

Consent Agenda

August 6, 2024

MET IN REGULAR SESSION

The Board of Supervisors met in regular session at 10:00 A.M. All members, except Supervisor Wichman present. Chairperson Miller presiding.

PLEDGE OF ALLEGIANCE

1. CONSENT AGENDA

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

- A. July 30, 2024, Minutes as read.
- B. July 2024 Vendor Publication Report.

UNANIMOUS VOTE. Motion Carried.

2. SCHEDULED SESSIONS

Motion by Belt, second by Shea, to open Public Hearing to dispose of title or interest in real estate to convey Hwy 92 new access rights to the Iowa DOT at 40790 Hwy 92, Carson, Iowa for the Highway 59 bridge replacement for project NHSN-059-3(48)—2R-78.

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

Motion by Belt, second by Shea, to close Public Hearing.

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

Motion by Belt, second by Jorgensen, to dispose of title or interest in real estate to convey Hwy 92 new access rights to the Iowa DOT at 40970 Hwy 92, Carson, Iowa for the Highway 59 bridge replacement for project NHSN-059-3(48)—2R-78.

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

Motion by Belt, second by Shea, to approve and authorize the Board to sign **Resolution 50-2024** for the Sale of Real Property and Delivery of Conveyance to the Iowa Department of Transportation for project NHSN-059-3(48) - - 2R-78.

RESOLUTION NO. 50-2024

**COUNTY POLITICAL SUBDIVISION
CERTIFICATION OF RESOLUTIONS
SALE OF REAL PROPERTY AND DELIVERY OF CONVEYANCE**

Parcel No. 3
Project No. NHSN-059-3(48)—2R-78

Pottawattamie County
Primary Road No. 59

I, the undersigned, Melvyn Houser, County Auditor of Pottawattamie County, Iowa, a political subdivision duly organized and existing under the laws of the State of Iowa, DO HEREBY CERTIFY that notice of a pending sale of real estate has been published at least once, not less than four or more than twenty days before the date of the hearing in a newspaper published at least once weekly and having general circulation in Pottawattamie County, Iowa, in accordance with the Code of Iowa; that a public hearing has been held and the following is a true and exact transcript of certain resolutions duly adopted by the members of the Board of Supervisors on the 6th day of August, 2024, by the call of yeas and nays recorded below and these resolutions are now in full force and effect:

RESOLVED, that this political subdivision proposes to sell, grant and convey certain County property to the State of Iowa for the purchase price of mutual benefit, and other certain benefits, terms and conditions as set forth in an Access Control Agreement to be signed by Susan Miller, Chairperson of the Board of Supervisors, and Melvyn Houser, County Auditor, relating to Pottawattamie County Project No. NHSN-059-3(48)--2R-78, Parcel No.3, regarding certain real estate in the SE¼ of the SE¼ of Section 2, T74N, R40W of the 5th P.M., Pottawattamie County, Iowa.

RESOLVED FURTHER, that the proposed Access Control Agreement and Access Rights Deed are hereby approved; that Susan Miller, Chairperson, and Melvyn Houser, Auditor, are hereby empowered and directed to execute, acknowledge, and deliver in the name of this political subdivision, the Access Control Agreement, the Access Rights Deed and any other instruments of title required by law or which may, in the judgment of such officer(s), be necessary or desirable to effectuate the sale, grant and conveyance of the property to the State of Iowa.

RESOLVED FURTHER, that the executed Access Control Agreement and conveyance document(s) are hereby accepted and approved by this political subdivision, and Melvyn Houser, Auditor, is hereby directed to deliver the executed Access Control Agreement and Access Rights Deed to the Iowa Department of Transportation Right of Way Agent, or their duly authorized representative, in exchange for the consideration of mutual benefit and other valuable considerations, all as authorized in accordance with the Code of Iowa

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 Houser, County Auditor

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

Motion by Belt, second by Jorgensen, to approve and authorize the Chairperson to sign the Access Rights Deed with the Iowa Department of Transportation for project NHH-059-3(48) - - 2R-78.
UNANIMOUS VOTE. Motion Carried

Motion by Jorgensen, second by Belt, to approve and authorize the Chairperson to sign the Access Control Agreement with the Iowa Department of Transportation for project NHH-059-3(48) - - 2R-78.
UNANIMOUS VOTE. Motion Carried.

Motion by Belt, second by Shea, to set date and time to open bids for the Pottawattamie County Secondary Roads for Bridge Materials on September 3, 2024 , at 10:00 A.M.
UNANIMOUS VOTE. Motion Carried.

Motion by Belt, second by Jorgensen, to approve and authorize the Board to sign **Resolution 51-2024** entitled; A Resolution to approve and adopt the Pottawattamie County Hazard Mitigation Plan.

RESOLUTION NO. 51-2024

A Resolution to approve and adopt the Pottawattamie County Hazard Mitigation Plan.

WHEREAS, the Pottawattamie County Hazard Mitigation Plan, a multi-jurisdictional planning document, was presented and recommended for adoption by the Pottawattamie County Emergency Management Agency; and

WHEREAS, the Pottawattamie County Hazard Mitigation Plan was prepared in compliance with Iowa Administrative Code 605—7.2, Code of Iowa 29C.9, and the Disaster Mitigation Act of 2000, as established by the Iowa Department of Homeland Security and Emergency Management and the Federal Emergency Management Agency, respectively; and

WHEREAS, the Pottawattamie County Hazard Mitigation Plan identifies the potential hazards throughout Pottawattamie County; and

WHEREAS, the Pottawattamie County Hazard Mitigation Plan includes a profile of hazard events, a vulnerability assessment, evaluation of mitigation goals, strategies, local mitigation priorities, and a plan maintenance process,

NOW THEREFORE BE IT RESOLVED that the Pottawattamie County Board of Supervisors hereby approves and adopts the Pottawattamie County Hazard Mitigation Plan

Dated this 6th day of August, 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 Houser, County Auditor

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

Carolos Morales/Transportation & Data Manager, MAPA and Mia Haschenburger/Transportation Planner, MAPA presentation on long range transportation plan for the region in Iowa that includes Harrison, Shelby, Pottawattamie, and Mills counties.

Discussion only. No action taken.

Paula Hazlewood, Shalimar Mazetis, Advance Southwest Iowa Corporation appeared before the Board to give a presentation and provide an update on Advance Southwest Iowa Corporation.

Discussion only. No action taken.

3. OTHER BUSINESS

Motion by Shea, second by Jorgensen, to approve job description and pay for the Chair Lift Operator Team Lead - Mt. Crescent with pay range of \$16-19 per hour.

UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Jorgensen, to approve pay ranges for the following positions at Mt. Crescent: Kitchen Manager \$18-25, Kitchen Staff Team Lead \$16-19, Rental Shop Manager \$18-25, Rental Shop Team Lead \$16-19, Snowmaking Team Lead \$16-19, Sports Schools Coordinator \$18-25 and Hospitality and Guest Services Worker \$13-17 as described and included in the agenda packet.

UNANIMOUS VOTE. Motion Carried.

4. COMMITTEE APPOINTMENTS

Board discussed Committee meetings from the past week.

5. RECEIVED/FILED

A. Out of State Travel Notification(s):

- 1) Sheriff – Out of State Travel Notification for Travis Kephart, Brandon Ramsey, and Richard Hiatt.

B. Salary Action(s):

- 1) Treasurer – Payroll status change for Alisha Schultz and Joni Wright.
- 2) Attorney – Payroll status change for Mandi Jo May and Fabiola Contreras.
- 3) IT – Payroll status change for Dustin Peregrine.
- 4) Public Health – Payroll status change for Jennifer Minchew.
- 5) Communications – Payroll status change for Maria McKinley.

6. PUBLIC COMMENTS

No public comments.

7. ADJOURN

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 11:47 A. M.

Susan Miller, Chair

ATTEST: _____
Melvyn Houser, Auditor

APPROVED: August 13, 2024

PUBLISH: X

TO: Lea Voss, County Treasurer
Andrew Brown, County Sheriff
Matt Wyant, County Planning Director

FROM: Paula Good

Request for County Department Comments

DATE: August 5, 2024

ESTABLISHMENT: *Renewal – Casey's 3204*

OWNER: see attached

LEGAL DESCRIPTION: See attached property record.

The Planning Dept. has received the attached request for the above class permits/sales/services. Please supply the following information for the Board of Supervisors within five (5) working days. Additional explanations may be given in the form of comments below and/or attachments.

DEPARTMENT	COMMENTS	YES	NO
TREASURER	Free from certified taxes and special assessments		
PLANNING	Properly zoned	X	
	Nuisance violations		X
	Septic system violations		X
SHERIFF	Complaints received		
	Citations issued at this establishment		
	Owner convicted of a felony within the last 5 years		

COMMENTS

Signature





State of Iowa

Alcoholic Beverages Division

Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS		
Casey's Marketing Company	Casey's General Store #3204	(712) 250-2566		
ADDRESS OF PREMISES	PREMISES SUITE/APT NUMBER	CITY	COUNTY	ZIP
33280 335th St		Minden	Pottawattamie	51553
MAILING ADDRESS	CITY	STATE	ZIP	
1 SE CONVENIENCE BLVD	Ankeny	Iowa	50021	

Contact Person

NAME	PHONE	EMAIL
Madison Paulson	(515) 381-5974	madi.paulson@caseys.com

License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
LE0002640	Class E Retail Alcohol License	12 Month	Active

TENTATIVE EFFECTIVE DATE	TENTATIVE EXPIRATION DATE	LAST DAY OF BUSINESS
Sep 17, 2024	Sep 16, 2025	

SUB-PERMITS

Class E Retail Alcohol License

PRIVILEGES



State of Iowa

Alcoholic Beverages Division

Status of Business

BUSINESS TYPE

Corporation

Ownership

• Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
DOUGLAS BEECH	Ankeny	Iowa	50021	ASSISTANT SECRETARY	0.00	Yes
SAMUEL JAMES	Ankeny	Iowa	50021	PRESIDENT	0.00	Yes
BRIAN JOHNSON	Johnston	Iowa	50131	VICE PRESIDENT	0.00	Yes
SCOTT FABER	Johnston	Iowa	50131	SECRETARY	0.00	Yes
ERIC LARSEN	Ankeny	Iowa	50023	TREASURER	0.00	Yes
42-0935283 Casey's General Stores, Inc	Ankeny	Iowa	50021	Owner	100.00	Yes
CASEY'S GENERAL STORES	Urbandale	Iowa	50322			

Insurance Company Information

INSURANCE COMPANY

POLICY EFFECTIVE DATE

POLICY EXPIRATION DATE



State of Iowa

Alcoholic Beverages Division

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE
DATE

OUTDOOR SERVICE EXPIRATION
DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE
DATE

TEMP TRANSFER EXPIRATION
DATE

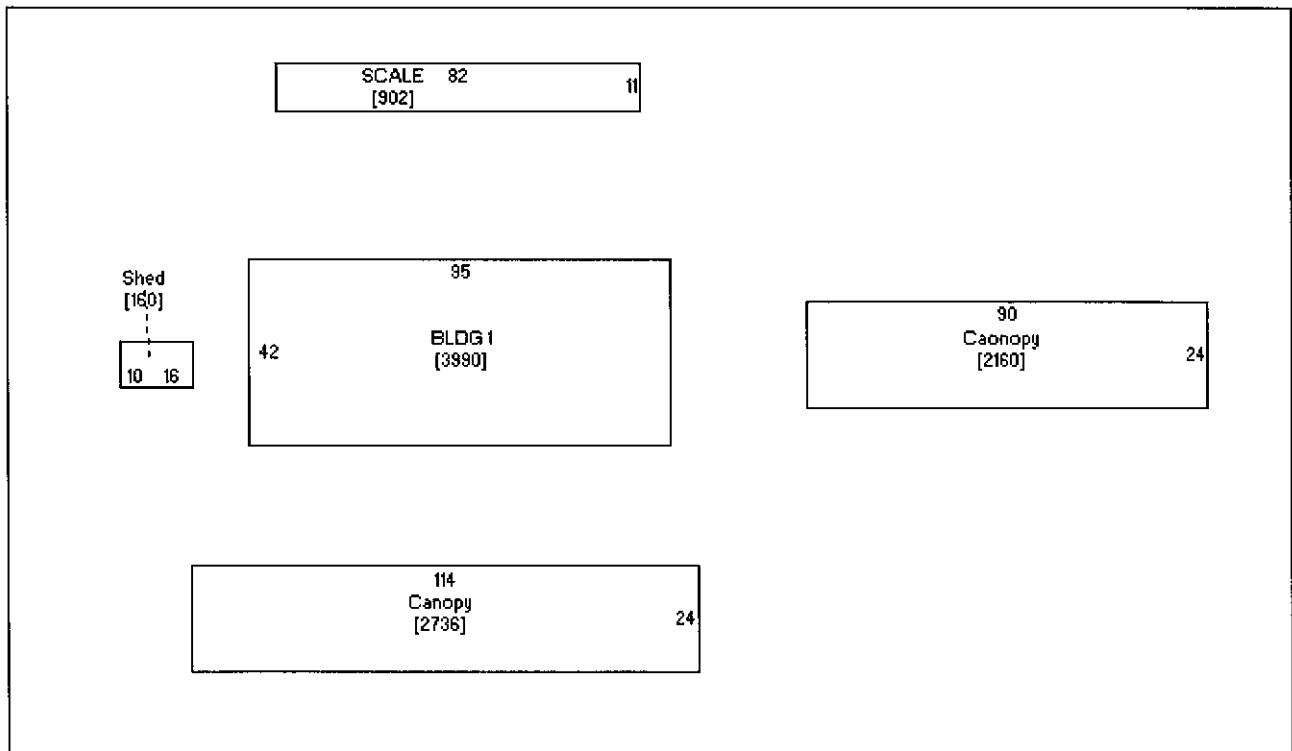
Ceiling: Suspended Blk-Mineral
 Struc Floor: R' Concrete
 Floor Cover: Ceramic
 Asphalt Tile
 Partitions: Drywall
 Framing: Wood - Average
 HVAC: Combination FHA - AC

PLUMBING....Stainless Stl Sinks-(Lounge Type) 3 Tub (1)
 Lavatory (2)
 Sink-Kitchen (3)
 Toilet Room (2)
 Urinal - Wall (2)
 Water Closet (2)

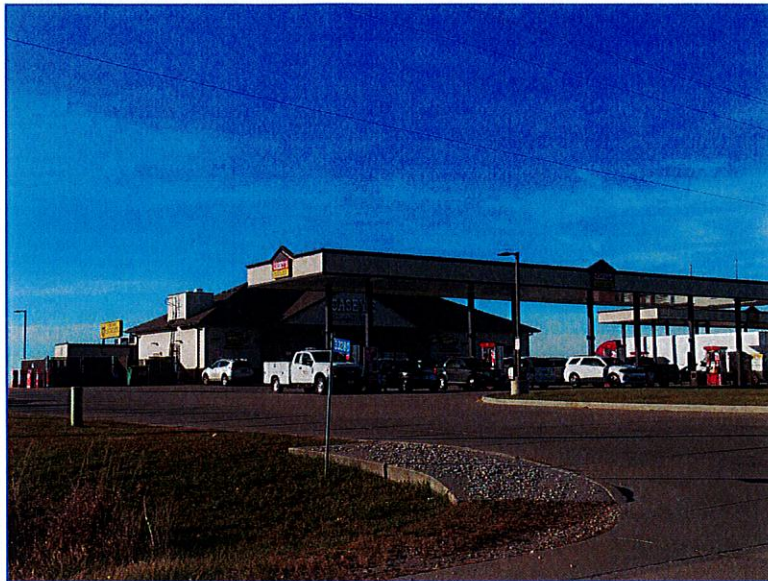
ADJUSTMENTS..Interior Restaurant (3990)

BLDG EXTRAS..1 Cold Storage: 189 SF, Cooler, 0 SFSA Door, No Door
 1 Cold Storage: 64 SF, Freezer, 21 SFSA Door, No Door
 1 Cold Storage: 210 SF, Cooler, 21 SFSA Door, No Door
 1 Cold Storage: 54 SF, Freezer, 21 SFSA Door, No Door
 1 Cold Storage: 63 SF, Freezer, 21 SFSA Door, No Door

YARD EXTRAS..Canopy - Lighted 2,736 SF, Steel
 Canopy - Lighted 2,160 SF, Steel
 Scale - Truck 82 Length, 11 Width, Readout=Yes, 60 Tons
 Shed W10.00 x L16.00 160 SF, Frame Shed
 Paving - Concrete 92,000 SF, Concrete Paving w/Curbs, Lighting: Average
 Tank - Underground Fiberglass Multi-compt - Double Wall, 26,000 Gal, 8 Pump Stations
 Tank - Underground Fiberglass Multi-compt - Double Wall, 26,000 Gal, 9 Pump Stations
 Tank - Underground Fiberglass Multi-compt - Double Wall, 20,000 Gal, 6 Pump Stations

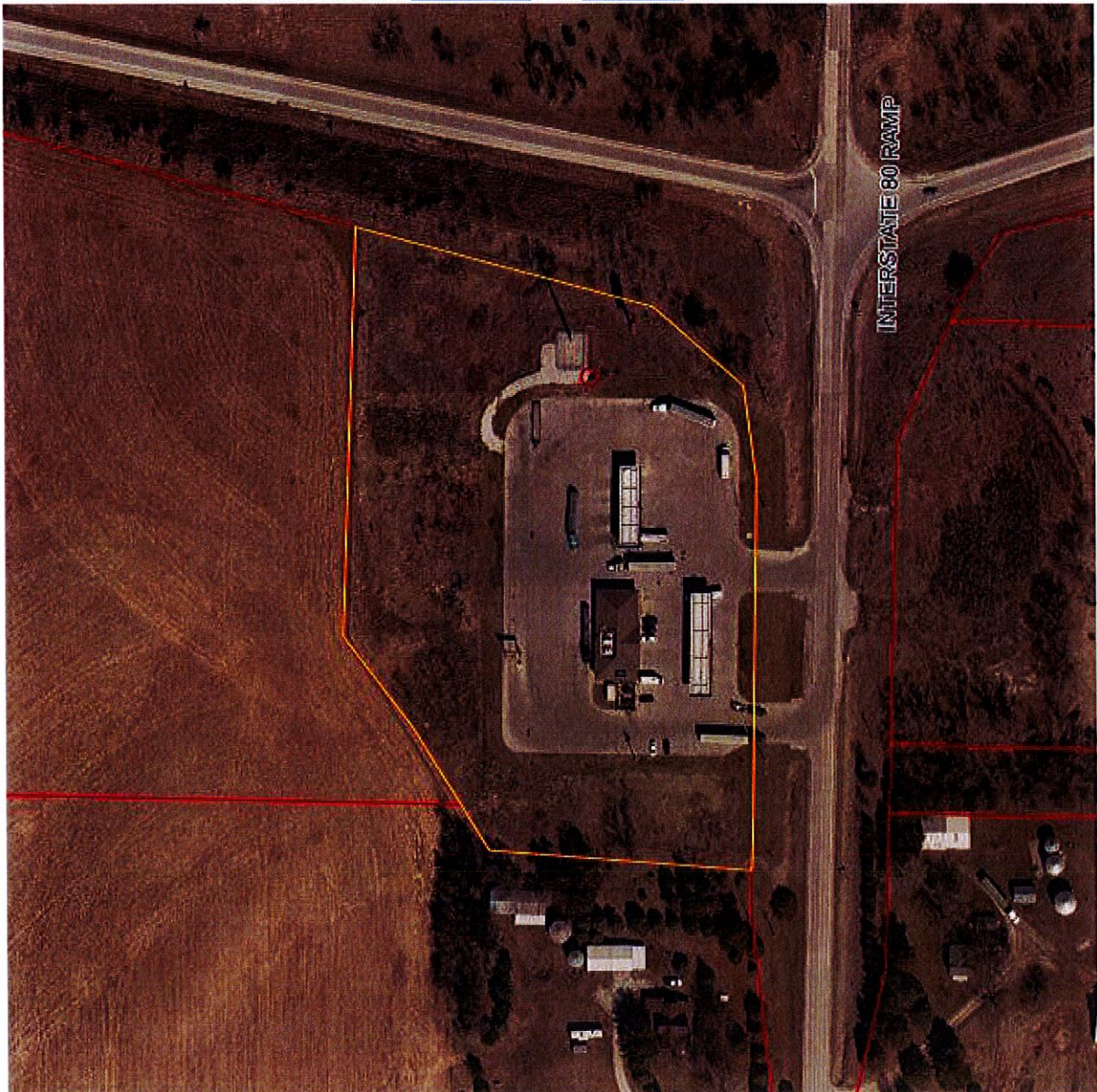


33280 335TH ST, CASEYS MARKETING CO



33280 335TH ST, CASEYS MARKETING CO, 1 11/22/2023

[Zoom Out](#) [Zoom In](#)



1200ft x 1200ft

TO: Lea Voss, County Treasurer
Andrew Brown, County Sheriff
Matt Wyant, County Planning Director

FROM: Paula Good

Request for County Department Comments

DATE: August 5, 2024

ESTABLISHMENT: *Renewal – Casey's 3204*

OWNER: see attached

LEGAL DESCRIPTION: See attached property record.

The Planning Dept. has received the attached request for the above class permits/sales/services. Please supply the following information for the Board of Supervisors within five (5) working days. Additional explanations may be given in the form of comments below and/or attachments.

DEPARTMENT	COMMENTS	YES	NO
TREASURER	Free from certified taxes and special assessments	✓	
PLANNING	Properly zoned		
	Nuisance violations		
	Septic system violations		
SHERIFF	Complaints received		
	Citations issued at this establishment		
	Owner convicted of a felony within the last 5 years		

COMMENTS

Signature

Lea A Voss

TO: Lea Voss, County Treasurer
Andrew Brown, County Sheriff
Matt Wyant, County Planning Director

FROM: Paula Good

Request for County Department Comments

DATE: August 5, 2024

ESTABLISHMENT: *Renewal – Casey's 3205*

OWNER: see attached

LEGAL DESCRIPTION: See attached property record.

The Planning Dept. has received the attached request for the above class permits/sales/services. Please supply the following information for the Board of Supervisors within five (5) working days. Additional explanations may be given in the form of comments below and/or attachments.

DEPARTMENT	COMMENTS	YES	NO
TREASURER	Free from certified taxes and special assessments		
PLANNING	Properly zoned	X	
	Nuisance violations		X
	Septic system violations		X
SHERIFF	Complaints received		
	Citations issued at this establishment		
	Owner convicted of a felony within the last 5 years		

COMMENTS

Signature





State of Iowa

Alcoholic Beverages Division

Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS		
Casey's Marketing Company	Casey's General Store #3205	(712) 366-5836		
ADDRESS OF PREMISES	PREMISES SUITE/APT NUMBER	CITY	COUNTY	ZIP
19900 Virginia Hills Road		Council Bluffs	Pottawattamie	51503
MAILING ADDRESS	CITY	STATE	ZIP	
1 SE CONVENIENCE BLVD	Ankeny	Iowa	50021-8045	

Contact Person

NAME	PHONE	EMAIL
Madison Paulson	(515) 381-5974	madi.paulson@caseys.com

License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
LE0002494	Class E Retail Alcohol License	12 Month	Active

TENTATIVE EFFECTIVE DATE	TENTATIVE EXPIRATION DATE	LAST DAY OF BUSINESS
Aug 7, 2024	Aug 6, 2025	

SUB-PERMITS

Class E Retail Alcohol License

PRIVILEGES



State of Iowa

Alcoholic Beverages Division

Status of Business

BUSINESS TYPE

Corporation

Ownership

• Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
ERIC LARSEN	Ankeny	Iowa	50023	TREASURER	0.00	Yes
SCOTT FABER	Johnston	Iowa	50131	SECRETARY	0.00	Yes
SAMUEL JAMES	Ankeny	Iowa	50021	PRESIDENT	0.00	Yes
BRIAN JOHNSON	JOHNSTON	Iowa	50131	VICE PRESIDENT	0.00	Yes
DOUGLAS BEECH	ANKENY	Iowa	50021	ASSISTANT SECRETARY	0.00	Yes
42-0935283 Casey's General Stores, Inc.	Ankeny	Iowa	50021--804	Owner	100.00	Yes
CASEY'S GENERAL STORES	Urbandale	Iowa	50322			

Insurance Company Information

INSURANCE COMPANY

POLICY EFFECTIVE DATE

POLICY EXPIRATION DATE



State of Iowa

Alcoholic Beverages Division

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE
DATE

OUTDOOR SERVICE EXPIRATION
DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE
DATE

TEMP TRANSFER EXPIRATION
DATE

7443 08 227 008

--- Permanent Property Address ---	----- Mailing Address -----
CASEYS MARKETING CO	CASEYS MARKETING CO
19900 VIRGINIA HILLS RD	STORE# 3205
COUNCIL BLUFFS, IA 51503	PO BOX 54288
	LEXINGTON, KY 40555

District: 049 LEWIS TWP/LEWIS CENTRAL

===== REAL ESTATE TAXES ON TREASURER'S WEBPAGE =====

Go to: <https://www.municipalonlinepayments.com/pottawattamiecoia/tax/search/detail/744308227008>

===== TAX DESCRIPTION* =====

* Not to be used on legal documents

LEWIS TWP MAGUIRE SUB LTS 4 & 5 & PT LT 1 COMM SE COR LT 4 TH S83.42' W129.49' NELY98.44' E82.95' TO POB (PARCEL A)

===== ASSESSED VALUE =====

* Class is for Assessment purposes only - Not Zoning

Current Value

2024	Comm. Land	Improvement	Total	Class
Full Value	\$290,000	\$1,109,000	\$1,399,000	C
Exempt	\$0	\$0	\$0	C
Net Total	\$290,000	\$1,109,000	\$1,399,000	C

Prior Year Value

2023	Comm. Land	Improvement	Total	Class
Full Value	\$290,000	\$1,109,000	\$1,399,000	C
Exempt	\$0	\$0	\$0	C
Net Total	\$290,000	\$1,109,000	\$1,399,000	C

===== EXEMPTIONS/CREDITS APPLIED =====

===== OWNERS =====

* Book/Page LINKS TO RECORDER'S WEBPAGE

1 D CASEYS MARKETING CO book/page: [2012/19671](#) D

===== SALES HISTORY =====

Sale Date	Amount	Code	Book/Page	
12/19/2012	600000	D50	2012/19671	multiple parcel sale
12/31/2007	4570504	D050	2007/20259	multiple parcel sale
12/31/2007	4571000	D049	2008/03442	multiple parcel sale
08/05/1999	1015000	D043	0100/10672	multiple parcel sale
10/05/1993	0	D049	0094/15678	multiple parcel sale

===== ASSESSMENT DATA =====

PDF: 10 MAP: LEWIS TWP COMM-10

Date Reviewed: 02/22/23 GMS

LAND.....57499 sqFt 1.32 acres

Commercial Building 1 of 1 -- Store - Convenience (204)

DBA: CASEY'S

STRUCTURE....1 story 3150 base SF 0 bsmt SF 3150 gross SF
 Year Built: 2014 Eff Year: 2014 Condition: Normal

VERTICALS....Ext Wall: Wood - Frame
 Int Wall: Drywall or Equiv.
 Front/Doors: Incl. w / Base
 Windows: Comm. Steel Sash

HORIZONTALS..Roof: Asph. Shingle/ Wood Dk
 Ceiling: Suspended Blk-Fiber
 Struc Floor: Concrete
 Floor Cover: Ceramic

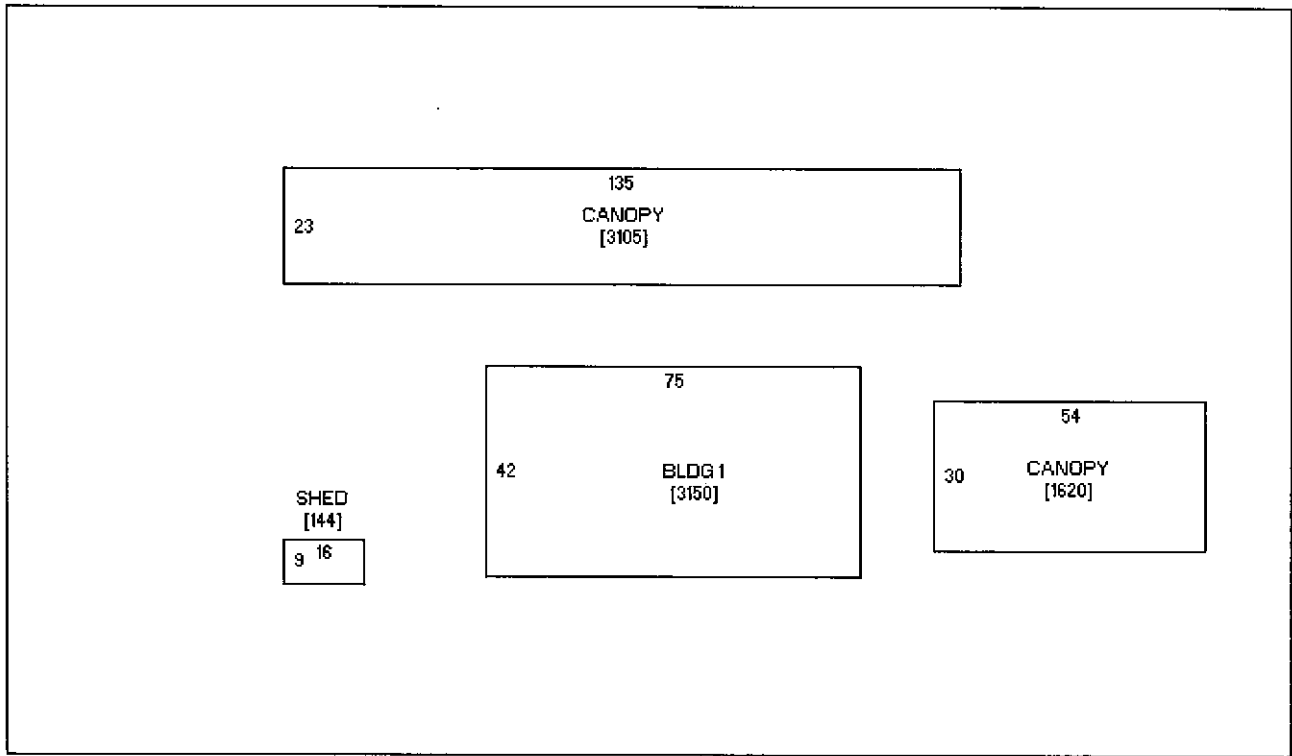
Framing: Wood - Light
HVAC: Combination FHA - AC

PLUMBING.....Toilet Room (2)
Sink-Kitchen (1)
Stainless Stl Sinks-(Lounge Type) 3 Tub (1)
Urinal - Wall (1)

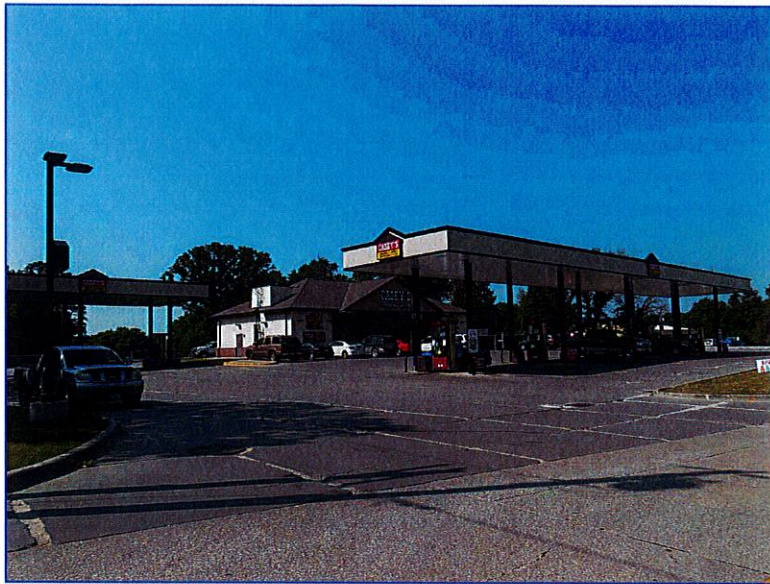
ADJUSTMENTS..Interior Restaurant (3150)

BLDG EXTRAS..1 Cold Storage: 189 SF, Cooler, 21 SFSA Door, No Door
1 Cold Storage: 180 SF, Cooler, 21 SFSA Door, No Door
1 Cold Storage: 56 SF, Freezer, 21 SFSA Door, No Door
1 Cold Storage: 48 SF, Cooler, 21 SFSA Door, No Door
1 Cold Storage: 42 SF, Freezer, 21 SFSA Door, No Door

YARD EXTRAS..Canopy - Lighted 3,105 SF, Steel
Paving - Concrete 38,382 SF, Concrete Paving w/Curbs, Lighting: Average
Tank - Underground Fiber Coated Steel - Double Wall, 26,000 Gal, 5 Pump Stations
Tank - Underground Fiber Coated Steel - Double Wall, 20,000 Gal, 5 Pump Stations
Canopy - Lighted 1,620 SF, Steel
Shed W9.00 x L16.00 144 SF, Frame Shed



1990 VIRGINIA HILLS RD, CASEYS MARKETING CO



19900 VIRGINIA HILLS RD, CASEYS MARKETING CO, 1 07/06/2020

[Zoom Out](#) [Zoom In](#)



600ft x 600ft

Click any parcel to go to its web page

Spring 2024 aerial

See [more maps](#) at the [County GIS Department](#).

As of: On Web

[Find Property](#) [Res Sales](#) [Comm/Ind Sales](#)

TO: Lea Voss, County Treasurer
Andrew Brown, County Sheriff
Matt Wyant, County Planning Director

FROM: Paula Good

Request for County Department Comments

DATE: August 5, 2024

ESTABLISHMENT: **Renewal – Casey's 3205**

OWNER: see attached

LEGAL DESCRIPTION: See attached property record.

The Planning Dept. has received the attached request for the above class permits/sales/services. Please supply the following information for the Board of Supervisors within five (5) working days. Additional explanations may be given in the form of comments below and/or attachments.

DEPARTMENT	COMMENTS	YES	NO
TREASURER	Free from certified taxes and special assessments		
PLANNING	Properly zoned		
	Nuisance violations		
	Septic system violations		
SHERIFF	Complaints received	✓	✓
	Citations issued at this establishment		✓
	Owner convicted of a felony within the last 5 years		✓

COMMENTS

Signature

AI Brown

4/28/24 PDHR involving building

All other reports over the last year @ location do not involve this business

Nothing located on owner w/vercheck search for felony charges
* owner's name (100%) is under Casey's general staff - 0% of ownership listed for all names provided

TO: Lea Voss, County Treasurer
Andrew Brown, County Sheriff
Matt Wyant, County Planning Director

FROM: Paula Good

Request for County Department Comments

DATE: August 5, 2024

ESTABLISHMENT: *Renewal – Casey's 3205*

OWNER: see attached

LEGAL DESCRIPTION: See attached property record.

The Planning Dept. has received the attached request for the above class permits/sales/services. Please supply the following information for the Board of Supervisors within five (5) working days. Additional explanations may be given in the form of comments below and/or attachments.

DEPARTMENT	COMMENTS	YES	NO
TREASURER	Free from certified taxes and special assessments	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PLANNING	Properly zoned	<input type="checkbox"/>	<input type="checkbox"/>
	Nuisance violations	<input type="checkbox"/>	<input type="checkbox"/>
	Septic system violations	<input type="checkbox"/>	<input type="checkbox"/>
SHERIFF	Complaints received	<input type="checkbox"/>	<input type="checkbox"/>
	Citations issued at this establishment	<input type="checkbox"/>	<input type="checkbox"/>
	Owner convicted of a felony within the last 5 years	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS

Signature

Lea A Voss

TO: Lea Voss, County Treasurer
Andrew Brown, County Sheriff
Matt Wyant, County Planning Director

FROM: Paula Good

Request for County Department Comments

DATE: August 5, 2024

ESTABLISHMENT: *Renewal – Taylor-Quik Pik*

OWNER: see attached

LEGAL DESCRIPTION: See attached property record.

The Planning Dept. has received the attached request for the above class permits/sales/services. Please supply the following information for the Board of Supervisors within five (5) working days. Additional explanations may be given in the form of comments below and/or attachments.

DEPARTMENT	COMMENTS	YES	NO
TREASURER	Free from certified taxes and special assessments		
PLANNING	Properly zoned	X	
	Nuisance violations	X uw	X
	Septic system violations		X
SHERIFF	Complaints received		
	Citations issued at this establishment		
	Owner convicted of a felony within the last 5 years		

COMMENTS

Signature





State of Iowa

Alcoholic Beverages Division

Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS		
TAYLOR OIL ENTERPRISES, LIMITED	Taylor Quik Pik	(712) 366-5046		
ADDRESS OF PREMISES	PREMISES SUITE/APT NUMBER	CITY	COUNTY	ZIP
14151 Wabash Ave		Council Bluffs	Pottawattamie	51503
MAILING ADDRESS	CITY	STATE	ZIP	
PO Box 548	Blair	Nebraska	68008	

Contact Person

NAME	PHONE	EMAIL
Eric Taylor	(402) 426-9505	eric@tqp.co

License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
LE0003354	Class E Retail Alcohol License	12 Month	Active

TENTATIVE EFFECTIVE DATE	TENTATIVE EXPIRATION DATE	LAST DAY OF BUSINESS
Oct 10, 2023	Oct 9, 2024	

SUB-PERMITS

Class E Retail Alcohol License

PRIVILEGES



State of Iowa

Alcoholic Beverages Division

Status of Business

BUSINESS TYPE

Corporation

Ownership

• Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
Bradley Taylor	Blair	Nebraska	68008	President/Owner	100.00	Yes
Roger Schultz	Harlan	Iowa	51537			
Eric Taylor	Blair	Nebraska	68008			
Eric Taylor	Blair	Nebraska	68008			

Insurance Company Information

INSURANCE COMPANY

POLICY EFFECTIVE DATE

POLICY EXPIRATION DATE

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE DATE

OUTDOOR SERVICE EXPIRATION DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE DATE

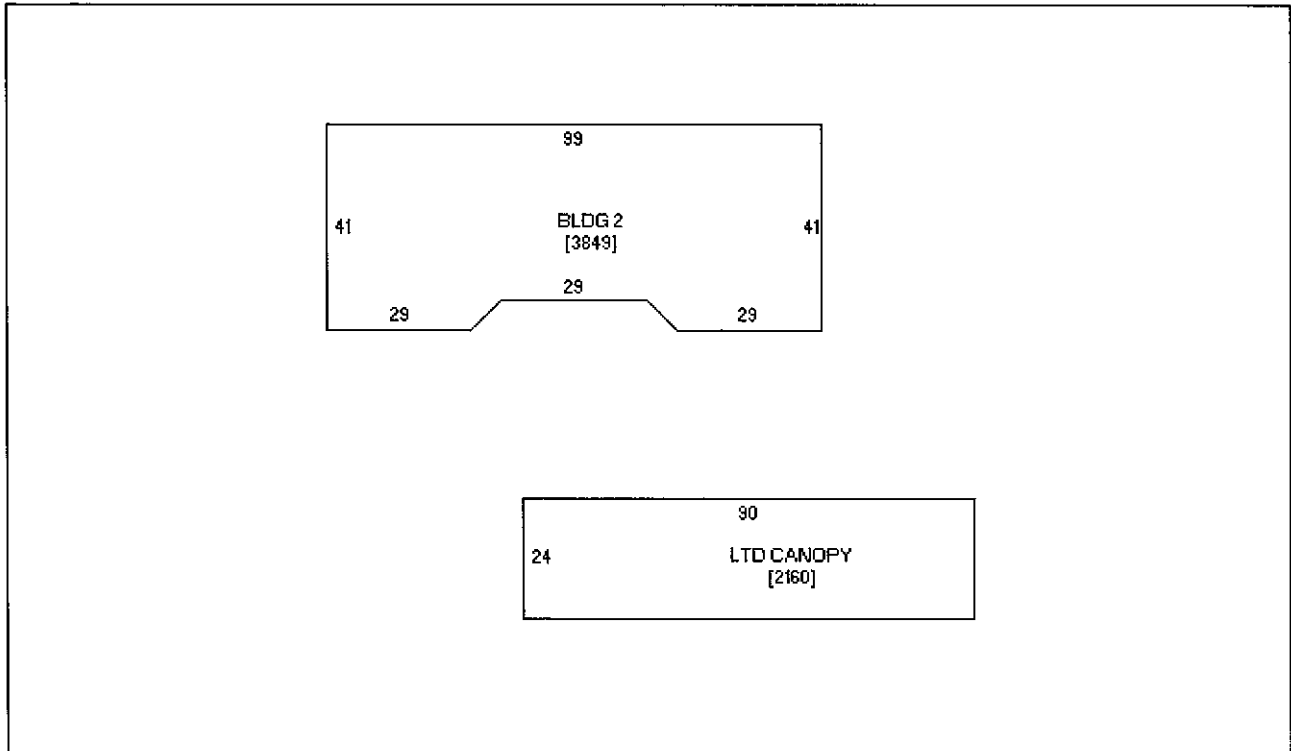
TEMP TRANSFER EXPIRATION DATE

HORIZONTALS..Roof: Rubber Membrane/Wood
Ceiling: Unfinished
Drywall
Struc Floor: Concrete
Floor Cover: Ceramic
Partitions: Incl. w / Base
Framing: Wood - Average
HVAC: Combination FHA - AC

PLUMBING.....Toilet Room (2)
Stainless Stl Sinks-(Lounge Type) 3 Tub (1)
Sink-Kitchen (2)
Urinal - Wall (1)

BLDG EXTRAS..1 Cold Storage: 147 SF, Freezer, 32 SFSA Door, No Door
1 Cold Storage: 444 SF, Cooler, 32 SFSA Door, No Door

YARD EXTRAS..Paving - Concrete 25,500 SF, Concrete Parking
Tank - Underground Fiberglass - Double Wall, 10,000 Gal, 3 Pump Stations
Canopy - Lighted 2,160 SF, Steel
Tank - Underground Fiberglass Multi-compt - Double Wall, 12,000 Gal, 5 Pump Stations
4 Electric Vehicle Charging Station Curbside DC Fast Charge (Multi)

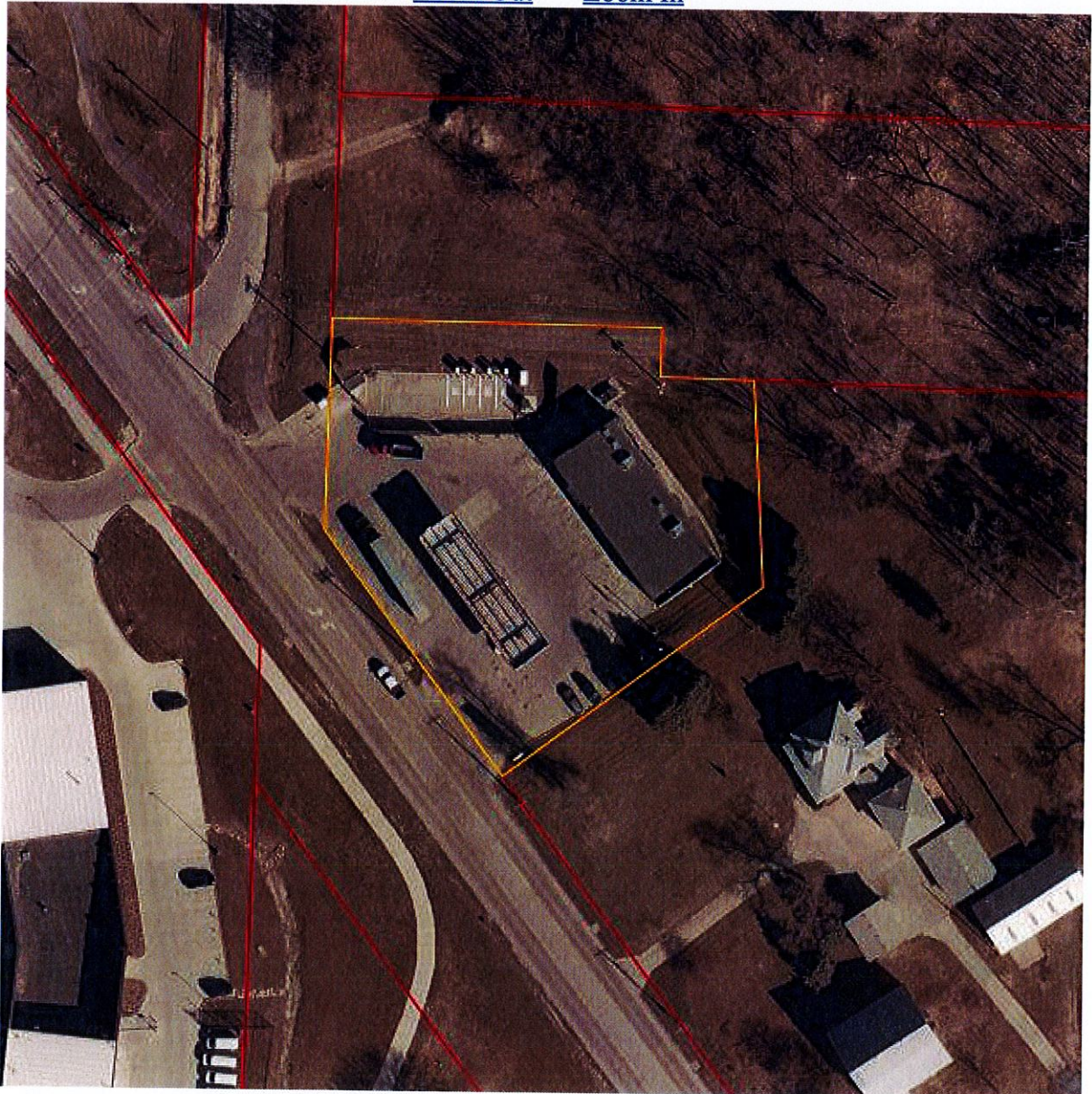


14151 WABASH AVE, TAYLOR OIL COMPANY INC



14151 WABASH AVE, TAYLOR OIL COMPANY INC, 1 06/25/2020

[Zoom Out](#) [Zoom In](#)



600ft x 600ft

Click any parcel to go to its web page

Spring 2024 aerial

See [more maps](#) at the [County GIS Department](#).

As of: On Web

[Find Property](#) [Res Sales](#) [Comm/Ind Sales](#)

TO: Lea Voss, County Treasurer
Andrew Brown, County Sheriff
Matt Wyant, County Planning Director

FROM: Paula Good

Request for County Department Comments

DATE: August 5, 2024

ESTABLISHMENT: *Renewal – Taylor-Quik Pik*

OWNER: see attached

LEGAL DESCRIPTION: See attached property record.

The Planning Dept. has received the attached request for the above class permits/sales/services. Please supply the following information for the Board of Supervisors within five (5) working days. Additional explanations may be given in the form of comments below and/or attachments.

DEPARTMENT	COMMENTS	YES	NO
TREASURER	Free from certified taxes and special assessments	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PLANNING	Properly zoned	<input type="checkbox"/>	<input type="checkbox"/>
	Nuisance violations	<input type="checkbox"/>	<input type="checkbox"/>
	Septic system violations	<input type="checkbox"/>	<input type="checkbox"/>
SHERIFF	Complaints received	<input type="checkbox"/>	<input type="checkbox"/>
	Citations issued at this establishment	<input type="checkbox"/>	<input type="checkbox"/>
	Owner convicted of a felony within the last 5 years	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS

Signature

Lea A Voss

TO: Lea Voss, County Treasurer
Andrew Brown, County Sheriff
Matt Wyant, County Planning Director

FROM: Paula Good

Request for County Department Comments

DATE: August 5, 2024

ESTABLISHMENT: *Renewal – Taylor-Quik Pik*

OWNER: see attached

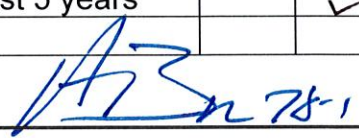
LEGAL DESCRIPTION: See attached property record.

The Planning Dept. has received the attached request for the above class permits/sales/services. Please supply the following information for the Board of Supervisors within five (5) working days. Additional explanations may be given in the form of comments below and/or attachments.

DEPARTMENT	COMMENTS	YES	NO
TREASURER	Free from certified taxes and special assessments		
PLANNING	Properly zoned		
	Nuisance violations		
	Septic system violations		
SHERIFF	Complaints received	✓	
	Citations issued at this establishment	✓	
	Owner convicted of a felony within the last 5 years		✓

COMMENTS

Signature



01/01/24 - theft report + trespass notice issued

01/05/24 - theft - arrest

no Sebny charges located w/warehouse search on owner

Scheduled Sessions

**Matt Wyant/Director, Planning and
Development**

**Public Hearing on proposed preliminary plat
of Freedom Hills, a subdivision situated in
Crescent Township; and to approve and
authorize Board to sign Planning and Zoning
Resolution NO. 2024-06.**

RECORDER'S COVER SHEET

Prepared by:

Pottawattamie County Office of Planning and Development
223 South 6th Street, Suite 4
Council Bluffs, IA 51501-4245
(712) 328-5792

Return Document to:

Pottawattamie County Office of Planning and Development
223 South 6th Street, Suite 4
Council Bluffs, IA 51501-4245
(712) 328-5792

Document Title:

Pottawattamie County
Planning and Zoning Resolution #2024-06

**PLANNING AND ZONING
RESOLUTION NO. 2024-06**

WHEREAS, the proposed preliminary plat and supporting documents for **Freedom Hills**, a subdivision situated in **Crescent Township**, has been filed with the Pottawattamie County Planning and Zoning Commission for its study and recommendation under **Case #SUB-2024-04**; and

WHEREAS, said Commission conducted a public hearing on **July 15, 2024**, in accordance with Chapter 9.04 of the Pottawattamie County, Iowa, Code and Chapter 354, Code of Iowa, and has given all parties an opportunity to be heard; and

WHEREAS, after careful study and being thoroughly familiar with the involved real estate and the surrounding area, said Commission has submitted its written recommendation to this Board to approve the preliminary plat; and

WHEREAS, this Board conducted a public hearing on **August 13, 2024** in accordance with the above-noted Ordinance and Statute, and has examined the proposed preliminary plat; and

WHEREAS, after careful study, and due consideration this Board has determined that the proposed preliminary plat conforms to the requirements of Chapter 9.01-9.30. Subdivision Ordinance of the Pottawattamie County, Iowa, Code; the Pottawattamie County, Iowa, Land Use Plan and Chapter 354, Code of Iowa, and has deemed it to be in the best interest of Pottawattamie County, Iowa, to concur with the County’s Planning and Zoning Commission’s recommendation:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF POTTAWATTAMIE COUNTY, IOWA: That the proposed preliminary plat of **Freedom Hills**, be, and the same is hereby approved as the preliminary plat of said subdivision.

Provided however, that this Resolution shall not be construed as being a final acceptance or approval of said Plat with the meaning of Chapter 9.01-9.30, Subdivision Ordinance, of the Pottawattamie County, Iowa, Code and Chapter 354, Code of Iowa; that after completion of all improvements and satisfaction of all requirements for final plats required by the State and County Ordinances and this Resolution, the final plat shall be submitted to this Board for its consideration.

PASSED AND APPROVED August 13, 2024.

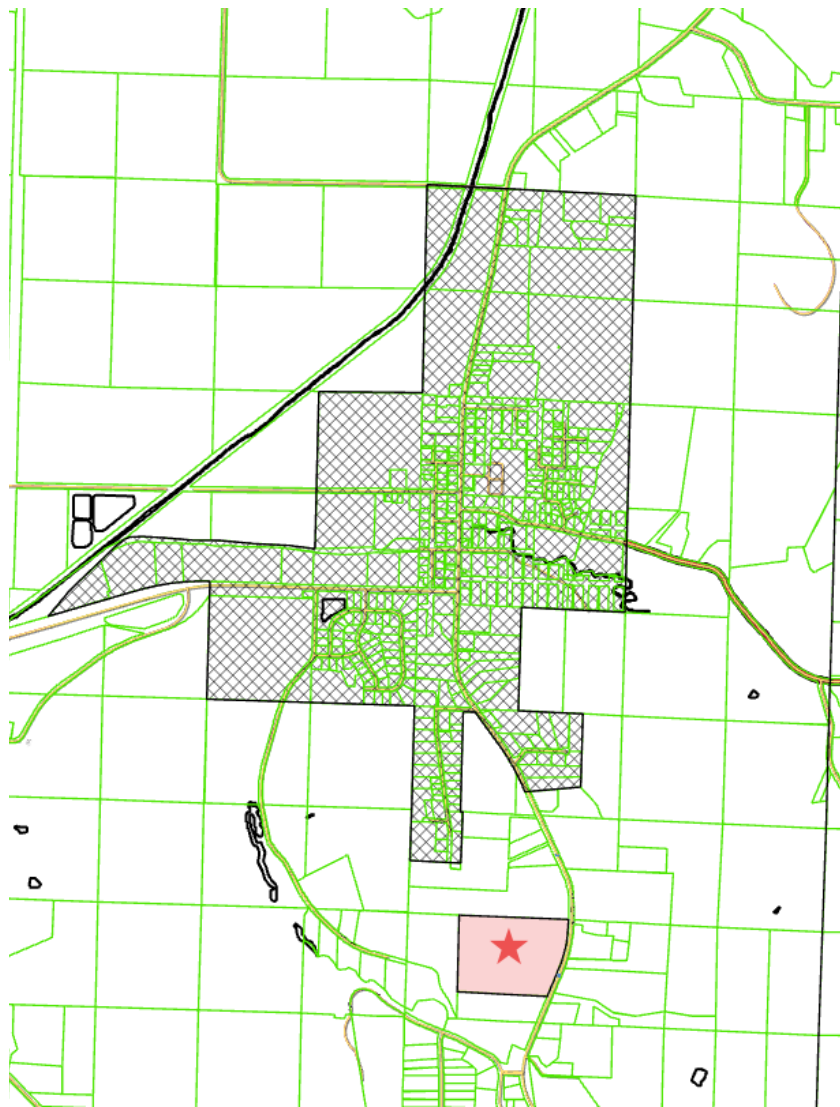
	AYE	ROLL NAY	CALL ABSTAIN	VOTE ABSENT
_____ Susan Miller, Chairman	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ Scott Belt	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ Brian Shea	<input type="radio"/>	<input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

Attest: _____
Melvyn Houser, County Auditor
Pottawattamie County, Iowa

RECORD: After Passage

TO: Board of Supervisors
FROM: Matt Wyant
DATE: August 10, 2024
RE: Case #SUB-2024-04
REQUEST: Preliminary plat approval of Freedom Hills (3 lot minor subdivision)
LOCATION: Crescent Township
LEGAL DESCRIPTION: 25-76-44 W OF RD SE SW EXC SLY343.77' & E1/2 SW SW EXC SLY343.77'

The subject property is located approximately 350 feet south of the city limits of Crescent on Old Lincoln Highway.



PROPERTY OWNERS:

Michael L – Nancy A Collins

SURVEYOR:

Tarron Meaike, Michael G Geier, Snyder & Associates Inc

GENERAL INFORMATION:

The applicants have made this request in order to allow a 3 lot minor subdivision.

SITE REVIEW:

The parcel consists of 28.82 acres. There is currently one single family dwelling, an outbuilding, septic system and a well on the property.



ZONING:

The subject property is currently located in a Class A-4 (Loess Hills) District.

8.014.010 INTENT: The Class A-4 District is intended to preserve the unique natural and environment characteristics of the Loess Hills' rare soils and topographic region of western Pottawattamie County, Iowa and at the same time allow for appropriate types and scales of development. Primary uses of these lands has historically been grasslands with significant regions cultivated for farming, as well as many farm dwellings and non-farm households adjacent or having access to hard surfaced street.

Subsection 8.014.020.04 of the Pottawattamie County, Iowa, Code, lists "Platted major subdivisions for single-family dwellings, when located on a hard surfaced street, as a permitted principal use in the Class A-4 District.

The minimum standards for the A-4 District with individual septic systems and wells are as follows:

	<u>Minimum</u>
Lot Size	2.0 Acres
Lot Width	175'
Lot Depth	300'

The minimum standards for the A-4 District with individual septic systems and municipal/common water are as follows:

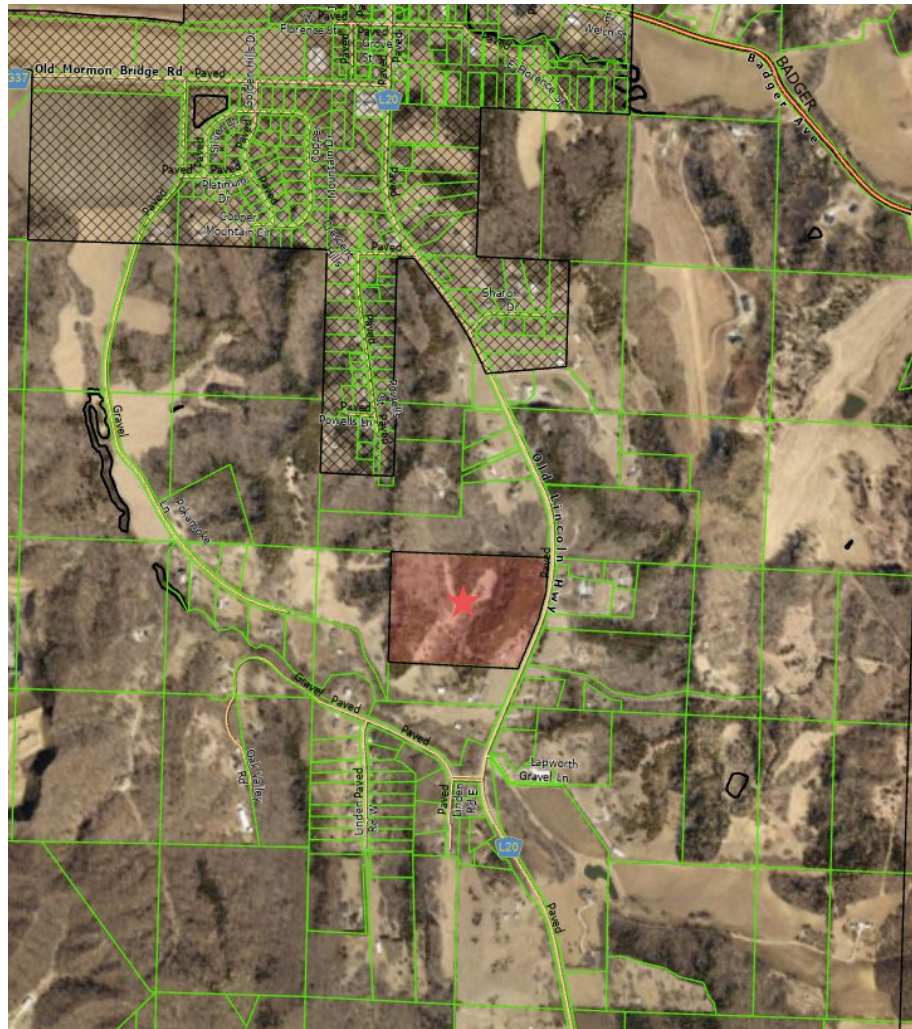
	<u>Minimum</u>
Lot Size	1.0 Acres
Lot Width	125'
Lot Depth	200'

It appears that the proposed lot sizes, lot widths and lot depths conform to the minimums. **SEE ATTACHMENT 1**

AREA REVIEW:

The subject property is located immediately adjacent to Old Lincoln Highway, a paved County Road. The current Iowa Department of Transportation Traffic Flow Map indicated an average traffic flow of 2,770 vehicles per day.

The properties in the immediate area are a mixture of rural residential acreages, Oak Valley subdivision and agricultural / timber ground.



SEWAGE DISPOSAL:

Where an adequate public or common sanitary sewer system is not reasonably accessible or not required, onsite wastewater treatment and disposal systems may be used for the purpose of providing a private means of sewage disposal for each lot in the subdivision.

- A. The developer shall submit, with the preliminary plat, acceptable evidence of the suitability of the soil for onsite wastewater treatment and disposal systems on the site. The developer may be required to make one (1) or more soil boring tests and/or preliminary percolation tests within the boundaries of the subdivision if the evidence is deemed unacceptable by the County Board. Each test hole shall be numbered and its location and results shown on the final construction plans. All tests shall be performed in accordance with the Pottawattamie County, Iowa, Onsite Wastewater Treatment and Disposal System Ordinance.
- B. Lots where onsite wastewater treatment and disposal systems are proposed shall provide adequate space for two (2) such systems. The area dedicated for the second system is provided as a back up when the first system fails.
- C. Onsite wastewater treatment and disposal systems, if approved, may be installed at the expense of the developer, or at the expense of a subsequent lot owner at the time development of the lot takes place.

It is the applicant's intent to serve the lots with onsite wastewater treatment and disposal systems. **SEE ATTACHMENT 2**

WATER SUPPLY: City water.

COVENANTS: None proposed.

EXTERIOR ROAD: Lots 2 and 3 will have a shared entrance. Lot 1 is being combined with an abutting property and does not require a separate entrance.

OTHER AGENICES COMMENTS: A copy of the preliminary plat has been forwarded to the following agencies.

Pottawattamie County Engineer (no comment received)
Council Bluffs Community School District (no comment received)
Crescent Fire Department (no comment received)
Pottawattamie County Sheriff (no comment)

LAND USE PLAN: In 2015 the County Comprehensive Plan 2030 was adopted. That Plan designates the Future Land Use of the subject property as Loess Hills.

FLOOD HAZARD: The Flood Insurance Study prepared by the Federal Emergency Management Agency for the County designates in the Flood Insurance Rate Maps that the majority of the property as being in a Zone X-Areas of minimum flooding.

COMMISSION

RECOMMENDATION: On July 15, 2024 the Planning Commission conducted their public hearing on this request and made the following recommendation:

to recommend that the request of Michael L – Nancy A Collins Preliminary plat approval of Freedom Hills, as filed under Case #SUB-2024-03, be **approved by the Board of Supervisors**.

Motion by: Leaders.

Second by: Schultz.

Vote: Ayes –Larson, Leaders, Schultz, Chapman. Motion Carried.

FREEDOM HILLS

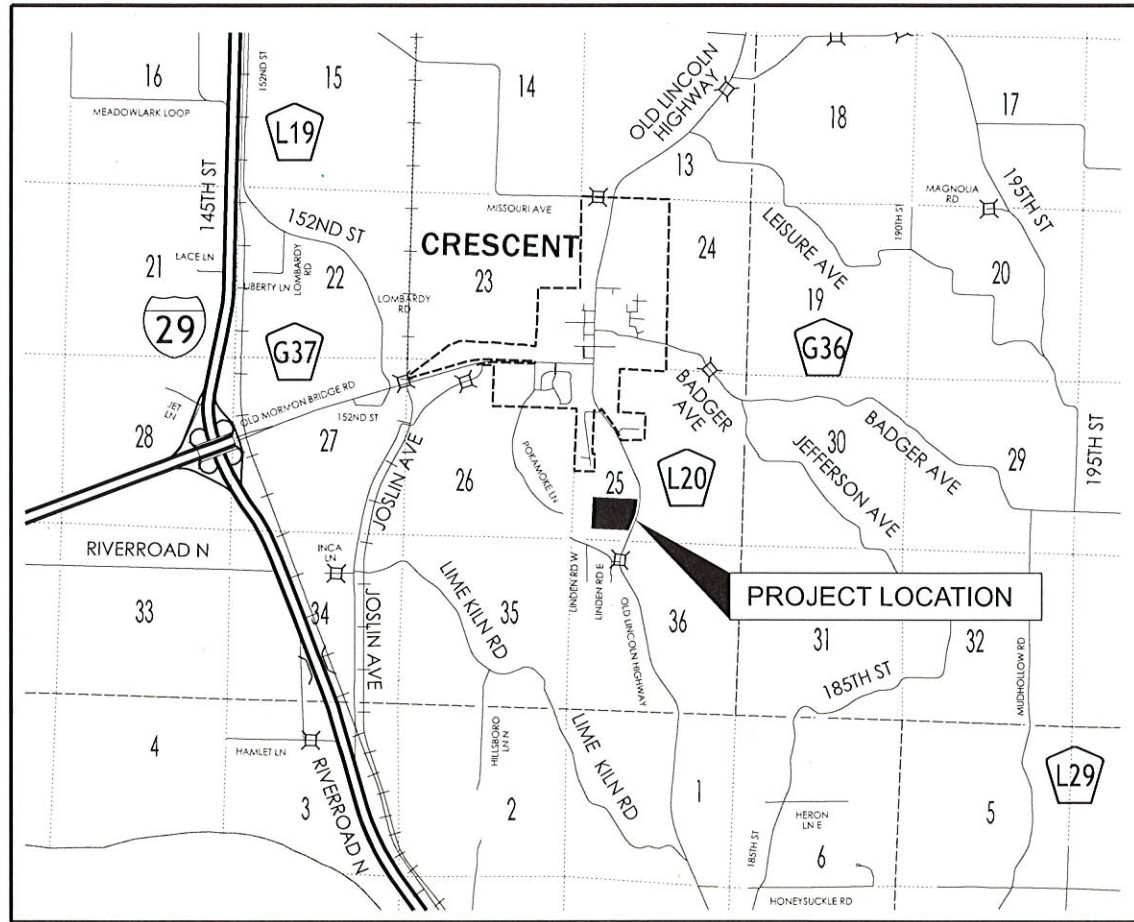
PRELIMINARY PLAT

INDEX LEGEND

SURVEYOR'S NAME / RETURN TO:
TARRON MEAIKE
SNYDER & ASSOCIATES, INC.
231 BENNETT AVENUE
COUNCIL BLUFFS, IOWA 51503
712-322-3202
TMEAIKE@SNYDER-ASSOCIATES.COM

SERVICE PROVIDED BY:
SNYDER & ASSOCIATES, INC.
SURVEY LOCATED:
PT E 1/2 SW 1/4 SW 1/4 AND W 1/2 SE 1/4 SW 1/4
SEC. 25-76-44

REQUESTED BY:
MICHAEL & NANCY COLLINS



VICINITY MAP
NOT TO SCALE

PROPERTY DESCRIPTION

THE E 1/2 SW 1/4 SW 1/4 AND PART OF THE W 1/2 SE 1/4 SW 1/4 LAYING WEST OF THE COUNTY ROAD ROW KNOWN AS IOWA HIGHWAY 183, ALL IN SECTION 25, TOWNSHIP 76, RANGE 44, POTTAWATTAMIE COUNTY, IOWA, EXCEPT THAT PART MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT A BROKEN CONCRETE MONUMENT ON THE S.W. CORNER OF SAID SECTION 25; THENCE N 89°51'56"E ALONG THE SOUTH LINE OF THE SW 1/4 OF SAID SECTION 25 A DISTANCE OF 661.01 FEET TO THE S.W. CORNER OF THE E 1/2 SW 1/4 SW 1/4 OF SAID SECTION 25 AND THE POINT OF BEGINNING IN A DEEP DITCH WHERE NO MONUMENT WAS SET; THENCE CONTINUING N 89°51'56"E ALONG THE SOUTH LINE OF THE SW 1/4 OF SAID SECTION 25 A DISTANCE OF 395.00 FEET TO A POINT AT WHICH SET AN IRON PIN; THENCE CONTINUING N 89°51'56"E ALONG THE SOUTH LINE OF THE SW 1/4 OF SAID SECTION 25 A DISTANCE OF 266.01 FEET TO THE S.E. CORNER OF THE E 1/2 SW 1/4 SW 1/4 THAT IS ALSO THE S.W. CORNER OF THE W 1/2 SE 1/4 SW 1/4 OF SAID SECTION 25, AT WHICH SET AN IRON PIN; THENCE CONTINUING N 89°51'56"E ALONG THE SOUTH LINE OF THE SW 1/4 OF SAID SECTION 25 A DISTANCE OF 350.89 FEET TO THE NORTHWESTERLY RIGHT-OF-WAY LINE OF IOWA HIGHWAY 183, AT WHICH SET AN IRON PIN; THENCE N 20°00'01"E ALONG SAID RIGHT-OF-WAY LINE A DISTANCE OF 385.12 FEET TO A POINT AT WHICH SET AN IRON PIN; THENCE S 89°51'56"W A DISTANCE OF 376.80 FEET TO A POINT ON THE CREST OF A BLUFF, AT WHICH SET AN IRON PIN; THENCE CONTINUING N 89°51'56"W, A DISTANCE OF 105.00 FEET TO A POINT ON THE WEST LINE OF THE W 1/2 SE 1/4 SW 1/4 THAT IS ALSO THE EAST LINE OF THE E 1/2 SW 1/4 SW 1/4 OF SAID SECTION 25, AT WHICH SET AN IRON PIN; THENCE CONTINUING S 89°51'56"W, A DISTANCE OF 660.61 FEET TO A POINT ON THE WEST LINE OF THE E 1/2 SW 1/4 SW 1/4 OF SAID SECTION 25, AT WHICH SET AN IRON PIN; THENCE S 00°52'59"E ALONG THE WEST LINE OF THE E 1/2 SW 1/4 SW 1/4 OF SAID SECTION 25 A DISTANCE OF 200.00 FEET TO A POINT AT WHICH SET AN IRON PIN; THENCE CONTINUING S 00°52'59"E ALONG THE WEST LINE OF THE E 1/2 SW 1/4 SW 1/4 A DISTANCE OF 143.77 FEET TO THE S.W. CORNER OF THE E 1/2 SW 1/4 SW 1/4 AND THE POINT OF BEGINNING. ALL IS SUBJECT TO EASEMENTS, IF ANY. SET IRON PINS ARE 5/8" X 30" REBAR WITH ALUMINUM CAP STAMPED LS10495. THE SOUTH LINE OF THE SW 1/4 OF SECTION 25, TOWNSHIP 76, RANGE 44 IS ASSUMED TO BEAR N 89°51'56"E, TO COINCIDE WITH THE PLAT OF AUDITOR'S SUBDIVISION OF PART OF THE SE 1/4 SW 1/4 AND THE W 1/2 SW 1/4 SE 1/4 EAST OF IOWA STATE HIGHWAY NO. 183, ALL IN SECTION 25, TOWNSHIP 76, RANGE 44, POTTAWATTAMIE COUNTY, IOWA, RECORDED IN BOOK 77, PAGE 22737 IN THE OFFICE OF THE POTTAWATTAMIE COUNTY RECORDER, THE RIGHT-OF-WAY FOR IOWA HIGHWAY 183 WAS ACQUIRED BY EASEMENT, RECORDED IN BOOK 712, PAGE 562 AND BY WARRANTY DEED, RECORDED IN BOOK 754, PAGE 100 ALL IN THE OFFICE OF THE RECORDER OF POTTAWATTAMIE COUNTY, IOWA.

OWNER / DEVELOPER

Michael & Nancy Collins
23094 Old Lincoln Hwy
Crescent, IA 51526
402-670-1465

DATE OF SURVEY

FEBRUARY 29, 2024

ZONING

CLASS A-4 DISTRICT (EXISTING & PROPOSED)

EXISTING FLOOD PLAIN

ZONE X - AREA OF MINIMAL FLOOD HAZARD
FEMA FLOOD MAP 1915C0401E
ISSUED 02/04/2005

LAND USE

EXISTING: UNDEVELOPED / RESIDENTIAL
PROPOSED: RESIDENTIAL

UTILITY SERVICES

WATER: INDIVIDUAL WELLS
SANITARY SEWER: SEPTIC SYSTEM

EASEMENTS

UTILITY EASEMENTS: 5' WIDE ON EACH SIDE AND REAR LOT LINE AND 10' WIDE EACH FRONT LOT LINE

BASIS OF BEARING

SPCS IOWA SOUTH
IA RTN DERIVED; US SURVEY FEET
NAD83(2011)EPOCH 2010.0000

UTILITY WARNING

THE UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY INFORMATION AND/OR RECORDS OBTAINED. THE SURVEYOR MAKES NO GUARANTEE THAT THE UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED.

UTILITY INFORMATION QUALITY SERVICE LEVELS

QUALITY LEVEL "D" INFORMATION COMES SOLELY FROM EXISTING UTILITY RECORDS. IT MAY PROVIDE AN OVERALL "FEEL" FOR THE CONGESTION OF UTILITIES, BUT IT IS OFTEN HIGHLY LIMITED IN TERMS OF COMPREHENSIVENESS AND ACCURACY. ITS USEFULNESS SHOULD BE CONFINED TO PROJECT PLANNING AND ROUTE SELECTION ACTIVITIES.

QUALITY LEVEL "C" INVOLVES SURVEYING VISIBLE, ABOVE-GROUND UTILITY FACILITIES, SUCH AS MANHOLES, VALVE BOXES, POSTS, ETC., AND CORRELATING THIS INFORMATION WITH EXISTING UTILITY RECORDS. WHEN USING THIS INFORMATION, IT IS NOT UNUSUAL TO FIND THAT MANY UNDERGROUND UTILITIES HAVE BEEN EITHER OMITTED OR ERRONEOUSLY PLOTTED. ITS USEFULNESS, THEREFORE, SHOULD BE CONFINED TO RURAL PROJECTS WHERE UTILITIES ARE NOT PREVALENT, OR ARE NOT TOO EXPENSIVE TO REPAIR OR RELOCATE.

QUALITY LEVEL "B" INVOLVES USE OF SURFACE GEOPHYSICAL TECHNIQUES TO DETERMINE THE EXISTENCE AND HORIZONTAL POSITION OF UNDERGROUND UTILITIES. THIS ACTIVITY IS CALLED "DESIGNATING". TWO-DIMENSIONAL MAPPING INFORMATION IS OBTAINED. THIS INFORMATION IS USUALLY SUFFICIENT TO ACCOMPLISH PRELIMINARY ENGINEERING GOALS. DECISIONS CAN BE MADE ON WHERE TO PLACE STORM SEWER DRAINAGE SYSTEMS, FOOTINGS, FOUNDATIONS, AND OTHER DESIGN FEATURES IN ORDER TO AVOID CONFLICTS WITH EXISTING UTILITIES. SLIGHT ADJUSTMENTS IN THE DESIGN CAN PRODUCE SUBSTANTIAL COST SAVINGS BY ELIMINATING UTILITY RELOCATIONS.

QUALITY LEVEL "A" INVOLVES THE USE OF NONDESTRUCTIVE DIGGING EQUIPMENT AT CRITICAL POINTS TO DETERMINE THE PRECISE HORIZONTAL AND VERTICAL POSITION OF UNDERGROUND UTILITIES, AS WELL AS THE TYPE, SIZE, CONDITION, MATERIAL, AND OTHER CHARACTERISTICS. THIS ACTIVITY IS CALLED "LOCATING". IT IS THE HIGHEST LEVEL PRESENTLY AVAILABLE. WHEN SURVEYED AND MAPPED, PRECISE PLAN AND PROFILE INFORMATION IS AVAILABLE FOR USE IN MAKING FINAL DESIGN DECISIONS. BY KNOWING EXACTLY WHERE A UTILITY IS POSITIONED IN THREE DIMENSIONS, THE DESIGNER CAN OFTEN MAKE SMALL ADJUSTMENTS IN ELEVATIONS OR HORIZONTAL LOCATIONS AND AVOID THE NEED TO RELOCATE UTILITIES. ADDITIONAL INFORMATION SUCH AS UTILITY MATERIAL, CONDITION, SIZE, SOIL CONTAMINATION, AND PAVING THICKNESS ALSO ASSISTS THE DESIGNER AND UTILITY OWNER IN THEIR DECISIONS.

UTILITY CONTACT INFORMATION

UTILITY CONTACT FOR MAPPING INFORMATION SHOWN AS RECEIVED FROM THE IOWA ONE CALL DESIGN REQUEST SYSTEM, TICKET NUMBER 552401074.

(COX) COX COMMUNICATIONS
Contact Name: JEREMY DIXON
Contact Phone: 4052135142
Contact Email: JEREMY.DIXON@COX.COM

(CSS) CRESCENT, CITY OF
Contact Name: Mary Martin
Contact Phone: 7123453981
Contact Email: crescentcityclerk@omhco.com

(CTIA01) CENTURYLINK
Contact Name: SADIE HULL
Contact Phone: 3185470147
Contact Email: sadie.hull@lumen.com

(M39E) MIDAMER-ELEC
Contact Name: David Fitch
Contact Phone: 7123665669
Contact Email: dfitch@midamerican.com

(P17) BLACK HILLS ENGY COUNCIL BLUFF
Contact Name: Chris Dewey
Contact Phone: 7123805028
Contact Email: chris.dewey@blackhillscorp.com



INDEX
1 - TITLE SHEET
2 - PRELIMINARY PLAT

LEGEND

Survey	Found	Set
Section Corner	●	△
1/2" Rebar, Yellow Plastic Cap #23722 (Unless Otherwise Noted)	▲	○
ROW Rail	■	
Calculated Point	•	
Platted Distance	P	
Measured Bearing & Distance	M	
Recorded As	R	
Deed Distance	D	
Calculated Distance	C	
Centerline	---	
Section Line	---	
1/4 Section Line	---	
1/4 1/4 Section Line	---	
Property Line	---	



I hereby certify that this land surveying document was prepared and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed Professional Land Surveyor under the laws of the State of Iowa.
Tarron Meaike 6/17/24
Tarron Meaike, PLS Date
License Number 23722
My License Renewal Date is December 31, 2025
Pages or sheets covered by this seal:
Sheets 1 and 2 of 2

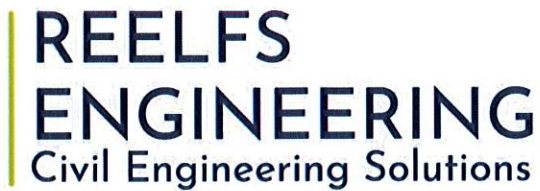
MARK	REVISION	DATE	BY
Engineer:	Checked By: TEM	Scale: 1" = 60'	
Tech/Checker:	Date: 6-13-2024	Field Bk:	
Project No:	123.1495	Sheet	1 of 2

POTTAWATTAMIE COUNTY, IOWA
231 BENNETT AVENUE
COUNCIL BLUFFS, IA 51503
712-322-3202 | www.snyder-associates.com

FREEDOM HILLS
TITLE SHEET
SNYDER & ASSOCIATES, INC.

Project No: 123.1495
Sheet 1 of 2

Case# SUB-2024-04 Attachment #2



April 16, 2024

Mr. Mike Collins
23094 Old Lincoln Highway
Crescent, Iowa

Subject: Soil Suitability for Onsite Wastewater Treatment
Freedom Hills Subdivision
23094 Old Lincoln Highway

Dear Mike:

Based on a review of the USDA soil survey and an on-site percolation test performed on March 21, 2024, the soils on the property located at 23094 Old Lincoln Highway appear to be suitable for the use of appropriately designed and constructed onsite wastewater treatment systems.

The measured percolation rate on March 21, 2024 was 6.9 minutes per inch which is a very low percolation rate for the area. That rate is considered good for onsite wastewater treatment systems.

The attached soils map indicates the on-site soils to be Ida, Napier, and Hamburg silt loams. The USDA soils survey rates all these soils as having saturated hydraulic conductivity in the moderately high range, which is also good for onsite wastewater treatment systems.

Each individual lot should obtain a percolation test for their specific location and follow Pottawattamie County and the State of Iowa requirements for system design and construction.

Sincerely,
REELFS ENGINEERING, LLC

A handwritten signature in black ink that reads "Scott D. Reelfs".

Scott D. Reelfs, PE
Project Manager

Attachments - soils map, percolation test chart, percolation location map

C:\Users\reel\OneDrive - Reelfs Engineering, LLC\Projects\Percolation Tests\24P07\24P07\24P07.dwg with sl Perc Locat.landing



General Notes

This drawing and all related documents (including electronic media) was prepared by Reelfs Engineering, LLC, except as noted otherwise therein and shall remain the property of Reelfs Engineering, LLC. The information herein shall only be used by the client to whom the services are rendered and only for the purpose of constructing and/or installing the work as shown at the designated location. Any other use of said documents, including (without limitation) any reproduction or alteration is strictly prohibited, and the user shall hold harmless and indemnify Reelfs Engineering, LLC from all liabilities which may arise from any unauthorized use. Such use shall cause the waiver of expressed or implied warranties and shall cover any liabilities which may arise from the construction, use or result of any such unauthorized use or changes.

No.	Revision/Issue	Date

Firm Name and Address
REELFS ENGINEERING
 Civil Engineering Solutions
 Council Bluffs, IA
 712.314.1648
 reel@reelfsengineering.com
 www.reelfsengineering.com

Project Name and Address
 24P07
 23094 OLD LINCOLN HWY
 POTTAWATTAMIE COUNTY

Sheet PERC LOCATION	Sheet C.01
Date 3/21/24	
Note SEE BAR SCALE	

CITY COUNCIL REGULAR MEETING

Monday, July 1st, 2024

Minutes of the City of Crescent Regular Council Meeting Monday, July 1st, 2024. Meeting called to order at 7:00p.m. by Mayor Chuck Hildreth. COUNCIL MEMBERS PRESENT: Flott, Schmidt, Powers, Brand, Hargens, Mayor Hildreth. Fire Chief Barrett present.

Consent Agenda / Motion by Flott to approve consent agenda, seconded by Schmidt. Powers, Brand, Hargens, all ayes. Motion carried.

Guest / Jess Urban to give an update on school options. They've been working closely with the IA Dept of Education. Looking into a charter school. Ran two pilot summer camps that were very successful. Hoping to have a community meeting the end of Aug or early Sep to go over details.

Resolution 119-2024 / Planning Commission and Board of Adjustment Approvals. Motion by Brand to approve, seconded by Powers. Schmidt, Hargens, Schmidt, all ayes.

Ordinance 05062024 / Amended Bulk Water Increase / 3rd Reading. Motion by Powers to approve, seconded by Flott. Schmidt, Hargens, Brand, all ayes.

Discussion / Freedom Hills Subdivision, Mike Collins. Changing from larger subdivision of approx. 13 homes to subdivision of 3 homes with larger lots. All three homes will need separate \$5000 water line, plus fees. Flott, Schmidt, Powers, Brand, Hargens all approve of subdivision.

Discussion / Agreement with DLR Group for design of new fire station. Shawn Shea of the Crescent Industrial Foundation asked about community center. There was discussion on grant options, location, who will run community hall. There will be a meeting for public input. Galen will move forward with design work for both fire station and fire station/community hall.

Discussion / CIF Committee. Elvis Jacobsen and Shawn Shea gave an update. They've earned \$30,000+ in interest. Also, there is just under \$12,000 in the Tornado Relief Fund. They will sign contract with Community Foundation of Western Iowa in hopes of receiving additional grant money. This is approx. a 6-month process, but will increase funds.

Discussion / Moving regular council meetings to 2nd Monday to allow for more current financial reports. Mayor would also like to increase to two meetings during the summer months beginning in 2025. More discussion to follow.

Mayor / There are still material donations being stored in the fire station and community room. We will be taking these items to shelters to free space. We're doing one more week of sewer testing for future waste water treatment plant.

Maintenance / Report submitted. Ditches are cleaned out and equipment returned. Ball games are done at the park. Removal of tree debris in park area and doing a considerable amount of mowing.

PeopleService / No Report.

Park Board / No Report.

CVFD / 193 calls this year even with interstates being closed. Flood waters are receding and looks like I-29 is being cleared off. Next breakfast is in October.

Public Forum / No Comments

Adjournment / Motion by Brand, seconded by Flott to adjourn, all ayes. Motion carried. Meeting adjourned at 7:57 p.m.

Attest: CHUCK HILDRETH, Mayor and JODY SHEA, City Clerk

AUGUST 8, 2024

MICHAEL COLLINS
23094 OLD LINCOLN HWY
CRESCENT IA 51526

SUBJECT: Off-Site Sedimentation and Drainage Complaint, Complaint No. 33813,
Staff Action No. 176697, Pottawattamie County

Dear Mr. Collins,

A complaint was recently filed with the Iowa Department of Natural Resources (DNR) regarding alleged off-site sedimentation and drainage from dirt work and grading activities being conducted on your property at 23094 Old Lincoln Highway in Crescent, Iowa. Additionally, the complainant also alleged the burning of construction materials occurring on this same property. Enclosed with this letter is a copy of 567 Iowa Administrative Code 23.2, open burning regulations. On July 19, 2024 I conducted an investigation. Although we documented sediment on the adjacent property, no evidence of recent grading or construction activity was documented. It appears the sediment was likely the result of drainage during heavy precipitation events from areas naturally void of vegetation.

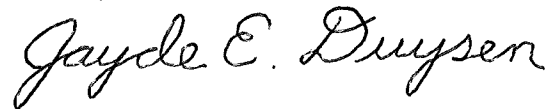
I attempted to contact you at your residence, left a door hanger, my card, and "Never Burn Tires and Other Iowa Open Burning Rules" for your information. On Wednesday, July 31, 2024 I received a call back from you. You stated that you had received my door hanger, that no grading is occurring, and the wet spring resulted in increased runoff from your property. You also stated that you received a letter from Pottawattamie County regarding open burning.

Although the DNR does not regulate individual drainage rights, if the disturbance exceeds an acre, National Pollutant Discharge Elimination System (NPDES) General Permit #2 stormwater coverage is required for construction activities. Additionally, it should be noted that some counties require stricter development standards in the Loess Hills region. Therefore, Pottawattamie County has also been copied on this letter.

The DNR does not have jurisdiction with respect to drainage. Enclosed is an informational drainage document created by the DNR. This document was written to inform inquiring parties of the drainage law and lack of DNR jurisdiction. Additionally, your local Natural Resource Conservation Service (NRCS) or Farm Service Agency (FSA) may be able to provide additional assistance.

No further action will be taken by the DNR regarding this complaint. If you have any questions or would like further explanation of any part of this letter, please contact me at (712) 340-3628 or via e-mail at jayde.duysen@dnr.iowa.gov.

Sincerely,

A handwritten signature in black ink that reads "Jayde E. Duysen". The signature is written in a cursive style with a large, prominent 'J' and 'D'.

Jayde E. Duysen
Environmental Specialist
Field Services & Compliance Bureau

File: Crescent071824.stw.complaint33813letter.duysen

Enc. Individual Drainage Rights
567 – 23.2, Air Quality regulations

Cc: Complainant
Pottawattamie County (via email)

To Whom it may concern, Pottawattamie County Board of Supervisors and Chairman Jill Chapman.

We Mike Wyant and Joan Ratay live next door to the property owned by Mike Collins on Old Lincoln Highway.

This is in regard to the Subdivision he is planning to put in. We are opposed to this. Because of his blatant

disregard of County rules and regulations. He has already dug and removed multiple side dumper loads of dirt

without permits. This has already caused drainage issues to our front and back lots. We asked him to put up silt

barrier. He said he would build a berm. He didn't. We have more water coming through our lot now then ever. Its

flooding our livestock pen and silting in our back and front lawns, killing off the grass. He's also been hauling in

construction debris and burning it out back. While we were on vacation recently we saw that an explosion had been

reported on his property. I can only assume it was something that was hauled in in the debris. We have no problem

with legal burns, but not plastic pipe and etc. He blocked the fire department from going back there, and said he

didn't need them because it was a controlled burn. OK! He has dug a road/ravine within 5-8 ft. (guesstimating) of our

fence line, "again no permit" what happens to our property if that collapses. He has no respect for rules. These

hills are part of Loess Hills. Not 100% sure but I think there are rules about disrupting that dirt and how much

you can legally move off of your property. Not to mention the debris the side dumpers left down Old Lincoln

Highway. I Joan personally spoke with him and first it was 3-4 homes then it was 16. So what is it? should

Your consideration in this matter is appreciated.

Mike Wyant & Joan Ratay.

Mike Wyant Joan Ratay

23016 Old Lincoln Hwy. Crescent IA 51526 7/10/2024



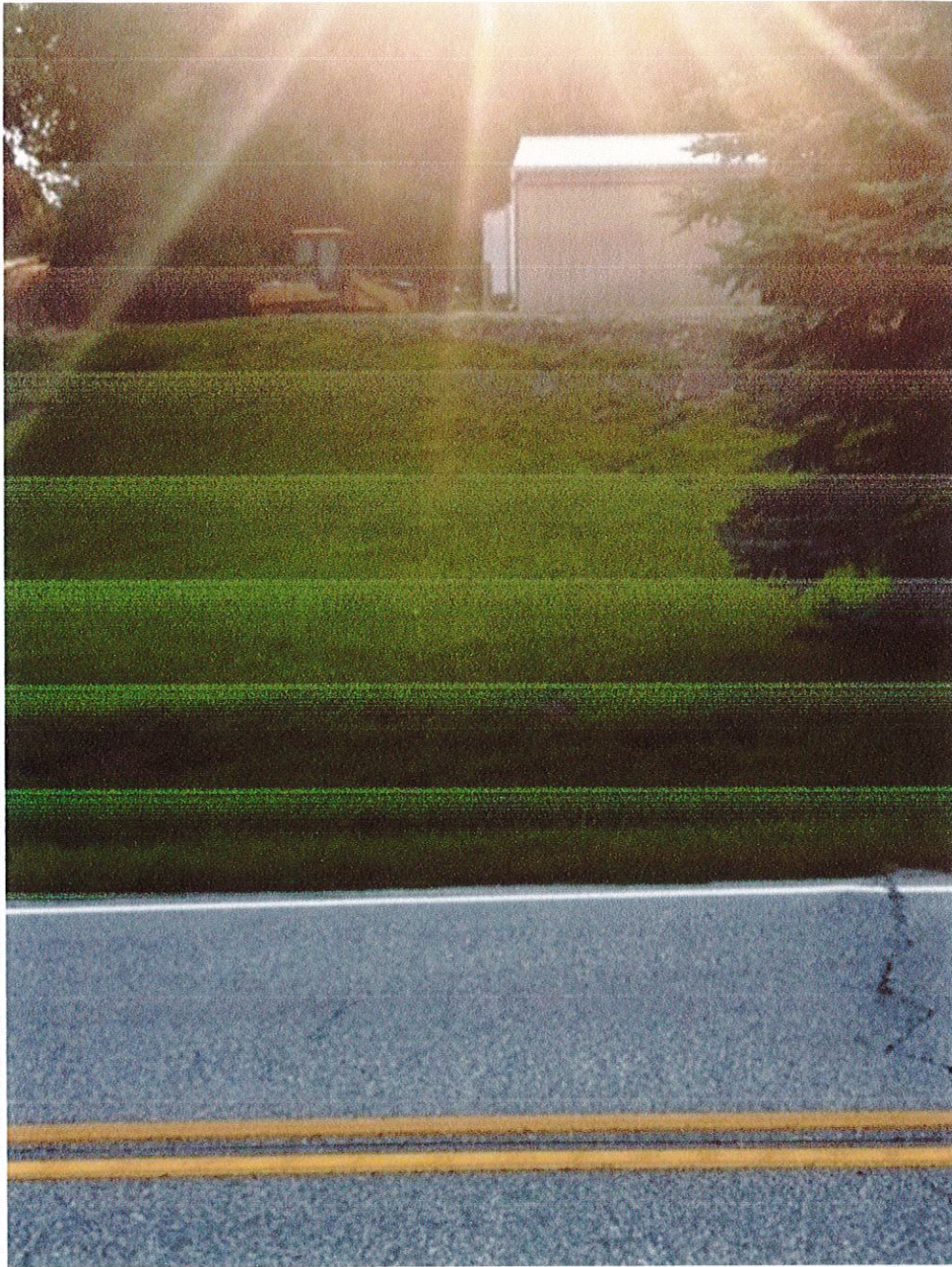
photos submitted by
Joan Ratay













Other Business

**Becky Lenihan/Finance and Tax Officer,
Auditor's Office and Gina Hatcher/Payroll
Benefits Specialist, Auditor's Office**

**Discussion and/or decision for payment for
positive pay/fraud alert protection with
American National Bank.**

What is Positive Pay?

Positive Pay is an automated fraud detection tool for checks and ACH items available to our business customers and empowers them to detect and respond to suspicious activity in real time. The business plays the lead role in determining if a transaction is legitimate or fraudulent. One of the primary benefits of using Positive Pay is that fraudulent transactions can be rejected immediately, preventing funds from leaving an account.

There are two types of Positive Pay - Check Positive Pay and ACH Positive Pay. With Check Positive Pay, the goal is to prevent check fraud by matching the checks you issue as a company with those presented for payment. If a check is considered suspicious, you are notified to review the check and determine if it should be paid. Check Payee Positive Pay takes it a step further and also reviews the payee's name on the checks to determine in addition to the other information on the check (dollar amount and check number). Check Payee Positive Pay is an excellent tool to use against common check fraud occurring more and more every day including check washing or the creation of fraudulent checks.

ACH Positive Pay allows you to monitor ACH debits and credits posting to your account. You can make decisions about those ACH transactions, reducing the risk of potential fraud.

To learn more about Positive Pay or if you would like to enroll in the service, contact Anne Di Santo, Vice President/Cash Management Officer, by phone at 610.973.8165 or email at adisanto@ambk.com.

**Jana Lemrick/Director, Human Resources
and/or Matt Wyant/Director, Planning and
Development**

**Discussion and/or decision to approve New
Job Description and pay for the position of
Inspector Lead.**

Job Description

Position Title	Inspector Lead
Reports To	Director of Planning
Supervises	None
FLSA Status	Exempt
Bargaining Unit	N/A
Grade	530
Updated	8.13.24

Summary of Position

Under general administrative supervision of the Director of Planning, responsible for inspections and plan examination functions for the Department, along with enforcement of all building codes. Administers and implements a variety of programs to control and regular water wells, on-site wastewater systems, environmental hazards to include noxious weeds. Leads and supervises County Inspector I & II.

Essential Functions

Assist the Director of Planning in operation and coordination of the Inspector Division within the office of Planning and Development. Lead, supervise and train County Inspector I & II.

May attend and assist with monthly meetings of the Board of Appeals, Board of Health and Board of Supervisors.

Explain building and housing codes to engineers, architects, contractors, homeowners and other interested parties; monitor State and Federal laws, codes and requirements to determine their applicability and/or impact on local codes, ordinances and procedures and advise the Inspector Lead of such issues.

Performs inspections of new development, remodeled and pre-manufactured single-family dwellings, accessory structures and commercial structures to ensure compliance with all adopted County and State building codes.

Perform plan reviews and inspections for building, mechanical and plumbing.

Prepare plan check correction notices, building correction notices and related records and reports.

Research material information to determine if alternative methods or materials are appropriate in a construction project.

Job Description

Respond to customer inquiries in person, over the telephone, and over the Internet. Explain department policies, appropriate codes and building guidelines.

Review and correct residential, commercial and industrial construction plans and specification to ensure compliance with applicable adopted State and County codes and authorize the issuance of building permits after code compliance has been determined.

Review and approve third-party inspection reports if applicable to residential, commercial and industrial construction projects.

Utilize a computer and related software programs for the purpose of building code management, data entry and word processing.

Verify Building and Housing Code complaints and conducts inspections and investigation on violations from commencement and processing through the legal system; coordinate and cooperate with Department Staff on conducting violation inspections of zoning violations relating to construction matters. This process will include documentation of violations through reports and photographs, issuance of the notice of violation and citation of county infraction. Processing of violations shall be coordinated with the Planning Director and the County Attorney and shall be performed in accordance with Planning Department policies. May be required to testify in Court proceedings to provide information about inspection findings, violations and actions taken by Department.

Visit construction sites as assigned, check plans and specifications for on-site conformity to all construction and building codes, verify compliance with applicable Zoning Codes including but not limited to setbacks and height, conduct inspection of actual construction, issue correction notices, complete inspection logs and make final inspections upon completion of new structures, improvements or repairs to determine conformity with Plans and Codes.

Conducts inspections and testing of on-site septic systems, wells, pools, spas, tattoo facilities, illegal dumping and air quality.

Issues on-site wastewater permits; data entry into the Iowa DNR database. Issues well permits; data entry into the Iowa DNR database.

of their ski/snowboard abili

Marginal Functions

Maintains safe and secure use and storage of county equipment and vehicle. Perform general vehicle preventive maintenance.

Attend national, state and local conferences and workshops.

Perform other duties as directed or as the situation dictates.

Essential Knowledge, Experience and Ability

Ability to establish and maintain a professional and effective working relationship with clients, supervisors, fellow employees, contract staff, outside agencies and organizations, government officials and other County departments.

Ability to communicate clearly and effectively both orally and in writing, in English.

Ability to maintain the confidentiality of all departmental and client communications, documents and correspondence.

Ability to work independently, prioritize work, meet deadlines and make decisions using independent judgment.

Ability to effectively and tactfully handle and process complaints in a professional manner.

Ability to effectively and tactfully enforce codes and ordinances pertaining to role.

Ability to read and interpret plans, blueprints and specifications.

Ability to compile and present technical reports.

Ability to spot discrepancies in verifying work.

Knowledge of and ability to operate standard office equipment including but not limited to personal computer, copier/printer, ladder, tape measure, level, engineering scale, architectural scale and similar devices.

Considerable knowledge of and ability to apply building construction practices, materials and equipment. Considerable knowledge of and ability to apply State Building Codes and County Building, Housing, Well, Onsite sewage disposal systems, Zoning Codes and Ordinances.

Knowledge of civil court procedures.

Ability to operate global positioning equipment (GPS) and ArcMap Graphic Information System.

ESSENTIAL EDUCATION, SKILLS, CERTIFICATION AND/OR LICENSES:

Graduation from high school diploma or GED.

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

Five (8) years' experience in building codes and/or permits within a governmental entity or any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work of an electrical inspector and plan reviewer.

Essential Education, Certification and/or Licences

Job Description

Must obtain certification in Hazardous Waste Operation and Emergency Response Training within timeframe established by employer and complete 8-hour refresher course annually.

Must obtain certification by the International Code Council (ICC) or International Association of Electrical Inspectors (IAEI) as and Electrical Inspector within one year of employment.

Additional certifications as a Plan Reviewer, Building, Mechanical or Plumbing Inspector as specified by Director of Planning attained withing timeframe established by employer.

Certifications shall be maintained throughout the course of the employment.

Two (2) years' experience in Well and Onsite sewage disposal system codes and/or permits within a governmental entity or any equivalent combination of experience and training.

Five (5) years' experience in building codes and/or permits within a governmental entity or any equivalent combination of experience and training, preferred.

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

Regular and punctual attendance at the assigned work location is an essential function of this position. Work is generally performed outdoors, year-round, periodically during inclement weather, at construction sites and may be noisy, dusty, hazardous and stressful. Work is also required to be performed indoors.

The incumbent is required to walk, stand, reach, kneel, crouch, bend, climb, lift, carry and utilize tools and equipment weighing up to 50 pounds. Incumbents must also possess the coordination and manual dexterity necessary to transport themselves to and from inspection sites. Incumbent is required to physically access rough terrain and construction sites, to enter excavation sites for structures and to maneuver rough terrain on foot to perform inspections and investigations.

Hand-eye coordination is necessary to operate computers and various other pieces of equipment. While performing the duties, the incumbent is required to use hands to finger, handle, feel or operate objects, tools or controls and to reach with hand and arms.

Working hours may occasionally be required before or after regular business hours, in times of darkness or without electrical power.

Vision abilities correctable to normal ranges include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

Communication abilities include the ability to talk and hear within normal ranges. The incumbent is required to use voice to communicate as a result, clear diction and audible volume is required.

Work requires extensive interaction with the public and may be stressful when dealing with irate citizens and/or meeting deadlines may be stressful at times.

**Jana Lemrick/Director, Human Resources
and/or Matt Wyant/Director, Planning and
Development**

**Discussion and/or decision to approve New
Job Description and pay for the position of
County Inspector II.**

Job Description

Position Title	Inspector II
Reports To	Inspector Lead
Supervises	None
FLSA Status	Non-Exempt
Bargaining Unit	N/A
Grade	527
Updated	8.13.24

Summary of Position

Under general administrative supervision of the Inspector Lead, responsible for inspections and plan examination functions for the Department, along with enforcement of all building, well and on-site sewage disposal system codes. Administers and implements a variety of programs to control and regular water wells, on-site wastewater systems, environmental hazards to include noxious weeds.

Essential Functions

May attend and assist with monthly meetings of the Board of Appeals, Board of Health and Board of Supervisors.

Explain building and housing codes to engineers, architects, contractors, homeowners and other interested parties; monitor State and Federal laws, codes and requirements to determine their applicability and/or impact on local codes, ordinances and procedures and advise the Inspector Lead of such issues.

Performs inspections of new development, remodeled and pre-manufactured single-family dwellings, accessory structures and commercial structures to ensure compliance with all adopted County and State building codes.

Perform plan reviews and inspections for building, electrical, mechanical and plumbing.

Prepare plan check correction notices, building correction notices and related records and reports.

Research material information to determine if alternative methods or materials are appropriate in a construction project.

Respond to customer inquiries in person, over the telephone, and over the Internet. Explain department policies, appropriate codes and building guidelines.

Job Description

Review and correct residential, commercial and industrial construction plans and specification to ensure compliance with applicable adopted State and County codes and authorize the issuance of building permits after code compliance has been determined.

Review and approve third-party inspection reports if applicable to residential, commercial and industrial construction projects.

Utilize a computer and related software programs for the purpose of building code management, data entry and word processing.

Verify Building and Housing Code complaints and conducts inspections and investigation on violations from commencement and processing through the legal system; coordinate and cooperate with Department Staff on conducting violation inspections of zoning violations relating to construction matters. This process will include documentation of violations through reports and photographs, issuance of the notice of violation and citation of county infraction. Processing of violations shall be coordinated with the Planning Director and the County Attorney and shall be performed in accordance with Planning Department policies. May be required to testify in Court proceedings to provide information about inspection findings, violations and actions taken by Department.

Visit construction sites as assigned, check plans and specifications for on-site conformity to all construction and building codes, verify compliance with applicable Zoning Codes including but not limited to setbacks and height, conduct inspection of actual construction, issue correction notices, complete inspection logs and make final inspections upon completion of new structures, improvements or repairs to determine conformity with Plans and Codes.

Conducts inspections and testing of on-site septic systems, wells, pools, spas, tattoo facilities, illegal dumping and air quality.

Issues on-site wastewater permits; data entry into the Iowa DNR database. Issues well permits; data entry into the Iowa DNR database.

Receive and process requests for percolation tests. Requests water samples for testing.

Receive and process noxious weed, zoning and septic complaints and questions; conducts investigations, resolves complaints, and forwards response to complainant.

Notify property owners of noxious weeds, zoning & septic violations and corrective measures.

Assist property owners with well closures.

Assist in the review of Master Matrix scoring system to evaluate the siting of permitted confinement feeding operations as presented by the Iowa Department of Natural Resources (DNR) and provides IDNR with the County's analysis of the results.

Marginal Functions

Maintains safe and secure use and storage of county equipment and vehicle. Perform general vehicle preventive maintenance.

Attend national, state and local conferences and workshops.

Perform other duties as directed or as the situation dictates.

Essential Knowledge, Experience and Ability

Ability to establish and maintain a professional and effective working relationship with clients, supervisors, fellow employees, contract staff, outside agencies and organizations, government officials and other County departments.

Ability to communicate clearly and effectively both orally and in writing, in English.

Ability to maintain the confidentiality of all departmental and client communications, documents and correspondence.

Ability to work independently, prioritize work, meet deadlines and make decisions using independent judgment.

Ability to effectively and tactfully handle and process complaints in a professional manner.

Ability to effectively and tactfully enforce codes and ordinances pertaining to role.

Ability to read and interpret plans, blueprints and specifications.

Ability to compile and present technical reports.

Ability to spot discrepancies in verifying work.

Knowledge of and ability to operate standard office equipment including but not limited to personal computer, copier/printer, ladder, tape measure, level, engineering scale, architectural scale and similar devices.

Considerable knowledge of and ability to apply building construction practices, materials and equipment. Considerable knowledge of and ability to apply State Building Codes and County Building, Housing and Zoning Codes and Ordinances.

Knowledge of civil court procedures.

Ability to operate global positioning equipment (GPS) and ArcMap Graphic Information System.

ESSENTIAL EDUCATION, SKILLS, CERTIFICATION AND/OR LICENSES:

Graduation from high school diploma or GED.

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

Essential Education, Certification and/or Licences

Must obtain Iowa Department of Agriculture and Land Stewardship Commercial Pesticide Applicator IA-Agriculture Weed Control and 6-Right-of-Way Weed Control Certifications within 1-year of employment.

Job Description

Must obtain certification in Hazardous Waste Operation and Emergency Response Training within timeframe established by employer and complete 8-hour refresher course annually.

Must obtain certification by the International Code Council (ICC) or International Association of Electrical Inspectors (IAEI) as and Electrical Inspector upon employment.

Additional certifications as a Plan Reviewer, Building, Mechanical or Plumbing Inspector as specified by Director of Planning attained withing timeframe established by employer.

Certifications shall be maintained throughout the course of the employment.

Two (2) years' experience in building codes and/or permits within a governmental entity or any equivalent combination of experience and training.

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

Regular and punctual attendance at the assigned work location is an essential function of this position. Work is generally performed outdoors, year-round, periodically during inclement weather, at construction sites and may be noisy, dusty, hazardous and stressful. Work is also required to be performed indoors.

The incumbent is required to walk, stand, reach, kneel, crouch, bend, climb, lift, carry and utilize tools and equipment weighing up to 50 pounds. Incumbents must also possess the coordination and manual dexterity necessary to transport themselves to and from inspection sites. Incumbent is required to physically access rough terrain and construction sites, to enter excavation sites for structures and to maneuver rough terrain on foot to perform inspections and investigations.

Hand-eye coordination is necessary to operate computers and various other pieces of equipment. While performing the duties, the incumbent is required to use hands to finger, handle, feel or operate objects, tools or controls and to reach with hand and arms.

Working hours may occasionally be required before or after regular business hours, in times of darkness or without electrical power.

Vision abilities correctable to normal ranges include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

Communication abilities include the ability to talk and hear within normal ranges. The incumbent is required to use voice to communicate as a result, clear diction and audible volume is required.

Work requires extensive interaction with the public and may be stressful when dealing with irate citizens and/or meeting deadlines may be stressful at times.

**Jana Lemrick/Director, Human Resources
and/or Matt Wyant/Director, Planning and
Development**

**Discussion and/or decision to approve New
Job Description and pay for the position of
County Inspector I.**

Job Description

Position Title	Inspector I
Reports To	Inspector Lead
Supervises	None
FLSA Status	Non-Exempt
Bargaining Unit	N/A
Grade	527
Updated	8.13.24

Summary of Position

Under general administrative supervision of the Inspector Lead, responsible for inspections and plan examination functions for the Department, along with enforcement of all building, well and on-site sewage disposal system codes. Administers and implements a variety of programs to control and regular water wells, on-site wastewater systems, environmental hazards to include noxious weeds.

Essential Functions

May attend and assist with monthly meetings of the Board of Appeals, Board of Health and Board of Supervisors.

Explain building and housing codes to engineers, architects, contractors, homeowners and other interested parties; monitor State and Federal laws, codes and requirements to determine their applicability and/or impact on local codes, ordinances and procedures and advise the Inspector Lead of such issues.

Performs inspections of new development, remodeled and pre-manufactured single-family dwellings, accessory structures and commercial structures to ensure compliance with all adopted County and State building codes.

Perform plan reviews and inspections for building, mechanical and plumbing.

Prepare plan check correction notices, building correction notices and related records and reports.

Research material information to determine if alternative methods or materials are appropriate in a construction project.

Respond to customer inquiries in person, over the telephone, and over the Internet. Explain department policies, appropriate codes and building guidelines.

Job Description

Review and correct residential construction plans and specification to ensure compliance with applicable adopted State and County codes and authorize the issuance of building permits after code compliance has been determined.

Review and approve third-party inspection reports if applicable to residential construction projects.

Utilize a computer and related software programs for the purpose of building code management, data entry and word processing.

Verify Building and Housing Code complaints and conducts inspections and investigation on violations from commencement and processing through the legal system; coordinate and cooperate with Department Staff on conducting violation inspections of zoning violations relating to construction matters. This process will include documentation of violations through reports and photographs, issuance of the notice of violation and citation of county infraction. Processing of violations shall be coordinated with the Planning Director and the County Attorney and shall be performed in accordance with Planning Department policies. May be required to testify in Court proceedings to provide information about inspection findings, violations and actions taken by Department.

Visit construction sites as assigned, check plans and specifications for on-site conformity to all construction and building codes, verify compliance with applicable Zoning Codes including but not limited to setbacks and height, conduct inspection of actual construction, issue correction notices, complete inspection logs and make final inspections upon completion of new structures, improvements or repairs to determine conformity with Plans and Codes.

Conducts inspections and testing of on-site septic systems, wells, pools, spas, tattoo facilities, illegal dumping and air quality.

Issues on-site wastewater permits; data entry into the Iowa DNR database. Issues well permits; data entry into the Iowa DNR database.

Receive and process requests for percolation tests. Requests water samples for testing.

Receive and process noxious weed, zoning and septic complaints and questions; conducts investigations, resolves complaints, and forwards response to complainant.

Notify property owners of noxious weeds, zoning & septic violations and corrective measures.

Assist property owners with well closures.

Assist in the review of Master Matrix scoring system to evaluate the siting of permitted confinement feeding operations as presented by the Iowa Department of Natural Resources (DNR) and provides IDNR with the County's analysis of the results.

Marginal Functions

Maintains safe and secure use and storage of county equipment and vehicle. Perform general vehicle preventive maintenance.

Attend national, state and local conferences and workshops.

Perform other duties as directed or as the situation dictates.

Essential Knowledge, Experience and Ability

Ability to establish and maintain a professional and effective working relationship with clients, supervisors, fellow employees, contract staff, outside agencies and organizations, government officials and other County departments.

Ability to communicate clearly and effectively both orally and in writing, in English.

Ability to maintain the confidentiality of all departmental and client communications, documents and correspondence.

Ability to work independently, prioritize work, meet deadlines and make decisions using independent judgment.

Ability to effectively and tactfully handle and process complaints in a professional manner.

Ability to effectively and tactfully enforce codes and ordinances pertaining to role.

Ability to read and interpret plans, blueprints and specifications.

Ability to compile and present technical reports.

Ability to spot discrepancies in verifying work.

Knowledge of and ability to operate standard office equipment including but not limited to personal computer, copier/printer, ladder, tape measure, level, engineering scale, architectural scale and similar devices.

Considerable knowledge of and ability to apply building construction practices, materials and equipment. Considerable knowledge of and ability to apply State Building Codes and County Building, Housing and Zoning Codes and Ordinances.

Knowledge of civil court procedures.

Ability to operate global positioning equipment (GPS) and ArcMap Graphic Information System.

ESSENTIAL EDUCATION, SKILLS, CERTIFICATION AND/OR LICENSES:

Graduation from high school diploma or GED.

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

Essential Education, Certification and/or Licences

Must obtain Iowa Department of Agriculture and Land Stewardship Commercial Pesticide Applicator IA-Agriculture Weed Control and 6-Right-of-Way Weed Control Certifications within 1-year of employment.

Job Description

Must obtain certification in Hazardous Waste Operation and Emergency Response Training within timeframe established by employer and complete 8-hour refresher course annually.

Must obtain certification from the International Code Council as a Residential Building Inspector within one year of employments

Additional certifications as a Plan Reviewer, Mechanical or Plumbing Inspector as specified by Director of Planning attained withing timeframe established by employer.

Certifications shall be maintained throughout the course of the employment.

Two (2) years' experience in building codes and/or permits within a governmental entity or any equivalent combination of experience and training.

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

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Hand-eye coordination is necessary to operate computers and various other pieces of equipment. While performing the duties, the incumbent is required to use hands to finger, handle, feel or operate objects, tools or controls and to reach with hand and arms.

Working hours may occasionally be required before or after regular business hours, in times of darkness or without electrical power.

Vision abilities correctable to normal ranges include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

Communication abilities include the ability to talk and hear within normal ranges. The incumbent is required to use voice to communicate as a result, clear diction and audible volume is required.

Work requires extensive interaction with the public and may be stressful when dealing with irate citizens and/or meeting deadlines may be stressful at times.

Received/Filed



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

Recorder County Fees Collected - July 2024

Amount	Account #	Account Name
\$ 2,524.00	0001-1-07-8110-413000-000	Vital Records
\$ 1,136.00	0024-1-07-8110-400001-000	RMA
\$ 749.00	0001-1-07-8110-409000-000	ELSI
\$ 12,101.27	0001-1-07-8110-404000-000	Transfer Tax
\$ 26,871.00	0001-1-07-8110-400000-000	Recording Fees
\$ 1,720.00	0001-1-07-8110-410000-000	Auditor Fees
\$ 408.00	0001-1-07-8110-402000-000	Boat Writing Fees
\$ 40.00	0001-1-07-8110-402000-000	Boat Liens
\$ 9,358.15	0001-1-07-8110-414000-000	Passports
\$ 74.00	0001-1-07-8110-415000-000	DNR Postage
\$ 350.00	0001-1-07-8110-407000-000	ATV Road Pass
\$ 2.50	0001-1-07-8110-417000-000	Hunting/Fishing License
\$ 35.00	0001-1-07-8110-501000-000	Plat Books & Postage
\$ 55,368.92	Total	

MR # 048854	Check # 5346	Checks Prepared by Andrew Moats 
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Fee Book (07/01/2024 - 07/31/2024)

Criteria: {FMXFUS01_RPT_POTT.TndrDate} >= #07/01/2024# AND {FMXFUS01_RPT_POTT.TndrDate} <= #07/31/2024#

	Count	Total Fund Amount
Recording Fees		
RMA	1131	\$1,136.00
E-Commerce	1131	\$1,136.00
Audit	325	\$1,720.00
Recording	1131	\$26,845.00
County Transfer Tax	177	\$12,101.27
State Transfer Tax	177	\$58,052.33
Photo Copies	5	\$26.00
Total For Recording Fees	4077	\$101,016.60
Other Fees		
COUNTY PASSPORT POSTAGE FUND	49	\$9,358.15
Total For Other Fees	49	\$9,358.15
Boats		
Boat Writing	22	\$408.00
Boat State	22	\$2,014.80
Boat Title County	20	\$330.00
Boat Title State	20	\$429.00
Boat Liens State	7	\$52.00
Use Tax	22	\$30,193.05
Boat Lien County	7	\$40.00
Road Pass	4	\$350.00
DNR Postage	17	\$74.00
Plat Book	1	\$35.00
Total For Boats	142	\$33,925.85
Hunt and Fish		
Hunt Fish County	2	\$2.50
Hunt Fish State	4	\$114.00
Total For Hunt and Fish	6	\$116.50
ELSI		
ELSI Couny	40	\$749.00
ELSI State	20	\$2,045.50
Total For ELSI	60	\$2,794.50
Vitals		
Cert Copy County	62	\$2,260.00
Cert Copy State	62	\$6,215.00
Marriage County	21	\$264.00
Marriage State	21	\$2,046.00
Three Day Waiver	3	\$15.00
Total For Vitals	169	\$10,800.00
Collected Total:		\$158,011.60
Charged Total:		\$7.00
Grand Total:		\$158,018.60

**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.

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<u>Expense</u>			<u>Cost Estimate</u>
Transportation	Mileage	Airfare	
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Meals: Breakfast	Included	Not Included	
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Public Comments

Closed Session