

Consent Agenda

September 19, 2023

MET IN REGULAR SESSION

The Board of Supervisors met in regular session at 10:00 A.M. All members present, with Supervisor Jorgensen attending via phone. Chairman Shea presiding.

PLEDGE OF ALLEGIANCE

1. CONSENT AGENDA

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

- A. September 12, 2023, Minutes as read.
- B. Buildings and Grounds – Employment of Michael Hovey as a Maintenance Worker.
- C. Public Health – Employment of Allison Head as a Community Health Organizer.
- D. Communications – Employment of Andrea Catlin and Katherine Ritschard as Telecommunicators.

UNANIMOUS VOTE. Motion Carried.

2. SCHEDULED SESSIONS

Motion by Wichman, second by Miller, to open Bids for the Pottawattamie County Secondary Road FY24 Bridge Materials. One bid was received.

UNANIMOUS VOTE. Motion Carried.

Motion by Belt, second by Miller, to redistribute allocated funds from the Rural Pottawattamie County Infrastructure Coalition (RPCIC) in the amount of \$12,105 from McClelland to Hancock.

UNANIMOUS VOTE. Motion Carried.

Motion by Miller, second by Wichman, to approve and authorize Board Chairman to sign construction contract with Boyd Jones for the Public Health building in the amount of \$6,097,304.

Roll Call Vote: AYES: Shea, Belt, Wichman, Miller, Jorgensen. Motion Carried.

3. OTHER BUSINESS

Motion by Belt, second by Miller, to adopt Resolution No. 63-2023 entitled: Rescinding Resolution No. 43-2023 for funds from Board of Supervisors (Department 01) to WIC (Department 48), and to sign Resolution No. 63-2023.

RESOLUTION NO. 63-2023

RESCINDING RESOLUTION 43-2023

WHEREAS, on June 6, 2023, the Board of Supervisors passed and adopted Resolution 43-2023, to re-appropriate money from Board of Supervisors (Department 01) to WIC (Department 48); and

WHEREAS, said re-appropriation is in accordance with Section 331-434(6), Code of Iowa, and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors of Pottawattamie County, Iowa, as follows:

SECTION 1: The sum of \$16,105 was ordered to be re-appropriated from Board of Supervisors (Department 01) to WIC (Department 48), and

SECTION 2: The Auditor was directed to correct his/her book accordingly and to notify the Treasurer of this operating re-appropriation.

THEREFORE, BE IT HEREBY RESOLVED by the Board of Supervisors of Pottawattamie County, Iowa, that Resolution 43-2023 is hereby rescinded.

Dated this 19th Day of September, 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				

ATTEST: _____
 Melvyn Houser, County Auditor

Roll Call Vote: **AYES: Shea, Belt, Wichman, Miller, Jorgensen. Motion Carried.**

Motion by Belt, second by Miller, to approve publication of County’s Annual Financial Report for Fiscal Year ending June 30, 2023.
 UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Belt, to approve job description of Election Administrator and pay for Marilyn Kennedy.
 UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Miller, to approve pay for Election Assistant, Jodie Beckman.
 UNANIMOUS VOTE. Motion Carried.

Jana Lemrick/Director, Human Resources and Sam Arkfeld/Captain, Communications appeared before the Board to discuss job description for Operations Manager. Will revise and present on September 26th with updated job description.
 Discussion only. No Action Taken.

4. COMMITTEE APPOINTMENTS

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

5. RECEIVED/FILED

- A. Salary Action(s):
 - 1) Southwest Iowa Juvenile Detention – Employment of Caitlyn Hanson and Anthony Williams as Part–time Youth Corrections Workers.
 - 2) Conservation – Payroll status changes for Natalie Shaw and Robert Hladik.
 - 3) Sheriff – Payroll status changes for Ryan Olderog, John Cool, Jeremy Petersen, and Nick Amdor.
- B. Report(s):
 - 1) Sheriff’s Report of Fees Disbursed and Collected for August 2023.
- C. Out of State Trave Notification(s):
 - 1) Sheriff – Out of State Travel Notification for Jim Doty and Anthony Kava.

6. PUBLIC COMMENTS

No Public Comments.

7. ADJOURN

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

THE BOARD ADJOURNED SUBJECT TO CALL AT 11:18 A M

 Brian Shea, Chairman

ATTEST: _____
 Melvyn Houser, County Auditor

APPROVED: September 26, 2023
 PUBLISH: X

Scheduled Sessions

Courtney Harter/Director of
Community Development, City
of Council Bluffs

**Funding assistance for Pottawattamie County Housing
Trust Fund.**

Pottawattamie County Funding Request

Request Date 9-18-2023

Board Meeting Date 9-26-2023

Organization Name: Pottawattamie County Housing Trust Fund

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

Are you a registered not-for-profit? Yes No

Organization Mailing Address: 209 Pearl Street, Council Bluffs, Iowa 51503

Program or Project Name: Pottawattamie County Housing Trust Fund - Grant Matching

Contact Person: Courtney Harter

Title: President

Telephone: 712-890-5354 E-Mail: charter@pottcohtf.org

Dollar Amount Requested: \$60,000 to be spent over 4 years County Fiscal Year FY2024

Total Program/Project Cost: \$1,715,000 over 4 years

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

Summary of Funding Request and Project Goals and Objectives:

PottCoHTF is a nonprofit granting organization that provides dollars towards local nonprofit housing providers. Our mission is to provide safe, affordable housing assistance to citizens of Pottawattamie County. Funds will be used as part of our required local match to our Iowa Finance Authority (IFA) allocation. This amount is currently 23% but will increase to 25% in 2025. This totals \$75,000 per year. Pott Co HTF requests an allocation of \$60,000 to be spent over a four-year period to assist with meeting our local match to maximize our IFA award.

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

Funds will be granted to local nonprofit housing partners as part of our annual granting cycle. Funded project types include: down payment assistance, rehabilitation, general housing assistance funds, mortgage interest rate buy down and eviction diversion. Included is a copy of the Housing Assistance Plan and most recent granting provided by PottCoHTF.

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

Funds will be used to as part of our required IFA match to support nonprofit housing providers. We currently match the funds with 23% locally through organizations such as banks, Dodge Cares and the City of Council Bluffs. The required match will increase to 25% in 2025. Attached is a copy of our current match commitments that will also go towards the IFA required local match. Funds from the Pottawattamie County Board of Supervisors will be used to supplement our local match requirement to ensure we meet the maximum available IFA grant to support housing in our county.

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

PottCo HTF Local Match Commitments

2024 Income		
Maximum IFA Grant - ESTIMATE w/ increase to 23% match		\$339,494.00
Southwest Iowa Association of REALTORS	\$8,832.27	\$8,832.27
Amazon Smile	\$8.22	\$8.22
Availa Bank	\$1,500.00	\$1,500.00
Community Foundation for Western Iowa	\$22.02	\$22.02
Availa Bank	\$1,793.55	\$1,793.55
Dodge Cares	\$7,940.00	\$7,940.00
Dodge Cares	\$1,754.20	\$1,754.20
Council Bluffs - ARPA	\$50,000.00	\$50,000.00
Total Income	\$71,850.26	\$71,850.26
Required 23%	\$78,083.62	(\$6,233.36)
2023 Income		
Maximum IFA Grant ACTUAL		\$339,494.00
REALTOR Foundation of Iowa	\$500.00	\$500.00
TS Bank	\$1,000.00	\$1,000.00
TS Bank	\$3,500.00	\$3,500.00
Amazon Smile	\$22.62	\$22.62
ANB	\$3,500.00	\$3,500.00
Availa Bank	\$2,500.00	\$2,500.00
Veridian	\$2,500.00	\$2,500.00
Dodge Cares	\$4,471.00	\$4,471.00
Telpner Law In-Kind	\$2,500.00	\$2,500.00
Sampson In-Kind	\$300.00	\$300.00
NP Dodge In-Kind	\$500.00	\$500.00
Council Bluffs - ARPA	\$50,000.00	\$50,000.00
Total Income	\$71,293.62	\$71,293.62
Required (21%)	\$71,293.62	\$0.00

2023 PottCo HTF Grant Awards

Grantee		Award
1	Pottawattamie County General Assistance	\$30,227
2	Connections Area Agency on Aging	\$45,000
3	Habitat for Humanity	\$33,000
4	Habitat for Humanity	\$50,000
5	Family Housing Advisory Services	\$25,000
6	The 712 Initiative	\$ -
7	Heartland Family Services	\$46,191
8	Iowa Legal Aid	\$28,597
9	MICAH House	\$11,000
10	New Visions Homeless Services	\$40,000
11	Interfaith Response	\$50,000
A	Administration (MAPA)	\$51,773
Total		\$410,788

POTTAWATTAMIE COUNTY HOUSING TRUST FUND HOUSING ASSISTANCE PLAN (2023)

Introduction

The formation of a housing trust fund in Council Bluffs was initiated in 2008 when the Human Services Advisory Council Housing Committee met with Council Bluffs housing professionals. The group recognized they shared a vision that through collaboration they could more effectively address the housing needs of Council Bluffs residents. The group pursued a strategic planning effort which identified and led to the official establishment of the Council Bluffs Housing Trust Fund (CBHTF) in 2010.

In 2011, the newly formed CBHTF received an initial Housing Trust Fund Grant from the Iowa Finance Authority (IFA). In June 2019, the service area was expanded to include all of Pottawattamie County, and as a result was renamed the Pottawattamie County Housing Trust Fund (PottCoHTF). The mission of the PottCoHTF is to be an advocate for safe and affordable housing opportunities for Pottawattamie County residents.

A public hearing was held on August 23, 2022 to solicit comments and identify housing gaps and needs in Council Bluffs and Pottawattamie County. This information together with local demographics and existing housing conditions were used to develop a Housing Assistance Plan (HAP).

Geographic Service Area

The PottCoHTF will confine its efforts and use its resources to serve those needs identified within the jurisdictional boundaries of the 14 incorporated cities of Pottawattamie County, Iowa and its unincorporated areas.

Need for Proposed Activities/Gaps in Housing Needs

Pottawattamie County's affordable housing needs were reviewed. Needs and gaps were documented by reviewing data from the U.S. Census Bureau's American Community Survey (ACS) and the U.S. Department of Housing and Urban Development (HUD). A public hearing on the HAP and housing needs was held on September 13, 2022 to provide the opportunity for citizen feedback. Conclusions made from these analyses highlight the county's housing gaps and the need for PottCoHTF proposed activities.

1. Income Levels – Low to moderate income (LMI) persons are those persons with incomes at or below 80% of the median family income (MFI). According to 2020-2021 HUD data, the MFI for Pottawattamie County was \$87,800, higher than the state's MFI of \$79,500.

According to 2011-2015 ACS data, Pottawattamie County has an LMI population of 41,940, which is 46.1% of the total population. Council Bluffs has LMI population of 32,105, which is 53.4% of the total population. The ACS 2011 to 2015 data set is the data set used by HUD to determine LMI in communities and other political geographies. This is important in determining the number of households within Pottawattamie County that have the financial capacity to afford housing. Households that earn less than the 80% of the MFI struggle to afford quality housing.

2. The median monthly housing costs for renter-occupied housing units were also examined. Statewide this figure is \$806. The median monthly housing costs for renter-occupied housing in Pottawattamie County is \$850. The conclusion reached through the analysis of income levels is that with over half of

Pottawattamie County’s population considered LMI, the financial capacity of the residents is limited. This is particularly highlighted by the cost burdens placed on renters who face affordability challenges.

- Housing Conditions – The PottCoHTF reviewed the general housing conditions in Council Bluffs and Pottawattamie County. In particular, the number of substandard occupied housing units, the number of vacant units, and the age of the housing stock were analyzed. Substandard housing is defined as 1) having units lacking complete plumbing and 2) housing units with 1.01+ persons per room. In 2020, a total of 842 (2.1%) of the occupied housing units in Pottawattamie County were substandard. See the table below for substandard housing unit details.

Housing Conditions 2020	Council Bluffs		Balance of County		Pottawattamie County	
	Count	Percent	Count	Percent	Count	Percent
Total Housing Units	27,171	100.0%	12,681	100.0%	40,032	100.0%
Occupied Housing Units	25,039	92.2%	11,836	93.3%	36,875	92.1%
Vacant Housing Units	2,132	7.8%	845	6.7%	3,157	7.9%
Substandard Housing Units	690	2.5%	152	1.2%	842	2.1%
Lacked Complete Plumbing Facilities	144	0.5%	51	0.4%	195	0.5%
1.01+ Persons per Room	546	2.0%	101	0.8%	647	1.6%

Source: 2020 ACS 5-Year Estimates

In 2020, there were 3,157 vacant units in Pottawattamie County. This may reflect a broader trend of inadequate maintenance and housing quality that leads to property condemnations due to public health and safety issues. It may also reflect the increase in foreclosures and decline in home sales in the area. The number of occupied (owner & renter) housing units and vacant units for Council Bluffs, Pottawattamie County, and the balance of the county in 2010 and estimated in 2020 are documented in the following tables. Council Bluffs has a significantly higher number of renter occupied housing units than the balance of Pottawattamie County.

Housing Occupancy (2010 and 2020)	Council Bluffs		Balance of County		Pottawattamie County	
	Count	Percent	Count	Percent	Count	Percent
Occupied Housing Units (2010)	24,793	100.0%	11,982	100.0%	36,775	100.0%
Owner-Occupied	15,162	61.2%	9,967	83.2%	25,129	68.3%
Renter-Occupied	9,631	38.2%	2,015	16.8%	11,646	31.7%
Occupied Housing Units (2020)	25,039	100.0%	11,836	100.0%	36,875	100.0%
Owner-Occupied	15,708	62.7%	9,661	81.6%	25,369	68.8%
Renter-Occupied	9,331	37.3%	2,175	18.4%	11,506	31.2%

Source: 2010 Census; 2020 ACS 5-Year Estimates

According to 2020 ACS 5-year estimates, 12,652 of the 27,085 housing units (46%) in Council Bluffs were built prior to 1959. This data is important because the age of housing stock provides a rough estimate of the quality of housing stock. Older homes tend to have more problems and often contain environmental hazards such as asbestos and lead-based paint. Older homes are more expensive to maintain and may

constitute a health hazard due to compounded years of poor maintenance. Foundation problems, wood rot, poor electrical connections, and other problems are found much more frequently in older houses. Moreover, substandard older housing is often occupied by those residents least able to afford the regular maintenance required of an older home. This can be a challenge for persons who live on a fixed income but own their home. The age of the housing stock in Pottawattamie County is similar to that of Council Bluffs. The age of housing units in Council Bluffs, Pottawattamie County, and the balance of Pottawattamie County is presented in the following table.

Age of Housing Units 2020	Council Bluffs		Balance of County		Pottawattamie County	
	Count	Percent	Count	Percent	Count	Percent
Total Housing Units	27,171	100.0%	12,681	100.0%	40,032	100.0%
Structures Built 2000 to Present (< 20 years old)	4,374	16.1%	2,254	17.7%	6,628	16.6%
Structures Built 1960 to 1999 (20 to 60 years old)	10,145	37.3%	5,959	46.9%	16,104	44.2%
Structures Built 1959 or Earlier (> 60 years old)	12,652	46.6%	4,648	36.6%	17,300	43.2%

Source: 2020 U.S. Census

According to 2020 ACS 5-year estimates, the median housing value of owner-occupied housing units for Council Bluffs was \$122,400, which is 79.5% of the Iowa statewide average of \$153,900. Pottawattamie County’s median housing value was \$141,300.

4. Public Hearing – On September 13, 2022, the PottCoHTF held a public hearing to gather citizen input on housing needs and gaps in the community. Three housing needs were identified: 1) Rental Housing; 2) Homeownership Assistance; and 3) Education of Potential Renters and Owners.

Priority Areas

The PottCoHTF has expanded on the identified needs from the public hearing and has formulated the following types of projects for funding. In no particular order, they are as follows:

1. Rental Housing, including rehabilitation, new construction, emergency housing, transitional housing, and permanent supportive housing;
2. Homeownership Assistance, including direct assistance, rehabilitation, and new construction; and
3. Education of Potential Renters and Owners, including general maintenance information.

Collaborating Resources

Each of the priority areas require collaboration with several resources to produce a successful outcome. Potential partners include but are not limited to: the Iowa West Foundation and other philanthropic entities, the City of Council Bluffs and Pottawattamie County, the State Housing Trust Fund, Iowa Finance Authority, financial institutions, Federal Home Loan Bank, Municipal Housing Agency, Southern Iowa Regional Housing Authority, housing developers and contractors, landlords, local human and social service agencies, local real estate agencies, and HUD.

Economic, Social and Health Benefits

Improved housing options provide many benefits, some of which are identified below:

1. Affordable housing allows households to be financially stable and at less of a risk of becoming homeless.
2. It entices younger families to move into the area.
3. It help household members connect to their community. They are more apt to volunteer time and donate resources for community betterment.
4. It attracts young families with children, which adds to the local school districts' vitality.
5. It improve neighborhood appearance. New residents are more likely to move into clean neighborhoods where housing is well maintained.
6. It improves the local tax base by increasing the valuation.
7. It allows for a larger population to share community expenses.
8. Adequate and affordable housing provide businesses and industry the means to house their workforce.
9. Improvements give homeowners a sense of pride. Homeowners are more likely to clean up and repair their homes if neighbors are improving theirs.
10. It increase the amount of available, affordable, decent, safe, and sanitary housing stock. Unstable housing situations interfere with the education of children and the physical and emotional health of families.
11. Housing projects will generate jobs for local contractors and businesses.

Program Guidelines

1. Types of Investments

Priority Project Types	Unit \$ Limit	Project \$ Limit	Match	Affordability		
				0-30%	30-50%	50-80%
Owner occupied emergency repairs and accessibility improvements	\$7,500	\$50,000	None	X	X	
Construction and rehab of owner occupied units, including down payment assistance	\$20,000	\$100,000	50%	X	X	X
Construction and rehab of rental units, including emergency and transitional units	\$15,000	\$100,000	100%	X	X	X
Rental assistance, including deposits and first months' rent	\$1,000	\$25,000	None	X	X	X
Homeowner, renter and landlord education	None	\$25,000	50%	X	X	X

2. Other Investment Requirements, Income Targets, and Match

- Program administration is limited to 10% of the annual IFA allocation.
- Thirty (30%) percent of PottCoHTF funds will be applied to households or units rented to families at or below 30% of MFI.
- All households receiving assistance must be at or below 80% of MFI.

- The program will receive IFA resources totaling \$339,494 for 2023, and POTTCoHTF will provide a minimum of 21% match for this program which equals \$71,294.

3. Underwriting Requirements

- The program will use a combination of grants, forgivable loans, and low-interest loans.
- PottCoHTF will work with local financial institutions to use the best underwriting criteria available. This can include lower down payment and interest, reduced closing fees, lower value to loan ratio, etc. This will enable PottCoHTF to use its funds efficiently and effectively to assist as many households as possible.
- No properties under land contract will be considered for loan assistance.

4. Mortgage Requirements

All loans will be secured by a mortgage document placed on the real property in favor of PottCoHTF and will include the following general requirements:

- All property taxes and assessments must be kept current on the property during the loan period.
- Insurance is required and must name PottCoHTF as mortgagee.
- A title certificate from a licensed abstractor must be provided showing fee simple title in owner, subject only to acceptable liens.
- If at any time during the loan period the unit is no longer rented to a household with an income at or below 80% of the MFI, then the pro-rated remaining amount due on the loan is immediately due and payable.
- The unit must, at completion and throughout the loan period, be in compliance with all applicable local health and safety codes. Property will be satisfactorily inspected upon completion, if required by the applicable local government jurisdiction.
- If a property violates local code, the owner will have 60 days to cure the violation. If the violation is not cured within the given time period, PottCoHTF may declare the loan immediately due and payable.
- All loans will be secured by a mortgage document placed on the real property in favor of PottCoHTF.
- If title is transferred during the term of the loan, PottCoHTF may declare the loan immediately due and payable.
- Any default of the terms of the loan without cure may cause the remaining loan to become immediately due and payable and bear interest at the highest legal rate.

5. Forgiveness Periods

- Homeownership Assistance involving more the \$10,000 per home will be funds secured by a 5-year forgivable loan.
- Rental Assistance Loans will be forgiven as follows: At the end of 3 years, 50% shall be forgiven. At the end of 4 years, an additional 25% with full forgiveness at the end of 5 years. No given owner shall have more than \$200,000 in outstanding PottCoHTF loans or grants unless waived by the Board of Directors.

6. Home Owner Education Requirement – Households receiving down payment assistance will be required to take a maintenance class from an agency specified by PottCoHTF.

7. Program Guideline Modifications – PottCoHTF reserves the right to waive or modify the requirements contained in these program guidelines for grant applicants on a case by case basis or upon a request for guideline clarification made by a grant applicant/grantee. Any final program guideline waivers or modifications shall be approved by a vote of the PottCoHTF Board of Directors.

Fundraising Activities/Efforts to Raise Additional Funds

To date, PottCoHTF has received \$67,994 in cash commitments from The City of Council Bluffs, REALTOR Foundation, TS Bank, Amazon Smile, American National Bank, Availa Bank, Veridian Credit Union, and Dodge Cares. In-kind commitments have been received from The Sampson Family, NP Dodge, and Telpner Peterson Law Firm. The PottCoHTF Board of Directors continues to research other grant and fundraising opportunities in order to diversify program funding. Fundraising will continue through networking and pooling of available resources. Fundraising will also be done through the solicitation of private and federal funding, donations of property or materials, volunteer labor, and housing units. Monetary or in-kind contributions will be solicited from local businesses, developers, and real estate agents. The PottCoHTF Board of Directors will continue to develop fundraising strategies as needed.

Housing for the Extremely Low-income

The extremely low-income will be assisted through the rehab, repair, renovation or expansion of rental housing projects. Many of the elderly population are at or below 50% of MFI due to fixed income. The elderly population aged 62 and over in Pottawattamie County increased from 19,170 in 2010 to 19,909 in 2020. The elderly population aged 75 and over grew from 6,760 in 2010 to 6,820 in 2020. Funds from the PottCoHTF will be made available to the elderly who are very low and low-income, living in homes that need repairs. These repairs will stabilize occupied units, allow the elderly to age in place, and assist in stabilizing the housing market in Pottawattamie County.

Continuum of Housing Needs

The PottCoHTF will impact the continuum of housing needs through the implementation of its programs.

1. Homelessness - Homelessness needs are addressed through the Metro Area Continuum of Care (MACCH) for the Homeless and over 100 of its partner agencies. MACCH has adopted a ten year plan to end homelessness with specific goals of homelessness prevention, easier access to services, increased availability of housing, strengthened public and political support, the elimination of cultural bias and prejudice, specific options for persons experiencing chronic homelessness, and availability of comprehensive data to support and document progress.
2. Transitional Housing - This need is addressed through PottCoHTF's rental housing repair program which will provide matching funds for rental unit repairs, with a priority given to those units rented to households at or below 30% of MFI. Rental subsidies and education also will be considered for at-risk/homeless persons.
3. Rental - This need is addressed through PottCoHTF's rental housing program which will provide matching funds for the renovation or construction of rental units, with a priority given to those units rented to households at or below 30% of MFI. Rental subsidies and education also will be considered for at-risk/homeless persons.

4. Homeownership - This need is addressed through PottCoHTF's homeownership assistance program which will provide up to \$20,000 per home in down payment assistance to persons at or below 80% of MFI.

Stagnant/Declining Housing Markets

There are specific geographic areas that are experiencing stagnant or declining housing markets in Pottawattamie County. These Include:

Central Council Bluffs - The city has designated much of this area using the Neighborhood Revitalization Strategy Area (NRSA) designation. It is a contiguous area of about four-square miles located in the central portion of Council Bluffs, of which 56% is classified as residential. It contains the city's central business district, portions of the Broadway commercial corridor, railroad related industrial uses, and a variety of single-family residential neighborhoods.

Western Council Bluffs - Residential neighborhoods in the western portion of Council Bluffs have a higher portion of LMI households than other areas of the city. These neighborhoods are affected by drainage and floodplain issues. Many of these neighborhoods have also experienced an increased conversion of owner-occupied homes to rental.

Communities under 750 in population - Smaller communities with historically declining population and limited transportation access to larger metropolitan areas are at an economic disadvantage. Many of these communities have consolidated schools and have seen a significant reduction in commercial activities and services over time. Residential structures are aging and new home construction is rare. These characteristics do not appear to be reversing in the near future.

Outside of the geographies describes above, several conditions exist through Pottawattamie County that effect housing markets. These include:

Age of Housing Units - Overall, housing units are older in Council Bluffs and Pottawattamie County. Older homes tend to need rehabilitation in order to be desirable to home buyers, and many small communities do not have the resources to rehabilitate their housing stock. This leads to a continued decaying of housing stock.

Residential Construction Activity - From 2010 to 2020, approximately 91% of the residential construction activity has occurred in or adjacent to Council Bluffs. Another 7% occurred in Crescent, Neola, Treynor, and Underwood. Quality schools, access to transportation routes, and close proximity to the Omaha-Council Bluffs metropolitan area are the primary reasons for higher construction activity in western Pottawattamie County. The lack of residential construction is of concern in eastern Pottawattamie County. With little new housing construction taking place, population will continue to decline in the eastern half.

Lack of Affordable Housing Units - As mentioned, there is little to no new housing construction occurring in Pottawattamie County outside of Council Bluffs. The communities that are seeing new housing growth are mostly experiencing market rate construction due to the desirability of these towns in correlation to their access to Omaha-Council Bluffs. This can be seen through the lower LMI values of Crescent, Neola, Treynor, and Underwood as opposed to the rest of the county. Since this construction activity is primarily market rate single-family, there remains a significant lack of affordable housing options.

Underserved Areas/Populations

The table below lists the cities and unincorporated area in Pottawattamie County with their total population and LMI population. Figures are based on 2011-2015 5-year ACS estimates. The population of Pottawattamie County is 90,895, with 41,948 (46.2%) of the population being LMI. The following cities have an LMI greater than the county: Avoca, Carson, Carter Lake, Council Bluffs, Hancock, and Walnut. Council Bluffs is the largest city in the county and makes up 66% of the population, as well as 76% of the LMI population.

Low to Moderate Income Populations in Pottawattamie County			
City	Population	LMI Population	LMI Percent
Avoca	1,380	660	47.8%
Carson	845	405	47.9%
Carter Lake	3,770	1,870	49.6%
Council Bluffs	60,110	32,105	53.4%
Crescent	540	135	25.0%
Hancock	170	110	64.7%
Macedonia	255	100	39.2%
McClelland	130	35	26.9%
Minden	630	225	35.7%
Neola	910	375	41.2%
Oakland	1,530	440	28.8%
Shelby*	560	245	43.8%
Treynor	1,015	335	33.0%
Underwood	885	245	27.7%
Walnut	690	325	47.1%
Unincorporated	17,475	4,338	24.8%
Total	90,895	41,948	46.2%

*Shelby is partially in Pottawattamie County

Source: HUD 2011-2015 ACS LMI Data

Bibliography

2020 American Community Survey (ACS) 5-Year Estimates

2010 Decennial Census

HUD 2011-2015 ACS LMI Data

Iowa Dashboard

Jamie Petersen/Coordinator, GIS

Discussion and/or decision on 2024-2029 aerial photo acquisition.

9/21/2023

For consideration of the Board of Supervisors,

Discussion and/or Decision to move forward in our Nebraska and Iowa Regional Orthophoto Consortium (NIROC) partnership with MAPA by specifying the below products for aerial photo acquisition for 2024-2029.

Aerial Photo Acquisition 2024-2029

Goals:

Collect aerial images for use in government administration.

- Tax Administration
- Public Safety
- Construction
- Parks and Recreation
- Planning and Development
- Asset Management
- Mapping
- City and Community usage

Archive images for future use.

- Change Analysis
- Research
- Historic Maps and Research

Costs:

Years 2024 and 2027:

- 1,008 sectors of standard 3" ortho and 3" oblique: \$327,600 (1,008 * \$325/sector)
- 54,000 parcels of Change Detection: \$21,600 (54,000*\$0.40/parcel)
- 1 year of Connect: \$1,650
- Each year Costs: \$350,850

Years 2025, 2026, 2028, and 2029:

- 1,008 sectors of 3" Standard Frequent Ortho (3-band): \$50,400 (1,008 * \$50/sector)
- 1 Year of Connect: \$1,650
- Each Year Costs: \$52,050

Overall Cost: \$909,900 or \$151,650/year

10:30

Chairman Shea will recess Board of Supervisors meeting and open C & R Levee District meeting with Harrison County

- 1) Discussion and/or decision on Engineer's recommendations regarding jurisdictional wetlands.**
- 2) Discussion and/or decision regarding quotes from contractors to construct and reimbursement to the landowner of the levee reach in the NE 1/4 Section 35-78-49.**

Harrison County Board of Supervisors

C & R Levee Drainage District Meeting

Tuesday, September 26, 2023

10:30 A.M

- Discussion/decision of Engineer's recommendations regarding jurisdictional wetlands
- Discussion/decision regarding quotes from contractors to construct and reimbursement to the landowner of the levee reach in the NE ¼ Section 35-78-49

To Be Held At:

Pottawattamie County Courthouse

Board of Supervisors Room

227 S 6th Street

Council Bluffs IA 51501

(Harrison County Board Members will be meeting by phone

at the Harrison County Courthouse

2nd Floor, Board of Supervisors Room

111 N 2nd Ave

Logan IA 51546)

If you require the assistance of auxiliary aids or services to participate, immediately call the Harrison County Auditor at 712-644-2401. (If you are hearing impaired, call Relay Iowa TTY at 1-800-735-2942.)



**BOLTON
& MENK**

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Jefferson, IA 50129

Ph: (515) 386-4101
Bolton-Menk.com

September 21, 2023

Harrison County Board of Supervisors
Harrison County Courthouse
111 North 2ND Avenue
Logan, IA 51546

Pottawattamie County Board of Supervisors
Pottawattamie County Courthouse
227 S 6th St
Council Bluffs, IA 51501

RE: Levee Permits and Construction Schedule
C&R Levee District
Harrison & Pottawattamie Counties, Iowa
Project No.: 0A1.126865

Dear Board Members:

As the import of fill material is nearing completion, several items have come to light that should be addressed as to proceeding with construction on the C&R Levee.

Waters of the United States (WOTUS)

A Supreme Court ruling on May 26, 2023, has changed the definition of jurisdictional wetlands on the C&R project. Prior to that ruling, we had assumed that all 1.62 acres of wetland impacts would require some level of mitigation to comply with Section 401 requirements, overseen by the Army Corps of Engineers. The ruling changes this assumption and could eliminate, or significantly reduce the mitigation needs for the project.

We have been in contact with USACE Staff who have indicated that, though the new rule was published September 1, there will still be several weeks to months delay while a new jurisdictional determination process is developed. Three options have been put forward by our wetland specialists for how to proceed.

1. Wait for the new USACE process to be developed, receive a completed Section 401 nationwide permit for the full project and proceed with construction at that time. The likely timeframe would have construction starting in Summer of 2024.
2. Proceed with an individual Section 401 permit, requiring 45 days' notice and a public comment period, and proceed with construction once the permit is received. The likely timeframe would have construction starting in Summer of 2024.
3. Proceed with construction of all upland reaches of the levee which do not impact delineated wetlands. The wetlands can be marked and proper sediment controls installed to ensure we do not block water to those sites or fill the wetlands with silt prior to having proper permits. This option would allow construction of roughly 75% of the planned levee starting in the fall of 2023 with completion of the last 25% occurring after receipt of the final permits, likely in the summer of 2024.

We recommend proceeding with option 3 above, sending the plans out for bid and construction beginning this fall. We have attached maps showing those areas to be avoided as part of this early work as part of this letter.

Levee Reach 136+22 to 158+00

One reach of the levee, not impacted by the wetland issue, runs through cropland in the NE ¼ of Section 35-78-49. The landowner has requested that this reach of levee be expedited to start immediately after harvest this fall to be completed in time for fertilizer application for the 2024 growing season. We estimate this work to take roughly three weeks to complete.

This reach runs through the center of a farm field, will have an average depth of approximately one foot and will be built to be farmed into the future. Because the levee will still be farmed after construction, most of the structure will be topsoil. The material imported is primarily subsoil and will make a poor base under cropland.

The landowner on this reach hired the cleanout of his pond in the winter of 2022/2023. The material which came out of that pond appears to be good topsoil, and it is stockpiled approximately 2000 feet nearer the levee reach in question than the nearest stockpile. The cleanout work cost the landowner \$20,600 or approximately \$2.75 per cubic yard. We estimate the cost to transport the material and construct the levee at approximately \$50,000.

We recommend that quotes be sought from local contractors to complete this levee reach during the fall of 2023. We also recommend reimbursement of the pond cleanout costs to Don Brothers as the material is significantly less expensive than the imported material which is better saved for the taller levee structure further south.

If there are any questions, please feel free to call me.

Sincerely,

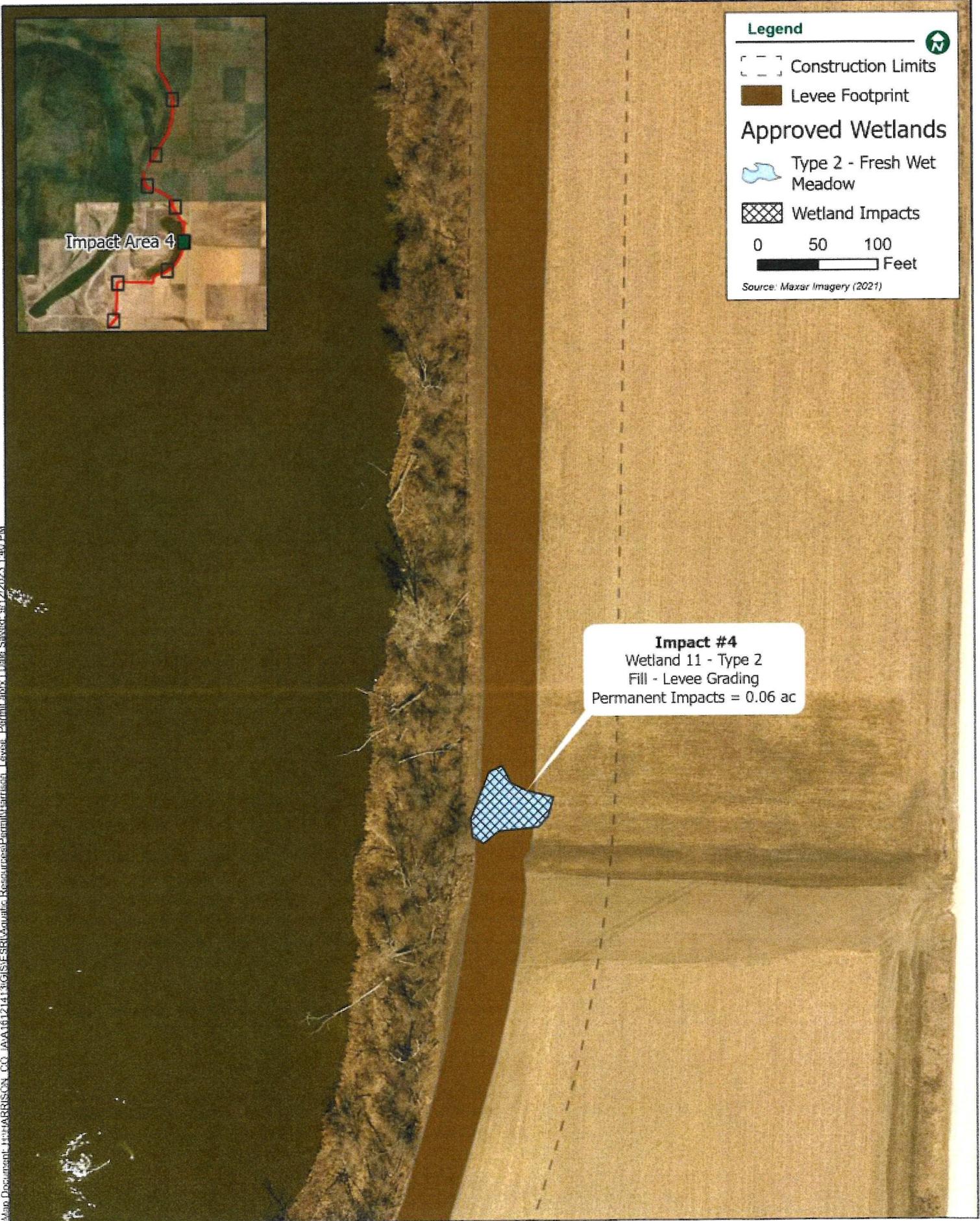
Bolton & Menk, Inc.



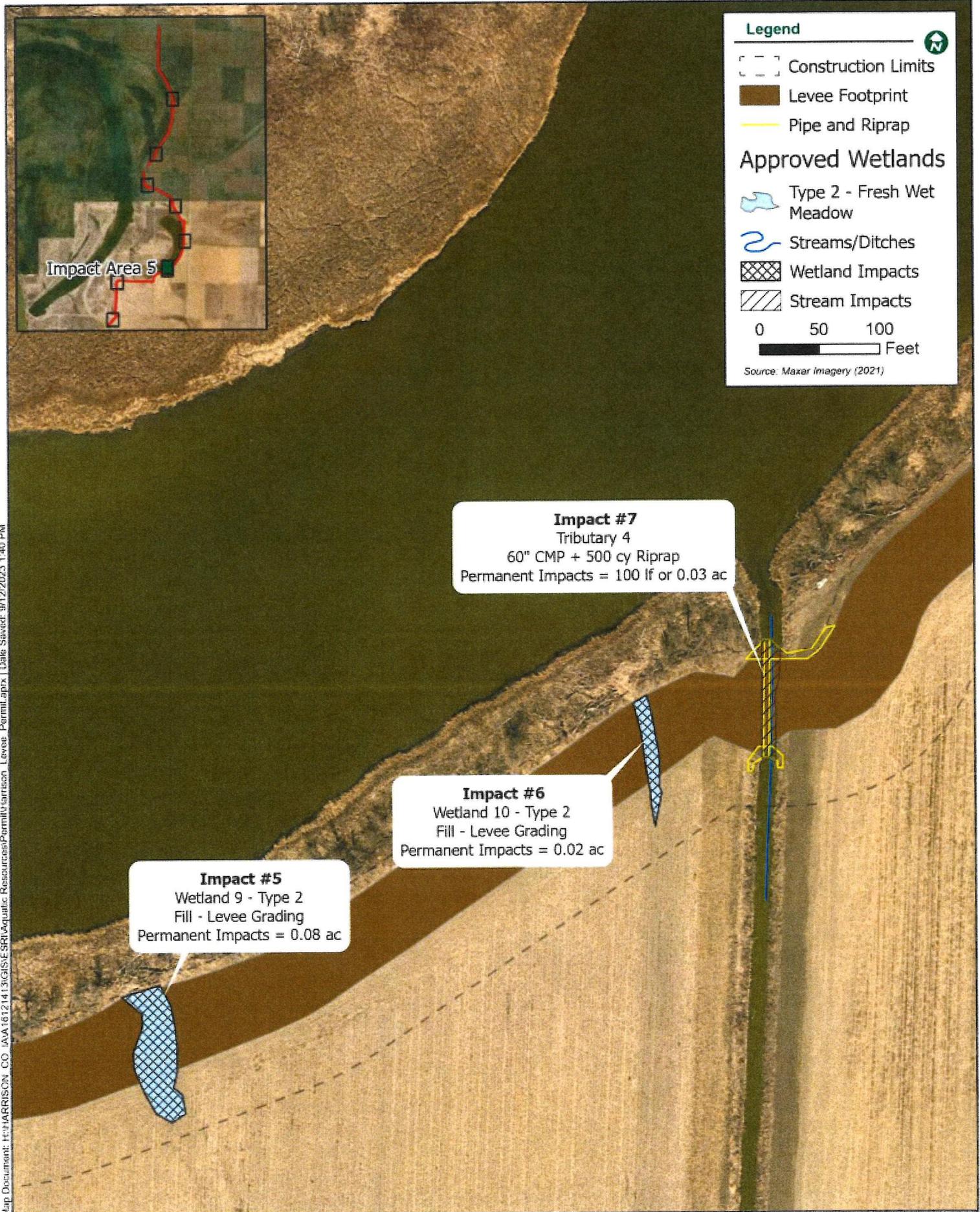
Jonathan P. Rosengren, P.E.

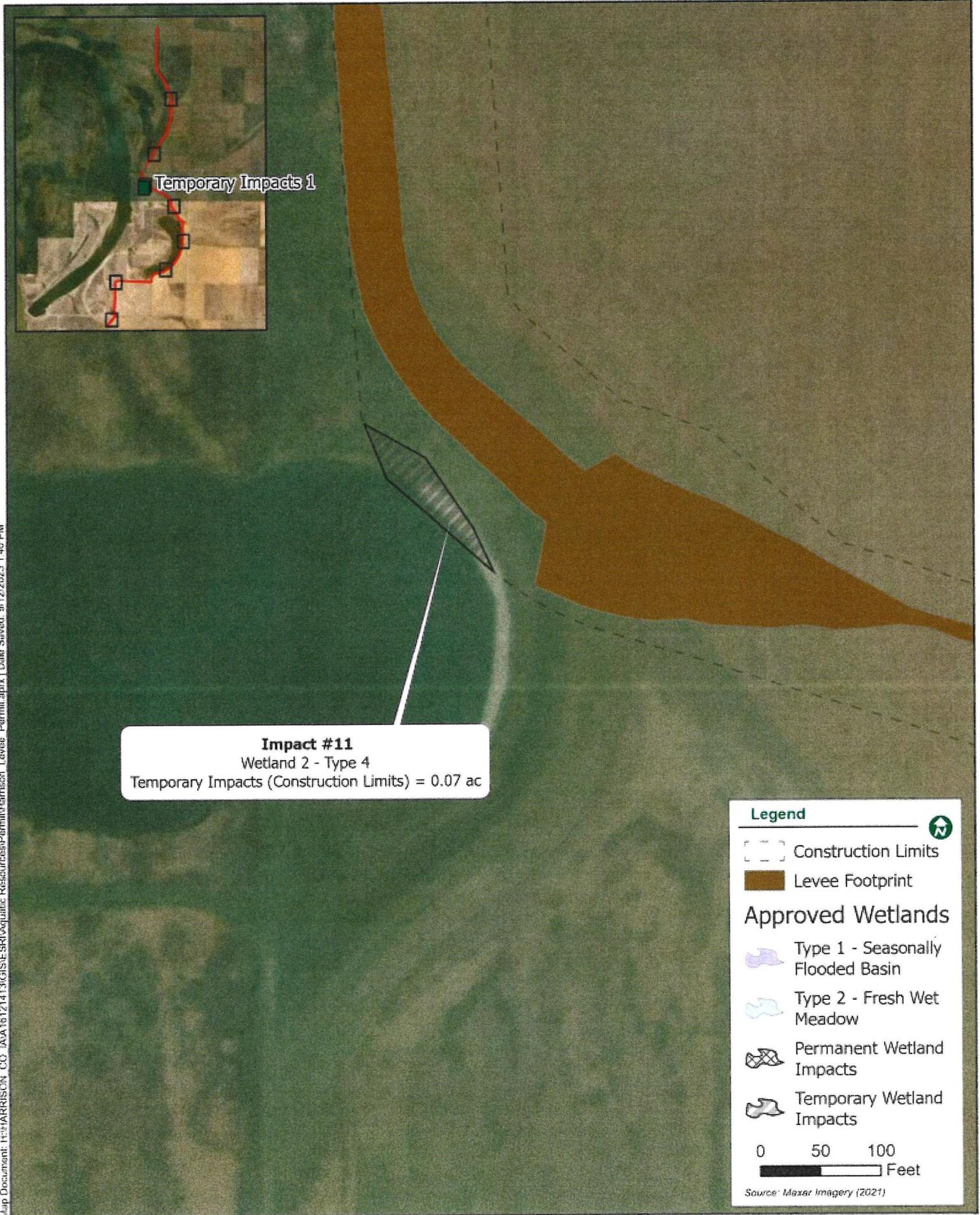
Project Manager

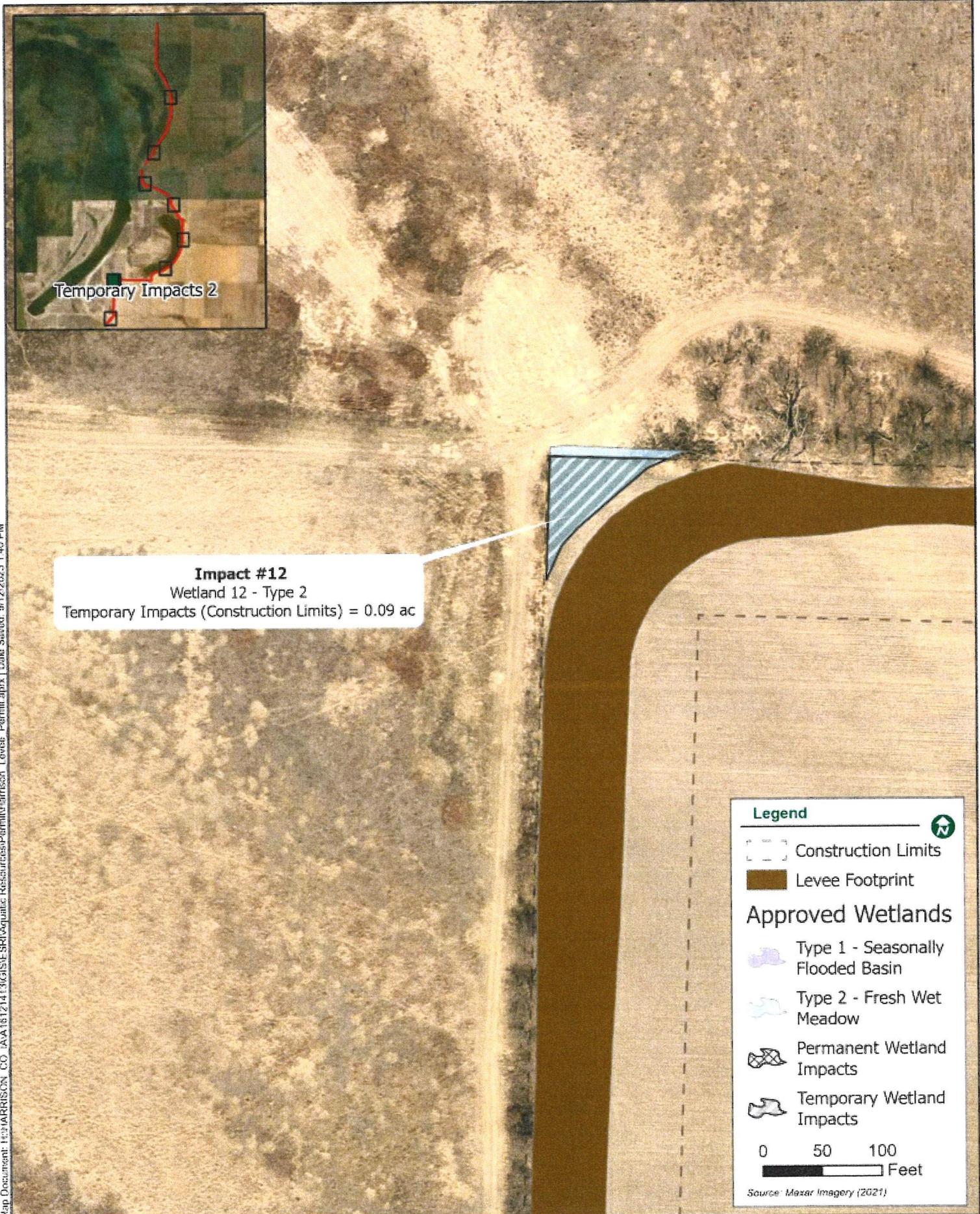
Encl: Wetland Protection Plan
Levee Reach 136+22 -158+00 Plan Sheet



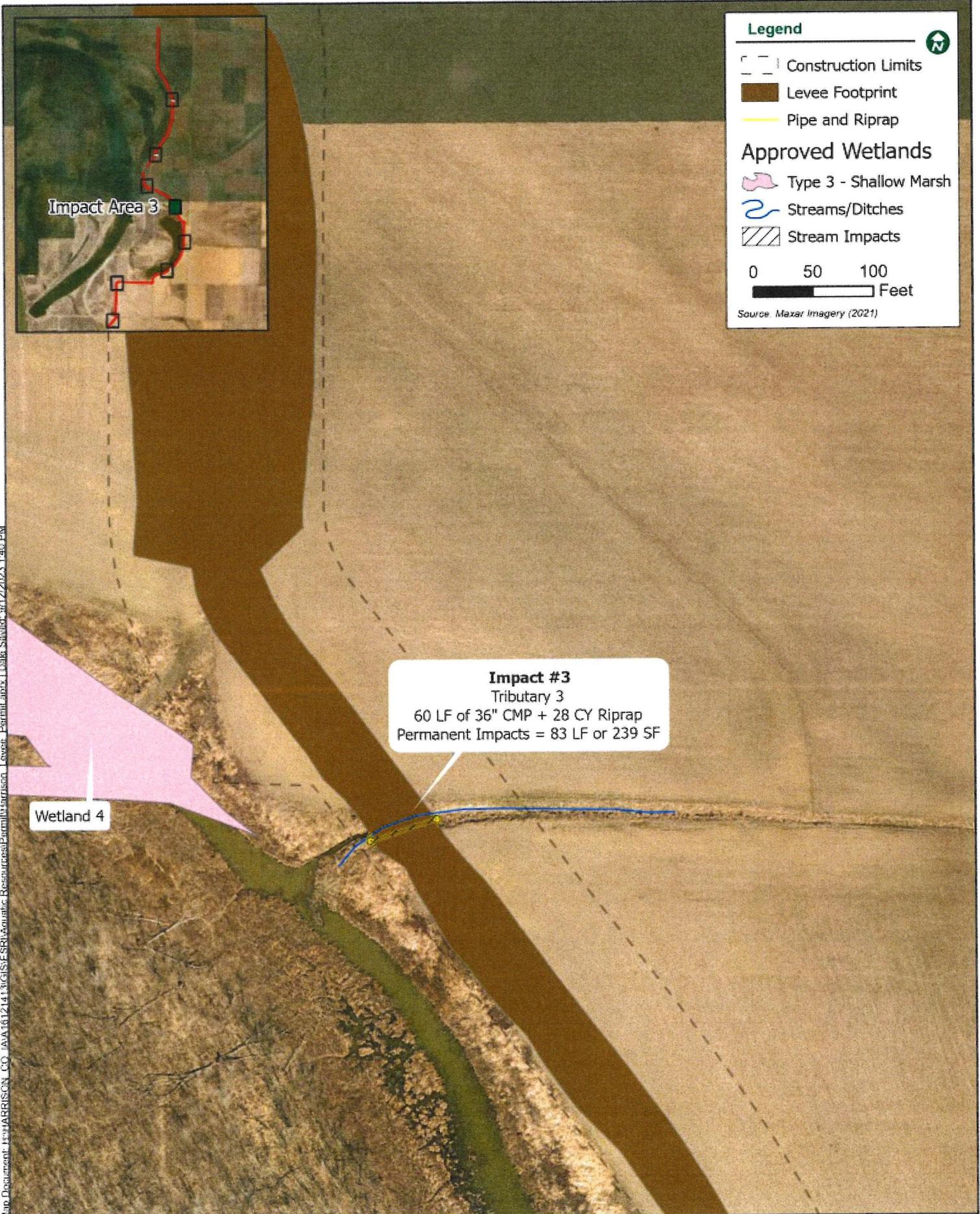
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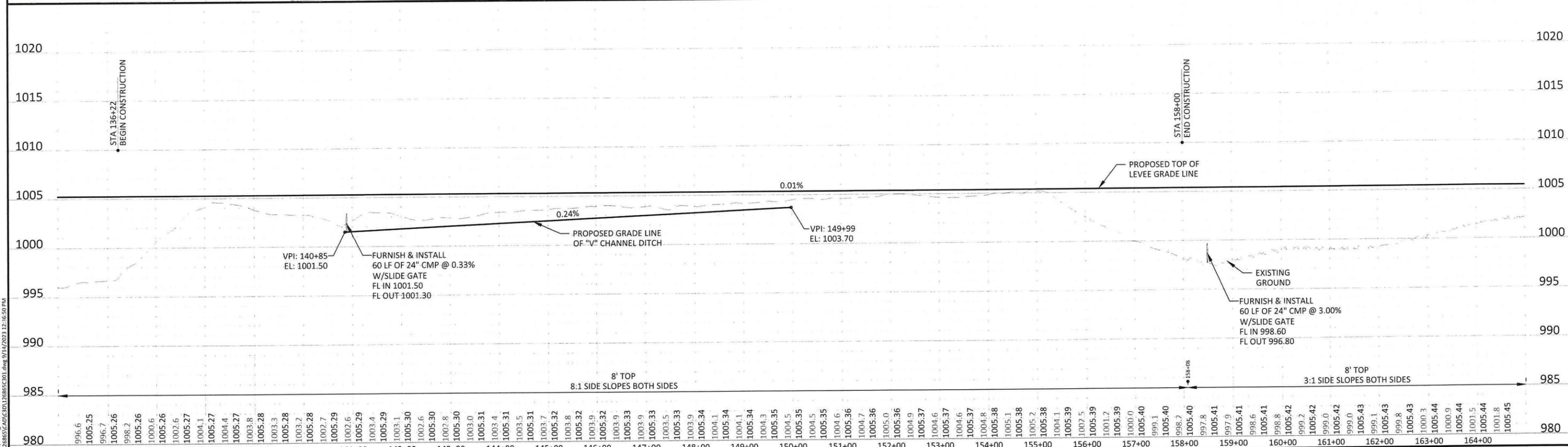
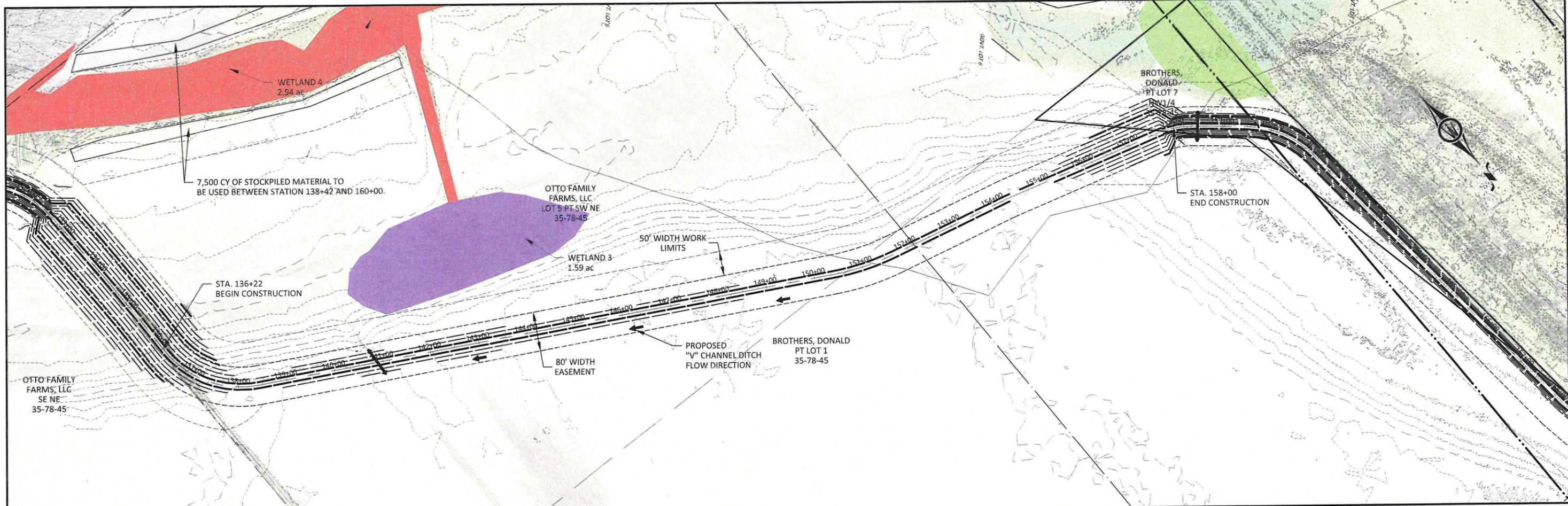




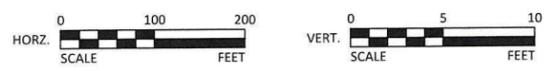


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300 WEST MCKINLEY ST., P.O. BOX 68
JEFFERSON, IOWA 50129
Phone: (515) 386-4101
Email: Jefferson@bolton-menk.com
www.bolton-menk.com

DESIGNED	BY	DATE
JPR		
DRAWN	BY	DATE
CLH		
CHECKED	BY	DATE
JPR		
CLIENT PROJ. NO.	DESCRIPTION	DATE

PROPOSED NEW LEVEE
HARRISON & POTTAWATTAMIE COUNTY, IOWA
PLAN & PROFILE - RELOCATED COULTHARD LEVEE

Jason Slack/Director, Buildings and Grounds

Discussion and/or decision to purchase scissors lift.



Pottawattamie County,

August 30, 2023

Attention Benjamin,

Duke Rentals is pleased to quote the following equipment for your consideration. This unit will be sold fully Service and AMI Inspected prior to delivery. AWP Training and Certification will be provided upon request.

SkyJack 3226 SJIII Electric Scissors Lift (Reconditioned in 2023)

- **26' Reach When Fully Extended ----32' Working Height**
- **500 LBS. Maximum Lift Capacity**
- **32" Overall Width, 91.5" Overall Length**
- **36" Deck Extension, 250 LBS. Lift Capacity on Extension**
- **110 Volt Outlet to Deck**
- **Non-Marking Tires**
- **2-year Parts and Labor Warranty (Warranty will commence on 1st Day of Purchase)**

Sale Price: \$16,500.00

Freight: \$200.00

Sales Tax Not Included

Quote Honored for 30 days

Estimated Time of Delivery (TBA)

Thank you for giving Duke Rentals the opportunity to quote your equipment needs! Please give me a call if you have any questions.

Sincerely,

Zach Leinbaugh
Territory Sales Representative
zleinbaugh@dukerentals.com
402-306-4864

www.dukerentals.com

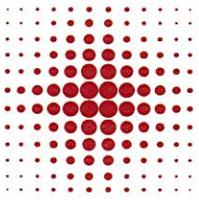
John Rasmussen/Engineer

Discussion and/or decision to award contract to Oden Enterprises for bridge materials.

Other Business

Lea Voss/County Treasurer

**Discussion and/or decision to approve Tax abatement
for Myrtue Medical Center for property located at 510 N
Elm St, Avoca (Parcel No. 773909332009).**



MYRTUE Medical Center

FILED

2023 SEP 18 AM 11:45

POTTAWATTAMIE CO.
AUDITORS OFFICE

1213 Garfield Ave
Harlan, IA 51537
712.755.5161

www.myrtuemedical.org

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Harlan, IA 51537
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**MYRTUE
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REHABILITATION
SERVICES**
1213 Chatburn Ave
Suite 102
Harlan, IA 51537
712.755.4342

CLINIC LOCATIONS

HARLAN
1220 Chatburn Ave
Harlan, IA 51537
712.755.5130

SHELBY
301 East St
Shelby, IA 51570
712.544.2511

AVOCA
510 North Elm
Avoca, IA 51521
712.343.6455

**GE LARSON
ELK HORN-
KIMBALLTON**
4022 North Main
Elk Horn, IA 51531
712.764.4642

EARLING
100 Industrial Drive
Earling, IA 51530
712.747.5700

**BEHAVIORAL
HEALTH**
1303 Garfield Ave
Harlan, IA 51537
712.755.5056

September 14, 2023

Lea A. Voss
Pottawattamie County Treasurer
227 South 6th Street
Council Bluffs, IA 51501

Dear Ms. Voss:

We have received the tax notice for property we own in Avoca for the period 2022. Based on the court order dated 1/27/94, a copy of which we have provided to you previously, the document states, "When taxes are owing against parcels owned or claimed by a municipal or political subdivision...the treasurer shall give notice to the appropriate governing body which shall then pay the total amount due. If the governing body fails to pay the total amount due, the board of supervisors shall abate the total amount due." We have received notice of exemption granted by the Pottawattamie County Assessor for tax year 2023 on February 23, 2023 (see enclosed letter).

I am writing this letter to notify you that we will not be paying the property tax on the tax notice for 2022 and in accordance with the court order, those property taxes should be abated.

Thank you for your attention to this matter.

Sincerely,

Kristy Hansen,
Chief Financial Officer

cc: Pottawattamie County Board of Supervisors

PENNY RAVLIN, ICA
ASSESSOR



JOSEPH CASSON, ICA
CHIEF DEPUTY

KEVIN KREIMEYER, ICA
DEPUTY

February 23, 2023

SHELBY CO MYRTUE MEMORIAL HOSPITAL
1213 GARFIELD AVE
HARLAN, IA 51537

Re: Claim for property tax exemption for 2023 on property described as: AVOCA TOWN-ELM STREET SUB LT 2. The parcel number of this property is: 773909332009.

Dear Applicant,

This letter is to inform you that the application for tax exemption as noted above, and filed with this office on January 13, 2023, is hereby granted. I find the use of the property as stated on the exempt application to be sufficient evidence that this property falls within the exemption statute.

Iowa Code (427.1 (8)) Property of religious, literary, and charitable societies. All grounds and buildings used or under construction by literary, scientific, charitable, benevolent, agricultural, and religious institutions and societies solely for their appropriate objects, not exceeding three hundred twenty acres in extent and not leased or otherwise used or under construction with a view to pecuniary profit.

After careful review, it is determined that this property meets the requirements for exemption.

If you have any questions in regard to this matter, please feel free to contact me.

Exemption Granted this 23rd day of February 2023 by:

A handwritten signature in cursive script that reads "Penny Ravlin".

Penny Ravlin
Pottawattamie County Assessor

Include this STUB with September 2023 payment

Include this STUB with March 2024 payment

Pottawattamie County Treasurer
Lea A. Voss
227 S 6th St
Council Bluffs, IA 51501
(712) 328-5627

Receipt #
1030967

2022 CT

Taxpayer ID#

Dist: 043

Parcel: 773909332009

FULL YEAR

SEPT 1, 2023

\$2,380.00

\$1,190.00

TAX DUE: Sept 1, 2023 or Full Year
TAX DELQ: Oct 1, 2023

Pottawattamie County Treasurer
Lea A. Voss
227 S 6th St
Council Bluffs, IA 51501
(712) 328-5627

Receipt #
1030967

2022 CT

Taxpayer ID#

Dist: 043

Parcel: 773909332009

MAR 1, 2024

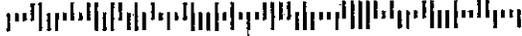
\$1,190.00

TAX DUE: March 1, 2024
TAX DELQ: April 1, 2024



29752*56**G50**0.382**1/2*****AUT05-DIGIT 51529
SHELBY CO MYRTUE MEMORIAL HOSPITAL
1213 GARFIELD AVE
HARLAN IA 51537

SHELBY CO MYRTUE MEMORIAL HOSPITAL
1213 GARFIELD AVE
HARLAN IA 51537



Please fold on perforation BEFORE tearing

Please fold on perforation BEFORE tearing

POTTAWATTAMIE COUNTY TAX BILL for SEPTEMBER 2023 and MARCH 2024. Please keep it in a safe place. Send the correct stubs along with your check for payment. If your taxes are paid by your Bank in Escrow, this is for your information only. SEE REVERSE SIDE. Based on January 1, 2022 valuations. Taxes for July 1, 2022 through June 30, 2023. Payable September 2023 and March 2024.

PARCEL Class: C
Dist/Parcel: 043 773909332009
Receipt: 1030967 Type: 2022 CT
Cont:
Sec/Twp/Rng:
Legal: AVOCA TOWN-ELM STREET SUB LT 2
District Name: AVOCA CITY/AHSTW SCHOOL
Location: 510 N ELM ST
Deed: SHELBY CO MYRTUE MEMORIAL HOSPITAL
Net Acres: 0.000 Taxpayer ID: Mail: SHELBY CO MYRTUE MEMORIAL HOSPITAL

Table with columns: VALUATIONS AND TAXES, 2022 (This Year), 2021 (Last Year). Rows include Land, Buildings, Dwelling, Less Military Credit.

INDEXING:
70+ Base Year: N/A
Other taxes unpaid: NO
Special Assessments due: NO
Drainage due: NO
Tax sale certificate: NO

Table with columns: NET TAXABLE VALUE, 2022, 2021. Rows include Value Times Levy Rate of, EQUALS GROSS TAX OF, Less Credits of.

OWNERS
Deed: SHELBY CO MYRTUE MEMORIAL HOSPITAL

Table with columns: NET ANNUAL TAXES, 2022, 2021. Rows include Ag Dwelling Tax.

Contract:
Emergency Management Dollars: County \$4,509,716.00

Table with columns: TAXING AUTHORITY, Distribution of your current & prior year taxes, Total property taxes levied by taxing authority. Rows include CITY OF AVOCA, AHSTW COMMUNITY SCHOOL, COUNTY LEVIES/URBAN, AREA COLLEGE - IWCC, ASSESSOR, AG EXTENSION - EAST, AVOCA CORP/1993 AVOCA UR, STATE OF IOWA - BRUCellosIS, Total.

YOU MAY PAY ONLINE AT: www.IowaTreasurers.org

Pottawattamie County Treasurer
Lea A. Voss
227 S 6th St
Council Bluffs, IA 51501
(712) 328-5627

Receipt #
1030967

DUE Sept 1, 2023 \$1,190.00 DUE March 1, 2024 \$1,190.00
Date Paid:
Check #:

Jana Lemrick/Director, Human
Resources and Sam
Arkfeld/Captain,
Communications

**Discussion and/or decision to approve job description for
Communications Administrative Coordinator.**

**POTTAWATTAMIE COUNTY DIVISION OF COMMUNICATIONS
JOB DESCRIPTION**

OPERATIONS MANAGER

Position Title: Communications Administrative Coordinator

Reports To: Captain of Communications

Supervises: Telecommunication Operators, Assistant Shift Supervisors, Shift Supervisors

Bargaining Unit/Grade: None; Pay Grade 911 Operations Manager

FLSA Status: Exempt

PURPOSE OF POSITION:

Responsible for ensuring that the highest quality service is provided to the citizens through the supervision of Communications departmental personnel and operations. Incumbent works under the direction of the Captain of Communications or designee, performing a variety of daily activities in the Communications Division coordinating with public safety, law enforcement, fire, and EMS; requiring considerable knowledge of the practices and procedures of the operations of the 911 Communications Division.

ESSENTIAL FUNCTIONS:

Supervise and monitor employee work activities of the Communications Division. Recommend personnel actions related to selection, performance review, scheduling, staffing, and discipline

Oversee subordinate supervisors; coordinate and approve shift assignments, schedules and staffing levels.

Establish and maintain effective work relationships with clients, supervisors, County employees, elected officials, attorneys, law enforcement, judges, other agencies, and the public.

Comply with Civil Service policies and regulations, collective bargaining agreements, County policies, and laws to create a cooperative, safe, respectful and quality work environment.

Develop and maintain Standard Operating Guidelines (SOG's).

Authorize official records utilized in court proceedings. Represent the 911 Communications Division in judicial proceedings; and verify the accuracy and content of all records.

Investigate, review, resolve, and/or respond to citizen and public safety agency operational and policy compliance complaints.

Identify operational staff training needs, consult with training division, assess effectiveness, and recommend modification.

Monitor quality control program and respond to deficiencies.

Report to work with regular, consistent attendance.

Safely operate a motor vehicle when required to travel on County business.

Participate in the budget process by identifying and documenting needs.

Ensure staffing has received proper training to effectively and efficiently perform their assigned duties and responsibilities as required by the State of Iowa.

Perform other duties as assigned and directed.

EDUCATION AND WORK EXPERIENCE AND OTHER REQUIREMENTS:

Graduation from an accredited high school or GED.

Must possess a valid driver's license at the time of hire and maintain it throughout the course of employment.

Must possess certification as required by the Iowa Law Enforcement Academy during the course of employment.

Must possess IOWA/NCIC SYSTEM certification and maintain throughout the duration of employment.

Five (5) years of experience in Public Safety or a 911 Communications Division

Three (3) years of experience in a supervisory or administrative support role

KNOWLEDGE, SKILLS, AND ABILITY REQUIREMENTS:

Knowledge of 911 Emergency Telephone Reporting System and applicable federal state, and local statutes

Knowledge of the Federal Communications Commission (FCC) rules and regulations related to public safety communications

Knowledge of management principles and practices

Knowledge of budget practices and procedure

Knowledge of Emergency Communication Centers

Ability to analyze and interpret technical information

Ability to analyze, direct, and implement changes to increase effectiveness and proficiency

Ability to monitor vendor compliance with approved contract requirements

Ability to manage confidential and sensitive information

Ability to navigate stressful situations while maintaining composure

Ability to adhere to department policies and procedures

Ability to work under pressure and/or with frequent interruptions

Ability to understand and follow verbal and written instructions

Ability to prioritize work and carry out assignments to completion

Ability to communicate effectively, in English, both verbally and in writing

Ability to understand and respect diverse socioeconomic, cultural, ethnic, and religious backgrounds, disabilities, age and lifestyle differences

PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS:

The physical demands and work environment characteristics 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. Attendance is essential to this position. Work is generally performed indoors in an office setting and requires routine bending, lifting and carrying office supplies, books, files and other materials. The incumbent is required to frequently sit for extended periods of time. Communication abilities include the ability to talk, see and hear within normal ranges. The incumbent is required to listen to multiple audible inputs simultaneously. Constantly uses voice to communicate as a result, clear diction and audible volume is required.

The incumbent must have the ability to transport themselves to and from various locations within the Communication Center and to the jurisdictions to whom they serve. Hand-eye coordination is necessary to operate computers and various other pieces of equipment. While performing the duties, the incumbent is required to use hands and finger, handle, feel or operate objects, tools or controls and to reach with hands and arms.

Work hours may be required before or after normal business hours. The noise level is usually moderate.

Work requires extensive interaction with Fire, Law Enforcement and EMS agencies and the employee must be able to work efficiently and rapidly in stressful environments and deal with emergency oriented situations.

DISCLAIMER:

The position description is current as of the date signed. Any omission of specific statements does not exclude them from the job if they are similar, related, or a logical assignment.

The position description does not constitute an employment agreement between the employer and employee and is subject to change at any time by the employer as the needs of the employer and requirements of the job change.

Department Head Signature

Date

Human Resources Director Signature

Date

Committee Appointments

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

Received/Filed

**POTTAWATTAMIE COUNTY
OUT-OF-STATE TRAVEL NOTIFICATION FORM**

This form is used to notify the Board of Supervisors of out-of-state travel and to provide an estimate of travel expenses. It must be submitted to the Board of Supervisor's office no later than one (1) week prior to the out-of-state travel.

TRAVEL INFORMATION

Name of Employee Traveling: Shannon Holman

Department: Sheriff's Office- Jail

Destination: Las Vegas, Nevada

Date of Travel: FROM: 12/3/2023 TO: 12/8/2023

Name of Elected Official/Department Head Authorizing Travel: Steve Winchell

PURPOSE OF TRIP

1. Conference Travel

- Giving a presentation
- Serving as panel member, chair
- Serving as an Office or Board Member
- Continuing Education
- Other please explain _____

2 Non-Conference Travel

State Purpose: Internal Affairs Training

Conference Name (Please give complete name) LLRMI- National Internal Affairs Training and Certification

<u>Expense</u>			<u>Cost Estimate</u>
Transportation	Mileage <input type="checkbox"/>	Airfare <input type="checkbox"/>	\$ 358.00
Lodging			\$ 469.00
Meals: Breakfast	Included <input type="checkbox"/>	Not Included <input type="checkbox"/>	\$ 80.00
Lunch	Included <input type="checkbox"/>	Not Included <input type="checkbox"/>	\$ 85.00
Dinner	Included <input type="checkbox"/>	Not Included <input type="checkbox"/>	\$ 186.00
Conf./Seminar Fee			\$ 550.00
Other:			
Total Estimated Cost			\$ 1,728.00

Meals may be included in conference fees or provided by the hotel. Indicate whether meal is included or not. If meal is not included, please refer to the U.S. General Services Administration website for allowable meal per diem at www.gsa.gov. Select travel, select a state, select calculate per diem allowances for a trip, select your travel dates, select destination county, select breakdown, the total M&IE rate is listed (middle row), scroll up to the top of the page and select M&IE for breakdown by meal (breakfast, lunch, dinner), find the corresponding number on the far left for your total and the breakdown is provided.

**POTTAWATTAMIE COUNTY
OUT-OF-STATE TRAVEL NOTIFICATION FORM**

This form is used to notify the Board of Supervisors of out-of-state travel and to provide an estimate of travel expenses. It must be submitted to the Board of Supervisor's office no later than one (1) week prior to the out-of-state travel.

TRAVEL INFORMATION

Name of Employee Traveling: Kayla Smeal

Department: Sheriff's Office- Jail

Destination: Las Vegas, Nevada

Date of Travel: FROM: 12/3/2023 TO: 12/8/2023

Name of Elected Official/Department Head Authorizing Travel: Steve Winchell

PURPOSE OF TRIP

1. Conference Travel

- Giving a presentation
- Serving as panel member, chair
- Serving as an Office or Board Member
- Continuing Education
- Other please explain _____

2 Non-Conference Travel

State Purpose: Internal Affairs Training

Conference Name (Please give complete name) LLRMI- National Internal Affairs Training and Certification

<u>Expense</u>			<u>Cost Estimate</u>
Transportation	Mileage <input type="checkbox"/>	Airfare <input type="checkbox"/>	\$ 358.00
Lodging			\$ 469.00
Meals: Breakfast	Included <input type="checkbox"/>	Not Included <input type="checkbox"/>	\$ 80.00
Lunch	Included <input type="checkbox"/>	Not Included <input type="checkbox"/>	\$ 85.00
Dinner	Included <input type="checkbox"/>	Not Included <input type="checkbox"/>	\$ 186.00
Conf./Seminar Fee			\$ 550.00
Other:			
Total Estimated Cost			\$ 1,728.00

Meals may be included in conference fees or provided by the hotel. Indicate whether meal is included or not. If meal is not included, please refer to the U.S. General Services Administration website for allowable meal per diem at www.gsa.gov. Select travel, select a state, select calculate per diem allowances for a trip, select your travel dates, select destination county, select breakdown, the total M&IE rate is listed (middle row), scroll up to the top of the page and select M&IE for breakdown by meal (breakfast, lunch, dinner), find the corresponding number on the far left for your total and the breakdown is provided.

**POTTAWATTAMIE COUNTY
OUT-OF-STATE TRAVEL NOTIFICATION FORM**

This form is used to notify the Board of Supervisors of out-of-state travel and to provide an estimate of travel expenses. It must be submitted to the Board of Supervisor's office no later than one (1) week prior to the out-of-state travel.

TRAVEL INFORMATION

Name of Employee Traveling: Corey Little

Department: Sheriff's Office- Jail

Destination: Las Vegas, Nevada

Date of Travel: FROM: 12/3/2023 TO: 12/8/2023

Name of Elected Official/Department Head Authorizing Travel: Steve Winchell

PURPOSE OF TRIP

1. Conference Travel

- Giving a presentation
- Serving as panel member, chair
- Serving as an Office or Board Member
- Continuing Education
- Other please explain _____

2 Non-Conference Travel

State Purpose: Internal Affairs Training

Conference Name (Please give complete name) LLRMI- National Internal Affairs Training and Certification

<u>Expense</u>			<u>Cost Estimate</u>
Transportation	Mileage <input type="checkbox"/>	Airfare <input type="checkbox"/>	\$ 358.00
Lodging			\$ 469.00
Meals: Breakfast	Included <input type="checkbox"/>	Not Included <input type="checkbox"/>	\$ 80.00
Lunch	Included <input type="checkbox"/>	Not Included <input type="checkbox"/>	\$ 85.00
Dinner	Included <input type="checkbox"/>	Not Included <input type="checkbox"/>	\$ 186.00
Conf./Seminar Fee			\$ 550.00
Other:			
Total Estimated Cost			\$ 1,728.00

Meals may be included in conference fees or provided by the hotel. Indicate whether meal is included or not. If meal is not included, please refer to the U.S. General Services Administration website for allowable meal per diem at www.gsa.gov. Select travel, select a state, select calculate per diem allowances for a trip, select your travel dates, select destination county, select breakdown, the total M&IE rate is listed (middle row), scroll up to the top of the page and select M&IE for breakdown by meal (breakfast, lunch, dinner), find the corresponding number on the far left for your total and the breakdown is provided.

**POTTAWATTAMIE COUNTY
OUT-OF-STATE TRAVEL NOTIFICATION FORM**

This form is used to notify the Board of Supervisors of out-of-state travel and to provide an estimate of travel expenses. It must be submitted to the Board of Supervisor's office no later than one (1) week prior to the out-of-state travel.

TRAVEL INFORMATION

Name of Employee Traveling: _____

Department: _____

Destination: _____

Date of Travel: FROM: _____ TO: _____

Name of Elected Official/Department Head Authorizing Travel: _____

PURPOSE OF TRIP

1. Conference Travel

- Giving a presentation
- Serving as panel member, chair
- Serving as an Office or Board Member
- Continuing Education
- Other please explain _____
- _____

2 Non-Conference Travel

State Purpose: _____

Conference Name (Please give complete name) _____

<u>Expense</u>			<u>Cost Estimate</u>
Transportation	Mileage	Airfare	
Lodging			
Meals: Breakfast	Included	Not Included	
Lunch	Included	Not Included	
Dinner	Included	Not Included	
Conf./Seminar Fee			
Other:			
Total Estimated Cost			

Meals may be included in conference fees or provided by the hotel. Indicate whether meal is included or not. If meal is not included, please refer to the U.S. General Services Administration website for allowable meal per diem at www.gsa.gov Select travel, select a state, select calculate per diem allowances for a trip, select your travel dates, select destination county, select breakdown, the total M&IE rate is listed (middle row), scroll up to the top of the page and select M&IE for breakdown by meal (breakfast, lunch, dinner), find the corresponding number on the far left for your total and the breakdown is provided.

Public Comments

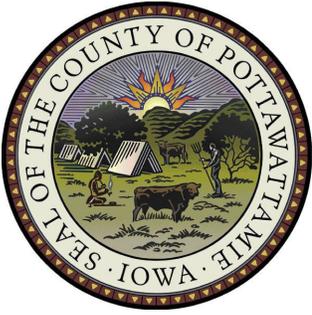
Study Session

Mitch Kay/Chief Financial
Officer

Discussion on Capital Plan Study Session.

John Rasmussen/Engineer

Discussion on Special Assessment District procedures.



Pottawattamie County Secondary Roads

223 South 6TH Street
Council Bluffs, Iowa, 51501

Approved
December Draft

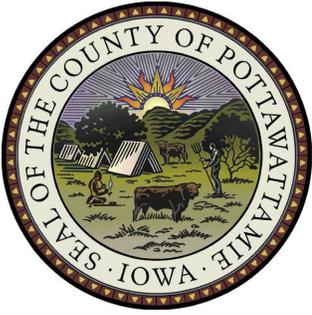
Road Improvement Policy

Pottawattamie County desires to uniformly participate with property owners who seek to improve their road by petitioning for a “Secondary Road Assessment District” or a “Special Secondary Road Assessment District”. This type of petition is a proposal by property owners to pay some or all of the costs to improve a county road along their property. Petitioners should refer to Iowa Code Chapter 311 for the definitions and lawful application of these road improvement tools.

Procedures and Information for Petitioners:

- 1) Interested parties must contact the Secondary Roads Department for assistance and to schedule a pre-petition meeting to identify the district and resolve questions prior to the petition being distributed.
- 2) The petition and all signature pages shall be filed with the County Engineer. The Engineer shall have the petition reviewed by the County Attorney’s Office to determine whether the petition meets legal criteria for consideration under Iowa Code Chapter 311.
- 3) Once reviewed by the County Attorney’s Office the County Engineer will place the petition on the agenda for the Board of Supervisors to consider.
~~2) placed on the agenda for the Board of Supervisors and reviewed by the County Attorney’s Office to determine whether the petition meets legal criteria for consideration under Iowa Code Chapter 311.~~
- 4) Petitions must be signed by at least 75% of the parcel owners to be accepted by the Board of Supervisors. Each parcel shall be counted as having one owner, even if owned jointly, as tenants in common, under contract for purchase, or in a life estate; more than one signature may be provided for such parcels. Corporations, trusts, and partnerships require the signature of a corporate officer, trustee, or partner, respectively. Life estates require the signature of the estate holder, and not remaindermen. Signatures provided under a power of attorney must accompany a copy of the power of attorney.
- 4) A parcel under the jurisdiction of any probate court should be noted on the signature page(s).
- 5) The petition may not be withdrawn by the petitioners after acceptance for consideration by the Board of Supervisors.
- 6) Final Costs, while estimated and provided, are not apportioned until the final public hearing and may change as a result of public comment presented the initial Public Hearing. Initial estimates are subject to change during the process.

Pottawattamie County in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders or consultants that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids and proposals as appropriate in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.



Pottawattamie County Secondary Roads

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9) County Participation is limited to no more than 50% of the total project cost as provided for in Iowa Code Chapter 311.

a) Maintenance credits shall be applied against the County participation threshold prior to any other County contribution.

b) The County participation to be recommended by the County Engineer of the cost and is shall be estimated to be the highest Iowa DOT traffic count divided by 1000 in any of the previous four traffic counts but not to exceed 50% minus the maintenance credit. For example, if the vehicle count is 230 vehicles per day the County participation would be 23% of the improvement costs. The official traffic count is provided by the Iowa DOT.

<https://iowadot.gov/maps/msp/traffic/2016/counties/POTTAWATTAMIE.pdf>

c) The petitioners may contribute a lump sum payment to encourage District participation. The Lump Sum amount shall be identified on the petition, as well as, the petitioner responsible for depositing the funds. These funds will be deposited to the Secondary Roads Fund prior to the Special Assessment District being approved. These funds will be reimbursed to the identified petitioner if the District fails to be approved.

7)

8)10) The Secondary Road Assessment District shall terminate at a Public Road Intersection or at a Cul-de-Sac. The District cannot extend more than 1/2 mile from each side of the road and 1/2 mile beyond a Cul-de-Sac or dead-end.

9)11) The initial proposal will provide for apportionment of costs in the following manner:

a) add the Parcel Values (before exemptions) of all parcels in the district to find the Total District Value;

b) divide the Total District Value by the number of parcels to obtain the Average District Value; and

c) divide each Parcel Value by the Average District Value to determine a valuation bracket;

e)d) divide the estimated improvement cost by the number of eligible petitioners to determine average assessment.

Each valuation bracket will be assessed a percentage of the average assessment-determined by dividing the Improvement Cost by the number of eligible petitioners. The average assessment may then be adjusted to correct the data for outliers and be uniformly applied to the district.

Percentage of Average Valuation

0 to 40%

40 to 80%

80 to 120%

120 to 160%

160 to 200%

Percentage of Average Improvement Cost

20%

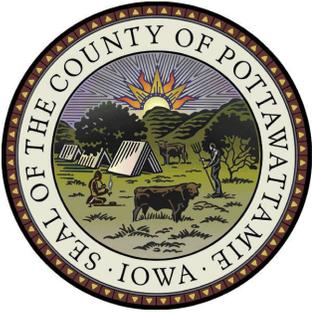
60%

100%

140 %

180%

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200% and up

200%

Apportionment of the costs may be changed by the Board of Supervisors as a result of comments at the Public Hearings and in an effort to have apportionments meet the requirements of Iowa Code Chapter 311.

~~10)12)~~ The proposed district should exclude parcels that:

- a) do not have current or possible future access to the road which is to be improved (parcels with access via easement or private road are not subject to this exclusion);
- b) are vacant and have topography such that any type of construction is not economically feasible;
- c) are vacant and do not meet the minimum lot dimensions or acreage for residential, industrial or commercial construction;
- d) are vacant and have covenants, conditions and/or restrictions which prohibit construction of any type;
- e) are vacant and encumbered by covenants, conditions, easements, regulations, or restrictions which prohibit or significantly impair residential, industrial or commercial construction; and/or

~~11)13)~~ Parcels owned by public entities are to be included to the extent allowed by Iowa Code §311.10.

~~12)14)~~ The Board of Supervisors may reject, approve, or modify and approve the petition, including excluding or adding parcels to the proposed district.

Pottawattamie County in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders or consultants that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids and proposals as appropriate in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

John Rasmussen/Engineer

**Discussion on Secondary Road Budget strategies for
FY24.**