorium. IT Director Brandon Mehmert gave input on the lines where the bigger Data Centers would be and we aren't along that line, but possibly for a smaller one. Tracey Lamm had more comments regarding the Data Center process moving forward and putting together an Ordinance for them.

The meeting was adjourned at 10:12 a.m.

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