

# **Consent Agenda**

**July 11, 2023**

**MET IN REGULAR SESSION**

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

**PLEDGE OF ALLEGIANCE**

**1. CONSENT AGENDA**

After discussion was held by the Board, a motion was made by Jorgensen, and second by Belt, to approve:

- A. June 27, 2023, Minutes as read.
- B. June 2023 Vendor Publication Report.
- C. Veterans Service Office – Employment of Rebekah Adair as an Administrative Assistant.

UNANIMOUS VOTE. Motion Carried.

**2. SCHEDULED SESSIONS**

Motion by Wichman, second by Jorgensen to delay the petition to establish a Secondary Road Assessment District on Honeysuckle Road, from 185<sup>th</sup> Street East to the dead-end till July 25<sup>th</sup>.  
 AYES: Belt, Wichman, Jorgensen NAYS: Shea, Miller. Motion Carried.

Tiffany Kruiuzenga and Spencer Pech with ISG Inc appeared before the Board to discuss the County Inspection role for the proposed CO2 pipeline project.  
 Discussion only. No action taken.

Motion by Jorgensen, second by Miller, to approve and authorize Board Chairman to sign electrical contract with Midwest Mechanical for park improvements in the amount of \$522,805.  
 UNANIMOUS VOTE. Motion Carried.

**3. OTHER BUSINESS**

Motion by Miller, second by Belt, to approve the following applications made to the Assessor's Office: Homestead (0 recommend allowed, 31 recommend disallowed), Military (0 recommend allowed, 3 recommend disallowed), Disabled Veteran Homestead (0 recommend allowed, 0 recommend disallowed), Family Farm (0 recommend allowed, 0 recommend disallowed).  
 UNANIMOUS VOTE. Motion Carried.

**4. COMMITTEE APPOINTMENTS**

Board discussed Committee meetings from the past week.  
 Discussion only. No action taken.

**5. RECEIVED/FILED**

- A. Out of State Travel Notification(s):
  - 1) Sheriff – Out of State Travel Notification for Anthony Kava.
  - 2) Auditor – Out of State Travel Notification for Melvyn Houser.
- B. Salary Action(s):
  - 1) Jail – Payroll status change for Kayla Smeal, Corey Little, Shannon Holman and Makenzie Ayers.
  - 2) Conservation – Payroll status change for Joseph Goltl and Jenna Miller.
  - 3) Secondary Roads – Payroll status change for Kyle Schroeder, Gary Feigenbutz, and Greg Roush.
  - 4) WIC – Payroll status change for Wei Kay Eng.
  - 5) WIC – Employment of Sarah Ozanne as a Travel Dietitian.
- C. Report(s):
  - 1) Sheriff's Report of Fees Disbursed and Collected for May 2023.

**6. PUBLIC COMMENTS**

Shawna Anderson appeared before the Board to discuss Concerned Citizens and what they do.

Jeff Shudak appeared before the Board to discuss welding for potential pipeline.

Nancy Kealy appeared before the Board to discuss Honeysuckle and the sale of recent properties.

Tim Kealy appeared before the Board to discuss the additional cost to improve Honeysuckle for the trees, ditches, and culvert.

**7. ADJOURN**

Chairman Shea adjourned the meeting at 11:23 A.M.

\_\_\_\_\_  
Brian Shea, Chairman

ATTEST: \_\_\_\_\_  
Melvyn Houser, County Auditor

APPROVED: July 18, 2023

PUBLISH: X



Secondary Roads

223 South 6<sup>th</sup> Street  
Council Bluffs, IA 51501  
Ph: 712-328-5608 | Fax: 712-328-4751  
PottCounty-ia.gov

Date: July 13, 2023  
To: Board of Supervisors  
CC: Jana Lemrick, Director of Human Resources  
From: John Rasmussen, County Engineer  
Tina Treantos, Operations Administrator  
RE: Elimination of Vacant Position

I recommend the elimination of one (1) vacant Engineer Intern position in accordance with Policy 203 section (10), effective July 1, 2009. Elimination of one of the two Engineer Intern positions was discussed during budgeting and negotiation sessions earlier this year to be used for Departmental wage adjustments in fiscal year 2024.

As you may recall the wage adjustments made to the Union and Non-Union scales resulted in a 6% wage increase for the Secondary Road Employees. The elimination of this position reduced the overall cost of the adjustments to a 2.66% increase to the Department and was a lower cost than the 3.5% that was given countywide.

With the elimination of this position the Secondary Roads Department will be adjusted from 65 to 64 Full Time Employees (FTEs) effective July 1, 2023.

# **Scheduled Sessions**

**Josh Madsen and Royce Forbush/City  
Council, City of Underwood**

**Appreciation for RAISE grant and John  
Rasmussen.**

**Paula Hazelwood/CEO, Advance Southwest  
Iowa Corporation**

**Discussion and/or decision to approve  
funding for Professional Developers of Iowa  
Conference.**

# Pottawattamie County Funding Request

Request Date June 29, 2023

Board Meeting Date July 18, 2023

Organization Name: Advance Southwest Iowa Corporation

Are you a nonprofit organization (If yes, what type 501c3, I.E.)? Yes 501(c)(6) No \_\_\_\_\_

Are you a registered not-for-profit? Yes X No \_\_\_\_\_

Organization Mailing Address: 149 W. Broadway, Council Bluffs, IA 51503

Program or Project Name: Professional Developers of Iowa Conference

Contact Person: Paula Hazlewood

Title: Chief Executive Officer

Telephone: (402) 960-8505

E-Mail: phazlewood@selectgreateromaha.com

Dollar Amount Requested: \$1,500

County Fiscal Year 2023

Total Program/Project Cost: NA

Will County funding be leveraged with matching funds from another source? Yes \_\_\_\_\_ No X

## Summary of Funding Request and Project Goals and Objectives:

Through a competitive bidding process, Advance Southwest Iowa Corporation, the Council Bluffs Convention and Visitors Bureau and the Council Bluffs Area Chamber submitted an application to host the Fall 2023 Professional Developers of Iowa Conference in Council Bluffs. We were awarded the bid with the conference being scheduled for September 27-29, 2023 at the MidAmerica Center. This conference will allow us to showcase Council Bluffs and Pottawattamie County to 150+ professional developers and service providers from all across the State of Iowa.

## Describe the Public Purpose(s) and specifically identify the Economic Development that will be served by the funding:

As we continue to promote Pottawattamie County as a "place of choice" to live, work and do business, this conference provides us the opportunity to validate "why" Council Bluffs and all of Pottawattamie County and showcase the hard work that many have accomplished to make our area vibrant and welcoming.

## Provide an Itemized Program/Project Budget Showing How the Funds will be expended:

A component of our commitment locally to host the conference is the ability to raise local sponsorships that will be utilized to support the content of program. Our local commitment is a minimum of \$10,000 in local sponsorships to be utilized for transportation, speaker and conference associated costs. To date, we have raised \$12,250 locally with the goal of reaching \$15,000. Sponsorships have currently been secured from: The City of Council Bluffs, ASWIC, CBCVB, CB Chamber, Frontier Savings Bank, Heartland Properties, Google and Snyder & Associates.

\*\*\*Attach additional pages if needed to fully answer any of the questions on this application\*\*\*



## ASSURANCES FOR POTTAWATTAMIE COUNTY FUNDING

### This signed page must accompany your funding request

The applicant hereby agrees and acknowledges that:

- 1) If awarded funds, the applicant will conduct operations in accordance with Title VI and the Civil Rights Act of 1964, as amended, and the Rehabilitation Act of 1973, as amended, which prohibits discrimination against any employee, applicant for employment, or any person participating in a sponsored program on the basis of race, creed, color, national origin, religion, sex, age, sexual orientation, or physical or mental disability, and require compensation for employment at no less than the minimum wage requirements and will provide safe and sanitary working conditions;
- 2) The applicant will expend funds received from Pottawattamie County solely for public purposes on the program or project described in the funding request;
- 3) All unexpended funds received pursuant to this request shall be returned to Pottawattamie County;
- 4) This funding request and assurances document has been approved by the legally authorized governing body of the applicant, if applicable;
- 5) The facts, figures, and information contained in this funding request, including all attachments, are true and correct;
- 6) Failure to comply with the rules of this program and this assurances agreement will result in the penalty of funding forfeiture and funds received during the applicable fiscal year shall be returned to Pottawattamie County;
- 7) At any time, the Board of Supervisors may require a representative from your organization to attend a public meeting to report progress toward completion of your program or project; and
- 8) Applicant will, upon request by Pottawattamie County, provide an accounting of all expenditures of Pottawattamie County funds and further provide any other documentation deemed necessary by Pottawattamie County to provide oversight for the funds. Failure to timely comply with requests from the County under this paragraph will result in suspension of funding.
- 9) Applicant acknowledges that other stipulations and conditions may be required by the Board of Supervisors before funding is awarded.

### Professional Developers of Iowa

Name of Organization

\_\_\_\_\_  
Signature of Board President

\_\_\_\_\_  
Date

*Paula Hazlewood* (on behalf of PDI) June 29, 2023  
Signature of Executive Director (if applicable)      Date

Approved \_\_\_\_\_ Amount \_\_\_\_\_ BOS Chairman Signature \_\_\_\_\_

**Jason Slack/Director, Building  
and Grounds and Jon Henne  
Jr/Meco-Henne**

**Discussion and/or decision to approve pay application  
for partial release of retainage to Meco-Henne  
Construction.**

# APPLICATION AND CERTIFICATE FOR PAYMENT

TO OWNER: Pottawattamie County Board of Supervisors PROJECT: Pottawattamie County Courthouse Addition APPLICATION NUMBER: 21  
 227 South 6th Street 227 South 6th Street  
 Council Bluffs, Iowa 51501 Council Bluffs, Iowa 51501

APPLICATION DATE: 7/11/2023

FROM CONTRACTOR: Meco-Henne Contracting, Inc.  
 4140 South 87th Street  
 Omaha, NE 68127

VIA ARCHITECT: HGM Associates Inc.  
 650 5th Avenue  
 Council Bluffs, Iowa 51501

APPLICATION PERIOD TO: 6/30/2023

CONTRACT FOR: General Contractor ARCHITECT'S PROJECT NO: 107419E CONTRACT DATE: 5/4/2021

## CONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY		
Change Orders approved in previous months by Owner	ADDITIONS	DEDUCTIONS
TOTAL	240,547	
Approved this Period		
Number	Date Approved	
TOTALS	240,547	
Net by Change Orders	240,547	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief, the Work covered by this Application for Payment has been completed in accordance with Contract Documents, that all amounts have been paid by the Contractor for Work which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Meco-Henne Contracting, Inc.

BY: Jon Henne  
 Jon Henne, Project Manager

DATE: 7/11/2023

Application is made for Payment, as stated below, in connection with the Contract. Continuation Sheet(s), attached.

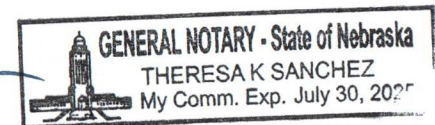
1. ORIGINAL CONTRACT SUM .....	\$	5,525,000.00
2. Net change by Change Orders .....	\$	240,547.03
3. CONTRACT SUM TO DATE (Line 1 ± 2) .....	\$	5,765,547.03
4. TOTAL COMPLETE & STORED TO DATE .....	\$	5,694,910.03
(Column G on Continuation Sheet(s))		
5. RETAINAGE:		
a. Lump sum retainage of .....	\$	100,000.00
b. ....	\$	
Total Retainage (Line 5a + 5b) .....		100,000.00
6. TOTAL EARNED LESS RETAINAGE .....	\$	5,594,910.03
(Line 4 less Line 5 Total Retainage)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT .....	\$	5,400,039.43
(Line 6 from prior Certificate)		
8. CURRENT PAYMENT DUE .....	\$	194,870.60
9. BALANCE TO FINISH, PLUS RETAINAGE .....	\$	170,637.00
(Line 3 less Line 6)		

State of: Nebraska

Subscribed and sworn to before me this 11th day of July 2023

Notary Public:

*Theresa K Sanchez*  
 My Commission expires: 30th day of July 2025



AMOUNT CERTIFIED ..... \$ \$194,870.60

(Attach explanation if amount differs from the amount applied for.)

ARCHITECT:

## ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information, and belief the Work has progressed as indicated, the quality of the Work is in accordance with Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

BY: Ryan Bergley DATE: July 18, 2023

This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

# CONTINUATION SHEET

APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.

APPLICATION NUMBER: 21  
 APPLICATION DATE: 7/11/2023  
 APPLICATION PERIOD TO: 6/30/2023  
 ARCHITECT'S PROJECT NO: 107419E

In tabulations below, amounts are stated to the nearest dollar.  
 Use column I on Contracts where variable retainage for line items may apply.

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D O R E)	G		H BALANCE TO FINISH (C-G)	I RETAINAGE
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G/C)		
1	Bonds & Permit	62,817	62,817			62,817	100.00		
2	General Conditions	255,147	250,147	5,000		255,147	100.00		
3	Contingency Allowance	20,000						20,000	
4	Site Demo & Grading	113,158	113,158			113,158	100.00		
5	Auger Cast Piles	121,758	121,758			121,758	100.00		
6	Landscape & Irrigation	10,637	5,658			5,658	53.19	4,979	
7	Site Furnishings & Striping	3,961	3,961			3,961	100.00		
8	Site Utilities	67,895	67,895			67,895	100.00		
9	Select Demolition	48,862	48,862			48,862	100.00		
10	Rebar Material	93,321	93,321			93,321	100.00		
11	Hollowcore	6,450	6,450			6,450	100.00		
12	Footings & Foundation Walls	286,608	286,608			286,608	100.00		
13	Building Flatwork	125,376	125,376			125,376	100.00		
14	Site Concrete	62,547	62,547			62,547	100.00		
15	CMU & Accessories	203,684	203,684			203,684	100.00		
16	Brick Veneer	297,445	297,445			297,445	100.00		
17	Structural Steel Design	19,237	19,237			19,237	100.00		
18	Structural Steel Supply	551,645	548,250	3,395		551,645	100.00		
19	Structural Steel Erection	94,147	91,884	2,263		94,147	100.00		
20	Rough Carpentry	8,181	8,181			8,181	100.00		
21	Casework	16,974	16,974			16,974	100.00		
22	Solid Surface Tops	8,147	8,147			8,147	100.00		
23	Caulking & Sealants	20,368	20,368			20,368	100.00		
24	Drain Tile & Waterproofing	28,289	28,289			28,289	100.00		
25	Fluid Air Barrier	15,842	15,842			15,842	100.00		
26	Spray Fireproofing	45,263	45,263			45,263	100.00		
27	Roofing & Sheet Metal	195,763	195,763			195,763	100.00		
28	Metal Soffit Panels	29,421	29,421			29,421	100.00		
29	Doors & Hardware Material	91,563	91,563			91,563	100.00		
30	Doors & Hardware Labor	8,695	8,695			8,695	100.00		
31	Aluminum & Glazing	199,158	199,158			199,158	100.00		
32	Smoke Guard Doors	22,145	22,145			22,145	100.00		
33	OH Doors	18,105	18,105			18,105	100.00		
34	Framing	118,816	118,816			118,816	100.00		
35	Insulation & Drywall	56,579	56,579			56,579	100.00		
36	Acoustical Ceilings	62,237	62,237			62,237	100.00		
	Carry Forward	3,390,241	3,354,604	10,658		3,365,262	99.26	24,979	

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Use column 1 on Contracts where variable retainage for line items may apply.

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			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD					
	Brought Forward	3,390,241	3,354,604	10,658		3,365,262	99.26	24,979	
37	Epoxy Flooring	3,961	3,961			3,961	100.00		
38	Quarry Tile	5,658						5,658	
39	Resilient & Carpet	43,773	43,773			43,773	100.00		
40	Painting	49,177	49,177			49,177	100.00		
41	Specialties	3,434	3,434			3,434	100.00		
42	Entrance Ramp System	42,073	42,073			42,073	100.00		
43	Elevator Design/Deposit/Procurement	39,605	39,605			39,605	100.00		
44	Elevator & Vertical Lift System *Fire Suppression*	100,129	100,129			100,129	100.00		
45	Design	9,618	9,618			9,618	100.00		
46	Material	20,368	20,368			20,368	100.00		
47	Labor *Mechanical*	20,750	20,750			20,750	100.00		
48	General Conditions/Mobilization	24,173	24,173			24,173	100.00		
49	Steamfitting Material	47,526	47,526			47,526	100.00		
50	HVAC Equipment	407,369	407,369			407,369	100.00		
51	Steamfitting Labor	169,737	169,737			169,737	100.00		
52	Plumbing Material	33,947	33,947			33,947	100.00		
53	Plumbing Fixtures	24,895	24,895			24,895	100.00		
54	Plumbing Labor	76,947	76,947			76,947	100.00		
55	Equipment/Dig/Backfill	14,711	14,711			14,711	100.00		
56	Sheetmetal	163,935	163,935			163,935	100.00		
57	Insulation	73,966	73,966			73,966	100.00		
58	Test & Balance	7,242	7,242			7,242	100.00		
59	Controls	157,290	157,290			157,290	100.00		
60	Rigging *Electrical*	22,632	22,632			22,632	100.00		
61	Mobilization & Permits	10,838	10,838			10,838	100.00		
62	Light Fixtures	62,237	62,237			62,237	100.00		
63	Distribution Gear	28,516	28,516			28,516	100.00		
64	Labor	135,790	135,790			135,790	100.00		
65	Security	107,274	107,274			107,274	100.00		
66	Data	59,747	59,747			59,747	100.00		
67	Fire Alarm	22,317	22,317			22,317	100.00		
68	Temp Power	13,432	13,432			13,432	100.00		
69	Misc Material	91,692	91,692			91,692	100.00		
	Carry Forward	5,485,000	5,443,705	10,658		5,454,363	99.44	30,637	

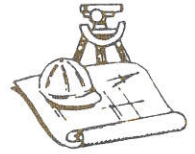
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			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)			
	Brought Forward	5,485,000	5,443,705	10,658		5,454,363	99.44	30,637	
70	Security Allowance	40,000						40,000	
71	Change Order #002	75,845	75,845			75,845	100.00		
72	Change Order #004	43,928.03	43,928			43,928.03	100.00		
73	Change Order #005	97,634	97,634			97,634	100.00		
74	Change Order #006	23,140	23,140			23,140	100.00		
Grand Totals		5,765,547.03	5,684,252	10,658.00		5,694,910.03	98.77	70,637	100,000.00



7/12/2023

Ryan TerSteeg  
HGM Associates Inc.  
640 Fifth Avenue  
Council Bluffs, IA 51501

RE: Pottawattamie County Courthouse Addition - Partial Retainage Release

Mr. TerSteeg,

Meco-Henne Contracting, Inc. would like to request a partial release of retainage on the Pottawattamie County Courthouse Project. Currently retainage is set at 5% which amounts to \$284,212.60.

Meco-Henne achieved substantial completion with passing final building inspection occupancy on Thursday June 1st, 2023. A building punchlist was conducted shortly there after by HGM Associates. Interior punchlist work is nearly complete and HGM will conduct a final punchlist walk thru in the near future.

Given the current status of the project and punchlist, Meco-Henne Contracting would like to request a release of retainage down to \$100,000.00.

Meco-Henne will only release full retainage to subcontractors that have a signed off verified punchlist completion and have submitted all necessary closeout documents to Meco-Henne.

Thank you for your consideration in this matter. A copy of the pay application is included.

Sincerely,

*Jon Henne*

Jon Henne Jr.  
Meco-Henne Contracting, Inc.

Encl.  
CC: Kim Bogatz, HGM  
Jason Slack, Pottawattamie County

**Mark Shoemaker/Director,**  
**Conservation and Jeff**  
**Franco/Deputy Director,**  
**Conservation**

**Presentation of Mt Crescent season summary.**



**Peggy Becker/Administrator, Veteran**  
**Service Office**

**Discussion and/or decision to approve  
Application for use of Pottawattamie County  
Grounds at the Veteran Affairs Building for  
VFW 11355 (Monthly Meetings), and VFW  
11355 (2023 Car Show)**

\*\*\* FOR COUNTY USE ONLY \*\*\*

Certificate of Insurance Received:  Yes <sup>NA</sup> Date Received: \_\_\_\_\_  No  Waived

Buildings and Grounds:  N/A  Approved  Denied

Sheriff/Courthouse Security  N/A  Approved  Denied  
\*\*\*\*\*

**BOARD OF SUPERVISORS DECISION**

Board Meeting Date: \_\_\_\_\_

Board Decision:  Approved  Denied

Reason(s) for Denial: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_


\_\_\_\_\_  
**Board of Supervisors, Chairman or Designee**

**VETERANS COMMISSION DECISION (Veteran's Building Only)**

Commission Meeting Date: 7/14/23

Commission Decision:  Approved  Denied

Reason(s) for Denial: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

  
\_\_\_\_\_  
**Veteran's Commission, Chairman or Designee**

## RULES OF USE OF POTTAWATTAMIE COUNTY PROPERTY

1. These rules apply to use of any county-owned building, grounds or other property (other than use of county parks). Use of county property requires prior approval of the Pottawattamie County Board of Supervisors and will be awarded on a "first-come-first-served basis". There shall be a pre-event meeting between county representatives and the Responsible Party to inspect the grounds and determine whether the property is appropriate for the requested use.
2. County property and buildings shall not be used for any unlawful purpose. Use of the building shall not extend past 10 p.m. for any event without prior approval of the Board of Supervisors.
3. The use of tobacco, e-cigarettes, vapor cigarettes, and the use of possession of alcoholic beverages, of any kind, is prohibited, at all times on county property, or inside any county-owned building.
4. The use of the county property shall not interfere with normal county government operations or with normal public access to the property during business hours (Monday through Friday 8:00 am until 4:30 pm).
5. No loudspeakers, sound systems, bullhorns, or other such noise-making and/or noise-amplifying devices may be used during business hours.
6. No animals (except working service animals) are allowed on the county grounds without prior approval of the Board of Supervisors.
7. Nothing shall be placed on county property that could be harmful to the building, grass or trees.
8. County buildings and grounds shall be cleaned by the Responsible Party and returned to their pre-event condition immediately after the designated event or arrangements shall be made to pay the county for the cost of cleaning.
9. The Responsible Party must complete an application form acknowledging responsibility for the payment of any damages that might occur during the designated event.
10. Any group using and county building or property may be asked to provide the County with proof of insurance liability policy naming the County as an additional insured.
11. Violation of any of these rules may be cause to deny future use of county buildings and grounds.
12. Pottawattamie County reserves the right to refuse use of any county building or grounds.

### POTTAWATTAMIE COUNTY VETERANS AFFAIRS BUILDING (PCVA BUILDING)

1. Only groups approved by the Pottawattamie County Veterans Affairs Commission and the Board of Supervisors are permitted to use the PCVA Building.
2. Only the conference room and commons area of the PCVA Building shall be used for any designated event.
3. All events will be approved by the Veterans Affairs Commission at the regularly scheduled monthly meeting occurring at least one month prior to the scheduled event.
4. Use of the PCVA building may require use of a security key card. Key cards will be picked up at the PCVA Building during regular business hours.
5. There will be a \$10 charge for all lost key cards.



APPLICATION FOR USE OF  
POTTAWATTAMIE COUNTY GROUNDS

After you have completed this form, please return it to: Board of Supervisors, 227 South 6<sup>th</sup> Street, 2<sup>nd</sup> Floor, Council Bluffs, Iowa or by fax at (712) 328-5770. For questions concerning this application, please contact the Board of Supervisors at (712) 328-5644. All applications should be submitted at least three weeks in advance of your event.

This form must be accompanied by a cover letter describing event. Any changes to the event or Responsible Party after the Application has been approved must be reported to the Board of Supervisors at (712) 328-5644. Applications must be resubmitted on an annual basis.

All County grounds and buildings are Smoke-Free and Weapons-Free.

Requesting Use of:  Courthouse  Veteran's Building (Only available for use by approved Veteran's Organizations)

Date(s) of use: 2<sup>nd</sup> Tuesday of Each Month

Time of use (start and end times): 7pm to 8pm

Group/Individual Requesting Use: VFW Post 11355

Name of Contact Person: Jim Radley

Contact Address: 2653 Ave D

Telephone Number: 402-650-7241 Fax Number: ~~7241~~

Contact E-mail Address: Caspers toy@gmail.com

Name of Event: Monthly VFW Post Meeting

Type of Event/Use: Monthly Meeting

Specific areas of Courthouse grounds you request to use: Class Room & Bath Rooms

Is the event open to the general public?  Yes  No

Number of participants expected: 25 to 40

What equipment will be used on the grounds? (e.g.: chairs, tables, electrical equipment, restroom facilities) Chairs, Tables, & Restrooms

When will equipment be set up? Beginning of meeting.

Is food and/or beverage to be served?  Yes  No (NOTE: NO alcohol beverages are allowed.)  
If yes, describe: Donuts for members

Has this group used Courthouse grounds for other events?  Yes  No

If so, please list functions and dates: Our Monthly meetings And Yearly Car Show  
First Sat At

A liability insurance policy naming the County as an "additional insured" is required in the amount of at least \$1 million at the time of event.

Does this group have liability insurance to cover this event?  Yes  No  N/A

.....  
I have read the *Rules For Use of Pottawattami County Courthouse Grounds*. I understand that Courthouse grounds will be left in a clean and neat condition after use. I am liable for all damages, expenses and loss caused by any person who attends or participates in this scheduled event. By signing this application, I agree to defend and hold the County (including its governing bodies, individual departments, employees, and agents) free and harmless from any damage, loss, liability, cost or expense that may arise during or be caused in any way by this scheduled event and any activities related to it.

[Signature]  
Signature of Responsible Party

Jul 10, 2023  
Date

\*\*\* FOR COUNTY USE ONLY \*\*\*

Certificate of Insurance Received:  Yes Date Received: 7/10/23  No  Waived

Buildings and Grounds:  N/A  Approved  Denied

Sheriff/Courthouse Security  N/A  Approved  Denied  
\*\*\*\*\*

**BOARD OF SUPERVISORS DECISION**

Board Meeting Date: \_\_\_\_\_

Board Decision:  Approved  Denied

Reason(s) for Denial: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

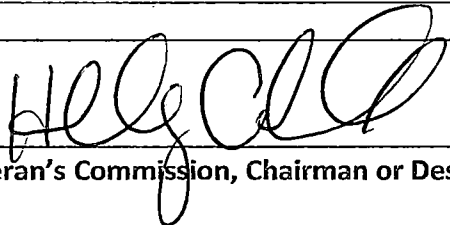
\_\_\_\_\_  
**Board of Supervisors, Chairman or Designee**

**VETERANS COMMISSION DECISION (Veteran's Building Only)**

Commission Meeting Date: 7/10/23

Commission Decision:  Approved  Denied

Reason(s) for Denial: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

  
\_\_\_\_\_  
**Veteran's Commission, Chairman or Designee**

## **RULES OF USE OF POTTAWATTAMIE COUNTY PROPERTY**

1. These rules apply to use of any county-owned building, grounds or other property (other than use of county parks). Use of county property requires prior approval of the Pottawattamie County Board of Supervisors and will be awarded on a "first-come-first-served basis". There shall be a pre-event meeting between county representatives and the Responsible Party to inspect the grounds and determine whether the property is appropriate for the requested use.
2. County property and buildings shall not be used for any unlawful purpose. Use of the building shall not extend past 10 p.m. for any event without prior approval of the Board of Supervisors.
3. The use of tobacco, e-cigarettes, vapor cigarettes, and the use or possession of alcoholic beverages, of any kind, is prohibited, at all times on county property, or inside any county-owned building.
4. The use of the county property shall not interfere with normal county government operations or with normal public access to the property during business hours (Monday through Friday 8:00 am until 4:30 pm).
5. No loudspeakers, sound systems, bullhorns, or other such noise-making and/or noise-amplifying devices may be used during business hours.
6. No animals (except working service animals) are allowed on the county grounds without prior approval of the Board of Supervisors.
7. Nothing shall be placed on county property that could be harmful to the building, grass or trees.
8. County buildings and grounds shall be cleaned by the Responsible Party and returned to their pre-event condition immediately after the designated event or arrangements shall be made to pay the county for the cost of cleaning.
9. The Responsible Party must complete an application form acknowledging responsibility for the payment of any damages that might occur during the designated event.
10. Any group using and county building or property may be asked to provide the County with proof of insurance liability policy naming the County as an additional insured.
11. Violation of any of these rules may be cause to deny future use of county buildings and grounds.
12. Pottawattamie County reserves the right to refuse use of any county building or grounds.

### **POTTAWATTAMIE COUNTY VETERANS AFFAIRS BUILDING (PCVA BUILDING)**

1. Only groups approved by the Pottawattamie County Veterans Affairs Commission and the Board of Supervisors are permitted to use the PCVA Building.
2. Only the conference room and commons area of the PCVA Building shall be used for any designated event.
3. All events will be approved by the Veterans Affairs Commission at the regularly scheduled monthly meeting occurring at least one month prior to the scheduled event.
4. Use of the PCVA building may require use of a security key card. Key cards will be picked up at the PCVA Building during regular business hours.
5. There will be a \$10 charge for all lost key cards.



APPLICATION FOR USE OF  
POTTAWATTAMIE COUNTY GROUNDS

After you have completed this form, please return it to: Board of Supervisors, 227 South 6<sup>th</sup> Street, 2<sup>nd</sup> Floor, Council Bluffs, Iowa or by fax at (712) 328-5770. For questions concerning this application, please contact the Board of Supervisors at (712) 328-5644. All applications should be submitted at least three weeks in advance of your event.

This form must be accompanied by a cover letter describing event. Any changes to the event or Responsible Party after the Application has been approved must be reported to the Board of Supervisors at (712) 328-5644. Applications must be resubmitted on an annual basis.

All County grounds and buildings are Smoke-Free and Weapons-Free.

Requesting Use of:  Courthouse  Veteran's Building (Only available for use by approved Veteran's Organizations)

Date(s) of use: Aug 5<sup>th</sup> to 2023

Time of use (start and end times): All day

Group/Individual Requesting Use: VFW Post 11355

Name of Contact Person: Jim Radley

Contact Address: 2653 Ave D Council Bluffs 51501

Telephone Number: 402-650-7247 Fax Number: \_\_\_\_\_

Contact E-mail Address: Casperstoy@gmail.com

Name of Event: Veterans Memorial Car Show

Type of Event/Use: Car Show

Specific areas of Courthouse grounds you request to use: Parking lot, Restrooms

Is the event open to the general public?  Yes  No



Number of participants expected:

What equipment will be used on the grounds? (e.g.: chairs, tables, electrical equipment, restroom facilities) Restrooms, Table, Chairs

When will equipment be set up? Sat Aug 5

Is food and/or beverage to be served?  Yes  No (NOTE: NO alcohol beverages are allowed.)  
If yes, describe: Hamburgers, Hotdog, Chips

Has this group used Courthouse grounds for other events?  Yes  No

If so, please list functions and dates: Monthly Meetings

A liability insurance policy naming the County as an "additional insured" is required in the amount of at least \$1 million at the time of event.

Does this group have liability insurance to cover this event?  Yes  No  N/A

.....  
I have read the *Rules For Use of Pottawattamie County Courthouse Grounds*. I understand that Courthouse grounds will be left in a clean and neat condition after use. I am liable for all damages, expenses and loss caused by any person who attends or participates in this scheduled event. By signing this application, I agree to defend and hold the County (including its governing bodies, individual departments, employees, and agents) free and harmless from any damage, loss, liability, cost or expense that may arise during or be caused in any way by this scheduled event and any activities related to it.

[Signature]  
Signature of Responsible Party

10 Jul 2023  
Date



# Veteran Memorial Car Show



**Saturday, Aug 5<sup>th</sup>**  
**623 6<sup>th</sup> Ave. Council Bluffs, IA**

**All Proceeds Go to Veterans**  
**50/50 Drawing**

**Dash Plaques 1st 100 Entries**

**Registration Fee \$20**  
**Registration 9am - 11:00am**  
**Show 11:00am - 3pm**  
**Awards Presentation 3pm**

**Mayor's Choice**  
**Best of Show**  
**Best Paint**  
**Best Engine**  
**1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> Place for all below**

## **Stock Classes**

**GM**  
**Ford**  
**Mopar**  
**Trucks**  
**Mustang**  
**Corvette**  
**Model A**  
**Import**  
**Tri-Five**

## **Modified Classes**

**GM**  
**Ford**  
**Mopar**  
**Trucks**  
**Mustang**  
**Corvette**  
**Model A**  
**Import**  
**Tri-Five**

## **Other Classes**

**Unfinished**  
**Orphan**  
**GM Orphan**  
(Buick, Oldsmobile & Pontiac)  
**Hot Rod**  
**Motorcycle**  
**Rat Rod**  
**Working**  
(Vehicles)  
**Pro Stock**

**RANDY CROM 402 753-7618**

**WE ARE NOT RESPONSIBLE FOR ANY ACCIDENTS, INJURY OR THEFT**

**Other Business**

**Lea Voss / Treasurer**

**Discussion and/or decision to approve  
Pottawattamie County Treasurer's Semi-  
Annual Report for 1/1/2023-6/30/2023.**

# Iowa County Treasurer's Semi-Annual

## Pottawattamie County For 01/01/2023 - 06/30/2023

	Beginning Treasurer's	Total Revenues	Beginning Balance +	Total Expenses	Ending Treasurer's	Outstanding Bank Items
0001 - GENERAL BASIC FUND	24,001,128.13	20,707,770.42	44,708,898.55	18,533,832.56	26,699,522.28	585,298.31
0002 - GENERAL SUPPLEMENTAL FUND	10,470,638.31	8,568,218.78	19,038,857.09	9,529,101.06	9,234,115.04	15,619.35
0003 - GAMBLING RESOURCES FUND	3,539,974.57	1,192,159.81	4,732,134.38	467,477.53	4,259,305.85	0.00
0005 - WIC/FEDERAL FUNDING FUND	-29,872.34	321,076.81	291,204.47	341,247.81	-55,718.39	0.00
0007 - LOST CONSERVATION FUND	241,668.85	125,889.77	367,558.62	172,808.85	200,364.77	5,800.00
0009 - REIMBURSABLE MHDS DIRECT EXPENSES FUND	48,961.95	1,246,417.91	1,295,379.86	1,014,311.80	281,068.06	0.00
0010 - MH-DD SERVICES FUND	0.00	0.00	0.00	0.00	0.00	0.00
0011 - RURAL SERVICES BASIC FUND	3,858,896.23	3,413,228.73	7,272,124.96	5,112,498.28	2,152,775.51	1,779.77
0015 - CO ATTORNEY DRUG FORFEITURE FUND	299,596.47	2,256.14	301,852.61	100,000.00	201,852.61	0.00
0017 - CO ATTORNEY DEL FINE COLLECT FUN	351,728.58	31,241.01	382,969.59	82,261.16	300,700.93	0.00
0018 - SPECIAL LAW ENFORCEMENT FUND	130,174.40	0.00	130,174.40	1,439.40	128,735.00	0.00
0019 - PROPERTY ACQUISITION/IMPROVEMENT/MAIN	4,714,227.75	842,014.59	5,556,242.34	1,616,639.69	3,697,424.11	0.00
0020 - SECONDARY ROADS FUND	7,227,241.61	11,024,328.87	18,251,570.48	8,617,569.73	9,693,730.61	94,153.44
0023 - REAP FUND	61,445.64	3,427.39	64,873.03	7,157.13	56,965.90	750.00
0024 - CO RECORDER'S RECORDS MGMT FUND	35,001.79	6,003.67	41,005.46	1,278.99	39,726.47	0.00
0025 - LIVING LOESS GROUP FUND	503.51	3.79	507.30	507.30	0.00	0.00
0026 - RESTORATION INITIATIVE HITCHCOCK	92,493.00	2,709.00	95,202.00	0.00	95,202.00	0.00
0027 - CO CONSERV LAND ACQ	266,769.41	56,005.36	322,774.77	54,402.52	267,888.90	0.00
0031 - HITCHCOCK NATURE AREA FUND	437.22	0.00	437.22	437.22	0.00	0.00
0032 - JUVENILE DIVERSION FUND	7,205.01	0.00	7,205.01	7,205.01	0.00	0.00
0034 - LOCAL GOVERNMENT OPIOID ABATEMENT FUN	587,851.72	20,546.88	608,398.60	0.00	608,398.60	0.00
0035 - LOST SECONDARY ROADS FUND	3,884,647.87	1,762,456.78	5,647,104.65	3,539,600.00	2,107,504.65	0.00
0036 - LOST SOIL CONS WEST FUND	532,446.30	125,889.77	658,336.07	91,567.15	593,630.63	26,861.71
0037 - LOST SOIL CONS EAST FUND	728,793.26	125,889.77	854,683.03	54,499.13	786,342.39	9,363.85
0039 - FINANCIAL ASSURANCE FUND	11,000.00	0.00	11,000.00	0.00	11,000.00	0.00
0040 - C.I.T.I.E.S. FUND	125,325.20	30,196.69	155,521.89	0.00	155,521.89	0.00
0041 - ANIMAL CONTROL DONATIONS FUND	24,877.76	1,073.55	25,951.31	1,261.40	25,118.91	429.00
0042 - AMERICAN RESCUE PLAN ACT (ARPA)	11,589,641.03	81,240.53	11,670,881.56	1,963,349.22	9,707,532.34	0.00
0046 - WEST SWCD/POTT CO STRUCTURES FUN	23,697.30	0.00	23,697.30	4,150.00	19,047.30	0.00
0047 - EAST SWCD/POTT CO STRUCTURES FUN	123,532.25	0.00	123,532.25	0.00	123,532.25	0.00
0049 - POTTAWATTAMIE COUNTY IMPACT FUND	101,884.38	0.00	101,884.38	0.00	101,884.38	0.00
0051 - VETERAN SERVICE OFFICE DONATIONS FUND	8,484.63	8,379.37	16,864.00	223.50	16,640.50	0.00
0052 - VETERANS RELOCATION ALLOCATION FUND	17,500.00	0.00	17,500.00	17,500.00	0.00	0.00
1620 - BOND SERIES 2020A CAPITAL FUND	389,711.70	2,309.30	392,021.00	145,820.93	228,097.13	1,800.00
1630 - BOND SERIES 2021A CAPITAL FUND	988,491.81	6,315.11	994,806.92	384,353.72	610,453.20	0.00
1640 - BOND SERIES 2021B CAPITAL FUND	5,596,993.39	36,157.42	5,633,150.81	2,353,598.00	3,278,052.81	0.00
1650 - BOND SERIES 2022 CAPITAL FUND	1,773,758.12	9,860.39	1,783,618.51	582,486.31	963,815.56	0.00
1700 - BIKE TRAIL FUND	249,008.97	350,000.00	599,008.97	360,562.13	238,446.84	0.00
1925 - 2020B ROADS CAPITAL PROJECT FUND	12,845.69	64.45	12,910.14	12,845.69	64.45	0.00
1935 - 2021C ROADS CAPITAL PROJECT FUND	6,114,289.88	40,466.69	6,154,756.57	2,050,790.06	4,126,569.68	22,603.17
2200 - BOND SERIES 2016A DEBT FUND	305,765.83	46,999.73	352,765.56	95,312.50	257,453.06	0.00
2210 - BOND SERIES 2018 DEBT FUND	597,979.85	327,788.91	925,768.76	713,700.00	212,068.76	0.00
2220 - BOND SERIES 2020A DEBT FUND	741,294.93	368,248.93	1,109,543.86	782,400.00	327,143.86	0.00
2225 - BOND SERIES 2020B (LOSST) DEBT FUND	337.66	198,302.82	198,640.48	198,300.00	340.48	0.00
2230 - BOND SERIES 2021A DEBT FUND	184,836.40	116,608.21	301,444.61	241,800.00	59,644.61	0.00
2235 - BOND SERIES 2021C (LOSST) DEBT FUND	367.92	341,303.05	341,670.97	341,300.00	370.97	0.00
2240 - BOND SERIES 2021B DEBT FUND	236,267.67	290,543.94	526,811.61	513,500.00	13,311.61	0.00
2250 - BOND SERIES 2022 DEBT FUND	177,962.22	184,887.02	362,849.24	354,900.00	7,949.24	0.00
4000 - EMER MANAGEMENT SERVICE FUND	2,090,832.61	3,024,374.52	5,115,207.13	4,760,548.63	354,658.50	0.00
4010 - E911 FUND	480,405.12	356,328.76	836,733.88	169,893.63	655,960.63	180.39
4100 - ASSESSOR'S FUND	1,220,135.23	890,782.32	2,110,917.55	861,529.39	1,248,325.56	144.95
4140 - AG EXTENSION EAST FUND	2,169.11	104,418.31	106,587.42	105,276.30	1,311.12	0.00
4150 - AG EXTENSION WEST FUND	3,665.54	186,331.00	189,996.54	187,242.31	2,754.23	0.00
4155 - MHDS REGION FUND	6,546,183.51	2,453,476.07	8,999,659.58	7,111,659.46	2,514,393.87	644,624.59
4200 - SCHOOLS	785,103.69	35,095,248.46	35,880,352.15	35,328,334.89	552,017.26	0.00
4300 - MERGED AREA XIII	77,402.52	3,644,686.46	3,722,088.98	3,669,575.28	52,513.70	0.00
4310 - MERGED AREA XIV	0.00	181.86	181.86	180.91	0.95	0.00
4400 - CORPORATIONS	1,033,004.24	31,790,822.80	32,823,827.04	32,315,493.05	508,333.99	0.00
4450 - CITY SPECIAL COLLECTIONS	6,484.00	160,155.00	166,639.00	103,017.00	63,622.00	0.00
4451 - CITY DRAINAGE COLLECTIONS	4,221.00	10,698.00	14,919.00	6,711.00	8,208.00	0.00
4650 - OTHER SPECIAL ASSESSMENTS	210.00	205.00	415.00	415.00	0.00	0.00
4700 - TOWNSHIPS	15,376.29	527,121.10	542,497.39	535,337.30	7,160.09	0.00
4800 - BRUCELLOSIS/TB ERAD	123.42	6,232.78	6,356.20	6,266.08	90.12	0.00
5005 - TAX SALES	41,308.34	838,924.48	880,232.82	838,924.48	95,019.14	95,019.14
5010 - AUTO LICENSE	2,488,899.96	17,408,928.11	19,897,828.07	17,003,474.83	2,895,723.03	2,826.73
5090 - TAX IN ADVANCE	99,906.58	134,463.52	234,370.10	0.00	234,370.10	0.00
5100 - UNAPPORTIONED TAX	125.00	0.00	125.00	0.00	1,234.00	1,234.00
5300 - RECORDERS ELECTRONIC FEE	1,119.00	5,723.43	6,842.43	5,734.00	1,108.43	0.00
5400 - JUVENILE DETENTION	442,913.93	627,096.16	1,070,010.09	927,648.89	142,783.25	2,801.64
5800 - JUVENILE DETENTION CAPITAL FUND	455,256.70	57,746.20	513,002.90	22,059.97	483,666.93	0.00
6000 - DRAINAGE	738,810.51	1,430,182.60	2,168,993.11	1,702,851.28	663,632.27	306,866.00
<b>Report Totals:</b>	<b>106,981,470.13</b>	<b>150,772,408.30</b>	<b>257,753,878.43</b>	<b>166,126,169.46</b>	<b>92,320,482.92</b>	<b>1,818,156.04</b>

I hereby certify the above report to be a true and accurate account of transactions during the period(s) specified. Lea A Voss, Treasurer

**Becky Lenihan/Tax & Finance**  
**Officer, Auditor's Office**

**Discussion and/or decision to approve and authorize  
Board to sign Resolution No. 51-2023 entitled:  
RESOLUTION for Right-To-Use Lease Asset Policy.**

## RESOLUTION NO. 51-2023

### POTTAWATTAMIE COUNTY RIGHT-TO-USE LEASE ASSET POLICY

**WHEREAS**, the Governmental Accounting Standards Board GASB Statement No. 87, "Leases", GASB Statement No.87 requires a lessee to recognize a lease liability and an intangible right-to-use lease asset.

**WHEREAS**, for counties reporting on the accrual basis of accounting, the cumulative effect, if any, may require a restatement of beginning net position, fund balance, or fund net position (as applicable). **This means leases in existence on June 30, 2021 will need to be reported as the beginning balance (July 1, 2021) for leases of FY2022.**

**WHEREAS**, a right-to-use lease asset is an intangible capital asset. The asset represents the right to use an underlying asset identified in a lease contract, as specified for a period of time. The County will recognize the intangible right-to-use lease asset when:

- (a) The contract conveys control of the right to use another entity's nonfinancial asset (the underlying asset) as specified in the contract for a period of time in an exchange or exchange-like transaction. (GASB 87, paragraph 4)
- (b) The minimum noncancelable contract term is greater than twelve months.
- (c) The contract does not transfer ownership of the underlying asset.
- (d) The underlying asset is used to conduct county business. (This will not apply to custodial funds.)

The following leases are not GASB 87 leases and are excluded from this policy:  
(GASB 87, paragraph 8)

- (a) Leases of intangible assets, including rights to explore for or to exploit natural resources such as oil, gas, and minerals and similar nonregenerative resources; licensing contracts for items such as motion picture films, video recordings, plays, manuscripts, patents and copyrights; and licensing contracts for computer software.
- (b) Leases of biological assets, including timber, living plants, and living animals.
- (c) Leases of inventory.
- (d) Contracts that meet the definition of a service concession arrangements (as specified in GASB 60, paragraph 4).
- (e) Leases of assets financed with outstanding conduit debt, unless both the underlying asset and the conduit debt are reported by the lessor.
- (f) Supply contracts, such as power purchase agreements.

**THEREFORE, IT IS HEREBY RESOLVED** the Pottawattamie County right-to-use lease asset capitalization threshold policy has been recommended. The policy should be approved by the Board of Supervisors. The threshold is to be consistently applied by all departments and offices of the County for financial reporting purposes and should overall capture most right-to-use lease contracts. All right-to-use lease assets at or above \$50,000.00 must be reported.

As a general rule, the threshold should be applied to individual lease contracts.

#### Right-to-use lease asset classifications:

The lessee is required to disclose the amount of lease assets (and the related amortization) by major classes of underlying assets, separately from other capital assets. (GASB 87, paragraph 37)

At a minimum, the following major classes of underlying lease assets will be disclosed by the County.

- Right-to-use leased land.
- Right-to-use leased buildings.
- Right-to-use leased equipment.
- Right-to-use leased improvements other than buildings.

#### Measurement and amortization:

Measurement: A lessee should initially measure the lease asset as the sum of the following: (GASB 87, paragraph 30)

- (a) The amount of the initial measurement of the lease right-to-use asset. (A lessee should measure the lease liability and right-to-use asset at the present value of

payments expected to be made during the lease term. (GASB 87, paragraph 21))  
(For the year of implementation, the lease liability and right-to-use asset should be measured as of July 1, 2021.)

- (b) Lease payments made to the lessor at or before the commencement of the lease term, less any lease incentives received from the lessor at or before the commencement of the lease term.
- (c) Initial direct costs that are ancillary charges necessary to place the lease asset into service.

Amortization: A lease asset should be amortized using the straight-line method over the shorter of the lease term or the useful life of the underlying asset (except if the lessee is reasonably certain a purchase option will be exercised). The amortization of the lease asset should be reported as amortization expense. (GASB 87, paragraph 31).

At a minimum, amortization should be calculated on a monthly basis.

**Dated this 18th Day of July, 2023.**

ROLL CALL VOTE

	AYE	NAY	ABSTAIN	ABSENT
_____ Brian Shea, Chairman	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ Scott Belt	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ Tim Wichman	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ Susan Miller	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ Jeff Jorgensen	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

ATTEST: \_\_\_\_\_  
Melvyn Houser, County Auditor



**Jana Lemrick/Director, Human  
Resources and Melvyn  
Houser/Auditor**

**Discussion and/or decision on the Elections Division  
organization structure.**

**Jana Lemrick/Director, Human  
Resources and Jason  
Slack/Director, Buildings and  
Grounds**

**Discussion and/or decision to approve and authorize Board to sign Memorandum of Understanding Between Pottawattamie County and the American Federation of State, County and Municipal Employees (AFSCME), Local 2364 for the employees of the Courthouse Clerks Union July 15, 2023, through June 30, 2025.**

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
POTTAWATTAMIE COUNTY  
AND THE  
AMERICAN FEDERATION OF STATE, COUNTY AND  
MUNICIPAL EMPLOYEES (AFSCME),  
LOCAL 2364**

Pottawattamie County and the American Federation of State, County and Municipal Employees (AFSCME) (hereinafter the “Bargaining Unit”) are parties to a Collective-Bargaining Agreement and have agreed to certain terms and conditions supplemental pay for maintenance and custodial staff assigned to the Pottawattamie County jail.

It is agreed between the parties that effective July 15, 2023 – June 30, 2025 that maintenance and custodial staff assigned to the jail on a permanent basis shall receive an additional one dollar (\$1.00) per hour.

Maintenance and custodial staff directed to work within the secure parameters of the jail or juvenile detention facility on a temporary basis shall receive one dollar (\$1.00) per hour for every hour actually worked within the facility.

Maintenance Workers may accrue 60 hours of compensatory time.

SO AGREED this \_\_\_\_\_ day of \_\_\_\_\_ 2023

\_\_\_\_\_  
Pottawattamie County Board  
Of Supervisors Chairman

\_\_\_\_\_  
AFSMCE/IA Council 61

# Committee Appointments

Update from Board members on Committee meetings from the past week.


**Received/Filed**

## Fee Book (06/01/2023 - 06/30/2023)

Criteria: {FMXFUS01\_RPT\_POTT.TndrDate} >= #06/01/2023# AND {FMXFUS01\_RPT\_POTT.TndrDate} <= #06/30/2023#

	Count	Total Fund Amount
<b>Recording Fees</b>		
RMA	1220	\$1,231.00
E-Commerce	1220	\$1,231.00
Audit	390	\$2,150.00
Recording	1220	\$29,855.00
County Transfer Tax	213	\$16,376.73
State Transfer Tax	213	\$78,562.47
Photo Copies	25	\$336.00
<b>Total For Recording Fees</b>	<b>4501</b>	<b>\$129,742.20</b>
<b>Other Fees</b>		
COUNTY PASSPORT POSTAGE FUND	52	\$9,306.25
<b>Total For Other Fees</b>	<b>52</b>	<b>\$9,306.25</b>
<b>Boats</b>		
Boat Writing	22	\$312.50
Boat State	22	\$3,955.20
Boat Title County	19	\$300.00
Boat Title State	19	\$390.00
Boat Liens State	8	\$78.00
Use Tax	22	\$43,862.19
Boat Lien County	8	\$60.00
Road Pass	12	\$950.00
DNR Postage	10	\$32.00
<b>Total For Boats</b>	<b>142</b>	<b>\$49,939.89</b>
<b>Hunt and Fish</b>		
Hunt Fish County	4	\$2.00
Hunt Fish State	6	\$149.50
<b>Total For Hunt and Fish</b>	<b>10</b>	<b>\$151.50</b>
<b>ELSI</b>		
ELSI Couny	40	\$470.00
ELSI State	22	\$2,308.50
<b>Total For ELSI</b>	<b>62</b>	<b>\$2,778.50</b>
<b>Vitals</b>		
Cert Copy County	58	\$2,140.00
Cert Copy State	58	\$5,885.00
Marriage County	50	\$200.00
Marriage State	50	\$1,550.00
<b>Total For Vitals</b>	<b>216</b>	<b>\$9,775.00</b>
Collected Total:		\$201,693.34
Charged Total:		\$21.00
<b>Grand Total:</b>		<b>\$201,714.34</b>

# Recorder

	mr# 46501	Jun-23		ck# 5307
Amount	Account #	Account Name		
\$2,340.00	0001-1-07-8110-413000-000	Vital Records		
\$1,231.00	0024-1-07-8110-400001-000	RMA		
\$470.00	0001-1-07-8110-409000-000	ELSI		
\$16,376.73	0001-1-07-8110-404000-000	Transfer Tax		
\$30,191.00	0001-1-07-8110-400000-000	Office Fees		
\$2,150.00	0001-1-07-8110-410000-000	Auditor Fees		
\$312.50	0001-1-07-8110-402000-000	Boat Writing Fee		
\$60.00	0001-1-07-8110-402000-000	Boat Liens		
\$9,306.25	0001-1-07-8110-414000-000	Passports		
\$32.00	0001-1-07-8110-415000-000	DNR Boat Postage		
\$950.00	0001-1-07-8110-407000-000	ATV ROADPASS		
\$2.00	0001-1-07-8110-417000-000	Hunting/Fishing License		
\$0.00	001-1-07-8110-501000-000	Plat Books		
\$0.00	001-1-07-8110-501000-000	Plat Books Postage		
<b>\$63,421.48</b>	<b>Total</b>		Checks prepared by: A M 	

# Public Comments