

OFFICIAL NOTICE

The Des Moines County Board of Supervisors will hold a regular session on **Tuesday, October 15th, 2024** at 9:00 A.M. in the public meeting room at the Des Moines County Courthouse.

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

PUBLIC NOTICE – the meeting can be viewed by live stream at <https://desmoinescounty.iowa.gov/live/> Anyone with questions during the meeting may email the Board of Supervisors at board@dmcounty.com OR call 319-753-8203, Ext 4

TENTATIVE AGENDA:

1. Pledge of Allegiance
2. Changes to Tentative Agenda
3. Meet with Department Heads / Elected Officials
4. Correspondence
5. Discussion / Vote:
 - A. Accounts Payable Claims
 - B. Payroll Reimbursement Claims
 - C. Approval of Memorandum of Understanding with the City of Burlington for HMA Project on DMC HWY 99
 - D. Class C Liquor License – Barn on the Ridge – Your Private Bartender
 - E. Class C Liquor License – Myers Wedding Barn – R & D Operations, Limited
 - F. Personnel Actions:
 1. Correctional Center (3)
 2. Descom (1)
 - G. Reports –
 1. Clerk's Report of Fees Collected, September 2024
 2. Sheriff's Report of Fees Collected, September 2024
 - H. Minutes for Regular Meeting on October 8th, 2024
6. Other Business
7. Future Agenda Items
8. Committee Reports
9. Public Input
10. Adjournment

**MEMORANDUM OF UNDERSTANDING
BETWEEN DES MOINES COUNTY, DES MOINES COUNTY
SECONDARY ROADS, AND CITY OF BURLINGTON**

PARTIES: Des Moines County, Iowa
Des Moines County Secondary Roads
City of Burlington, Iowa

PURPOSE: To enumerate the general expectations and understandings between the parties for a project on DMC Hwy. 99 (X-99) being undertaken by Des Moines County Secondary Roads and City of Burlington.

PROJECT: Construct an HMA mill and fill project on X-99.

Approximate Construction Timeframe: Spring/Summer 2025

Projected cost to Des Moines County: 98.53% of project (58,187.88 linear feet, Sta. 121+51.64 - 733+95.77)

Projected cost to Burlington: 1.47% of project (869.94 linear feet, Sta. 99+30.42 - 108+00.36)

Project Location and Overview:

This project is located on DMC Hwy. 99 (X-99). This project is an HMA mill/fill with granular shouldering wherever necessary.

Rights, Expectations, and Responsibilities of Des Moines County and Des Moines County Secondary Roads:

- A. Pay for 100% of project prior to reimbursement.
- B. Complete preliminary site survey, complete design and prepare project plans.
- C. Bid project through Iowa Department of Transportation.
- D. Coordinate signing of contract documents with IDOT, Board of Supervisors and contractor.
- E. Provide project inspection during construction.
- F. Prepare payment vouchers and coordinate contractor payment.
- G. Submit invoice for 1.47% of project costs to City for reimbursement.

Rights, Expectations, and Responsibilities of City of Burlington:

- A. Reimburse County for 1.47% of project costs upon receipt of invoice.
- B. Will not be invoiced for project design or administration expense.

Tom Broeker, Chair
Des Moines County Board of Supervisors

Date: _____

Brian J. Carter, P.E. & P.L.S.
Des Moines County Engineer

Date: _____

Jon Billups, Mayor
City of Burlington

Date: _____



State of Iowa

Alcoholic Beverages Division

App-209083

Applicant

NAME OF LEGAL ENTITY

NAME OF BUSINESS(DBA)

BUSINESS

YOUR PRIVATE BARTENDER,
LLC

Your Private Bar

(515) 208-1050

ADDRESS OF PREMISES

PREMISES SUITE/APT NUMBER

CITY

COUNTY

ZIP

14133 Irish Ridge Road

Burlington

Des Moines

52601

MAILING ADDRESS

CITY

STATE

ZIP

1701 25th Street

West Des Moines

Iowa

50266

Contact Person

NAME

PHONE

EMAIL

Amber Cooper

(515) 208-1050

admin@yourprivatebar.com

License Information

LICENSE NUMBER

LICENSE/PERMIT TYPE

TERM

STATUS

Class C Retail Alcohol License

5 Day

Submitted
to Local
Authority

TENTATIVE EFFECTIVE DATE

TENTATIVE EXPIRATION DATE

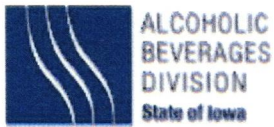
LAST DAY OF BUSINESS

Oct 18, 2024

Oct 22, 2024

SUB-PERMITS

Class C Retail Alcohol License



State of Iowa

Alcoholic Beverages Division

820902-99A

Status of Business

BUSINESS TYPE

Limited Liability Company

Ownership

• Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
Amber Cooper	Johnston	Iowa	50131	Managing Member	51.00	Yes
Matthew Cooper	Johnston	Iowa	50131	Member	49.00	Yes

Insurance Company Information

INSURANCE COMPANY

Illinois Casualty Co

POLICY EFFECTIVE DATE

June 14, 2024

POLICY EXPIRATION DATE

Feb 14, 2025

DRAM CANCEL DATE

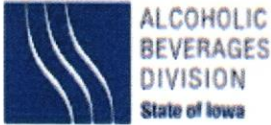
OUTDOOR SERVICE EFFECTIVE
DATE

OUTDOOR SERVICE EXPIRATION
DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE
DATE

TEMP TRANSFER EXPIRATION
DATE



State of Iowa

Alcoholic Beverages Division

App. 208837

Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS		
R & D OPERATIONS, LIMITED	Missipi Brewing Company	(563) 299-1928		
ADDRESS OF PREMISES	PREMISES SUITE/APT NUMBER	CITY	COUNTY	ZIP
18876 111th Avenue		Sperry	Des Moines	52761
MAILING ADDRESS	CITY	STATE	ZIP	
1124 Oakland Drive	Muscatine	Iowa	52761	

Contact Person

NAME	PHONE	EMAIL
David Armstrong	(563) 299-1928	thearmstrongteam@gmail.com

License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
	Class C Retail Alcohol License	5 Day	Submitted to Local Authority

TENTATIVE EFFECTIVE DATE	TENTATIVE EXPIRATION DATE	LAST DAY OF BUSINESS
Nov 7, 2024	Nov 11, 2024	

SUB-PERMITS

Class C Retail Alcohol License

PRIVILEGES



State of Iowa

Alcoholic Beverages Division

78.7105-90A

Status of Business

BUSINESS TYPE

Limited Liability Company

Ownership

• Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
Dave Armstrong	Muscatine	Iowa	52761	President	49.00	Yes
Mary Kisner	Muscatine	Iowa	52761	Vice President	51.00	Yes

Insurance Company Information

INSURANCE COMPANY

Founders Insurance Company

POLICY EFFECTIVE DATE

Nov 7, 2024

POLICY EXPIRATION DATE

Nov 12, 2024

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: James Pleasant Employee #: 0900
Title: Correctional Officer Department: Correctional Center

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

☐ Paternity ☐ Educational
☐ Medical ☐ Military
☐ Other, Explain

Dates of Absence _____ to _____

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

Authorized by:  Department: Correctional Center Date: October 3, 2024
Authorized by: _____ Department: _____ Date: _____

Pay Period Ending: November 9, 2024 Payroll Date: November 15, 2024

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 ☐ Probationary
☐ 77.11 Hours ☐ Demotion
☐ 80 Hours ☐ Reduction
☒ Anniversary ☐ Suspension
☐ Promotion ☐ Other, Explain
36 month step increase

Previous Rate \$53,287.41 New Rate \$54,336.04
Previous Job Title: (if changed) _____
Effective Date: November 1, 2024

NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Andrew Brown Employee #: 0957
Title: Correctional Officer Department: Correctional Center

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

☐ Paternity ☐ Educational
☐ Medical ☐ Military
☐ Other, Explain

Dates of Absence _____ to _____

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

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 ☐ Probationary
☐ 77.11 Hours ☐ Demotion
☐ 80 Hours ☐ Reduction
☒ Anniversary ☐ Suspension
☐ Promotion ☐ Other, Explain
12 month step increase

Previous Rate \$49,868.07 New Rate \$51,128.19
Previous Job Title: (if changed) _____
Effective Date: November 2, 2024

Authorized by: [Signature] Department: Correctional Center Date: _____
Authorized by: _____ Department: _____ Date: _____

Pay Period Ending: November 9, 2024 Payroll Date: November 15, 2024

NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Owen Stewart Employee #: 0958
Title: Correctional Officer Department: Correctional Center

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

☐ Paternity ☐ Educational
☐ Medical ☐ Military
☐ Other, Explain

Dates of Absence _____ to _____

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

Authorized by: [Signature]
Authorized by: _____

Department: Correctional Center Date: _____
Department: _____ Date: _____

Pay Period Ending: November 9, 2024 Payroll Date: November 15, 2024

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 ☐ Probationary
☐ 77.11 Hours ☐ Demotion
☐ 80 Hours ☐ Reduction
☒ Anniversary ☐ Suspension
☐ Promotion ☐ Other, Explain
12 month step increase

Previous Rate \$49,868.07 New Rate \$51,128.19
Previous Job Title: (if changed) _____
Effective Date: November 13, 2024

NOTICE OF DES MOINES COUNTY PERSONNEL ACTION

Name: Travis Oliver Employee #: _____
Title: Telecommunicator 1 Department: Descom

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: \$24.66
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 \$24.66

Previous Job Title: (if changed) _____
Effective Date: 09/25/2024

Authorized by: Shanna Krogmeier Department: Descom Date: 10/8/24
Authorized by: _____ Department: _____ Date: _____

Pay Period Ending: 09/28/2024

Payroll Date: 10/04/2024

CLERK'S REPORT OF FEES COLLECTED

STATE OF IOWA)
DES MOINES COUNTY)

TO THE DES MOINES COUNTY BOARD OF SUPERVISORS:

I, SARA MADDUX, CLERK OF DISTRICT COURT OF THE ABOVE-NAMED COUNTY AND STATE, DO HEREBY CERTIFY THAT THE FOLLOWING IS A TRUE AND CORRECT STATEMENT OF THE FEES COLLECTED BY ME IN MY OFFICE FOR THE MONTH OF SEPTEMBER, 2024 AND THE SAME HAS BEEN PAID TO THE COUNTY TREASURER, AS PER DUPLICATE VOUCHER HERETO ATTACHED.

DES MOINES COUNTY TREASURER:

5% OF STATE FINE SURCHARGE	\$ 3.51
SHERIFF FEES	695.51
INFRACTIONS	1,855.70
TOBACCO	70.00
COUNTY ENFORCEMENT SURCHARGE	0
LAW LIBRARY	0
RECORD SECURITIES FEES	5.00
PRE-PD FEES TO SHERIFF	0
MISC. REIMBURSEMENT (INDIGENT DEFENSE)	0

TOTAL FEES \$2,629.72

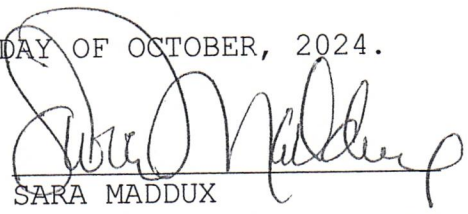
TOTAL PAID \$2,629.72

CHECK No. 191414

RESPECTFULLY SUBMITTED THIS

9

DAY OF OCTOBER, 2024.


SARA MADDUX

CLERK OF DISTRICT COURT



KEVIN GLENDENING, SHERIFF

512 N. Main Street
Burlington, IA 52601
Phone: 319-753-8289 (Civil)
Fax: 319-754-6910



SHERIFF'S MONTHLY REPORT TO THE BOARD OF SUPERVISORS

09/01/2024 thru 09/30/2024

SHERIFF FEES	10,490.20	11,124.42
MILEAGE	634.22	
R & B	3,503.41	
INTEREST	5.03	
TOTAL	\$14,632.86	

I, Kevin Glendening, Sheriff of Des Moines County, Iowa, do hereby certify that the above report is correct of monies collected by me as Sheriff during the period therein specified.

Kevin Glendening
KEVIN GLENDENING, SHERIFF

October 8, 2024

The Des Moines County Board of Supervisors met in regular session at the Court House in Burlington at 9:00 AM on Tuesday, October 8, 2024, with Chair Tom Broeker, Vice Chair Jim Cary, and Member Shane McCampbell present. This meeting was also held electronically via Webex and YouTube live streaming. Public input was available through board email or call in.

Unless otherwise noted, all motions passed unanimously. The Pledge of Allegiance was conducted.

Changes to Agenda: Work Session with MHDS was removed.

Meeting with Department Heads: Budget Director Cheryl McVey reminded everyone that there are organizations sending out absentee ballot request forms and there is no need to mail in several. The first day that ballots can be mailed is October 16th. Rural Clean-up is October 7th through December 14th. Sheriff Kevin Glendening reported that his office has been discussing winter events such as Shop with a Cop and Toys for Tots. The radio project is moving forward and they should be able to transition to the new radios in late October. The jail population is 100 with 29 out-of-county. Local Health Administrator Christa Poggemiller reported that the ribbon cutting for the new building at 505 Curran Street is today at noon with an open house to follow until 2 p.m. Their office is closing today and will be closed throughout the week and will reopen Monday, October 14th at 8 a.m. at the new building. Land Use Assistant Administrator Jarred Lassiter has been keeping busy with people building before they obtain a building permit. If you are not sure if you need a permit, contact Land Use or a county official before you start building. Conservation Director Chris Lee stated that they are going to make some ADA improvements around the Nature Center with a grant from the Murray Foundation. They got a grant from Delta Dental to put in a new water fountain with a dog waterer. It may be Spring before that is completed. There is FEMA funding to replace the rock at the boat ramps. That will be done after the Spring flooding. The Nature Center has three Fall color hikes starting at 6 p.m. next Thursday. There will be some 5K run/walks scheduled for fundraising. MHASEI CDS Ken Hyndman reported that tomorrow is their stakeholder and governing board meetings. Emergency Management Director Shannon Prado reported that the CERT (Community Emergency Response Team) Academy is from 8 a.m. to 5 p.m. the first two Saturdays in November. There are currently 11 constituents signed up. The academy is for anyone who would like to be more prepared in the event of a disaster. There is no requirement to join the team at the end of the class. She has a stockpile of PPE left from the state. There are gowns and 95 masks available to non-profits. Treasurer Janelle Nally-Londquist stated her office is busy and has agenda items. Recorder Natalie Steffener updated the Board on some ISAC priorities regarding recording fee revenue. Attorney Lisa Schaeffer stated they are busy with jury trials. She introduced new Administrative Assistant Brandon Weddle who will be replacing Kathy Gibb. Engineer Brian Carter gave an update on the Highway 99 and Upper Flint bridges. They have been working on some erosion under the bridge on Beaverdale. The plans for Highway 99 and Highway 34 asphalt jobs have been turned in. They will bid through the DOT in January. They are working on some asphalt plans for Seven Ponds Road, a small patch on Tama Road, and South Prairie Grove. Attorney Lisa Schaeffer and Engineer Brian Carter spoke to some young adults at the chamber meeting.

No correspondence was received.

Appointments of Katherine Wunderlich effective now and Terry Davis effective January 1st to the Conservation Board. Cary made a motion to approve and was seconded by McCampbell.

Approval of 2024 Edward Byrne Memorial Justice Assistance Grant (JAG) Agreement. Burlington Police Chief Adam Schaefer stated that \$14,819 would be used to purchase 12 license plate readers at no cost to the county. McCampbell made a motion to approve and was seconded by Cary.

Approval of Domestic Violence Awareness Month Proclamation. Cary made a motion to approve and was seconded by McCampbell. Shawna, Director for Journey House and Jenny Daly, Advocate gave an update on the services they offer and statistics on the number of clients served.

Approval of Suspension of Property Taxes for Parcel 16-05-484-007 and 7588D was presented. Treasurer Janelle Nalley-Londquist explained the program. McCampbell made a motion to approve and was seconded by Cary.

Approval of Class C Liquor License for the Peterson Wedding on November 2nd at the Barn on the Ridge. McCampbell made a motion to approve and was seconded by Cary.

Approval of Personnel Actions were presented: Correctional Center – Peyton Krogmeier, New Hire, Part Time Correctional Officer at the rate of \$17.69 per hour effective October 9th. McCampbell made a motion to

approve and was seconded by Cary. Auditor – Teresa Johnson, New Hire, Temporary Part time Election Worker \$15 hourly from 10/15/24 – 11/5/24; Teresa Hicks, New Hire, Temporary Part time Election Worker \$15 hourly from 10/15/24 – 11/5/24; Evelyn Swearingen, New Hire, Temporary Part time Election Worker \$15 hourly from 10/15/24 – 11/5/24. Cary made a motion to approve and was seconded by McCampbell. Attorney – Brandon Weddle, New Hire, Administrative Assistant/Office Manager, \$49,373 yearly effective 10/7/24. Cary made a motion to approve and was seconded by McCampbell.

Report:

Recorder's Report of Fees Collected, September 2024

McCampbell motioned to approve October 1st, 2024, regular meeting minutes and was seconded by Cary.

Other Business: Chairman Broeker asked if we needed a work session to discuss the sale of the old public health building. He will contact Assistant Attorney Henkelvig.

Committee Reports: Vice Chairman Cary had a Regional Planning meeting. Land Use Assistant Administrator Jarred Lassiter explained the reevaluation of the scoring process for federal funds distributed by DOT for road projects in the region.

The meeting was adjourned at 9:48 a.m.

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

Tom Broeker, Chair

Attest: Cheryl McVey, Budget Director