

**POTTAWATTAMIE COUNTY BOARD OF SUPERVISORS
REGULAR SESSION AGENDA**

TUESDAY, May 4th, 2021

TIME: 10:00 AM

**BOARD OF SUPERVISORS' HEARING ROOM
POTTAWATTAMIE COUNTY COURTHOUSE, 2nd Floor
227 SOUTH 6TH STREET
COUNCIL BLUFFS, IOWA 51501**

Please note:

You may participate in this meeting via:

- In person: Limited number of attendees allowed in Board Hearing Room due to Governor's self-distancing order
- YouTube, at: <https://www.youtube.com/channel/UCePqZQIBgMpuSyOprlyMl6g>
- Telephone Conference call: (712) 328-5848

Pledge of Allegiance.

1. CONSENT AGENDA

- A. April 27, 2021, Minutes as read.
- B. Publication of Claims allowed for April 2021.
- C. Communications - Employment of Colleen Sylvis, Matthew Spitznagle, and Rachelle Holt as Telecommunicator

2. SCHEDULED SESSIONS

- A. Chief Carmody/Council Bluffs Police Department – Update on Southwest Iowa Training Facility and 100-yard Range Project.
- B. Jim Hughes, Mark Hughes, Sandy Winton/Jim Hughes Real Estate & John Jorgensen/HGM – Discussion on potential subdivision at 240th St and Pioneer Trail.
- C. Jason Slack/Director, Buildings and Grounds – Discussion and/or decision to:
 - 1) Approve and authorize Chairman to sign contract with Mecco-Henne Contracting for the Courthouse Addition Project.
 - 2) Approve and authorize Chairman to sign the certificate of substantial completion for the Courthouse Renovation Project.
- D. Maria Sieck/Public Health Administrator and Jana Lemrick/Director, Human Resources – Discussion and/or decision to approve job description for Community Health Organizer.
- E. Matt Wyant/Director, Planning and Development – Discussion and/or decision to approve and authorize Chairman to sign services agreement with Field Day Development.

3. OTHER BUSINESS

- A. Jana Lemrick / Director, Human Resources , Heather Shafer/HR Assistant –

Agenda Posted: Monday, May 3, 2021 @ 9:50 A.M.

- 1) Discussion and/or decision to approve and authorize Chairman to sign the E-Verify Memorandum of Understanding for Employer Access Portal, between the Department of Homeland Security (DHS), Pottawattamie County, and E-Verify.
- 2) Discussion and/or decision to approve change to Employee Handbook Policy #403, Insurance/Retirement Programs.
- 3) Discussion and/or decision regarding employee's percentage of benefit contributions.

4. RECEIVED/FILED

A. Salary Actions

- 1) Recorder – Payroll Status Change for Paul Nelson
- 2) Secondary Roads – Payroll Status Change for Shawna Hedegaard, Brady Schroder
- 3) WIC – Payroll Status Change for Wei Kay Eng

5. Scheduled Session

- A. Mitch Kay/Finance and Budget Director – Budget Study Session. Discussion only.