

# Consent Agenda

October 10, 2023

MET IN REGULAR SESSION

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

PLEDGE OF ALLEGIANCE

1. CONSENT AGENDA

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

- A. October 3, 2023, Minutes as read.
- B. September 2023 Vendor Publication Report.
- C. Renewal of Special Class C Retail Alcohol License/ Outdoor Service to Pioneer Trail Orchard and Pumpkin L.L.C. d/b/a Pioneer Trail Orchard and Pumpkin Patch L.L.C, Council Bluffs.
- D. Owner Update for Class E Retail Alcohol License (LE) granting privileges of Class E Liquor License (LE) to Kum & Go LC d/b/a Kum & Go #23, Neola.

UNANIMOUS VOTE. Motion Carried.

2. SCHEDULED SESSIONS

Motion by Wichman, second by Miller, to approve Application for Use of Pottawattamie County Grounds for the National Adoption Day Celebration on Saturday, November 18, 2023.

UNANIMOUS VOTE. Motion Carried.

Motion made by Jorgensen, second by Miller, to approve Lewis Township to hold up to 12 meetings per year.

UNANIMOUS VOTE. Motion Carried.

Al Wegman appeared before the Board to discuss traffic signals on HWY 92.

Discussion only. No action taken.

Motion made by Miller, second by Jorgensen, to approve and authorize Board to sign **Resolution No. 65-2023** entitled: RESOLUTION APPROVING AGREEMENT BETWEEN POTTAWATTAMIE COUNTY SECONDARY ROADS AND THE IOWA DEPARTMENT OF TRANSPORTATION FOR LIVING ROADWAY TRUST FUND GRANT.

**RESOLUTION NO. 65-2023**

**RESOLUTION APPROVING AGREEMENT BETWEEN POTTAWATTAMIE COUNTY SECONDARY ROADS AND THE IOWA DEPARTMENT OF TRANSPORTATION FOR LIVING ROADWAY TRUST FUND GRANT.**

WHEREAS, Pottawattamie County Secondary Roads is responsible for the Integrated Roadside Vegetation Management program, and

WHEREAS, the Iowa Department of Transportation provides funding assistance through the Living Roadway Trust Fund for some expenses related to these responsibilities, and

WHEREAS, Pottawattamie County has applied for and been awarded a Living Roadway Trust Fund grant, and

WHEREAS, Secondary Roads Operations Administrator is duly authorized to execute the grant, as Authorizing Official on behalf of Pottawattamie County,

**THEREFORE BE IT RESOLVED** that the Pottawattamie County Board of Supervisors approves a Living Roadway Trust Fund grant agreement between Pottawattamie County Secondary Roads and the Iowa Department of Transportation in the amount of \$15,000.00.

Dated this 10<sup>th</sup> day of October, 2023.

**ROLL CALL VOTE**

AYE      NAY      ABSTAIN      ABSENT

\_\_\_\_\_      ○      ○      ○      ○

Brain Shea, Chairman

_____	○	○	○	○
Scott Belt				
_____	○	○	○	○
Tim Wichman				
_____	○	○	○	○
Susan Miller				
_____	○	○	○	○
Jeff Jorgensen				

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

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

Motion by Miller, second by Jorgensen, to approve purchase of snowcat for Mt. Crescent Ski Area. UNANIMOUS VOTE. Motion Carried.

Motion by Miller, second by Jorgensen, to approve funding for Advance Southwest Iowa Des Moines Bus Tour for Pottawattamie County City Clerks, Administrators, Mayors, and City Council Members scheduled for October 26<sup>th</sup>, 2023 in the amount of \$2,000 from gaming.

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

**3. OTHER BUSINESS**

Motion by Wichman, second by Jorgensen, to approve new classification, job description, and wages for an Assistant Engineer within the Secondary Roads Department. UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Jorgensen, to approve the following applications made to the Assessor’s Office: Homestead (approximately 299 recommend allowed, 25 recommend disallowed), Military (23 recommend allowed, 5 recommend disallowed), Disabled Veteran Homestead (6 recommend allowed, 0 recommend disallowed), Family Farm (13 recommend allowed, 2 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. Report(s):
  - 1) Recorder Fee Book for September 2023.
- B. Salary Action(s):
  - 1) Thriving Families Alliance - Payroll status changes for Jordan Morse, Erika Kirchoff, Carrie Powders, and Jessica Rayment.

**6. PUBLIC COMMENTS**

The following individuals appeared before the Board:  
Shawna Anderson

**7. ADJOURN**

Motion by Jorgensen, second by Miller, to adjourn meeting.

UNANIMOUS VOTE. Motion Carried

THE BOARD ADJOURNED SUBJECT TO CALL AT 11:03 A. M.

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

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

APPROVED: October 17, 2023  
PUBLISH: X

**October 12, 2023**

**MET IN REGULAR SESSION**

The Board of Supervisors met in regular session at 1:00 P.M. All members present. Chairman Shea presiding.

**PLEDGE OF ALLEGIANCE**

**1. SCHEDULED SESSIONS**

Motion by Wichman, second by Belt, to canvass City of Carter Lake Primary, and to authorize Auditor to pay election costs.

UNANIMOUS VOTE. Motion Carried.

**2. ADJOURN**

Motion by Belt, second by Miller, to adjourn meeting.

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 1:08 P. M.

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

ATTEST:

\_\_\_\_\_  
Melvyn Houser, County Auditor

APPROVED: October 17, 2023

PUBLISH: X

# **Scheduled Sessions**

# **Mark Shoemaker/Director,** **Conservation**

**Discussion on land acquisition funding update.**

**Jana Lemrick/Director, Human**  
**Resources and/or Mark**  
**Shoemaker/Director,**  
**Conservation**

**Discussion and/or decision on pay for Social Media  
Content Creator Intern position at Mt. Crescent.**

# Pottawattamie County, Iowa

## Class Description

**Title:** Social Media Strategist & Content Creator Intern  
Exempt

**FLSA Status:** Non-

**Department:** Conservation

**Job Code:**

**Division:** N/A  
10/11/2023

**Updated:**

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### General Definition of Work

This position will work directly with the Mt. Crescent Ski Area Site Manager and the Promotions & Outreach Coordinator to execute content and plans for Mt. Crescent Ski Area and other Pottawattamie Conservation parks. This is a seasonal position of up to 20 hours per week that runs from approximately December through March. Responsibilities will include: Creating visual content for social media channels with a heavy emphasis on video, developing and executing promotional plans, building a social media strategy and goals, and analyzing post performance data to inform decision-making.

### Essential Functions

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

Create marketing content and promotional plans to be shared with the Site Manager and Promotions & Outreach Coordinator. To include but not limited to: video, photo, copy, graphic design/flyers, and digital and print advertising.

Monitor content and respond to comments and messages as instructed by the Site Manager and Promotions & Outreach Coordinator.

Analyze data, provide bi-weekly reporting, and leverage data to inform social media strategy.

Be well-informed of all ski resort information and work closely with other departments to collaborate on coverage of programs and special events.

Always provide excellent customer service, even when the work environment may become stressful and business levels are higher than average.

Effectively interact with all management staff and co-workers across all departments to support progress toward the overall organizational goals and objectives.

Acknowledge and act on guest needs and staff needs.

Look for and discuss ways to improve service to guests.

Must be able and willing to work weekends, holidays, and evenings.



# Pottawattamie County, Iowa

## Class Description

### Minimum Qualifications

Must be eighteen (18) years old at the time of hire.

### Special Qualifications

- Preference for candidates with 2 or more years of experience in marketing, branded social media, communications, photography, and/or videography.
  - Preference for candidates pursuing a career in marketing, communications, photography, and/or videography.
  - Must be reliable and punctual and have own transportation.
  - Work well under pressure, ability to follow policies and procedures, demonstrates ability to work as a team and can foster a positive, fun, and safe work environment.
  - Flexibility to work during evenings, weekends, and holidays.
- 

### Job Specifications

Ability to apply and incorporate guidance and directives from Site Manager and Promotions and Outreach Coordinator

1-2 years of experience working in the marketing, communications, photography, or videography industry, or equivalent education experience.

General knowledge of, and ability to manage social media and scheduling, websites, and photography and videography editing tools.

General knowledge of graphic design and photography/videography basics including the rule of thirds, white space, panning, etc.

Ability to leverage marketing trends to benefit the organization.

Ability to respectfully and professionally communicate with the public in person and online.

Ability to communicate effectively, both orally and in writing.

Ability to understand and follow both oral and written instructions.

Ability to establish and maintain effective working relationships and good rapport with individuals of all ages including supervisors, colleagues, children, and the public.

Ability to work both indoors and outdoors.

Ability to use Microsoft Office programs such as Word, Excel, and Outlook.

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### 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.

## **Pottawattamie County, Iowa**

### **Class Description**

Attendance at work is an essential function of this position. Work is performed both indoors and outdoors and requires a considerable amount of physical activity. Duties require the ability to stand for extended periods of time.

Be able to work in a cold environment for an extended period. An incumbent must have the ability to frequently lift, push, pull and/or carry equipment, supplies and other materials weighing up to 25 lbs., and to occasionally lift, push, pull and/or carry equipment, supplies and other materials weighing up to 50 lbs. An incumbent must also be able to use hands and arms to reach and operate shovels, rakes, power tools, and equipment.

Work hours often required before or after business hours. Vision abilities, correctable to normal ranges, include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. Communication abilities include the ability to talk and hear within normal ranges.

Work requires interaction with children and the public and may be stressful at times.

## Mt. Crescent Seasonal Pay

<b>Position</b>	<b>Pay 2022-2023</b>	<b>Pay 2023-2024</b>	<b>Notes/Action</b>	<b>Board Action</b>
Ski/Snowboard Instructor	\$20-\$25	\$20-\$25	No changes	Approved 8/15/23
Kitchen Manager	\$14-\$16	\$18-\$20	Proposed pay increase	Approved 8/15/23
Kitchen Staff Team Lead	\$12-\$14	\$16-\$18	Proposed pay increase	Approved 8/15/23
Kitchen Staff Team Member	\$11-\$12	\$13-\$15	Proposed pay increase	Approved 8/15/23
Rental Shop Manager	\$14-\$16	\$18-\$20	Proposed pay increase	Approved 8/15/23
Rental Shop Team Lead	\$12-\$13	\$16-\$18	Proposed pay increase	Approved 8/15/23
Rental Shop Team Member	\$11-\$12	\$13-\$15	Proposed pay increase	Approved 8/15/23
Chair Lift Operator	\$13-\$14	\$14-\$16	Proposed pay increase	Approved 8/15/23
Chair Lift Attendant	N/A	\$13-\$15	Proposed new position	Approved 8/15/23
Snowmaking Team Lead	\$15-\$17	\$16-\$18	Proposed pay increase	Approved 8/15/23
Snowmaking Team Member	\$14-\$16	\$15-\$17	Proposed pay increase	Approved 8/15/23
Sports School Coordinator	\$16	\$16-\$18	PT Seasonal/proposed pay change	Approved 8/15/23
Hospitality & Guest Services Worker	\$11-\$12	\$13-\$15	Combine with Ticket Agent/revise	Approved 8/15/23
Ticket Agent	\$11-\$12	N/A	Remove position	Approved 8/15/23
Cleaning & Support Team Member	\$10	\$12-\$14	Proposed pay increase	Approved 8/15/23
Social Media Content Creator Intern	\$15-\$17	\$16-\$18	Proposed pay increase	On Agenda 10/17/23

# Committee Appointments

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

**Received/Filed**

**Appendix A**

**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. Completed form must accompany any claims sent for payment or reimbursement.

**TRAVEL INFORMATION**

Name of Employee Traveling: Sam Arkfeld, Heather Townsend, Torie Brummett, Abby Fredrich

Department: Pottawattamie County Sheriff's Office - Division of Communications

Destination: Kansas City, MO

Date of Travel: FROM: 01/21/2024 TO: 01/27/2024

Name of Elected Official/Department Head Authorizing Travel: Captain Arkfeld

**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: \_\_\_\_\_  
 FBI LEEDA Supervisor Leadership Institute  
 \_\_\_\_\_  
 \_\_\_\_\_

Conference Name (Please give complete name) \_\_\_\_\_

<u>Expense</u>				<u>Cost Estimate</u>
Transportation	Mileage	<input checked="" type="checkbox"/>	Airfare	\$77.78
Lodging				\$3,609.96 (\$902.49 per person)
Meals: Breakfast	Included	<input checked="" type="checkbox"/>	Not Included	
Lunch	Included	<input type="checkbox"/>	Not Included	\$384.00 (5 lunches per person @ \$16)
Dinner	Included	<input type="checkbox"/>	Not Included	\$696.00 (6 dinners per person @ \$29)
Conf./Seminar Fee				\$3180.00 (\$795.00 per person)
Other:				
<b>Total Estimated Cost</b>				<b>\$7,947.74</b>

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](http://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.

**Appendix A**

**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. Completed form must accompany any claims sent for payment or reimbursement.

**TRAVEL INFORMATION**

Name of Employee Traveling: Angie Dobyms, David Sands, Eric Wallner

Department: Pottawattamie County Sheriff's Office - Division of Communications

Destination: Sioux Falls, SD

Date of Travel: FROM: 06/16/24 TO: 06/22/24

Name of Elected Official/Department Head Authorizing Travel: Captain Arkfeld

**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: \_\_\_\_\_  
FBI LEEDA Supervisor Leadership Institute  
 \_\_\_\_\_  
 \_\_\_\_\_

Conference Name (Please give complete name) \_\_\_\_\_

<u>Expense</u>				<u>Cost Estimate</u>
Transportation	Mileage	<input checked="" type="checkbox"/>	Airfare	\$88.89
Lodging				\$3,435.69 (\$1,145.23 per person)
Meals: Breakfast	Included	<input checked="" type="checkbox"/>	Not Included	
Lunch	Included	<input type="checkbox"/>	Not Included	\$225.00 (5 lunches per person @ \$15)
Dinner	Included	<input type="checkbox"/>	Not Included	\$468.00 (6 dinners per person @ \$26)
Conf./Seminar Fee				\$2,385.00 (\$795.00 per person)
Other:				
<b>Total Estimated Cost</b>				<b>\$6,602.58</b>

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 [www.gsa.gov](http://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