

8:55 A.M. – Coulthard Levee District Meeting.

**Approve and Authorize Harrison County
Board to Sign retainer agreements with:
Hudson Law Firm and
Belin McCormick, P.C.**

Consent Agenda

January 26, 2021

MET IN REGULAR SESSION

The Board of Supervisors met in regular session at 10:00 A.M. All members present with Supervisor Shea appearing at 10:05 A.M. Chairman Belt presiding.

PLEDGE OF ALLEGIANCE

1. CONSENT AGENDA

After discussion was held by the Board, a Motion was made by Schultz, and seconded by Grobe, to approve:

- A. January 19, 2021, Minutes as read.

UNANIMOUS VOTE. Motion Carried.

2. SCHEDULED SESSIONS

Pottawattamie Arts, Culture, Entertainment CEO, Danna Kehm, appeared before the Board to provide an update on the Hoff Family Arts & Culture Center and programming in the county. No action taken.

After discussion by the Board, motion by Wichman, and seconded by Shea, to approve Cost Advisory Services Report for FY2020. UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, and seconded by Schultz, to approve renewal of county property casualty insurance package with ICAP for \$555,576. UNANIMOUS VOTE. Motion Carried.

Discussion only. Budget study session was held with Matt Wyant and Maria Sieck from the Planning Department. Discussion of the Wellness Committee budget was held with Jana Lemrick and Maria Sieck. No action taken. Supervisor Shea left the meeting at 12:39 P.M.

4. RECEIVED/FILED

- A. Salary Actions:

- 1) Treasurer – Payroll Status Change of Heather Ausdemore.

5. ADJOURN

Motion by Wichman, second by Schutz, to adjourn meeting. UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 12:45 P.M.

Scott Belt, Chairman

ATTEST:

Melvyn Houser, Pottawattamie County Auditor

APPROVED: February 2, 2021

PUBLISH: X

Scheduled Sessions

Jana Lemrick / Director, Human Resources

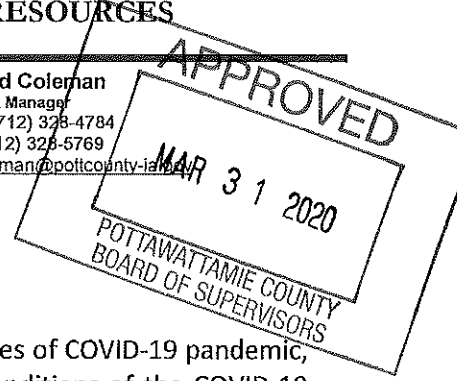
Discussion and/or decision on the Amended Leave Policy During COVID-19 Emergency.



POTTAWATTAMIE COUNTY DEPARTMENT OF HUMAN RESOURCES
227 S 6th Street, COUNCIL BLUFFS, IA 51501

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AMENDED LEAVE POLICY DURING COVID-19 EMERGENCY

Since the President of the United States signed a law increasing leave benefits in times of COVID-19 pandemic, and the Governor of Iowa has declared a state of emergency due to pandemic conditions of the COVID-19 virus, Pottawattamie County will amend the standard leave policies. The amendment will be in effect from April 1, 2020 until no later than December 31, 2020.

The following policy amendment meets or exceeds the requirements of the Families First Coronavirus Response Act (FFCRA).

The purpose of COVID-19 leave is to provide some relief to employees dealing with the impact of COVID-19. Employees may be eligible to use up to 80 hours total of COVID-19 leave in any combination, paid at their regular rate of pay, if they are experiencing one of the following circumstances. Any unused leave will not rollover.

ABSENCES ELIGIBLE FOR COVID-19 LEAVE

For employees quarantined or sick with COVID-19

Pottawattamie County will grant up to 80 hours of paid COVID-19 leave* to employees who have been required or advised to quarantine by a medical provider or a county, state, or federal agency, or who have been advised by a medical provider that they have confirmed or presumptively confirmed COVID-19. Employees must complete a Request for COVID -19 Leave form and provide it to Human Resources before the special pay will be granted. If the employee is unable to return to work after the COVID-19 leave has been exhausted, they may use accrued sick leave, vacation leave, or compensatory time to cover their remaining absence.

Employees must follow CDC or Iowa Department of Public Health guidelines for returning to work after the illness.

****all COVID-19 leave will be prorated for part-time employees.***

For employees caring for an individual quarantined or sick with COVID-19

Pottawattamie County will grant up to 80 hours of paid COVID-19 leave* to those employees providing direct care for an individual required or advised to be quarantined by a medical provider, or a county, state, or federal agency, or an individual who has been advised by a medical provider that they have confirmed or presumptively confirmed COVID-19. Employees must complete a Request for COVID -19 Leave form and provide it to Human Resources before the special pay will be granted. If the employee continues to care for the individual after the COVID-19 leave has been exhausted, they may use accrued sick leave, vacation leave, or compensatory time to cover their remaining absence. Absences longer than two weeks must have documentation certifying additional leave is necessary.

Based on minimum staffing needs required to maintain operations, the County may exempt employees serving in an emergency responder role from this provision of COVID-19 leave.

Employees must follow CDC or Iowa Department of Public Health guidelines for returning to work after caring for an individual impacted by COVID-19.



POTTAWATTAMIE COUNTY DEPARTMENT OF HUMAN RESOURCES

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****all COVID-19 leave will be prorated for part-time employees.***

7

For employees with children impacted by school district/daycare closures

This section serves as a "qualifying need related to a public health emergency" under the FFCRA.

If schools or daycare facilities where the children of employees attend close due to COVID-19, the County will make every effort to adjust hours, create an alternative work schedule, allow work from home, or identify an alternative childcare arrangement in order to maintain services. If no alternative work solutions are appropriate, the County will grant COVID-19 leave* to cover up to 80 hours of the closure. Employees must complete a Request for COVID -19 Leave form and provide it to Human Resources before the special pay will be granted. If the employee is unable to return to work after the COVID-19 leave has been exhausted, they will receive 2/3 of their normal pay. Employees may use accrued sick leave, vacation leave, or compensatory time to cover the remaining 1/3 of their pay.

In general, COVID-19 leave will only be granted during the hours a child would normally be in school or daycare and only to employees who are not able to adjust their hours or work from home, where alternative childcare is unavailable, AND whose children:

- Are under the age of 18
- Attend daycare or a K-12 school, or
- Have special needs and would be unable to care for themselves while their parents are at work.

Based on minimum staffing needs required to maintain operations, the County may exempt employees serving in an emergency responder role from this provision of COVID-19 leave and/or FFCRA family leave.

****all COVID-19 leave will be prorated for part-time employees.***

ABSENCES NOT ELIGIBLE FOR COVID-19 LEAVE

For employees choosing to self-isolate

Employees who are not required or advised by a medical provider or any county, state, or federal agency to be quarantined and choose to self-isolate must use accrued and unused vacation leave, accrued and unused compensatory time, or leave without pay to cover their absence. As with any form of voluntary leave, these absences must be approved by the employee's supervisor.

CONTACT INFORMATION

In all cases of absence, employees must provide current contact information (including phone number and email address) to their supervisor.



Board of Supervisors Chairman

Jana Lemrick - Discussion of job
description for Finance & Budget
Director.

POTTAWATTAMIE COUNTY - AUDITOR

JOB DESCRIPTION

POSITION TITLE: Finance & Budget Director

REPORTS TO: Board of Supervisors

SUPERVISES: None

SUMMARY OF POSITION: Under limited supervision, this position is responsible for directing the County's finance and budget functions. Work involves preparing the County budget, valuation reports, financial reports (annual and monthly) preparing the Auditor's portion, processes the County's levy preparation, prepare valuations and other duties as assigned.

ESSENTIAL FUNCTIONS:

Directs and assists department heads in the preparation of departmental budgets; provides training and guidance on policies and procedures; assist department heads in the management of approved budgets; prepares related financial information for the preparation of the overall county budget; analyzes and reports revenue and expenditure growth, trends, and projections.

Prepares the County budget and appropriate documents, presents to the Board of Supervisors and the general public; addresses questions related to all County financial information.

Formulate and prepare the County's annual report and year-end report.

Provides ongoing research and financial analysis of events that affect the financial management of the County, monitors legislative, programmatic and policy decision at the local, state and federal levels to determine impact on the County's financial operation and status.

Recommends and implements financial/operational policies and procedures.

Coordinates County debt management activities including analysis of dept capacity, new/refunding opportunities, issuance and compliance with restrictions/bond covenants.

Prepares valuation increments for urban renewal and TIF districts.

Prepares appropriations of budgeted funds per department per fiscal year.

Performs monthly balancing of incomes and expenditures for the county.

Receives all county, city, school and township budgets and oversees distribution to the State Department of Management.

Work with State Auditor each year at annual audit time.

MARGINAL FUNCTIONS:

Perform other duties as directed or as the situation dictates.

ESSENTIAL KNOWLEDGE, EXPERIENCE AND ABILITY:

Knowledge of accounting methods and terminology.

Knowledge of the laws, rules and regulations relating to the collection / disbursement of County funds.

Knowledge of fund accounting and local government budgeting / financial management procedures.

Knowledge of cash handling and balancing procedures.

Knowledge of general office practices and procedures.

Knowledge of business English, spelling and grammar.

Knowledge of and the ability to maintain departmental policies, practices and standards.

Intermediate keyboard and typing skills.

Proficient skill in operating a personal computer and other general office equipment.

Proficient alpha / numeric proofreading skills.

Ability to accurately perform complex accounting calculations.

ESSENTIAL KNOWLEDGE, EXPERIENCE AND ABILITY (continued):

Ability to create and maintain complex ledgers / spreadsheets including mathematical / accounting formulas utilizing various hardware and software programs.

Ability to make routine decisions, in accordance with laws, rules, regulations, and departmental policies and procedures.

Ability to research, analyze, and resolve moderately complex problems / discrepancies.

Ability to juggle several tasks at once; continuously prioritize / re-prioritize tasks.

Ability to communicate effectively both verbally and in writing.

Ability to maintain accurate and complete office records.

Ability to establish and maintain satisfactory working relationships with other County employees and the general public using courtesy, patience, and diplomacy.

ESSENTIAL EDUCATION, CERTIFICATION AND/OR LICENSES:

Position requires a high school diploma or GED. Bachelor's Degree and 5 years' experience in accounting or any combination of training and experience that will have provided the required knowledge, skills, and abilities.

Preferred experience with fund accounting and local government budgeting / financial management procedures.

ESSENTIAL PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Reliable attendance at work is essential to this position. Work is generally performed indoors and requires some physical activity, including extended periods of sitting or standing. An incumbent must have the ability to transport themselves to and from various locations throughout the Courthouse.

Duties also require the ability to tolerate an indoor work environment. An incumbent must have the ability to frequently push, pull and/or carry supplies and other materials weighing up to 10 lbs. An incumbent must also possess the hand-eye coordination and manual dexterity to use hands and arms to reach, finger, handle, grasp and feel; and operate personal computers, standard office equipment and any other equipment that is used to perform the essential functions of the job.

Work hours may occasionally be required before or after standard business hours. Noise level is usually moderate. Vision abilities, correctable to normal ranges, include

close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. Communication abilities include the ability to talk and hear within normal ranges.

Work requires extensive personal interaction and may be stressful when dealing with irate individuals and/or time constraints and project deadlines.

Resolution No 10-2021

Resolution determining the necessity and setting dates of a consultation and a public hearing on a proposed Pottawattamie County Courthouse Campus Urban Renewal Plan for a Proposed Urban Renewal Area in Pottawattamie County, State of Iowa

RESOLUTION NO. 10-2021

RESOLUTION DETERMINING THE NECESSITY AND SETTING DATES OF A CONSULTATION AND A PUBLIC HEARING ON A PROPOSED POTTAWATTAMIE COUNTY COURTHOUSE CAMPUS URBAN RENEWAL PLAN FOR A PROPOSED URBAN RENEWAL AREA IN POTTAWATTAMIE COUNTY, STATE OF IOWA

WHEREAS, it is hereby found and determined that one or more blighted areas, as defined in Chapter 403, Code of Iowa, exist within the County and the rehabilitation, conservation, redevelopment, development, or combination thereof, of the area is necessary in the interest of the public health, safety, or welfare of the residents of the County; and

WHEREAS, this Board has reasonable cause to believe that the area described below satisfies the eligibility criteria for designation as an urban renewal area under Iowa law and has caused there to be prepared a proposed Pottawattamie County Courthouse Campus Urban Renewal Plan ("Plan" or "Urban Renewal Plan") for the Pottawattamie Courthouse Campus Urban Renewal Area ("Area" or "Urban Renewal Area"), which proposed Plan is attached hereto as Exhibit 1 and which is incorporated herein by reference; and

WHEREAS, the purpose of the Plan is to form the Pottawattamie County Courthouse Campus Urban Renewal Area suitable for blight remediation activities and to include a list of proposed projects to be undertaken within the Urban Renewal Area, and a copy of the Plan has been placed on file for public inspection in the office of the County Auditor; and

WHEREAS, the property proposed to be included in the Urban Renewal Area is legally described in the Plan and this Board has reasonable cause to believe that the Area described in the Plan satisfies the eligibility criteria for designation as an urban renewal area under Iowa law and; and

WHEREAS, the proposed Area is within two miles of the corporate boundaries the City of Council Bluffs, Iowa, and accordingly, the County will enter into a joint agreement with the City of Council Bluffs to allow the County to operate within the proposed Area; and

WHEREAS, it is desirable that the area be redeveloped as part of the overall redevelopment covered by the Plan; and

WHEREAS, the Iowa statutes require the Board of Supervisors to submit the proposed Urban Renewal Plan to the Planning and Zoning Commission for review and recommendation as to its conformity with the general plan for development of the County as a whole prior to Board approval of such Plan, and further provides that the Planning and Zoning Commission shall submit its written recommendations thereon to this Board within thirty (30) days of its receipt of such proposed Urban Renewal Plan; and

WHEREAS, the Iowa statutes require the Board of Supervisors to notify all affected taxing entities of the consideration being given to the proposed Urban Renewal Plan and to hold a consultation with such taxing entities with respect thereto, and further provides that the designated representative of each affected taxing entity may attend the consultation and make written recommendations for modifications to the proposed division of revenue included as a part thereof, to which the County shall submit written responses as provided in Section 403.5, Code of Iowa, as amended; and

WHEREAS, the Iowa statutes further require the Board of Supervisors to hold a public hearing on the proposed Urban Renewal Plan subsequent to notice thereof by publication in a newspaper having general circulation within the County, which notice shall describe the time, date, place and purpose of the hearing, shall generally identify the urban renewal area covered by the Plan and shall outline the general scope of the urban renewal project under consideration, with a copy of the notice also being mailed to each affected taxing entity.

NOW THEREFORE, BE IT RESOLVED, BY THE BOARD OF SUPERVISORS OF POTTAWATTAMIE COUNTY, STATE OF IOWA:

Section 1. That the consultation on the proposed Urban Renewal Plan required by Section 403.5(2), Code of Iowa, as amended, shall be held on February 9, 2021, in the Board of Supervisors Room, County Courthouse, 227 South 6th Street, Council Bluffs, Iowa, at 12:00 P.M., and Chairperson Scott Belt, or his delegate, is hereby appointed to serve as the designated representative of the County for purposes of conducting the consultation, receiving any recommendations that may be made with respect thereto and responding to the same in accordance with Section 403.5(2), Code of Iowa.

Section 2. That the County Auditor is authorized and directed to cause a notice of such consultation to be sent by regular mail to all affected taxing entities, as defined in Section 403.17(1), Code of Iowa, along with a copy of this Resolution and the proposed Urban Renewal Plan, the notice to be in substantially the following form:

**NOTICE OF A CONSULTATION TO BE HELD BETWEEN
POTTAWATTAMIE, STATE OF IOWA AND ALL
AFFECTED TAXING ENTITIES CONCERNING THE
PROPOSED POTTAWATTAMIE COUNTY COURTHOUSE
CAMPUS URBAN RENEWAL PLAN FOR
POTTAWATTAMIE COUNTY, STATE OF IOWA**

Pottawattamie County, State of Iowa will hold a consultation with all affected taxing entities, as defined in Section 403.17(1), Code of Iowa, as amended, commencing at 12:00 P.M. on February 9, 2021, in the Board of Supervisors Room, County Courthouse, 227 South 6th Street, Council Bluffs, Iowa concerning a proposed Pottawattamie County Courthouse Campus Urban Renewal Plan for a proposed Pottawattamie County Courthouse Campus Urban Renewal Area, a copy of which is attached hereto.

Each affected taxing entity may appoint a representative to attend the consultation. The consultation may include a discussion of the estimated growth in valuation of taxable property included in the proposed Urban Renewal Area, the fiscal impact of the division of revenue on the affected taxing entities, the estimated impact on the provision of services by each of the affected taxing entities in the proposed Urban Renewal Area, and the duration of any bond issuance included in the Plan. The Plan does not propose the use of tax increment financing in connection with the urban renewal projects identified in the Plan.

The designated representative of any affected taxing entity may make written recommendations for modifications to the proposed division of revenue no later than seven days following the date of the consultation. Chairperson Scott Belt, or his delegate, as the designated representative of the County, shall submit a written response to the affected taxing entity, no later than seven days prior to the public hearing on the proposed Pottawattamie County Courthouse Campus Urban Renewal Plan, addressing any recommendations made by that entity for modification to the proposed division of revenue.

This notice is given by order of the Board of Supervisors of Pottawattamie County, State of Iowa, as provided by Section 403.5, Code of Iowa, as amended.

Dated this _____ day of _____, 2021.

County Auditor, Pottawattamie County, State of
Iowa

(End of Notice)

Section 3. That a public hearing shall be held on the proposed Urban Renewal Plan before the Board of Supervisors at its meeting which commences at 10:00 A.M. on March 2, 2021, in the Board of Supervisors Room, County Courthouse, 227 South 6th Street, Council Bluffs, Iowa.

Section 4. That the County Auditor is authorized and directed to publish notice of this public hearing in The Daily Nonpareil, The Avoca Journal Herald, and The Oakland Herald, once on a date not less than four (4) nor more than twenty (20) days before the date of the public hearing, and to mail a copy of the notice by ordinary mail to each affected taxing entity, such notice in each case to be in substantially the following form:

(One publication required)

**NOTICE OF PUBLIC HEARING TO CONSIDER
APPROVAL OF A PROPOSED POTTAWATTAMIE
COUNTY COURTHOUSE CAMPUS URBAN RENEWAL
PLAN FOR A PROPOSED URBAN RENEWAL AREA IN
POTTAWATTAMIE COUNTY, STATE OF IOWA**

The Board of Supervisors of Pottawattamie County, State of Iowa, will hold a public hearing before itself at its meeting which commences at 10:00 A.M. on March 2, 2021 in the Board of Supervisors Room, County Courthouse, 227 South 6th Street, Council Bluffs, Iowa, to consider adoption of a proposed Pottawattamie County Courthouse Campus Urban Renewal Plan (the "Plan") concerning a proposed Urban Renewal Area in Pottawattamie, State of Iowa.

Due to public health concerns related to COVID-19, the public may access the meeting in person or electronically, pursuant to Iowa Code Section 21.8, as follows:

Telephone:
(712)328-5848

YouTube:
<https://www.youtube.com/channel/UCeP9ZQIBgMpuSyOprlyMl6g>

Any person or organization desiring to be heard shall be afforded an opportunity to be heard at such hearing. Please check the posted agenda in advance of the March 2, 2021 meeting for any updates to the manner in which the public may access the hearing. Please contact the Finance Officer at becky.belt@pottcounty-ia.gov if you have questions about the format of the meeting, or to request a copy of the Plan.

The Pottawattamie County Courthouse Campus Urban Renewal Area is proposed to contain the land legally described as follows:

JEFFERIS SUB LTS 1 THRU 5, 19 & 20 BLK 7 & N1/2 VAC ALLEY ADJ ON
S LTS 19 & 20, E1/2 VAC ALLEY ADJ LTS 4 & 5 & ALL VACALLEY ADJ
LTS LTS 1 THRU 3 & 5TH AVE ROW ADJ

AND

BAYLISS FIRST ADD LTS 9 & 10 BLK 14 & BAYLISS STRIP LTS B & C &
LARIMERS SUB LTS 1 THRU 10 BLK 2 & VAC ALLEYS ADJ INC & 5TH AVE
ROW ADJ

Pottawattamie County, State of Iowa is the local public agency which, if such Plan is approved, shall undertake the urban renewal activities described in such Plan.

The general scope of the urban renewal activities under consideration in the Plan is to rehabilitate, conserve and redevelop land, buildings and other improvements within such area through the elimination and containment of conditions of blight so as to improve the community through the establishment of effective land use controls, through use of an effective program of rehabilitation of existing buildings and elimination of those structures which cannot be economically rehabilitated, with a limited amount of acquisition, clearance, resale and improvement of land for various purposes specified in the Plan. To accomplish the objectives of the Plan, the Plan provides that the County may use special financing tools and may reimburse or directly undertake the installation, construction and reconstruction of substantial public

improvements and public buildings. The Plan provides that the County may issue bonds or use available funds for purposes allowed by the Plan. The Plan does not propose the use of tax increment financing in connection with the urban renewal projects identified in the Plan. The Plan initially proposes specific public infrastructure or site improvements to be undertaken by the County, and provides that the Plan may be amended from time to time.

Any person or organization desiring to be heard shall be afforded an opportunity to be heard at such hearing.

This notice is given by order of the Board of Supervisors of Pottawattamie County, State of Iowa, as provided by Section 403.5, Code of Iowa.

Dated this _____ day of _____, 2021.

County Auditor, Pottawattamie County, State of
Iowa

(End of Notice)

Section 5. That the proposed Urban Renewal Plan, attached hereto as Exhibit 1, for the proposed Urban Renewal Area described therein is hereby officially declared to be the proposed Urban Renewal Plan referred to in the notices for purposes of such consultation and hearing and that a copy of the Plan shall be placed on file in the office of the County Auditor.

Section 6. That the proposed Urban Renewal Plan be submitted to the Planning and Zoning Commission for review and recommendation as to its conformity with the general plan for the development of the County as a whole, with such recommendation to be submitted in writing to this Board within thirty (30) days of the date hereof.

PASSED AND APPROVED this 2nd day of February, 2021.

	ROLL CALL VOTE			
	AYE	NAY	ABSTAIN	ABSENT
_____ Scott Belt, Chairman	○	○	○	○
_____ Tim Wichman	○	○	○	○
_____ Lynn Grobe	○	○	○	○
_____ Justin Schultz	○	○	○	○
_____ Brian Shea	○	○	○	○

ATTEST: _____
Melvyn Houser, County Auditor

Exhibit 1:

**Pottawattamie County
Courthouse Campus Urban
Renewal Plan**

**POTTAWATTAMIE COUNTY
COURTHOUSE CAMPUS
URBAN RENEWAL PLAN**

for the

**POTTAWATTAMIE COUNTY
COURTHOUSE CAMPUS
URBAN RENEWAL AREA**

POTTAWATTAMIE COUNTY, IOWA

March 2021

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**Pottawattamie County Courthouse Campus Urban Renewal Plan
for the
Pottawattamie County Courthouse Campus Urban Renewal Area**

Pottawattamie County, Iowa

A. INTRODUCTION

The Pottawattamie County Courthouse Campus Urban Renewal Plan (“Plan” or “Urban Renewal Plan”) for the Pottawattamie County Courthouse Campus Urban Renewal Area (“Area” or “Urban Renewal Area”) has been developed to help local officials alleviate blighting conditions and influences in the Urban Renewal Area within Pottawattamie County.

In order to achieve this objective, Pottawattamie County (the “County”) intends to undertake urban renewal activities pursuant to the powers granted to it under Chapter 403 and Chapter 15A of the *Code of Iowa*, as amended.

B. DESCRIPTION OF THE URBAN RENEWAL AREA

The Urban Renewal Area is described in Exhibit “A” and illustrated in Exhibit “B”. The County reserves the right to modify the boundaries of the Area at some future date.

C. AREA DESIGNATION

With the adoption of this Plan, the County designates this Urban Renewal Area as a blighted area that is suitable for blight remediation activities.

The Urban Renewal Area is being created in order to remediate blighting influences in the Area. For the purposes of urban renewal, Iowa Code Section 403.17(5) (2019) defines a “blighted area” as follows:

“Blighted area” means an area of a municipality within which the local governing body of the municipality determines that the presence of a substantial number of slum, deteriorated, or deteriorating structures; defective or inadequate street layout; faulty lot layout in relation to size, adequacy, accessibility, or usefulness; insanitary or unsafe conditions; deterioration of site or other improvements; diversity of ownership, tax or special assessment delinquency exceeding the fair value of the land; defective or unusual conditions of title; or the existence of conditions which endanger life or property by fire and other causes; or any combination of these factors; substantially impairs or arrests the sound growth of a municipality, retards the provision of housing accommodations, or constitutes an economic or social liability and is a menace to the public health, safety, or welfare in its present condition and use. A disaster area referred to in section 403.5, subsection 7, constitutes a “blighted area”. “Blighted area” does not include real property assessed as agricultural property for purposes of property taxation.

In March 2020 and June 2020, blight assessments were completed on properties within the proposed Urban Renewal Area. The findings of the blight assessments were reported in the Pottawattamie County Courthouse – “B” Wing/Old Law Enforcement Area report and the Pottawattamie County Service Building – Substandard-Blighted Structure Review report, respectively. The reports evaluated properties within the proposed Urban Renewal Area based on the definition of “blighted area” in Iowa Code Chapter 403.17(5).

The Pottawattamie County Courthouse – “B” Wing/Old Law Enforcement Area report identified a number of conditions in the buildings reviewed that contribute to a “blighted area” under Iowa Code Section 403.17(5), including:

- The presence of asbestos containing material, which creates unsafe conditions.
- The lack of ADA compliance in existing restrooms.
- Mechanical systems within the building in need of replacement, due to deterioration as systems near the end of their useful life, which risks system failures and creates unsafe conditions.
- The lack of a fire sprinkler system, which creates unsafe conditions.

The Pottawattamie County Service Building – Substandard-Blighted Structure Review report identified a number of conditions in the Service Building that contribute to a “blighted area” under Iowa Code Section 403.17(5), including:

- The Service Building is an aging and deteriorating structure.
- The Service Building’s exterior is deteriorating significantly, and the deterioration has created unsafe conditions including structural deficiencies, continuous leaks in existing roof, and unsound overall condition.
- The Service Building’s masonry requires tuckpointing and mortar repair, without which the building will continue to deteriorate.
- The Service Building’s mechanical systems, plumbing, boiler, and electrical systems are inadequate to serve the building and require repair and/or replacement.

Based in part on the conditions confirmed to exist within the Area by the above-described reports and by the County’s review of current conditions within the Area, the Board of Supervisors has determined that the Urban Renewal Area qualifies as a blighted area under Section 403.17(5) of the *Code of Iowa* (2019). Accordingly, the Board of Supervisors has designated the Urban Renewal Area as a blighted area.

D. DEVELOPMENT PLAN/ZONING

Pottawattamie County has a general plan for the physical development of the County as a whole, outlined in the Pottawattamie County Comprehensive Plan 2030, adopted February 23, 2004 and updated October 27, 2015. The goals and objectives identified in this Plan, and the urban renewal projects described herein, are in conformance with the goals and land use policies identified in the Pottawattamie County Comprehensive Plan 2030.

This Urban Renewal Plan does not in any way replace or modify the current land use planning or zoning regulation process for the land included within the Area.

The need for improved traffic, public transportation, public utilities, recreational and community facilities, or other public improvements within the Urban Renewal Area is set forth in this Plan, as amended. As the Area develops, the need for public infrastructure extensions and upgrades will be evaluated and planned for by the County.

E. PLAN OBJECTIVES

Renewal activities are designed to eliminate blighting influences within the Area. More specific objectives for development, revitalization, and alleviation of blight conditions within the Urban Renewal Area are as follows:

1. To eliminate blighting influences and promote revitalization, through public action and commitment.
2. To plan for and provide sufficient land for development and redevelopment of blighted properties in a manner that is efficient from the standpoint of providing municipal services.
3. To encourage development of nearby properties that will serve as the foundation for future growth, development, and revitalization.
4. To provide for the installation and upgrade of public works, infrastructure, public buildings, and related facilities which alleviate blighting influences and contribute to the development of the Area.
5. To provide a more marketable and attractive climate for development and redevelopment of land through the use of various federal, state, and local incentives.
6. To stimulate through public action and commitment, private investment in new development in order to revitalize the community.
7. To enhance the health, safety, living environment, general character, and general welfare of the Area.
8. To promote blight remediation and redevelopment of the Area utilizing any other objectives allowed by Chapter 403 of the *Code of Iowa*.

F. TYPES OF RENEWAL ACTIVITIES

To meet the objectives of this Urban Renewal Plan and to encourage the development of the Area, the County intends to utilize the powers conferred under Chapter 403 and Chapter 15A, *Code of Iowa*. Activities may include:

1. To undertake and carry out urban renewal projects through the execution of contracts and other instruments.
2. To arrange for or cause to be provided the construction or repair of public infrastructure or public buildings in connection with urban renewal projects.
3. To make loans, forgivable loans, grants, tax rebate payments or other types of economic development grants or incentives to private persons, local development organizations, or businesses on such terms as may be determined by the Board of Supervisors.
4. To borrow money and to provide security therefor.
5. To acquire or dispose of property.
6. To provide for the construction of site-specific improvements, such as grading and site preparation activities, access roads and parking, fencing, utility connections, and related activities.
7. To demolish existing blighted structures and to clear property for future development in order to alleviate blighting conditions.
8. To fund or help finance programs that will directly benefit blight remediation.
7. To make or have made surveys and plans necessary for the implementation of the Urban Renewal Plan or specific urban renewal projects.
8. To use any or all other powers granted by the Urban Renewal Act to develop and provide for improved economic conditions for the County.

Nothing herein shall be construed as a limitation on the power of the County to exercise any lawful power granted to the County under Chapter 15, Chapter 15A, Chapter 403, Chapter 427B, or any other provision of the *Code of Iowa* in furtherance of the objectives of this Urban Renewal Plan.

G. ELIGIBLE URBAN RENEWAL PROJECTS

Although certain project activities may occur over a period of years, the eligible urban renewal projects under this Urban Renewal Plan include:

1. Building Improvements: The County anticipates completing work on the annex building, services building, and Courthouse/B Wing building located within the Urban Renewal Area, all of which exhibit blighting conditions. The remediation efforts will update and/or demolish and reconstruct the buildings to create necessary space for various County departments/agencies, including but not limited to 911, Sheriff, Court Security, IT, CASA, Medical Exam, DCI, Planning, GIS, and Buildings and Grounds. Additionally, the improvements to the buildings will include necessary upgrades and repairs related to health and safety

conditions, including asbestos removal, ADA compliance measures, and updates/repairs to the HVAC system and fire suppression system.

The costs of the various building improvements are expected not to exceed the following amounts:

Building Improvement Project	Expected Cost Not to Exceed
Annex Building Demolition and Converting Annex Area into Concrete Parking Lot	\$575,000
Services Building Demolition and Converting Services Area into Concrete Parking Lot	\$650,000
Courthouse Addition – Basement Level	\$4,125,000
Courthouse Addition – First Floor Level	\$3,750,000
Courthouse/B-Wing Renovation and Improvements	\$7,000,000

2. Parking Lot Improvements: The County anticipates undertaking a complete replacement/resurfacing of the Courthouse parking lot and the Services Property parking lot. The two parking lots have been overlaid too many times, which has caused drainage issues and curb issues. The extent of deterioration of the parking lots has become hazardous. For example, annually, there are sink holes that form in the parking lots. To resolve these hazardous conditions, the parking lots need to be replaced with new concrete parking lots.

The costs of the parking lot improvements are expected not to exceed the following amounts:

Parking Lot Improvement Project	Expected Cost Not to Exceed
Courthouse Parking Lot	\$550,000
Services Property Parking Lot	\$250,000

H. FINANCIAL DATA

1.	July 1, 2020 constitutional debt limit:	\$455,818,535
2.	Current outstanding general obligation debt:	\$3,320,000
3.	Proposed amount of indebtedness to be incurred: THE COUNTY DOES NOT INTEND TO USE TAX INCREMENT REVENUES FROM WITHIN THE URBAN RENEWAL AREA TO FINANCE ANY INDEBTEDNESS. A specific amount of debt to be incurred for the Eligible Urban Renewal Projects has not yet been determined. This document is for planning purposes only. The estimated project costs in	\$16,900,000 This total does not include financing

<p>this Plan are estimates only and will be incurred and spent over a number of years. In no event will the County’s constitutional debt limit be exceeded. The Board of Supervisors will consider each project proposal on a case-by-case basis to determine if it is in the County’s best interest to participate before approving an urban renewal project or expense. Subject to the foregoing, it is estimated that the cost of the Eligible Urban Renewal Projects as described above will be approximately as stated in the next column:</p>	<p>costs related to debt issuance, which will be incurred over the life of the Area.</p>
---	--

I. JOINT CITY/COUNTY AGREEMENT

Because the Urban Renewal Area is located within the corporate limits of the City of Council Bluffs, Iowa, the County will enter into a joint agreement with the City of Council Bluffs, pursuant to Section 403.17(4) of the *Code of Iowa*, which authorizes the County to carry out urban renewal project activities within the City’s “area of operation.” A copy of the agreement is attached hereto as Exhibit “C”. The original signed agreement will be on file with the County.

K. URBAN RENEWAL FINANCING

The County intends to utilize various financing tools such as those described below to successfully undertake the proposed urban renewal actions.

The County has the statutory authority to use a variety of tools to finance physical improvements within the Area. Under Division III of Chapter 384 and Chapter 403 of the Code of Iowa, the County has the authority to issue and sell general obligation bonds for specified essential and general corporate purposes, including the acquisition and construction of certain public improvements within the Area and for other urban renewal projects or incentives for development consistent with this Plan. Such bonds are payable from the levy of unlimited ad valorem taxes on all the taxable property within the County.

The County does not intend to use tax increment financing to in connection with the urban renewal projects identified in this Plan.

Nothing herein shall be construed as a limitation on the power of the County to exercise any lawful power granted to the County under Chapter 15, Chapter 15A, Chapter 403, Chapter 427B, or any other provision of the *Code of Iowa* in furtherance of the objectives of this Plan.

L. PROPERTY ACQUISITION/DISPOSITION

No property acquisition by the County is anticipated. If property acquisition/disposition by the County becomes necessary to accomplish the objectives of the Plan, such acquisition/disposition will be carried out, without limitation, in accordance with the Iowa Code.

M. RELOCATION

The County does not expect there to be any relocation required as part of the eligible urban renewal projects; however, if any relocation is necessary, the County will follow all applicable relocation requirements.

N. STATE AND LOCAL REQUIREMENTS

All provisions necessary to conform to state and local laws will be complied with by the County and the developer in implementing this Urban Renewal Plan and its supporting documents.

O. SEVERABILITY CLAUSE

In the event one or more provisions contained in the Urban Renewal Plan shall be held for any reason to be invalid, illegal, unauthorized, or unenforceable in any respect, such invalidity, illegality, un-authorization, or unenforceability shall not affect any other provision of this Urban Renewal Plan, and this Urban Renewal Plan shall be construed and implemented as if such provisions had never been contained herein.

P. URBAN RENEWAL PLAN AMENDMENTS

This Urban Renewal Plan may be amended from time to time for a number of reasons including, but not limited to, adding or deleting land, adding or amending urban renewal projects, or modifying objectives or types of renewal activities. The Board of Supervisors may amend this Plan in accordance with applicable State law.

Q. EFFECTIVE PERIOD

This Urban Renewal Plan will become effective upon its adoption by the Board of Supervisors and will remain in effect as a Plan until it is repealed by the Board of Supervisors.

EXHIBIT A

**LEGAL DESCRIPTION OF POTTAWATTAMIE COUNTY
COURTHOUSE CAMPUS URBAN RENEWAL AREA**

The property included in the Urban Renewal Area is legally described as follows:

JEFFERIS SUB LTS 1 THRU 5, 19 & 20 BLK 7 & N1/2 VAC ALLEY ADJ ON S LTS
19 & 20, E1/2 VAC ALLEY ADJ LTS 4 & 5 & ALL VACALLEY ADJ LTS LTS 1
THRU 3 & 5TH AVE ROW ADJ

AND

BAYLISS FIRST ADD LTS 9 & 10 BLK 14 & BAYLISS STRIP LTS B & C &
LARIMERS SUB LTS 1 THRU 10 BLK 2 & VAC ALLEYS ADJ INC & 5TH AVE
ROW ADJ

EXHIBIT B

**MAP OF POTTAWATTAMIE COUNTY INDUSTRIAL
PARK URBAN RENEWAL AREA**

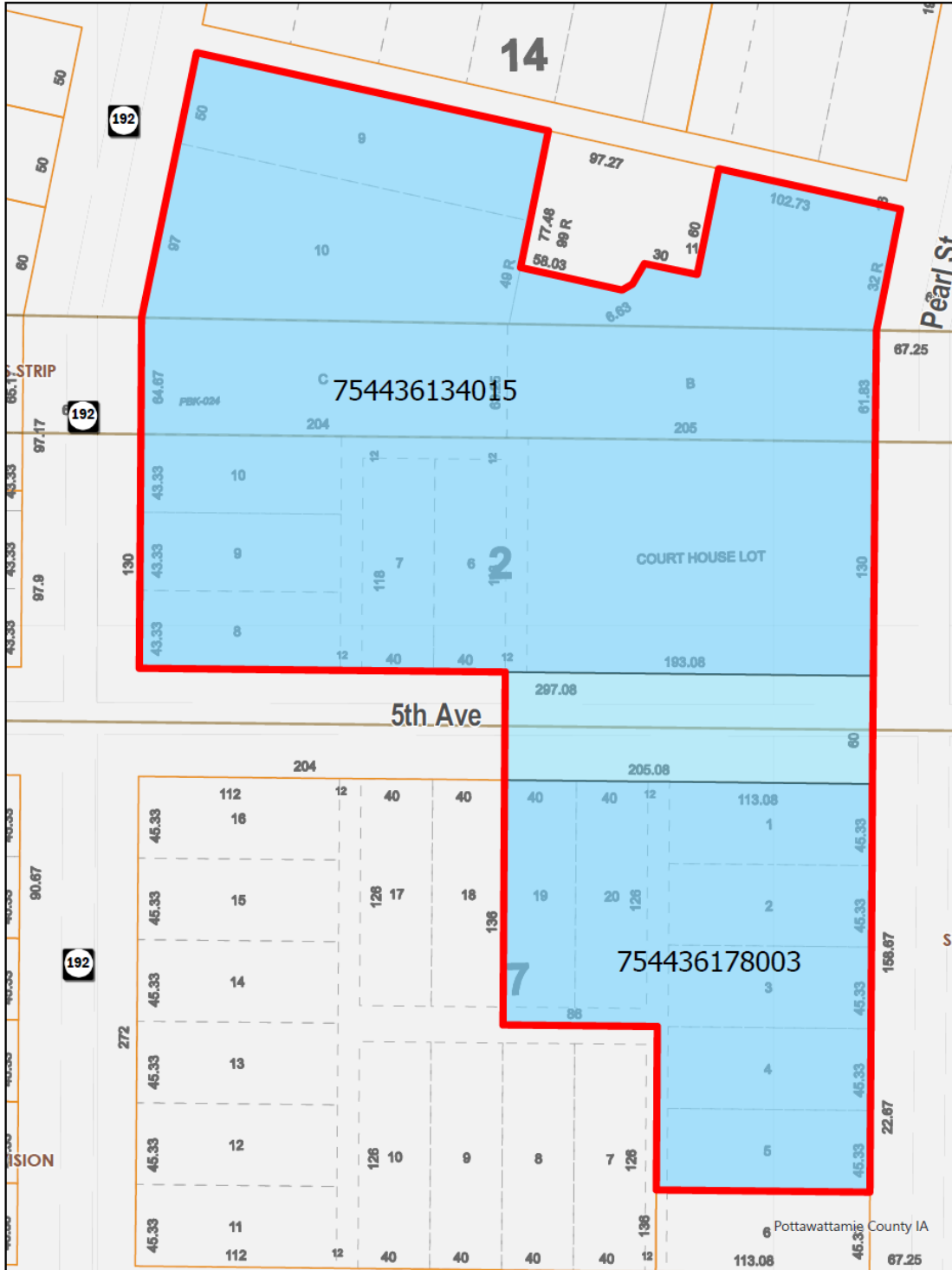


EXHIBIT C

JOINT CITY/COUNTY AGREEMENT

WHEREAS, Pottawattamie County, State of Iowa (the “County”) has proposed to establish the Pottawattamie County Courthouse Campus Urban Renewal Area within the corporate limits of the City of Council Bluffs, State of Iowa, for the purpose of participating in proposed urban renewal projects described in the Pottawattamie County Courthouse Campus Urban Renewal Plan (the “Plan”) for such Area; and

WHEREAS, the governing body of the County has reviewed Plan for said Urban Renewal Area and has determined that the Urban Renewal Area and completion of the eligible projects are in the best interests of the County; and

WHEREAS, Iowa Code Section 403.17(4) requires a “joint agreement” between the City and the County before the County can proceed with establishing the Pottawattamie County Courthouse Campus Urban Renewal Plan and undertaking such projects.

NOW THEREFORE, POTTAWATTAMIE COUNTY, STATE OF IOWA AND THE CITY OF COUNCIL BLUFFS, STATE OF IOWA, AGREE AS FOLLOWS:

1. The City Council of the City of Council Bluffs, State of Iowa, hereby agrees and authorizes Pottawattamie County, State of Iowa, to proceed with the Pottawattamie County Courthouse Campus Urban Renewal Area as described in the Pottawattamie County Courthouse Campus Urban Renewal Plan, and to undertake the eligible urban renewal projects therein within the corporate limits of the City of Council Bluffs.
2. This “joint agreement” is intended to meet the requirements of Iowa Code Chapter 403.17(4) with respect to the Pottawattamie County Courthouse Campus Urban Renewal Area in Pottawattamie County, State of Iowa, within the corporate limits of the City of Council Bluffs, State of Iowa.
3. This Joint Agreement has been duly authorized by the governing bodies of Pottawattamie County, State of Iowa and the City of Council Bluffs, State of Iowa.

[Remainder of page intentionally left blank; Signature pages follow]

PASSED AND APPROVED this _____ day of _____, 2021.

POTTAWATTAMIE COUNTY, STATE OF IOWA

Justin Schultz, Chairperson, Board of Supervisors

ATTEST:

Melvyn Houser, County Auditor

STATE OF IOWA)
) SS
COUNTY OF POTTAWATTAMIE)

On this _____ day of _____, 2021, before me a Notary Public in and for the State of Iowa, personally appeared Justin Schultz and Melvyn Houser to me personally known, who being duly sworn, did say that they are the Chairperson and Auditor, respectively, of Pottawattamie County, State of Iowa, a political subdivision, and that the seal affixed to the foregoing instrument is the seal of said political subdivision, and that said instrument was signed and sealed on behalf of said political subdivision by authority and resolution of its Board of Supervisors, and said Chairperson and Auditor acknowledged said instrument to be the free act and deed of said political subdivision by it voluntarily executed.

Notary Public in and for Pottawattamie County, Iowa

PASSED AND APPROVED this _____ day of _____, 2020.

CITY OF COUNCIL BLUFFS, STATE OF IOWA

Matt Walsh, Mayor

ATTEST:

Jodi Quakenbush, City Clerk

STATE OF IOWA)
) SS
COUNTY OF)
POTTAWATTAMIE

On this _____ day of _____, 2020, before me a Notary Public in and for said County, personally appeared Matt Walsh and Jodi Quakenbush to me personally known, who being duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of Council Bluffs, State of Iowa, a Municipal Corporation, created and existing under the laws of the State of Iowa, and that the seal affixed to the foregoing instrument is the seal of said Municipal Corporation, and that said instrument was signed and sealed on behalf of said Municipal Corporation by authority and resolution of its City Council, and said Mayor and City Clerk acknowledged said instrument to be the free act and deed of said Municipal Corporation by it voluntarily executed.

Notary Public in and for Pottawattamie County, Iowa

01783369-2\16721-042

Final Version

Setting of Public Hearing for:

**County FY2020-21
Budget Amendment**

Budget Study Sessions:

IT - David Bayer

Roads - John Rasmussen

Sheriff/Jail/911 - Bob Anderson, Tiffany Mass, Nina Hoang, Andy Brown, Linda Hensley, Jeff Theulen

Board of Supervisors

Other Business

2021 Representative Appointments

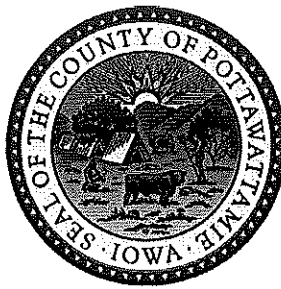
Agency	Meeting Dates / Location	2020	2021 Primary	2021 Alternate
Advance SW Iowa Corporation	Day / Time: 3 rd Friday @ 9:00AM (No meetings Jul & Nov)	Wichman/Belt		
	Location: CB Chamber (unless noted)			
Council Bluffs Airport Authority	Day / Time: 3 rd Wednesday @ 4:00PM	Belt/Schultz		
	Location: 16801 McCandless Ln, Ste 2, Council Bluffs			
Conservation Board	Day / Time: 2 nd Tuesday @ 7:00PM	Belt/Wichman		
	Location: TBD			
E911 Board	Day / Time: Quarterly (TBD)	Schultz/Wichman		
	Location: 7:00PM, BOS Hearing Room			
East Pott Soil & Water Conservation	Day / Time: 3 rd Wednesday @ 8:00AM	Belt/Grobe		
	Location: 321 Oakland Ave, Oakland			
EMA Board	Day / Time: TBD (Will Contact)	Belt/Schultz		
	Location: TBD (Will Contact)			
Fourth Judicial District	Day / Time:	Belt/Schultz	Belt	Schultz
	Location:			
Golden Hills RC&D	Day / Time:	Grobe		
	Location:			
Hungry Canyons	Day / Time: Quarterly (TBD)	Drake/Grobe		
	Location: TBD			
Loess Hills Alliance Board	Day / Time:	Mark Shoemaker & Cody Wohlers, Belt; Grobe		
	Location:			
MAPA	Board of Directors: Last Thursday @ 1:30PM	Schultz/Belt	Belt	Wichman
	Finance Committee: 3 rd Wednesday @ 8:30AM			
	Location: 2222 Cuming St, Omaha			
MH&DS – DHS- GA	Day / Time: 1 st Monday (if holiday, week before) @ 1:00PM	Drake/Belt	Grobe	Shea
	Location: IWCC – Atlantic Campus			
PACE	Day / Time:	Belt/Grobe		
	Location:			
712 Initiative	Day / Time: Last Thursday @ 7:30AM	Belt/Schultz		
	Location: 1228 S Main St, CB			
Pott County Trails Board	Day / Time: 4 th Tuesday @ 7:00PM	Belt/Schultz		
	Location: Neola Community Center			
Promise Partners	Planning Committee: 3 rd Friday @ 9:00AM	Belt		
	Locations: Charles E. Lakin Campus – Red Cross Bldg, CB			
	Governance Board: 4 th Wednesday @ 1:00PM			
	Locations: Charles E. Lakin Campus – Red Cross Bldg, CB			

SW Iowa Juvenile Srvices	Day / Time: 3 rd Wednesday @12:00PM	Drake/Belt		
	Location: Uncle Bucks, 2901 Bass Pro Dr, CB			
SWIPCO / SWITA	Day / Time: 4 th Thursday @ 1:30 PM	Drake/Grobe		
	Location: 1501 SW 7 th St, Atlantic			
Veteran Affairs	Day / Time: 2 nd Thursday @ 9:00AM	Schultz/Grobe		
	Location: 623 6 th Ave, CB			
Public Health	Day / Time: _____ @ 7:00AM	Belt/Wichman		
	Location: BOS Hearing Room			
West Central Community Action	Day / Time: 3 rd Tuesday @ 7:15PM	Grobe/Belt		
	Location: 1408 Hwy 44, Harlan			
West Pott Soil & Water Conservaion	Day / Time: 2 nd Monday @ 5:00PM	Belt/Wichman		
	Location: 305 McKenzie Ave			
WIDA	Day / Time:	Grobe/Belt		
	Location: 1911 N LaVista Heights Rd, Avoca			
Workforce Investment Board	Day / Time:	Belt/Drake		
	Location: IWCC Looft Hall			
Pott County Quarterly Dept Head	Day / Time: 2 nd Week (Jan, April, July, Oct)	Wichman/Belt		
	Location: BOS Hearing Room			
Pott County Operations Committee	Day / Time: 1 st Tuesday @ 1:30PM	Drake/Grobe		
	Location: BOS Hearing Room			
Pott County Wellness Committee	Day / Time: Quarter;y 1 st Thursday @ 1:30PM	Belt/Drake		
	Location: BOS Hearing Room			
IGHCP	Day / Time:	Belt/Mike Williams	Belt	Jana Lemrick
	Location:			

Discussion on how to hold annual joint meeting w/ Iowa Farm Bureau

Received/Filed

MELVYN J HOUSER
POTTAWATTAMIE COUNTY AUDITOR
AND ELECTION COMMISSIONER
 PO BOX 649
 COUNCIL BLUFFS, IOWA 51502-0649



Pottawattamie County Payroll Department
 Phone: 712-328-5700 Option 6
 Internal Extension: 3015 or 3027
 SECURE Fax: 712-328-4781

EMPLOYEE PAYROLL STATUS CHANGE

Name	Last BECERRA	First CANDY	MI
Department	AUDITORS		

	Current	New
Step & Grade	G15/S3	G15/S4
Hourly Rate	\$ 20.061700	\$ 20.660374
Longevity	\$ 0.000000	\$ 0.000000
Shift Differential	\$ 0.000000	\$ 0.000000
Total	\$ 20.061700	\$ 20.660374
Job Title	ACCT CLERK II/FIXED ASST/REAL ESTATE	
Budget Line Item Number		

RECEIVED AND FILED
 JAN 27 2021
 POTTAWATTAMIE COUNTY
 BOARD OF SUPERVISORS

Check Boxes that are appropriate for Employee Status:

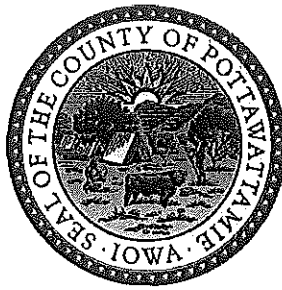
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Reason for change	2 YEAR STEP INCREASE
Effective Date	02/04/2021
Job Classification Date	02/04/2019
Hire Date	02/04/2019

Melvin Houser
 Elected Official/Department Head Signature

Jan 27, 2021
 Date

MELVYN J HOUSER
 POTTAWATTAMIE COUNTY AUDITOR
 AND ELECTION COMMISSIONER
 PO BOX 649
 COUNCIL BLUFFS, IOWA 51502-0649



Pottawattamie County Payroll Department
 Phone: 712-328-5700 Option 6
 Internal Extension: 3015 or 3027
 SECURE Fax: 712-328-4781

EMPLOYEE PAYROLL STATUS CHANGE

Name	Last LINGREN	First CHRISTINA	MI
Department	TREASURER		

	Current	New
Step & Grade	G12/S3	G12/4
Hourly Rate	\$ 18.314548	\$ 18.913226
Longevity	\$ 0.000000	\$ 0.000000
Shift Differential	\$ 0.000000	\$ 0.000000
Total	\$ 18.314548	\$ 18.913226
Job Title	CLERK II	
Budget Line Item Number		

RECEIVED
 JAN 27 2021
 POTTAWATTAMIE COUNTY
 BOARD OF SUPERVISORS

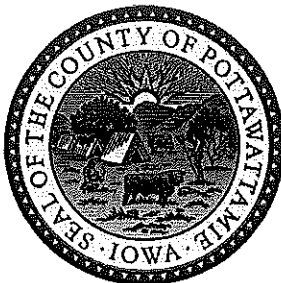
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<input checked="" type="checkbox"/> Union	<input type="checkbox"/> Non-Union		

Reason for change	1 YEAR STEP INCREASE
Effective Date	02/18/2021
Job Classification Date	02/18/2020
Hire Date	02/18/2020

Sen A Voss _____ *1/27/2021*
 Elected Official/Department Head Signature Date

MELVYN J HOUSER
 POTTAWATTAMIE COUNTY AUDITOR
 AND ELECTION COMMISSIONER
 PO BOX 649
 COUNCIL BLUFFS, IOWA 51502-0649

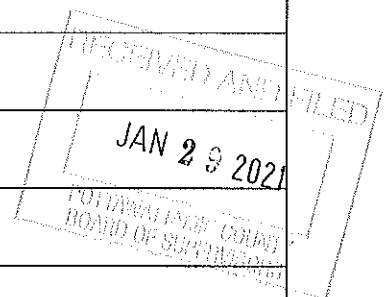


Pottawattamie County Payroll Department
 Phone: 712-328-5700 Option 6
 Internal Extension: 3015 or 3027
 SECURE Fax: 712-328-4781

EMPLOYEE PAYROLL STATUS CHANGE

Name	Last WICKERSHAM	First KIMBERLY	MI
Department	CONSERVATION		

	Current	New
Step & Grade	G515/S2	G515/S3
Hourly Rate	\$ 20.920045	\$ 21.684812
Longevity	\$ 0.000000	\$ 0.000000
Shift Differential	\$ 0.000000	\$ 0.000000
Total	\$ 20.920045	\$ 21.684812
Job Title	ADMIN ASST	
Budget Line Item Number		



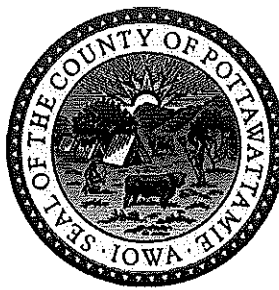
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<input type="checkbox"/> Union	<input checked="" type="checkbox"/> Non-Union		

Reason for change	1 YEAR STEP INCREASE
Effective Date	02/12/2021
Job Classification Date	02/12/2020
Hire Date	02/12/2020

[Signature] _____ 1/27/2021 _____
 Elected Official/Department Head Signature Date

MELVYN J HOUSER
POTTAWATTAMIE COUNTY AUDITOR
AND ELECTION COMMISSIONER
 PO BOX 649
 COUNCIL BLUFFS, IOWA 51502-0649

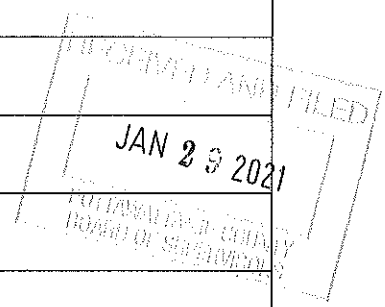


Pottawattamie County Payroll Department
 Phone: 712-328-5700 Option 6
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 SECURE Fax: 712-328-4781

EMPLOYEE PAYROLL STATUS CHANGE

Name	Last FRANCO	First JEFFREY	MI
Department	CONSERVATION		

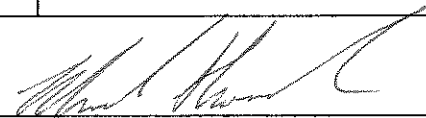
	Current	New
Step & Grade	G528/S6	G528/S7
Hourly Rate	\$ 38.386310	\$ 39.706148
Longevity	\$ 0.000000	\$ 0.250000
Shift Differential	\$ 0.000000	\$ 0.000000
Total	\$ 38.386310	\$ 39.956148
Job Title	OPERATIONS SUPERVISOR	
Budget Line Item Number		



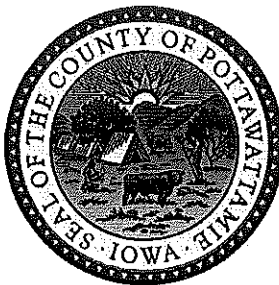
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<input type="checkbox"/> Union	<input checked="" type="checkbox"/> Non-Union		

Reason for change	5 YEAR STEP PLUS LONGEVITY
Effective Date	02/25/2021
Job Classification Date	02/25/2016
Hire Date	02/25/2016


1/27/2021
 Elected Official/Department Head Signature Date

MELVYN J HOUSER
POTTAWATTAMIE COUNTY AUDITOR
AND ELECTION COMMISSIONER
 PO BOX 649
 COUNCIL BLUFFS, IOWA 51502-0649



Pottawattamie County Payroll Department
 Phone: 712-328-5700 Option 6
 Internal Extension: 3015 or 3027
 SECURE Fax: 712-328-4781

EMPLOYEE PAYROLL STATUS CHANGE


Name	Last ESTRADA	First ROBERTO	MI
Department	BUILDINGS AND GROUNDS		

	Current	New
Step & Grade	G16/S5	G16/S6
Hourly Rate	\$ 21.943248	\$ 22.627447
Longevity	\$ 0.000000	\$ 0.000000
Shift Differential	\$ 0.000000	\$ 0.000000
Total	\$ 21.943248	\$ 22.627447
Job Title	MAINT WORKER II	
Budget Line Item Number		

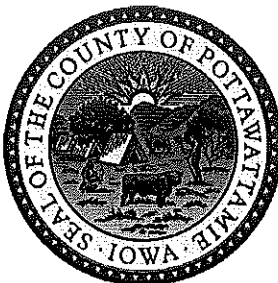
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<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Non-Exempt		
<input checked="" type="checkbox"/> Union	<input type="checkbox"/> Non-Union		

Reason for change	4 YEAR STEP INCREASE
Effective Date	02/16/2021
Job Classification Date	02/16/2017
Hire Date	02/16/2017


01/27/2021
 Elected Official/Department Head Signature Date

MELVYN J HOUSER
POTTAWATTAMIE COUNTY AUDITOR
AND ELECTION COMMISSIONER
 PO BOX 649
 COUNCIL BLUFFS, IOWA 51502-0649



Pottawattamie County Payroll Department
 Phone: 712-328-5700 Option 6
 Internal Extension: 3015 or 3027
 SECURE Fax: 712-328-4781

EMPLOYEE PAYROLL STATUS CHANGE

Name	Last WIESE	First MATTHEW	MI
Department	BUILDINGS AND GROUNDS		

	Current	New
Step & Grade	G16/S5	G16/S6
Hourly Rate	\$ 21.943248	\$ 22.627447
Longevity	\$ 0.000000	\$ 0.000000
Shift Differential	\$ 0.000000	\$ 0.000000
Total	\$ 21.943248	\$ 22.627447
Job Title	MAINT WORKER II	
Budget Line Item Number		

Check Boxes that are appropriate for Employee Status:

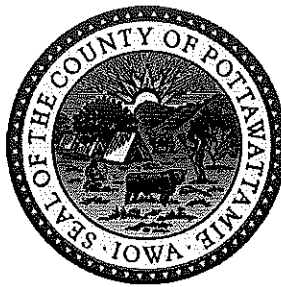
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<input checked="" type="checkbox"/> Union	<input type="checkbox"/> Non-Union		

Reason for change	4 YEAR STEP INCREASE
Effective Date	02/16/2021
Job Classification Date	02/16/2017
Hire Date	02/16/2017

Jason Seaver 01/27/2021

 Elected Official/Department Head Signature Date

MELVYN J HOUSER
POTTAWATTAMIE COUNTY AUDITOR
AND ELECTION COMMISSIONER
 PO BOX 649
 COUNCIL BLUFFS, IOWA 51502-0649

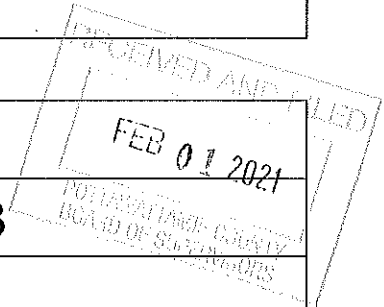


Pottawattamie County Payroll Department
 Phone: 712-328-5700 Option 6
 Internal Extension: 3015 or 3027
 SECURE Fax: 712-328-4781

EMPLOYEE PAYROLL STATUS CHANGE

Name	Last KEPHART	First CHASITY	MI
Department	MENTAL HEALTH		

	Current	New
Step & Grade	G522/S1	G522/S2
Hourly Rate	\$ 25.866352	\$ 26.791473
Longevity	\$ 0.000000	\$ 0.000000
Shift Differential	\$ 0.000000	\$ 0.000000
Total	\$ 25.866352	\$ 26.791473
Job Title	SERVICE COORDINATOR	
Budget Line Item Number		



Check Boxes that are appropriate for Employee Status:

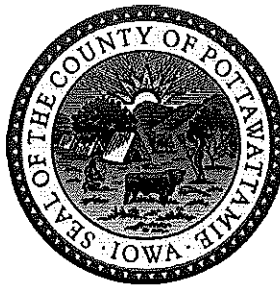
<input checked="" type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Temporary
<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Non-Exempt		
<input type="checkbox"/> Union	<input checked="" type="checkbox"/> Non-Union		

Reason for change	6 MONTH STEP INCREASE
Effective Date	02/28/2021 <i>sm</i>
Job Classification Date	09/28/2020
Hire Date	09/28/2020

Dianna M. Watson
 Elected Official/Department Head Signature

2-28-21
 Date

MELVYN J HOUSER
POTTAWATTAMIE COUNTY AUDITOR
AND ELECTION COMMISSIONER
 PO BOX 649
 COUNCIL BLUFFS, IOWA 51502-0649



Pottawattamie County Payroll Department
 Phone: 712-328-5700 Option 6
 Internal Extension: 3015 or 3027
 SECURE Fax: 712-328-4781

EMPLOYEE PAYROLL STATUS CHANGE

Name	Last JOBE	First AMY	MI
Department	MENTAL HEALTH		

	Current	New
Step & Grade	G522/S4	G522/S5
Hourly Rate	\$ 28.851407	\$ 29.899877
Longevity	\$ 0.000000	\$ 0.000000
Shift Differential	\$ 0.000000	\$ 0.000000
Total	\$ 28.851407	\$ 29.899877
Job Title	SERVICE COORD/JAIL BASED	
Budget Line Item Number		

RECEIVED AND FILED
 FEB 01 2021
 POTTAWATTAMIE COUNTY
 BOARD OF SUPERVISORS

Check Boxes that are appropriate for Employee Status:

<input checked="" type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Temporary
<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Non-Exempt		
<input type="checkbox"/> Union	<input checked="" type="checkbox"/> Non-Union		

Reason for change	3 YEAR STEP INCREASE
Effective Date	02/27/2021
Job Classification Date	02/27/2018
Hire Date	02/27/2018

Melvin Houser
 Elected Official/Department Head Signature

2/28/21
 Date

Scheduled Sessions

Budget Study

Workshop