

Consent Agenda

January 2, 2024

MET IN REGULAR SESSION

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

Chairman Shea presiding.

Chairman Pro-Tem Belt 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. December 26, 2023, Minutes as read.

UNANIMOUS VOTE. Motion Carried.

Motion by Belt, second by Jorgensen, to adjourn Sine Die.

UNANIMOUS VOTE. Motion Carried.

Brian Shea, Chairman

ATTEST:

Melvyn Houser, County Auditor

APPROVED: January 2, 2024

PUBLISH: X

January 2, 2024

MET IN REGULAR SESSION

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

Chairman Shea presiding.

Chairman Pro-Tem Belt presiding

2. SCHEDULED SESSIONS

Motion by Shea, second by Belt, to appoint Melvyn Houser/County Auditor, as Temporary Chair for the election of a new Board Chair and Chair Pro-Tem for the year 2024.

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

Houser announced nominations are now in order for the office of Chair for 2024.

Miller was nominated by Shea.

There being no further nominations, Houser/County Auditor declared it ceased. The Board proceeded to vote as follows:

Shea voted for Miller;

Belt voted for Miler;

Wichman voted for Miller;

Miller voted for Miller; and

Jorgensen voted for Miller.

Miller was elected Chair for 2024.

Houser announced nominations are now in order for the office of Chair Pro-Tem for 2024.

Belt was nominated by Miller.

There being no further nominations, Houser/County Auditor, declared it ceased. The Board proceeded to vote as follows:

Shea voted for Belt;

Belt voted for Belt;

Wichman voted for Belt;

Miller voted for Belt and

Jorgensen voted for Belt.

Scott Belt was elected Chair Pro-Tem for 2024.

Thereupon, Houser/Temporary Chair, turned the meeting over to Chair Susan Miller.

Motion by Shea, second by Jorgensen, to approve and authorize Board to sign **Resolution No. 06-2024**, entitled: Resolution Authorizing the County Engineer to Close Secondary Roads for Construction and/or Maintenance. Said Resolution is set out as follows:

RESOLUTION NO. 06-2024

RESOLUTION AUTHORIZING THE COUNTY ENGINEER TO CLOSE SECONDARY ROADS FOR CONSTRUCTION AND/OR MAINTENANCE.

WHEREAS, Section 306.41 of the Code of Iowa, 2002, provides that “The agency having jurisdiction and control over any highway in the state, or the chief engineer of said agency when delegated by such agency, may temporarily close sections of a highway by formal resolution entered upon the minutes of such agency when reasonably necessary because of construction, reconstruction, maintenance, or natural disaster and shall cause to be erected ROAD CLOSED signs and partial or total barricades in the roadway at each end of the closed highway section and on the closed highway where that highway is intersected by other highways if such intersection remains open. Any numbered road closed over forty-eight hours shall have a designated detour route. The agency having jurisdiction over a section of highway closed in accordance with the provisions of this section, or the persons or contractors employed to carry out the construction, reconstruction, or maintenance of the closed section of highway, shall not be liable for any damages to any vehicle that enters the closed section of highway or the contents of such vehicle or for any injuries to any

person that enters the closed section of highway, unless the damages are caused by gross negligence of the agency or contractor,”

NOW THEREFORE BE IT RESOLVED by the Pottawattamie County Board of Supervisors in session this 2nd day of January, 2024, that the County Engineer be authorized to close Pottawattamie County Secondary roads as necessary with the actual dates of closure to be determined by the County Engineer as follows:

For Construction: Any project as described in the approved “Pottawattamie County Secondary Road Construction Program for the fiscal year 2024-2025, and any approved supplements thereto.”

For Emergency Closure of any road for maintenance purposes: Any route deemed necessary by the County Engineer.

Dated this 2nd day of January, 2024.

ROLL CALL VOTE

	AYE	NAY	ABSTAIN	ABSENT
_____ Brian Shea	<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

RECOMMENDED: _____
Pottawattamie County Engineer

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

Motion by Belt, second by Shea, to approve and authorize Board to sign **Resolution No. 07-2024**, entitled: Resolution to Authorize the County Engineer to Certify Completion Papers and Make Final Acceptance of Contract Work on the Farm to Market and Federal Aid Systems. Said Resolution is set out as follows:

RESOLUTION NO. 07-2024

RESOLUTION TO AUTHORIZE THE COUNTY ENGINEER TO ADMINISTER AND MANAGE CONTRACTS FOR THE SECONDARY ROADS DEPARTMENT, CERTIFY COMPLETION PAPERS AND MAKE FINAL ACCEPTANCE OF CONTRACT WORK USING LOCAL, FARM TO MARKET, AND FEDERAL AID FUNDS.

WHEREAS, it is necessary that the Pottawattamie County Engineer be empowered by the Pottawattamie County Board of Supervisors to execute the Certificate of Completion and make final acceptance of Farm-to-Market contract construction work as provided for in Section 310 of the Code of Iowa, 2002, as well as, Local and Federally funded contract construction work,

NOW THEREFORE BE IT RESOLVED by the Pottawattamie County Board of Supervisors in session this 2nd day of January, 2024, that said County Engineer John A. Rasmussen, be hereby designated, authorized, and empowered on behalf of the Pottawattamie County Board of Supervisors to administer and manage contracts for the Secondary Roads Department, execute the Certification of Completion of Work and Final Acceptance thereof in accordance with plans and specifications utilizing Local, Farm-to-

Market and Federally funded construction projects for the Secondary Roads Department in Pottawattamie County for the year 2024.

Dated this 2nd day of January, 2024.

ROLL CALL VOTE

	AYE	NAY	ABSTAIN	ABSENT
_____ Brian Shea	<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

RECOMMENDED: _____
Pottawattamie County Engineer

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

Motion by Wichman, second by Jorgensen, to approve and authorize Board to sign **Resolution No. 08-2024**, entitled: Resolution to Authorize the County Engineer to Issue and sign Special Permits for the Movement of Vehicles of Excessive Size and Weight Upon Pottawattamie County Secondary Roads. Said Resolution is set out as follows:

RESOLUTION NO. 08-2024

RESOLUTION TO AUTHORIZE THE COUNTY ENGINEER TO ISSUE AND SIGN SPECIAL PERMITS FOR THE MOVEMENT OF VEHICLES OF EXCESSIVE SIZE AND WEIGHT UPON POTTAWATTAMIE COUNTY SECONDARY ROADS.

WHEREAS, the Board of Supervisors is empowered under authority of Section 321E.1 of the 2002 Code of Iowa to issue permits for the movement of machines, vehicles, or loads, or combinations thereof which exceed the maximum dimensions and/or weights specified in Sections 321.452 to 321.466 but within the limitations of Chapter 321E upon Secondary Roads under their jurisdiction, and

WHEREAS, it is important that such permits be issued by persons familiar with the statutes and regulations relating to such permits and also with the limitations of the County's roadways, road surfaces, and structures along the selected or designated routes,

NOW THEREFORE BE IT RESOLVED by the Pottawattamie County Board of Supervisors in session this 2nd day of January, 2024, that the Pottawattamie County Engineer and the following named employees of the Secondary Roads Department be authorized to issue and sign special permits for the movement of vehicles of excessive size and weight upon Pottawattamie County Secondary Roads in accordance with said Chapters 321E and 321 as amended:

- John A. Rasmussen, County Engineer
- Brandon Burmeister, Assistant County Engineer
- Mike Bonnet, Program Administrator
- Kristina R. Treantos, Operations Administrator

Dated this 2nd day of January, 2024.

ROLL CALL VOTE

	AYE	NAY	ABSTAIN	ABSENT
_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Brian Shea

_____ ○ ○ ○ ○

Scott Belt

_____ ○ ○ ○ ○

Tim Wichman

_____ ○ ○ ○ ○

Susan Miller

_____ ○ ○ ○ ○

Jeff Jorgensen

ATTEST: _____

Melvyn Houser, County Auditor

RECOMMENDED: _____

Pottawattamie County Engineer

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

Motion by Wichman, second by Shea, to approve and authorize Board Chair to sign Secondary Roads Department’s Road Improvement Policy.
UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Jorgensen, to approve and authorize Board Chair to sign the final voucher for project STBG-SWAP-C078(204) –FG-78 with Western Engineering.
UNANIMOUS VOTE. Motion Carried.

3. OTHER BUSINESS

Motion by Belt, second by Shea, to adopt Robert’s Rules of Order as written rules of parliamentary procedures for transaction of business in meetings, except when it conflicts with the Code of Iowa.
UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Jorgensen, to establish a policy that the Board of Supervisors’ regular sessions will be held on the following day(s): Tuesday at 10 A.M. It shall be the prerogative of the Chair, with Board approval, to cancel or add a meeting day.
UNANIMOUS VOTE. Motion Carried.

Motion by Belt, second by Jorgensen, to approve and authorize Board to sign **Resolution No. 01-2024**, a Resolution pertaining to the payment of County bills. Said Resolution is set out as follows:

RESOLUTION NO. 01-2024

BE IT RESOLVED, by the Board of Supervisors of Pottawattamie County, Iowa, that the Auditor be, and is hereby authorized and directed to issue warrants in payment of claims before audit, and when the Board is not in session for the following purposes:

FIRST:

For salaries where such compensation shall have been previously fixed by the Board of Supervisors. When services of an employee are terminated upon certification of the officer under which such compensation has been earned.

SECOND:

For transportation of persons transferred at the County’s expense to various State Institutions, when such expenses have been previously authorized and ordered by the court or direction of the Department of Human Services, and to include transients for Pottawattamie County Human Services.

THIRD:

For Clerk of Court’s certified bills for payment of Grand Jury.

FOURTH:

For benefits for salaries on County payroll, where benefit rates have been previously fixed by the Board of Supervisors.

Dated this 2nd Day of January, 2024.

	AYE	NAY	ABSTAIN	ABSENT
_____ Brian Shea	<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

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

Motion by Shea, second by Belt, to approve and authorize Board to sign **Resolution No. 02-2024**, a Resolution pertaining to the Auditor destroying county vouchers and canceled county warrants which have been on file for more than ten years. Said Resolution is set out as follows:

RESOLUTION NO. 02-2024

WHEREAS, the Pottawattamie County Auditor has on file county vouchers and canceled county warrants, which have been on file on or before January 1, 2014; and

WHEREAS, Code of Iowa, Section 331.323(e), requires the Board of Supervisors to authorize the Auditor to destroy county vouchers and canceled county warrants, which have been on file for more than ten years.

NOW, THEREFORE BE IT RESOLVED, that the Board of Supervisors, Pottawattamie County, Iowa, authorizes the Auditor to destroy county vouchers and canceled county warrants dated before January 1, 2014.

Dated this 2nd Day of January, 2024.

ROLL CALL VOTE

	AYE	NAY	ABSTAIN	ABSENT
_____ Brian Shea	<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

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

Motion by Belt, second by Shea, to approve and authorize Board to sign **Resolution No. 03-2024**, a Resolution entitled: Resolution Appointing Deputies. Said Resolution is set out as follows:

RESOLUTION NO. 03-2024

RESOLUTION APPOINTING DEPUTIES

WHEREAS, the Code of Iowa, Chapter 331.903, states that the auditor, treasurer, recorder, sheriff and county attorney may each appoint, with approval of the board, one or more deputies, assistants, or clerks for whose acts the principal officer is responsible, and

WHEREAS, the number of deputies, assistants, and clerks for each office shall be determined by the board and the number and approval of each appointment shall be adopted by a resolution recorded in the minutes of the board, and

WHEREAS, each deputy officer, assistant and clerk shall perform the duties assigned by the principal officer making the appointment and during the absence or disability of the principal officer, the first deputy shall perform the duties of the principal officer.

NOW THEREFORE BE IT RESOLVED, that the Pottawattamie County Board of Supervisors hereby approves the following deputy appointments:

Attorney	Jon Jacobmeier, Chief Deputy
Auditor	Linda Swolley, First Deputy, Real Estate
Recorder	Lynn Herrington, First Deputy
Sheriff	Jeff Theulen, Chief Deputy
Treasurer	Jamie Smothers, First Deputy
	Heather Ausdemore, First Deputy

Dated this 2nd Day of January, 2024.

ROLL CALL VOTE

	AYE	NAY	ABSTAIN	ABSENT
_____ Brian Shea	<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

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

Motion by Shea, second by Jorgensen, to approve and authorize Board to sign **Resolution No. 04-2024**, a Resolution pertaining to the taxable value of the lengths of mileage of the several railroad, telegraph, telephone, and express companies in Pottawattamie County. Said Resolution is set out as follows:

RESOLUTION NO. 04-2024

BE IT RESOLVED, by the Board of Supervisors of Pottawattamie County, Iowa, that it is hereby ordered that the lengths of the mileage of the several railroad, and express companies in Pottawattamie County, and the taxable value thereof, as fixed by the Department of Revenue, within the several towns, townships, and school districts of Pottawattamie County be fixed according to schedule and the County Auditor is hereby ordered to publish and spread the same upon the taxes levied for said County for the Fiscal Year 2024-2025.

RECAPITULATION	
RAILROADS	\$ 84,725,289.19
PIPELINE	\$ 91,573,222.26
TOTAL FOR COUNTY	\$ 176,298,511.45

Dated this 2nd Day of January, 2024.

ROLL CALL VOTE

	AYE	NAY	ABSTAIN	ABSENT
_____ Brian Shea	<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

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

Motion by Wichman, second by Belt, to approve and authorize Board to sign **Resolution No. 05-2024**, a Resolution entitled: Construction Evaluation Resolution. Said Resolution is set out as follows:

RESOLUTION NO. 05-2024

CONSTRUCTION EVALUATION RESOLUTION

WHEREAS, Iowa Code Section 459.304(3), sets out the procedure if a Board of Supervisors wishes to adopt a “Construction Evaluation Resolution” relating to the construction of a confinement feeding operation structure; and

WHEREAS, only counties that have adopted a construction evaluation resolution can submit to the Department of Natural Resources (DNR) an adopted recommendation to approve or disapprove a construction permit application regarding a proposed confinement feeding operation structure; and

WHEREAS, only counties that have adopted a construction evaluation resolution and submitted an adopted recommendation may contest the DNR’s decision regarding a specific application; and

WHEREAS, by adopting a construction evaluation resolution the Board of Supervisors agrees to evaluate every construction permit application for a proposed confinement feeding operation structure received by the Board of Supervisors between February 1, 2024, and January 31, 2025, and submit an adopted recommendation regarding that application to the DNR; and

WHEREAS, the Board of Supervisors must conduct an evaluation of every construction permit application using the master matrix as provided in Iowa Code Section 459.305, but the Board’s recommendation to the DNR may be based on the final score on the master matrix or may be based on reasons other than the final score on the master matrix:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF POTTAWATTAMIE COUNTY, IOWA that the Board of Supervisors hereby adopts this construction evaluation resolution pursuant to Iowa Code Section 459.304(3).

Dated this 2nd day of January, 2024.

ROLL CALL VOTE

	AYE	NAY	ABSTAIN	ABSENT
_____ Brian Shea	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

ATTEST: _____
 Melvyn Houser, County Auditor

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

Motion by Belt, second by Shea, to approve the following newspapers as Official Newspapers for Pottawattamie County, Iowa for the 2024 year: The Herald-Oakland, The Avoca Journal Herald-Avoca; and The Daily Nonpareil-Council Bluffs. The County shall pay no more than Iowa Code allows for legal publications in these newspapers.
 UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Belt, to approve the Pottawattamie County Courthouse being closed on the following legal holidays for 2024, as per Code of Iowa, Section 33.1:

MARTIN LUTHER KING, JR. DAY	JANUARY 15, 2024
PRESIDENT’S DAY	FEBRUARY 19, 2024
MEMORIAL DAY	MAY 27, 2024
INDEPENDENCE DAY	JULY 4, 2024
LABOR DAY	SEPTEMBER 2, 2024
VETERAN’S DAY (observed)	NOVEMBER 11, 2024
THANKSGIVING DAY	NOVEMBER 28, 2024
LIEU OF LINCOLN’S BIRTHDAY	NOVEMBER 29, 2024
CHRISTMAS	DECEMBER 25, 2024
NEW YEAR’S DAY 2024	JANUARY 1, 2025

UNANIMOUS VOTE. Motion Carried.

Motion by Belt, second by Jorgensen, to approve Federal Standard Mileage Rate for 2024, at 67¢ per mile.
 UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Jorgensen, to approve Wichman as representative to the Southwest Iowa Region Mental Health & Disability Services Board for 2024.
 UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Shea, to approve appointment of Belt as first representative, to the Fourth Judicial District Department of Correctional Services Board of Directors for 2024.
 UNANIMOUS VOTE. Motion Carried

Motion by Wichman, second by Jorgensen, to approve appointment of Belt as first representative, and Jana Lemrick as second representative to IGHCP Board for 2024.
 UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Jorgensen, to approve appointment of Belt as first representative, and Miller as second representative to MAPA for 2024.
 UNANIMOUS VOTE. Motion Carried.

After discussion was held by the Board, a Motion was made by Shea, and seconded by Jorgensen, to approve assignment to 2024 Representative Meetings as follows:

	Primary:	Secondary:
Advance SW Iowa Corp	Shea	Wichman
Council Bluffs Airport Authority	Jorgensen	Belt
Conservation Board	Wichman	Shea
E911 Board	Shea	Miller
East Pott Soil and Water Conserv.	Wichman	Miller
EMA Board	Shea	Miller
Golden Hills RC&D	Miller	Jorgensen
Hungry Canyons	Jorgensen	

Iowa West Racing Assoc	Belt	Miller
Loess Hills Alliance Board	Shea	Jorgensen
PACE	Jorgensen	Miller
712 Initiative	Miller	Belt
Pott County Trails	Shea	Jorgensen
Promise Partners	Belt	Miller
SW Iowa Juvenile Services	Jorgensen	Miller
SWIPCO/SWITA	Miller	
Veteran Service	Jorgensen	Shea
Board of Health	Shea	Belt
West Central Community Action	Jorgensen	Shea
West Pott Soil and Water Conserv.	Wichman	Belt
WIDA	Miller	Shea
Workforce Investments Board	Belt	Shea
Pott County Quarterly Dept. Head	Miller	Wichman
Pott County Ops/Policy Committee	Miller	Belt
Pott County Wellness Committee	Wichman	Miller
Pott County Tourism	Jorgensen	Shea

UNANIMOUS VOTE. Motion Carried.

Motion by Jorgensen, second by Belt, to approve reimbursement amount of \$50 per month for Elected Officials’ mobile cellular usage for 2024.

UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Jorgensen, to approve appointment of Jana Lemrick as Title VI Coordinator.

UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Jorgensen, to approve precinct election official compensation as follows:

Precinct Chairperson: \$250 per election and \$8 per hour for election training sessions.

Precinct Officials: \$200 per election and \$8 per hour for election training sessions. Officials serving a half a day \$100, anything less than half of day is paid at \$8 per hour.

Special Precinct Election Board, Result Couriers, Health Care Facility Board, Post-Election Audit, Satellite workers, extra Help in the Office: \$15 per hour. Mileage is paid per Board of Supervisors yearly approved amount.

UNANIMOUS VOTE. Motion Carried.

Motion by Jorgensen, second by Shea, to amend **Resolution No. 09-2024** to change from \$40 to \$50 for Clerks for TOWNSHIP TRUSTEE AND CLERK COMPENSATION.

UNANIMOUS VOTE. Motion Carried

Motion by Jorgensen, second by Shea, to approve and authorize Board to sign amended **Resolution No. 09-2024** entitled: TOWNSHIP TRUSTEE AND CLERK COMPENSATION.

RESOLUTION NO. 09-2024

TOWNSHIP TRUSTEE AND CLERK COMPENSATION

WHEREAS, the Pottawattamie County Board of Supervisors currently authorizes that all Township Trustees and Clerks may be compensated at the rate of \$50.00 per meeting, and

WHEREAS, all Trustees and Clerks are expected to attend three (3) meetings per fiscal year (Pre-budget, Budget, and Financial Report). The number of county paid meetings may only exceed three (3) in any year with prior approval from the Board of Supervisors. The meetings must be open to the public, posted at the County Court House and the Trustee or Clerk must attend the meeting to request payment.

WHEREAS, Clerks are expected to conduct work sessions each month at which they update township receipts, disbursements, and other official records. Clerks may be compensated at a rate of \$50.00 per month for this time. Only Township Clerks will be compensated for said work sessions and said sessions are limited to twelve (12) per year.

WHEREAS, all payments shall be made by the County Auditor’s Office and a completed affidavit timesheet shall be submitted to receive payment.

NOW, THEREFORE, BE IT RESOLVED that the Pottawattamie County Board of Supervisors authorized the Compensation and number of meetings/work sessions effective January 1, 2024:

Approved this 2nd day of January, 2024.

ROLL CALL VOTE

	AYE	NAY	ABSTAIN	ABSENT
_____ Brian Shea	O	O	O	O
_____ Scott Belt	O	O	O	O
_____ Tim Wichman	O	O	O	O
_____ Susan Miller	O	O	O	O
_____ Jeff Jorgensen	O	O	O	O

ATTEST: _____
Melvyn Houser, County Auditor

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

Motion by Belt, second by Shea, to approve and authorize Chair to sign Contract Number 23-01 for 2023 Pottawattamie County Housing Trust Fund Grant Amendment 1.
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) Sheriff Report of Fees Disbursed and Collected for November 2023.
- B. Salary Action(s):
 - 1) Sheriff – Payroll status change for Chad Freeberg and Richard Hiatt.
 - 2) Communications – Payroll status change for Torie Brummett, Rachel Bieghler, and Jamie Watts.
 - 3) Jail – Payroll status change for Melissa McLean.
 - 4) Conservation – Employment of Joshua Dickinson as a Natural Areas Management Intern-Hitchcock.

6. PUBLIC COMMENTS

No Public Comments.

7. ADJOURN

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 11:08 A.M

Susan Miller, Chair

ATTEST: _____
Melvyn Houser, County Auditor

APPROVED: January 9, 2024
PUBLISH: X

Scheduled Sessions

**Recognition of January 9, 2024,
as National Law Enforcement
Appreciation Day.**

Lea Voss/Treasurer

Discussion and/or decision to approve and authorize Board to sign Resolution No. 10-2024; a Resolution approving the increase in the Depository limit for the Treasurer's Office. Total Maximum Deposit under this resolution is \$220,900,000.00. Authorizing the County Treasurer to invest \$5 million into Midstates Bank in a 7-month CD.

RESOLUTION NO. 10-2024

NAME OF DEPOSITORY	LOCATION	MAXIMUM DEPOSIT UNDER THIS RESOLUTION
<u>COUNTY TREASURER</u>		
Rolling Hills Bank	Walnut	1,900,000.00
Arbor Bank	Oakland	2,500,000.00
Midstates Bank	Council Bluffs	7,000,000.00
Midstates Bank	Avoca	100,000.00
Great Western Bank	Oakland	1,500,000.00
American National Bank	Council Bluffs	200,000,000.00
Treynor State Bank	Treynor	2,500,000.00
US Bank	Council Bluffs	3,000,000.00
<u>COUNTY AUDITOR</u>		
American National Bank	Council Bluffs	500,000.00
<u>COUNTY CONSERVATION</u>		
American National Bank	Council Bluffs	200,000.00
<u>COUNTY PLANNING</u>		
American National Bank	Council Bluffs	200,000.00
<u>COUNTY RECORDER</u>		
American National Bank	Council Bluffs	500,000.00
<u>COUNTY SHERIFF</u>		
American National Bank	Council Bluffs	1,000,000.00
TOTAL		\$220,900,000.00

Passed and Approved this 9th day of January 2024.

ROLL CALL VOTE

	AYE	NAY	ABSTAIN	ABSENT
_____ Susan Miller, Chairperson	<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"/>
_____ Brian Shea	<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 J. Houser, County Auditor

Other Business

Matt Wilber/County Attorney

Discussion and/or decision on pay for Attorney II.

Jana Lemrick/Director, Human **Resources**

**Discussion and/or decision on appointments to fill
vacancies on the Conservation Board.**

Mitch Kay/Chief Financial
Officer

**Discussion and/or decision to authorize the Chairperson
to sign the forgiveness portion of the small-town
forgivable note for Treynor.**



227 South 6th Street
Council Bluffs, IA 51501
Ph: 712-328-5644 | Fax: 712-328-5770
PottCounty-ia.gov

January 9, 2024

Allen Hadfield, Mayor
City Mayor City of Treynor
11 W Main St
Treynor, Iowa 51575

Acknowledgement of Forgiveness Request Satisfaction and Loan Forgiveness

Dear Mayor, Council members and Administration:

We, the Pottawattamie County Board of Supervisors, hereby acknowledge receipt of the Forgiveness Request and required documentation submitted by the City of Treynor, dated November 1st, 2023 in relation to the Forgivable Promissory Note Agreement dated March 6, 2023.

After a thorough review of the submitted documentation, we are pleased to confirm that the City of Treynor has satisfactorily met the conditions outlined in the Forgivable Promissory Note Agreement for the project(s) funded by the American Rescue Plan Act (ARPA) funds.

As a result, in accordance with the terms and conditions of the Forgivable Promissory Note Agreement, we hereby grant loan forgiveness for all annual principal payments of \$12,500. No further documentation is required on behalf of your City.

Please retain this letter as an official record of the loan forgiveness granted by the Pottawattamie County Board of Supervisors for the referenced Forgivable Promissory Note Agreement.

Should you have any questions or require further information, please do not hesitate to contact us.

Sincerely,

Susan Miller
Chairperson Pottawattamie County Board of Supervisors

cc: Mitchell A. Kay, CFO, Pottawattamie County Board of Supervisors. Michael Holton, City Administrator, City of Treynor

Dixie Wilson/Accounting Technician, Auditor's Office

Discussion and/or decision to approve/disallow the following applications made to the Assessor's Office: Homestead (approximately 254 recommend allowed, 6 recommend disallowed), Military (22 recommend allowed, 2 recommend disallowed), Disabled Veteran Homestead (15 recommend allowed, 1 recommend disallowed), Family Farm (12 recommend allowed, 1 recommend disallowed).

Credit Apps to Auditor

January 3, 2024

	<u>Recommend Allowed</u>	<u>Recommend Disallowed</u>
Homestead:	254	3
Military:	22	2
Disabled Veteran Homestead:	15	1
Family Farm:	12	1

<u>Disallowed</u>	<u>Type</u>	<u>Reason for Disallowance</u>
744401351005	Homestead Exemption	Credit allowed. Exemption disallowed - Not 65 by Jan 1, 1959
754427192004	Homestead Exemption	Credit allowed. Exemption disallowed - Not 65 by Jan 1, 1959
754428405003	Homestead Exemption	Credit allowed. Exemption disallowed - Not 65 by Jan 1, 1959
744302377001	Military	No active duty. Naval academy was incomplete. Voluntary resignation. See email attached from Peggy Becker.
1520 Syandot Rd, Council Bluffs	Disabled Veteran Homestead	This property is in a mobile home park.
754416333007	Military	Only 6 months service, not during period of conflict.
754304403003	Family Farm	Per Doreen Blakely, she is not farming and Gary is not a relative.

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: Megan Albers

Department: Sheriff's Office- Jail

Destination: Kansas City, Missouri

Date of Travel: FROM: 3/24/202 TO: 3/29/2024

Name of Elected Official/Department Head Authorizing Travel: Jeff Theulen

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 FBI LEEDA

2 Non-Conference Travel

State Purpose: _____

Conference Name (Please give complete name) FBI-LEEDA Command Leadership Institute

<u>Expense</u>			<u>Cost Estimate</u>
Transportation	Mileage <input type="checkbox"/>	Airfare <input type="checkbox"/>	\$ 0.00
Lodging			\$ 668.60
Meals: Breakfast	Included <input checked="" type="checkbox"/>	Not Included <input type="checkbox"/>	\$ 0.00
Lunch	Included <input type="checkbox"/>	Not Included <input type="checkbox"/>	\$ 96.00
Dinner	Included <input type="checkbox"/>	Not Included <input type="checkbox"/>	\$ 174.00
Conf./Seminar Fee			\$ 795.00
Other:			
Total Estimated Cost			\$ 1,733.60

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: Shannon Holman

Department: Sheriff's Office- Jail

Destination: Kansas City, Missouri

Date of Travel: FROM: 3/24/202 TO: 3/29/2024

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 FBI LEEDA

2 Non-Conference Travel

State Purpose: _____

Conference Name (Please give complete name) FBI-LEEDA Command Leadership Institute

<u>Expense</u>			<u>Cost Estimate</u>
Transportation	Mileage <input type="checkbox"/>	Airfare <input type="checkbox"/>	\$ 0.00
Lodging			\$ 668.60
Meals: Breakfast	Included <input checked="" type="checkbox"/>	Not Included <input type="checkbox"/>	\$ 0.00
Lunch	Included <input type="checkbox"/>	Not Included <input type="checkbox"/>	\$ 96.00
Dinner	Included <input type="checkbox"/>	Not Included <input type="checkbox"/>	\$ 174.00
Conf./Seminar Fee			\$ 795.00
Other:			
Total Estimated Cost			\$ 1,733.60

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: Steve Winchell

Department: Sheriff's Office- Jail

Destination: Kansas City, Missouri

Date of Travel: FROM: 3/24/202 TO: 3/29/2024

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 FBI LEEDA

2 Non-Conference Travel

State Purpose: _____

Conference Name (Please give complete name) FBI-LEEDA Command Leadership Institute

<u>Expense</u>			<u>Cost Estimate</u>
Transportation	Mileage <input type="checkbox"/>	Airfare <input type="checkbox"/>	\$ 0.00
Lodging			\$ 668.60
Meals: Breakfast	Included <input checked="" type="checkbox"/>	Not Included <input type="checkbox"/>	\$ 0.00
Lunch	Included <input type="checkbox"/>	Not Included <input type="checkbox"/>	\$ 96.00
Dinner	Included <input type="checkbox"/>	Not Included <input type="checkbox"/>	\$ 174.00
Conf./Seminar Fee			\$ 795.00
Other:			
Total Estimated Cost			\$ 1,733.60

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: Trish Bernhards

Department: Sheriff's Office-Jail

Destination: Las Vegas,

Date of Travel: FROM: 3/3/2024 TO: 3/7/2024

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 Legal Liability
Risk Management

2 Non-Conference Travel

State Purpose: _____

Conference Name (Please give complete name) Jail/Corrections Legal Liability Risk Management

<u>Expense</u>			<u>Cost Estimate</u>
Transportation	Mileage <input type="checkbox"/>	Airfare <input checked="" type="checkbox"/>	\$ 529.97
Lodging			\$ 411.74
Meals: Breakfast	Included <input type="checkbox"/>	Not Included <input checked="" type="checkbox"/>	\$ 16.00
Lunch	Included <input type="checkbox"/>	Not Included <input checked="" type="checkbox"/>	\$ 17.00
Dinner	Included <input type="checkbox"/>	Not Included <input checked="" type="checkbox"/>	\$ 31.00
Conf./Seminar Fee			\$ 425.00
Other:			
Total Estimated Cost			\$ 1,430.71

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: Mark Smith

Department: Sheriff's Office-Jail

Destination: Las Vegas,

Date of Travel: FROM: 3/3/2024 TO: 3/7/2024

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 Legal Liability
Risk Management

2 Non-Conference Travel

State Purpose: _____

Conference Name (Please give complete name) Jail/Corrections Legal Liability Risk Management

<u>Expense</u>			<u>Cost Estimate</u>
Transportation	Mileage <input type="checkbox"/>	Airfare <input checked="" type="checkbox"/>	\$ 529.97
Lodging			\$ 411.74
Meals: Breakfast	Included <input type="checkbox"/>	Not Included <input checked="" type="checkbox"/>	\$ 16.00
Lunch	Included <input type="checkbox"/>	Not Included <input checked="" type="checkbox"/>	\$ 17.00
Dinner	Included <input type="checkbox"/>	Not Included <input checked="" type="checkbox"/>	\$ 31.00
Conf./Seminar Fee			\$ 425.00
Other:			
Total Estimated Cost			\$ 1,430.71

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: Shannon Holman

Department: Sheriff's Office-Jail

Destination: Las Vegas,

Date of Travel: FROM: 3/3/2024 TO: 3/7/2024

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 Legal Liability
Risk Management

2 Non-Conference Travel

State Purpose: _____

Conference Name (Please give complete name) Jail/Corrections Legal Liability Risk Management

<u>Expense</u>			<u>Cost Estimate</u>
Transportation	Mileage <input type="checkbox"/>	Airfare <input checked="" type="checkbox"/>	\$ 529.97
Lodging			\$ 411.74
Meals: Breakfast	Included <input type="checkbox"/>	Not Included <input checked="" type="checkbox"/>	\$ 16.00
Lunch	Included <input type="checkbox"/>	Not Included <input checked="" type="checkbox"/>	\$ 17.00
Dinner	Included <input type="checkbox"/>	Not Included <input checked="" type="checkbox"/>	\$ 31.00
Conf./Seminar Fee			\$ 425.00
Other:			
Total Estimated Cost			\$ 1,430.71

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.

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: JASON KUETHWOLD

Department: PUBLIC HEALTH

Destination: CLEVELAND OH

Date of Travel: FROM: 3-24-2024 TO: 3-28-2024

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) PREPAREDNESS SUMMIT

Expense				Cost Estimate	
Transportation	Mileage	<input type="checkbox"/>	Airfare	<input checked="" type="checkbox"/>	510.00
Lodging					1000.00
Meals: Breakfast	Included	<input type="checkbox"/>	Not Included	<input checked="" type="checkbox"/>	
Lunch	Included	<input type="checkbox"/>	Not Included	<input checked="" type="checkbox"/>	
Dinner	Included	<input type="checkbox"/>	Not Included	<input checked="" type="checkbox"/>	
Conf./Seminar Fee					750.00
Other: <u>UBER</u>					200
Total Estimated Cost					\$ 2780

total meals

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.

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: Candy Heyer
 Department: Planning - Public Health
 Destination: Cleveland, OH
 Date of Travel: FROM: 3/24/2024 TO: 3/28/2024
 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) Preparedness Summit

<u>Expense</u>			<u>Cost Estimate</u>
Transportation	Mileage	<input type="checkbox"/>	Airfare <input checked="" type="checkbox"/> \$ 510
Lodging			\$ 1,000
Meals: Breakfast	Included	<input type="checkbox"/>	Not Included <input checked="" type="checkbox"/>
Lunch	Included	<input type="checkbox"/>	Not Included <input checked="" type="checkbox"/>
Dinner	Included	<input type="checkbox"/>	Not Included <input checked="" type="checkbox"/>
Conf./Seminar Fee			\$ 750
Other: <u>Uber</u>			\$ 200
Total Estimated Cost			\$ 2,789

\$329 total meals

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.



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

Recorder County Fees - December 2023

Amount	Account #	Account Name
\$ 2,304.00	0001-1-07-8110-413000-000	Vital Records
\$ 1,056.00	0024-1-07-8110-400001-000	RMA
\$ 904.00	0001-1-07-8110-409000-000	ELSI
\$ 16,923.02	0001-1-07-8110-404000-000	Transfer Tax
\$ 25,098.00	0001-1-07-8110-400000-000	Office Fees
\$ 2,205.00	0001-1-07-8110-410000-000	Auditor Fees
\$ 64.00	0001-1-07-8110-402000-000	Boat Writing Fees
\$ 10.00	0001-1-07-8110-402000-000	Boat Liens
\$ 8,122.50	0001-1-07-8110-414000-000	Passports
\$ 48.00	0001-1-07-8110-415000-000	DNR Postage
\$ 4,100.00	0001-1-07-8110-407000-000	ATV Road Pass
\$ 0.50	0001-1-07-8110-417000-000	Hunting/Fishing License
\$ 105.00	0001-1-07-8110-501000-000	Plat Books & Postage
\$ 60,940.02	Total	

MR # 046520	Check # 5325	Checks Prepared by ADM <i>ADM</i>
-------------	--------------	-----------------------------------

Fee Book (12/01/2023 - 12/31/2023)

Criteria: {FMXFUS01_RPT_POTT.TndrDate} >= #12/01/2023# AND {FMXFUS01_RPT_POTT.TndrDate} <= #12/31/2023#

	Count	Total Fund Amount
Recording Fees		
RMA	1052	\$1,056.00
E-Commerce	1052	\$1,056.00
Audit	355	\$2,205.00
Recording	1052	\$24,790.00
County Transfer Tax	173	\$16,923.02
State Transfer Tax	173	\$81,182.58
Photo Copies	26	\$308.00
Total For Recording Fees	3883	\$127,520.60
Other Fees		
COUNTY PASSPORT POSTAGE FUND	48	\$8,122.50
Total For Other Fees	48	\$8,122.50
Boats		
Boat Writing	13	\$64.00
Boat State	12	\$321.00
Boat Title County	10	\$55.00
Boat Title State	10	\$71.50
Boat Liens State	2	\$13.00
Use Tax	15	\$8,110.06
Boat Lien County	2	\$10.00
Road Pass	18	\$4,100.00
DNR Postage	13	\$48.00
Plat Book	3	\$105.00
Total For Boats	98	\$12,897.56
Hunt and Fish		
Hunt Fish County	1	\$0.50
Hunt Fish State	1	\$67.00
Total For Hunt and Fish	2	\$67.50
ELSI		
ELSI Couny	38	\$904.00
ELSI State	20	\$4,190.50
Total For ELSI	58	\$5,094.50
Vitals		
Cert Copy County	58	\$2,212.00
Cert Copy State	58	\$6,083.00
Marriage County	23	\$92.00
Marriage State	23	\$713.00
Three Day Waiver	2	\$10.00
Total For Vitals	164	\$9,110.00
Collected Total:		\$162,812.66
Charged Total:		\$68.00
Grand Total:		\$162,880.66

Public Comments

Closed Session

BUDGET STUDY SESSIONS

- 1) Treasurer**
- 2) Recorder**
- 3) GIS**
- 4) IT**
- 5) Buildings & Grounds**