

OFFICIAL NOTICE

The Des Moines County Board of Supervisors will hold a regular session on **Tuesday, June 27th, 2023** 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. Payroll Reimbursement Claims
 - C. Authorizing the Issuance of a Tax-Exempt General Obligation Loan Agreement
Anticipation Project Note, Series 2023A
 - D. Authorizing the Issuance of a Taxable General Obligation Loan Agreement
Anticipation Project Note, Series 2023B
 - E. Amendment to 2022 Des Moines County Employee Handbook
 - F. Cigarette Permit – River Mart
 - G. Personnel Actions:
 1. Local Health (1)
 2. Treasurer (1)
 - H. Minutes for Regular Meeting on June 20th, 2023
6. Other Business
7. Future Agenda Items
8. Committee Reports
9. Public Input
10. Adjournment

Work Session Following the Meeting:

BOS / County Engineer

RE: Project Tour

NOTICE:

July 4th Board Meeting will be held on July 5th at 9 a.m. in the Public Meeting Room on the Second Floor of the Courthouse due to the Holiday.

Accounts Payable Claims

06/27/2023 MEETING

\$342,763.65

Checks

\$473,818.37

Wire Transfer Pmnt

\$816,582.02

GRAND TOTAL

Instructions on the reverse side

For period (MM/DD/YYYY) 07 / 01 / 2023 through June 30, 2024

I/we apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products:

Business Information:

Trade name/Doing business as: RIVER MART
Physical location address: 14562 WASHINGTON Rd. City: W. BURLINGTON ZIP: 52655
Mailing address: AS ABOVE City: _____ State: _____ ZIP: _____
Business phone number: 319-208-1849

Legal Ownership Information:

Type of Ownership: Sole Proprietor ☐ Partnership ☐ Corporation ☐ LLC ☒ LLP ☐
Name of sole proprietor, partnership, corporation, LLC, or LLP HARVINDER DHANNU
Mailing address: 14562 WASHINGTON Rd. City: W. Burlington State: IA ZIP: 52655
Phone number: 319-208-1849 Fax number: SAME Email: _____

Retail Information:

Types of Sales: Over-the-counter ☒ Vending machine ☐
Do you make delivery sales of alternative nicotine or vapor products? (See Instructions) Yes ☐ No ☐

Types of Products Sold: (Check all that apply)

Cigarettes ☒ Tobacco ☒ Alternative Nicotine Products ☐ Vapor Products ☐

Type of Establishment: (Select the option that best describes the establishment)

Alternative nicotine/vapor store ☐ Bar ☐ Convenience store/gas station ☒ Drug store ☐
Grocery store ☐ Hotel/motel ☐ Liquor store ☐ Restaurant ☐ Tobacco store ☐
Has vending machine that assembles cigarettes ☐ Other ☐ N/A

If application is approved and permit granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

Signature of Owner(s), Partner(s), or Corporate Official(s)

Name (please print): HARVINDER DHANNU Name (please print): _____
Signature: Harvinder Dhanu Signature: _____
Date: 6/17/23 Date: _____

Send this completed application and the applicable fee to your local jurisdiction. If you have any questions contact your city clerk (within city limits) or your county auditor (outside city limits).

FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE

- Fill in the amount paid for the permit: _____
- Fill in the date the permit was approved by the council or board: _____
- Fill in the permit number issued by the city/county: _____
- Fill in the name of the city or county issuing the permit: _____
- New ☐ Renewal ☐

Send completed/approved application to Iowa Alcoholic Beverages Division within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

- Email: iapledge@iowaabd.com
- Fax: 515-281-7375

NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Kerry Crouch Employee #: _____
Title: Public Health Nurse Department: Local Health

STATUS CHANGES

TERMINATION

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

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

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

LEAVE OF ABSENCE

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

Dates of Absence _____ to _____

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

TRANSFER

☐ Permanent ☐ Voluntary
☐ Temporary ☐ Involuntary
Previous Title _____
Previous Dept _____
New Job Title _____
New Dept _____
Previous Rate _____
Effective Transfer Date _____

LAY OFF

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

SALARY ADJUSTMENT

☐ Reclassification ☐ Demotion
☐ Anniversary ☐ Reduction
☐ Promotion ☐ Suspension
☐ Probationary ☒ Other, Explain _____
New hire RN-full-time \$52,564.68 annually effective
6/19/2023.

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

Authorized by: Christa Poggemiller Department: Local Health Date: 6/19/23
Authorized by: _____ Department: _____ Date: _____

Pay Period Ending: _____ Payroll Date: _____

NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Anika McVay

Employee # : _____

Title: Temporary Part-time Clerk II-MV

Department: Treasurer

STATUS CHANGES

TERMINATION

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

Temporary Part-time work complete.

Last Day Worked 1/13/2023
Add Vacation Days _____ to _____
Add Sick Days _____ to _____
Add Other Days _____ to _____
Last Day Paid _____
Unpaid Days _____ to _____

Final Termination Date _____

Final Rate of Pay _____

Permanent Address _____

City, State, Zip _____

LEAVE OF ABSENCE

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

Dates of Absence _____ to _____

Does the employee Want

Health Insurance Continued ☐ Yes ☐ No

Does Employee Want Life

Insurance Continued ☐ Yes ☐ No

Authorized by: _____

Authorized by: _____

Department: DMC Treasurer

Department: _____

Date: 06/22/2023

Date: _____

Pay Period Ending: 06/24/2023

Payroll Date: 06/30/2023

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 _____

Previous Rate _____ New Rate _____

Previous Job Title: (if changed) _____

Effective Date: _____

June 20, 2023

The Des Moines County Board of Supervisors met in regular session at the Court House in Burlington at 9 AM on Tuesday, June 20, 2023, with Chair Shane McCampbell and Member Jim Cary present. Vice-Chair Tom Broeker was 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: Local Health Director Christa Poggemiller reported her office is busy. Her staff will be at Pride in the Park this week at Crapo Park. Safety Director Angela Vaughan stated her office is busy. Maintenance Director Rodney Bliesener was present for an agenda item. County Recorder Natalie Steffener stated she hosted Recorder School this past week at Fun City. About 80 Recorders were present for the meetings. County Budget Director Cheryl McVey was present for an agenda item. County Treasurer Janelle Nalley-Londquist reported her office held a tax sale yesterday and sold roughly \$370,000 in tax sales. IT Director Colin Gerst reported his staff attended an ICUBE Conference last week. County Auditor Sara Doty stated the Board of Supervisors meeting for the week of July 4th will be held on Wednesday, July 5th due to the Holiday. Starting this afternoon, she and Cheryl will be out of the office for ISACA Conference the rest of the week. County Engineer Brian Carter stated Highway 99 Bridge Project will begin today. Please remember the road will remain closed for roughly 3 months. Conservation Director Chris Lee stated that he has had a lot of phone calls regarding baby animals being spotted without a mother nearby. He assures you, even if you don't see her, the mother isn't far and to please not touch it.

Mrs. Damon wrote an email to the Board of Supervisors regarding the Highway 99 closure.

Approval of Accounts Payable Claims in the amount of \$980,009.30 was presented. Cary made a motion to approve and was seconded by Broeker.

Approval of the FY24 Worker's Compensation Renewal was presented. Broeker made a motion to approve and was seconded by Cary.

Approval of the FY24 ICAP Insurance Renewal was presented. Broeker made a motion to approve and was seconded by Cary.

Approval of the Lease Agreement with River Cross was presented. Cary made a motion to approve and was seconded by Broeker.

Approval of the Lease Agreement with Mental Health Agency of Southeast Iowa was presented. Cary made a motion to approve and was seconded by Broeker.

Approval of the Fiscal Agent Agreement with Mental Health Agency of Southeast Iowa was presented. Broeker made a motion to approve and was seconded by Cary.

Approval of the Memorandum of Understanding Regarding Reimbursement from the Mental Health Agency of Southeast Iowa for County Employees / Occupancy / Equipment was presented. Broeker made a motion to approve and was seconded by Cary.

Approval of the Howard E. Nyhart Company Services Agreement for FYE2023/2024 Actuarial Services was presented. Cary made a motion to approve and was seconded by Broeker.

Approval of Resolution #2023-032 to Approve FY24 Appropriations was presented. Broeker made a motion to approve and was seconded by Cary.

INSERT RESOLUTION #2023-032

Personnel Actions – Correctional Center, Breanna Teel, Full Time Correctional Officer, New Hire, Starting Rate of \$41,362.40 effective 6/26/23. Cary made a motion to approve and was seconded by Broeker.

Cary motioned to approve the June 13, 2023, regular meeting minutes and seconded by Broeker.

Cary attended a RUSS, Southeast Iowa Crime Commission, and Juvenile Detention Meeting. McCampbell

attended an 8th Judicial District Meeting. Broeker attended the last Southeast Iowa Link Meeting as “SEIL” and the organizational meeting for “Mental Health Agency for Southeast Iowa.”

The meeting was adjourned at 9:49 AM.

Following the meeting a work session was held with Des Moines County EMS regarding the EMS Program. The Board of Supervisors also went on a Project Tour with the County Engineer.

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

Shane McCampbell, Chair

Attest: Sara Doty, Auditor