

**** OFFICIAL NOTICE – AMENDED ****

The Des Moines County Board of Supervisors will hold a regular session on **Tuesday, July 5th, 2022** 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 www.dmcountry.com/youtube. Anyone with questions during the meeting may email the Board of Supervisors at board@dmcountry.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 #2022-050 Establishing Precinct Election Officials Cell Phone and Mileage Reimbursement Rates
 - C. Treasurer's Office List of Depository of Funds
 - D. Recorder's Office Depository of Funds
 - E. Memorandum of Understanding with Community Action of Southeast Iowa for General Assistance
 - F. Class B Native Wine Permit – County Treasurers LLC
 - G. Personnel Actions:
 1. Descom (1)
 2. Sheriff (1)
 - H. Reports:
 1. Iowa Land Records Electronic Services Systems Report
 - I. Minutes for Regular Meeting on June 28th, 2022
 - J. Amended Minutes for Regular Meeting on June 14th, 2022
6. Other Business
7. Future Agenda Items
8. Committee Reports
9. Public Input
10. Adjournment

Work Sessions Held After the Meeting:

Board of Supervisors / Sheriff

RE: Transport Officer

******Board of Supervisors / Recorder

RE: ATV/UTV Ordinance

Board of Supervisors / County Engineer

RE: Project Tour

Accounts Payable Claims

RESOLUTION #2022-050
ESTABLISHING PRECINCT ELECTION OFFICIALS
CELL PHONE AND MILEAGE REIMBURSEMENT RATES

WHEREAS, according to Iowa Code Section 49.20, the Des Moines County Board of Supervisors establishes the compensation rate for the Precinct Election officials and reimbursements for actual and necessary travel expenses.

WHEREAS, the Board of Supervisors has approved the mileage reimbursement, as a line item in the Auditor's election budget, for many years and the mileage rate reimbursement for Election Officials is at the same rate as established for county employees.

WHEREAS, in 2006 the Board of Supervisors approved, as a line item in the Auditor's election budget, reimbursement for the use of the election officials cell phone on election day, if used to contact the Auditor's Office. The rate was established as \$5 for the use of the election officials cell phone.

NOW, THEREFORE, BE IT RESOLVED, by the Des Moines County Board of Supervisors, that effective July 5th, 2022, Precinct Election Officials will be reimbursed for mileage over 5 miles one way at the current rate set by the Board of Supervisors for county employees and reimbursement of \$5 to Precinct Election Officials for the use of their cell phone, if used on election day to contact the Auditor's Office.

APPROVED this 5th day of July 2022.

DES MOINES COUNTY BOARD OF SUPERVISORS

Jim Cary, Chair

Shane McCampbell, Vice-Chair

Tom Broeker, Member

Attested by:

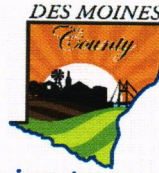
Terri Johnson, County Auditor

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

June 30, 2022

Board of Supervisors
Court House
Burlington, IA 52601

Dear Board Members:

The following is a List of Depositories for the Treasurer's Office for the period 07/01/2022 thru 06/30/2023. 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)	\$15,000,000.00
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	\$12,000,000.00
Iowa Public Agency Investment Trust West Des Moines, IA 50266-1461	\$12,000,000.00
First Interstate Bank Sioux Falls, SD 57101-2345 (Home Office) Burlington, IA 52601 (Local Office)	\$5,000,000.00

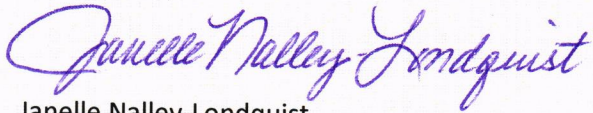
Farmers Savings Bank
Wever, IA 52658 (Home Office)
Burlington, IA 52601 (Local Office)

\$8,000,000.00

MidWestOne Bank
3225 Division St.
Burlington, IA 52601

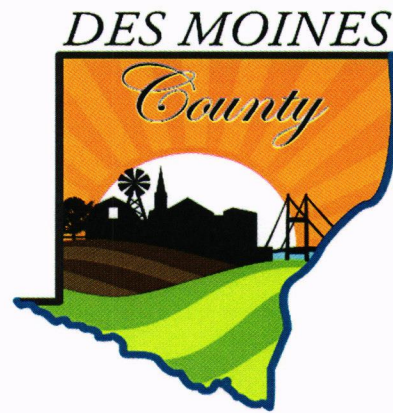
\$8,000,000.00

Respectfully submitted,



Janelle Nalley-Londquist
Des Moines County Treasurer

Natalie Steffener
Des Moines County
Recorder/Registrar
513 N. Main Street
Burlington, IA 52601
Phone: (319)753-8221
Fax: (319)753-8721
steffenern@dmcounty.com



Board of Supervisors
Des Moines County Court House
513 N. Main St.
Burlington, IA 52601

June 21, 2022

Gentlemen,

I hereby designate Two Rivers Bank & Trust as the official depository for the funds of the office of the Des Moines County Recorder of Deeds/Registrar of Vital Statistics.

This designation is for the fiscal year July 1, 2022 through June 30, 2023. The dollar amount for maximum deposit is \$150,000.

Respectfully yours,

A handwritten signature in black ink that reads "Natalie Steffener". The signature is written in a cursive style with a large, stylized "N" and "S".

Natalie Steffener
Des Moines County Recorder/Registrar

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (the "MOU" or "Memorandum") is entered into on July 1, 2022 (the "Effective Date"), by and between Des Moines County located at 513 N Main St, Burlington, Iowa 52601 (the "First Party"), and Community Action of Southeast Iowa located at 2850 E. Mt. Pleasant St, #108, Burlington, Iowa 52601 (the "Second Party"). First Party and Second Party may be referred to individually as the "Party", or collectively, the "Parties".

1. MISSION

The partnership on which the Parties are intending to collaborate, has the following intended mission in mind:

Support (assistance) for citizens in Des Moines County who meet the proper guidelines

2. PURPOSE AND SCOPE

The Parties intend for this Memorandum of Understanding to work in concert with the 28E agreed to between the parties to provide the cornerstone and structure for any and all future contracts being considered by the Parties, and which may be related to the partnership.

3. OBJECTIVES

The Parties shall endeavor to work together to develop and establish policies and procedures that will promote and sustain the General Assistance Program and intend to maintain a service that meets the General Assistance Handbook.

4. RESPONSIBILITIES AND OBLIGATIONS OF THE PARTIES

Any Party may decide not to proceed with the partnership contemplated herein for any reason or no reason. A binding commitment with respect to the partnership described herein will result only from execution of definitive agreements, subject to the conditions contained therein. Notwithstanding the two preceding sentences of this paragraph, the provisions under the headings Governing Law and Confidentiality are agreed to be fully binding on, and enforceable, against the Parties.

The following are the individual services that the Parties are contemplating providing for the partnership.

Des Moines County shall render and provide the following services that include, but are not limited to:

The County will render a check for Twelve Thousand dollars (starting July 1, 2022) and pay all assistance given as the bills are received. This is a contract that must be renewed each year.

Community Action Of Southeast Iowa shall render and provide the following services that include, but are not limited to:

Community Action will provide all services pertaining to the assistance of the citizen/client and turn in bills weekly or monthly as needed.

5. TERMS OF UNDERSTANDING

The term of this Memorandum shall be for a period of 1 year from the Effective Date and may be extended upon written mutual agreement of both Parties.

6. LEGAL COMPLIANCE

The Parties acknowledge and understand that they must be able to fulfill their responsibilities under this Memorandum in accordance with the provisions of the law and regulations that govern their activities. Nothing in the Memorandum is intended to negate or otherwise render ineffective any such provisions or operating procedures. The Parties assume full responsibility for their performance under the terms of this Memorandum.

If at any time either Party is unable to perform their duties or responsibilities under this Memorandum consistent with such Party's statutory and regulatory mandates, the affected Party shall immediately provide written notice to the other Party to establish a date for resolution of the matter.

7. LIMITATION OF LIABILITY

No rights or limitation of rights shall arise or be assumed between the Parties as a result of the terms of this Memorandum.

8. NOTICE

Any notice or communication required or permitted under this Memorandum shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the address set forth in the opening paragraph or to such address as one may have furnished to the other in writing.

9. GOVERNING LAW

This Memorandum shall be governed by and construed in accordance with the laws of the State of Iowa.

10. AUTHORIZATION AND EXECUTION

The signing of this Memorandum does not constitute a formal undertaking, and as such it simply intends that the signatories shall strive to reach, to the best of their abilities, the goals and objectives stated in this MOU.

This Agreement shall be signed by Des Moines County and Community Action of Southeast Iowa and shall be effective as of the date first written above.

(First Party Signature)
Des Moines County
513 N Main St
Burlington, Iowa
52601

(Date)

(Second Party Signature)
Community Action of Southeast Iowa
2850 E. Mt. Pleasant St, #108
Burlington, Iowa
52601

(Date)



State of Iowa

Alcoholic Beverages Division

Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS		
Country Treasures LLC	Country Treasures LLC	(319) 371-4523		
ADDRESS OF PREMISES	PREMISES SUITE/APT NUMBER	CITY	COUNTY	ZIP
3332 Rock springs Rd.		Burlington	Des Moines	52601
MAILING ADDRESS	CITY	STATE	ZIP	
3332 Rock springs Rd.	Burlington	Iowa	52601	

Contact Person

NAME	PHONE	EMAIL
Danielle Richers	(319) 371-4523	countrytreasures4@hotmail.com

License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
WBN001223	Class B Native Wine Permit	12 Month	Submitted to Local Authority
TENTATIVE EFFECTIVE DATE	TENTATIVE EXPIRATION DATE	LAST DAY OF BUSINESS	
Aug 27, 2022	Aug 26, 2023		
SUB-PERMITS			
Class B Native Wine Permit			



State of Iowa

Alcoholic Beverages Division

App# 163601

PRIVILEGES

Sunday Service

Status of Business

BUSINESS TYPE

Limited Liability Company

Ownership

• Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
Danielle Richers	Wever	Iowa	52658	owner	100.00	Yes

Insurance Company Information

INSURANCE COMPANY

POLICY EFFECTIVE DATE

POLICY EXPIRATION DATE

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE
DATE

OUTDOOR SERVICE EXPIRATION
DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE
DATE

TEMP TRANSFER EXPIRATION
DATE

NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Lance Dunblazier Employee # : _____
Title: Telecommunication Operator 1 Department: Descom

STATUS CHANGES

TERMINATION

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

TRANSFER

☐ Permanent ☐ Voluntary
☐ Temporary ☐ Involuntary

Previous Title _____
Previous Dept _____
New Job Title _____
New Dept _____
Previous Rate _____ New 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 _____ Does the employee Want
Health Insurance Continued ☐ Yes ☐ No
Final Rate of Pay _____ Does Employee Want Life
Permanent Address _____ Insurance Continued ☐ Yes ☐ No
City, State, Zip _____ Last Day Worked _____

LEAVE OF ABSENCE

☐ Maternity ☐ Educational
☐ Medical ☐ Military
☐ Other, Explain _____

SALARY ADJUSTMENT

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

Dates of Absence _____ to _____

Does the employee Want
Health Insurance Continued ☐ Yes ☐ No Previous Rate _____ New Rate 21.01
Does Employee Want Life
Insurance Continued ☐ Yes ☐ No Previous Job Title: (if changed) _____
Effective Date: 07/01/2022

Authorized by: Shanna Krogmeier Department: Descom Date: 07/01/2022
Authorized by: _____ Department: _____ Date: _____

Pay Period Ending: 07/08/2022 Payroll Date: 07/15/2022

NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Gwendolyn Baltisberger Employee #: 0886
Title: PT Clerk Department: Sheriff's Office

STATUS CHANGES

TERMINATION

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

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

Final Termination Date _____
Final Rate of Pay _____
Permanent Address _____
City, State, Zip _____

LEAVE OF ABSENCE

☐ Maternity ☐ Educational
☐ Medical ☐ Military
☐ Other, Explain

Dates of Absence _____ to _____

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

TRANSFER

☐ Permanent ☐ Voluntary
☐ Temporary ☐ Involuntary

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

LAY OFF

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

SALARY ADJUSTMENT

☐ New Hire (Check # of Hours) ☐ Probationary
☐ 74.77 Hours ☐ Demotion
☐ 80 Hours ☐ Reduction
☒ Anniversary ☐ Suspension
☐ Promotion ☐ Other, Explain

1 year step increase - CORRECTION

Previous Rate \$16.32 New Rate: \$17.32
Previous Job Title: (if changed) _____
Effective Date: 06-23-22

Authorized by: [Signature] Department: Sheriff's Office Date: 06/30/22
Authorized by: _____ Department: _____ Date: _____

Pay Period Ending: July 1, 2022 Payroll Date: July 15, 2022

IOWA LAND RECORDS

Electronic Services System (ESS) Board of Supervisors Report



Published on June 23, 2022

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ELECTRONIC SERVICES SYSTEM
8711 Windsor Parkway, Suite 2
Johnston, Iowa 50131

June 23, 2022

To: Iowa County Boards of Supervisors
From: Nancy Booten, Lee County Recorder &
Chair, ESS Coordinating Committee
Re: Annual Board of Supervisors Report

Late last year Iowa Boards of Supervisors were asked to approve an amendment to the Electronic Services System 28E agreement. This agreement provides the structure necessary for the operation of a statewide, multi-county system for filing and accessing documents which are recorded by Iowa county recorders. On behalf of the Electronic Services System and Iowa county recorders, thank you for taking that action. I also wish to express appreciation to Barry Anderson, Clay County, and ISAC Executive Director Bill Peterson for their input and assistance with the preparation of the amendment.

One of the provisions of the amendment is that an annual report will be presented to the Board of Supervisors in each member county. I am pleased to submit this first annual report to you. The following topics are addressed in this report.

- A 28E amendment process recap
- How to stay informed about ESS activities
- The results of an Iowa Land Records customer satisfaction survey
- An overview of Electronic Services System (ESS) financial reports
- An update on an ESS initiative to streamline Groundwater Hazard statement processing
- A summary of legislation about Smart Contracts and real estate transactions
- A brief review of plans for improving the Iowa Land Records website
- The report showing county E-Submission activity in 2021
- A review of key ESS operational policies

I hope you find this report informative. If you have any questions or comments, please contact me. If you need support with the Iowa Land Records website, contact the ILR team at support@clris.com or 1(888) 790-2246.

Best regards and have a great summer!

28E Amendment Process Complete

Legislation to authorize ESS to amend the 28E agreement HF 527 was approved during the 2021 legislative session. In October of 2021 Boards of Supervisors across the state were asked to approve an amendment to the 28E agreement for the Electronic Service System (ESS). The 28E agreement governs the county land record information system – better known as “Iowa Land Records.”

Final votes were tabulated in December of 2021 with the assistance of ESS legal counsel at the Brick Gentry law firm. At the time of the final tabulation, 98 signed amendments had been received making the vote unanimous among the counties which were official members of ESS. The amendment was filed with the Secretary of State on December 16, 2021. You can search and retrieve the filing on the SOS website in the 28E database. The filing number is M514302.

Each of the 98 agreements were then submitted electronically by the Iowa Land Records team to each individual county for recording. This completed the amendment process. The final step was to ensure that all 99 counties were officially members of the system. While a long-time and active participant, Hamilton County had never adopted that 28E agreement. That technicality was resolved on April 12, 2022, when the Hamilton County Board of Supervisors officially adopted the amended 28E agreement.

The members of the Iowa County Recorders Association, the ESS Coordinating Committee and the Iowa Land Records team wish to express thanks and appreciation to each County Board of Supervisors, the staff of the Iowa State Association of Counties, and the members of the Iowa General Assembly for their support and assistance with this process.

One of the provisions of the amended agreement is that an annual report is to be submitted to the Board of Supervisors of each member county concerning the operations of ESS. This report is the fulfillment of that requirement.

Transparency and Accountability

The submission of an annual report is just one way that ESS conducts its business in an open and transparent way. Supervisors and citizens can stay up to date on the activities of ESS and Iowa Land Records by visiting the iowalandrecords.org website, and more specifically the [Accountability in Reporting](#) page. There you can find the complete Policies and Procedures Manual, financial reports, budgets, and audits along with meeting agendas, packets, summaries, and recordings for the main ESS Committees. Interested in receiving an email notice prior to each meeting? Want a monthly e-mail with a recap of all ESS meetings? You can sign up to opt-in to these notices [here](#) (choose Stakeholder as your relationship type).

Customer Perceptions – Customer Satisfaction Survey

The Electronic Services System, Iowa Land Records, and Iowa county recorders have a strong orientation toward customer service. Training and support are ongoing activities. Numerous training videos are posted online, and there are monthly webinars for E-Submission customers. Periodic training webinars about searching for land records online are also provided. Recently, the Iowa Land Records team completed a 53 county training series to train users with the new E-Submission interface for customers.

During the fourth quarter of calendar year 2021 the Iowa Land Records team conducted an online survey of both E-Submission customers and users registered to search for records online. Participation in the survey was very strong, and we were gratified by the proportion of customers who are satisfied or very satisfied with the service they are receiving. The following is a summary of the survey results which reflect the perceptions of current customers and stakeholders.

Between November 16 and December 6 of 2021, the Iowa Land Records team collected feedback about the perceptions of the services provided by Iowa Land Records, including the E-Submission application, portal search application, and overall satisfaction with customer service from counties and Iowa Land Records support staff.

Six hundred forty-five responses were received. Of the 645 respondents, 58.45% (377) identified as current Iowa Land Records E-Submission customers and 95.35% (505) identified as current Iowa Land Records search portal users. The industry makeup of those respondents was as follows: Abstract/Title Company, 6.05% (39); Attorney, 29.92% (193); Bank, 22.48% (145); City Government, 1.86% (12); Credit Union, 2.79% (18); Federal Government, 2.48% (16); Media, 0.31% (2); Mortgage Company, 1.71% (11); Realtor, 7.13% (46); State Government, 2.79% (18); Surveyor, 5.12% (33); Other, 17.36% (112).

E-Submission Application

While 94.95% of customers responded that they are satisfied (33.61%) or very satisfied (61.34%) with Iowa Land Records E-Submission service, that leaves approximately 5.04% surveyed as feeling neutral (1.96%), dissatisfied (1.40%) or very dissatisfied (1.68%).

Among the top-ranking benefits of using the E-Submission service are speed of recording, 91.85% (327); speed of receiving the recorded/stamped document, 77.53% (276); and speed of error correction, 54.49% (194), with customer support from the Iowa Land Records staff, 38.20% (136) and customer support from the counties, 31.46% (112) following closely behind.

Those surveyed reported the primary concerns of electronic recording as rejection of documents due to image quality, 38.25% (127) and rejection of documents for other reasons, 32.83% (109), with cost of electronic recording including the service fee, 10.24% (9) and customer support from the counties, 7.83% (26) following behind. Additionally, 33.73% (112) of the respondents reported other, noting in their comments the primary concerns of using Iowa Land Records E-Submission.

While many noted they had no concerns, a few recurring comments were noted:

1. A lack of standards consistency across counties
2. An outdated interface with a need for a more user-friendly work process
3. Document rejections due to fee changes.

When asked to reflect on whether the \$3.00 per document E-Submission service fee, used to support and maintain the system, is reasonable when considering the services received with respect to electronic recording and searching for land records, 95.22% (339) respondents said yes, the \$3.00 service fee is reasonable, with only 4.78% (17) saying no it's not reasonable. (Note: to better understand this response rate, it should be noted that only e-submission customers were asked to respond to questions about the \$3.00 per document service fee.)

Portal Search Application

While 89.39% of the respondents indicated that they are satisfied (42.26%) or very satisfied (47.13%) with Iowa Land Records search portal application, that leaves approximately 10.6% surveyed as feeling neutral (5.91%), dissatisfied (2.43%) or very dissatisfied (2.26%).

Among top ranking benefits of using the portal search service are: access to documents in all 99 counties through a single website, 85.46% (488); ability to search by different criteria (name, date, location or reference number), 68.83% (393); speed of finding recently recorded documents, 67.78% (387); and ability to find older records, 62.35% (356), with customer support from the Iowa Land Records staff, 16.64% (95) and customer support from the counties, 14.71% (84) following closely behind.

Those responding reported the primary concerns of the search portal as: digitized documents don't go back far enough in some counties, 61.36% (335); not able to find all documents using the search tools, 44.14% (241); variability in data among the 99 counties, 31.68% (173); inability to search by parcel number, 26.56% (145), with inability to search by subdivision name, 11.54% (63) following behind. Only 2.75% (15) of respondents reported concerns with customer support from the county recorder and only 1.83% (10) reported concerns with customer support from the Iowa Land Records staff.

An additional 16.48% (90) of the respondents reported other, noting in their comments the primary concerns of using the Iowa Land Records search portal. While many noted they had no concerns, a few recurring comments were noted:

1. Limited number of searches or blacklisted
2. Interface is not user friendly and difficult to navigate
3. Search criteria and indexing inconsistent across counties
4. Access to older records statewide

While overall perceptions of customers and stakeholders are positive, the survey results also indicate that there is room for improvement. The need to modernize the system and the website has been known, and this knowledge provided the motivation to seek the legislation in 2021 to provide the budget flexibility for making improvements.

[Click here](#) to view survey results regarding satisfaction, top benefits and concerns for E-Submission and the Portal.

Electronic Services System (ESS) Financial Reports

The most significant financial activity occurring within the Electronic Services System and the county land record information system (a.k.a. Iowa Land Records) is the Electronic Submission service. This program enables the electronic filing of real estate and other documents for recording by Iowa county recorders. When a customer electronically submits a document for recording, they are charged for the requisite county recording fees as specified in Section 331.604, subsection 3 of the Iowa Code, and they are also charged for the service of online electronic recording as described in Section 331.605B, subsection 2. Since 2015 this fee has been set at \$3.00 per recorded document. This activity is significant, because Iowa Land Records collects both the county recording fees and the electronic recording service fee. Daily Iowa Land Records distributes tens of thousands of dollars to the 99 participating counties for deposit in the required county funds.

Revolving Income and Expenses

In calendar year 2021, the county recording fee transactions processed through the E-Submission service totaled \$32,249,445.54. Of this amount \$22,585,482.10, were real estate transfer taxes, of which an estimated \$18,689,486.00 was transferred to the State of Iowa. The balance of the transfer taxes processed through E-Submission was deposited in the county general funds.

Transfer Fees of \$5.00 per parcel, on behalf of County Auditors, were collected through the E-Submission service in the amount of \$428,375.00.

Base recording fees collected through the E-Submission service (\$7.00 for page 1, and \$5.00 for each subsequent page) totaled \$11,235,588.44 in calendar year 2021.

Changes in the economy are expected to affect recording revenue in calendar year 2022. For the period of January 1 through May 31, transfer tax revenue had declined by \$1,404,672.00, and base recording fee income had declined by \$666,549.44.

Note: income for the month of May, 2022 had not yet been reconciled at the time of this writing.

Income from these sources is considered to be “revolving” income by ESS, and the distribution of the funds from ESS to each county are considered to be “revolving” expenses. These funds simply pass through ESS accounts from the consumer to the counties and the State of Iowa.

Budgeted Income and Expenses

In calendar year 2020, demand for online services increased substantially as a result of the pandemic, and that demand was sustained in calendar year 2021. As a result, budgeted income was \$2,330,731.88 Actual budgeted expenses for the year were held below projected expenses. Actual budgeted expenses in 2021 were \$1,539,104.63. Generally, the governing board and management were uncertain about the duration of the pandemic and what would happen when things returned to “normal”. For this reason, proactive steps were taken to move net income into reserve funds with the understanding that the resources could be invested in one-time projects to improve the Iowa Land Records website and its

associated applications (E-Submission and the land records database and search engine). As a result of these conservative steps, net budgeted income for CY 2021 was \$737,627.25.

Gross budgeted income has leveled off in 2022 but has remained above 2020 levels. Through May, 2022, total budgeted income was \$1,144,670.38, and is projected to be \$2,194,000.00 by the end of the 2022 calendar year.

Total expenses for calendar year 2022 are projected to be about \$1,977,000.00. Management and the governing board have continued to take conservative steps to control expenses and to place additional funds in reserve.

The current base budget supports seven full time positions and one part time position. Reserve funds are being used to secure software development services provided by third-party technical vendors for one-time projects to make improvements to the Iowa Land Records website and core applications (E-Submission services and the land records database and search engine.)

Note: The ESS Coordinating Committee amended the budget May 2022 to adjust expected changes in revenue and expenses through the remainder of the calendar year.

Liquidity and Cash Flow

Most E-Submission customers make payment through ACH electronic funds transfers. When a document is recorded, the customer's bank account is charged through the NACHA system. Actual payment to ESS and Iowa Land Records can be delayed for several days through this system. However, counties expect to receive the funds they are due on the next business day. For this reason, it is necessary for ESS to maintain an adequate cash balance to ensure that counties timely receive their funds.

To illustrate this, transactions were compiled for a period of 99 weeks from January 5, 2020, through November 27, 2021. During this period, distributions to Iowa counties totaled more than \$61,000,000.00, and the average weekly distribution to counties was more than \$600,000.00. In some weeks the actual distribution was much more. There were fifteen weeks in which the distribution amount exceeded \$800,000.00.

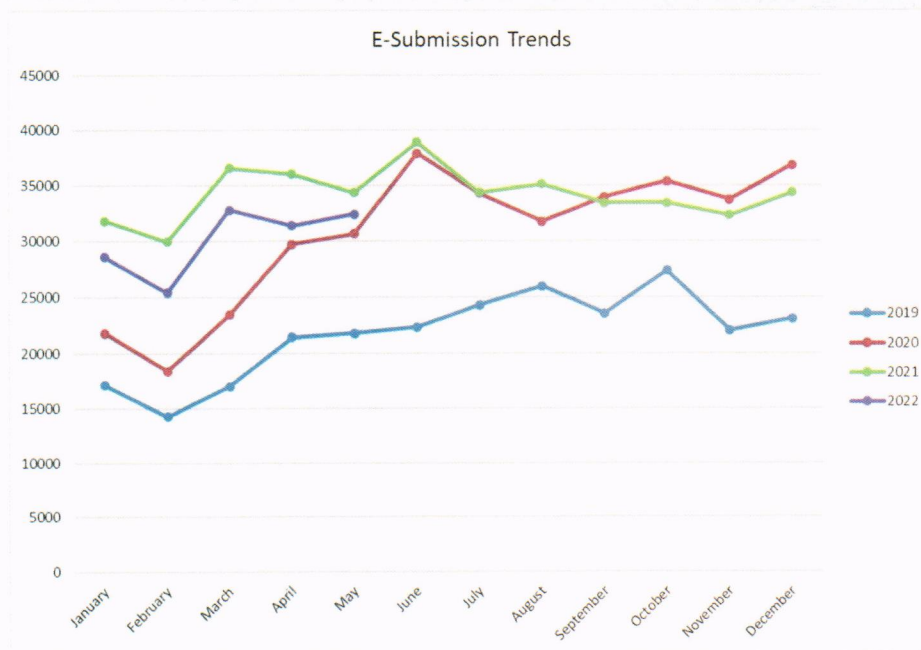
Range of Distribution Amounts	Number of Distributions	Percent of Distributions
>\$200K <=\$300K	1	1.01%
>\$300K <=\$400K	7	7.07%
>\$400K <=\$500K	13	13.13%
>\$500K <=\$600K	26	26.26%
>\$600K <=\$700K	19	19.19%
>\$700K <=\$800K	18	18.18%
>\$800K <=\$900K	11	11.11%
>\$900K <=\$1000K	3	3.03%
>\$1000K <=\$1100K	1	1.01%

Planned Reserve Expenses

In 2021 ESS and Iowa Land Records sought the support of the General Assembly to secure greater budget flexibility so that the resources being placed into the reserve accounts could be used productively. Most of the resources were placed in a Software Development and Equipment Maintenance Reserve. As of May 31, 2022, this reserve account had \$807,941.48 to reinvest in the Iowa Land Records system, and \$40,000.00 had been placed in the redaction reserve account. Both purposes were central themes in the advocacy for the legislation.

With the passage of House File 837, ESS took steps to prepare plans for the use of the software reserve funds. A competitive procurement process was conducted to identify capable local software development firms who could assist our internal development team and accelerate the velocity of changes in Iowa Land Records systems. This action would build capacity to make improvements without committing the organization to long-term ongoing expenses. Two Iowa-based firms were identified, and in the summer of 2021, they were engaged to help update core applications, improve security, and create a modern interface for submitting electronic documents for recording. The ESS Coordinating Committee authorized the allocation of up to \$450,000.00 in reserve funds for these activities. Actual expenditures for these activities totaled \$415,958.75. We are pleased to report that on December 12, 2021, a new E-Submission interface was moved into production and was implemented for the benefit of all customers. Updates to other core applications including the online payment system and the administrative application for E-Submission are now being prepared for implementation. These changes are needed to ensure that the Iowa Land Records application is operating on up-to-date and more secure technology platforms.

Looking ahead to the second half of calendar year 2022, a central focus will be a major update to the Iowa Land Records database and land records search application. At their meeting in May, 2022, the ESS Coordinating Committee authorized the use of up to \$350,000.00 from the Software Development and Equipment Maintenance Reserve for this purpose. Planning for this project is underway.

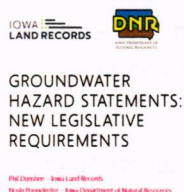


Groundwater Hazard Process: New Recording Requirements

A collaborative effort among stakeholder groups during the 2022 legislative session has resulted in the passage of legislation reforming how sellers will process Groundwater Hazard statements. The Electronic Services System and the Iowa Land Records team facilitated this effort to streamline reporting processes for the real estate industry. House File 2343 passed both the House and Senate and was recently signed by Governor Reynolds.

Essentially, House File 2343 is a “paperwork reduction act.” Under current law sellers of real estate are required to file a Groundwater Hazard statement with a Deed or other conveyance document – even if there are no reportable conditions which may be hazardous. The new law continues to require the filing of a Groundwater Hazard statement if a reportable condition is present on a property. But if there are no reportable conditions a Groundwater Hazard statement is not needed. Instead, sellers will be required to make a statement in the conveyance document itself that no reportable conditions exist.

The Iowa Department of Natural Resources will be developing updated administrative rules and changes to the Groundwater Hazard form. In the meantime, ESS is helping prepare for the implementation of the legislation on July 1. On June 9th ESS collaborated with the Department of Natural Resources to deliver a webinar providing guidance to real estate professionals.



ESS and Iowa Land Records has published other supporting materials for the benefit of real estate professionals. Visit <https://iowalandrecords.org/resources/> to review the recording and other materials.

Blockchain Technology and The Real Estate Industry

Technology is changing quickly in the real estate industry. Federal government agencies are adopting policies which require greater transparency and conformity to reporting requirements. The mortgage industry is working to improve efficiency and to improve costs. More and more organizations are originating, processing, executing, and notarizing electronic documents. Blockchain technology is being actively developed as a means for conducting business and maintaining a permanent record of business agreements. Real-life examples of real estate transactions using distributed ledger technology are occurring.

The Electronic Services System and Iowa Land Records is working to be prepared for, and where appropriate, to support these changes. ESS is a subscriber to MISMO (the Mortgage Industry Standards Maintenance Organization - an affiliate of the Mortgage Bankers Association), and an active member of the Property Records Industry Association.

In 2021 the Iowa General Assembly adopted legislation to authorize the use of distributed ledger technology and smart contracts. Some might not have fully understood the implications of this legislation, but it was apparent that real estate transactions could now be undertaken using blockchain and so called "Smart Contracts".

In 2022 ESS and Iowa Land Records collaborated with the Iowa State Bar Association and other stakeholder organizations to advance legislation to clarify a few things with respect to distributed ledger technology. The Bar sought to move the new law to a new chapter of the Code of Iowa (554E) to avoid any conflict and confusion that might occur with respect to the Uniform Electronic Transactions Act (554D). ESS and Iowa Land Records sought to ensure that any real estate transaction using distributed ledger technology would continue to give notice in the public land registry by recording the requisite documents with the county recorder.

House File 2443 was approved by the Iowa General Assembly and was recently signed into law by Governor Kim Reynolds.

In the future, a blockchain system may wish to establish a means to transmit this information for recording in an electronic format. When that day comes, The Electronic Services System and Iowa Land Records will work to facilitate that process. ESS will strive to use technology to improve the recording and archiving processes and to support technology advancements in the real estate industry wherever appropriate.

[Click here](#) for more information.

Online Records Access

In the second half of calendar year 2022, Iowa Land Records will be planning a major update to the land records search engine and application. Currently, more than 22 million public records are accessible online through the Iowa Land Records system. As a part of this process, stakeholders and policymakers will be asked to provide input and to consider associated policy changes that will help define the next generation of land record services in Iowa. The following topics are expected to be addressed in this planning process.

- The website and user interface for searching and retrieving land records
- Methods for improving the transfer of data to Iowa Land Records
- Options for restructuring the search engine algorithm(s)
- Options for normalizing data from the 99 Iowa counties (in the ILR database)
- Enhancements to security
- User access and management and the website Terms of Use
- Options for integrating with other land record information systems

ESS and Iowa Land Records welcome the participation of Boards of Supervisors and other county officials in this planning process. If you have an idea or comment, you can start by responding to this simple survey [here](#).

E-Submission Ratio Table & Cost Share Explanation

In 2015 the ESS Coordinating Committee established the County Project Assessment Cost Sharing Program which is codified in Chapter 9 of the ESS Policies and Procedures. Prior to the creation of the program, counties were fully responsible for the cost of annual maintenance agreements with their local land records management system vendors. As E-Submission grew, it was proposed that a portion of the net income from E-Submission be used to help pay for these maintenance costs. The program was also intended to provide an incentive for counties to promote electronic filing. Since the inception of the program, the amount of cost sharing with each county has been tied to the ratio of E-Submission documents to the total number of documents recorded by a county in the previous calendar year. Counties with E-Submission ratios higher than the state average received more, and counties with E-Submission ratios lower than the state average received less. In calendar year 2019 an exception was made to the cost sharing formula such that no county would receive less than in the prior year. This policy was continued in 2020, 2021 and 2022.

The calculations for 2022 were based on the formula used in prior years – adjusted to ensure that no county received a credit less than was granted in the prior year. The results are displayed in the attached tables. The amount budgeted for the program in calendar year 2022 was \$165,000.00, an increase of \$15,000 when compared with the amount budgeted in 2021. Eighty-two counties received an increased credit for 2022 due to the increase in the budget or higher E-Submission activity.

Note: If all counties had a ratio of E-Submissions equal to the state average, each county would have received a credit of \$1,666.66.

[Click here](#) to review the 2021 E-Submission Ratio Table

[Click here](#) to review the 2022 Maintenance Fee Distribution by County

ESS Key Metrics and Policies

The Electronic Services System and Iowa Land Records is a collaborative activity among Iowa's 99 counties. The Iowa Land Records (ILR) website is the hub connecting all of the counties and county recorder offices. ILR is connected to the local land records management systems and their respective service providers (Tyler Eagle, Solutions/Harris, Cott, Fidlar, DEVNET, Avenu Insights, and a few imaging systems such as Imagetek). ESS and ILR have a support agreement with each of these service providers to facilitate the exchange of data between systems.

The essence of the relationship between counties, county recorders, the technical service providers for each county, and ESS and ILR is the following.

- Counties, county recorders and their service providers transfer data to ESS and ILR so that it can be presented through a single, one-stop website. Through collaborative action, counties provide a statewide service that would otherwise not be possible.
- ESS and Iowa Land Records provide a single, one-stop system for reviewing electronic documents submitted for recording, and when approved the system presented the electronic

document for archiving in the local land records management system. But for ESS and ILR, counties would otherwise be expected to integrate with multiple outside e-recording vendors.

- ESS is a “utility” that serves both counties and the private real estate industry, and it provides a common platform for providing customer service and for promoting best practices

ESS and Iowa Land Records is a model of representative self-governance, and the policies which govern the system are determined by the ESS Coordinating Committee. The Coordinating Committee is representative of all counties, large and small. As noted previously, the ESS Policies and Procedures are published [here](#). When policies are adopted or amended, this document is updated.

There are many policies relating to the operation of the ESS and Iowa Land Records system. Here are a few essential policies adopted by recorders and the ESS Coordinating Committee that may be of interest.

1. All county electronic documents, if included within the scope document types to be posted on the Iowa Land Records website, must be transferred to Iowa Land Records
2. Recently recorded documents should be transferred not later than 3 business days after the time of recording
3. Older records, such as recently scanned copies of documents recorded in prior years, should be transferred “as soon as practicable”.
4. Electronic documents should, generally, be transferred in an “original unaltered form”.
5. Electronic documents submitted through the Iowa Land Records E-Submission service should be processed within “one business day”.
6. Electronic documents submitted through the Iowa Land Records E-Submission service should be processed “throughout the business day”.
7. Redaction of personally identifiable information (PII) should not be performed locally; redaction of PII is provided as a service to each county by ESS and Iowa Land Records at no cost.

The review and development of ESS Policies and Procedures is an ongoing process. ESS policies issues are considered by the ESS Standards Subcommittee, and subject to final approval by the full ESS Coordinating Committee.

June 28, 2022

The Des Moines County Board of Supervisors met in regular session at the Courthouse in Burlington at 9:00 AM on Tuesday, June 28th, 2022, with Chairman Jim Cary, Vice-Chair Shane McCampbell, and Member Tom Broeker present. This meeting was also held electronically via Webex and YouTube live streaming. Public input was available through board email or call in.

Meet with Department Heads: Deputy Auditor Sara Doty stated she attended the ISACA conference with Auditor Terri Johnson last week. She is working on getting the end of the Fiscal Year wrapped up. IT Director Colin Gerst reported his office is busy. Sheriff Kevin Glendening reported things are going well at the Sheriff's Office. Maintenance Director Rodney Bliesener stated his department is busy. Land Use Assistant Director Zach James reported he has subdivisions that are out for review. He also has a couple agenda items today. County Attorney Lisa Schaefer stated her office remains busy. CDS Director Ken Hyndman reported his office is working with Community Action to get General Assistance switched over. Emergency Management Coordinator Gina Hardin wants to thank all the volunteers and Emergency Responders for their efforts in the Yarmouth Grain Elevator Accident. County Recorder Natalie Steffener requested a work session with the Board of Supervisors to discuss the ATV/UTV bill that is being presented. Public Health Director Christa Poggemiller reported her office has been busy with Outreach Programs. County Auditor Terri Johnson reported her office is busy. She reminded Department Heads that next Monday is a holiday so we will need any items for the agenda by this Thursday. Secondary Roads Administrative Assistant Becky Purchase reported on the status of Upper Flint Bottom Rd and the final round of concrete has been poured. The DOT is hoping to have the road opened within the next week. County Treasurer Janelle Nalley-Londquist reported the tax notifications letters are going out today. Conservation Director Chris Lee reported the parks are staying busy. He wants to remind everyone that if you are interested in camping for the 4th of July Holiday, now is the time to get your reservation in. He also wants to remind campers that fireworks are not legal in the parks.

No correspondence was received.

Accounts Payable Claims in the amount of \$1,904,516.22 were presented. Broeker made a motion to approve and seconded by McCampbell.

Payroll Reimbursement Claims in the amount of \$1,306.57 were presented. McCampbell made a motion to approve and seconded by Broeker.

Approval of Department Appointment Letters were presented. Broeker made a motion to approve and seconded by McCampbell.

Approval of 3-Year Contract with SEIRPC for Land Use Services was presented. Broeker made a motion to approve and seconded by McCampbell.

Approval of Contract with SEIRPC for preparing the Wind and Solar Ordinance was presented. McCampbell made a motion to approve and seconded by Broeker.

Resolution #2022-047 Authorizing the Issuance of a Tax-Exempt General Obligation Loan Agreement Anticipation Project Note, Series 2022A was presented. Broeker made a motion to approve and seconded by McCampbell.

INSERT RESOLUTION #2022-047

Resolution #2022-048 Authorizing the Issuance of a Taxable General Obligation Loan Agreement Anticipation Project Note, Series 2022B was presented. Broeker made a motion to approve and seconded by McCampbell.

INSERT RESOLUTION #2022-048

Howard E. Nyhart Company Service agreement for FY22 Actuarial Services was presented. Broeker made a motion to approve and seconded by McCampbell.

Approval of FY23 Worker's Compensation Renewal was presented. McCampbell made a motion to approve and seconded by Broeker.

Approval of FY23 ICAP Insurance Renewal was presented. McCampbell made a motion to approve and seconded by Broeker.

Approval of Resolution #2022-049 for Bowling Subdivision was presented. This is part of the Northwest 1/4 of Section 21, Township 70 North, Range 2 West of the 5th Principal Meridian. Owner Ronald Laue of 14691 90th Ave. Burlington and Subdivider Thomas Bowling of 15496 190th Ave. Danville. Land Use Assistant Director Zach James recommended approval of the Subdivision. McCampbell made a motion to approve and seconded by Broeker.

INSERT RESOLUTION #2022-049

Personnel Actions: Local Health – Derrick Pfeifer, New Hire effective 6/20/22, Salary of \$50,664.75 was presented. Broeker made a motion to approve and seconded by McCampbell. Auditor – Chandra Bliesener, Promotion to Election Coordinator/Real Estate effective 7/1/22, Salary of \$49,443.52 was presented. McCampbell made a motion to approve and seconded by Broeker. Correctional Center – Patrick Ogorzalek, FT Correctional Officer, 8.25 hours unpaid effective 7/1/22; Isabelle Donlan, Asst Cook, 3-month step increase effective 7/13/22, New hourly rate of \$10.26; Courtney Casady, Full Time Correctional Officer, New Hire, effective 6/29/22, Salary of \$39,867.37; Zoe Eland, Part Time Correctional Officer, 12-month step increase, effective 7/7/22, New hourly rate of \$17.18 was presented. McCampbell made a motion to approve all 4 Correctional Center Personnel Actions and seconded by Broeker.

McCampbell motioned to approve the June 21st, 2022, regular meeting minutes and seconded by Broeker.

Natel Broadband was present with a presentation for the Board of Supervisors.

Cary stated the Board would be going into closed session to discuss pending litigation in accordance with Iowa Code Section 21.5(c). Broeker made a motion to go into closed session and seconded by McCampbell. Following completion of the meeting, Broeker made a motion to go out of closed session and seconded by McCampbell. Cary stated that they discussed pending litigation.

Broeker attended an Emergency Management Awards Banquet. McCampbell attended a meeting for the County Landfill. Cary attended a SEIRP, Crime Commission meeting as well as a Juvenile Detention meeting.

Meeting was adjourned at 10:44 a.m.

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

Jim Cary, Chairman

Attest: Sara Doty, Deputy Auditor

June 14, 2022 *AMENDED*

The Des Moines County Board of Supervisors met in regular session at the Courthouse in Burlington at 9:00 AM on Tuesday, June 14th, 2022, with Chairman Jim Cary, Vice-Chair Shane McCampbell, and Member Tom Broeker present. This meeting was also held electronically via Webex and YouTube live streaming. Public input was available through board email or call in.

The work session with the Pioneer Cemetery Commission was removed from the agenda. Unless otherwise noted, all motions passed unanimously. The Pledge of Allegiance was conducted.

Meet with Department Heads: Deputy Auditor Sara Doty reported she continues to be busy in the office. Sheriff Kevin Glendening reported the Sheriff's office is busy. County Attorney Lisa Schaefer reported her office is busy with jury trials. County Auditor Terri Johnson stated her office is finishing up the final touches from the primary election. The canvass for the primary election is on the agenda for today. The post-election audit will be held 6/16 in the Board of Supervisors Room. Maintenance Supervisor Rodney Bliesener stated the jail inspector will be here tomorrow. His department continues to stay busy. Land Use Administrative Assistant Jarred Lassiter reported his office is busy. CDS Director Ken Hyndman continues to attend SEIL meetings to prepare contracts. County Recorder Natalie Steffener reported she will be attending Recorder school this week. Her office continues to stay busy. County Treasurer Janelle Nalley-Londquist stated her office is still preparing for the tax sale next week. She stated the final day to make a tax payment online is Thursday 6/16 or you can pay in the Treasurer's Office by Friday 6/17. Administrative Assistant Becky Purchase reported the Dodgeville Road & Highway 61 intersection has been closed by the DOT. They are hoping for it to be open in about three weeks. Concrete is being poured on Upper Flint Road this week. Safety Director Angela Vaughan is busy in the office.

No correspondence was received.

Resolution #2022-042 Setting time and date of FY22 Budget Amendment Hearing was presented. Broeker made a motion to approve and seconded by McCampbell.

INSERT RESOLUTION #2022-042

Assignment of Tax Sale – Compromise Agreement with Situs Cultivation, LLC for the property at 518 S. Adams St. – Burlington was presented. Broeker made a motion to approve and seconded by McCampbell.

Payroll Claims Reimbursement in the amount of \$1,237.56 was presented. McCampbell made a motion to approve and seconded by Broeker.

Fireworks Permit for Spirit Hollow Golf Course on July 4th was presented. Broeker made a motion to approve and seconded by McCampbell.

Personnel Actions: Descom – Roger Cook, Telecommunicator 1, 5-year anniversary, new rate of \$25.20 hr. effective 6/8/22. McCampbell made a motion to approve and seconded by Broeker. Sheriff's Office – Monika Ryan, Clerk II, Anniversary, new rate of \$35,685.88 yr. effective 7/1/22; Erica Thomson, Promoted to Clerk I, new rate of \$39,799.96 yr. effective 7/1/22; Gwen Baltisburger, PT Clerk, 1 year step increase, New Rate of \$17.00 hr. effective 6/23/22; Blake Cheesman, Deputy, 6-month step increase, New Rate of \$50,247.60 effective 6/28/22; Keaton Hoschek, Deputy, 18-month step increase, New Rate of \$56,528.51 effective 6/28/22. McCampbell made a motion to approve all five actions and seconded by Broeker. Local Health – Inger McClellan, CNA, New Hire, Salary \$30,000.87 yr. effective 6/9/22. Broeker made a motion to approve and seconded by McCampbell.

Reports received and filed in the Auditor's Office: Recorders Report of Fees Collected, May 2022.

McCampbell motioned to approve the June 7th, 2022, regular meeting minutes and seconded by Broeker.

****Canvass of 2022 Primary Election was conducted. The Auditor presented the canvass. Broeker motioned to approve the 2022 Primary election canvass and seconded by McCampbell. The County Offices and political party with nominations are as follows:**

Board of Supervisors: **Republican – Tom Broeker**
 Democratic – No Candidate
County Treasurer: **Republican – No Candidate**
 Democratic – Janelle Nalley-Londquist
County Recorder: **Republican – No Candidate**
 Democratic – Natalie Steffener
County Attorney: **Republican – No Candidate**
 Democratic – Lisa Schaefer

Broeker attended a SEIL meeting. McCampbell attended a Workforce Development and DCAT Board meeting.

Meeting was adjourned at 9:33 a.m.

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

Jim Cary, Chairman
Attest: Sara Doty, Deputy Auditor