

Consent Agenda

October 31, 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. October 24, 2023, Minutes as read.
- B. Secondary Roads - Employment of Cody Redinbaugh as a Bridge Crew Technician I.

UNANIMOUS VOTE. Motion Carried.

2. SCHEDULED SESSIONS

Dr. Elliott/Medical Examiner, Cheri Dahlheim/Chief Medical Examiner Investigator Coordinator, and Jana Lemrick/Director, Human Resources appeared before the Board to discuss an additional position for the Medical Examiner Department. The Board will review again at a later date.

Discussion only. No action taken.

Motion by Belt, second by Miller, to accept Janet Shearer's resignation and to approve the appointment of Nancy Potter as the Waveland Township Clerk.

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

Motion by Jorgensen, second by Belt, to approve and authorize Board Chairman to sign City of Neola-County IT Support Agreement.

UNANIMOUS VOTE. Motion Carried.

3. OTHER BUSINESS

Motion by Jorgensen, second by Belt, to approve an additional Deputy position for the Sheriff's Department.

UNANIMOUS VOTE. Motion Carried.

4. COMMITTEE APPOINTMENTS

Board discussed Committee meetings from the past week.

Discussion only. No action taken.

5. RECEIVED/FILED

A. Salary Action(s):

- 1) Conservation – Employment of Amy Graeve as a Hospitality and Guest Service Worker.
- 2) Conservation – Employment of Lane Vennink as Burn Crew Member.

B. Out of State Travel Notification(s):

- 1) Sheriff's Office – Out of State Travel Notification for Matthew Owens.

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 11:55 A.M

Brian Shea, Chairman

ATTEST: _____
Melvyn Houser, County Auditor

APPROVED: November 7, 2023

PUBLISH: X

I, Melvyn Houser, Auditor of Pottawattamie County, verify the following to be a correct copy of all claims allowed by the Pottawattamie County Board of Supervisors for the month of October 2023.

Vendor Name	Payable Description	Total Payments
20 W MAIN LLC	PROF SVC - SHERIFF	860.00
3312 WEST BROADWAY PROPERTIES LLC	RENT - PUB HEALTH	1,623.65
3RD DEGREE SCREENING INC	PROF SVC - HR	54.00
4IMPRINT INC	SUPPLIES - PUB HEALTH	2,309.66
A RAYMOND PLUMBING INC	PROF SVC - JAIL	2,277.50
ACCESS TECHNOLOGIES INC	PROF SVC - SWIA MHDS REGION	64.88
ACCURATE LAWN & IRRIGATION LLC	PROF SVC - B&G	1,825.00
ACME RESTORATIONS INC	PROF SVC - SHERIFF	2,793.16
ACTION SIGNS INC	PROF SVC - AUDITOR	39.01
ADAM KLEIN	REIMB EXP - IT	109.12
ADVANCE SOUTHWEST IOWA CORPORATION	PROF SVC - BOARD	39,500.00
AGRILAND FS INC	FUEL - CONSERVATION	2,731.65
AGRIVISION GROUP LLC	SUPPLIES - CONSERVATION	4,238.14
AHLERS & COONEY PC	LEGAL SVC - AUDITOR	214.00
AIRGAS INC	ROADS/RENT	59.51
ALBERTSON BROTHERS GLASS LLC	ROADS/REPAIR	672.80
ALEGENT CREIGHTON CLINIC	MED SVC - BOARD	3,038.86
ALEGENT CREIGHTON CLINIC	MED SVC - JAIL	67.20
ALEGENT HEALTH BERGAN MERCY HEALTH SYSTEM	MED SVC - JAIL	305.97
ALEGENT HEALTH BERGAN MERCY HEALTH SYSTEM	MED SVC - JAIL	17,919.60
ALEGENT HEALTH PSYCHIATRIC ASSOCIATES	MED SVC - SWIA MHDS REGION	348.00
ALICIA GEHRMANN	REIMB EXP - CO ATTORNEY	33.59
ALL COPY PRODUCTS INC	PROF SVC - WIC	69.64
ALL MAKES OFFICE EQUIPMENT CO	PROF SVC - SHERIFF	86.00
ALLEY POYNER MACCHIETTO ARCHITECTURE INCORPORAT	PROF SVC - NON-DEPARTMENTAL	10,690.00
AMANDA HEIMS	LEGAL REP	2,025.00
AMAZON CAPITAL SERVICES INC	SUPPLIES - B&G	13,354.47
AMERICAN JAIL ASSOCIATION	MEMBERSHIP - JAIL	60.00
AMERICAN NATIONAL BANK	MO BILL - JAIL	43,457.61
AMERITECH SOLUTIONS	SUPPLIES - WIC	103.92
ANCHOR HOMES INC	SUPPORT SVC - SWIA MHDS REGION	25,125.50
ANDMARK HIDDEN BLUFFS APARTMENTS LLC	RENT ASSIST - GA	914.12
ANDREW BROWN	REIMB EXP - SHERIFF	51.36
ANDREW DEWEY	REIMB EXP - IT	43.37
ANGELA RUBEK	REIMB EXP - HR/RISK	802.00
ANTHONY RUBEK	REIMB EXP - JAIL	61.69
APPLIED US LP	ROADS/PARTS	179.03
ARAMARK UNIFORM & CAREER APAREL GROUP INC	SUPPLIES - JAIL	62,648.15
ARR ROOFING LLC	PROF SVC - JAIL	1,424.38
ASHLEY GRAY	REIMB EXP - SWIA MHDS REGION	230.56
ASP ENTERPRISES INC	ROADS/SUPPLIES	633.00
AT&T MOBILITY LLC	MO BILL - EMA	379.51
AUTUMN PARK OF SHENANDOAH	RENT - SWIA MHDS REGION	25.00
B & K MECHANICAL CONTRACTORS LLC	PROF SVC - NON-DEPARTMENTAL	25,932.53
BARBARA CHENEY	REIMB EXP - SWIA MHDS REGION	134.28
BIDDLE CONSULTING GROUP INC	PROF SVC - COMMUNICATIONS	3,795.00
BILLS WATER CONDITIONING INC	MO BILL - JAIL	616.45
BISHOP BUSINESS EQUIPMENT COMPANY	SUPPLIES - AUDITOR	1,493.45
BLACK HILLS UTILITY HOLDING	MO BILL - JAIL	4,137.70
BLUE COW MARKET LLC	SUPPLIES - CONSERVATION	386.79
BOLTON & MENK INC	DRAINAGE - C&R - PROF SVC	10,070.00
BOMGAARS SUPPLY INC	SUPPLIES - JAIL	4,994.89
BOO INC	PROF SVC - B&G	4,343.07
BOUND TREE MEDICAL LLC	SUPPLIES - CONSERVATION	286.84
BP ENTERPRISES INC	ROADS/SERVICE - 448	650.16
BREDA TELEPHONE CORPORATION	MO BILL - COMMUNICATIONS	734.00
BRENDA R HENRY-SCHREIBER	SUPPORT SVC - SWIA MHDS REGION	200.00
BRETT LARSON	MEETING - PLANNING	36.79
BRIAN MILLER	REIMB EXP - SHERIFF	441.79
BRIAN MCMILLIN	PROF SVC - BOARD	1,250.00
BRIAN SHEA	REIMB EXP - BOARD	1,306.73
BUCKLEY POWDER CO	DRAINAGE - C&R - CONSTRUCT/MAINTENANCE	2,975.00
C & J INDUSTRIAL SUPPLY INC	PROF SVC - JAIL	311.50
CAPITAL ONE NA	MO BILL - DHS	16.80
CAPITAL SANITARY SUPPLY CO INC	SUPPLIES - JAIL	2,574.34

CARLSON CUSTOM AG LLC	ROADS/SUPPLIES	1,000.00
CASS COUNTY (IA)	MHA - SWIA MHDS REGION	11,256.91
CDW LLC	SUPPLIES - IT	11,615.45
CELEBRATE CATERING	PROF SVC - CONSERVATION	1,691.75
CEN PRO	SUPPLIES - SHERIFF	3,918.00
CENTRAL IOWA HOSPITAL CORPORATION	TRAINING - PUB HEALTH	155.00
CENTRAL IOWA READY MIX	ROADS/MATERIALS	7,200.00
CENTURY LINK COMMUNICATIONS LLC	PROF SVC - COMMUNICATIONS	48,376.86
CENTURYLINK INC	ROADS/UTILITIES	1,504.46
CHAD FREEBERG	REIMB EXP - SHERIFF	102.03
CHAMPLIN TIRE RECYCLING INC	PROF SVC - ENV HEALTH	2,752.64
CHASITY KEPHART	REIMB EXP - SWIA MHDS REGION	209.34
CHEELECTRIC	PROF SVC - B&G	805.70
CHEQED IT LLC	ROADS/TESTING	1,000.00
CHRISTIAN HOME ASSOCIATION	PROF SVC - DHS	1,119.60
CHRISTINE CIRCO	REIMB EXP - CO ATTORNEY	2,596.87
CHRISTOPHER ANDREW	REIMB EXP - CONSERVATION	146.65
CHRISTOPHER JON ELLIOTT	MED SVC - MED EXAMINER	6,666.67
CHS INC	FUEL - EMA	324.20
CINTAS CORPORATION NO 2	ROADS/SUPPLIES	426.98
CITIBANK NA	MO BILL - B&G	75.70
CITY OF AVOCA	CITIES PROGRAM - BOARD	102,943.29
CITY OF COUNCIL BLUFFS	TRANSPORT - JAIL	5,810.00
CITY OF HANCOCK	MO BILL - CONSERVATION	447.73
CITY OF LOGAN	RENT - WIC	100.00
CITY OF OAKLAND	MO BILL - ENV HEALTH	25.00
CITY OF ONAWA	RENT - WIC	120.00
CITY OF TREYNOR	CITIES PROGRAM - BOARD	3,084.40
CLARK JEPPESEN	PROF SVC - ENV HEALTH	75.00
COMMANDO LLC	PROF SVC - PUB HEALTH	10,000.00
COMMERCIAL FARM INDUSTRIAL TIRE SERVICE INC	PROF SVC - CONSERVATION	968.76
CONCERNED INC	SUPPORT SVC - SWIA MHDS REGION	301.78
CONNER PSYCHOLOGICAL SERVICES PC	MED SVC - COMMUNICATIONS	850.00
CORNHUSKER INTERNATIONAL TRUCKS INC	ROADS/PARTS	9,509.80
CORPORATE TRANSLATION SERVICES INC	MO BILL - WIC	262.49
CORY THOMAS	REIMB EXP - CONSERVATION	258.03
COTT SYSTEMS INC	PROF SVC - AUDITOR	150.00
COUNCIL BLUFFS CONVENTION AND VISITORS BUREAU	ADVERTISING - BOARD	1,607.50
COUNCIL BLUFFS WATER WORKS	MO BILL - JAIL	5,833.29
COUNTRY CARE CENTER CORPORATION	RCF - SWIA MHDS REGION	45,846.00
COURTSIDE MARKETING	SUPPLIES - CONSERVATION	515.74
COX COMMUNICATIONS INC	MO BILLING - VARIOUS	5,502.79
CRAFTSMAN WINDOW COVERINGS	PROF SVC - NON-DEPARTMENTAL	3,367.00
CRANE SALES AND SERVICE LLC	ROADS/CRANE	20,844.30
CREDIT BUREAU OF COUNCIL BLUFFS INC	PROF SVC - JAIL	51.00
CRYSTAL CLEAR WATER INC	MO BILL - RECORDER	36.97
CUMMINS INC	PROF SVC - JAIL	690.18
D & D CONSTRUCTION SERVICES INC	PROF SVC - CONSERVATION	7,950.00
D PUTNAM ENTERPRISES LLC	SUPPLIES - CONSERVATION	60.00
DANIEL TEMEYER	REIMB EXP - SHERIFF	183.25
DAVES PLACE LLC	MED SVC - SWIA MHDS REGION	18,586.58
DAVID RANDOLPH	RENT ASSIST - GA	2,100.00
DAVID W COBERLY SR	PROF SVC - JAIL	97.50
DEAN FAJEN	PROF SVC - CONSERVATION	2,500.00
DEBBIE SCHULER	REIMB EXP - SWIA MHDS REGION	333.86
DEBI REDMON	REIMB EXP - SWIA MHDS REGION	378.59
DELL MARKETING LP	EQUIP - SHERIFF	1,810.49
DENCO HIGHWAY CONSTRUCTION CORPORATION	PROF SVC - CONSERVATION	9,742.15
DENNIS SUPPLY COMPANY	SUPPLIES - COMMUNICATIONS	79.34
DEPARTMENT OF HEALTH AND HUMAN SERVICES	CERTIFICATION - WIC	180.00
DEVAN FEIGENBUTZ	ROADS/REIMB	56.90
DIAMOND OIL COMPANY	FUEL - CONSERVATION	1,276.39
DIXIE WILSON	REIMB EXP - AUDITOR	97.59
DOLORES SILKWORTH	MEETING - PLANNING	34.17
DONALD NIELSON	PUBLICATIONS - BOARD	1,369.01
DONALD NIELSON	PUBLICATIONS - BOARD	1,400.79
DONALD W MATHEWS	PROF SVC - SHERIFF	8,753.73
DOUGLAS COUNTY (NE)	SVC FEES - BOARD	75.00

DUKE AERIAL INC	RENTAL - BOARD	16,700.00
DULTMEIER SALES LLC	SUPPLIES - CONSERVATION	142.86
DUSTIN AUSDEMORE	ROADS/REIMB	60.25
DXP ENTERPRISES INC	SUPPLIES - JAIL	639.61
EBS c/o AMERICAN NATIONAL BANK	EBS RETIREES - JAIL	3,232.95
ECHO GROUP INC	SUPPLIES - CONSERVATION	7,323.29
ECHOSAT INC	ROADS/UTILITIES	224.75
EDWARDS CHEVROLET CADILLAC INC	PROF SVC - SHERIFF	1,838.31
ELECTION SYSTEMS & SOFTWARE LLC	SUPPLIES - AUDITOR	16,369.77
ELECTRONIC CONTRACTING COMPANY	PROF SVC - JAIL	1,289.64
EMBRACE IOWA INC	MED SVC - SWIA MHDS REGION	550.00
ENGINEERED CONTROLS INC	PROF SVC - B&G	730.02
ERIC SHEA	REIMB EXP - SHERIFF	85.97
EVIZZIT LLC	MH SVC - SWIA MHDS REGION	10,662.48
FARM & HOME PUBLISHERS LTD	SUPPLIES - RECORDER	1,145.00
FARM SERVICE COOPERATIVE	ROADS/FUEL	101,149.54
FARMERS MUTUAL COOPERATIVE TELEPHONE COMPANY	ROADS/UTILITIES	607.33
FASTENAL COMPANY	SUPPLIES - JAIL	72.00
FEEDLOT SERVICE COMPANY	SUPPLIES - CONSERVATION	1,022.00
FIELD DAY DEVELOPMENT LLC	PROF SVC - NON-DEPARTMENTAL	3,572.50
FIKES COMMERCIAL HYGIENE LLC	ROADS/UTILITIES - HANCOCK	258.94
FIREGUARD LLC	PROF SVC - B&G	496.00
FIRESPRING PRINT INC	PROF SVC - WIC	423.31
FIRST INSURANCE GROUP LLC	PROF SVC - BOARD	6,250.00
FLEUR DE LIS MOTOR INNS INC	LODGING - JAIL	1,545.60
FLORENCE CRITTENTON HOME OF SIOUX CITY	PROF SVC - DHS	1,399.50
FMTC SWT INC	ROADS/UTILITIES	122.45
FORRISTCRETE CUSTOM CONCRETE LLC	PROF SVC - CONSERVATION	6,110.00
FRED S HENRY	LANDSCAPING - EAST POTT SWCD	455.00
FRONTIER COMMUNICATIONS OF IOWA LLC	MO BILL - COMMUNICATIONS	259.90
GARREANS LAW LLC	LEGAL REP - BOARD	750.00
GENEVA SCIENTIFIC INC	PROF SVC - NON-DEPARTMENTAL	1,354.89
GENIE SERVICES	PROF SVC - PUB HEALTH	55.00
GENUINE PARTS COMPANY INC	ROADS/PARTS	460.35
GINA HUEBNER	REIMB EXP - SWIA MHDS REGION	129.04
GOVCONNECTION INC	PROF SVC - IT	1,013.36
GOVERNMENT FORMS & SUPPLIES LLC	SUPPLIES - TREASURER	3,526.84
GOVERNMENTJOBS.COM INC	PROF SVC - HR/RISK	12,531.56
GRACE UNITED METHODIST CHURCH	RENT - WIC	40.00
GRAHAM TIRE CO OF LINCOLN LLC	PROF SVC - SHERIFF	732.00
GREAT AMERICA FINANCIAL SERVICES CORPORATION	PROF SVC - SWIA MHDS REGION	239.98
GREAT PLAINS COMMUNICATIONS HOLDINGS LLC	MO BILL - IT	1,771.03
GREAT PLAINS PEST SERVICES INC	PROF SVC - B&G	265.00
GREAT PLAINS UNIFORMS	PROF SVC - SHERIFF	1,155.39
GREGORY L DAVIS	MED SVC - JAIL	1,280.00
GRP & ASSOCIATES INC	PROF SVC - JAIL	308.00
GUARDIANS OF NORTHEAST IOWA INC	PROF SVC - SWIA MHDS REGION	900.00
GUYER MACHINE SHOP INC	SUPPLIES - CONSERVATION	225.03
HADLEY MIKOVEC	REIMB EXP - SHERIFF	255.02
HAMILTON ASSOCIATES PC	LEGAL FEES - CONSERVATION	3,385.00
HANCOCK FROZEN FOOD CENTER LLC	PROF SVC - CONSERVATION	112.50
HARRISON COUNTY (IA)	PROF SVC - CONSERVATION	2,863.95
HARRISON COUNTY HOMEMAKERS	MED SVC - SWIA MHDS REGION	1,668.24
HARRISON COUNTY RURAL ELECTRIC COOPERATIVE	MO BILL - COMMUNICATIONS	572.39
HAWKEYE TRUCK EQUIPMENT CO INC	ROADS/EQUIPMENT	103,447.64
HEARTLAND FAMILY SERVICE	MOBILE RESPONSE - SWIA MHDS REGION	163,160.51
HEARTLAND PHOTOS & DESIGN INC	PROF SVC - CONSERVATION	104.00
HEARTLAND TIRES AND TREADS INC	ROADS/TIRES	12,960.76
HEATHER AUSDEMORE	REIMB EXP - TREASURER	24.24
HEE HAW HOLDINGS LLC	LANDSCAPING - EAST POTT SWCD	10,710.00
HENRY SCHEIN INC	SUPPLIES - JAIL	701.82
HGM ASSOCIATES INC	ROADS/SERVICE	11,206.59
HI WAY PRODUCTS INC	ROADS/MATERIALS	538.00
HORIZON SIGNAL TECHNOLOGIES INC	ROADS/SYSTEM	55,415.50
HOTSY EQUIPMENT CO	ROADS/SERVICE - UNDERWOOD	532.50
HS MEDICAL BILLING SERVICES INC	PROF SVC - PUB HEALTH	785.00
HUMAN SERVICES ADVISORY COUNCIL INC	MEMBERSHIP - PUB HEALTH	50.00
HY VEE INC	PRESCRIPTIONS - JAIL	7.46

ICS JAIL SUPPLIES INC	SUPPLIES - JAIL	2,843.68
INDOFF INCORPORATED	SUPPLIES - AUDITOR	1,363.74
INFOSAFE SHREDDING LLC	PROF SVC - DHS	897.00
INTERSTATE POWERSYSTEMS INC	PROF SVC - B&G	1,360.00
IOW KENWORTH LLC	ROADS/PARTS	2,450.60
IOWA ASSOCIATION OF NATURALIST (IAN)	WORKSHOP - CONSERVATION	93.50
IOWA COMMUNITIES ASSURANCE POOL	INSURANCE - BOARD	5,438.00
IOWA DEPARTMENT OF TRANSPORTATION	ROADS/SUPPLIES	6,068.58
IOWA LAW ENFORCEMENT ACADEMY	TRAINING - SHERIFF	2,100.00
IOWA MUNICIPALITIES WORKERS COMPENSATION ASSOCIA	WORK COMP - BOARD	24,970.00
IOWA STATE ASSOCIATION OF COUNTY AUDITORS	REGISTRATION - AUDITOR	225.00
IOWA STATE BAR ASSOCIATION	ANNUAL DUES - CO ATTORNEY	285.00
IOWA WASTE SERVICES HOLDING INC	MO BILL - JAIL	3,282.90
IOWA WASTE SERVICES HOLDINGS INC	PROF SVC - ENV HEALTH	2,878.49
IP PATHWAYS LLC	EQUIP - IT	4,984.50
IVAN DELGADO	MED SVC - JAIL	4,488.75
J J KELLER & ASSOCIATES INC	ROADS/TRAINING	500.00
J P COOKE COMPANY	SUPPLIES - B&G	401.30
JACKSON SERVICES INC	PROF SVC - B&G	662.96
JAMES MAJOREK	ELECTION WORK - AUDITOR	200.00
JAMIE/AMY CASSON	PROF SVC - SHERIFF	534.80
JDW MIDWEST LLC	PROF SVC - PLANNING	1,700.40
JEAN EDWARDS ENTERPRISES LLC	RENT ASSIST - GA	1,000.00
JEBRO INCORPORATED	ROADS/SUPPLIES	3,562.90
JEFF ANDERSON	PROF SVC - CONSERVATION	1,000.00
JEFFREY JORGENSEN	REIMB EXP - BOARD	82.75
JEFFREY W ANDERSEN	ROADS/TIRES	2,531.76
JEFFS WASH & GLO	PROF SVC - SHERIFF	275.00
JENNIE JARVIS	RENT ASSIST - GA	450.00
JENNIFER GERONIMO	REIMB EXP - SHERIFF	126.25
JEREDITH BRANDS LLC	MO BILL - B&G	13,625.64
JEREMY PETERSEN	REIMB EXP - SHERIFF	142.30
JILL ALMONTE	ELECTION WORK - AUDITOR	200.00
JILL CHAPMAN	MEETING - PLANNING	60.37
JIM HAWK TRUCK TRAILERS INC	PROF SVC - NON-DEPARTMENTAL	677.36
JOHN DEERE FINANCIAL	ROADS/PARTS	1,715.39
JON THOMAS	MED SVC - JAIL	7,500.00
JONATHAN FENNER	REIMB EXP - CONSERVATION	41.96
JONES AUTOMOTIVE INC	PROF SVC - SHERIFF	3,109.63
JP BORING CO	PROF SVC - ENV HEALTH	8,654.80
JP LUMBER INC	ROADS/PARTS	460.84
KAKISH SCHMIDT AND PARTNERS	ROADS/DRUG SCREENING	50.00
KALEN KNIGHT	REIMB EXP - MED EXAMINER	115.00
KAMBY ENTERPRISES LLC	POSTAGE - CONVERSATION	113.72
KAREN FOREMAN	REIMB EXP - MED EXAMINER	177.64
KARL CHEVROLET INC	PROF SVC - SHERIFF	250.00
KATHIE KALLAS	REIMB EXP - RECORDER	161.13
KATHY GOFF	PROF SVC - B&G	5,494.45
KAYLIN SKILLETT	ELECTION WORK - AUDITOR	24.00
KELLIE NEWELL	REIMB EXP - IT	22.27
KELLY GREER	REIMB EXP - IT	23.19
KIESLERS POLICE SUPPLY INC	SUPPLIES - SHERIFF	9,839.60
KIMBERLY SKILLETT	ELECTION WORK - AUDITOR	250.00
KONE INC	PROF SVC - JAIL	327.74
KRISTINA M RICHEY	REIMB EXP - SWIA MHDS REGION	567.77
KRONOS SAASHR INC	PROF SVC - IT	1,110.10
KURT FERGUSON	REIMB EXP - SHERIFF	147.87
L & M PHARMACY CARE LLC	MED SVC - SWIA MHDS REGION	19.34
LANG DIESEL INC	SUPPLIES - CONSERVATION	405.44
LANGUAGE LINE SERVICE INC	MO BILL - JAIL	84.08
LARRY VANFOSSAN	RENT ASSIST - GA	1,400.00
LARSEN SUPPLY CO	SUPPLIES - B&G	640.77
LAURENCE WOLLUM	EQUIP - CONSERVATION	3,212.89
LAW ENFORCEMENT INTELLIGENCE NETWORK	REGISTRATION - SHERIFF	225.00
LAWSON PRODUCTS INC	ROADS/SUPPLIES	114.07
LEA A VOSS	REIMB EXP - TREASURER	120.52
LEE BHM CORP	PUBLICATIONS - BOARD	3,902.38
LEE VOLKENS	REIMB EXP - SHERIFF	88.35

LOESS HILLS OXFORD	RENT ASSIST - GA	500.00
LYNN LEADERS	MEETING - PLANNING	49.89
M & J PROPERTIES LLC	RENT - SWIA MHDS REGION	650.00
MAC INVESTMENTS INC	RENT ASSIST - GA	205.00
MAIL SERVICES LLC	PROF SVC - TREASURER	3,605.94
MARIA TORRES	REIMB EXP - PUB HEALTH	163.75
MARILYN KENNEDY	REIMB EXP - AUDITOR	129.69
MARNE & ELK HORN TELEPHONE COMPANY	MO BILL - COMMUNICATIONS	545.27
MATTHEW REEVES	REIMB EXP - IT	51.75
MATTHEW VERMEERSCH	PROF SVC - CONSERVATION	4,000.00
MCCLURE ENGINEERING	ROADS/SERVICE	24,533.75
MECO-HENNE CONTRACTING INC	PROF SVC - NON-DEPARTMENTAL	215,902.70
MEDIBADGE INC	SUPPLIES - WIC	175.36
MEGAN ALBERS	REIMB EXP - JAIL	112.96
MENARDS INC	SUPPLIES - CONSERVATION	6,728.43
MERCHANTS BONDING COMPANY (MUTUAL)	BONDING - TREASURER	625.00
MICHAEL BADEN	RETAINER - CO ATTORNEY	8,500.00
MICHAEL HOVEY	REIMB EXP - JAIL	86.00
MICHAEL M SALES	PROF SVC - SHERIFF	385.00
MICHELLE CIESLUK	RENT ASSIST - GA	700.00
MIDAMERICAN ENERGY COMPANY	MO BILL - B&G	46,210.67
MIDLANDS HUMANE SOCIETY	CONTRACT - ANIMAL HEALTH	7,335.28
MIDWEST COMPLIANCE ASSOCIATES	PROF SVC - PUB HEALTH	55.00
MIDWEST EYE CARE PC	MED SVC - JAIL	221.00
MIDWEST MEDICAL AND SAFETY INC	SUPPLIES - B&G	169.65
MIDWEST MOTOR SUPPLY CO INC	ROADS/SUPPLIES	324.96
MIDWEST WHEEL COMPANIES INC	ROADS/PARTS	3,198.98
MINDEN CUSTOM MEATS INC	PROF SVC - CONSERVATION	693.73
MIRANDA WACHTER	REIMB EXP - SWIA MHDS REGION	264.80
MMB LLC	SUPPLIES - CONSERVATION	99.99
MMB LLC	ROADS/PARTS	3,120.04
MOLLY BROWN	REIMB EXP - SWIA MHDS REGION	430.99
MONARCA ENTERPRISE LLC	RENT - SWIA MHDS REGION	2,100.00
MONTGOMERY COUNTY (IA)	RENT - SWIA MHDS REGION	5,921.00
MOSAIC	SUPPORT SVC - SWIA MHDS REGION	816.80
MOTOROLA SOLUTIONS INC	EQUIP - EMA	62,812.08
MUNICIPAL HOUSING AGENCY	RENT ASSIST - GA	100.00
MYRA NIXON	REIMB EXP - RECORDER	95.76
NATHAN EMSICK	PROF SVC - CONSERVATION	250.00
NATIONAL BISON ASSOCIATION	MEMBERSHIP - CONSERVATION	225.00
NATIONAL FIRE PROTECTION ASSOCIATION	MEMBERSHIP - PLANNING	175.00
NCH CORPORATION	PROF SVC - B&G	375.84
NEW CENTURY PHYSICIANS OF IOWA PC	MED SVC - JAIL	1,495.90
NEWTOWN AVOCA HISTORICAL SOCIETY COURTHOUSE COI	RENT - BOARD	15,000.00
NICOLE STAMP	MEETING - BOARD	80.00
NINA HOANG	REIMB EXP - JAIL	70.95
NISHNA PRODUCTIONS INC	VOC/DAY - SWIA MHDS REGION	8,500.00
NISHNABOTNA VALLEY RURAL ELECTRIC COOPERATIVE	ROADS/UTILITIES	2,112.68
NMC GROUP INC	ROADS/SERVICE	5,431.55
NMC INDUSTRIAL SERVICES LLC	RENTAL - CONSERVATION	4,135.35
NORA EVANS	REIMB EXP - PUB HEALTH	20.00
NOREGON SYSTEMS LLC	ROADS/SOFTWARE	360.00
ODEN ENTERPRISES INC	ROADS/MATERIALS	4,869.41
OMAHA COMPOUND COMPANY	SUPPLIES - JAIL	4,434.34
OMAHA TRUCK CENTER COMPANY INC	ROADS/PARTS	2,539.31
OMG MIDWEST INC	ROADS/MATERIALS	1,468.80
OMG MIDWEST INC	ROADS/MATERIALS	1,333.80
OMNI CENTRE LLC	RENT - WIC	1,983.00
OPD BUSINESS SOLUTIONS	SUPPLIES - DHS	933.76
OPTIMIZED SYSTEMS LLC	PROF SVC - NON-DEPARTMENTAL	3,997.50
OTIS ELEVATOR COMPANY	PROF SVC - B&G	1,110.00
OUTDOOR POWER GROUP INC	SUPPLIES - CONSERVATION	951.52
OVERLAND MHP 2 LLC	RENT ASSIST - GA	1,005.00
PAGE COUNTY (IA)	TRANSPORT - SWIA MHDS REGION	694.39
PARALLEL TECHNOLOGIES INC	PROF SVC - JAIL	8,392.85
PARTEK ENTERPRISES INC	PROF SVC - CONSERVATION	549.96
PARTNERSHIP FOR PROGRESS INC	RENT - SWIA MHDS REGION	20,262.50
PATRICK RIGG	RENT ASSIST - GA	1,625.00

PATRICK SONDAG	REIMB EXP - CO ATTORNEY	305.00
PILLAR PROPERTY MANAGEMENT LLC	RENT ASSIST - GA	2,081.49
PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	PROF SVC - DHS	574.17
PITNEY BOWES INC	SUPPLIES - DHS	160.28
POLK COUNTY (IA)	SVC FEES - BOARD	37.86
POMPS TIRE SERVICE INC	ROADS/TIRES -116	9,238.10
POPCO INC	ROADS/UTILITIES	57.00
POTTAWATTAMIE COUNTY BOARD OF SUPERVISORS	LEASE - SWIA MHDS REGION	34,297.54
POTTAWATTAMIE COUNTY AUDITOR	FISCAL AGENTS FEES - SWIA MHDS REGION	40,000.00
POTTAWATTAMIE COUNTY CLERK OF COURT	COURT COST - CO ATTORNEY	21.48
POTTAWATTAMIE COUNTY IT DEPARTMENT	REIMB LICENSES - WIC	118.80
POTTAWATTAMIE COUNTY PUBLIC HEALTH	PROF SVC - BOARD	19.35
POTTAWATTAMIE COUNTY SHERIFF	TRANSPORT - BOARD	13,787.19
POTTAWATTAMIE COUNTY TREASURER	ROADS/UTILITIES	556.80
PRAIRIE CONSTRUCTION COMPANY	ROADS/PA9	1,323,520.44
PREMIUM VELOCITY AUTO LLC	PROF SVC - SHERIFF	113.02
PRINOTH LLC	PROF SVC - CONSERVATION	871.83
PROFESSIONAL DEVELOPERS OF IOWA INC	SPONSORSHIP - BOARD	1,500.00
QUADIENT INC	POSTAGE - VARIOUS	15,584.10
QUADIENT LEASING USA INC	PROF SVC - TREASURER	1,278.12
R & S WASTE DISPOSAL LLC	ROADS/UTILITIES	1,436.54
R J THOMAS MANUFACTURING COMPANY INC	EQUIP - CONSERVATION	6,306.80
R5 GLASS AND GLAZING LLC	PROF SVC - SHERIFF	2,350.00
RADIOLOGY CONSULTANTS PC	MED SVC - JAIL	655.90
RAFAEL RODRIGUEZ	REIMB EXP - IT	17.69
RAMANDA HOLDINGS LLC	SUPPLIES - AUDITOR	33.05
RAY MARTIN COMPANY OF OMAHA	PROF SVC - B&G	3,616.94
RED OAK WELDING SUPPLIES	ROADS/RENT	469.14
REDWOOD TOXICOLOGY LABORATORY INC	MED SVC - JAIL	11.16
REGIONAL WATER INC	MO BILL - CONSERVATION	937.50
REM DEVELOPMENTAL SERVICES INC	SUPPORT SVC - SWIA MHDS REGION	5,069.44
RESOURCE RENTAL CENTER INC	ROADS/RENT	660.00
RICHARD TRIMMELL	ELECTION WORK - AUDITOR	200.00
RIVERBEND APARTMENTS LLC	RENT ASSIST - GA	1,363.00
RLKM INC	ROADS/REPAIR -441	350.17
ROGER BRANNAN	REIMB EXP - JAIL	40.07
ROLLINS INC	PROF SVC - JAIL	187.00
RONALD JAMES CISAR	PRESENTER - CONSERVATION	1,500.00
RYAN PENNEY	REIMB EXP - CONSERVATION	89.67
S & L SANITATION ENTERPRISES INC	MO BILL - CONSERVATION	214.00
SAFETY KLEEN SYSTEMS INC	ROADS/SERVICE	344.91
SAM ASHER COMPUTING SERVICES INC	MO BILL - IT	272.57
SANDAU BROTHERS SIGN COMPANY INC	PROF SVC - PUB HEALTH	2,775.00
SANDRA CADDELL	ELECTION WORK - AUDITOR	200.00
SATELLITE INDUSTRIES INC	EQUIP - PUB HEALTH	4,758.82
SCHILDBERG CONSTRUCTION COMPANY INC	ROADS/ROCK	186,666.82
SCHOLASTIC INC	SUPPLIES - WIC	199.00
SEAN NEGUS CONSTRUCTION LLC	DRAINAGE - C&R - CONSTR/MAINT	571,987.70
SECURITY EQUIPMENT INC	PROF SVC - B&G	199.00
SHELBY COUNTY (IA)	RENT - SWIA MHDS REGION	17,216.18
SHELBY COUNTY CHRIS A MYRTUE MEMORIAL HOSPITAL	24 HR CRISIS - SWIA MHDS REGION	4,000.00
SHELLEY WELTER	REIMB EXP - SWIA MHDS REGION	580.45
SHELLY HOVEY	REIMB EXP - SWIA MHDS REGION	618.57
SHIRLEY BILLINGS	RENT - SWIA MHDS REGION	750.00
SNAP ON INCORPORATED	ROADS/TOOLS	698.31
SOUTHWEST IOWA JUVENILE EMERGENCY SERVICES	PROF SVC - JAIL	20,400.00
SOUTHWEST IOWA FAMILIES INC	MED SVC - SWIA MHDS REGION	264.00
SOUTHWEST IOWA PLANNING COUNCIL	TRANSPORT - SWIA MHDS REGION	1,278.26
SPEER FINANCIAL INC	PROF SVC - BOARD	375.00
ST LUKES HEALTH RESOURCES	ROADS/DRUG SCREENING	294.00
STA BILT CONSTRUCTION CO INC	ROADS/PROJECT	83,427.84
STANDARD AUTO SERVICE CORP	PROF SVC - SHERIFF	896.80
STAPLES INC	SUPPLIES - AUDITOR	1,134.08
STAPLES INC	SUPPLIES - DHS	1,168.85
STAR EQUIPMENT LTD	ROADS/PARTS	991.79
STATE OF IOWA	LICENSE - CONSERVATION	60.00
STATE OF IOWA SECRETARY OF STATE	PROF SVC - CONSERVATION	255.00
STATE UNIVERSITY OF IOWA	PROF SVC - ENV HEALTH	534.50

STEVE WINCHELL	REIMB EXP - JAIL	160.40
STEVEN MAGUIRE	REIMB EXP - SHERIFF	129.23
SUNDQUIST ENGINEERING PC	DRAINAGE - 2019 FLOOD - SOUTH NOBLE - PRO	40.50
SUSAN MILLER	REIMB EXP - BOARD	339.29
SUSANN CONLON	PROF SVC - CONSERVATION	367.50
SUZANNE WATSON	REIMB EXP - SWIA MHDS REGION	1,160.02
SYMPHONY DIAGNOSTIC SERVICES NO 1	MED SVC - JAIL	207.00
SYNCHRONY BANK	SUPPLIES - CONSERVATION	1,068.28
SYNCHRONY BANK	MO BILL - DHS	50.71
T HALL ABC INC	SUPPLIES - B&G	115.20
T627 INC	PROF SVC - NON-DEPARTMENTAL	4,690.00
TAMMY PEDRICK	ELECTION WORK - AUDITOR	200.00
TERRENCE SHANAHAN	RENT ASSIST - GA	500.00
TERRY MOORES	PROF SVC - CONSERVATION	360.00
THE COMMUNITY SUPPORTS NETWORK INC	RENT - SWIA MHDS REGION	2,759.59
THE FILTER SHOP INC	SUPPLIES - B&G	106.49
THE PRIDE GROUP INC	RCF - SWIA MHDS REGION	11,033.60
THE SHERWIN WILLIAMS COMPANY	SUPPLIES - B&G	319.13
THINK SPACE IT	PROF SVC - IT	10,522.58
THINK VIDEO LLC	PROF SVC - CO ATTORNEY	330.00
TIMOTHY WICHMAN	REIMB EXP - BOARD	201.96
TMS SERVICES INC	MED SVC - JAIL	618.75
TORYANN CROZIER	PROF SVC - CONSERVATION	855.00
TOTAL MAINTENANCE SOLUTIONS SOUTH INC	SUPPLIES - JAIL	248.50
TRANSACTION RESOURCES LLC	PROF SVC - CONSERVATION	4,390.00
TRANSUNION RISK AND ALTERNATIVE DATA SOLUTIONS INC	PROF SVC - SHERIFF	75.00
TREASURER OF STATE OF IOWA	MED SVC - SWIA MHDS REGION	30,178.62
TRIVIUM LIFE SERVICES	RENT - SWIA MHDS REGION	2,188.93
TROY CARRELL	PROF SVC - SHERIFF	390.50
TUAN NGUYEN	RENT ASSIST - GA	400.00
TW VENDING INC	SUPPLIES - JAIL	681.60
TWO TRACK MIND INC	SUPPLIES - CONSERVATION	278.00
TYLER TECHNOLOGIES INC	PROF SVC - IT	2,245.00
UNDERWOOD FARM SUPPLY LLC	SUPPLIES - CONSERVATION	2,991.28
UNITED SEEDS INC	ROADS/SUPPLIES	460.00
UNITED STATES CELLULAR CORPORATION	MO BILL - COMMUNICATIONS	643.76
UNITED STATES POSTAL SERVICE	POSTAGE - SWIA MHDS REGION	500.00
US BANK NATIONAL ASSOCIATION	MO BILL - VARIOUS	6,200.18
US POSTAL SERVICE (QUADIENT)	POSTAGE - TREASURER	13,000.00
VALLEY VIEW VETERINARY CLINIC PLLC	PROF SVC - ANIMAL CONTROL	1,071.21
VAN WALL EQUIPMENT	SUPPLIES - CONSERVATION	706.98
VERIZON COMMUNICATIONS INC	MO BILL - SHERIFF	11,514.28
VERIZON CONNECT FLEET USA LLC	ROADS/UTILITIES	1,670.24
VICKIE MAJOREK	ELECTION WORK - AUDITOR	250.00
VISUAL EDGE INC	ROADS/CENTRAL	60.88
VOCATIONAL DEVELOPMENT CENTER INC	VOC/DAY - SWIA MHDS REGION	7,141.81
W W GRAINGER INC	ROADS/SUPPLIES	201.17
WAUBONSIE MENTAL HEALTH CENTER	SUPPORT SVC - SWIA MHDS REGION	3,636.64
WC INVESTMENT CO IN	PROF SVC - MED EXAMINER	750.00
WEST CENTRAL COMMUNITY ACTION	RENT - WIC	670.00
WEST CENTRAL ROOFING INC	PROF SVC - ENV HEALTH	36,820.00
WEST PUBLISHING CORPORATION	PROF SVC - CO ATTORNEY	4,957.39
WESTLAKE HARDWARE INC	SUPPLIES - B&G	28.33
WEX BANK	ROADS/FUEL	35,209.06
WINDSTREAM HOLDINGS INC	MO BILL - COMMUNICATIONS	372.34
WRESTLING FOUNDATION INC	EQUIP - CO ATTORNEY	99,500.00
YANT TESTING SUPPLY & EQUIPMENT INC	ROADS/REPAIR - CENTRAL	1,722.50
YLONDA MAGUIRE	REIMB EXP - SWIA MHDS REGION	733.30
ZACHARIE NORMAN	REIMB EXP - SHERIFF	66.82
ZION RECOVERY SERVICES INC	TLP - SWIA MHDS REGION	62,836.53
ZOHO CORPORATION	SUBSCRIPTION - IT	1,165.00
		<hr/>
		4,651,233.75

Fund Summary

Fund	Payment Amount
0001 - GENERAL BASIC FUND	597,466.03
0002 - GENERAL SUPPLEMENTAL FUND	100,319.70
0003 - GAMBLING RESOURCES FUND	77,742.56

0005 - WIC/FEDERAL FUNDING FUND	10,801.59
0007 - LOST CONSERVATION FUND	26,748.22
0011 - RURAL SERVICES BASIC FUND	30,096.22
0015 - CO ATTORNEY DRUG FORFEITURE FUNG	99,500.00
0019 - PROPERTY ACQUISITION/IMPROVEMENT	25,932.53
0020 - SECONDARY ROADS FUND	667,998.70
0023 - REAP FUND	1,500.00
0027 - CO CONSERV LAND ACQ	11,523.83
0037 - LOST SOIL CONS EAST FUND	11,165.00
0040 - C.I.T.I.E.S. FUND	106,027.69
0041 - ANIMAL CONTROL DONATIONS FUND	1,071.21
1620 - BOND SERIES 2020A CAPITAL FUND	4,984.50
1630 - BOND SERIES 2021A CAPITAL FUND	22,750.40
1640 - BOND SERIES 2021B CAPITAL FUND	230,615.20
1650 - BOND SERIES 2022 CAPITAL FUND	8,964.87
1935 - 2021C ROADS CAPITAL PROJECT FUND	1,349,910.74
4000 - EMER MANAGEMENT SERVICE FUND	40,751.79
4010 - E911 FUND	54,360.33
4155 - MHDS REGION FUND	550,618.79
6000 - DRAINAGE	585,073.20
8000 - CRESCENT RIDGE SKI HILL	35,310.65
	<u>4,651,233.75</u>

Scheduled Sessions

Matt Wyant/Director, Planning and Development

**Discussion and/or decision to moratorium on the Wind
and Solar projects.**

Matt Wyant/Director, Planning and Development

**Discussion and/or decision to approve and authorize
Board to sign Resolution No. 71-2023 entitled:
Resolution for a Temporary Moratorium on Wind and
Solar Energy Conversion Systems Within Pottawattamie
County, Iowa.**

RESOLUTION NO. 71 - 2023

**RESOLUTION FOR A TEMPORARY MORATORIUM ON
WIND AND SOLAR ENERGY CONVERSION SYSTEMS WITHIN
POTTAWATTAMIE COUNTY, IOWA.**

WHEREAS, the Board of Supervisors of Pottawattamie County, Iowa (the “Board”), contemplates amendments to the existing Pottawattamie County, Iowa, Zoning Ordinance (the “Ordinance”), to include provisions regulating wind and solar energy conversion systems; and

WHEREAS, the Board desires to impose a moratorium prohibiting the Director of Planning and Development and the Zoning Board of Adjustment, from accepting or otherwise acting on any application to develop a wind or solar energy conversion system, including a "wind farm" as the Ordinance currently defines, for _____ days from the effective date of this resolution, or until the Board completes its review and amendment of the Ordinance regulating wind and solar energy conversion systems, whichever is earlier.

NOW THEREFORE, BE IT RESOLVED, the Board hereby approves this resolution. The moratorium described above shall be effective as of the date below.

Dated this 7th day of November, 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

Matt Wyant/Director, Planning and Development

**Discussion and/or decision on starting a TIF agreement
with Wayne Petersen for a in process housing
development RMP 87 LLC; located off McPherson Ave.**

TO: Board of Supervisors
FROM: Matt Wyant, Director Planning and Development
DATE: November 2, 2023

RE: TIF agreement for Wayne Petersen

Background: Mr. Petersen started a development located off McPherson Ave. He did not request any assistance from the County during the Preliminary Platting. He is now requesting TIF or grant support for his project.

Recommendation: Due to the number of complaints received at the onset of the project my recommendation is to only sign on with support if Mr. Petersen contracts with an experienced developer to complete the project. Engineered plans were submitted to our office to start this project. They were not followed, and protection measures were not put into place before dirt was moved. This resulted in no seeding being completed before winter hit. Neighboring property owners contacted our office about runoff issues. Inspectors spent a considerable amount of time working with Wayne to try and get the property back into compliance with the plans.

I would also limit the extent of the TIF to up to \$400,000.00.

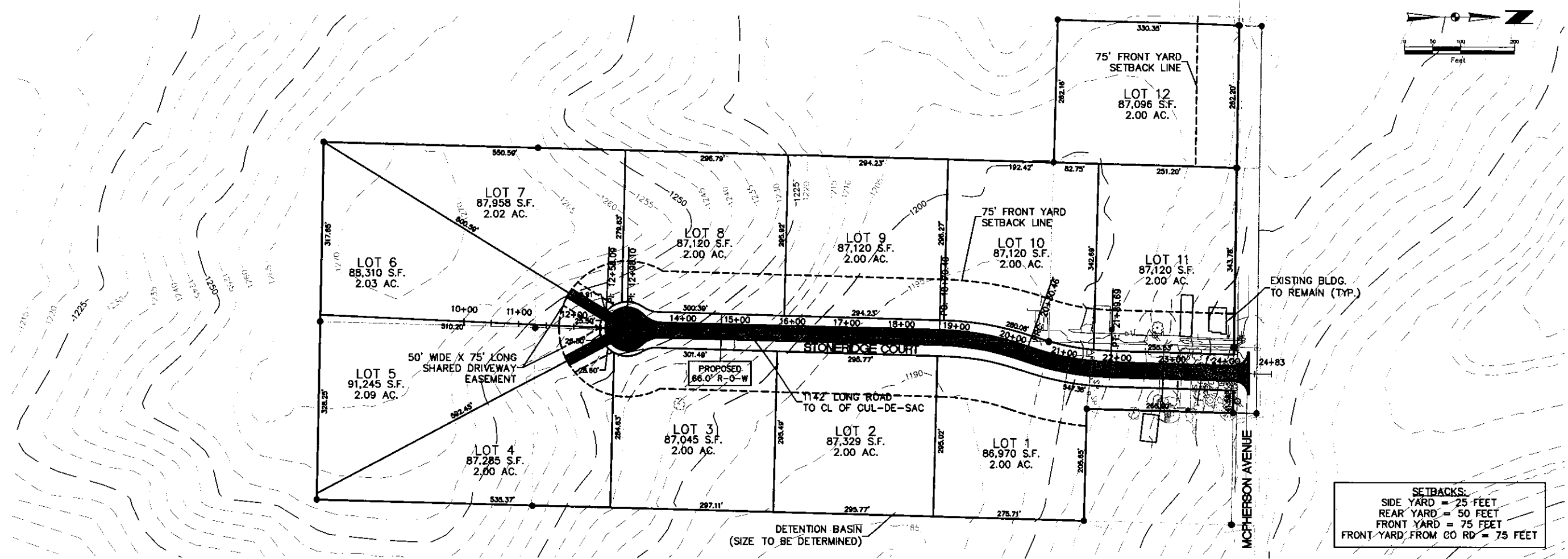
This drawing is being made available by hgm associates inc. for use on the project in accordance with the terms of the agreement for professional services. hgm associates inc. assumes no liability for any use of this drawing or any part thereof that is not in accordance with the terms of the above agreement.

hgm
ASSOCIATES INC.
640 FIFTH AVENUE COUNCIL BLUFFS, IA
PHONE: 712-323-0530

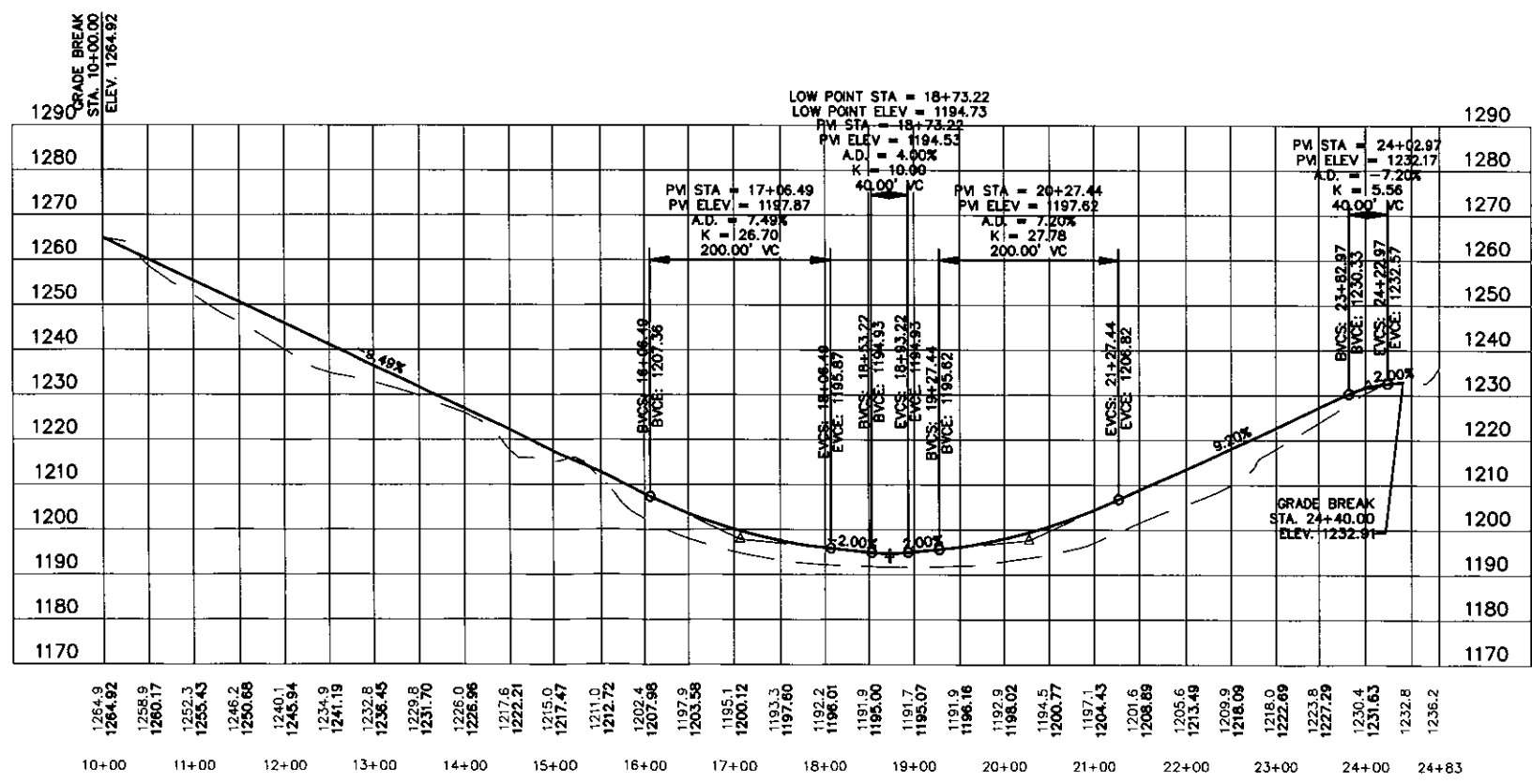
ILS2
drawn
J.E.J.
designed
J.E.J.
approved
OCT_22
date
revision

project **RMP 87 DEVELOPMENT-LLC SUBDIVISION**
STONERIDGE COURT
client **WAYNE PETERSON**
RMP DEVELOPMENT
sheet **PLAN SHEET**

project no.
107222
sheet
G.01



SETBACKS:
SIDE YARD = 25 FEET
REAR YARD = 50 FEET
FRONT YARD = 75 FEET
FRONT YARD FROM CO RD = 75 FEET



Other Business

David Bayer/Chief Information
Officer, Information
Technology

Discussion and/or decision to hire a Help Desk Technician at a Step 5 on Grade 522 Pay Scale.

Cheri Dahlheim/Chief Medical Examiner
Investigator-Coordinator, and Jana
Lemrick/Director, Human Resources

**Discussion and/or decision to approve addition of Chief
Deputy Medical Examiner Investigator/Coordinator
position and job description for said position.**

POTTAWATTAMIE COUNTY – BOARD OF SUPERVISOR’S OFFICE

JOB DESCRIPTION

<u>POSITION TITLE:</u>	Chief Deputy Medical Examiner Investigator/Coordinator
<u>REPORTS TO:</u>	Chief Medical Examiner Investigator/Administrative Manager
<u>SUPERVISES:</u>	On-Call Medical Examiner Investigators
<u>BARGAINING UNIT/GRADE:</u>	Non-Union; Pay Grade 524
<u>FLSA STATUS:</u>	Exempt

PURPOSE OF POSITION:

Responsible for assisting the Chief Medical Examiner Investigator/Administrative Manager with supervision of on-call staff, death investigations, and administrative duties as assigned.

The incumbent must be able to accommodate a work schedule of 24 hours per day on call coverage.

ESSENTIAL FUNCTIONS:

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive.

Acts as a liaison to law enforcement and other investigative agencies, families of the decedents, and the general public.

Assist with implementation of the death investigation program.

Compile and report on department statistics.

Perform personnel management and supervises on-call field Investigators including, but not limited to, assist with hiring, training, schedule, assign and review work performed, handle complaints and recommend disciplinary action as needed.

Performs limited office administrative and financial duties including but not limited to accounting and purchasing and prepares payroll.

Perform death investigations, review reports and assists the PCME with decisions about autopsies and investigative response.

Ensure that the decedent is properly identified/labeled and notifies the PCME and Iowa Office of the State Medical Examiner if necessary.

Collect and preserve identification records including photographs, dental records, x-rays, hospital records, and any other items of evidentiary nature for identification purposes. Collect evidentiary information at the death scene including but not limited to: medical history, medication information, psychological state at the time of death, weapons, etc. to help determine cause and manner of death. Report findings to and confers with PCME.

Confer with the primary care physician of the deceased as necessary to determine previous medical, psychological, or psychiatric history.

Respond to inquiries from family members of the deceased, investigative agencies and medical personnel and general public. Help facilitate organ donation in applicable cases.

Gather information to determine whether to accept or decline jurisdiction in cases of deaths outside of Pottawattamie County, but in the interests of Pottawattamie County law enforcement agencies and the Pottawattamie County Attorney. When jurisdiction is assumed; obtain documentation of decline and acceptance of jurisdiction from appropriate legal entities. Conduct investigation per PCME protocols and arrange for labeling and transportation of the body to the state medical examiner facility.

Prepare detailed reports analyzing the circumstances of death and pertinent information regarding the deceased.

Testify in both civil and criminal courts when subpoenaed.

Maintain proper documentation and chain of custody of the deceased and relating evidence, clothing, personal effects, and maintains records of such.

Adhere to safety policies and practices and universal precautions and other appropriate infection control practices.

Attend work-related meetings and professional development opportunities to keep well informed on trends and procedures in death field investigations. May be required to attend meetings on behalf of the Medical Examiner.

MARGINAL FUNCTIONS:

Perform other duties as directed or as the situation dictates.

ESSENTIAL KNOWLEDGE, EXPERIENCE AND ABILITY:

Knowledge of the legal provisions concerning collection and admission of evidence in court.

Knowledge of Iowa laws as they pertain to the State Medicolegal System.

Knowledge of and experience in utilizing management and supervisory techniques in working with and supervising employees.

Ability to communicate effectively, both orally and in writing; must possess good listening skills. Knowledge of the English language and the ability to utilize proper grammar, spelling and punctuation.

Working knowledge and skill in the use of a personal computer and software applications including word processing, Excel, Power point and Outlook. Ability to type accurately.

Ability to plan and organize a personal work schedule, set priorities and meet deadlines.

Ability to accurately compile reports for submission to the PCME.

Ability to interview witnesses and family members during stressful conditions.

Ability to view situations with objectivity. Ability to observe and record facts accurately about persons, objects and events.

Ability to follow written and verbal directions and to complete assigned tasks on schedule.

Ability to work independently or as part of a team and interact appropriately with others.

Skill in organizing, prioritizing and maintaining accurate records and files including death investigations for future retrieval.

Ability to quickly analyze, retain composure, and apply procedures utilizing sound independent judgment and actions in stressful situations..

Ability to maintain confidentiality and security of information as appropriate.

Ability to follow professional code of conduct and ethics and maintain confidentiality and security of information as appropriate in providing services.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Ability to work with minimal supervision.

ESSENTIAL EDUCATION, CERTIFICATION AND/OR LICENSES:

Graduation from a four (4) year college or university with major coursework in nursing, medicine, other health related field, criminal justice or forensic science, and two (2) years' experience as a licensed or certified nurse, medical care provider, or forensic science technician, or any equivalent combination of training and experience that will have provided the required knowledge, skills, and abilities necessary to the position.

Must be willing to undergo further training as needed to assist in gaining the expert knowledge required for the position. Must successfully complete the St. Louis University School of Medicine or Des Moines Area Community College basic course of Medicolegal Death Investigation and the St. Louis University School of Medicine Master's level course of Medicolegal Death Investigations. Must obtain American Board of Medicolegal Death Investigators (ABMDI) certification. Must obtain the required courses/certification in a time frame established by the employer.

Must have a valid driver's license and maintain it during the course of employment. May be required to use a private vehicle for official business. Must be insurable under county liability coverage.

ESSENTIAL 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 incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in indoor and outdoor environments and requires that the incumbent have and maintain the physical and mental stamina to perform death investigations and must be willing to accept the physical and mental discomforts inherent in the work. An incumbent is exposed to death scenes which may have been of a violent nature and

can be exposed to bodily fluids, strong offensive odors or smells and biohazards on an occasional basis. The incumbent must be able to work effectively under high emotional stress.

An incumbent must have mobility of both arms and legs with the ability to move around the work area unassisted and to operate a motor vehicle. Must have the ability and range of flexibility to climb stairs, ditches, maneuver uneven ground, etc., kneel, crawl, jump, twist, reach overhead, reach below knees, and to bend over or squat down to perform job functions. Must have the ability to stand or sit for extended periods of time.

An incumbent must have the manual dexterity in their hands to make handwritten notations and which permits use of a keyboard and to pick up small items, hand instruments and implements. Must have a sense of feeling in their hands and fingers to take a pulse rate.

Must be able to help lift, turn, and roll bodies. Must be able to lift, push, pull and carry supplies weighing up to 20 pounds on a frequent basis.

Work hours are not consistent, and the incumbent will be required to be on call and may perform duties at all hours of the day or night.

Noise level can be moderate to intense. Vision abilities, correctable to normal ranges, include close vision, distance vision, depth perception and the ability to adjust focus and perform duties at night. Frequently uses peripheral vision to observe and monitor multiple persons and activity.

Communication abilities include the ability to talk 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.

Created – 10/22/2023

Cheri Dahlheim/Chief Medical Examiner
Investigator-Coordinator, and Jana
Lemrick/Director, Human Resources

**Discussion and/or decision to approve request for
Board to sign Employment Agreement with Director
Chief Medical Examiner Investigator, Cheri Dahlheim.**

Cheri Dahlheim/Chief Medical Examiner
Investigator-Coordinator, and Jana
Lemrick/Director, Human Resources

**Discussion and/or decision to approve Title change, pay,
and job description for current Chief Medical Examiner
Investigator/Coordinator position.**

POTTAWATTAMIE COUNTY – BOARD OF SUPERVISOR'S OFFICE

JOB DESCRIPTION

POSITION TITLE: Chief Medical Examiner Investigator/Administrative Manager

REPORTS TO: Medical Examiner

SUPERVISES: Chief, Deputy Medical Examiner, On-Call Medical Examiner Investigators

BARGAINING UNIT/GRADE: Non-Union; Pay Grade 530

FLSA STATUS: Exempt

PURPOSE OF POSITION:

Responsible for assisting the Pottawattamie County Medical Examiner (PCME) with supervision of Chief Deputy Medical Examiner Investigator/Coordinator, on-call staff, death investigations, and administrative duties required of the office. Under general direction of the Board of Supervisors, perform professional administrative, and technical work in directing the activities of PCMEO.

The incumbent must be able to accommodate a work schedule of 24 hours per day on call coverage.

ESSENTIAL FUNCTIONS:

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive.

Acts as a liaison to law enforcement and other investigative agencies, families of the decedents, and the general public. Act as a liaison between PCME, the Department, and the Board of Supervisors.

Direct the operations of the death investigation program. Develop and implement the Department programs, policies, and regular procedures.

Prepare, administer, and reconcile the budget.

Perform personnel management and supervises Chief Deputy Medical Examiner Investigator/Coordinator and on-call field Investigators including, but not limited to, assist with hiring, training, schedule, assign and review work performed, handle complaints and recommend disciplinary action as needed.

Coordinates assigned work activities, and ensures 24 hours staff coverage of investigations. Coordinates continuing education for all staff.

Performs office administrative and financial duties including but not limited to accounting and purchasing, ensuring the timely processing of claims, maintains records of all revenue and deposits, and prepares payroll.

Consults with PCME regarding budget preparation, projections of staffing and departmental expenditures. Researches and applies for grant opportunities.

Perform death investigations, review reports and assists the PCME with decisions about autopsies and investigative response.

Ensure that the decedent is properly identified/labeled and notifies the PCME and Iowa Office of the State Medical Examiner if necessary.

Collect and preserve identification records including photographs, dental records, x-rays, hospital records, and any other items of evidentiary nature for identification purposes. Collect evidentiary information at the death scene including but not limited to: medical history, medication information, psychological state at the time of death, weapons, etc. to help determine cause and manner of death. Report findings to and confers with PCME.

Confer with the primary care physician of the deceased as necessary to determine previous medical, psychological, or psychiatric history.

Respond to inquiries from family members of the deceased, investigative agencies and medical personnel and general public. Help facilitate organ donation in applicable cases.

Gather information to determine whether to accept or decline jurisdiction in cases of deaths outside of Pottawattamie County, but in the interests of Pottawattamie County law enforcement agencies and the Pottawattamie County Attorney. When jurisdiction is assumed; obtain documentation of decline and acceptance of jurisdiction from appropriate legal entities. Conduct investigation per PCME protocols and arrange for labeling and transportation of the body to the state medical examiner facility.

Prepare detailed reports analyzing the circumstances of death and pertinent information regarding the deceased.

Testify in both civil and criminal courts when subpoenaed.

Maintain proper documentation and chain of custody of the deceased and relating evidence, clothing, personal effects, and maintains records of such.

Adhere to safety policies and practices and universal precautions and other appropriate infection control practices.

Attend work-related meetings and professional development opportunities to keep well informed on trends and procedures in death field investigations. May be required to attend meetings on behalf of the Medical Examiner.

MARGINAL FUNCTIONS:

Perform other duties as directed or as the situation dictates.

ESSENTIAL KNOWLEDGE, EXPERIENCE AND ABILITY:

Knowledge of the legal provisions concerning collection and admission of evidence in court.

Knowledge of Iowa laws as they pertain to the State Medicolegal System.

Knowledge of and experience in utilizing management and supervisory techniques in working with and supervising employees.

Ability to communicate effectively, both orally and in writing; must possess good listening skills. Knowledge of the English language and the ability to utilize proper grammar, spelling and punctuation.

Working knowledge and skill in the use of a personal computer and software applications including word processing, Excel, Power point and Outlook. Ability to type accurately.

Ability to plan and organize a personal work schedule, set priorities and meet deadlines.

Ability to accurately compile reports for submission to the PCME.

Ability to interview witnesses and family members during stressful conditions.

Ability to view situations with objectivity. Ability to observe and record facts accurately

about persons, objects and events.

Ability to follow written and verbal directions and to complete assigned tasks on schedule.

Ability to work independently or as part of a team and interact appropriately with others.

Skill in organizing, prioritizing and maintaining accurate records and files including death investigations for future retrieval.

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Ability to quickly analyze, retain composure, and apply procedures utilizing sound independent judgment and actions in stressful situations..

Ability to maintain confidentiality and security of information as appropriate.

Ability to follow professional code of conduct and ethics and maintain confidentiality and security of information as appropriate in providing services.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Ability to work with minimal supervision.

ESSENTIAL EDUCATION, CERTIFICATION AND/OR LICENSES:

Graduation from a four (4) year college or university with major coursework in nursing, medicine, other health related field, criminal justice or forensic science, and two (2) years' experience as a licensed or certified nurse, medical care provider, or forensic science technician, and five (5) years of supervisory experience, or any equivalent combination of training and experience that will have provided the required knowledge, skills, and abilities necessary to the position.

Must be willing to undergo further training as needed to assist in gaining the expert knowledge required for the position. Must successfully complete the St. Louis University School of Medicine or Des Moines Area Community College basic course of Medicolegal Death Investigation and the St. Louis University School of Medicine Master's level course of Medicolegal Death Investigations. Must obtain American Board of Medicolegal Death Investigators (ABMDI) certification. Must obtain the required courses/certification in a time frame established by the employer.

Must have a valid driver's license and maintain it during the course of employment. May be required to use a private vehicle for official business. Must be insurable under county liability coverage.

ESSENTIAL 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 incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in indoor and outdoor environments and requires that the incumbent have and maintain the physical and mental stamina to perform death investigations and must be willing to accept the physical and mental discomforts inherent in the work. An incumbent is exposed to death scenes which may have been of a violent nature and can be exposed to bodily fluids, strong offensive odors or smells and biohazards on an occasional basis. The incumbent must be able to work effectively under high emotional stress.

An incumbent must have mobility of both arms and legs with the ability to move around the work area unassisted and to operate a motor vehicle. Must have the ability and range of flexibility to climb stairs, ditches, maneuver uneven ground, etc., kneel, crawl, jump, twist, reach overhead, reach below knees, and to bend over or squat down to perform job functions. Must have the ability to stand or sit for extended periods of time.

An incumbent must have the manual dexterity in their hands to make handwritten notations and which permits use of a keyboard and to pick up small items, hand instruments and implements. Must have a sense of feeling in their hands and fingers to take a pulse rate.

Must be able to help lift, turn, and roll bodies. Must be able to lift, push, pull and carry supplies weighing up to 20 pounds on a frequent basis.

Work hours are not consistent, and the incumbent will be required to be on call and may perform duties at all hours of the day or night.

Noise level can be moderate to intense. Vision abilities, correctable to normal ranges, include close vision, distance vision, depth perception and the ability to adjust focus and perform duties at night. Frequently uses peripheral vision to observe and monitor multiple persons and activity.

Communication abilities include the ability to talk 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.

Created - 9/19/07

Revised – 2/18/2010, 12/4/2017, 10/22/2023

Jana Lemrick/Director, Human **Resources**

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 (ASCME), Local 2364-911 Agreement for the employees of the Pottawattamie County Communications Center, effective July 1, 2023, through June 30, 2023.

**(MEMORANDUM OF UNDERSTANDING
BETWEEN
POTTAWATTAMIE COUNTY
AND THE
AMERICAN FEDERATION OF STATE, COUNTY AND
MUNICIPAL EMPLOYEES (AFSCME),
LOCAL 2364-911**

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 Employees of the Pottawattamie County Communications Center covered under the contract.

It is agreed between the parties that this memorandum of understanding will be effective July 1, 2023 – June 30, 2025.

Reference to Article 9, Section 2 in the Union Contract

Employees shall receive twelve (12) hours of holiday leave for each of the holidays mentioned in the union contract. New Employees hired after January 1st shall receive holiday leave on a prorated basis for the first year of their employment. Holiday leave must be taken in twelve (12) hour increments.

Reference to Article 11 in the Union Contract

On January 1st of each calendar year, each Employee will be granted twenty-four (24) personal hours with pay that must be used within the calendar year. For Employees hired after January 1st, personal hours will be prorated by a quarter. Employees hired between January 2nd and March 31st will be granted eighteen (18) personal hours. Employees hired between July 1st and September 30th will be granted six (6) personal hours.

Reference to Article 19, Section 1 in the Union Contract

Employees shall bid shifts on an annual basis. All bidding for shifts and days off shall occur between October 1st and October 31st of each year, unless mutually agreed to otherwise by the Employer and the Union. Shift changes will begin at or near the first new pay period after January 1st, for payroll and scheduling purposes. Shift preference and days off shall be awarded by seniority within job classification. The Employer shall notify those persons affected by shift changes no less than seven (7) days prior to the change taking place.

The change from eight (8) hours shift to twelve (12) hours is not intended to increase any benefits from the prior contract year. For example, employees will continue to earn twelve (12) hours of sick time each month, this does not increase due to the shift change. any reference to hours worked will refer to the new twelve (12) hours shifts rather than previous eight (8) hour shifts.

SO AGREED this _____ day of _____ 2023

Pottawattamie County Board
Of Supervisors Chairman

AFSCME/IA Council 61

Committee Appointments

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

Received/Filed



Andrew D. Moats
Pottawattamie County Recorder
227 South 6th Street
Council Bluffs, IA 51501

Recorder County Fees - October 2023

Amount	Account #	Account Name
\$ 2,276.00	0001-1-07-8110-413000-000	Vital Records
\$ 965.00	0024-1-07-8110-400001-000	RMA
\$ 712.00	0001-1-07-8110-409000-000	ELSI
\$ 11,409.74	0001-1-07-8110-404000-000	Transfer Tax
\$ 24,526.00	0001-1-07-8110-400000-000	Office Fees
\$ 1,465.00	0001-1-07-8110-410000-000	Auditor Fees
\$ 132.00	0001-1-07-8110-402000-000	Boat Writing Fees
\$ 25.00	0001-1-07-8110-402000-000	Boat Liens
\$ 8,710.00	0001-1-07-8110-414000-000	Passports
\$ 60.00	0001-1-07-8110-415000-000	DNR Postage
\$ 1,350.00	0001-1-07-8110-407000-000	ATV Road Pass
\$ 1.00	0001-1-07-8110-417000-000	Hunting/Fishing License
\$ -	0001-1-07-8110-501000-000	Plat Books & Postage
\$ 51,631.74	Total	

MR # 046514	Check # 5319	Checks Prepared by ADM <i>ADM</i>
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Fee Book (10/01/2023 - 10/31/2023)

Criteria: {FMXFUS01_RPT_POTT.TndrDate} >= #10/01/2023# AND {FMXFUS01_RPT_POTT.TndrDate} <= #10/31/2023#

	Count	Total Fund Amount
Recording Fees		
RMA	962	\$965.00
E-Commerce	962	\$965.00
Audit	283	\$1,465.00
Recording	962	\$24,160.00
County Transfer Tax	154	\$11,409.74
State Transfer Tax	154	\$54,735.06
Photo Copies	26	\$366.00
Total For Recording Fees	3503	\$94,065.80
Other Fees		
COUNTY PASSPORT POSTAGE FUND	51	\$8,710.00
Total For Other Fees	51	\$8,710.00
Boats		
Boat Writing	20	\$132.00
Boat State	19	\$760.45
Boat Title County	17	\$110.00
Boat Title State	17	\$143.00
Boat Liens State	5	\$32.50
Use Tax	18	\$26,087.79
Boat Lien County	5	\$25.00
Road Pass	17	\$1,350.00
DNR Postage	15	\$60.00
Total For Boats	133	\$28,700.74
Hunt and Fish		
Hunt Fish County	2	\$1.00
Hunt Fish State	2	\$56.00
Total For Hunt and Fish	4	\$57.00
ELSI		
ELSI Couny	40	\$712.00
ELSI State	21	\$2,411.50
Total For ELSI	61	\$3,123.50
Vitals		
Cert Copy County	60	\$2,076.00
Cert Copy State	60	\$5,709.00
Marriage County	50	\$200.00
Marriage State	50	\$1,550.00
Three Day Waiver	1	\$5.00
Total For Vitals	221	\$9,540.00
Collected Total:		\$144,197.04
Charged Total:		\$42.00
Grand Total:		\$144,239.04

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: Maria Torres

Department: Public Health

Destination: Atlanta, GA

Date of Travel: FROM: November 15, 2023 TO: November 17, 2023

Name of Elected Official/Department Head Authorizing Travel: Maria Sieck

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) NACCHO Training - Create Safe & Inclusive Environ.

<u>Expense</u>				<u>Cost Estimate</u>	
Transportation	Mileage	<input type="checkbox"/>	Airfare	<input checked="" type="checkbox"/>	\$ 470.00
Lodging				\$1,674.00	
Meals: Breakfast	Included	<input type="checkbox"/>	Not Included	<input checked="" type="checkbox"/>	\$ 34.00
Lunch	Included	<input checked="" type="checkbox"/>	Not Included	<input checked="" type="checkbox"/>	\$ 36.00
Dinner	Included	<input type="checkbox"/>	Not Included	<input checked="" type="checkbox"/>	\$102.00
Conf./Seminar Fee					
Other: Ground Transportation (\$250) & Incidentals (\$15)				\$265.00	
Total Estimated Cost				\$2,581.00	

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.

Public Comments