

**January 2, 2024**

**MET IN REGULAR SESSION**

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

Chairman Shea presiding.

Chairman Pro-Tem Belt presiding.

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**PLEDGE OF ALLEGIANCE**

**1. CONSENT AGENDA**

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

- A. December 26, 2023, Minutes as read.

UNANIMOUS VOTE. Motion Carried.

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

UNANIMOUS VOTE. Motion Carried.

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Brian Shea, Chairman

ATTEST:

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

APPROVED: January 2, 2024

PUBLISH: X

**January 2, 2024**

**MET IN REGULAR SESSION**

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

Chairman Shea presiding.

Chairman Pro-Tem Belt presiding

**2. SCHEDULED SESSIONS**

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

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

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

Miller was nominated by Shea.

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

Shea voted for Miller;

Belt voted for Miler;

Wichman voted for Miller;

Miller voted for Miller; and

Jorgensen voted for Miller.

Miller was elected Chair for 2024.

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

Belt was nominated by Miller.

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

Shea voted for Belt;

Belt voted for Belt;

Wichman voted for Belt;

Miller voted for Belt and

Jorgensen voted for Belt.

Scott Belt was elected Chair Pro-Tem for 2024.

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

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

**RESOLUTION NO. 06-2024**

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

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

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

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

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

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

**Dated this 2nd day of January, 2024.**

**ROLL CALL VOTE**

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

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

RECOMMENDED: \_\_\_\_\_  
Pottawattamie County Engineer

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

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

**RESOLUTION NO. 07-2024**

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

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

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

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

Dated this 2nd day of January, 2024.

**ROLL CALL VOTE**

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

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

RECOMMENDED: \_\_\_\_\_  
Pottawattamie County Engineer

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

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

**RESOLUTION NO. 08-2024**

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

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

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

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

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

Dated this 2nd day of January, 2024.

**ROLL CALL VOTE**

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

Brian Shea

\_\_\_\_\_  
Scott Belt

\_\_\_\_\_  
Tim Wichman

\_\_\_\_\_  
Susan Miller

\_\_\_\_\_  
Jeff Jorgensen

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

RECOMMENDED: \_\_\_\_\_  
Pottawattamie County Engineer

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

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

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

**3. OTHER BUSINESS**

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

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

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

**RESOLUTION NO. 01-2024**

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

**FIRST:**

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

**SECOND:**

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

**THIRD:**

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

**FOURTH:**

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

Dated this 2<sup>nd</sup> Day of January, 2024.

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

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

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

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

**RESOLUTION NO. 02-2024**

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

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

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

**Dated this 2nd Day of January, 2024.**

**ROLL CALL VOTE**

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

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

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

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

**RESOLUTION NO. 03-2024**

**RESOLUTION APPOINTING DEPUTIES**

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

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

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

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

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

**Dated this 2nd Day of January, 2024.**

**ROLL CALL VOTE**

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

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

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

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

**RESOLUTION NO. 04-2024**

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

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

Dated this 2nd Day of January, 2024.

ROLL CALL VOTE

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

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

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

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

**RESOLUTION NO. 05-2024**

**CONSTRUCTION EVALUATION RESOLUTION**

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

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

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

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

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

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

Dated this 2<sup>nd</sup> day of January, 2024.

ROLL CALL VOTE

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



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

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

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

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

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

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

UNANIMOUS VOTE. Motion Carried.

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

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

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

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

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

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

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

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

UNANIMOUS VOTE. Motion Carried.

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

UNANIMOUS VOTE. Motion Carried.

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

UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Jorgensen, to approve precinct election official compensation as follows:  
Precinct Chairperson: \$250 per election and \$8 per hour for election training sessions.

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

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

UNANIMOUS VOTE. Motion Carried.

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

UNANIMOUS VOTE. Motion Carried

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

**RESOLUTION NO. 09-2024**

**TOWNSHIP TRUSTEE AND CLERK COMPENSATION**

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

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

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

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

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

**Approved this 2nd day of January, 2024.**

ROLL CALL VOTE

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

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

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

Motion by Belt, second by Shea, to approve and authorize Chair to sign Contract Number 23-01 for 2023 Pottawattamie County Housing Trust Fund Grant Amendment 1.  
UNANIMOUS VOTE. Motion Carried.

**4. COMMITTEE APPOINTMENTS**

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

**5. RECEIVED/FILED**

- A. Report(s):
  - 1) Sheriff Report of Fees Disbursed and Collected for November 2023.
- B. Salary Action(s):
  - 1) Sheriff – Payroll status change for Chad Freeberg and Richard Hiatt.
  - 2) Communications – Payroll status change for Torie Brummett, Rachel Bieghler, and Jamie Watts.
  - 3) Jail – Payroll status change for Melissa McLean.
  - 4) Conservation – Employment of Joshua Dickinson as a Natural Areas Management Intern-Hitchcock.

**6. PUBLIC COMMENTS**

No Public Comments.

**7. ADJOURN**

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

UNANIMOUS VOTE. Motion Carried.

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

\_\_\_\_\_  
Susan Miller, Chair

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

APPROVED: January 9, 2024  
PUBLISH: X

**January 9, 2024**

**MET IN REGULAR SESSION**

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

**PLEDGE OF ALLEGIANCE**

**1. CONSENT AGENDA**

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

- A. January 2, 2024, Minutes as read.
- B. Secondary Roads – Employment of Brandon Burmeister as an Assistant Engineer.
- C. Thriving Families Alliance – Employment of Caelan Sauberan as a Part Time Administrative Assistant.

UNANIMOUS VOTE. Motion Carried.

**2. SCHEDULED SESSIONS**

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

Motion by Shea, second by Wichman, to approve and authorize Board to sign **Resolution No. 10-2024**, a Resolution approving the increase in the Depository limit for the Treasurer’s Office. Total Maximum Deposit under this resolution is \$220,900,000.00. Authorizing the County Treasurer to invest \$5 million into Midstates Bank in a 7-month CD.

**RESOLUTION NO. 10-2024**

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

**Passed and Approved this 9th day of January 2024.**

**ROLL CALL VOTE**  
 AYE    NAY    ABSTAIN    ABSENT

_____	○	○	○	○
Susan Miller, Chair				
_____	○	○	○	○
Scott Belt				
_____	○	○	○	○
Tim Wichman				
_____	○	○	○	○
Brian Shea				
_____	○	○	○	○
Jeff Jorgensen				

ATTEST: \_\_\_\_\_

Becky Lenihan, Finance & Tax Officer, Auditor’s Office

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

**3. OTHER BUSINESS**

Motion by Wichman, second by Jorgensen, to approve pay range increase for Attorney II to be at a Step 11.

UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Shea, to fill vacancies on the Conservation Board to Chris Ruhaak for a 5-year term, and Brittany McGee to finish out Kelly Dix term which will end 2026.

UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Jorgensen, to authorize the Chair to sign the forgiveness portion of the small-town forgivable note for Treynor.

UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Jorgensen, to approve the following applications made to the Assessor’s Office: Homestead (approximately 254 recommend allowed, 6 recommend disallowed), Military (22 recommend allowed, 2 recommend disallowed), Disabled Veteran Homestead (15 recommend allowed, 1 recommend disallowed), Family Farm (12 recommend allowed, 1 recommend disallowed).

UNANIMOUS VOTE. Motion Carried.

**4. COMMITTEE APPOINTMENTS**

Board discussed Committee meetings from the past week.

Discussion only. No action taken.

**5. RECEIVED/FILED**

A. Salary Action(s):

- 1) Jail – Payroll status change for Dustin Ceder, Louis Trujillo, David Moritz, Matt Corum, Carie Savage, and Mike Mantell.
- 2) Crescent Ridge Ski Hill – Payroll status change for Joseph Brunow and Ryan Dibben.
- 3) Conservation – Payroll status change for Abigail Ridder.
- 4) Buildings and Grounds – Payroll status change for Matthew Wiese.
- 5) Crescent Ridge Ski Hill – Employment of Logan Laughhunn as a Kitchen Staff Team Member.
- 6) Crescent Ridge Ski Hill – Employment of Harrison Smith and Jordan Smith as Rental Shop Team Members.
- 7) Crescent Ridge Ski Hill – Employment of Tessa Clifton as a Hospitality and Guest Service Worker.
- 8) Jail – Payroll status change for Steve Winchell, Jake Cotton, and Angela Rubek.
- 9) Crescent Ridge Ski Hill – Employment of Dylan Reimer as a Ski/Snowboard Instructor.
- 10) Crescent Ridge Ski Hill – Employment of Parker Peterson as a Chair Lift Attendant.

B. Out of State Travel Notification(s):

- 1) Sheriff – Out of State Travel for Megan Albers, Shannon Holman, and Steve Winchell.
- 2) Jail – Out of State Travel for Trish Bernhards, Mark Smith, and Shannon Holman.
- 3) Sheriff – Out of State Travel for Shannon Holman.
- 4) Public Health – Out of State Travel for Jason Kuehnhold and Candy Heyer.

## C. Report(s):

- 1) Recorder Fee Book for December 2023.

**6. PUBLIC COMMENTS**

No Public Comments.

The Board recessed at 10:45 A.M., until 1:00 P.M. for the scheduled Budget Study Session.

**7. CLOSED SESSIONS**

Motion by Shea, second by Jorgensen, to go into Closed Session pursuant to Iowa Code 20.17.(3) for discussion and/or decision on labor negotiations/collective bargaining matters.

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

Motion by Shea, second by Jorgensen, to go out of Closed Session.

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

**8. BUDGET STUDY SESSION**

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

**9. ADJOURN**

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 3:49 P. M

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Susan Miller, Chair

ATTEST:

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Becky Lenihan, Finance & Tax Officer, Auditor's Office

APPROVED: January 16, 2024

PUBLISH: X

**January 16, 2024**

**MET IN REGULAR SESSION**

The Board of Supervisors met in regular session at 10:00 A.M. All members 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. January 9, 2024, Minutes as read.
- B. December 2023 Vendor Publication Report.
- C. Attorney – Employment of James Hansen and Cassandra Erbyynn as an Attorney I.
- D. Attorney – Employment of Dan Salvo-McGinn as an Attorney II.

UNANIMOUS VOTE. Motion Carried.

**2. SCHEDULED SESSIONS**

Motion made by Belt, second by Shea, to approve Neola Township to hold an optional 4<sup>th</sup> meeting. UNANIMOUS VOTE. Motion Carried.

Shalimar Mazetis/Rural Development, Advance Southwest Iowa Corporation appeared before the Board to give a presentation and provide an update on Advance Southwest Iowa Corporation for 2023 review. Discussion only. No action taken.

Motion by Shea, second by Belt, to approve and authorize Board to sign **Resolution No. 11-2024**, a Joint Project agreement for the Construction of a Pedestrian Trail along Eastern Hills Drive.

**RESOLUTION 11-2024**

**RESOLUTION TO APPROVE AND AUTHORIZE THE CHAIRPERSON TO SIGN A “JOINT PROJECT AGREEMENT FOR THE CONSTRUCTION OF A PEDESTRIAN TRAIL ALONG EASTERN HILLS DRIVE”**

**WHEREAS**, Pottawattamie County has purchased and is improving a property for municipal use within the City of Council Bluffs on Eastern Hills Drive, and

**WHEREAS**, the City of Council Bluffs requires sidewalk construction at the time of property development, and

**WHEREAS**, the current density of development makes continuous sidewalk or trail construction unfeasible at this time, and

**WHEREAS**, Iowa Code Chapter 28E authorizes the joint exercise of governmental powers, and

**WHEREAS**, the City of Council Bluffs will determine when the pedestrian trail is to be constructed given future development and growth in the area.

**NOW THEREFORE BE IT RESOLVED**, the Pottawattamie County Board of Supervisors authorizes the Chairperson to sign the “Joint Project Agreement for the Construction of a Pedestrian Trail along Eastern Hills Drive”.

**Dated this 16th day of January, 2024.**

	<b>ROLL CALL VOTE</b>			
	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
Jeff Jorgensen
ATTEST: Melvyn Houser, Auditor

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

Motion by Shea, second by Jorgensen, to approve and authorize Board to sign Resolution No. 12-2024, a Resolution to modify the 2024 Secondary Roads Five Year Program.

RESOLUTION NUMBER 12-2024

A RESOLUTION TO MODIFY THE 2024 COUNTY FIVE YEAR PROGRAM (CYFP)

WHEREAS, unforeseen circumstances have arisen since adoption of the approved Secondary Road Five Year Program requiring changes to the sequence, funding, and timing of the proposed work plan.

WHEREAS, the Board of Supervisors of Pottawattamie County, Iowa, in accordance with Iowa Code section 309.22, initiates and recommends modification of the following project(s) in the accomplishment year (State Fiscal Year 2024), for approval by the Iowa Department of Transportation (Iowa DOT), per Iowa Code 309.23 and Iowa DOT Instructional Memorandum 2.050.

WHEREAS, the following projects shall be ADDED to the Program's Accomplishment year:

Table with 5 columns: Project Number Name Project ID, Project Location Description of Work, AADT Length Bridge ID, Type of Work Fund, Total. Contains two project entries.

WHEREAS, the following projects shall be MODIFIED as follows:

Table with 6 columns: Project Number Name Project ID, Project Location Description of Work, AADT Length Bridge ID, Type of Work Fund, Modification, Total. Contains one project entry with detailed modification notes.

NOW THEREFORE BE IT RESOLVED, by the Board of Supervisors of Pottawattamie County, Iowa, that the Board hereby authorizes the aforementioned additions and modifications to the 2024 County Five Year Program.

Dated this 16th day of January, 2024.

ROLL CALL VOTE

AYE NAY ABSTAIN ABSENT

Susan Miller, Chairperson



_____	○	○	○	○
Scott Belt				
_____	○	○	○	○
Tim Wichman				
_____	○	○	○	○
Brian Shea				
_____	○	○	○	○
Jeff Jorgensen				

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

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

Motion by Wichman, second by Belt, to approve and authorize Board Chairperson to sign the final voucher for project STBG-SWAP-C078(201) –FG-78 with Western Engineering.  
 UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Shea, to approve and authorize Board Chairperson to sign Clinical Service Provider Agreement with Mikaela Reynolds, APRN, WHNP-BC.  
 UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Belt, to approve and authorize Board Chairperson to sign Agreement between Pottawattamie County Board of Health and Pottawattamie County, Iowa, for the purpose of setting forth the terms under which the county will assist the Board of Health in the requested discharge of certain public health duties in Pottawattamie County.  
 UNANIMOUS VOTE. Motion Carried.

**3. OTHER BUSINESS**

Motion by Shea, second by Belt, to approve Pottawattamie County Treasurer’s Semi- Annual Report for 7/1/2023 – 12/31/2023.  
 UNANIMOUS VOTE. Motion Carried.

**4. COMMITTEE APPOINTMENTS**

Board discussed Committee meetings from the past week. Appointed Shea as Secondary for SWIPCO.  
 Discussion only. No action taken.

**5. RECEIVED/FILED**

- A. Salary Action(s):
  - 1) Sheriff – Payroll status change for Joshua Harker and Cassandra Green.
  - 2) Crescent Ridge Ski Hill – Employment of Aaron Kiley as a Chair Lift Attendant.

**6. PUBLIC COMMENTS**

No Public Comments.

**7. CLOSED SESSIONS**

Motion by Wichman, second by Belt, to go into Closed Session pursuant to Iowa Code 20.17.(3) for discussion and/or decision on labor negotiations/collective bargaining matters.  
**Roll Call Vote: AYES: Miller, Belt, Wichman, Shea, Jorgensen. Motion Carried.**

Motion by Shea, second by Wichman, to go out of Closed Session.  
**Roll Call Vote: AYES: Miller, Belt, Wichman, Shea, Jorgensen. Motion Carried.**

**8. BUDGET STUDY SESSION**

- 1) Attorney
- 2) HR
- 3) Conservation
- 4) Planning
- 5) Environmental Health

- 6) Animal Control
- 7) Public Health
- 8) Sheriff
- 9) Jail
- 10) 911

**9. ADJOURN**

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 4:30 P. M.

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Susan Miller, Chair

ATTEST:

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Becky Lenihan, Finance & Tax Officer, Auditor's Office

APPROVED: January 23, 2024

PUBLISH: X

**January 23, 2024**

**MET IN REGULAR SESSION**

The Board of Supervisors met in regular session at 10:00 A.M. All members 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. January 16, 2024, Minutes as read.
- B. Secondary Roads – Approve 40-hour vacation buyback from Craig Jensen.

UNANIMOUS VOTE. Motion Carried.

**2. SCHEDULED SESSIONS**

Motion by Belt, second by Jorgensen, to approve letter of intent for the Pottawattamie County Trails Association to secure financial grants for the construction of multi-use trails connecting our community. UNANIMOUS VOTE. Motion Carried.

Motion made by Shea, second by Belt, to approve Lewis Township to hold more than 3 meetings up to 12.

UNANIMOUS VOTE. Motion Carried.

Mark Eckman/Executive Director, Council Bluffs Convention & Visitors Bureau appeared before the Board to give an update on Pottawattamie Tourism. Discussion only. No Action Taken.

Motion by Jorgensen, second by Shea, to approve funding for Southwest Iowa Leadership Academy in the amount of \$2,500 to be paid out of gaming.

UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Shea, to approve submission of Final Plat for RMP 87 Subdivision for a 12-month extension.

UNANIMOUS VOTE. Motion Carried.

Motion by Belt, second by Wichman, to approve and authorize Board Chairperson to sign Urban Renewal Joint Agreement related to RMP 87 Subdivision.

UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Shea, to approve and authorize Board to sign **Resolution No. 13-2024**, an amended Development Agreement with JJHP, LLC.

**RESOLUTION NO. 13-2024**

**Resolution Approving Amended Development Agreement with JJHP, LLC**

WHEREAS, Pottawattamie County, Iowa (the “County”), pursuant to and in strict compliance with all laws applicable to the County, and in particular the provisions of Chapter 403 of the Code of Iowa, has adopted an Urban Renewal Plan for the Heartland Ridge Subdivision Urban Renewal Area (the “Urban Renewal Area”); and

WHEREAS, this Board of Supervisors (the “Board”) of the County has adopted an ordinance providing for the division of taxes levied on taxable property in the Urban Renewal Area pursuant to Section 403.19 of the Code of Iowa and establishing the fund referred to in Subsection 2 of Section 403.19 of the Code of Iowa, which fund and the portion of taxes referred to in that subsection may be irrevocably pledged by the County for the payment of the principal of and interest on indebtedness incurred under the authority of Section 403.9 of the Code of Iowa to finance or refinance in whole or in part projects in the Urban Renewal Area; and

WHEREAS, the County has previously entered into a certain development agreement (the “Original Agreement”) with JJHP, LLC (the “Developer”) in connection with construction of public infrastructure (the “Project”) necessary to support the development of a residential subdivision in the Urban Renewal Area; and

WHEREAS, under the Original Agreement, the County has agreed to provide tax increment payments (the “Payments”) to the Developer in a total amount not exceeding \$4,000,000 from incremental property tax revenues derived from the Property; and

WHEREAS, the County and the Developer now propose to amend the Original Agreement in order to (1) adjust the date by which the Developer must submit the Triggering Certification (as defined in the Original Agreement) to the County; (2) update the LMI Amount (as defined in the Original Agreement); and (3) make other related changes; and

WHEREAS, an amended development agreement (the “Amended Agreement”) has been prepared to set forth the new understanding between the County and the Developer; and

WHEREAS, Chapter 15A of the Code of Iowa (“Chapter 15A”) declares that economic development is a public purpose for which a County may provide grants, loans, tax incentives, guarantees and other financial assistance to or for the benefit of private persons; and

WHEREAS, Chapter 15A requires that before public funds are used for grants, loans, tax incentives or other financial assistance, a Board of Supervisors must determine that a public purpose will reasonably be accomplished by the spending or use of those funds; and

WHEREAS, Chapter 15A requires that in determining whether funds should be spent, a Board of Supervisors must consider any or all of a series of factors;

NOW, THEREFORE, It Is Resolved by the Board of Supervisors of Pottawattamie County, Iowa, as follows:

Section 1. Pursuant to the factors listed in Chapter 15A, the Board hereby reaffirms that:

- (a) The Project will add diversity and generate new opportunities for the Pottawattamie County and Iowa economies;
- (b) The Project will generate public gains and benefits, particularly in the creation of new jobs and housing opportunities, which are warranted in comparison to the amount of the proposed property tax incentives.

Section 2. The Board further finds and reaffirms that a public purpose will reasonably be accomplished by entering into the Amended Agreement and providing the incremental property tax payments to the Developer.

Section 3. The Amended Agreement is hereby approved, and the Chairperson and County Auditor are hereby authorized and directed to execute and deliver the Amended Agreement on behalf of the County, in substantially the form and content in which the Amended Agreement has been presented to this Board of Supervisors. Such officers are also authorized to make such changes, modifications, additions or deletions as they, with the advice of bond counsel, may believe to be necessary, and to take such actions as may be necessary to carry out the provisions of the Amended Agreement.

Section 4. All resolutions or parts thereof in conflict herewith are hereby repealed.

Passed and approved on January 23, 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, Wichman, Shea, Jorgensen. Motion Carried.**

### 3. COMMITTEE APPOINTMENTS

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

### 4. RECEIVED/FILED

#### A. Salary Action(s):

- 1) Sheriff – Payroll status change for Carie Savage and Tom Smith.
- 2) Communications – Payroll status change for Merissa Cox.
- 3) Crescent Ridge Ski Hill – Employment of Christian Buhrman as a Kitchen Staff Team Member.
- 4) Crescent Ridge Ski Hill – Payroll status for Peyton Bell.
- 5) Jail – Payroll status change for Spencer Pingel and Connor Lange.
- 6) Crescent Ridge Ski Hill – Employment of Cece Cronin, Mergan Cox, and Matthew Blair as Ski/Snowboard Instructors.

### 5. PUBLIC COMMENTS

No Public Comments.

### 6. STUDY SESSION

Ordinance No. 2023-05 to amend Chapter 8 “Zoning Ordinance” by adding Wind Energy and Solar Energy Systems (Case #ZTA-2023-03).

Discussion only. No Action Taken.

### 7. CLOSED SESSIONS

Motion by Wichman, second by Shea, to go into Closed Session pursuant to Iowa Code 20.17.(3) for discussion and/or decision on labor negotiations/collective bargaining matters.

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

Motion by Shea, second by Jorgensen, to go out of Closed Session.

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

### 8. BUDGET STUDY SESSION

- 1) Medical Examiner
- 2) HHS
- 3) GA/MH/Substance
- 4) Veterans Service

### 9. ADJOURN

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 2:08 P. M

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Susan Miller, Chair

ATTEST:

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Melvyn Houser, County Auditor

APPROVED: January 30, 2024

PUBLISH: X

**January 30, 2024**

**MET IN REGULAR SESSION**

The Board of Supervisors met in regular session at 10:00 A.M. All members present, except Supervisor Wichman, who appeared later at 10:55 A.M. 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. January 23, 2024, Minutes as read.
- B. Jail – Employment of Asshanni Robb as a Detention Officer.
- C. Jail – Employment of Holly Lewis – Redmond as a Jail Secretary.
- D. Public Health – Employment of Alexis Gray as a Public Health Nurse-ITS.

UNANIMOUS VOTE. Motion Carried.

**2. SCHEDULED SESSIONS**

Motion made by Shea, second by Belt, to approve Hungry Canyons Alliance’s annual membership fee of \$5,000 for the FY 24/25 to be paid from gaming.

UNANIMOUS VOTE. Motion Carried.

Motion made by Belt, second by Jorgensen, to approve county libraries funding request in the amount of \$374,111 divided by the 5 libraries and to sign a 3-year contract.

UNANIMOUS VOTE. Motion Carried.

Motion by Belt, second by Shea, to approve Pottawattamie County 2024 ICAP/IMWCA Insurance renewal of \$1,195,212.

UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Jorgensen, to authorize Board Chairperson to sign certification form on FEMA CRS Community Annual Recertification and Progress Report.

UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Jorgensen, to approve up to \$5,000 for attorney’s fee for final solar and wind update county ordinance.

UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Belt, to approve and authorize the Board to sign **Resolution No. 14-2024** adding 214<sup>th</sup> Street from Highway 92 to Greenview Road to the Official Bituminous Road classification; entitled: Resolution for Establishing Official Bituminous Roads.

**RESOLUTION NO. 14-2024**

**RESOLUTION FOR ESTABLISHING OFFICIAL BITUMINOUS ROADS**

WHEREAS, the Pottawattamie County, Iowa, Board of Supervisors, amended the Pottawattamie County, Iowa, Zoning Ordinance by adopting Ordinance #2015-05, effective December 18, 2015; and

WHEREAS, Section 8.002.200.150 defines “hardsurfaced street” as a street which has a full-depth surfacing consisting of concrete, or asphalt with a structural capacity equivalency of concrete, constructed in accordance with appropriate local, County or state regulations or a street that the surfacing has been prepared and treated with a bituminous coating and designated by the County Board in a Resolution as an Official Bituminous Road; and

WHEREAS, the Board of Supervisors in conjunction with the County Engineer has reviewed the current Pottawattamie County, Iowa, Secondary Road System Roads and has determined that only certain roads are sufficiently improved with a bituminous product that warrants allowing residential development to take place along;

NOW, THEREFORE, BE IT RESOLVED, by the Pottawattamie County, Iowa, Board of Supervisors, that the following County Roads be classified as “Official Bituminous (Sealcoat, Blacktop, Asphalt) Roads ” for the purpose of satisfying Section 8.002.200.150 of the Pottawattamie County, Iowa, Zoning Ordinance:

Road Name	From	To
214 <sup>th</sup> Street	Hwy 92	Greenview Road

PASSED AND APPROVED January 30, 2024.

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

Attest: \_\_\_\_\_  
Melvyn Houser, County Auditor  
Pottawattamie County, Iowa

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

**3. OTHER BUSINESS**

Motion by Shea, second by Jorgensen, to approve Southwest Iowa Planning Council (SWIPCO) annual membership dues in the amount of \$11,610 for FY 24/25 to be paid from gaming.  
UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Belt, to approve Southwest Iowa Transit Agency (SWITA) funding request in the amount of \$6,000 for FY 24/25 to be paid from gaming.  
UNANIMOUS VOTE. Motion Carried.

Mitch Kay/Chief Financial Officer and David Bayer/Chief Information Officer, Information Technology appeared before the Board to give an update on the Audio/Visual upgrades for the Board Hearing Room.  
Discussion only. No action taken.

**4. COMMITTEE APPOINTMENTS**

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

**5. RECEIVED/FILED**

- A. Report(s):
  - 1) Sheriff Report of Fees Disbursed and Collected for December 2023.
- B. Salary Action(s):
  - 1) Crescent Ridge Ski Hill – Employment of Crestina Pacheco and Martin Weiler as Ski/Snowboard Instructors.

**6. PUBLIC COMMENTS**

No Public Comments.

**7. CLOSED SESSIONS**

Motion by Wichman, second by Shea, to go into Closed Session pursuant to Iowa Code 20.17.(3) for discussion and/or decision on labor negotiations/collective bargaining matters.  
**Roll Call Vote: AYES: Miller, Belt, Wichman, Shea, Jorgensen. Motion Carried.**

Motion by Wichman, second by Shea, to go out of Closed Session.  
**Roll Call Vote: AYES: Miller, Belt, Wichman, Shea, Jorgensen. Motion Carried.**

**8. BUDGET STUDY SESSION**

- 1) WIC
- 2) Thriving Family Alliance

- 3) Secondary Roads
- 4) Auditor
- 5) Board of Supervisors

**9. ADJOURN**

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 3:20 P. M

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Susan Miller, Chair

ATTEST:

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Melvyn Houser, County Auditor

APPROVED: February 6, 2024

PUBLISH: X



**February 6, 2024**

**MET IN REGULAR SESSION**

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

**PLEDGE OF ALLEGIANCE**

**1. CONSENT AGENDA**

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

- A. January 30, 2024, Minutes as read.
- B. Renewal of Class C Retail Liquor License, granting privileges of Class C Retail Liquor License for Palace Event Center, LLC d/b/a Palace Event Center, Treynor.

UNANIMOUS VOTE. Motion Carried.

**2. SCHEDULED SESSIONS**

Motion by Belt, second by Jorgensen, to canvass the Macedonia City Council Special Election, and to authorize Auditor to pay election costs.

UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Belt, to approve and sign project plans for L-2022-(DUMFRIES) – 73-78 and L-2022(240<sup>TH</sup>) - - 73-78 and set bid opening for 10 A.M. on February 27, 2024.

UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Belt, to approve and authorize the Board to sign **Resolution No. 15-2024**, entitled: Bridge Embargo.

**RESOLUTION 15-2024**

**BRIDGE EMBARGO**

WHEREAS: The Board of Supervisors is empowered under authority of Sections 321.236 Sub. (8), 321.255 and 321.471 to 321.479 to prohibit the operation of vehicles or impose limitations as to the weight thereof on designated highways or highway structures under their jurisdiction, and

WHEREAS: the County Engineer has completed (or has caused to be completed) the Structure Inventory and Appraisal of certain county bridges, in accordance with the National Bridge Inspection Standards and has determined (or it has been determined) that they are inadequate for two-lane legal loads at allowable operating stress.

NOW, THEREFORE, BE IT RESOLVED by the Pottawattamie County Board of Supervisors that vehicle and load limits be established and that signs be erected advising of the permissible maximum weights thereof on the bridges listed, as follows:

<b>Structure Number</b>	<b>Feature Crossed</b>	<b>Location</b>	<b>Load Limit (Tons) All Vehicles</b>
BO 15	Potato Creek	Sec. 24, T. 77, R. 43	22,32,33
BO 18	Pigeon Creek	Sec. 26, T 77, R 43	22,32,32 One Lane
BO 19	Pigeon Creek	Sec. 27, T 77, R 43	18,26,35, One Lane
CA 03	Trib. To West Nish. River	Sec 27, T 75, R 40	21,31,31
CE 03	Grabill Creek	Sec. 3, T 75, R 39	16,23,23
CE 15	Grabill Creek	Sec. 16, T 75, R 39	20,24,25 One Lane
CE 21	Jordan Creek	Sec. 23, T. 75, R. 39	25,36,40
GA 07	Indian Creek	Sec. 8, T 75, R 43	12,15,15
GR 02	Jordan Creek	Sec. 3, T 74, R 39	17,26,33
GR 05	Grabill Creek	Sec. 6, T. 74, R. 39	21,29,30 One Lane
GR 12	Jordan Creek	Sec. 17, T. 74, R 39	7 Tons All Vehicles, One Lane
HA 01	Keg Creek	Sec. 1, T. 75, R. 42	25,36,39
HA 11	Small Stream	Sec. 17, T 75, R 42	17,24,24 One Lane
JA 03	Small Stream	Sec. 3, T. 76, R. 40	23,30,39, One Lane
KC 06	Small Stream	Sec. 17, T 74, R 42	21,31,40
KC 15	Keg Creek	Sec. 28, T. 74, R. 42	25,36,39
LI 11	Walnut Creek	Sec. 15, T. 76, R. 38	22,35,40

MA 09	West Nishnabotna River	Sec. 21, T 74, R 40	38,40,48
MA 10	Grabill Creek	Sec. 24, T. 74, R. 40	12,19,23 One Lane
MA 11	Grabill Creek	Sec. 25, T. 74, R. 40	21,32,38
MI 01	Keg Creek	Sec. 2, T. 77, R. 41	23,32,32
NE 20	Mosquito Creek	Sec. 25, T. 77, R. 42	25,36,39
RO 06	Drainage Ditch	Sec. 9, T. 77, R. 44	25,36,40
RO 16	Honey Creek	Sec. 34, T. 77, R. 44	24,36,38
SC 18	Mud Creek	Sec. 25, T. 74, R. 41	25,36,40
SC 31	Mud Creek	Sec. 36, T 74, R 41	16,22,28
VA 29	Small Stream	Sec. 22, T. 76, R. 39	19,25,25
WR 01	Walnut Creek	Sec. 3, T 75, R 38	9,15,15, One Lane
WS 12	Little Silver Creek	Sec. 18, T. 75, R. 41	21,30,30, One Lane
WS 26	Middle Silver Creek	Sec. 17, T. 75, R. 41	21,30,30
WS 28	Small Stream	Sec. 23, T. 75, R. 41	20,31,31
WS 31	Silver Creek	Sec. 26, T. 75, R 41	3 Tons All Vehicles, One Lane
WS 42	Silver Creek	Sec. 35, T 75, R 41	18,22,22
WV 06	Drainage Ditch	Sec. 12, T, 74, R 38	17,24,31, One Lane
WV 12	Indian Creek	Sec. 17, T. 74, R. 38	25,26,35
YO 20	IAIS RR	Sec. 20, T. 76, R. 41	21,32,38
YO 28	Little Silver Creek	Sec. 27, T 76, R 41	25,36,40
CE 23	Jordan Creek	Sec. 24, T. 75, R. 39	One Lane
JA 04	Silver Creek	Sec. 4, T. 76, R. 40	One Lane
JA 10	Small Stream	Sec. 10, T. 76, R. 40	One Lane
LI 01	Small Stream	Sec. 3, T. 76, R. 38	One Lane
LY 21	Small Stream	Sec. 3, T. 77, R. 38	One Lane
MI 04	Mosquito Creek	Sec. 7, T. 77, R. 41	One Lane
NE 22	Pigeon Creek	Sec. 30, T. 77, R. 42	One Lane
NE 28	Small Stream	Sec. 35, T. 77, R. 42	One Lane
SC 20	Silver Creek	Sec. 28, T. 74, R. 41	One Lane
VA 18	Small Stream	Sec. 17, T. 76, R. 39	One Lane
VA 20	Small Stream	Sec. 17, T. 76, R. 39	One Lane
VA 30	Grabill Creek	Sec. 23, T. 76, R. 39	One Lane
WV 13	Drainage Ditch	Sec. 17, T. 74, R. 38	One Lane
YO 29	Little Silver Creek	Sec. 28, T. 76, R. 41	One Lane
CR 16	Pigeon Creek	Sec. 34, T. 76, R. 44	Bridge Closed

Dated this 6<sup>th</sup> day of February 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, Wichman, Jorgensen. Motion Carried.**

**3. OTHER BUSINESS**

Motion by Wichman, second by Jorgensen, to approve bonding for all Elected Officials and Deputy County Officers, Clerks, and Cashiers and the amounts as follows: Auditor \$20,000, Board of Supervisors \$20,000,

Assessor \$20,000, Attorney \$20,000, Recorder \$20,000, Sheriff \$20,000, Treasurer \$50,000, Engineers \$2,000, Deputy County Officers, Clerks and Cashiers \$20,000  
UNANIMOUS VOTE. Motion Carried.

#### 4. COMMITTEE APPOINTMENTS

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

#### 5. RECEIVED/FILED

- A. Salary Action(s):
  - 1) Environmental Health – Payroll status change for Tracy Nosekabel.
  - 2) Communications – Payroll status change for Merissa Cox and Katherine Ritschard.
  - 3) Crescent Ridge Ski Hill – Payroll status change for Mallory Kjelgaard, Mary Graeve, Caden Reece, Charles Starkovich, Quinn Boland, and Ameila Chapdelaine.
- B. Out of State Travel Notification(s):
  - 1) Public Health – Out of State Travel Notifications for Maria Torres.
  - 2) Jail – Out of State Notifications for Kenneth Loghry, Riley Jones, Trish Bernhards, Shannon Holman, and Megan Albers.
- C. Report(s):
  - 1) Recorder Fee Book for January 2024.

#### 6. PUBLIC COMMENTS

The following individuals appeared before the Board:  
Matthew Spaccapaniccia and Julie Drennen.

The Board recessed at 10:28 A.M. and reconvened at the Burr Oak room located on the first floor of the Courthouse for the scheduled Closed Session and Budget Study Session.

#### 7. CLOSED SESSION

Motion by Wichman, second by Belt, to go into Closed Session pursuant to Iowa Code 20.17.(3) for discussion and/or decision on labor negotiations/collective bargaining matters.

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

Motion by Belt, second by Jorgensen, to go out of Closed Session.

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

#### 8. BUDGET STUDY SESSION

Mitch Kay/Chief Financial Officer appeared before the Board for a Budget Study Session.  
Discussion only. No action taken.

#### 9. ADJOURN

Chairperson Miller adjourned the meeting at 1:13 P.M.

\_\_\_\_\_  
Susan Miller, Chair

ATTEST:

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

APPROVED: February 13, 2024

PUBLISH: X

**February 13, 2024**

**MET IN REGULAR SESSION**

The Board of Supervisors met in regular session at 10:00 A.M. All members 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. February 6, 2024, Minutes as read.
- B. January 2024 Vendor Publication Report.

UNANIMOUS VOTE. Motion Carried.

**2. SCHEDULED SESSIONS**

Motion by Shea, second by Jorgensen, to open Public Hearing on **Ordinance No. 2024-01**, an ordinance to amend the Official Zoning Map of Pottawattamie County, Iowa by changing the district designation of approximately 35.94 acres from a Class A-3 (Riverfront and Ag Production) to Class I-1 (Limited Industrial) District.

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

Brian Easton; 13511 192<sup>nd</sup> Street; appeared before the Board, concern is the traffic.

Motion by Jorgensen, second by Belt, to close public hearing.

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

Motion by Wichman, second by Shea, to approve First Consideration of **Ordinance No. 2024-01** to amend the Official Zoning Map of Pottawattamie County, Iowa by changing the district designation of approximately 35.94 acres from a Class A-3 (Riverfront and Ag Production) to Class I-1 (Limited Industrial) District; and to set date for Second Consideration for February 20, 2024, at 10:00 A.M.

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

Motion by Shea, second by Belt, to open Public Hearing on **Ordinance No. 2024-02**, an ordinance to amend Pottawattamie County, Iowa Zoning Ordinance, Chapter 8.004.095 Accessory Dwelling Unit.

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

Motion by Wichman, second by Shea, to close public hearing.

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

Motion by Jorgensen, second by Shea, to approve First Consideration of **Ordinance No. 2024-02** to amend Pottawattamie County, Iowa Zoning Ordinance, Chapter 8.004.095 Accessory Dwelling Unit; and to set date for Second Consideration for February 20, 2024, at 10:00 A.M.

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

Kami Willett and Terry Gleaves, East Pottawattamie County Soil and Water appeared before the Board to discuss the Beaver Bounty Program.

Kami Willett/Chair, East Pottawattamie County Soil and Water and Laura Monson/Conservation Education Coordinator appeared before the Board to discuss the annual review of the 28E Agreement with West Pottawattamie Soil and Water Conservation District and East Pottawattamie County Soil and Water Conservation District for the funding administration, and implementation of the full-time Conservation Education Coordinator Position.

Discussion only. No Action Taken.

Motion by Shea, second by Jorgensen, to approve reappointment of Bernie Bolton to the Loess Hills Development and Conservation Authority for a term of two years expiring on 12/31/2025.

UNANIMOUS VOTE. Motion Carried.

Steve Winchell/Captain, Jail update on US Marshals federal contract for the jail.

Discussion only. No Action Taken.

Motion by Shea, second by Jorgensen, to approve the Security Maintenance Contract for FY 24/25 to Electric Company of Omaha in the amount of \$16,156.

UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Shea, to select survey services to facilitate dispensing parcel #744412380001 to Snyder and Associates, not to exceed \$5,000.

UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Belt, to remove the two sidewalks and railings on the West side of the Courthouse, to be done in house.

UNANIMOUS VOTE. Motion Carried.

Paula Hazlewood/CEO, Advance Southwest Iowa Corporation and Mike Hornacek/President & CEO, Together Inc. appeared before the Board for an introduction and presentation on Together Inc.

Discussion only. No Action Taken.

Paula Hazlewood/CEO, Advance Southwest Iowa Corporation appeared before the Board to provide an update on Economic Development.

Discussion only. No Action Taken.

### 3. OTHER BUSINESS

Motion by Shea, second by Jorgensen, to authorize Board Chair to sign Modification Agreement on the small-town forgivable note for the City of Avoca, giving them an extension deadline of September 30<sup>th</sup>, 2025.

UNANIMOUS VOTE. Motion Carried.

Motion by Belt, second by Shea, to approve and authorize Board Chair to sign Agreement with the City of Avoca Police Department for computer purchase to be paid back by Avoca.

UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Belt, for approval of the policy for animal control officer on-call pay practices from \$1 per hour to \$2 per hour.

UNANIMOUS VOTE. Motion Carried.

Motion by Belt, second by Shea, to approve job description modification for Chair Lift Attendant position.

UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Jorgensen, to approve job description and pay for part-time Environmental Educator position.

UNANIMOUS VOTE. Motion Carried.

### 4. RECEIVED/FILED

#### A. Out of State Travel Notification(s):

- 1) Jail – Out of State Travel Notification for Donald Henningsen and Amber Roberts.

#### B. Salary Action(s):

- 1) Jail – Payroll status change for Trevor Ceder, Riley Jones, Michael Eckmann, Ben Heath, Steve Noecker, Garrett Lembke, Luis Trujillo, Taylor Thomas, and Cory Elonich.
- 2) Attorney – Payroll status change for Emily Grothe, Tammy Herring, and Patrick Sondag.
- 3) Auditor – Payroll status change for Candy Lewis and Dixie Wilson.
- 4) Crescent Ridge Ski Hill – Payroll status change for Chloe Subbert-Borgaila.
- 5) Crescent Ridge Ski Hill – Employment of Kelly Sandberg as a Hospitality and Guest Services Worker.
- 6) Recorder – Payroll status change for Mary Jo Turpen.
- 7) Information Technology – Payroll status change for Matthew Reeves and Kelly Greer.

### 5. PUBLIC COMMENTS

No Public Comments.

### 6. CLOSED SESSIONS

Motion by Wichman, second by Shea, to go into Closed Session pursuant Iowa Code 21.5(1)(j) for discussion and/or decision on the purchase or sale of particular real estate.

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

Motion by Wichman, second by Jorgensen, to go out of Closed Session.

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

Outside of Closed Session, a Motion was made by Wichman, second by Jorgensen, to approve items discussed in closed session.

UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Jorgensen, to go into Closed Session pursuant to Iowa Code 20.17.(3) for discussion and/or decision on labor negotiations/collective bargaining matters.

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

Motion by Shea, second by Jorgensen, to go out of Closed Session.

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

**7. BUDGET STUDY SESSION**

**8. ADJOURN**

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 3:10 P. M

\_\_\_\_\_  
Susan Miller, Chair

ATTEST:

\_\_\_\_\_  
Becky Lenihan, Finance & Tax Officer, Auditor’s Office and Kristen Bracker, Attorney

APPROVED: February 20, 2024

PUBLISH: X

**February 20, 2024**

**MET IN REGULAR SESSION**

The Board of Supervisors met in regular session at 10:00 A.M. All members 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. February 13, 2024, Minutes as read.
- B. Communications – Employment of Jesus Navarrete as a Telecommunicator.
- C. Renewal of Class B Native Wine Liquor License, granting privileges of Class B Native Wine Liquor License for Olive Branch, Inc. d/b/a Olive Branch, Council Bluffs.
- D. Renewal of Class C Liquor License, granting privileges of Class C Liquor License/Outdoor Service, for BT Links LLC d/b/a Bent Tree Golf Club, Council Bluffs.

**UNANIMOUS VOTE.** Motion Carried.

**2. SCHEDULED SESSIONS**

Motion by Shea, second by Belt, to open Public Hearing to consider disposing of real property by lease pursuant to Iowa Code Section 31.361(2).

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

Motion by Wichman, second by Shea, to close public hearing.

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

Motion by Wichman, second by Jorgensen, to approve disposing of real property by lease pursuant to Iowa Code Section 331.361(2).

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

Motion by Wichman, second by Belt, to approve and authorize Board Chairperson to sign **Resolution No. 16-2024** a Resolution to enter into a Farm Lease with Thomas Mackland for Part of the NE1/4 NW1/4 9-76-44.

**RESOLUTION NO. 16-2024**

**RESOLUTION TO DISPOSE OF REAL PROPERTY BY LEASE PURSUANT TO IOWA CODE §331.361(2)**

**WHEREAS**, following the flooding event of 2019, Pottawattamie County, Iowa, has acquired a parcel of land through the Hazard Mitigation Grant Program, which consisting of 1.01 acres and legally described as follows:

**A tract of land lying in the Northeast 1/4 of the Northwest 1/4 of Section 9, Township 76 North, Range 44 West of the Fifth Principal Meridian, Pottawattamie County, Iowa, being more particularly described as follows: Commencing at the Southeast Corner of the Northwest 1/4 of Section 9-76-44 thence North 00°00'00" East along the East line of said Northwest 1/4 a distance of 1737.81 feet to the Point of Beginning; thence continuing North 00°00'00" East a distance of 209.0 feet; thence North 90°00'00" West a distance of 242.0 feet; thence South 00°00'00" West a distance of 209.0 feet; thence South 90°00'00" East a distance of 242.0 feet to Point of Beginning.**

**WHEREAS**, in the acquisition of said Parcel, Pottawattamie County, Iowa, signed a Hazard Mitigation Grant Program Deed Restriction Agreement with the Federal Emergency Management Agency (FEMA) and Iowa Homeland Security and Emergency Management, which requires that the land be maintained as “open space” in perpetuity; and

**WHEREAS**, Pottawattamie County, Iowa, has explored various options for maintenance of said Parcel as open space, including entering into a long term farm lease (10 years plus) with the adjoining property owner which requires the Tenant maintain responsibility for the clearing the trees and weed vegetation, as well as

the annual maintenance and upkeep of the property as required by the Hazard Mitigation Grant Program Deed Restriction Agreement.

**WHEREAS**, entering into such a long-term lease is the most cost-effective option for the county to maintain said Parcel as open space.

**WHEREAS**, Section 331.361(2), Code of Iowa, requires that in disposing of an interest in real property by lease for a term of more than three (3) years

- a. The Board shall set forth its proposal in a resolution and shall publish notice of the time and place of a public hearing on the proposal, in accordance with Section 331.305.
- b. After the public hearing, the Board may make a final determination on the proposal by resolution.

**WHEREAS**, the proposal for a long term lease of the Parcel has been submitted to Iowa Homeland Security and Emergency Management and has been approved.

**WHEREAS**, a Notice of Public Hearing on the proposal was published in The Nonpareil, an official County newspaper, on February 15, 2024 and the Board of Supervisors conducted a Public Hearing on the said proposal on February 20, 2024 and after hearing all interested parties, the Board approved the execution of said Lease.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF POTTAWATTAMIE COUNTY, IOWA**, that after having examined the Hazard Mitigation Grant Program Deed Restriction Agreement which limits the use the subject property to that of open space and that the subject property is of such a size and location that it is not reasonable to assume that the property, as described above, will have any beneficial use by the County or the taxpayers of Pottawattamie County, Iowa, and that the Chairman is hereby authorized to sign a Farm Lease with Thomas W Mackland, upon approval of said lease by FEMA.

**Dated this 20<sup>th</sup> day of February 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, Wichman, Shea, Jorgensen. Motion Carried.**

Motion by Shea, second by Jorgensen, to approve Second Consideration of **Ordinance No. 2024-01**, an Ordinance to amend the Official Zoning Map of Pottawattamie County, Iowa by changing the district designation of approximately 35.94 acres from a Class A-3 (Riverfront and AG Production) to Class I-1 (Limited Industrial) District; and to adopt Ordinance No. 2024-01 into law.

**POTTAWATTAMIE COUNTY, IOWA  
ORDINANCE NO. 2024-01**

**AN ORDINANCE** to amend the Official Zoning Map of Pottawattamie County, Iowa, by changing the district designation of approximately 35.94 acres from a Class A-3 (Riverfront & Ag Production) District to a Class I-1 (Limited Industrial) District.



BE IT ORDAINED BY THE BOARD OF SUPERVISORS OF POTTAWATTAMIE COUNTY, IOWA

SECTION 1 - AMENDMENTS: That the Official Zoning Map, as adopted by reference in Section 8.003.020 of the Pottawattamie County, Iowa, Zoning Ordinance, be and the same is hereby amended by changing the district designation from its present designation of a Class A-3 (Riverfront & Ag Production) District to a Class I-1 (Limited Industrial) District of certain real estate, as shown on the attached plat and which is legally described as follows:

LEWIS TWP 17-74-43 NE SW EXC RR

SECTION 2 - SEVERABILITY: That should any section or provision of this Ordinance be declared by a court of competent jurisdiction to be invalid, that decision shall not effect that validity of the Ordinance as a whole or any part thereof, other than the part so declared to be invalid.

SECTION 3 - REPEAL OF CONFLICTING ORDINANCES: That all ordinance or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

SECTION 4 - EFFECTIVE DATE: This Ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED.

ROLL CALL VOTE

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

Attest: \_\_\_\_\_  
Melvyn Houser, County Auditor  
Pottawattamie County, Iowa



NOTICE OF PUBLIC HEARING PUBLISHED:	February 8, 2024
BOARD OF SUPERVISORS PUBLIC HEARING:	February 13, 2024
FIRST CONSIDERATION:	February 13, 2024
SECOND CONSIDERATION:	February 20, 2024
PUBLICATION:	February 29, 2024
RECORD:	March 1, 2024

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

Motion by Shea, second by Belt, to approve Second Consideration of Ordinance No. 2024-02, an Ordinance to amend Pottawattamie County, Iowa Zoning Ordinance, Chapter 8.004.095; and to adopt Ordinance No. 2024-02 into law.

POTTAWATTAMIE COUNTY, IOWA  
ORDINANCE NO. 2024-02

AN ORDINANCE to amend Chapter 8, of Pottawattamie County, Iowa Zoning Ordinance:

BE IT ORDAINED BY THE BOARD OF SUPERVISORS OF POTTAWATTAMIE COUNTY, IOWA

SECTION 1 - REPEAL OF CONFLICTING ORDINANCES: That section 8.004.095.03 is hereby repealed in its entirety. Furthermore all other Ordinances in conflict with the provisions of this Ordinance are hereby repealed to the extent necessary to give this Ordinance full force and effect.

**SECTION 2 - AMENDMENTS:** That the Pottawattamie County, Iowa, Code, be and the same is hereby amended by adding thereto the following new Section, to be codified as Section 8.004.095:

.03 The minimum total square footage of the ADU shall be not less than two hundred sixty (260) square feet. The total square footage of the ADU shall be limited as follows:

- A. Double the minimum lot size required by code, up to eight (8) acres, shall not exceed the lesser of eight hundred (800) square feet or fifty (50) percent of the primary structure, excluding garage and carports.
- B. Eight (8) to twelve (12) acres shall not exceed the lesser of one thousand (1,000) square feet or fifty (50) percent of the primary structure, excluding garage and carports.
- C. Twelve (12) acres plus shall not exceed the lesser of twelve hundred (1,200) square feet or fifty (50) percent of the primary structure, excluding garage and carport.

**SECTION 3 - SEVERABILITY:** That should any section or provision of this Ordinance be declared by a court of competent jurisdiction to be invalid, that decision shall not effect that validity of the Ordinance as a whole or any part thereof, other than the part so declared to be invalid.

**SECTION 4 - REPEAL OF CONFLICTING ORDINANCES:** That all ordinance or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

**SECTION 5 - EFFECTIVE DATE:** This Ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED.

ROLL CALL VOTE

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

Attest: \_\_\_\_\_  
Melvyn Houser, County Auditor  
Pottawattamie County, Iowa



NOTICE OF PUBLIC HEARING PUBLISHED:	February 8, 2024
BOARD OF SUPERVISORS PUBLIC HEARING:	February 13, 2024
FIRST CONSIDERATION:	February 13, 2024
SECOND CONSIDERATION:	February 20, 2024
PUBLICATION:	February 29, 2024
RECORD:	March 1, 2024

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

Motion by Wichman, second by Shea , to approve Second Consideration of **Ordinance No. 2023-05** to amend Chapter 8 “Zoning Ordinance” by adding Wind Energy and Solar Systems (Case #ZTA-2023-03); and to set date for Third Consideration for February 27, 2024, at 10 A.M.

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

Oscar Duran/Executive Director, Municipal Housing Agency of Council Bluffs appeared before the Board to discuss PILOT and Expanded Housing Opportunities.  
Discussion only. No action taken.

Danna Kehm/CEO, Pottawattamie Arts, Culture & Entertainment appeared before the Board to give an update on PACE and programming for the county.  
Discussion only. No action taken.

Motion by Belt, second by Shea, to authorize Board Chairperson to sign Service Agreement with Stellar Services, LLC for the Sheriff's Office for a 5-year term.

UNANIMOUS VOTE. Motion Carried.

Reviewed Service Agreement with U.S. Department of Justice United States Marshals Service Prisoner Operations that was signed by the Sheriff's Office for a 3-year agreement.

UNANIMOUS VOTE. Motion Carried.

### 3. OTHER BUSINESS

Motion by Shea, second by Jorgensen, to approve job description and pay for Bridge Foreman.

UNANIMOUS VOTE. Motion Carried.

### 4. COMMITTEE APPOINTMENTS

Board discussed Committee meetings from the past week.

Discussion only. No action taken.

### 5. RECEIVED/FILED

#### A. Salary Action(s):

- 1) Secondary Roads – Payroll status change for Jason Hough.
- 2) Human Resources – Payroll status change for Jana Lemrick.
- 3) Sheriff – Payroll status change for Noah Hahn.
- 4) Sheriff – Payroll status change for Travis Steffens and Brandon Allen.

#### B. Out of State Travel Notification(s):

- 1) Risk Management – Out of State Travel Notification for Garfield Coleman and Jacob Head.

### 6. PUBLIC COMMENTS

No Public Comments.

### 7. CLOSED SESSIONS

Motion by Wichman, second by Shea, to go into Closed Session pursuant to Iowa Code 20.17.(3) for discussion and/or decision on labor negotiations/collective bargaining matters.

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

Motion by Shea, second by Belt, to go out of Closed Session.

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

### 8. BUDGET STUDY SESSION

### 9. ADJOURN

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 1:05 P. M

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Susan Miller, Chair

ATTEST:

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Melvyn Houser, County Auditor

APPROVED: February 27, 2024

PUBLISH: X

MET IN REGULAR SESSION

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

PLEDGE OF ALLEGIANCE

**1. CONSENT AGENDA**

After discussion was held by the Board, a Motion was made by Shea, and seconded by Jorgensen, to remove item 3. C. b. from the agenda and to approve Consent Agenda:

- A. February 20, 2024, Minutes as read.
- B. Publication of Pottawattamie County Salary Listing for 2023.

UNANIMOUS VOTE. Motion Carried.

**2. SCHEDULED SESSIONS**

Motion by Belt, second by Shea, to open bids for Dumfries Avenue and 240<sup>th</sup> Street Paving Project.

UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Jorgensen, to approve the Honeysuckle Road Special Assessment District provided to the property owners at the original cost.

UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Belt, to set the Honeysuckle Road cost share amount at \$122,101.20 which is the original cost.

UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Jorgensen, to set the Honeysuckle Road interest rate at 0% for apportionment.

UNANIMOUS VOTE. Motion Carried.

Motion by Belt, second by Shea, to approve Layton Township to hold more than 3 meetings, up to 8 per year.

UNANIMOUS VOTE. Motion Carried.

Lance Brisbois and Seth Brooks/Golden Hills appeared before the Board to present on activities with Golden Hills.

Discussion only. No action taken.

Motion by Wichman, second by Shea, to approve funding request for Golden Hills, in the amount of \$15,000 from gaming.

UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Jorgensen, to approve Third Consideration of **Ordinance No. 2023-05**, an ordinance to amend Chapter 8 "Zoning Ordinance" by adding Wind Energy and Solar Energy Systems (Case#ZAT-2023-03) and to adopt Ordinance 2023-05 into law.

**POTTAWATTAMIE COUNTY, IOWA  
ORDINANCE NO. 2023-05**

**AN ORDINANCE** to amend the following Chapter 8, Pottawattamie County, Iowa Zoning Ordinance:

- General typographical and grammar error corrections.
- Repeal a definition for BOARD: The Board of Adjustment of Pottawattamie County, Iowa and replace with a definition for Adjustment Board: The Board of Adjustment of Pottawattamie County, Iowa.
- Amend by replacing all references to Board with Adjustment Board.
- Amend by replacing all references to Board of Supervisors with County Board.
- Add a definition for CONCENTRATED SOLAR ENERGY SYSTEMS: A solar energy system that generates power by using mirrors or lenses to concentrate a large area of sunlight, or solar thermal energy, unto a small area.
- Add a definition for NON-PARTICIPATING LANDOWNER: Any landowner not under agreement with the owner or operator of a solar energy system or wind energy system.
- Add a definition for PARTICIPATING LANDOWNER: Any landowner under lease, easement or other property agreement(s) with the owner or operator of a solar energy system or wind energy system.
- Add a definition for SOLAR ENERGY SYSTEM, COMMERCIAL (CSES): A solar energy system that generates electricity from solar energy primarily for sale to an electric utility or other third-party commercial or industrial user. CSES shall include but are not limited to solar panels, support structures, inverters/transformers, operations and maintenance buildings, electrical

collector systems, energy storage technologies, wiring, communications, roads, substations and other equipment necessary for the generation, storage and delivery of electricity.

- Add a definition for SOLAR ENERGY SYSTEM, NON-COMMERCIAL (SES): A solar energy system that generates electricity from solar energy primarily for use on the same site or the same land use with which the system is associated.
- Repeal a definition for WIND TURBINE GENERATOR, COMMERCIAL AND NON-COMMERCIAL and replace with a definition for WIND TURBINE GENERATOR, COMMERCIAL AND NON-COMMERCIAL (WTG): A system of components including, but not limited to, a foundation, tower, nacelle, generator, and blades that together comprise a machine that generates electricity using wind energy.
- Repeal a definition for WIND FARM, COMMERCIAL and replace with a definition for WIND ENERGY SYSTEM, COMMERCIAL (CWES): A wind energy system that generates electricity from wind energy primarily for sale to an electric utility or other third-party commercial or industrial user. CWES shall include but are not limited to WTGs, support structures, inverters/transformers, operations and maintenance buildings, meteorological towers, electrical collector systems, energy storage technologies, wiring, communications, roads, substations and other equipment necessary for the generation, storage and delivery of electricity.
- Repeal a definition for WIND FARM, NON-COMMERCIAL and replace with a definition for WIND ENERGY SYSTEM, NON-COMMERCIAL (WES): A wind energy system that generates electricity from wind energy primarily for use on the same site or the same land use with which the system is associated.
- Add a definition for WIND TURBINE GENERATOR (WTG): A system of components including, but not limited to, a foundation, tower, nacelle, generator and blades that together comprise a machine that generates electricity using wind energy.
- Repeal Subsection 8.004.210 Reserved and replace with Solar Energy Systems
- Repeal Subsection 8.004.230 Wind Turbine Generator and replace with Wind Energy Systems, Commercial
- Repeal Subsection 8.004.240 Non-Commercial Wind Turbine and replace with Wind Energy Systems, Non-Commercial
- Add Section 8.004.085.18 SOLAR ENERGY SYSTEMS, NON-COMMERCIAL (SES), subject to the provisions of Section 8.040.210.
- Add Section 8.004.085.18 WIND ENERGY SYSTEMS, NON-COMMERCIAL (WES), subject to the provisions of Section 8.040.240, except in the A-4, R-1, R-2 and R-3 Districts.
- Delete Section 8.010.020.08 Wind Farms, both commercial and non-commercial subject to the requirements of 8.004.230 and 8.004.240.
- Add Section 8.010.030.21 Wind Energy Systems, Commercial, subject to the requirements of 8.004.230.
- Add Section 8.010.030.22 Solar Energy Systems, Commercial, subject to the requirements of 8.004.210.
- Delete Section 8.012.020.06 Wind Farms, both commercial and non-commercial subject to the requirements of 8.004.230 and 8.004.240.
- Add Section 8.012.030.11 Solar Energy Systems, Commercial, subject to the requirements of 8.004.210.
- Repeal Section 8.014.030.17 Wind Farms, Non-Commercial and replace with Section 8.014.030.17 Wind Energy Systems, Non-Commercial (WES), subject to the requirements of 8.004.240.
- Repeal Section 8.015.030.12 Wind Farms, Non-Commercial and replace with Section 8.015.030.12 Wind Energy Systems, Non-Commercial (WES), subject to the requirements of 8.004.240.
- Add Section 8.015.030.13 Solar Energy Systems, Commercial subject to the requirements of 8.040.210.
- Repeal Section 8.020.030.11 Wind Farms, Non-Commercial and replace with Section 8.020.030.11 Wind Energy Systems, Non-Commercial (WES), subject to the requirements of 8.004.240.
- Add Section 8.035.030.07 Solar Energy Systems, Non-Commercial subject to the requirements of 8.040.210.
- Add Section 8.035.030.08 Wind Energy Systems, Non-Commercial subject to the requirements of 8.040.240.
- Add Section 8.040.030.06 Solar Energy Systems, Non-Commercial subject to the requirements of 8.040.210.
- Add Section 8.040.030.07 Wind Energy Systems, Non-Commercial subject to the requirements of 8.040.240.
- Add Section 8.045.030.04 Solar Energy Systems, Commercial subject to the requirements of 8.040.210.
- Add Section 8.045.040.07 Solar Energy Systems, Non-Commercial subject to the requirements of 8.040.210.

- Add Section 8.045.040.08 Wind Energy Systems, Non-Commercial subject to the requirements of 8.040.240.
- Add Section 8.050.030.09 Solar Energy Systems, Commercial subject to the requirements of 8.040.210.
- Add Section 8.050.040.06 Solar Energy Systems, Non-Commercial subject to the requirements of 8.040.210.
- Add Section 8.050.040.07 Wind Energy Systems, Non-Commercial subject to the requirements of 8.040.240.
- Add Section 8.051.030.06 Solar Energy Systems, Commercial subject to the requirements of 8.040.210.
- Add Section 8.051.040.04 Solar Energy Systems, Non-Commercial subject to the requirements of 8.040.210.
- Add Section 8.051.040.05 Wind Energy Systems, Non-Commercial subject to the requirements of 8.040.240.
- Add Section 8.055.030.08 Solar Energy Systems, Commercial subject to the requirements of 8.040.210.
- Add Section 8.055.040.04 Solar Energy Systems, Non-Commercial subject to the requirements of 8.040.210.
- Add Section 8.055.040.05 Wind Energy Systems, Non-Commercial subject to the requirements of 8.040.240.
- Add Section 8.060.030.19 S D. Solar Energy Systems, Commercial subject to the requirements of 8.040.210.
- Add Section 8.060.040.04 Solar Energy Systems, Non-Commercial subject to the requirements of 8.040.210.
- Add Section 8.050.040.05 Wind Energy Systems, Non-Commercial subject to the requirements of 8.040.240.

**BE IT ORDAINED BY THE COUNTY BOARD OF POTTAWATTAMIE COUNTY, IOWA**

**SECTION 1 - AMENDMENTS:** That the Pottawattamie County, Iowa, Code, be and the same is hereby amended by adding thereto the following new definitions, to be codified as Section 8.002.040 C.075, definition of Concentrated Solar Energy Systems:

8.002.040 C

.075 CONCENTRATED SOLAR ENERGY SYSTEMS: A solar energy system that generates power by using mirrors or lenses to concentrate a large area of sunlight, or solar thermal energy, unto a small area.

**SECTION 2 - AMENDMENTS:** That the Pottawattamie County, Iowa, Code, be and the same is hereby amended by adding thereto the following new definitions, to be codified as Section 8.002.150 N.040, definition of Non-Participating Landowner:

8.002.150 N

.040 NON-PARTICIPATING LANDOWNER: Any landowner not under agreement with the owner or operator of a solar energy system or wind energy system.

**SECTION 3 - AMENDMENTS:** That the Pottawattamie County, Iowa, Code, be and the same is hereby amended by adding thereto the following new definitions, to be codified as Section 8.002.170 P.011, definition of Participating Landowner:

8.002.170 P

.011 PARTICIPATING LANDOWNER: Any landowner under lease, easement or other property agreement(s) with the owner or operator of a solar energy system or wind energy system.

**SECTION 4 - AMENDMENTS:** That the Pottawattamie County, Iowa, Code, be and the same is hereby amended by adding thereto the following new definitions, to be codified as Section 8.002.200 S.061, definition of Solar Energy System, Commercial:

8.002.200 S

.061 SOLAR ENERGY SYSTEM, COMMERCIAL (CSES): A solar energy system that generates electricity from solar energy primarily for sale to an electric utility or other third-party commercial or industrial user. CSES shall include but are not limited to solar panels, support structures, inverters/transformers, operations and maintenance buildings, electrical collector systems, energy storage technologies, wiring, communications, roads, substations and other equipment necessary for the generation, storage and delivery of electricity.

**SECTION 5 - AMENDMENTS:** That the Pottawattamie County, Iowa, Code, be and the same is hereby amended by adding thereto the following new definitions, to be codified as Section 8.002.200 S.062, definition of Solar Energy System, Non-Commercial:

8.002.200 S

.062 SOLAR ENERGY SYSTEM, NON-COMMERCIAL (SES): A solar energy system that generates electricity from solar energy primarily for use on the same site or the same land use with which the system is associated.

**SECTION 6 - AMENDMENTS:** That the Pottawattamie County, Iowa, Code, be and the same is hereby amended by repealing a definition for Wind Turbine Generator, Commercial and Non-Commercial and replacing it thereto with the following new definitions, to be codified as Section 8.002.240 W.030, definition of Wind Energy System, Commercial:

8.002.240 W

.030 WIND TURBINE GENERATOR, COMMERCIAL AND NON-COMMERCIAL(WTG): A system of components including, but not limited to, a foundation, tower, nacelle, generator and blades that together comprise a machine that generates electricity using wind energy and connects to the electrical transmission or local distribution grid.

- .01 Blade. An element of a WTG which acts as a part of an airfoil assembly, thereby extracting through rotation, kinetic energy directly from the wind.
- .02 Tower. The support structure, above grade, that supports the nacelle and rotor assembly.
- .03 Foundation. The Tower support structure, above and/or below grade that supports the entire weight of the Wind Turbine Generator.
- .04 Total Height. The height from grade to the highest vertical point of the swept arc. In the case of a WTG with a vertical axis rotor, the height of the blades from grade to the highest vertical point of the WTG.
- .05 Substation. An electrical construction designed to collect and modify electrical energy produced by the WTG.

**SECTION 7 - AMENDMENTS:** That the Pottawattamie County, Iowa, Code, be and the same is hereby amended by repealing a definition for Wind Farm, Commercial and replacing it thereto with the following new definitions, to be codified as Section 8.002.240 W.010, definition of Wind Energy System, Commercial:

8.002.240 W

.010 WIND ENERGY SYSTEM, COMMERCIAL (CWES): A wind energy system that generates electricity from wind energy primarily for sale to an electric utility or other third-party commercial or industrial user. CWES shall include but are not limited to wind turbine generators, support structures, inverters/transformers, operations and maintenance buildings, meteorological towers, electrical collector systems, energy storage technologies, wiring, communications, roads, substations and other equipment necessary for the generation, storage and delivery of electricity.

**SECTION 8 - AMENDMENTS:** That the Pottawattamie County, Iowa, Code, be and the same is hereby amended by repealing a definition for Wind Farm, Non Commercial and replacing it thereto with the following new definitions, to be codified as Section 8.002.240 W.020, definition of Wind Energy System, Non-Commercial:

8.002.240 W

.020 WIND ENERGY SYSTEM, NON-COMMERCIAL (WES): A wind energy system that generates electricity from wind energy primarily for use on the same site or the same land use with which the system is associated.

**SECTION 9a – REPEAL OF CONFLICTING ORDINANCES:** That Section 8.004.210 is hereby repealed in its entirety. Furthermore, all other ordinances in conflict with the provisions of this Ordinance are hereby repealed to the extent necessary to give this Ordinance full force and effect.

**SECTION 9b - AMENDMENTS:** That the Pottawattamie County, Iowa, Code, be and the same is hereby amended by adding thereto the following new Section, to be codified as Section 8.004.210, as follows:

8.004.210 SOLAR ENERGY SYSTEMS

- .01 PURPOSE: The purpose of this ordinance is to facilitate the construction, installation, and operation of solar energy systems in Pottawattamie County in a manner that promotes economic development, protects property values, and ensures the protection of health, safety, and welfare while also avoiding adverse impacts to important areas such as agricultural lands, conservation lands, and other sensitive lands.

- .02 CONSTRUCTION; CONFLICT: This ordinance does not repeal, abrogate, annul, impair or interfere with any existing ordinance. If this section 8.004.210 conflicts with any other provision of the Pottawattamie County, Iowa, Zoning Ordinance, this section 8.004.210 shall control.
- .03 SOLAR ENERGY SYSTEMS, COMMERCIAL (CSES):
- A. PURPOSE: This section provides uniform and comprehensive standards for the installation and use of CSES. CSES shall include but are not limited to solar panels, support structures, inverters/transformers, operations and maintenance buildings, electrical collector systems, energy storage technologies, wiring, communications, roads, substations and other equipment necessary for the generation, storage and delivery of electricity. The intent of this section is to protect the public health, safety, and community welfare while allowing development of utility-scale solar energy resources for utility, commercial and industrial purposes.
  - B. CONDITIONAL USE: CSES shall require a conditional use permit within the A-2, A-3, R-1, C-1, C-2, C-3, I-1 and I-2 zoning districts. This use is prohibited in all other zoning districts in the County. Concentrated solar energy systems are prohibited in the County. Where CSES are part of a unified plan or aggregated project, the applicant may submit a single conditional use permit application and may sign the application in lieu of individual property owner(s). The applicant shall provide reasonable documentation evidencing the property owner(s) authorize the applicant to construct and operate a CSES on the property or to seek a conditional use permit for such purpose.
  - C. SPECIAL REQUIREMENTS: CSES are subject to the following requirements:
    1. HEIGHT: A solar panel shall be no less than two (2) feet off the ground. A solar panel shall not exceed twenty (20) feet in height above grade at maximum tilt of the solar panel.
    2. SETBACKS: CSES shall be setback from lot lines as set forth in underlying zoning district. Solar panels within a CSES shall not be located less than three hundred (300) feet from the closest exterior wall of any non-participating dwelling. There shall be no setback to any participating dwelling. There shall be no side or rear yard setback for any lot line where the CSES is located on abutting participating parcels.
    3. SUBMITTAL REQUIREMENTS: The applicant shall submit all materials contained in this section at the time of the application for a conditional use permit.
    4. PERMITTING PROCESS: The applicant shall go through the following process for conditional use permit approval:
      - a. Applicant shall meet with the Development Director and submit all required documents.
      - b. Development Director will submit all documents to the Pottawattamie County Department Approval Committee. Said Committee shall consist of the County Board and the Development Director along with the department head or the designated employee from the following departments: Conservation, County Engineer/Secondary Roads, and Sheriff. All identified departments must approve with signature that all requirements pertaining to that department are met prior to submission to the Adjustment Board.
      - c. The conditional use permit application shall be presented to the Adjustment Board for a public hearing and decision on the conditional use permit.
      - d. County Board shall consider a decommissioning plan, decommissioning agreement (including financial security), Public Roads Damage Avoidance and Mitigation Plan and related agreement. The CSES may not proceed to construction until the County Board has approved these
    5. SECURITY; FENCING: Absent contrary direction from the Iowa Utilities Board, the CSES shall be fenced with a minimum eight-foot (8') tall security fence,. "Warning/No Trespassing" signs, as well as contact information for emergency purposes, shall be posted within sight of all points of fence line or no greater than one hundred fifty feet (150') apart. At the discretion of the approving authority, critical electrical and communications equipment may be fenced with the chain-link fence topped with barbed wire when such measures are deemed necessary to ensure public safety.
    6. AGRICULTURAL IMPACT MITIGATION PLAN: The applicant shall submit a plan with the conditional use permit application detailing the mitigation strategy to support agricultural use of the land. The plan will be reviewed by the Development Director and shall include, but is not limited to:



- a. Results of a soil analysis conducted and assessed by a qualified professional to determine topsoil depths, as well as identify any limitations for construction and mitigation that may require special consideration.
  - b. General list of project components and construction timeline.
  - c. Describe best practices and methods to be used during each stage of construction for protecting and preserving topsoil. Practices and methods should address, at minimum, avoidance of removal of topsoil. However, if removal of topsoil is necessary, applicant should plan for segregation, stockpiling, replacement during backfill and respreading, grading minimization, compaction prevention and decompaction of otherwise undisturbed topsoil impact by heavy equipment or storage of materials and wet weather conditions.
  - d. Describe environmental monitoring that will be used during construction to ensure adherence to the best practices contained in the plan. The monitoring should be done by an environmental professional at the expense of the developer. The monitoring results should be submitted to the County through the Planning Department every thirty (30) days during construction.
  - e. Describe the general procedures to be used for identification, avoidance and repair of any underground drainage tile lines located within the project site before, during and after construction.
7. **SOIL EROSION AND SEDIMENT CONTROL:** The applicant shall conduct all roadwork and other site development work in compliance with Chapter 10.15 of the Pottawattamie County, Iowa, Code (Grading and Excavation), and a national pollutant discharge elimination system (NPDES) permit as required by the Iowa Department of Natural Resources and comply with requirements as detailed by local jurisdictional authorities during the plan submittal. If subject to NPDES requirements, the applicant must submit the permit to the Development Director for review and comment along with an erosion and sediment control plan before the commencement of construction. The plan must include both general “best management practices” for temporary erosion and sediment control (both during and after construction) and permanent drainage and erosion control measures to prevent both damage to local roads/adjacent areas and sediment laden run-off into waterways.
8. **VEGETATION MITIGATION PLAN:**
- a. A Vegetation Mitigation Plan must be provided to the Planning and Development Department with the conditional use permit application. The Vegetation Mitigation Plan will be reviewed by the Development Director.
  - b. Ground under and around the CSES shall be planted with a perennial vegetative ground cover as identified in the Vegetation Mitigation Plan. The ground cover plan shall be developed in accordance with the following standards:
    - i. Avoid removal of topsoil to maximum extent possible during development and decommissioning unless part of a remediation effort.
    - ii. The vegetation shall be planted and maintained, per the Vegetation Mitigation Plan, for the full operational life of the CSES to prevent erosion, manage runoff and build soil. The Vegetation Mitigation Plan must include management methods and schedules for how the vegetation will be managed on an annual basis, with the particular attention given to the establishment period of approximately three (3) years. The Vegetation Mitigation Plan must include provisions for replacement of any required vegetation cover that fails to establish or dies during the life of the project.
    - iii. Plant materials for the ground cover area must not have been treated with systemic insecticides, particularly neonicotinoids.
    - iv. The application and Vegetation Mitigation Plan shall include the proposed seed mix specifications and growth guidelines to follow.
      - i. Seeding zones and their selected seed mixes should be clearly mapped on a site plan.
      - ii. Seed and/or planting mixes and maintenance practices should be consistent with recommendations made by qualified natural resource professionals, such as those from a state department of natural resources, county soil and water conservation services, or natural resource conservation service.

- iii. Reporting to the County through the Planning Department on ground cover management and maintenance activities shall be on an annual basis for a minimum of five (5) years after which point reduced frequency can be requested and approved at the discretion of the Development Director.
  - iv. At the discretion of the Development Director, other practices, such as small-scale farming, beekeeping operations or grazing, may be allowed in the ground cover area as part of the conditional use permit.
- 9. **LANDSCAPING BUFFER:** To mitigate potential negative effects and reduce the visual impact of the CSES, a landscaping buffer shall be installed and maintained during the life of the CSES. Determination of screening requirements will be made by the approving authority as part of the review of the conditional use permit and will be based on adjacent or nearby surrounding land uses and topography. Where the approving authority finds that a landscaping buffer is appropriate, landscaping shall be installed within a planting area around the portions of the site specified by the approving authority in accordance with the standards as of this subsection. All applications for which this subsection applies shall submit a plan for review and approval. The landscaping buffer shall use trees, shrubs, grasses and forbs that are native to Iowa or where appropriate may include naturalized and non-invasive species or a combination thereof to provide a vegetation screen in all required areas.
- 10. **LIGHTING:** If lighting is provided for the CSES, lighting shall be shielded and downcast such that the light does not project directly onto the adjacent parcels.
- 11. **SOUND:** Sound levels caused by the CSES measured at the closest exterior wall of any non-participating residence shall not exceed forty (40) decibels (A-weighted).
- 12. **GLARE; AVIATION PROTECTION.** The CSES shall be designed and located to minimize glare towards any buildings on adjacent properties. Applicant must complete and provide with the application the results of a Solar Glare Hazard Analysis Tool or most recent version adopted by the Federal Aviation Administration (FAA). Applicant must provide evidence of notice and no response and/or non-objection from FAA and Offutt Air Force Base that the CSES will not affect commercial or military flights.
- 13. **UTILITY CONNECTIONS:** Applicant shall make reasonable efforts to place all collection lines within the CSES underground, depending on appropriate soil conditions, shape and topography of the site, distance to the connection, or other conditions or requirements. High-voltage lines between the CSES and substations may be above ground.
- 14. **OUTDOOR STORAGE:** Only the outdoor storage of materials, vehicles, and equipment that directly support the operation and maintenance of the CSES shall be allowed.
- 15. **ENDANGERED SPECIES AND WETLANDS:** Applicant shall consult with the Iowa Department of Natural Resources.
- 16. **WEED CONTROL:** Applicant must present an acceptable weed/grass control plan for property outside of the fenced area for the entire CSES. The CSES operator must maintain the fence and adhere to a weed control plan. The plan must be approved by the Development Director and Conservation Department.
- 17. **WASTE:** All solid wastes, whether generated from supplies, equipment parts, packaging, operation, grazed animals, farming operation or maintenance of the CSES, shall be removed from the site and disposed of in an appropriate manner. All hazardous waste shall be removed from the site immediately and disposed of in a manner consistent with all local, state and federal requirements.
- 18. **MAINTENANCE, REPAIR OR REPLACEMENT OF A FACILITY:** Maintenance shall include, but not limited to, painting, structural repairs, and integrity of security measures. Any retrofit, replacement or refurbishment of equipment shall adhere to all applicable local, state and federal requirements.
- 19. **CLEANING CHEMICALS AND SOLVENTS:** During operation of the CSES, all chemicals or solvents used to clean photovoltaic panels shall be low in volatile organic compounds and the operator shall use recyclable or biodegradable products to the extent possible. Any on-site storage of chemicals or solvents shall be referenced on the site plan.
- 20. **STORM WATER MANAGEMENT.** Prior to receiving a building permit, for the purposes of pollutant removal, storm water and runoff management, flood reduction and associated impacts, the applicant shall provide a detailed storm water management plan in compliance with Chapter 10.15 of the Pottawattamie County, Iowa, Code (Grading and Excavation).

21. ADMINISTRATION AND ENFORCEMENT: Development Director and any necessary personnel may enter any property for which a conditional use permit or building permit has been issued under this ordinance to conduct an inspection to determine whether the conditions stated in the permit have been met as specified by statute, ordinance, and code. Failure to provide access shall be deemed a violation of this ordinance.
- D. SAFETY: All CSES shall provide the following at all locked entrances:
1. A visible "High Voltage" warning sign.
  2. Name(s) and phone number(s) for the electric utility provider(s).
  3. Name(s) and phone number(s) for the site operator(s).
  4. The facility's 911 address and GPS coordinates.
  5. The site operator will coordinate with the local fire department and Emergency Management to provide training on an annual basis for the first five (5) years the CSES is complete and in operation. Said training will commence within six (6) months prior to the completion of the CSES. After that, offered on an annual basis for the life of the project. All emergency responding agencies will sign off that said training was completed or offered.
- E. REPOWERING: At the discretion of the Development Director, proposals to replace more than twenty-five percent (25%) of the panels in a CSES within a twelve (12) month period may be required to submit a plan for review and approval with all associated costs assigned to the applicant and/or the property owner(s).
- F. ROADS: The applicant, owners and their contractors shall avoid damaging public roads to the greatest practicable extent and shall be responsible for repair of damage to public roads. A Public Roads Damage Avoidance and Mitigation Plan shall be in accordance with the following standards and approved by the County Board before the applicant commences construction:
1. IDENTIFICATION OF POTENTIAL ROADS USAGE: The applicant shall identify, in consultation with the County Engineer, all state and local public roads to be used within the County to transport equipment, parts and material for construction, operation or maintenance of the CSES and related components.
  2. DOCUMENTATION OF ROAD CONDITIONS: Prior to construction, decommissioning or implementation of a repowering plan, the County Engineer or a third-party consultant selected by the County Engineer shall document the current conditions of the roads identified for use with physical and video documentation. The County Engineer or a third-party consultant selected by the County Engineer shall document road conditions again thirty (30) days after the CSES construction, decommissioning or implementation of a repowering plan is complete, or as weather permits. The requirements of this Subsection shall be at the sole cost of the applicant or owner of the CSES.
  3. ROAD PREPARATION AND DAMAGE: The applicant or owner of the CSES shall promptly cause the completion of any necessary road preparation, maintenance or repair associated with CSES construction, operation, maintenance, decommissioning or implantation of a repowering plan, as identified by the County Engineer or a third-party consultant selected by the County Engineer. All road preparation, maintenance and repair shall be at the sole cost of the applicant or owner of the CSES and to reasonable satisfaction of the County Engineer based on the applicable standards and codes.
  5. FINANCIAL SURETY: Applicant shall demonstrate appropriate financial assurance to ensure road preparation, maintenance and repair. At the direction of the County Board, the applicant or the owner of the CSES may also be required to provide a financial surety instrument or bond at the time of permitting consideration.
- G. DECOMMISSIONING AND RECLAMATION PLAN: The applicant shall submit a decommissioning and reclamation plan to the Development Director with the conditional use permit application. The Development Director shall review the plan for completeness and refer it to the Adjustment Board for review in conjunction with the conditional use permit and the County Board for final consideration and approval prior to the applicant commencing construction. The plan shall include:
1. A description of the life of the CSES; the anticipated manner which the project will be decommissioned, including plans to recycle components; the anticipated site restoration actions; the estimated decommissioning costs in current dollars; and the method for ensuring that funds will be available for decommissioning and restoration.
  2. Estimates for the total cost for decommissioning at the current value at site as determined by a licensed engineer. Decommissioning cost estimates shall take salvage and resale value into account.
  3. A description of the means to remove the CSES and restore the land to its previous use upon the end of its life, as stated in the conditional use permit or this ordinance.

4. to remove structures, debris and associated equipment on the surface and to a level of not less than six (6) feet below the surface, and the timeline/sequence in which removal is expected to occur.
  5. Provisions to restore the soil, vegetation, and disturbed earth, which shall be graded and reseeded and/or the property may be returned to agricultural use. Avoidance of topsoil is preferred. The plan shall include environmental monitoring at the cost of the developer to be used in returning the project area back to agricultural use. Environmental monitoring shall include best practices to address at minimum invasive species prevention, erosion, sediment control and debris removal.
  6. A provision that the terms of the decommissioning plan shall be binding upon the owner or operator of the CSES and any of their successors, assigns or heirs, and that the landowner has granted permission for access and easements of the property for decommissioning.
  7. FINANCIAL SURETY: No later than the tenth (10th) year following the date the applicant or CSES owner completes construction, as evidenced by a certificate of completion, the applicant or CSES owner shall provide a financial surety instrument to cover the cost of decommissioning in accordance with the following:
    - a. Decommissioning funds or financial surety shall be in an amount equal to the net cost for decommissioning the site, plus a ten percent (10%) contingency.
    - b. The financial surety shall be maintained in the form of cash, certificate of deposit, performance bond, escrow account, surety bond, letter of credit, corporate guarantee or other form of financial assurance acceptable to the County Board. Any document evidencing the maintenance of the financial surety shall include provisions for releasing the funds to the County in the event decommissioning is not completed in a timely manner.
    - c. Financial surety shall be maintained for the remaining life of the CSES.
    - d. Every five (5) years, the CSES owner or operator shall retain an independent licensed engineer to re-estimate the total cost of decommissioning and attest that the value of the financial surety instrument is appropriate. This report shall be filed with the Planning and Development department and the Auditor. The decommissioning surety shall match the re-estimated cost of decommissioning plus a ten percent (10%) contingency. Within ninety (90) days of filing the re-estimation report with the County through the Planning Department, the CSES owner or operator shall cause the fund balance of the financial surety instrument to be adjusted, if applicable.
    - e. RELEASE OF FINANCIAL SURETY: Financial surety shall only be released by the County Board by the recommendation from the Development Director, after inspection and confirmation that all conditions of the decommissioning plan have been met.
- H. INDEMNIFICATION AND LIABILITY: The applicant, owner and/or operator of the CSES shall defend, indemnify, and hold harmless the County and its officials from and against any and all claims, demands, losses, suits, causes of action, damages, injuries, costs, expenses, and liabilities whatsoever, including attorneys' fees, without limitation, arising out of acts or omissions of the applicant, owner, and/or operator associated with the construction and/or operations of the CSES.
- I. CESSATION OF OPERATIONS: Any CSES that has not been in operation and producing electricity for at least one hundred and eighty (180) consecutive days, unless caused by a natural catastrophic event, shall be decommissioned. The Development Director shall notify the owner to decommission and remove the CSES. Within two hundred and seventy (270) days thereafter, the owner shall either submit evidence showing that the CSES has been operating and producing electricity or that it has been fully decommissioned in compliance with this Ordinance. If the owner fails to or refuses to remove the CSES, the violation shall be referred to the County Attorney. In the case of a natural catastrophic event, a detailed restoration plan to return to operational status must be provided to the Development Director.
- J. VIOLATIONS & PENALTIES: Violations and penalties of this section are set forth in Chapter 1.75 of the Pottawattamie County, Iowa, Code (Violations and Penalties).
- K. RELATED RULES AND REGULATIONS: Each CSES shall comply with all applicable local, state and federal requirements.
- L. SEVERABILITY: The provisions of this ordinance are severable, and the invalidity of any section, subdivision, paragraph, or other part of this ordinance shall not affect the validity or effectiveness of the remainder of the ordinance.
- M. CONDITIONAL USE PERMIT FEE(S) FOR CSES: The conditional use permit application fee(s) will be approved and adopted by resolution of the County Board and shall be set forth in Chapter 1.50 of the Pottawattamie County, Iowa, Code (Schedule of Fees).

- .04 SOLAR ENERGY SYSTEMS, NON COMMERCIAL (SES):
- A. PURPOSE: This section provides uniform and comprehensive standards for the installation and the use of SES for on-site home, farm and small commercial use that are used primarily to reduce on-site consumption of utility power. The intent of this section is to protect the public health, safety and community welfare without unduly restricting the development of SES.
  - B. ACCESSORY USE: SES shall be considered an accessory use to a permitted principal or conditional use in any zoning district.
  - C. SPECIAL REQUIREMENTS: SES shall be subject to the requirements included in this section:
    1. GROUND MOUNTED SES HEIGHT: Shall not be greater than fifteen (15) feet at maximum tilt of the solar panel(s).
    2. STRUCTURE MOUNTED SES HEIGHT: Shall not be greater than the allowable height of any structure within the zoning district in which the SES is to be installed.
    3. SETBACKS: The ground mounted SES shall maintain perimeter setbacks including side and rear yard setbacks of ten (10) feet measured at full horizontal tilt and ten (10) feet from any other building or structure on the same lot. No solar panels within the SES may be located in the required front yard setback unless at least fifty (50) feet back from the edge of the county road right-of-way or at least eighty (80) feet back from the edge of state or federal road right-of-way.
    4. BUILDING CODES: All county, state and federal construction codes shall be followed.
    5. USE: SES shall provide electricity for on-site use by the owner. This does not prohibit an owner from making excess power available for net metering.
  - D. BUILDING PERMIT: Before a building permit is issued, the following shall be submitted to the Development Director for review:
    1. Site Plan Showing:
      - a. Address, email address, and phone number of the property owner;
      - b. Parcel lines;
      - c. All existing structures with heights clearly marked;
      - d. Sanitary infrastructure (i.e., septic field);
      - e. Setback measurements;
      - f. Easements present on the property, including those for utilities;
      - g. Septic field tile location;
      - h. Floodplain location, if applicable;
      - i. Topography lines (2-foot contours);
      - j. Location of all solar panels and associated equipment; and
      - k. Location of the electrical disconnect for the SES.
    2. Evidence that the local electric utility has been informed of the customer's intent to install a customer-owned SES.
    3. Evidence that the site plan has been submitted to the local fire protection district.
    4. Evidence that all contact information for site has been provided to Emergency Management.
    5. After a review and acceptance of site plan and required information, a building permit authorizing construction shall be issued.

**SECTION 10a – REPEAL OF CONFLICTING ORDINANCES:** That Section 8.004.230 is hereby repealed in its entirety. Furthermore, all other ordinances in conflict with the provisions of this Ordinance are hereby repealed to the extent necessary to give this Ordinance full force and effect.

**SECTION 10b - AMENDMENTS:** That the Pottawattamie County, Iowa, Code, be and the same is hereby amended by adding thereto the following new Section, to be codified as Section 8.004.230, as follows:

**8.004.230 WIND ENERGY SYSTEMS, COMMERCIAL (CWES)**

- .01 PURPOSE: This ordinance provides uniform and comprehensive standards for the installation and use of CWES. CWES shall include but are not limited to WTGs, support structures, inverters/transformers, operations and maintenance buildings, meteorological towers, electrical collector systems, energy storage technologies, wiring, communications, roads, substations and other equipment necessary for the generation, storage and delivery of electricity. The intent of these regulations is to protect the public health, safety, and community welfare while allowing development of utility-scale wind energy resources for utility, commercial and industrial purposes.
- .02 CONSTRUCTION; CONFLICT: This section does not repeal, abrogate, annul, impair or interfere with any existing ordinance. If this section 8.004.230 conflicts with any other provision of the Pottawattamie County, Iowa, Zoning Ordinance, this section 8.004.230 shall control.

- .03 **CONDITIONAL USE:** CWES shall require a conditional use permit within the A-2 zoning districts. This use is prohibited in all other zoning districts in the County. Where CWES are part of a unified plan or aggregated project, the applicant may submit a single conditional use permit application and may sign the application in lieu of individual property owner(s). The applicant shall provide reasonable documentation evidencing the property owner(s) authorize the applicant to construct and operate a CWES on the property or to seek a conditional use permit for such purpose.
- .04 **HEIGHT:** The total height of a WTF in a CWES shall not exceed four hundred twelve feet (412').
- .05 **SETBACKS:** Setbacks for CWES shall be as follows:
- A. **LOT LINES; PUBLIC RIGHT-OF-WAYS:** WTGs in a CWES shall not be located less than one thousand five hundred feet (1,500') to any lot line or public right-of-way as measured from the center of the WTG base; provided, however, there shall be no side or rear yard setback for any lot line where the CWES is located on abutting participating parcels.
  - B. **DWELLINGS:** WTGs in a CWES shall not be located less than one-half (1/2) mile to the closest exterior wall of any non-participating dwelling as measured from the center of the WTG base. CWES may be setback less than one-half (1/2) mile from any participating dwelling or any dwelling for which the property owner signs a waiver agreeing to reduce the setback distance; provided, however, in no event shall a CWES be located less than one and one-tenth (1.1) times the total height to any dwelling.
  - C. **INCORPORATED MUNICIPALITIES:** WTGs in a CWES shall not be located less than three (3) miles to the corporate limits of any incorporated municipality as measured from the center of the WTG base.
  - D. **COUNCIL BLUFFS MUNICIPAL AIRPORT:** WTGs in a CWES shall not be located less than three (3) miles to any lot line of the Council Bluffs Municipal Airport as measured from the center of the WTG base.
  - E. **PARKS AND HABITAT AREAS:** WTGs in a CWES shall not be located less than three (3) miles to any lot line of a designated Pottawattamie County Conservation park or habitat area as measured from the center of the WTG base.
- .06 **SPECIAL REQUIREMENTS:** CWES are subject to the following requirements:
- A. **SUBMITTAL REQUIREMENTS:** The applicant shall submit all materials contained in this section at the time of the application for a conditional use permit.
  - B. **PERMITTING PROCESS:** The applicant shall go through the following process for conditional use permit approval:
    1. Applicant shall meet with the Development Director and submit all required documents.
    2. Development Director will submit all documents to the Pottawattamie County Department Approval Committee. Said Committee shall consist of the County Board and the Development Director along with the department head or the designated employee from the following departments: Conservation, County Engineer/Secondary Roads, and Sheriff's Department. All identified departments must approve with signature that all requirements pertaining to that department are met prior to submission to the Adjustment Board.
    3. The conditional use permit application will be presented to the Adjustment Board for a public hearing and decision on the conditional use permit.
    4. County Board shall consider a decommissioning plan, decommissioning agreement (including financial security), Public Roads Damage Avoidance and Mitigation Plan and related agreement. The CWES may not proceed to construction until the County Board has approved these plans and the Chairperson and the applicant have executed these agreements.
    5. The use(s) outlined in the application shall be established in accordance with the draft plans considered by the approving authority within five (5) years of approval. "Commencing Construction" is determined by disturbance of soil at project site that is not part of a primary farming operation. Any portion of the development plan not completed within five (5) years of approval by the approving authority shall not be installed until the development has been reauthorized by the approving authority. Reauthorization shall be subject to the regulations in effect at the time reauthorization is requested.
  - C. **SECURITY; FENCING:** CWES shall be equipped with anti-climbing devices or be of a mono-tower type with locking doors. Tower climbing apparatus shall be at least ten (10) feet above ground level. At the discretion of the approving authority, critical electrical and communications equipment may be fenced with the chain-link fence topped with barbed wire when such measures are deemed necessary to ensure public safety.

- D. **AGRICULTURAL IMPACT MITIGATION PLAN:** The applicant shall submit a plan with the conditional use permit application detailing the mitigation strategy to support agricultural use of the land. The plan will be reviewed by the Development Director and shall include, but is not limited to:
1. Results of a soil analysis conducted and assessed by a qualified professional to determine topsoil depths, as well as identify any limitations for construction and mitigation that may require special consideration.
  2. General list of project components and construction timeline.
  3. Describe best practices and methods to be used during each stage of construction for protecting and preserving topsoil. Practices and methods should address, at minimum, avoidance of removal of topsoil. However, if removal of topsoil is necessary, applicant should plan for segregation, stockpiling, replacement during backfill and respreading, grading minimization, compaction prevention and decompaction of otherwise undisturbed topsoil impact by heavy equipment or storage of materials and wet weather conditions.
  4. Describe environmental monitoring that will be used during construction to ensure adherence to the best practices contained in the plan. The monitoring should be done by an environmental professional at the expense of the developer. The monitoring results should be submitted to the County through the Planning Department every thirty (30) days during construction.
  5. Describe the general procedures to be used for identification, avoidance and repair of any underground drainage tile lines located within the project site before, during and after construction.
- E. **SOIL EROSION AND SEDIMENT CONTROL:** The applicant shall conduct all roadwork and other site development work in compliance with Chapter 10.15 of the Pottawattamie County, Iowa, Code (Grading and Excavation), and a national pollutant discharge elimination system (NPDES) permit as required by the Iowa Department of Natural Resources and comply with requirements as detailed by local jurisdictional authorities during the plan submittal. If subject to NPDES requirements, the applicant must submit the permit to the Development Director for review and comment along with an erosion and sediment control plan before the commencement of construction. The plan must include both general “best management practices” for temporary erosion and sediment control (both during and after construction) and permanent drainage and erosion control measures to prevent both damage to local roads/adjacent areas and sediment laden run-off into waterways.
- F. **LIGHTING:** Lighting shall be shielded such that the light does not project directly onto the adjacent parcels to the extent the FAA allows. If permitted by the FAA, all CWES shall utilize an aircraft detection lighting system (ADLS).
- G. **DESIGN:** CWES color and finish shall be white, gray or another non-obtrusive, non-reflective finish. There shall be no advertising, logo, or other symbols painted on the WTG other than those required by the FAA or other governing body. Each WTG shall have a name plate which is clearly legible from the public right-of-way and contains contact information of the operator of the CWES.
- H. **SOUND:** Sound levels caused by the CWES measured at least 25 feet from the closet exterior wall of any non-participating dwelling shall not exceed forty (40) decibels (A-weighted Leq, one hour). Each application shall include a professional third-party pre-construction sound study which includes all property within at least one (1) mile of each WTG and must be able to demonstrate compliance with the noise standards in this section.
- I. **SHADOW FLICKER:** For any WTG which is within half mile of any non-participating dwelling, applicant shall provide shadow flicker modeling data showing the expected effect of shadow flicker on non-participating properties. Shadow flicker shall not fall upon any non-participating dwelling, or other building which is occupied by humans, for more than a total of 30 hours per any calendar year.
- J. **UTILITY CONNECTIONS:** Applicant shall make reasonable efforts to place all collection lines within the CWES underground, depending on appropriate soil conditions, shape and topography of the site, distance to the connection, or other conditions or requirements. High-voltage lines between the CWES and substations may be above ground.
- K. **OUTDOOR STORAGE:** Only the outdoor storage of materials, vehicles, and equipment that directly support the operation and maintenance of the CWES shall be allowed.
- L. **ENDANGERED SPECIES AND WETLANDS:** Applicant shall consult with the Iowa Department of Natural Resources.
- M. **WEED CONTROL:** Applicant must present an acceptable weed/grass control plan for property outside of the fenced area for the entire CWES. The CWES operator must maintain the fence and adhere to a weed control plan. The plan must be approved by the Development Director, and Conservation Department.

- N. **WASTE:** All solid wastes, whether generated from supplies, equipment parts, packaging, operation, grazed animals, farming operation or maintenance of the CWES, shall be removed from the site and disposed of in an appropriate manner. All hazardous waste shall be removed from the site immediately and disposed of in a manner consistent with all local, state and federal requirements.
- O. **MAINTENANCE, REPAIR OR REPLACEMENT OF A FACILITY:** Maintenance shall include, but not limited to, painting, structural repairs, and integrity of security measures. Any retrofit, replacement or refurbishment of equipment shall adhere to all applicable local, state and federal requirements.
- P. **STORM WATER MANAGEMENT.** Prior to receiving a building permit, for the purposes of pollutant removal, storm water and runoff management, flood reduction and associated impacts, the applicant shall provide a detailed storm water management plan in compliance with Chapter 10.15 of the Pottawattamie County, Iowa, Code (Grading and Excavation).
- Q. **AVIATION PROTECTION.** Wind turbine generators shall meet all FAA requirements, including but not limited to, lighting and radar interference issues. Applicant must provide evidence of notice and no response and/or non-objection from FAA and Offutt Air Force Base that the CWES will not affect commercial or military flights.
- R. **ADMINISTRATION AND ENFORCEMENT:** Development Director and any necessary personnel may enter any property for which a conditional use permit or building permit has been issued under this ordinance to conduct an inspection to determine whether the conditions stated in the permit have been met as specified by statute, ordinance, and code. Failure to provide access shall be deemed a violation of this ordinance.
- .07 **SAFETY:** All CWES shall provide the following at all locked entrances:
- A. A visible "High Voltage" warning sign.
  - B. Name(s) and phone number(s) for the electric utility provider(s).
  - C. Name(s) and phone number(s) for the site operator(s).
  - D. The facility's 911 address and GPS coordinates.
  - E. The site operator will coordinate with the local fire department and Emergency Management to provide training on an annual basis for the first five (5) years the CWES is complete and in operation. Said training will commence within six (6) months prior to the completion of the CWES. After that, offered on an annual basis for the life of the project. All emergency responding agencies will sign off that said training was completed or offered.
- .08 **REPOWERING:** At the discretion of the Development Director, proposals to replace more than twenty-five percent (25%) of the WTGs in a CWES within a twelve (12) month period may be required to submit a plan for review and approval with all associated costs assigned to the applicant and/or the property owner(s). Replacement for this purpose shall mean installing new blades of the same size, generator and nacelle. Any one of those items individually shall not constitute replacement in this context.
- .09 **ROADS:** The applicant, owners and their contractors shall avoid damaging public roads to the greatest practicable extent and shall be responsible for repair of damage to public roads. A Public Roads Damage Avoidance and Mitigation Plan shall be in accordance with the following standards and approved by the County Board before the applicant commences construction:
- A. **IDENTIFICATION OF POTENTIAL ROADS USAGE:** The applicant shall identify, in consultation with the County Engineer, all state and local public roads to be used within the County to transport equipment, parts and material for construction, operation or maintenance of the CWES and related components.
  - B. **DOCUMENTATION OF ROAD CONDITIONS:** Prior to construction, decommissioning or implementation of a repowering plan, the County Engineer or a third-party consultant selected by the County Engineer shall document the current conditions of the roads identified for use with physical and video documentation. The County Engineer or a third-party consultant selected by the County Engineer shall document road conditions again thirty (30) days after the CWES construction, decommissioning or implementation of a repowering plan is complete, or as weather permits. The requirements of this Subsection shall be at the sole cost of the applicant or owner of the CWES.
  - C. **ROAD PREPARATION AND DAMAGE:** The applicant or owner of the CWES shall promptly cause the completion of any necessary road preparation, maintenance or repair associated with CWES construction, operation, maintenance, decommissioning or implantation of a repowering plan, as identified by the County Engineer or a third-party consultant selected by the County Engineer. All road preparation, maintenance and repair shall be at the sole cost of the applicant or owner of the CWES and to reasonable satisfaction of the County Engineer based on the applicable standards and codes.
  - D. **FINANCIAL SURETY:** Applicant shall demonstrate appropriate financial assurance to ensure road preparation, maintenance and repair. At the direction of the County Board, the applicant or the owner of the CWES may also be required to provide a financial surety instrument or bond at the time of permitting consideration.



- .10 DECOMMISSIONING AND RECLAMATION PLAN: The applicant shall submit a decommissioning and reclamation plan to the Development Director with the conditional use permit application. The Development Director shall review the plan for completeness and refer it to the Adjustment Board for review in conjunction with the conditional use permit and the County Board for final consideration and approval prior to the applicant commencing construction. The plan shall include:
- A. A description of the life of the CWES; the anticipated manner which the project will be decommissioned, including plans to recycle components; the anticipated site restoration actions; the estimated decommissioning costs in current dollars; and the method for ensuring that funds will be available for decommissioning and restoration.
  - B. Estimates for the total cost for decommissioning at the current value at site as determined by a licensed engineer. Decommissioning cost estimates shall take salvage and resale value into account.
  - C. A description of the means to remove the CWES and restore the land to its previous use upon the end of its life, as stated in the conditional use permit or this ordinance.
  - D. Provisions to remove structures, debris and associated equipment on the surface and to a level of not less than six (6) feet below the surface, and the timeline/sequence in which removal is expected to occur.
  - E. Provisions to restore the soil, vegetation, and disturbed earth, which shall be graded and reseeded and/or the property may be returned to agricultural use. Avoidance of topsoil is preferred. The plan shall include environmental monitoring at the cost of the developer to be used in returning the project area back to agricultural use. Environmental monitoring shall include best practices to address at minimum invasive species prevention, erosion, sediment control and debris removal.
  - F. A provision that the terms of the decommissioning plan shall be binding upon the owner or operator of the CWES and any of their successors, assigns or heirs, and that the landowner has granted permission for access and easements of the property for decommissioning.
  - G. FINANCIAL SURETY: No later than the tenth (10th) year following the date the applicant or CWES owner completes construction, as evidenced by a certificate of completion, the applicant of CWES owner shall provide a financial surety instrument to cover the cost of decommissioning in accordance with the following:
    1. Decommissioning funds or financial surety shall be in an amount equal to the net cost for decommissioning the site, plus a ten percent (10%) contingency.
    2. The financial surety shall be maintained in the form of cash, certificate of deposit, performance bond, escrow account, surety bond, letter of credit, corporate guarantee or other form of financial assurance acceptable to the County Board. Any document evidencing the maintenance of the financial surety shall include provisions for releasing the funds to the County in the event decommissioning is not completed in a timely manner.
    3. Financial surety shall be maintained for the remaining life of the CWES.
    4. Every five (5) years, the CWES owner or operator shall retain an independent licensed engineer to re-estimate the total cost of decommissioning and attest that the value of the financial surety instrument is appropriate. This report shall be filed with the Planning and Development department and the Auditor. The decommissioning surety shall match the re-estimated cost of decommissioning plus a ten percent (10%) contingency. Within ninety (90) days of filing the re-estimation report with the County through the Planning Department, the CWES owner or operator shall cause the fund balance of the financial surety instrument to be adjusted, if applicable.
    5. RELEASE OF FINANCIAL SURETY: Financial surety shall only be released by the County Board by the recommendation from the Development Director, after inspection and confirmation that all conditions of the decommissioning plan have been met.
- .11 INDEMNIFICATION AND LIABILITY: The applicant, owner and/or operator of the CWES shall defend, indemnify, and hold harmless the County and its officials from and against any and all claims, demands, losses, suits, causes of action, damages, injuries, costs, expenses, and liabilities whatsoever, including attorneys' fees, without limitation, arising out of acts or omissions of the applicant, owner, and/or operator associated with the construction and/or operations of the CWES
- .12 CESSATION OF OPERATIONS: Any CWES that has not been in operation and producing electricity for at least one hundred and eighty (180) consecutive days, unless caused by a natural catastrophic event, shall be decommissioned. The Development Director shall notify the owner to decommission and remove the CWES. Within two hundred and seventy (270) days thereafter, the owner shall either submit evidence showing that the CWES has been operating and producing electricity or that it has been fully decommissioned in compliance with this Ordinance. If the owner fails to or refuses to remove the CWES, the violation shall be referred to the County Attorney. In the case of a natural catastrophic event, a detailed restoration plan to return to operational status must be provided to the Development Director.

- .13 VIOLATIONS & PENALTIES: Violations and penalties of this Section are set forth in Chapter 1.75 of the Pottawattamie County, Iowa, Code (Violations and Penalties).
- .14 RELATED RULES AND REGULATIONS: Each CWES shall comply with all applicable local, state and federal requirements.
- .15 SEVERABILITY: The provisions of this ordinance are severable, and the invalidity of any section, subdivision, paragraph, or other part of this ordinance shall not affect the validity or effectiveness of the remainder of the ordinance.
- .16 CONDITIONAL USE PERMIT FEE(S) FOR CWES: The conditional use permit application fee(s) will be approved and adopted by resolution of the County Board and shall be set forth in Chapter 1.50 of the Pottawattamie County, Iowa, Code (Schedule of Fees).

**SECTION 11a – REPEAL OF CONFLICTING ORDINANCES:** That Section 8.004.240 is hereby repealed in its entirety. Furthermore, all other ordinances in conflict with the provisions of this Ordinance are hereby repealed to the extent necessary to give this Ordinance full force and effect.

**SECTION 11b - AMENDMENTS:** That the Pottawattamie County, Iowa, Code, be and the same is hereby amended by adding thereto the following new Section, to be codified as Section 8.004.240, as follows:

**8.004.240 WIND ENERGY SYSTEMS, NON-COMMERCIAL (WES)**

- .01 PURPOSE: This section provides uniform and comprehensive standards for the installation and the use of WES for on-site home, farm and small commercial use that are used primarily to reduce on-site consumption of utility power. The intent of this section is to protect the public health, safety and community welfare without unduly restricting the development of WES.
- .02 CONSTRUCTION; CONFLICT: This section does not repeal, abrogate, annul, impair or interfere with any existing ordinance. If this section 8.004.240 conflicts with any other provision of the Pottawattamie County, Iowa, Zoning Ordinance, this section 8.004.240 shall control.
- .03 ACCESSORY USE: WES shall be considered an accessory use to a permitted principal or conditional use in any zoning district.
- .04 SETBACKS: WES shall not be located closer than a distance equal to one and one-tenth (1.1) times the total height to a dwelling, a property line, or a utility easement. Such distance shall be defined relative to the nearest surface of the WES as measured at grade.
- .05 SPECIAL REQUIREMENTS: WES shall be subject to the requirements included in this section:
  - A. MINIMUM LOT SIZE: WES shall not be placed on a parcel of land or lot which is less than one (1) acre in size.
  - B. NO INTERFERENCE:
    - 1. WES shall not cause interference to the radio and television reception on adjoining property and in the event of any such interference the WES owner shall remedy such interference.
    - 2. WES shall not cause interference with emergency communication transmissions of the County. Applicant shall request documentation from the County Sheriff to verify the same and submit said documentation with any building permit application. Any cost associated therewith shall be at the applicant's expense.
- .06 BUILDING CODES: All county, state and federal construction codes shall be followed.
- .07 USE: WES shall provide electricity for on-site use by the owner. This does not prohibit an owner from making excess power available for net metering.
- .08 BUILDING PERMIT: Before a building permit is issued, the following shall be submitted to the Development Director for review Reference.
  - A. Site Plan Showing:
    - 1. Address, email address, and phone number of the property owner;
    - 3. Parcel lines;
    - 4. All existing structures with heights clearly marked;
    - 5. Sanitary infrastructure (i.e., septic field);
    - 6. Setback measurements;
    - 7. Easements present on the property, including those for utilities;
    - 8. Septic field tile location;
    - 9. Floodplain location, if applicable;
    - 10. Topography lines (2-foot contours);
    - 11. Location of all WTGs and associated equipment; and
    - 12. Location of the electrical disconnect for the WES.
  - 13. Evidence that the local electric utility has been informed of the customer's intent to install a customer-owned WES.
  - 14. Evidence that the site plan has been submitted to the local fire protection district.
  - 15. Evidence that all contact information for site has been provided to Emergency Management.
  - 16. After a review and acceptance of site plan and required information, a building permit authorizing construction shall be issued.

**SECTION 12 - AMENDMENTS:** That the Pottawattamie County, Iowa, Code, be and the same is hereby amended by deleting Wind Farms, both commercial and non commercial, subject to the requirements of 8.004.230 and 8.004.240 Principal Use in the A-2 (Agricultural Production) District:

8.010.020 PRINCIPAL USES: The following *principal uses* shall be permitted in a Class A-2 District:  
 .08 Wind Farms, both commercial and non-commercial, subject to the requirements of 8.004.230 and 8.004.240

**SECTION 13 - AMENDMENTS:** That the Pottawattamie County, Iowa, Code, be and the same is hereby amended by adding Wind Energy Systems, Commercial, subject to the requirements of 8.004.230 and Solar Energy Systems, Commercial, subject to the requirements of 8.004.210 as Conditional Uses in the A-2 (Agricultural Production) District:

8.010.030 CONDITIONAL USES: The following conditional uses shall be permitted in a Class A-2 District, when authorized in accordance with the requirements of Chapter 8.096:  
 .21 Wind Energy Systems, Commercial, subject to the requirements of 8.004.230.  
 .22 Solar Energy Systems, Commercial, subject to the requirements of 8.004.210.

**SECTION 14 - AMENDMENTS:** That the Pottawattamie County, Iowa, Code, be and the same is hereby amended by deleting Wind Farms, both commercial and non commercial, subject to the requirements of 8.004.230 and 8.004.240 Principal Use in the A-3 (Riverfront and Agricultural Production) District:

8.012.020 PRINCIPAL USES: The following *principal uses* shall be permitted in a Class A-3 District:  
 .06 Wind Farms, both commercial and non-commercial, subject to the requirements of 8.004.230 and 8.004.240

**SECTION 15 - AMENDMENTS:** That the Pottawattamie County, Iowa, Code, be and the same is hereby amended by adding Wind Energy Systems, Commercial, subject to the requirements of 8.004.230 and Solar Energy Systems, Commercial, subject to the requirements of 8.004.210 as Conditional Uses in the A-3 (Riverfront and Agricultural Production) District:

8.012.030 CONDITIONAL USES: The following conditional uses shall be permitted in a Class A-3 District, when authorized in accordance with the requirements of Chapter 8.096:  
 .11 Solar Energy Systems, Commercial, subject to the requirements of 8.004.210.

**SECTION 16 - AMENDMENTS:** That the Pottawattamie County, Iowa, Code, be and the same is hereby amended by repealing Wind Farms, Non-commercial, subject to the requirements of 8.004.240 as Conditional Uses in the A-4 (Loess Hills) District and replacing it with Wind Energy Systems, Non-Commercial subject to the requirements of 8.004.230 as Conditional Uses in the A-4 (Loess Hills) District:

8.014.030 CONDITIONAL USES: The following conditional uses shall be permitted in a Class A-4 District, when authorized in accordance with the requirements of Chapter 8.096:  
 .17 Wind Energy Systems, Non-Commercial, subject to the requirements of 8.004.230.

**SECTION 17 - AMENDMENTS:** That the Pottawattamie County, Iowa, Code, be and the same is hereby amended by repealing Wind Farms, Non-commercial, subject to the requirements of 8.004.240 as Conditional Uses in the R-1 (Agricultural-Urban Transitional) District and replacing it with Wind Energy Systems, Non-Commercial subject to the requirements of 8.004.230 as Conditional Uses in the R-1 (Agricultural-Urban Transitional) District:

8.015.030 CONDITIONAL USES: The following conditional uses shall be permitted in a Class R-1 District, when authorized in accordance with the requirements of Chapter 8.096:  
 .12 Wind Energy Systems, Non-Commercial, subject to the requirements of 8.004.230.

**SECTION 18 - AMENDMENTS:** That the Pottawattamie County, Iowa, Code, be and the same is hereby amended by adding Solar Energy Systems, Commercial, subject to the requirements of 8.004.210 as Conditional Uses in the R-1 (Agricultural-Urban Transitional) District:

8.015.030 CONDITIONAL USES: The following conditional uses shall be permitted in a Class R-1 District, when authorized in accordance with the requirements of Chapter 8.096:  
 .13 Solar Energy Systems, Commercial, subject to the requirements of 8.004.210.

**SECTION 19 - AMENDMENTS:** That the Pottawattamie County, Iowa, Code, be and the same is hereby amended by repealing Wind Farms, Non-commercial, subject to the requirements of 8.004.240 as Conditional Uses in the R-2 (Urban Transitional) District and replacing it with Wind Energy Systems, Non-Commercial subject to the requirements of 8.004.230 as Conditional Uses in the R-2 (Urban Transitional) District:

8.020.030 CONDITIONAL USES: The following conditional uses shall be permitted in a Class R-2 District, when authorized in accordance with the requirements of Chapter 8.096:  
 .11 Wind Energy Systems, Non-Commercial, subject to the requirements of 8.004.230.

**SECTION 20 - AMENDMENTS:** That the Pottawattamie County, Iowa, Code, be and the same is hereby amended by adding Solar Energy Systems, Non-Commercial, subject to the requirements of 8.004.210 and Wind Energy Systems, Non-Commercial, subject to the requirements of 8.004.230 as Accessory Uses in the R-5 (Planned Residential) District:

8.035.030 ACCESSORY USES: The following accessory uses shall be permitted in a Class R-5 District:

- .07 Solar Energy Systems, Non-Commercial, subject to the requirements of 8.004.210.
- .08 Wind Energy Systems, Non-Commercial, subject to the requirements of 8.004.240.

**SECTION 21 - AMENDMENTS:** That the Pottawattamie County, Iowa, Code, be and the same is hereby amended by adding Solar Energy Systems, Non-Commercial, subject to the requirements of 8.004.210 and Wind Energy Systems, Non-Commercial, subject to the requirements of 8.004.230 as Accessory Uses in the R-6 (Mobile Home Park Residential) District:

8.040.030 ACCESSORY USES: The following accessory uses shall be permitted in a Class R-6 District:

- .06 Solar Energy Systems, Non-Commercial, subject to the requirements of 8.004.210.
- .07 Wind Energy Systems, Non-Commercial, subject to the requirements of 8.004.240.

**SECTION 22 - AMENDMENTS:** That the Pottawattamie County, Iowa, Code, be and the same is hereby amended by adding Solar Energy Systems, Commercial, subject to the requirements of 8.004.210 as Conditional Uses in the C-1 (Highway Commercial) District:

8.045.030 CONDITIONAL USES: The following conditional uses shall be permitted in a C-1 District, when authorized in accordance with the requirements of Chapter 8.096:

- .06 Solar Energy Systems, Commercial, subject to the requirements of 8.004.210.

**SECTION 23 - AMENDMENTS:** That the Pottawattamie County, Iowa, Code, be and the same is hereby amended by adding Solar Energy Systems, Non-Commercial, subject to the requirements of 8.004.210 and Wind Energy Systems, Non-Commercial, subject to the requirements of 8.004.230 as Accessory Uses in the C-1 (Highway Commercial) District:

8.045.040 ACCESSORY USES: The following accessory uses shall be permitted in a Class C-1 District:

- .06 Solar Energy Systems, Non-Commercial, subject to the requirements of 8.004.210.
- .07 Wind Energy Systems, Non-Commercial, subject to the requirements of 8.004.240.

**SECTION 24 - AMENDMENTS:** That the Pottawattamie County, Iowa, Code, be and the same is hereby amended by adding Solar Energy Systems, Commercial, subject to the requirements of 8.004.210 as Conditional Uses in the C-2 (General Commercial) District:

8.050.030 CONDITIONAL USES: The following conditional uses shall be permitted in a C-2 District, when authorized in accordance with the requirements of Chapter 8.096:

- .06 Solar Energy Systems, Commercial, subject to the requirements of 8.004.210.

**SECTION 25 - AMENDMENTS:** That the Pottawattamie County, Iowa, Code, be and the same is hereby amended by adding Solar Energy Systems, Non-Commercial, subject to the requirements of 8.004.210 and Wind Energy Systems, Non-Commercial, subject to the requirements of 8.004.230 as Accessory Uses in the C-2 (General Commercial) District:

8.050.040 ACCESSORY USES: The following accessory uses shall be permitted in a Class C-2 District:

- .06 Solar Energy Systems, Non-Commercial, subject to the requirements of 8.004.210.
- .07 Wind Energy Systems, Non-Commercial, subject to the requirements of 8.004.240.

**SECTION 26 - AMENDMENTS:** That the Pottawattamie County, Iowa, Code, be and the same is hereby amended by adding Solar Energy Systems, Commercial, subject to the requirements of 8.004.210 as Conditional Uses in the C-3 (Commercial Recreational) District:

8.051.030 CONDITIONAL USES: The following conditional uses shall be permitted in a C-3 District, when authorized in accordance with the requirements of Chapter 8.096:

- .08 Solar Energy Systems, Commercial, subject to the requirements of 8.004.210.

**SECTION 27 - AMENDMENTS:** That the Pottawattamie County, Iowa, Code, be and the same is hereby amended by adding Solar Energy Systems, Non-Commercial, subject to the requirements of 8.004.210 and Wind Energy Systems, Non-Commercial, subject to the requirements of 8.004.230 as Accessory Uses in the C-3 (Commercial Recreational) District:

8.051.040 ACCESSORY USES: The following accessory uses shall be permitted in a Class C-2 District:

- .04 Solar Energy Systems, Non-Commercial, subject to the requirements of 8.004.210.
- .05 Wind Energy Systems, Non-Commercial, subject to the requirements of 8.004.240.

**SECTION 28 - AMENDMENTS:** That the Pottawattamie County, Iowa, Code, be and the same is hereby amended by adding Solar Energy Systems, Commercial, subject to the requirements of 8.004.210 as Conditional Uses in the I-1 (Limited Industrial) District:

8.055.030 CONDITIONAL USES: The following conditional uses shall be permitted in I-1 District, when authorized in accordance with the requirements of Chapter 8.096:

- .08 Solar Energy Systems, Commercial, subject to the requirements of 8.004.210.

**SECTION 29 - AMENDMENTS:** That the Pottawattamie County, Iowa, Code, be and the same is hereby amended by adding Solar Energy Systems, Non-Commercial, subject to the requirements of 8.004.210 and Wind Energy Systems, Non-Commercial, subject to the requirements of 8.004.230 as Accessory Uses in the I-1 (Limited Industrial) District:

8.055.040 ACCESSORY USES: The following accessory uses shall be permitted in a Class I-1 District:

- .04 Solar Energy Systems, Non-Commercial, subject to the requirements of 8.004.210.
- .05 Wind Energy Systems, Non-Commercial, subject to the requirements of 8.004.240.

**SECTION 30 - AMENDMENTS:** That the Pottawattamie County, Iowa, Code, be and the same is hereby amended by adding Solar Energy Systems, Commercial, subject to the requirements of 8.004.210 as Conditional Uses in the I-2 (General Industrial) District:

- 8.060.030 **CONDITIONAL USES:** The following conditional uses shall be permitted in a I-2 District, when authorized in accordance with the requirements of Chapter 8.096:
- .19 S
    - D. Solar Energy Systems, Commercial, subject to the requirements of 8.004.210.

**SECTION 31 - AMENDMENTS:** That the Pottawattamie County, Iowa, Code, be and the same is hereby amended by adding Solar Energy Systems, Non-Commercial, subject to the requirements of 8.004.210 and Wind Energy Systems, Non-Commercial, subject to the requirements of 8.004.230 as Accessory Uses in the I-2 (General Industrial) District:

- 8.060.040 **ACCESSORY USES:** The following accessory uses shall be permitted in a Class I-2 District:
- .04 Solar Energy Systems, Non-Commercial, subject to the requirements of 8.004.210.
  - .05 Wind Energy Systems, Non-Commercial, subject to the requirements of 8.004.240.

**SECTION 32 - SEVERABILITY:** That should any section or provision of this Ordinance be declared by a court of competent jurisdiction to be invalid, that decision shall not effect that validity of the Ordinance as a whole or any part thereof, other than the part so declared to be invalid.

**SECTION 33 - EFFECTIVE DATE:** This Ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED February 27, 2024.

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

Attest: \_\_\_\_\_  
Melvyn Houser, County Auditor  
Pottawattamie County, Iowa



NOTICE OF PUBLIC HEARING PUBLISHED: October 26, 2023  
 PUBLIC HEARING: October 31, 2023  
 FIRST CONSIDERATION: October 31, 2023  
 SECOND CONSIDERATION: February 20, 2024  
 THIRD CONSIDERATION: February 27, 2024  
 PUBLICATION: March 7, 2024  
 RECORD: March 8, 2024

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

**3. OTHER BUSINESS**

Motion by Shea, second by Jorgensen, to approve tax suspension pursuant to Iowa Code Section 427.9, for property located at 742 W Washington Ave, Council Bluffs, Iowa.  
 UNANIMOUS VOTE. Motion Carried.

Motion made by Shea, second by Jorgensen, to approve appointment of Tracy Nosekabel/Environmental Health Coordinator as County Weed Commissioner.  
 UNANIMOUS VOTE. Motion Carried.

Motion made by Belt, second by Shea, to approve and authorize Board to sign **Resolution No. 18-2024** entitled: Resolution for the Destruction of Noxious Weeds.

RESOLUTION NO. 18-2024

RESOLUTION FOR THE DESTRUCTION OF NOXIOUS WEEDS

NOTICE TO ALL PROPERTY OWNERS AND THOSE IN CONTROL THEREOF: You are hereby notified that the Board of Supervisors of Pottawattamie County, Iowa, did on the 27th day of February, 2024, pass the following resolution:

BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF POTTAWATTAMIE COUNTY, IOWA, that pursuant to the provisions of Chapter 317.14, Code of Iowa, it is hereby ordered:

- 1. That each person in possession or control of all noxious weeds thereon as defined in this Chapter, at such times each year and in such a manner as shall prevent said weeds from blooming or coming to maturity, and shall keep lands free from such growth of any other weeds, as shall render the streets and highways adjoining said land unsafe for public travel. Noxious weeds shall be controlled, cut or otherwise destroyed between April 1 and November 15, 2024, as is necessary to prevent seed production.

PRIMARY NOXIOUS WEEDS:

- (1) Quack grass,
(2) Perennial sow thistle,
(3) Canada thistle,
(4) Bull thistle,
(5) European morning glory or field bindweed,
(6) Horse nettle,
(7) Leafy spurge,
(8) Perennial pepper-grass,
(9) Russian knapweed,
(10) Buckthorn,
(11) All species of thistles belonging in the genera of Cirsium and Carduus.
(12) Palmer amaranth,

SECONDARY NOXIOUS WEEDS:

- (1) Butterprint annual,
(2) Cocklebur annual,
(3) Wild mustard annual,
(4) Wild carrot biennial,
(5) Buckhorn,
(6) Sheep sorrel,
(7) Sour dock perennial,
(8) Smooth dock,
(9) Poison hemlock,
(10) Multiflora rose,
(12) Puncture vine,
(13) Teasel biennial
(14) Shattercane

- 2. That each owner and each person in possession or control of any land in Pottawattamie County, Iowa, infested with any Primary and Secondary Noxious Weed, and all other species of thistles belonging to the genera of Cirsium and Carduus, shall adopt or enter into a program of weed destruction, and treatment of control, described by the Weed Commissioner, which in five years may be expected to destroy and will immediately keep under control such infestation of said noxious weeds.
3. That all weeds other than noxious weeds on all county trunk and local county roads between the fence line thereof, shall be destroyed and controlled by the adjoining property owner, to prevent seed production.
4. That if the owners or persons in possession or control of any land in Pottawattamie County fails to comply with the foregoing order, the Weed Commissioner shall cause this to be done and the expense of said work, including cost of serving notice and other costs, if any, to be assessed against the land and their owners thereof.
5. That the County Auditor be and is hereby directed to cause notice of this making and entering of the foregoing order shall be given by one publication in each of the official newspapers of the County.

DATED THIS 27th DAY OF February 2024.

ROLL CALL VOTE

Table with 5 columns: Name, AYE, NAY, ABSTAIN, ABSENT. Rows include Susan Miller, Chairperson; Scott Belt; Tim Wichman; Brian Shea; Jeff Jorgensen.

ATTEST: \_\_\_\_\_

Melvyn J. Houser, County Auditor

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

Motion by Shea, second by Jorgensen, to approve and authorize Board to sign **Resolution No. 19-2024** entitled: Resolution for 2220 Bond Series 2020A Debt Fund to 1620 Bond Series 2020A Capital Fund.

**RESOLUTION NO. 19-2024**

**RESOLUTION FOR TRANSFER FROM 2220 BOND SERIES 2020A DEBT FUND TO 1620 BOND SERIES 2020A CAPITAL FUND**

**WHEREAS**, it is desired to transfer money from the 2220 Bond Series 2020A Debt Fund to 1620 Bond Series 2020A Capital Fund; and

**WHEREAS**, said transfers are in accordance with Section 331.432, Code of Iowa.

**NOW THEREFORE BE IT RESOLVED**, that the Pottawattamie County Board of Supervisors authorizes the following transfers:

**SECTION 1:** The sum of \$232,515.90 is ordered to be transferred from 2220 Bond Series 2020A Debt Fund to the 1620 Bond Series 2020A Capital Fund;

**SECTION 2:** The Auditor is directed to correct his/her book accordingly and to notify the Treasurer of these operating transfers.

**Dated this 27th Day of February, 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, Wichman, Shea, Jorgensen. Motion Carried.

Jana Lemrick/Director, Human Resources; Jim Garbina and Kim Gidley/FNIC Group appeared before the Board to discuss and update on FY24/25 employee health insurance.

Discussion only. No action taken.

**4. COMMITTEE APPOINTMENTS**

Board discussed Committee meetings from the past week.

Discussion only. No action taken.

**5. RECEIVED/FILED**

- A. Out of State Travel Notification(s):
  - 1) Medical Examiner – Out of State Travel Notification for Cody Pane.
  - 2) Auditor – Out of State Travel Notification for Melvyn Houser.
  - 3) Veteran Service – Out of State Travel Notifications for Paul Rosenberg and Sam Pettit.
- B. Salary Action(s):
  - 1) Sheriff – Payroll status changes for Kurt Ferguson, Richard Hiatt, and Eric Hempel.
  - 2) Conservation – Payroll status changes for Robert Hladik and Natalie Shaw.
  - 3) WIC – Payroll status change for Kristine Wood.

**6. PUBLIC COMMENTS**

The following individuals appeared before the Board:  
Tim Kealy

**7. CLOSED SESSION**

Motion by Wichman, second by Shea, to go into Closed Session pursuant to Iowa Code 20.17.(3) for discussion and/or decision on labor negotiations/collective bargaining matters.

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

Motion by Shea, second by Jorgensen, to go out of Closed Session.

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

**8. BUDGET STUDY SESSION****9. ADJOURN**

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 1:20 P. M

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Susan Miller, Chair

ATTEST:

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Melvyn Houser, County Auditor

APPROVED: March 5, 2024

PUBLISH: X



**March 5, 2024**

**MET IN REGULAR SESSION**

The Board of Supervisors met in regular session at 10:00 A.M. All members 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. February 27, 2024, Minutes as read.
- B. Thriving Families Alliance – Employment of Gabby Sargent as a Part Time Administrative Assistant.
- C. Communications – Employment of Meghan McClain and Madison Farley as Telecommunicators.

UNANIMOUS VOTE. Motion Carried.

**2. SCHEDULED SESSIONS**

Motion by Shea, second by Belt, to open Public Hearing for Honeysuckle Road Special Assessment District.

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

Motion by Shea, second by Jorgensen, to close public hearing.

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

Motion by Shea, second by Jorgensen, to approve and authorize the Board to sign **Resolution No. 21-2024** to Establish Honeysuckle Road Special Assessment District.

**RESOLUTION NO. 21-2024**

**TO ESTABLISH THE HONEYSUCKLE ROAD SPECIAL ASSESSMENT DISTRICT**

**WHEREAS** Thirteen of the twenty-five (52%) properties adjoining Honeysuckle Road have petitioned Pottawattamie County to form a Special Assessment District, and

**WHEREAS** the Special Assessment District is described on the petition as “Honeysuckle Road” located on the North line of Section 7 Garner Township, starting at 185<sup>th</sup> Street and continuing East approximately 3500 feet (0.66 miles) to the end of the public road at the West end of the dam, and

**WHEREAS** the proposed improvements to be made are to construct an asphalt stabilized base, tack coat and a seal coat surfacing, and

**WHEREAS** the County Engineer estimated cost of the improvement district to be \$223,253; provided a plat of the proposed district to show the road to be improved, the parcels included in the proposed district and ownership of such lands, and

**WHEREAS** a Public Hearing was held on August 22, 2023 as required by Section 311.11 of the 2023 Code of Iowa and continued until the Final Hearing on March 5, 2024 to receive and consider public comment, and

**WHEREAS** the Board of Supervisors have determined the County will contribute \$101,133 towards the improvement as cost share and the apportionment to the petitioners shall be \$122,120 over 10 years at zero percent interest as a special assessment.

**NOW THEREFORE BE IT RESOLVED** by the Pottawattamie County Board of Supervisors in session this 5<sup>th</sup> day of March 2024 does hereby establish the Honeysuckle Road Special Assessment District for the proposed improvements of Honeysuckle Road, 3500 feet in length, located in Section 7 Garner Township. The Special Assessment District’s landowners address, property tax description, PIN, and apportionments are as follows:

OWNER	ADDRESS	PROPERTY DESCRIPTION	PIN	TOTAL APPORTIONMENT	ANNUAL PAYMENT
ADKINS, BRANDON J	18606 HONEYSUCKLE RD, COUNCIL BLUFFS, IA 51503	LAKE TWP 6-75-43 S554.78' OF W208.71' E1/2 SW SE	754306400007	\$3,130.80	\$313.08
ADKINS, DOUGLAS L- PATRICIA A	18763 HONEYSUCKLE RD, COUNCIL BLUFFS, IA 51503	LAKE TWP 7-75-43 NW NE NE EXC E190' N170'	754307200002	\$3,130.80	\$313.08
ADKINS, DOUGLAS R - JENNIFER L	18861 HONEYSUCKLE RD, COUNCIL	LAKE TWP 7-75-43 NE NE NE	754307200004	\$5,218.00	\$521.80

	BLUFFS, IA 51503				
BOECKEN, JERRY T- MARLENE V	18599 HONEYSUCKLE RD, COUNCIL BLUFFS, IA 51503	LAKE TWP 7-75-43 NW NE	754307200001	\$5,218.00	\$521.80
BROWN, SAUNDRA GAYLE	22080 MUDHOLLOW RD, COUNCIL BLUFFS, IA 51503	LAKE TWP 6-75-43 PT S1/2 SE COMM SE COR TH W1763.68' N600.99' E1441.12' SE566.83' S116' TO POB	754306400008	\$1,043.60	\$104.36
CASSON, DANIEL J- JENNIFER G	21291 LAKE HILL LN, COUNCIL BLUFFS, IA 51503	GARNER TWP 5-75- 43 PT SW1/4 COMM 1007.92'N & 305.63'NE SW COR TH ELY324.63' NLY230' SE927.11' SLY155'SW640.77' NW1088.14'TO POB (PARCEL C)	754305300004	\$10,436.00	\$1,043.60
CASSON, DANIEL J- JENNIFER G	21291 LAKE HILL LN, COUNCIL BLUFFS, IA 51503	GARNER TWP 5-75- 43 PT SW1/4 COMM SW COR TH N1007.92' NE305.63' SE1088.14' SW557' W552.48' TO POB(PARCEL B)	754305300005	\$1,043.60	\$104.36
DECKER, DUANE C- SHERRY L	18860 HONEYSUCKLE RD, COUNCIL BLUFFS, IA 51503	LAKE TWP 6-75-43 PT SE1/4 COMM 1149.3'W & 238.77'S OF E1/4 COR TH SLY833.29 SE278.18' E45.22'SE853.23' W1441.12'S71.21' W208.71'N793.16' E821.2' N1075.77' TO POB	754306400006	\$10,436.00	\$1,043.60
FERREL, WARREN J- CELIA C TRUST	16107 LAFAYETTE AVE, OMAHA, NE 68118	LAKE TWP 6-75-43 W1/2 SW SE	754306400005	\$1,043.60	\$104.36
JAGER, AUSTIN L-JAMIE J	18394 HONEYSUCKLE RD, COUNCIL BLUFFS, IA 51503	LAKE TWP 6-75-43 PT SE SW COMM 737.50'N OF SE COR TH W330' S737.50' W326.78' N1300.03' E655.62' S562.67' OT POB (PARCEL B)	754306300009	\$7,305.20	\$730.52
JOHNSON, BLANCHARD E JR - ELIZABETH M	5703 MERLIN LN, COUNCIL BLUFFS, IA 51501	LAKE TWP 6-75-43 SW SE SW	754306300006	\$9,392.40	\$939.24
KEALY, TIMOTHY E	18489 HONEYSUCKLE RD, COUNCIL BLUFFS, IA 51503	LAKE TWP 7-75-43 SW NE	754307200006	\$1,043.60	\$104.36
KEALY, TIMOTHY E- NANCY J	18489 HONEYSUCKLE RD, COUNCIL BLUFFS, IA 51503	LAKE TWP 7-75-43 PT NE NW COMM N1/4 COR S895.05' W203.32' N348.68' NELY305.70' N282.41' E60' TO POB	754307100009	\$5,218.00	\$521.80

LEICK, ANDREW M - DANICA A	7021 S 103RD CIRCLE LAVISTA, NE 68128	GARNER TWP 5-75-43 PT SW1/4 COMM 329.97'E NW COR TH E1270.02' S487.03' W896.88' NW674.38' TO POB(PARCEL F)	754305300001	\$1,043.60	\$104.36
NEWMAN, TAMID TRUST	18853 HONEYSUCKLE RD, COUNCIL BLUFFS, IA 51503	LAKE TWP 7-75-43 E190' N170' NW NE NE	754307200003	\$5,218.00	\$521.80
NIBBE, KEVIN G	18847 HONEYSUCKLE RD, COUNCIL BLUFFS, IA 51503	LAKE TWP 7-75-43 S1/2 NE NE	754307200005	\$10,436.00	\$1,043.60
REID, RONALD E-JAMIE S	1217 JENNINGS AVE, COUNCIL BLUFFS, IA 51503	LAKE TWP 6-75-43 PT NE SE COMM NE COR TH S325' SW1349.5' W45.22' NW278.18' NLY1072.06' E1149.3'TO POB	754306400004	\$1,043.60	\$104.36
RYBIN, JOSHUA	225 S 35TH ST, COUNCIL BLUFFS, IA 51501	LAKE TWP 6-75-43 PT E1/2 SE COMM 116'N SE COR TH NW1420.06' W45.22' NE1349.54' S2192.57' TO POB	754306400009	\$10,436.00	\$1,043.60
SCHLICKBERND, MICHAEL-JERI TRUST	21436 LAKE HILL LN, COUNCIL BLUFFS, IA 51503	GARNER TWP 5-75-43 PT SW1/4 COMM NW COR TH E329.97' SE674.43' ELY896.88' SWLY412.23' WLY558.14' W474.02' SLY616.75' WLY324.63' SW305.63' N1617.64' TO POB (PARCEL E)	754305300002	\$10,436.00	\$1,043.60
SCHWARTE, GARY A-MAXINE M	18456 HONEYSUCKLE RD, COUNCIL BLUFFS, IA 51503	LAKE TWP 6-75-43 PT SE SW COMM SE COR TH N737.50' W330' S737.50' E330' TO POB (PARCEL C)	754306300011	\$5,218.00	\$521.80
SEVEN K INC	18489 HONEYSUCKLE RD, COUNCIL BLUFFS, IA 51503	LAKE TWP 7-75-43 PT E1/2 NW COMM NW COR OF NE NW TH S2638.79' E327.65' N2639.04' W328.35' TO POB (PARCEL 22072)	754307100010	\$1,043.60	\$104.36
SEVEN K INC	18489 HONEYSUCKLE RD, COUNCIL BLUFFS, IA 51503	LAKE TWP 7-75-43 PT E1/2 NW COMM 328.35'E OF NW COR OF NE NW TH E328.35' S2639.29' W327.65' N2639.04' TO POB (PARCEL 22073)	754307100011	\$1,043.60	\$104.36
SEVEN K INC	18489 HONEYSUCKLE RD, COUNCIL BLUFFS, IA 51503	LAKE TWP 7-75-43 PT E1/2 NW COMM 327.66'W OF THE CTR OF SECT 7 TH N2639.54' W328.35' S2639.29' E327.65' TO POB (PARCEL 22074)	754307100012	\$1,043.60	\$104.36
SEVEN K INC	18489 HONEYSUCKLE RD, COUNCIL BLUFFS, IA 51503	LAKE TWP 7-75-43 PT E1/2 NW COMM CTR OF SECT 7 TH W327.66' N2639.54' E268.35' S282.79' SW304.95' S348.68' E203.32' S1744.75'	754307100013	\$1,043.60	\$104.36

		TO POB (PARCEL 22075)			
STEFFES, MICHAEL A	21375 LAKE HILL LN, COUNCIL BLUFFS, IA 51503	GARNER TWP 5-75-43 PT SW1/4 COMM NW COR SE SW TH S48.18' SW245.28' NW927.11' N98.81' NW287.94'E474.02' SE558.14'SLY482.64' TO POB(PARCEL D)	754305300003	\$10,436.00	\$1,043.60

**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, Wichman, Shea, Jorgensen. Motion Carried.**

Motion by Belt, second by Jorgensen, to approve and authorize Chairperson to sign Right of Way Contract with Gerald Casey in the amount of \$4,093.90.  
UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Belt, to approve and award the tied L-2022-(Dumfries)- - 73-78 and L-2022 (240<sup>th</sup>) – 73-78 projects to Peterson Contractors, Inc.  
UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Jorgensen, to award bid to Cormaci Construction Inc. for construction of Jail Maintenance Building.  
UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Jorgensen, to approve and authorize Board Chairperson to sign Agreement with MAPA to obtain digital map products (aerial photography) and to approve the first installment of \$151,650.00 (a total amount of \$348,900).  
UNANIMOUS VOTE. Motion Carried.

**3. OTHER BUSINESS**

Motion by Shea, second by Jorgensen, to approve modification of Environmental Education Coordinator job description and associated pay grade from 520 to 521.  
UNANIMOUS VOTE. Motion Carried.

Motion by Jorgensen, second by Belt, to approve modification of Tax and Deed Specialist job description.  
UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Jorgensen, to approve job description Part-Time WIC Program Travel Nutrition Educator.  
UNANIMOUS VOTE. Motion Carried.

**4. COMMITTEE APPOINTMENTS**

Board discussed Committee meetings from the past week.

Discussion only. No action taken.

## 5. RECEIVED/FILED

### A. Salary Action(s):

- 1) Communication – Payroll status changes for Alicia Cotton and Hayley Lee.
- 2) Buildings and Grounds – Payroll status changes for Jeffrey Walker and Andrew Smith.
- 3) SWI Juvenile Detention – Payroll status change for Anthony Williams.
- 4) Emergency Management – Payroll status change for Scott Manz.
- 5) Conservation – Employment of Jolene Yoder as a Natural Areas Management Intern, Crew Lead.

## 6. PUBLIC COMMENTS

No Public Comments.

## 7. CLOSED SESSION

Motion by Wichman, second by Jorgensen, to go into Closed Session pursuant to Iowa Code 20.17.(3) for discussion and/or decision on labor negotiations/collective bargaining matters.

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

Motion by Wichman, second by Shea, to go out of Closed Session.

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

Motion by Wichman, second by Shea, to go into Closed Session pursuant Iowa Code 21.5(1)(j) for discussion and/or decision on the purchase or sale of particular real estate.

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

Motion by Wichman, second by Shea, to go out of Closed Session.

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

## 8. BUDGET STUDY SESSION

## 9. ADJOURN

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 12.42 P. M.

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Susan Miller, Chair

ATTEST:

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Melvyn Houser, County Auditor

APPROVED: March 12, 2024

PUBLISH: X

**March 12, 2024**

**MET IN REGULAR SESSION**

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

**PLEDGE OF ALLEGIANCE**

**1. CONSENT AGENDA**

After discussion was held by the Board, a Motion was made by Shea, and seconded by Jorgensen, to add a Secondary Employment Policy Study Session to the agenda and to approve Consent Agenda:

- A. March 5, 2024, Minutes as read.
- B. Renewal of Class C Liquor License, granting privileges of Class C Liquor License (LC)/Outdoor Services for B Enterprises L.L.C. d/b/a Quail Run Golf Course, Neola.
- C. Renewal of Class C Liquor License, granting privileges of Class C Liquor License (LC)/Outdoor Services for Grand Mac LLC d/b/a Grand Mac LLC, Council Bluffs.
- D. Renewal of Special Class C Retail Native Wine License, granting privileges of Special Class C Retail Native Wine License/Outdoor Services for Prairie Crossing Vineyard and Winery, LLC d/b/a Prairie Crossing Vineyard and Winery, LLC, Council Bluffs.
- E. Renewal of Special Class C Retail Liquor License, granting privileges of Special Class C Liquor License/Living Quarter, Outdoor Service for The Westfair Association d/b/a Westfair, Council Bluffs.

UNANIMOUS VOTE. Motion Carried.

**2. SCHEDULED SESSIONS**

Motion by Shea, second by Belt, to open Public Hearing on discussion regarding Compensation Board's recommendations for elected officials for FY 2024/25.

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

Motion by Shea, second by Belt, to close public hearing.

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

Motion by Shea, second by Belt, to approve and authorize Board to amend the **Resolution No. 22-2024** regarding Compensation Board recommendation for elected officials for FY 2024/25 reducing by 1/3 of Compensation Boards recommendation and reducing Supervisors to 1%.

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

Chairperson Miller postponed **Resolution No. 22-2024** until next week's agenda. Further discussion will be held in Budget Study Session.

Motion by Shea, second by Belt, to approve the setting of public hearing on Pottawattamie County's Proposed Property Tax Levy for Fiscal Year Ending June 30, 2025, for the 2nd day of April 2024, at 10:00, A.M.; and approve publication request.

UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Shea, to approve and authorize the Board to sign **Resolution No. 23-2024**; entitled: Resolution Repealing Temporary Moratorium on Wind and Solar Energy Conversion Systems within Pottawattamie County, Iowa.

**RESOLUTION NO. 23 - 2024**

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

**WHEREAS**, pursuant to Resolution No. 71- 2023, the Board of Supervisors of Pottawattamie County, Iowa (the "Board") imposed a temporary moratorium prohibiting the Director of Planning and Development and the Zoning Board of Adjustment from accepting or otherwise acting on any application to develop a wind or solar energy conversion system pending the Board's review and amendment of the Pottawattamie County, Iowa, Zoning Ordinance (the "Ordinance") to regulate wind and solar energy conversion systems; and

**WHEREAS**, the Board completed its review and adopted amendments to the Ordinance to include provisions regulating wind and solar energy conversion systems.

**NOW THEREFORE, BE IT RESOLVED**, the Board hereby approves this resolution and repeals the temporary moratorium imposed by Resolution No. 71 - 2023. The Director of Planning and Development and the Zoning Board of Adjustment may now accept or otherwise act on applications to develop wind or solar energy conversion systems.

**Dated this 12th day of March, 2024.**

**ROLL CALL VOTE**

	AYE	NAY	ABSTAIN	ABSENT
_____○ Susan Miller, Chairperson	○	○	○	○
_____○ Scott Belt	○	○	○	○
_____○ Tim Wichman	○	○	○	○
_____○ Brian Shea	○	○	○	○
_____○ Jeff Jorgensen	○	○	○	○

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

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

Motion by Belt, second by Shea, to approve and authorize the Chairperson to sign the Contract and Bond with Peterson Contractors Inc. in the amount of \$ 2,236,617.94 for the Dumfries and 240<sup>th</sup> Street Paving. UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Jorgensen, to approve and authorize Board Chairperson to sign agreement with vendor SpyGlass for audit of county Voice/Data/Internet contracts. UNANIMOUS VOTE. Motion Carried.

**3. OTHER BUSINESS**

Kristen Bracker/Attorney, Lea Voss/Treasurer and Dick Wade/Attorney, City of Council Bluffs appeared before the Board to discuss Parcel No. 744402429008. Motion Postponed. No Action Taken

Motion by Wichman, second by Shea, to authorize the Chair to sign the forgiveness portion of the small-town forgivable note for Underwood. UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Jorgensen, to approve the renewal of County Employee’s Health Insurance for FY 24/25 with an increase of 3.66% with no changes to vision and dental. UNANIMOUS VOTE. Motion Carried.

**4. COMMITTEE APPOINTMENTS**

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

**5. RECEIVED/FILED**

- A. Report(s):
  - 1) Recorder Fee Book for February 2024.
  - 2) Sheriff Report of Fees Disbursed and Collected for January 2024.
- B. Salary Action(s):
  - 1) Mental Health – Payroll status change for Shelly Hovey.
  - 2) Sheriff – Payroll status change for Jeremy Petersen and Lucas Budrow.
  - 3) Communications – Payroll status change for Jesus Navarrete.
- C. Out of State Travel Notification(s):

1) Sheriff – Out of State Travel Notifications for Jim Doty and Anthony Kava.

**6. PUBLIC COMMENTS**

No Public Comments.

**7. CLOSED SESSION**

Motion by Wichman, second by Jorgensen, to go into Closed Session pursuant to Iowa Code 20.17.(3) for discussion and/or decision on labor negotiations/collective bargaining matters.

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

Motion by Shea, second by Jorgensen, to go out of Closed Session.

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

**8. SECONDARY EMPLOYMENT POLICY STUDY SESSION. Discussion only.**

**9. BUDGET STUDY SESSION**

**10. ADJOURN**

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 1:00 P. M

\_\_\_\_\_  
Susan Miller, Chair

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

APPROVED: March 19, 2024

PUBLISH: X



March 19, 2024

MET IN REGULAR SESSION

The Board of Supervisors met in regular session at 10:00 A.M. All members 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. March 12, 2024, Minutes as read.
- B. Auditor – Employment of Charles Swope as a Tax & Deed Specialist II.

UNANIMOUS VOTE. Motion Carried.

2. SCHEDULED SESSIONS

Mark Shoemaker/Director, Conservation and Eric Hough/President, Conservation Board appeared before the Board to announce the Retirement of Mark Shoemaker, effective August 30, 2024. Discussion only. No action taken.

Motion by Belt, second by Jorgensen, to approve and authorize Board to sign **Resolution No. 22-2024**, regarding Compensation Boards recommendation for elected officials for FY 2024/25. **Resolution No. 22-2024** is laid out as follows:

**RESOLUTION NO. 22-2024**

WHEREAS the Pottawattamie County Compensation Board meets annually to recommend a compensation schedule for elected officials for the fiscal year immediately following, in accordance with Iowa Code Chapters 331.905 and 331.907; and

WHEREAS, the Pottawattamie County Compensation Board met on the 7th day of December 2023, and recommended a 12% increase for the County Sheriff and County Attorney, and a 10% increase for all other County elected officials, for the fiscal year beginning July 1, 2024.

THEREFORE, BE IT RESOLVED that the Pottawattamie County Board of Supervisors hereby reduces the Compensation Board’s recommended increases by half of the original recommendations, resulting in a 6% salary increase for the County Sheriff and County Attorney, and a 5% salary increase for Pottawattamie County elected officials including the Auditor, Recorder and Treasurer for the fiscal year beginning July 1, 2024. The Supervisors will have no increase in salary for the fiscal year beginning July 1, 2024. Said increases shall be as follows:

Elected Official	Approved Salary for FY 2024/2025
Attorney	\$ 167,811.00
Auditor	\$ 102,362.00
Recorder	\$ 102,362.00
Sheriff	\$ 160,590.00
Supervisors	\$ 52,955.00
Treasurer	\$ 102,362.00

Dated this 19<sup>th</sup> day of March 2024

**ROLL CALL VOTE**

	AYE	NAY	ABSTAIN	ABSENT
_____ Susan Miller, Chair	<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, Wichman, Jorgensen. NAYS: Shea. Motion Carried.**

Motion by Shea, second by Belt, to approve and authorize Board to sign Agreement with Harrison County for L34 resurfacing project FM-C043(97) - - 55-43.

UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Jorgensen, to approve setting time and date for public hearing on an amendment for the FY 2023/24 Budget for April 9th, at 10:00 AM.

UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Belt, to approve setting time and date for public hearing on the General Obligation Capital Loan Notes, Series 2020A for April 9th, at 10:00 AM.

UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Shea, to approve setting time and date for public hearing on the General Obligation Capital Loan Notes, Series 2021A for April 9, at 10:00 AM.

UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Shea, to approve setting time and date for public hearing on the General Obligation Capital Loan Notes, Series 2022 for April 9, at 10:00 AM.

UNANIMOUS VOTE. Motion Carried.

**3. COMMITTEE APPOINTMENTS**

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

**4. RECEIVED/FILED**

A. Salary Action(s):

- 1) Jail – Payroll status change for Tanya Adkins.

**5. PUBLIC COMMENTS**

No Public Comments.

**6. STUDY SESSION**

Discussion only on Secondary Employment Policy.

**7. BUDGET STUDY SESSION**

**8. ADJOURN**

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 12:13 P. M

\_\_\_\_\_  
Susan Miller, Chair

ATTEST:

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

APPROVED: March 26, 2024

PUBLISH: X

**March 26, 2024**

**MET IN REGULAR SESSION**

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

**PLEDGE OF ALLEGIANCE**

**1. CONSENT AGENDA**

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

- A. March 19, 2024, Minutes as read.
- B. Public Health – Employment of Lanee Olsen as Part-Time On-Call Animal Control Officer.
- C. February 2024 Vendor Publication Report.

UNANIMOUS VOTE. Motion Carried.

**2. SCHEDULED SESSIONS**

Brenda Mainwaring, President & CEO, Iowa West Foundation appeared before the Board to provide an update and discuss the 2024 grant award cycle 1.  
Discussion only. No action taken.

Lucy Hough, Prevention Coordinator, Iowa State Extension and Outreach appeared before the Board to give an update on the Speak Up Be Safe program.  
Discussion only. No action taken.

Mark Shoemaker/Director, Conservation and Mark Eckman/Executive Director, Pottawattamie Tourism appeared before the Board to provide an update on the Iowa Tourism Conference that was held on March 20 in Des Moines. The County and Council Bluffs Convention and Visitors Bureau received Three State Tourism Awards, Mount Crescent Ski received the Outstanding Attraction Award. Council Bluffs Convention and Visitors Bureau earned the Outstanding Marketing Collaboration Award and Outstanding Niche Market Initiative Award.  
Discussion only. No action taken.

Jason Slack/Director, Buildings and Grounds appeared before the Board to discuss the future of the Annex Building.  
Discussion only. No action taken.

Motion by Wichman, second by Jorgensen, to award bid to Jamco for asbestos abatement for the Annex Building in the amount of \$27,390 and to authorize Board to sign contract.

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

Jason Slack/Director, Buildings and Grounds appeared before the Board to discuss replacing the old portion of Main Lobby quarry tile with LVT flooring to match the floor in the new addition.  
Discussion only. No action taken.

**3. OTHER BUSINESS**

Motion by Belt, second by Shea, to approve and authorize Board to sign Local 2364 American Federation of State, County, and Municipal Employees (AFSCME) Courthouse Employees Wage Reopener Agreement, effective July 1, 2024, through June 30, 2025.

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

Motion by Belt, second by Shea, to approve and authorize Board to sign Local 2364 American Federation of State, County, and Municipal Employees (AFSCME) 911 Employees Wage Reopener Agreement, effective July 1, 2024, through June 30, 2025.

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

**4. COMMITTEE APPOINTMENTS**

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

**5. RECEIVED/FILED**

- A. Salary Action(s):
  - 1) Sheriff – Payroll status change for Steve Winchell.
- B. Out of State Travel Notification(s):
  - 1) Sheriff – Out of State Travel Notification for Anthony Kava.
  - 2) Public Health – Out of State Travel Notifications for Candy Heyer and Jordan Ranta.

**6. PUBLIC COMMENTS**

No Public Comments.

**7. ADJOURN**

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 11:23 A. M.

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Susan Miller, Chair

ATTEST: 

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 Melvyn Houser, County Auditor

APPROVED: April 2, 2024

PUBLISH: X

April 2, 2024

MET IN REGULAR SESSION

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

PLEDGE OF ALLEGIANCE

1. SCHEDULED SESSIONS

Motion by Shea, second by Jorgensen, to open Public Hearing on discussion regarding Proposed Tax Levy Notice for FY 24/25.

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

The following individuals appeared before the Board and spoke on the Proposed Tax Levy for FY 24/25.

- Roger Vorthman
- Larry Plagman
- Duane Barrier
- Diane McMaken
- Randy Ravensborg
- Mary Hazen
- Shawna Anderson

Motion by Belt, second by Shea, to close public hearing.

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

2. ADJOURN

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 10:35 A. M.

\_\_\_\_\_  
Susan Miller, Chair

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

APPROVED: April 9, 2024

PUBLISH: X

April 2, 2024

MET IN REGULAR SESSION

The Board of Supervisors met in regular session at 10:36 A.M. All members present. Chairperson Miller presiding.

1. CONSENT AGENDA

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

- A. March 26, 2024, Minutes as read.
- B. Jail – Employment of Tyler Wright as a Detention Officer.

UNANIMOUS VOTE. Motion Carried.

2. SCHEDULED SESSIONS

Motion by Jorgensen, second by Shea, to approve and sign Proclamation designating the month of April 2024 as Child Abuse Prevention Month.

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

Motion by Shea, second by Belt, to approve and sign Proclamation designating the month of April 2024 as National County Government Month.

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

Motion by Wichman, second by Jorgensen, to approve setting time and place for public hearing on the County’s FY 24-25 Budget for April 23rd, at 10 A.M.

UNANIMOUS VOTE. Motion Carried

Motion by Wichman, second by Belt, to approve and authorize the Board to sign **Resolution No. 28-2024**; entitled: Resolution Approving Appointment of Deputy Recorder.

**RESOLUTION NO. 28-2024**

**RESOLUTION APPROVING APPOINTMENT OF DEPUTY RECORDER**

**WHEREAS**, the Code of Iowa, Chapter 331.903, states that the Auditor, Treasurer, Recorder, Sheriff and County Attorney may each appoint, with approval of the Board, one or more deputies, assistants, or clerks for whose acts the principal officer is responsible; and

**WHEREAS**, the Pottawattamie County Recorder has appointed a new Deputy Recorder, and

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

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

**NOW THEREFORE BE IT RESOLVED**, that the Pottawattamie County Board of Supervisors hereby approves the following deputy appointments for the Pottawattamie County Recorder’s Office:

Kathie Kallas, First Deputy

Dated this 2<sup>nd</sup> Day of April, 2024.

ROLL CALL VOTE

	AYE	NAY	ABSTAIN	ABSENT
_____	○	○	○	○
Susan Miller, Chair				

_____	○	○	○	○
Scott A. Belt				
_____	○	○	○	○
Tim Wichman				
_____	○	○	○	○
Brian Shea				
_____	○	○	○	○
Jeff Jorgensen				

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

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

Motion by Wichman, second by Belt, to approve the final voucher to Western Engineering for project STBG-SWAP-C078(204) - - 78.

UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Jorgensen, to remove the Annex building once Secondary Roads has moved, and to have Buildings and Grounds obtain additional bids for demolition and bring the demo bids back to the Board.

UNANIMOUS VOTE. Motion Carried.

**3. OTHER BUSINESS**

Penny Ravlin/Assessor appeared before the Board for employee recognition from ISAC for her 35 years of service with the County.  
 Discussion only. No action taken.

After discussion, Chairperson Miller appointed Jeff Jorgensen as an alternate for the East and West Nishnabotna Watershed Management Authority.  
 Discussion only.

The Board discussed the Secondary Employment Policy for Department Heads. Jana Lemrick/Human Resource Director will come back with revisions.  
 Discussion only. No action taken.

**4. COMMITTEE APPOINTMENTS**

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

**5. RECEIVED/FILED**

- A. Salary Action(s):
  - 1) Recorder – Payroll status change for Kathie Kallas.
  - 2) Jail – Payroll status change for Trish Bernhards.
  - 3) SWI Juvenile Detention – Employment of Du’Von Sain as a Part-Time Youth Corrections Worker.
- B. Out of State Travel Notification(s):
  - 1) Sheriff – Out of State Travel Notification for Anthony Kava.
- C. Report(s):
  - 1) Sheriff Report of Fees Disbursed and Collected for February 2024.
  - 2) LATCF Annual Report.

**6. PUBLIC COMMENTS**

No Public Comments.

**7. BUDGET STUDY SESSION**

**8. ADJOURN**

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

THE BOARD ADJOURNED SUBJECT TO CALL AT 11:40 A. M.

\_\_\_\_\_  
Susan Miller, Chair

ATTEST:

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

APPROVED: April 9, 2024

PUBLISH: X



**April 9, 2024**

**MET IN REGULAR SESSION**

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

**PLEDGE OF ALLEGIANCE**

**1. CONSENT AGENDA**

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

- A. April 2, 2024, Minutes as read.
- B. Renewal of Special Class C Liquor License , granting privileges of Class C Liquor License (LC for Lyle Ditmars d/b/a Ditmars Orchard and Vineyard, Council Bluffs.
- C. March 2024 Vendor Publication Report.
- D. Secondary Roads – Employment of Walker Wilson as an Equipment Operator.

UNANIMOUS VOTE. Motion Carried.

**2. SCHEDULED SESSIONS**

Motion by Belt, second by Jorgensen, to open Public Hearing on proposed reallocation of certain unspent proceeds of the General Obligation Capital Loan Notes, Series 2020A.

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

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

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

Motion by Jorgensen, second by Belt, to approve and authorize Board to sign **Resolution No. 25-2024**, entitled Resolution instituting proceedings to take additional action and approving the reallocation of certain unspent proceeds of the general obligation capitol loan notes, series 2020A, of Pottawattamie County.

**RESOLUTION NO. 25-2024**

**RESOLUTION INSTITUTING PROCEEDINGS TO TAKE  
ADDITIONAL ACTION AND APPROVING THE REALLOCATION  
OF CERTAIN UNSPENT PROCEEDS OF THE GENERAL  
OBLIGATION CAPITAL LOAN NOTES, SERIES 2020A, OF  
POTTAWATTAMIE COUNTY, IOWA**

WHEREAS, pursuant to notice published as required by law, this Board has held a public meeting and hearing upon the proposal to institute proceedings for the reallocation of certain unspent proceeds, in the amount of not to exceed \$232,515.90 (the "Unspent Proceeds") of the General Obligation Capital Loan Notes, Series 2020A, of Pottawattamie County, Iowa, to provide funds to pay costs of the erecting, constructing, equipping and furnishing of a public building including the public health building , and has considered the extent of objections received from residents or property owners as to said proposal and, accordingly the following action is now considered to be in the best interests of the County and residents thereof.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF  
POTTAWATTAMIE COUNTY, IOWA:**

Section 1. That this Board does hereby institute proceedings and takes additional action for the reallocation of the Unspent Proceeds of the General Obligation Capital Loan Notes, Series 2020A to pay costs of the erecting, constructing, equipping and furnishing of a public building including the public health building, is in all respects authorized and approved.

Section 2. The Auditor is authorized and directed to take such action as may be necessary to effect and implement the foregoing reallocation of the Unspent Proceeds as described herein, and to cause the records and accounts of the County to reflect the same.

PASSED AND APPROVED this 9<sup>th</sup> day of April, 2024

**ROLL CALL VOTE**

	AYE		NAY		ABSTAIN		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"/>
_____ Tim Wichman		<input type="radio"/>		<input type="radio"/>		<input type="radio"/>	<input type="radio"/>
_____ Brian Shea		<input type="radio"/>		<input type="radio"/>		<input type="radio"/>	<input type="radio"/>
_____ Jeff Jorgensen		<input type="radio"/>		<input type="radio"/>		<input type="radio"/>	<input type="radio"/>

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

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

Motion by Wichman, second by Jorgensen, to open Public Hearing on proposed reallocation of certain unspent proceeds of the General Obligation Capital Loan Notes, Series 2021A.

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

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

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

Motion by Belt, second by Jorgensen, to approve and authorize Board to sign **Resolution No. 26-2024**, entitled Resolution instituting proceedings to take additional action and approving the reallocation of certain unspent proceeds of the general obligation capital loan notes, series 2021A, of Pottawattamie County.

**RESOLUTION NO. 26-2024**

**RESOLUTION INSTITUTING PROCEEDINGS TO TAKE  
ADDITIONAL ACTION AND APPROVING THE REALLOCATION  
OF CERTAIN UNSPENT PROCEEDS OF THE GENERAL  
OBLIGATION CAPITAL LOAN NOTES, SERIES 2021A, OF  
POTTAWATTAMIE COUNTY, IOWA**

WHEREAS, pursuant to notice published as required by law, this Board has held a public meeting and hearing upon the proposal to institute proceedings for the reallocation of certain unspent proceeds, in the amount of not to exceed \$82,591 (the "Unspent Proceeds") of the General Obligation Capital Loan Notes, Series 2021A, of Pottawattamie County, Iowa, to provide funds to pay costs of the erecting, constructing, equipping and furnishing of a public building including the public health building , and has considered the extent of objections received from residents or property owners as to said proposal and, accordingly the following action is now considered to be in the best interests of the County and residents thereof.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF POTTAWATTAMIE COUNTY, IOWA:

Section 1. That this Board does hereby institute proceedings and takes additional action for the reallocation of the Unspent Proceeds of the General Obligation Capital Loan Notes, Series 2021A to pay costs of the erecting, constructing, equipping, and furnishing of a public building including the public health building, is in all respects authorized and approved.

Section 2. The Auditor is authorized and directed to take such action as may be necessary to effect and implement the foregoing reallocation of the Unspent Proceeds as described herein, and to cause the records and accounts of the County to reflect the same.

**PASSED AND APPROVED this 9<sup>th</sup> day of April, 2024.**

ROLL CALL VOTE

	AYE		NAY		ABSTAIN		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"/>
_____ Tim Wichman	<input type="radio"/>		<input type="radio"/>		<input type="radio"/>		<input type="radio"/>
_____ Brian Shea	<input type="radio"/>		<input type="radio"/>		<input type="radio"/>		<input type="radio"/>
_____ Jeff Jorgensen	<input type="radio"/>		<input type="radio"/>		<input type="radio"/>		<input type="radio"/>

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

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

Motion by Belt, second by Wichman, to open Public Hearing on proposed reallocation of certain unspent proceeds of the General Obligation Capital Loan Notes, Series 2022.

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

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

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

Motion made by Jorgensen, second by Belt, to approve and authorize Board to sign **Resolution No. 27-2024**, entitled Resolution instituting proceedings to take additional action and approving the reallocation of certain unspent proceeds of the general obligation capital loan notes, series 2022, of Pottawattamie County.

**RESOLUTION NO. 27-2024**

**RESOLUTION INSTITUTING PROCEEDINGS TO TAKE ADDITIONAL ACTION AND APPROVING THE REALLOCATION OF CERTAIN UNSPENT PROCEEDS OF THE GENERAL OBLIGATION CAPITAL LOAN NOTES, SERIES 2022, OF POTTAWATTAMIE COUNTY, IOWA**

WHEREAS, pursuant to notice published as required by law, this Board has held a public meeting and hearing upon the proposal to institute proceedings for the reallocation of certain unspent proceeds, in the amount of not to exceed \$350,094 (the "Unspent Proceeds") of the General Obligation Capital Loan Notes, Series 2022, of Pottawattamie County, Iowa, to provide funds to pay costs of the peace officer communication equipment and other emergency services communication equipment and systems, including 911 consoles (in the amount of \$300,000); and erecting, constructing, equipping and furnishing of a public building including the public health building (in the amount of \$50,094), and has considered the extent of objections received from residents or property owners as to said proposal and, accordingly the following action is now considered to be in the best interests of the County and residents thereof.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF POTTAWATTAMIE COUNTY, IOWA:

Section 1. That this Board does hereby institute proceedings and takes additional action for the reallocation of the Unspent Proceeds of the General Obligation Capital Loan Notes, Series 2022 to pay costs of the peace officer communication equipment and other emergency services communication equipment and systems, including 911 consoles (in the amount of \$300,000); and erecting, constructing, equipping and furnishing of a public building including the public health building (in the amount of \$50,094), is in all respects authorized and approved.

Section 2. The Auditor is authorized and directed to take such action as may be necessary to effect and implement the foregoing reallocation of the Unspent Proceeds as described herein, and to cause the records and accounts of the County to reflect the same.

**PASSED AND APPROVED this 9<sup>th</sup> day of April, 2024.**

ROLL CALL VOTE

	AYE	NAY	ABSTAIN	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"/>
_____ Tim Wichman	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ Brian Shea	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ Jeff Jorgensen	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

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

Motion by Belt, second by Wichman, to open public hearing on Pottawattamie County’s amendment to current county budget for fiscal year 2023/24.

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

Motion by Wichman, second by Belt, to close public hearing.

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

Motion by Belt, second by Jorgensen, to approve and authorize Board to sign **Resolution No. 24-2024**, a Resolution to Approve Pottawattamie County’s amendment to current county budget for fiscal year 2023/24. Said Resolution is set out as follows:

**RESOLUTION NO. 24-2024**

**WHEREAS**, there were necessary expenses incurred in several county departments, causing the budget of that department to exceed 100% of costs; and

**WHEREAS**, the Board of Supervisors, Treasurer, Medical Examiner, Conservation, Public Health, Jail, Environmental Health, Human Resources, Planning, and Thriving Families will exceed their Budget due to said necessary expenditures; and

**WHEREAS**, the Amendment to the Fiscal Year 2023/24 Budget for the Board of Supervisors, Treasurer, Medical Examiner, Conservation, Public Health, Jail, Environmental Health, Human Resources, Planning, and Thriving Families shall be substantially as follows:

DEPT #	Revenue Amount	Expense Amount
Board of Supervisors - 01	\$ -	\$ 400,000
<b>Total</b>		<b>\$ 400,000</b>
Treasurer- 03	\$ 2,300,000	
<b>Total</b>	<b>\$ 2,300,000</b>	
Medical Examiner – 12		\$ 77,568
<b>Total</b>		<b>\$ 77,568</b>
Conservation – 22	\$ 50,000	\$ 110,000
<b>Total</b>		<b>\$ 110,000</b>
Public Health - 23	\$	\$ 15,000

<b>Total</b>		<b>\$ 15,000</b>
Jail - 29	\$ 500,000	\$ 333,000
<b>Total</b>	<b>\$ 500,000</b>	<b>\$ 333,000</b>
Environmental Health – 38		\$ 40,600
<b>Total</b>		<b>\$ 40,600</b>
Human Resources – 50		\$ 28,147
<b>Total</b>		<b>\$ 28,147</b>
Planning – 53	\$ 79,952	\$ 93,750
<b>Total</b>	<b>\$ 79,952</b>	<b>\$ 93,750</b>
Thriving Families – 57	\$ 95,517	\$ 95,517
<b>Total</b>	<b>\$ 95,517</b>	<b>\$ 95,517</b>
	<b>\$ 3,025,469</b>	<b>\$ 1,193,582</b>

**WHEREAS**, the Board of Supervisors desires to allow those expenditures, and no tax increase will occur due to these expenditures; and

**WHEREAS**, the public had due notice of the Budget Amendment Hearing held on April 9, 2024, and at the hearing, due time was allowed for objections to any and all portions of the amended budget.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Supervisors of Pottawattamie County, hereby amends the Fiscal Year 2023/24 budget.

**Dated this 9th day of April, 2024.**

**ROLL CALL VOTE**

	AYE	NAY	ABSTAIN	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"/>
_____ Tim Wichman	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ Brian Shea	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ Jeff Jorgensen	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

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

Motion by Wichman, second by Belt, to approve and authorize Board to sign **Resolution No. 29-2024**, a Resolution to appropriate funds from Amendment to Budget for FY 2023/24. Said Resolution is set out as follows:

**RESOLUTION NO. 29-2024**

**RESOLUTION FOR APPROPRIATION**

**WHEREAS**, it is desired to appropriate funds from budget amendment as follow; 01 Board of Supervisors; 12 Medical Examiner; 22 Conservation; 23 Physical Health & Education; 29 Corrections-Jail; 38 Environmental Health; 50 Human Resources; 53 Planning and Development; 57 Thriving Families as shown in the FY 2023/24 Pottawattamie County Budget Appropriations, which is attached hereto, marked as “Attachment A”; and

**WHEREAS**, said appropriation is in accordance with Section 331.434(6), Code of Iowa.

**NOW THEREFORE BE IT RESOLVED**, by the Board of Supervisors of Pottawattamie County, Iowa, that the Auditor is directed to correct his/her books accordingly, and to notify the Treasurer of the appropriations as set out in “Attachment A”, attached hereto.

**Dated this 9<sup>th</sup> Day of April, 2024.**

**ROLL CALL VOTE**

	AYE	NAY	ABSTAIN	ABSENT
_____ Susan Miller, Chair	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ Scott A. 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, Wichman, Jorgensen. Motion Carried.**

**Attachment A**

FY 2023/2024 Budget Appropriations							
DEPT #	DEPARTMENT NAME	CERTIFIED BUDGET 04/18/23	ORIGINAL	AMENDMENT 10/24/2023	AMENDMENT 4/9/2024	Original Budget	DEPT #
						With Amendments	
01	Board of Supervisors	28,514,132	28,514,132	(1,925,000)	400,000	26,989,132	01
02	Auditor	1,679,783	1,679,783			1,679,783	02
03	Treasurer	1,879,927	1,879,927			1,879,927	03
04	Attorney	3,768,268	3,768,268	100,000		3,868,268	04
05	Sheriff	9,863,059	9,863,059	50,000		9,913,059	05
06	Debt Service/Supervisors	3,542,825	3,542,825			3,542,825	06
07	Recorder	912,225	912,225			912,225	07
12	Medical Examiner	455,515	455,515		77,568	533,083	12
20	Secondary Roads	20,352,047	20,352,047			20,352,047	20
21	Veterans Service Office	506,424	506,424	5,000		511,424	21
22	Conservation	3,780,130	3,780,130	92,634	110,000	3,982,764	22
23	Physical Health & Education	1,748,097	1,748,097		15,000	1,763,097	23
24	General Assistance	230,744	230,744			230,744	24
25	DHS	332,300	332,300			332,300	25
27	Animal Control	187,813	187,813			187,813	27
29	Corrections-Jail	15,793,126	15,793,126	25,000	333,000	16,151,126	29
37	Communications-911	3,955,289	3,955,289			3,955,289	37
38	Environmental Health	715,194	715,194		40,600	755,794	38
40	Unemployment--HR	40,000	40,000			40,000	40
48	WIC	755,752	755,752			755,752	48
50	Human Resources	627,016	627,016		28,147	655,163	50

51	Building and Grounds	1,483,210	1,483,210			1,483,210	51
52	Information Services	2,435,941	2,435,941	50,000		2,485,941	52
53	Planning & Development	736,477	736,477		93,750	830,227	53
54	GIS	420,349	420,349			420,349	54
57	Thriving Families	476,483	476,483		95,517	572,000	57
58	CD Treatment Services	4,000	4,000			4,000	58
60	Mental Health	2,129,342	2,129,342			2,129,342	60
99	Non Departmental	24,224,811	24,224,811	610,453		24,835,264	99
	<b>TOTAL</b>	131,550,279	131,550,279	-991,913	1,193,582	131,751,948	

Motion made by Belt, second by Jorgensen, to approve and authorize Board to sign Proclamation designating the week of April 7 – 13, 2024 as National Library Week.

**National Library Week  
2024 Proclamation**

**WHEREAS**, libraries provide the opportunity for everyone to pursue their passions and engage in lifelong learning, allowing them to live their best life;

**WHEREAS**, libraries have long served as trusted institutions for all members of the community regardless of race, ethnicity, creed, ability, sexual orientation, gender identity, or socio-economic status;

**WHEREAS**, libraries strive to develop and maintain programs and collections that are as diverse as the populations they serve and ensure equity of access for all;

**WHEREAS**, libraries adapt to the ever-changing needs of their communities, continually expanding their collections, services, and partnerships;

**WHEREAS**, libraries play a critical role in the economic vitality of communities by providing internet and technology access, literacy skills, and support for job seekers, small businesses, and entrepreneurs;

**WHEREAS**, libraries are accessible and inclusive places that promote a sense of local connection, advancing understanding, civic engagement, and shared community goals;

**WHEREAS**, libraries are cornerstones of democracy, promoting the free exchange of information and ideas for all;

**WHEREAS**, libraries, librarians, and library workers are joining library supporters and advocates across the nation to celebrate National Library Week;

**NOW, THEREFORE**, be it resolved that the Pottawattamie County Board of Supervisors proclaim National Library Week, April 7-13 2024. During this week, we encourage all residents to visit their library to explore the wealth of resources available.

**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, Wichman, Jorgensen. Motion Carried.**

Motion by Belt, second by Jorgensen, to approve funding request from Avoca Main Street for the amount of \$3,000.

UNANIMOUS VOTE. Motion Carried.

Mark Hughes, Jim Hughes, and Sandi Winton, Jim Hughes Real Estate appeared before the Board to give an update on the water, sewer, roads project on 240<sup>th</sup>, Aspen, Pioneer Trail, and Dumfries regarding their subdivision Pioneer Meadows.

Discussion only. No Action Taken.

Motion by Belt, second by Jorgensen, to approve project funding agreement 4-23-HPB-S-010 for the 210<sup>th</sup> Street Bridge over Pigeon Creek.

UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Belt, to approve the Iowa Department of Transportation Secondary Roads Budget and County Five Year Program.

UNANIMOUS VOTE. Motion Carried.

### 3. OTHER BUSINESS

Motion by Belt, second by Jorgensen, to approve the following applications made to the Assessor's Office: Homestead (approximately 344 recommend allowed, 6 recommend disallowed), Military (25 recommend allowed, 1 recommend disallowed), Disabled Veteran Homestead (13 recommend allowed, 0 recommend disallowed), Family Farm (5 recommend allowed, 0 recommend disallowed).

UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Belt, to approve and authorize Board to sign General Drivers and Helpers Local No. 554 Affiliate of the International Brotherhood of Teamsters (Detention Officer) Union Contract, effective July 1, 2024, through June 30, 2025.

UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Belt, to approve rebranding the job description to ensure consistency.

UNANIMOUS VOTE. Motion Carried.

### 4. COMMITTEE APPOINTMENTS

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

### 5. RECEIVED/FILED

#### A. Salary Action(s):

- 1) Conservation – Payroll status change for John Huebscher.
- 2) Attorney – Payroll status change for Emily Grothe.

#### B. Report(s):

- 1) Recorder Fee Book for March 2024.

### 6. PUBLIC COMMENTS

The following individuals appeared before the Board.

Frances Mierzwa  
Shauna Anderson  
Doug Irwin

### 7. ADJOURN

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 10:50 A.M.



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Susan Miller, Chair

ATTEST: 

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Melvyn Houser, County Auditor

APPROVED: April 16, 2024

PUBLISH: X

**April 16, 2024**

**MET IN REGULAR SESSION**

The Board of Supervisors met in regular session at 10:00 A.M. All members 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. April 9, 2024, Minutes as read.

UNANIMOUS VOTE. Motion Carried.

**2. SCHEDULED SESSIONS**

Motion by Belt, second by Shea, to open Public Hearing on proposed preliminary plat of Cedar Woods Addition, a subdivision situated in Lewis Township.

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

Motion by Belt, second by Jorgensen, to close public hearing.

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

Motion by Shea, second by Wichman, to approve and authorize Board to sign Planning and Zoning **Resolution No. 2024-01.**

**PLANNING AND ZONING  
RESOLUTION NO. 2024-01**

**WHEREAS**, the proposed preliminary plat and supporting documents for **Cedar Woods Addition**, a subdivision situated in **Lewis Township**, has been filed with the Pottawattamie County Planning and Zoning Commission for its study and recommendation under **Case #SUB-2024-01**; and

**WHEREAS**, said Commission conducted a public hearing on **March 18, 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 **April 16, 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 **Cedar Woods Addition**, 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 April 16, 2024.**

		ROLL	CALL	VOTE	
		AYE	NAY	ABSTAIN	ABSENT
_____ Susan Miller, Chairperson	<input type="radio"/>	<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"/>	<input type="radio"/>
_____ Tim Wichman	<input type="radio"/>	<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"/>	<input type="radio"/>
_____ Jeff Jorgensen	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Attest: \_\_\_\_\_  
 Melvyn Houser, County Auditor  
 Pottawattamie County, Iowa

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

Motion by Belt, second by Shea, to open Public Hearing on proposed preliminary plat of Leinen Subdivision, a subdivision situated in Lewis Township.  
 Roll Call Vote: **AYES: Miller, Belt, Wichman, Shea, Jorgensen. Motion Carried.**

Motion by Belt, second by Shea, to close public hearing.  
 Roll Call Vote: **AYES: Miller, Belt, Wichman, Shea, Jorgensen. Motion Carried.**

Motion by Wichman, second by Shea, to approve and authorize Board to sign Planning and Zoning Resolution No. 2024-02.

**PLANNING AND ZONING  
 RESOLUTION NO. 2024-02**

**WHEREAS**, the proposed preliminary plat and supporting documents for **Leinen Subdivision**, a subdivision situated in **Lewis Township**, has been filed with the Pottawattamie County Planning and Zoning Commission for its study and recommendation under **Case #SUB-2024-02**; and

**WHEREAS**, said Commission conducted a public hearing on **March 18, 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 **April 16, 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 **Leinen Subdivision**, 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 April 16, 2024.**

	R O L L	C A L L	V O T E	
	A Y E	N A Y	A B S T A I N	A B S E N T
_____ Susan Miller, Chairperson	○	○	○	○
_____ Scott Belt	○	○	○	○
_____ Tim Wichman	○	○	○	○
_____ Brian Shea	○	○	○	○
_____ Jeff Jorgensen	○	○	○	○

Attest: \_\_\_\_\_  
Melvyn Houser, County Auditor  
Pottawattamie County, Iowa

RECORD: After Passage

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

Motion by Wichman, second by Shea, to approve and authorize Board to sign **Resolution No. 34-2024**; Resolution Setting date for a Public Hearing on Designation of the 2024 RMP Housing Urban Renewal Area and Urban Renewal Plan and Project.

**RESOLUTION NO. 34-2024**

**Resolution Setting Date for a Public Hearing on Designation of the 2024 RMP Housing Urban Renewal Area and on Urban Renewal Plan and Project**

**WHEREAS**, a proposal has been made to the Board of Supervisors (the “Board”) of Pottawattamie County, Iowa (the “County”) which shows the desirability of designating a portion of the County as the 2024 RMP Housing Urban Renewal Area (the “Urban Renewal Area”), pursuant to the provisions of Chapter 403, Code of Iowa; and

**WHEREAS**, under such proposal the real property (the “Property”) lying within the boundaries set out in Exhibit A would be designated as the Urban Renewal Area; and

**WHEREAS**, this Board is desirous of obtaining as much information as possible from the residents of the County before making this designation; and

**WHEREAS**, portions of the Property lie within two miles of the incorporated limits of the City of Council Bluffs, Iowa (the “City”), and pursuant to Section 403.17, the City has executed a certain joint agreement (the “Joint Agreement”) in order to enable the County exercise urban renewal authority over such portions of the Property; and

**WHEREAS**, the Property meets the definition of “agricultural land” under Section 403.17 of the Code of Iowa, and, pursuant to said law, a consent agreement (the “Ag Land Consent”) has been prepared for execution by the owner (the “Ag Land Owner”) of the Property; and

**WHEREAS**, a proposed urban renewal plan (the “Plan”) has been prepared for the governance of projects and initiatives to be undertaken on the Property and which authorizes a certain initial urban renewal project to be undertaken in the Urban Renewal Area consisting of providing tax increment financing support to RMP 87 Development, LLC in connection with the construction of public infrastructure necessary to support the development of a residential subdivision; and

**WHEREAS**, it is now necessary that a date be set for a public hearing on the designation of the Urban Renewal Area and on the Plan;

**NOW, THEREFORE**, Be It Resolved by the Board of Supervisors of Pottawattamie County, Iowa, as follows:

This Board will meet at the Board Room, County Courthouse, 227 S 6<sup>th</sup> Street, Council Bluffs, Iowa, on May 14, 2024, at 10:00 a.m., at which time and place it will hold a public hearing on the designation of the proposed Urban Renewal Area described in the preamble hereof and on the proposed urban renewal plan and project for said Urban Renewal Area.

The County Auditor shall publish notice of said hearing, the same being in the form attached to this resolution, which publication shall be made in a legal newspaper of general circulation in the County, which publication shall be not less than four (4) and not more than twenty (20) days before the date set for the hearing.

Pursuant to Section 403.5 of the Code of Iowa, Pam Kalstrup and Matt Wyant are hereby designated as the County’s representatives in connection with the consultation process with the Treynor Community School District which is required under that section of the urban renewal law.

The proposed Plan is hereby submitted to the County’s Planning and Zoning Commission for review and recommendations, as required by Section 403.5, Code of Iowa.

Section 5. The Chairperson and the County Auditor are hereby authorized to execute the Joint Agreement on behalf of the County, and any prior action taken in this regard is all hereby ratified and affirmed.

Pam Kalstrup and Matt Wyant are hereby authorized and directed to present the Ag Land Consent to the Ag Land Owner.

**Passed and approved April 16, 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, Wichman, Shea, Jorgensen. Motion Carried.**

Motion by Wichman, second by Belt, to approve and authorize Board to sign Proclamation designating the week of April 14 – 20, 2024 as National Public Safety Telecommunicators week.

**Proclamation**

**National Public Safety Telecommunicators Week**

**April 14-20, 2024**

Whereas emergencies that require police, fire or emergency medical services can occur at any time; and,

Whereas when an emergency occurs the prompt response of police officers, firefighters and paramedics is critical to the protection of life and preservation of property; and,

Whereas the safety of our police officers, firefighters and paramedics is dependent upon the quality and accuracy of information obtained from citizens who contact the Pottawattamie County, Iowa emergency communications center; and,

Whereas Public Safety Telecommunicators are the first and most critical contact our citizens have with emergency services; and,

Whereas Public Safety Telecommunicators are the single vital link for our police officers, firefighters, and paramedics by monitoring their activities by radio, providing them information, and ensuring their safety; and

Whereas Public Safety Telecommunicators of the Pottawattamie County have contributed substantially to the apprehension of criminals, suppression of fires and treatment of patients; and,

Whereas each dispatcher has exhibited compassion, understanding and professionalism during the performance of their job in the past year;

Therefore Be It Resolved that the Pottawattamie Board of Supervisors declares the week of April 14 through 20, 2024, to be National Public Safety Telecommunicators Week in Pottawattamie, Iowa, in honor of the men and women whose diligence and professionalism keep our city and citizens safe.

Signed this 16<sup>th</sup> day of April, 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, Wichman, Shea, Jorgensen. Motion Carried.**

Sam Arkfeld/Captain, Communications Center appeared before the Board to give an update on the 911 Center.

Discussion only. No action taken.

Motion by Belt, second by Shea, to approve and authorize Chairperson to sign Contract Number 24-09 for 2024 Pottawattamie County Housing Trust Fund Grant Agreement.

UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Jorgensen, to approve and authorize Chairperson to sign Iowa DOT Funding Agreement 4-24-RAISE-005 in the amount of \$4,900,000 for project HDP-7830(601)—6B-78.

UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Belt, to approve and authorize Chairperson to sign Right of Way (ROW) contract to Meredith Farms Inc. for project L-2024(LY12)—73-78.

UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Shea, to approve and authorize Chairperson to sign Right of Way (ROW) contract to 6 Down 73-2 Go LLC for project L-2024(LY12)—73-78.

UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Belt, to approve and authorize Chairperson to sign Right of Way (ROW) contract to Don Parish Trust for project L-2024(NO22)—73-78.

UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Shea, to approve and authorize Chairperson to sign Right of Way (ROW) contract to Daniel W. & Emily Huneke for project L-2024(NO22)—73-78.

UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Jorgensen, to approve and allow Maria Sieck to sign the DHHS Substance Abuse Grant Application.

UNANIMOUS VOTE. Motion Carried.

Jason Slack/Director, Buildings and Grounds and Garfield Coleman/Risk Manager appeared before the Board to update them on recent damage to the Courthouse roof. Discussion only. No action taken.

Motion by Wichman, second by Belt, to approve and authorize Board to sign **Resolution No. 35-2024** entitled: Resolution of the Pottawattamie County Board of Supervisors Regarding Wage Increases for Nonunion Employees.

**RESOLUTION NO. 35-2024**

**RESOLUTION OF THE POTTAWATTAMIE COUNTY BOARD OF SUPERVISORS REGARDING WAGE INCREASES FOR NONUNION EMPLOYEES**

WHEREAS the Pottawattamie County Board of Supervisors is committed to providing equitable and competitive compensation for all nonunion employees; and WHEREAS, the Board has reviewed the proposed adjustments in the wage structure as delineated in the new step and grade system found in Appendix A to this resolution; and

WHEREAS the general intent is to adjust compensation structures to maintain the County's competitive edge and fairness by raising the first step of specified grades by \$1.50 and ensuring a 2.5% increment between successive steps, while recognizing that specific adjustments may be necessary for various departments to reflect the diverse nature of work performed; and

WHEREAS for grades 201 through 219, a 3% increase will be implemented with a 2.5% increase between steps, allowing employees to move to the next step in July unless they are on the final step, and it is understood that employees in other grades will generally not advance to the next step next fiscal year but will see a greater increase in their current step's wage;

NOW, THEREFORE, BE IT RESOLVED that the Pottawattamie County Board of Supervisors hereby approves the wage increases for all nonunion employees as per the new step and grade system outlined in Appendix A to this resolution, effective July 1, 2024. To provide fair and competitive compensation for the County's nonunion workforce, with the acknowledgment that some department-specific and grade-specific variations may be implemented to accurately compensate for the type of work performed.

BE IT FURTHER RESOLVED that these wage increases, and any department-specific adjustments are to be implemented effective July 1, 2024, and reflected in the payroll system in accordance with the fiscal policies of Pottawattamie County.

**Dated this 16<sup>th</sup> day of April 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, Wichman, Shea, Jorgensen. Motion Carried.**

**3. OTHER BUSINESS**

Motion by Shea, second by Belt to approve re-hire of Allyson Ybarraa as a Treasurer Clerk II and pay. UNANIMOUS VOTE. Motion Carried

Motion by Shea, second by Jorgensen, to update Animal Control Officer job description and re-classification.

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

Motion by Wichman, second by Shea, to approve and authorize Board to sign Pottawattamie County Sheriff’s Deputies Association Wage Reopener Agreement, effective July 1, 2024, through June 30, 2025. UNANIMOUS VOTE. Motion Carried.

**4. COMMITTEE APPOINTMENTS**

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

**5. RECEIVED/FILED**

A. Out of State Travel Notification(s):

- 1) Sheriff – Out of State Travel Notification for Anthony Kava.
- 2) Communications – Out of State Travel Notification for Torie Brumment, Heather Townsend, Angie Dobyms, Abby Fredrich, and Merissa Cox.

B. Salary Action(s):

- 1) SWI Juvenile Detention – Employment of Robert Durbin Jr as a Part-Time Youth Corrections Worker.
- 2) Conservation – Employment of Hannah Hazlehurst, Cecelia Donegan, and Ian Parker as a Natural Areas Management Interns.
- 3) Conservation – Employment of Joesph Goltl as an Environmental Education Intern.

**6. PUBLIC COMMENTS**

No Public Comments.

**7. ADJOURN**

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 11:44 A. M

\_\_\_\_\_  
Susan Miller, Chair

ATTEST:

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

APPROVED: April 23, 2024

PUBLISH: X



April 23, 2024

MET IN REGULAR SESSION

The Board of Supervisors met in regular session at 10:00 A.M. All members 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. April 16, 2024, Minutes as read.

UNANIMOUS VOTE. Motion Carried.

2. SCHEDULED SESSIONS

Motion by Belt, second by Shea, to open Public Hearing on discussion regarding Pottawattamie County’s Budget for FY 24/25.

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

Motion by Wichman, second by Shea, to close public hearing.

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

Motion by Wichman, second by Belt, to approve and authorize Board to sign Resolution No. 30-2024, a Resolution to approve Pottawattamie County’s budget for fiscal year 2024/25. Said Resolution is set out as follows:

RESOLUTION NO. 30-2024

WHEREAS, the Board of Supervisors of Pottawattamie County, after due consideration of estimated income and expenses for Fiscal Year 2024-2025, duly published such estimates for the county budget; and

WHEREAS, the budget correctly states estimated tax dollars against all parcels of property lying within Pottawattamie County, and the income and expense breakdown for each of the ten (10) budgeting areas; and

WHEREAS, a hearing was held on Tuesday, April 23, 2024, at 10:00 AM, in the Board of Supervisors’ Hearing Room, Second Floor, Courthouse, 227 South 6<sup>th</sup> Street, Council Bluffs, Iowa; and

WHEREAS, the public had due notice of the hearing, and at the hearing due time was allowed for objections to any and all portions of the budget.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors of Pottawattamie County, after hearing no objections, on a motion by Supervisor Wichman, and a second by Supervisor Belt, the Fiscal Year 2024-2025 budget was adopted.

Chairperson Miller called for a roll call vote, the results being: Miller-AYE; Belt-AYE; Wichman-AYE; Shea-AYE; and Jorgensen-AYE. Motion carried.

Dated this 23rd day of April, 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"/>

_____	<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				

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

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

Motion by Shea, second by Belt, to approve and authorize Board to sign **Resolution No. 31-2024** entitled: Resolution for Transfer from Rural Services Fund to Secondary Roads Fund.

**RESOLUTION NO. 31-2024**

**RESOLUTION FOR TRANSFER FROM RURAL SERVICES FUND TO SECONDARY ROADS FUND**

**WHEREAS**, it is desired to transfer money from the Rural Services Fund to Secondary Roads Fund; and

**WHEREAS**, said transfers are in accordance with Section 331.432, Code of Iowa.

**NOW THEREFORE BE IT RESOLVED**, that the Pottawattamie County Board of Supervisors authorizes the following transfers:

**SECTION 1:** The sum of \$2,750,000 is ordered to be transferred from Rural Services Fund to the Secondary Roads Fund;

**SECTION 2:** The Auditor is directed to correct his/her book accordingly and to notify the Treasurer of these operating transfers.

**Dated this 23rd Day of April, 2024.**

**ROLL CALL VOTE**

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

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

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

Tom Kallman/Manager, Regional Water appeared before the Board to give an update on the two Regional Water Projects (Pioneer and Minden) in the County.  
 Discussion only. No action taken.

Matt Wyant/Director, Planning and Development appeared before the Board to discuss consultation session with Treynor School for the Urban Renewal Plan that will be held on April 24<sup>th</sup> at 1 P.M. in the Planning Department.  
 Discussion only. No action taken.

Matt Wyant/Director, Planning and Development appeared before the Board to give an update on the Public Health building.  
 Discussion only. No action taken.

Motion by Belt, second by Shea, to approve and authorize Chairperson to sign Iowa Department of Transportation Agreement for Lewis Township Volunteer Fire Department Traffic Safety Improvement Program Grant.

UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Belt, to approve and authorize Board to sign **Resolution No. 36-2024**; regarding Charles Avenue Road Right of way between 2<sup>nd</sup> Street and Bentley Lane (also known as Main Street) located in the town of Bentley, Iowa.

**RESOLUTION NO. 36-2024**

**WHEREAS**, Resolution 48-2023 was passed June 20<sup>th</sup>, 2023 to vacate a Road Right of way; and

**WHEREAS**, title to the vacated right of way was not transferred to the owners of the real estate abutting said right of way; and

**WHEREAS**, it is in the best interest of Pottawattamie County to transfer the vacated right of way as described below; and

**WHEREAS**, there is an additional alley which was not vacated in Resolution 48-2023 which is described below; and

**WHEREAS**, budget and liability constraints dictate the secondary road system be reduced; and

**WHEREAS**, it is in the best interest of Pottawattamie County to vacate the alley as described below.

**NOW, THEREFORE BE IT RESOLVED** by the Board of Supervisors of Pottawattamie County in session this 23<sup>rd</sup> day of April, 2024, that the following described alley be vacated and transferred as follows:

The north/south alley between Charles Avenue and G30, in Block 12 in Original Town Plat of the unincorporated Town of Bentley per town plat filed for record in Section 13, Township 76, Range 43 West of the 5<sup>th</sup> P.M., Pottawattamie County, Iowa.

Title of the above-described vacated alley shall be transferred to each property owner of real estate abutting the vacated alley, the West ½ to lots 7-18, and the East ½ to lots 6 and 19, as well as that portion of the vacated alley lying between lots 1-6 and 19-21, all in Block 12, in the Town of Bentley, Iowa.

Note: Utilities are granted a permanent and perpetual easement for the continuance of maintaining existing facilities for such construction, reconstruction, replacement, and repair thereof as may be deemed necessary by the utilities in the future (Iowa Code 306.22, 479.17, 479.24)

**NOW, THEREFORE BE IT RESOLVED** by the Board of Supervisors of Pottawattamie County in session this 23<sup>rd</sup> day of April, 2024, that the following described vacated right of way be transferred as follows:

Title of the vacated Central Avenue Road Right of way between 2<sup>nd</sup> Street and Charles Avenue shall be transferred to each property owner of the real estate abutting the vacated road right of way, the Northerly ½ to lots 21-44 of Block 3 in the town of Bentley, Iowa. The Southerly ½ to lots 1-14 of Block 5 in the town of Bentley, Iowa.

Title of the vacated Charles Avenue Road Right of way between 2<sup>nd</sup> Street and Bentley Lane (also known as Main Street) shall be transferred to each property owner of the real estate abutting the vacated road right of way, the North ½ to Lots 20 and 21 of Block 3 and Lots 11-15 of Block 5 in the town of Bentley, Iowa. The South ½ to Lots 1 and 12 in Block 11, and Lots 1-7 in Block 12, along with all prior vacated alleys and roadways adjacent thereto, all in the town of Bentley, Iowa.

Title of the vacated 20-foot alley in Block 5, shall be transferred to the owners of the real estate abutting the vacated alley. The Northerly ½ to Lots 4-11, Block 5 in the town of Bentley, Iowa, and the Southerly ½ to Lot 15, Block 5 in the town of Bentley, Iowa.

**Dated this 23rd day of April, 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, Wichman, Shea, Jorgensen. Motion Carried.**

**3. COMMITTEE APPOINTMENTS**

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

**4. RECEIVED/FILED**

- A. Out of State Travel Notification(s):
  - 1) Communications – Out of State Travel for Sam Arkfeld, David Sands, and Eric Wallner.
  - 2) Medical Examiner – Out of State Travel for Kalen Knight and Karen Foreman.
- B. Salary Action(s):
  - 1) Recorder – Payroll status change for Brandie Slack.
  - 2) Secondary Roads – Payroll status change for Jonathon Johnson.
  - 3) Conservation – Payroll status change for Hollie Larson.
  - 4) WIC – Payroll status change for Luz Collins.

**5. PUBLIC COMMENTS**

No Public Comments.

**6. CLOSED SESSION**

Motion by Wichman, second by Shea, to go into Closed Session pursuant Iowa Code 21.5(1)(j) for discussion and/or decision on the purchase or sale of particular real estate.

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

Motion by Shea, second by Belt, to go out of Closed Session.

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

**7. ADJOURN**

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

UNANIMOUS VOTE. Motion Carried.

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

\_\_\_\_\_  
Susan Miller, Chair

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

APPROVED: April 30, 2024  
PUBLISH: X

**April 30, 2024**

MET IN REGULAR SESSION

The Board of Supervisors met in regular session at 10:00 A.M. All members 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 remove item 3. D. from the agenda and to approve:

- A. April 23, 2024, Minutes as read.

UNANIMOUS VOTE. Motion Carried.

**2. SCHEDULED SESSIONS**

Discussion was held on disaster recovery response with participation by department heads. Discussion only. No Action Taken.

Motion by Shea, and second by Belt, to approve and authorize Board to sign Proclamation for Pottawattamie County State of Emergency as a result of April 26, 2024 tornadic activity.

UNANIMOUS VOTE. Motion Carried.

Motion by Shea, and second by Jorgensen, to approve and authorize the Board to sign **Resolution No. 38-2024**, Resolution waiving permit fees for properties with damage from April 26, 2024, tornadic activity.

**RESOLUTION NO. 38-2024**

**WHEREAS**, on April 26<sup>th</sup>, 2024, several locations in Pottawattamie County, Iowa, experienced extreme events of tornadic activity; and

**WHEREAS**, as a result of this extreme event, tornado damage occurred in the unincorporated areas of the County; and

**WHEREAS**, said tornadic activity has damaged several structures in the unincorporated area of the County; and

**WHEREAS**, Pottawattamie County has enacted a Zoning Ordinance, Building Code, Septic Regulations, Well Regulations and Floodplain Management Ordinance, all of which require that permits be obtained prior to commencing construction or reconstruction; and

**WHEREAS**, Chapter 1.50 of the County Code establishes filing fees for permits required by said Ordinances; and

**WHEREAS**, the Board of Supervisors feels it is in the best interest of the County and those property owners affected, that the filing fees for these permits to be temporarily waived.

**NOW, THEREFORE, BE IT RESOLVED, by the Pottawattamie County, Iowa, Board of Supervisors**, that the filing fees for Zoning Permits, Building Permits, Septic Permits, Well Permits, Floodplain Development Permits shall be waived in the following situations and subject to the following conditions:

1. The property is located in the tornadic activity damaged areas of the unincorporated area of Pottawattamie County, Iowa.
2. The structural repairs are necessary to repair tornadic activity damage occurring during the April 26<sup>th</sup>, 2024 tornadic event.
3. That any structural repairs or construction not tornado damage related shall be subject to the required filing fees.
4. That the waiving of filing fees does not waive any other requirements of Pottawattamie County, Iowa, Code sections.

Passed and Approved this 30 day of April, 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  
 Pottawattamie County, Iowa

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

Motion by Shea, second by Belt, to approve funding of \$25,000 for a State of Iowa grant that Southwest Iowa Nonprofit for Collective Impact (SINC) and City of Council Bluffs have applied for. Funds to come from gaming.

UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Belt, to approve and authorize Board to sign **Resolution No. 32-2024** entitled: Resolution for Transfer from LOST Secondary Roads Fund to Bond Series 2021C Debt Fund.

**RESOLUTION NO. 32-2024**

**RESOLUTION FOR TRANSFER FROM LOST SECONDARY ROADS FUND TO BOND SERIES 2021C DEBT FUND**

**WHEREAS**, it is desired to transfer money from the LOST Secondary Roads Fund to Bond Series 2021C Debt Fund; and

**WHEREAS**, said transfers are in accordance with Section 331.432, Code of Iowa.

**NOW THEREFORE BE IT RESOLVED**, that the Pottawattamie County Board of Supervisors authorizes the following transfers:

**SECTION 1:** The sum of \$338,450.00 is ordered to be transferred from LOST Secondary Roads Fund to the Bond Series 2021C Debt Fund;

**SECTION 2:** The Auditor is directed to correct his/her book accordingly and to notify the Treasurer of these operating transfers.

**Dated this 30th Day of April, 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, Wichman, Shea, Jorgensen. Motion Carried.**

Motion by Wichman, second by Shea, to approve and authorize Board to sign **Resolution No. 33-2024** entitled: Resolution for Transfer from LOST Secondary Roads Fund to Bond Series 2020B Debt Fund.

**RESOLUTION NO. 33-2024**

**RESOLUTION FOR TRANSFER FROM LOST SECONDARY ROADS FUND TO BOND SERIES 2020B DEBT FUND**

**WHEREAS**, it is desired to transfer money from the LOST Secondary Roads Fund to Bond Series 2020B Debt Fund; and

**WHEREAS**, said transfers are in accordance with Section 331.432, Code of Iowa.

**NOW THEREFORE BE IT RESOLVED**, that the Pottawattamie County Board of Supervisors authorizes the following transfers:

**SECTION 1:** The sum of \$202,350.00 is ordered to be transferred from LOST Secondary Roads Fund to the Bond Series 2020B Debt Fund;

**SECTION 2:** The Auditor is directed to correct his/her book accordingly and to notify the Treasurer of these operating transfers.

**Dated this 30th Day of April, 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, Wichman, Shea, Jorgensen. Motion Carried.**

Motion by Jorgensen, second by Shea, to approve and authorize Board to sign **Resolution No. 37-2024** entitled: Resolution for Transfer from LOST Secondary Roads Fund to Secondary Roads Fund.

**RESOLUTION NO. 37-2024**

**RESOLUTION FOR TRANSFER FROM LOST SECONDARY ROADS FUND TO SECONDARY ROADS FUND**

**WHEREAS**, it is desired to transfer money from the LOST Secondary Roads Fund to Secondary Roads Fund; and

**WHEREAS**, said transfers are in accordance with Section 331.432, Code of Iowa.

**NOW THEREFORE BE IT RESOLVED**, that the Pottawattamie County Board of Supervisors authorizes the following transfers:

**SECTION 1:** The sum of \$3,500,000 is ordered to be transferred from LOST Secondary Roads Fund to the Secondary Roads Fund;

**SECTION 2:** The Auditor is directed to correct his/her book accordingly and to notify the Treasurer of these operating transfers.

**Dated this 30th Day of April, 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, Wichman, Shea, Jorgensen. Motion Carried.**

Motion by Wichman, second by Shea, to approve and authorize Board to sign Grant Agreement No. 24-9 from Hungry Canyons Alliance in the amount of \$17,618.82.  
UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Jorgensen, to support the Play Haven Childcare Grant application and to have the Board Chair sign letter of support.  
UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Belt, to support the City of Walnut for the Walnut Main Street Program and to have the Board Chair sign letter of support.  
UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Jorgensen, to approve the Historical Society to place a sign about the history of the Green Valley Cemetery, to be placed on the cemetery gate.  
UNANIMOUS VOTE. Motion Carried.

**3. OTHER BUSINESS**

Cate Brehmer/Emergency Management Specialist, Iowa Department of Homeland Security and Emergency Management appeared before the Board to give an update on drainage district projects.  
Discussion only. No Action Taken.

Motion by Wichman, second by Belt, to approve pay for HawkWatch Counter, Compiler, and Interpreter position at \$13/hr. in Conservation.  
UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Jorgensen, to approve employment of a Part-Time Temporary Clerk in the Auditor’s Office.  
**Roll Call Vote: AYES: Belt, Shea, Jorgensen. NAYS: Miller, Wichman. Motion Carried.**

Motion by Wichman, and second by Belt, to approve adding 2-Overnight Registered Nurse (RN) positions for the Jail.  
UNANIMOUS VOTE. Motion Carried.

**5. RECEIVED/FILED**

A. Salary Action(s):



- 1) SWI Juvenile Detention Center – Employment of Connie Broughman as a Part-time Youth Detention Officer.
  - 2) Conservation – Payroll status change for Samuel Raine.
  - 3) Sheriff – Payroll status change for Josh Kirlin.
- B. Report(s):
- 1) Sheriff Report of Fees Disbursed and Collected for March 2024.

**6. PUBLIC COMMENTS**

The following individuals appeared before the Board:  
Joe Munch  
David Geiger  
George Sturm

**7. ADJOURN**

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 12:40 P. M

\_\_\_\_\_  
Susan Miller, Chair

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

APPROVED: May 7, 2024  
PUBLISH: X

May 7, 2024

**MET IN REGULAR SESSION**

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

**PLEDGE OF ALLEGIANCE**

**1. CONSENT AGENDA**

After discussion was held by the Board, a Motion was made by Jorgensen, and second by Shea, to remove item 3. C. from the agenda and to approve:

- A. April 30, 2024, Minutes as read.
- B. Renewal of Class E Liquor License (LE) granting privileges of Class E Liquor License (LE) to Kum & Go LC d/b/a Kum & Go #23, Neola.
- C. April 2024 Vendor Publication Report.

UNANIMOUS VOTE. Motion Carried.

**2. SCHEDULED SESSIONS**

Discussion on disaster recovery response by the department heads and the Tree and Vegetative Debris drop off established in Pottawattamie County location 145<sup>th</sup> Street & Rosewood Rod located in Crescent. Discussion only. No Action Taken.

Motion by Shea, and second by Belt, to approve and authorize the Board to sign **Resolution No. 39-2024**, Resolution waiving temporary occupancy requirements for recreational vehicles for properties with damage from April 26, 2024, tornadic activity.

**RESOLUTION NO. 39-2024**

**WHEREAS**, on April 26<sup>th</sup>, 2024, several locations in Pottawattamie County, Iowa, experienced extreme events of tornadic activity; and

**WHEREAS**, as a result of this extreme event, tornado damage occurred in the unincorporated areas of the County; and

**WHEREAS**, said tornadic activity has damaged several structures in the unincorporated area of the County; and

**WHEREAS**, Pottawattamie County has enacted a Zoning Ordinance that defines Recreational Vehicle as a vehicular type camping unit primarily designed as temporary living quarters for recreational, camping, or travel use, which either has its own motive power or is mounted on or drawn by another vehicle. Temporary occupancy shall be considered no more than two (2) weeks when the recreational vehicle is not located in a commercial campground and recreational vehicle park. The basic entities are: travel trailer, camping or tent trailer, truck camper, and motor home or coach. and

**WHEREAS**, the Board of Supervisors feels it is in the best interest of the County and those property owners affected, that the temporary occupancy requirement be waived by special use permit.

**NOW, THEREFORE, BE IT RESOLVED, by the Pottawattamie County, Iowa, Board of Supervisors**, that shall be waived in the following situations and subject to the following conditions:

1. The property is located in the tornadic activity damaged areas of the unincorporated area of Pottawattamie County, Iowa.
2. The structural repairs are necessary to repair tornadic activity damage occurring during the April 26<sup>th</sup>, 2024 tornadic event.
3. That any property owner wanting to use a Recreational Vehicle as temporary housing on their property while repairs and or replacement is happening apply for a special use permit with the Pottawattamie County Planning Department.
4. That the waiving of temporary occupancy does not waive any other requirements of Pottawattamie County, Iowa, Code sections.

**Passed and Approved this 7th day of May, 2024.**

	AYE	NAY	ABSTAIN	ABSENT
_____ Susan Miller, Chairperson	○	○	○	○
_____ Scott Belt	○	○	○	○
_____ Tim Wichman	○	○	○	○
_____ Brian Shea	○	○	○	○
_____ Jeff Jorgensen	○	○	○	○

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

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

Motion by Wichman, and second by Shea, to approve Hitchcock Nature Center lodge deck improvements not to exceed \$175,000 to be paid out of gaming.  
UNANIMOUS VOTE. Motion Carried.

**3. OTHER BUSINESS**

Motion by Shea, and second by Jorgensen, to approve funding for up to two County Employees at \$1600 each to attend Leadership Council Buffs program to be paid out of What Should Be Committee.  
UNANIMOUS VOTE. Motion Carried.

After discussion, the Board tabled the policy for deputy payouts and vacation accrual.  
Discussion only. No action taken.

Motion by Wichman, and second by Shea, for no additional assessment for South Nobles Drainage District at this time.  
UNANIMOUS VOTE. Motion Carried.

**4. COMMITTEE APPOINTMENTS**

Board discussed Committee meetings from the past week.  
Proclamation for Correctional Officers for the week of May 5 – 12 and a Proclamation for Nurses Week for the week of May 6 -12 were discussed.  
The Board has received an invitation for June 11 for a Ribbon Cutting and Chairperson Miller proposes that we do not have a meeting on Tuesday, June 11<sup>th</sup> .  
Discussion only. No action taken.

**5. RECEIVED/FILED**

- A. Salary Action(s):
  - 1) Communications – Payroll status change for Hayley Lee.
  - 2) Conservation – Employment of Maelee Rodenburg as an Environmental Education Intern.
  - 3) SWI Juvenile Detention Center – Employment of Martin Gonzalez as a Part-time Youth Correctional Worker.
  - 4) Secondary Roads – Payroll status change for Brian Manhart and Brady Schroder.
  - 5) Sheriff – Payroll status change for Terry Carstens and Ryan Olderog.
- B. Reports:
  - 1) SLFRF Compliance Report-SLT-3833 – P & E Report – Quarter 1 2024.
  - 2) Recorder Fee Book for April 2024.
- C. Out of State Travel Notification(s):
  - 1) Communication – Out of State Travel for Sam Arkfeld, Jill Porter, and Josh Derrington
  - 2) Communication – Out of State Travel for Torie Brummett, Jamie Watts, and Monica Brooks.

**6. PUBLIC COMMENTS**

No Public Comments.

**7. CLOSED SESSION**

- A. Closed Session pursuant to Iowa Code 21.5(1)(j), for discussion and/or decision on the purchase or sale of real estate.

Motion by Wichman, second by Shea, to go into Closed Session pursuant Iowa Code 21.5(1)(j) for discussion and/or decision on the purchase or sale of particular real estate.

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

Motion by Wichman, second by Shea, to go out of Closed Session.

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

**8. ADJOURN**

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 11:42 P. M.

\_\_\_\_\_  
Susan Miller, Chair

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

APPROVED: May 14, 2024

PUBLISH: X

May 14, 2024

MET IN REGULAR SESSION

The Board of Supervisors met in regular session at 10:00 A.M. All members 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. May 7, 2024, Minutes as read.

UNANIMOUS VOTE. Motion Carried.

## 2. SCHEDULED SESSIONS

Motion by Belt, second by Jorgensen, to open Public Hearing on **Ordinance No. 2024-03**, an ordinance to amend the Official Zoning Map of Pottawattamie County, Iowa by changing the district designation of approximately 2.9922 acres from a Class A-3 (Riverfront and Ag Production) to Class C-2 (General Commercial) District .

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

Motion by Wichman, second by Shea, to close public hearing.

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

Motion by Shea, second by Jorgensen, to approve First Consideration of **Ordinance No. 2024-03**; an ordinance to amend the Official Zoning Map of Pottawattamie County, Iowa by changing the district designation of approximately 2.9922 acres from a Class A-3 (Riverfront and Ag Production) to Class C-2 (General Commercial) District; and to set date for Second Consideration for May 21, 2024.

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

Motion by Shea, second by Belt, to open Public Hearing on discussion Urban Renewal Plan and Projects for the 2024 RMP Housing Urban Renewal Area.

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

Motion by Wichman, second by Belt, to close public hearing.

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

Motion by Shea, second by Jorgensen, to approve and authorize Board to sign **Resolution No. 40-2024** Declare Necessity and Establish an Urban Renewal Area, Pursuant to Section 403.4 of the Code of Iowa and Approve Urban Renewal Plan and Projects for the 2024 RMP Housing Urban Renewal Area.

### **RESOLUTION NO. 40-2024**

#### **Resolution to Declare Necessity and Establish an Urban Renewal Area, Pursuant to Section 403.4 of the Code of Iowa and Approve Urban Renewal Plan and Projects for the 2024 RMP Housing Urban Renewal Area**

**WHEREAS**, as a preliminary step to exercising the authority conferred upon Iowa counties by Chapter 403 of the Code of Iowa (the “Urban Renewal Law”) a county must adopt a resolution finding that one or more slums, blighted or economic development areas exist in the county and that the development of such area or areas is necessary in the interest of the public health, safety or welfare of the residents of the county; and

**WHEREAS**, it has been proposed by the Board of Supervisors of Pottawattamie County, Iowa (the “County”), that the 2024 RMP Housing Urban Renewal Area (the “Urban Renewal Area”) be established on the property (the “Property”) described in Exhibit A to this Resolution; and

**WHEREAS**, the proposal demonstrates that sufficient need exists to warrant finding the Urban Renewal Area to be an economic development area; and

**WHEREAS**, a proposed urban renewal plan (the “Plan”) has been prepared for the governance of projects and initiatives to be undertaken in the Urban Renewal Area and which authorizes a certain initial urban renewal project (the “Project”) to be undertaken therein consisting of providing tax increment financing support to RMP 87 Development, LLC in connection with the construction of public infrastructure necessary to support the development of a residential subdivision; and

**WHEREAS**, notice of a public hearing by the Board of Supervisors on the question of establishing the Urban Renewal Area and on the Plan and the Projects was heretofore given in strict compliance with the provisions of Chapter 403 of the Code of Iowa, and the Board has conducted said hearing on May 14, 2024; and

**WHEREAS**, the Planning and Zoning Commission of the County has reviewed and commented on the proposed Plan; and

**WHEREAS**, copies of the Plan, notice of public hearing and notice of a consultation meeting with respect to the urban renewal plan were mailed to the Treynor Community School District; the consultation meeting was held on April 24, 2024; and responses to any comments or recommendations received following the consultation meeting were made as required by law; and

**WHEREAS**, a portion of the Property lies within two miles of the incorporated limits of the City of Council Bluffs, Iowa (the “City”), and a joint agreement (the “Joint Agreement”) has been executed by the City to satisfy the consent requirements of Section 403.17 of the Code of Iowa; and

**WHEREAS**, pursuant to Section 403.17 of the Code of Iowa, the County has received an executed consent agreement from the owner of the “agricultural land” proposed for inclusion in the Urban Renewal Area; and

**NOW, THEREFORE**, It Is Resolved by the Board of Supervisors of Pottawattamie County, Iowa, as follows:

Section 1. An economic development area as defined in Chapter 403 of the Code of Iowa is found to exist on the Property.

Section 2. The Property is hereby declared to be an urban renewal area, in conformance with the requirements of Chapter 403 of the Code of Iowa, and is hereby designated the 2024 RMP Housing Urban Renewal Area.

Section 3. The development of the Property is necessary in the interest of the public health, safety or welfare of the residents of the County.

Section 4. It is hereby determined by this Board of Supervisors as follows:

- A. The proposed Plan and the proposed projects and initiatives described therein conform to the general plan of the County as a whole;
- B. Proposed development in the Urban Renewal Area is necessary and appropriate to facilitate the proper growth and development of the County in accordance with sound planning standards and local community objectives.
- C. It is not anticipated that any families will be displaced in connection with the County’s undertakings under the Plan. Should such issues arise, then the County will develop a feasible method of relocating any displaced persons into decent, safe and sanitary dwelling accommodations within their means and without undue hardship.

Section 5. The Plan is made a part hereof and is hereby in all respects approved in the form presented to this Board, and the County is hereby authorized to undertake the projects and initiatives described therein.

Section 6. All resolutions or parts thereof in conflict herewith are hereby repealed, to the extent of such conflict.

**Passed and Approved this 14th day of May, 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				
_____	○	○	○	○
Brian Shea				
_____	○	○	○	○
Jeff Jorgensen				

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

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

Motion made by Belt, second by Shea, to approve and sign Proclamation designating the month of May 2024 as Mental Health Awareness Month.

**2024 - Mental Health Awareness Month Proclamation**

WHEREAS, One in five American adults experience a mental health condition each year and Mental Health Awareness month is observed annually in May to increase understanding of mental health and its impact on individuals and communities.

WHEREAS, The Douglas County Health Department, Pottawattamie County Health Department, Sarpy/Cass Health Department, and The Wellbeing Partners formed the Regional Health Council (RHC) and are joined by area hospitals, health centers, and other non-profit agencies to take a regional approach to mental health, as prioritized and identified by the 2021 Community Health Assessment data and feedback from community members.

WHEREAS, The Southwest Iowa Mental Health and Disability Services Region collaborates with these agencies to fulfill its mission “to provide a responsive and welcoming system of support for overall mental wellness.”

WHEREAS, An estimated 44% of residents detained in jails are suffering from a mental illness, often with co-occurring substance use disorders.

WHEREAS, Suicide is the 10<sup>th</sup> leading cause of death in the United States and the 2<sup>nd</sup> leading cause of death among young adults, and 90% of people who die by suicide have an underlying mental illness.

WHEREAS, Pottawattamie County, Iowa and all counties serve as a safety net for residents in need.

WHEREAS, The Southwest Iowa Mental Health and Disability Services Region has developed community-based services and supports along with an array of crisis services which help people stay out of jail and the hospital by offering mental health treatment in the community.

WHEREAS, The metro region partners and the local WhatMakeUs campaign to end mental health stigma pledge to increase awareness and understanding of mental health.

WHEREAS, Reducing the stigma of mental health encourages people to ask for support and seek help when needed.

WHEREAS, We acknowledge the need for equitable, appropriate, and accessible mental health resources and pledge to amplify existing resources and increase connections.

WHEREAS, With treatment, those with mental health conditions can recover and lead full and productive lives.

NOW, THEREFORE, LET IT BE PROCLAIMED that The Pottawattamie County Board of Supervisors, does hereby declare May 2024 as Mental Health Awareness Month and encourages all citizens, community agencies, organizations, businesses, and schools within Pottawattamie County to increase awareness and understanding of mental health, the steps that our citizens can take to protect their

mental health, and the need for appropriate, accessible services and support for all people with mental health conditions and their family members.

BE IT FURTHER PROCLAIMED the Pottawattamie County Board of Supervisors continues its commitment to partner with community organizations to ensure that all behavioral health and disability services are accessible, valuable and culturally appropriate for all residents of Pottawattamie County, Iowa.

Dated: May 14, 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, Wichman, Shea, Jorgensen. Motion Carried.**

Motion by Belt, second by Shea, to approve First Consideration of **Ordinance No. 2024-04** entitled; An Ordinance Providing for the Division of Taxes Levied on Taxable Property in the 2024 RMP Housing Urban Renewal Area, Pursuant to Section 403.19 of the Code of Iowa (First Consideration); and to set date for Second Consideration for May 21, 2024.

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

Motion by Shea, second by Jorgensen, to approve and authorize Board to sign **Resolution No. 41-2024** Setting a Date of Meeting at Which it is Proposed to Approve a Development Agreement with RMP 87 Development LLC, Including Tax Increment Payments.

**RESOLUTION NO. 41-2024**

**Resolution Setting a Date of Meeting at Which it is Proposed to Approve a Development Agreement with RMP 87 Development, LLC, Including Tax Increment Payments**

**WHEREAS**, Pottawattamie County, Iowa (the “County”), pursuant to and in strict compliance with all laws applicable to the County, and in particular the provisions of Chapter 403 of the Code of Iowa, has adopted an urban renewal plan for the 2024 RMP Housing Urban Renewal Area (the “Urban Renewal Area”); and

**WHEREAS**, this Board of Supervisors has adopted an ordinance providing for the division of taxes levied on taxable property in the Urban Renewal Area pursuant to Section 403.19 of the Code of Iowa and establishing the fund referred to in Subsection 2 of Section 403.19 of the Code of Iowa, which fund and the portion of taxes referred to in that subsection may be irrevocably pledged by the County for the payment of the principal of and interest on indebtedness incurred under the authority of Section 403.9 of the Code of Iowa to finance or refinance in whole or in part projects in the Urban Renewal Area; and

**WHEREAS**, the County proposes to enter into a certain development agreement (the “Development Agreement”) with RMP 87 Development, LLC (the “Developer”) in connection with the construction of public infrastructure necessary to support the development of a residential subdivision in the Urban Renewal Area; and



**WHEREAS**, the Development Agreement would provide financial incentives to the Developer including certain incremental property tax payments in an amount not to exceed \$400,000 (the “TIF Payments”) under the authority of Section 403.9(1) of the Code of Iowa; and

**WHEREAS**, it is necessary to set a date for a public hearing on the Development Agreement and the TIF Payments, pursuant to Section 403.9 of the Code of Iowa;

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

Section 1. This Board of Supervisors shall meet on May 28, 2024, at 10:00 a.m., at the Board Room, County Courthouse, 227 S 6<sup>th</sup> Street, Council Bluffs, Iowa, at which time and place proceedings will be instituted and action taken to approve the Development Agreement and to authorize the TIF Payments.

Section 2. The County Auditor is hereby directed to give notice of the proposed action, the time when and place where said meeting will be held, by publication at least once not less than four (4) days and not more than twenty (20) days before the date of said meeting in a legal newspaper of general circulation in the Pottawattamie County. Said notice shall be in substantially the following form:

**NOTICE OF MEETING FOR APPROVAL OF DEVELOPMENT AGREEMENT  
WITH RMP 87 DEVELOPMENT, LLC AND AUTHORIZATION OF TAX  
INCREMENT PAYMENTS**

The Board of Supervisors Pottawattamie County, Iowa (the “County”), will meet at the Board Room, County Courthouse, 227 S 6<sup>th</sup> Street, Council Bluffs, Iowa, on May 28, 2024, at 10:00 a.m., at which time and place proceedings will be instituted and action taken to approve a Development Agreement (the “Agreement”) between the County and RMP 87 Development, LLC (the “Developer”), in connection with the construction of public infrastructure necessary to support the development of a residential subdivision in the 2024 RMP Housing Urban Renewal Area. The Agreement will provide for certain financial incentives in the form of incremental property tax payments to the Developer in a total amount not exceeding \$400,000 as authorized by Section 403.9 of the Code of Iowa.

The commitment of the County to make incremental property tax payments to the Developer under the Agreement will not be a general obligation of the County, but will be payable solely and only from incremental property tax revenues generated within the 2024 RMP Housing Urban Renewal Area. Some or all of the payments under the Agreement may be subject to annual appropriation by the Board of Supervisors.

At the meeting, the Board of Supervisors will receive oral or written objections from any resident or property owner of the County. Thereafter, the Board may, at the meeting or at an adjournment thereof, take additional action to approve the Agreement or may abandon the proposal.

This notice is given by order of the Board of Supervisors of Pottawattamie County, Iowa, in accordance with Section 403.9 of the Code of Iowa.

Melvyn Houser  
County Auditor

Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed.

Section 4. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

**Passed and Approved this 14th day of May, 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"/>

_____	<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				

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

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

Motion by Shea, second by Belt, to approve and authorize Board to sign Planning and Zoning Resolution No. 2024-03.

**PLANNING AND ZONING  
 RESOLUTION NO. 2024-03**

**WHEREAS**, this Board had approved the preliminary plat of **Cedar Woods Addition**, a residential subdivision situated in **Lewis Township**, by approval of Planning and Zoning Resolution No. **2024-01**, dated **April 16, 2024**; and

**WHEREAS**, the final plat and supporting documents required by Chapter 9.10 of the Pottawattamie County, Iowa, Code and Chapter 354, Code of Iowa, has been filed with this Board for its study and consideration under **Case #SUB-2024-01**; and

**WHEREAS**, this Board has examined the final plat and has found they are in substantial compliance with the approved preliminary plats; and

**WHEREAS**, after careful study, and due consideration this Board has determined that the final plat and supporting documents conform to the requirements of Chapter 9.10 of the Pottawattamie County, Iowa, Code and Chapter 354, Code of Iowa, and it has deemed it to be in the best interest of Pottawattamie County, Iowa, to approve the final plats.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF POTTAWATTAMIE COUNTY, IOWA:** That the final plat of **Cedar Woods Addition**, a residential subdivision in Pottawattamie County, Iowa, be, and the same is hereby approved as the final plat of said subdivision.

And that the Chairperson of the Board of Supervisors is hereby authorized to enter such approval upon said final plat.

PASSED AND APPROVED May 14, 2024

	<b>ROLL CALL VOTE</b>			
	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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				

Attest: \_\_\_\_\_  
 Melvyn Houser, County Auditor  
 Pottawattamie County, Iowa

RECORD: After Passage

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

Motion by Shea, second by Wichman, to approve and authorize Board to sign Planning and Zoning Resolution No. 2024-04.

**PLANNING AND ZONING  
RESOLUTION NO. 2024-04**

**WHEREAS**, this Board had approved the preliminary plat of **Leinen Subdivision**, a residential subdivision situated in **Lewis Township**, by approval of Planning and Zoning Resolution No. **2024-02**, dated **April 16, 2024**; and

**WHEREAS**, the final plat and supporting documents required by Chapter 9.10 of the Pottawattamie County, Iowa, Code and Chapter 354, Code of Iowa, has been filed with this Board for its study and consideration under **Case #SUB-2024-02**; and

**WHEREAS**, this Board has examined the final plat and has found they are in substantial compliance with the approved preliminary plats; and

**WHEREAS**, after careful study, and due consideration this Board has determined that the final plat and supporting documents conform to the requirements of Chapter 9.10 of the Pottawattamie County, Iowa, Code and Chapter 354, Code of Iowa, and it has deemed it to be in the best interest of Pottawattamie County, Iowa, to approve the final plats.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF POTTAWATTAMIE COUNTY, IOWA:** That the final plat of **Leinen Subdivision**, a residential subdivision in Pottawattamie County, Iowa, be, and the same is hereby approved as the final plat of said subdivision.

And that the Chairperson of the Board of Supervisors is hereby authorized to enter such approval upon said final plat.

PASSED AND APPROVED May 14, 2024

	<b>ROLL CALL VOTE</b>			
	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
_____ 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  
Pottawattamie County, Iowa

RECORD: After Passage

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

Motion by Wichman, second by Shea, to approve and authorize Board to sign Planning and Zoning Resolution No. 2024-05.

**PLANNING AND ZONING  
RESOLUTION NO. 2024-05**

**WHEREAS**, this Board had approved the preliminary plat of **RMP 87 Development LLC**, a residential subdivision situated in **Hardin Township**, by approval of Planning and Zoning Resolution No. **2022-03**, dated **December 20, 2022**; and

WHEREAS, the final plat and supporting documents required by Chapter 9.10 of the Pottawattamie County, Iowa, Code and Chapter 354, Code of Iowa, has been filed with this Board for its study and consideration under Case #SUB-2022-03; and

WHEREAS, this Board has examined the final plat and has found they are in substantial compliance with the approved preliminary plats; and

WHEREAS, after careful study, and due consideration this Board has determined that the final plat and supporting documents conform to the requirements of Chapter 9.10 of the Pottawattamie County, Iowa, Code and Chapter 354, Code of Iowa, and it has deemed it to be in the best interest of Pottawattamie County, Iowa, to approve the final plats.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF POTTAWATTAMIE COUNTY, IOWA: That the final plat of RMP 87 Development LLC, a residential subdivision in Pottawattamie County, Iowa, be, and the same is hereby approved as the final plat of said subdivision.

And that the Chairperson of the Board of Supervisors is hereby authorized to enter such approval upon said final plat.

PASSED AND APPROVED May 14, 2024

	<b>ROLL CALL VOTE</b>			
	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
_____ 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  
Pottawattamie County, Iowa

RECORD: After Passage

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

Discussion on disaster recovery response update from department heads.  
Discussion only. No Action Taken.

Stacie Kinney/Executive Director, WIDA appeared before the Board to give an update on WIDA.  
Discussion only. No Action Taken.

**3. OTHER BUSINESS**

Motion by Shea, second by Belt, to approve and authorize Chairperson to sign a Repayment agreement between the Board of Supervisors and Conservation.  
UNANIMOUS VOTE. Motion Carried.

Motion by Jorgensen, second by Shea, to approve modifications to the Environmental Health Intern position to a Seasonal position with a pay range of \$16 - \$18.  
UNANIMOUS VOTE. Motion Carried.

**4. COMMITTEE APPOINTMENTS**

Board discussed Committee meetings from the past week.

**5. RECEIVED/FILED**

A. Salary Action(s):

- 1) Communications - Payroll status change for Abby Fredrich, Jesus Navarrete, and David Sands.
- 2) SWI Juvenile Detention Center – Payroll status change for Rafael Jenkins.
- 3) Conservation – Employment of Ryan Nelsen as a Seasonal Park Aide-Arrowhead.
- 4) Recorder – Payroll status change for Hannah Adkins.
- 5) Sheriff – Payroll status change for Jaron Neumann, Travis Healy, and Aaron Soucie.

6. PUBLIC COMMENTS

No Public Comments.

7. CLOSED SESSION

Motion by Wichman, second by Shea, to go into Closed Session pursuant Iowa Code 21.5(1)(j) for discussion and/or decision on the purchase or sale of particular real estate.

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

Motion by Wichman, second by Jorgensen, to go out of Closed Session.

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

8. OTHER BUSINESS

Motion by Wichman, second by Shea, to approve and authorize Board of Supervisors to sign Resolution 42-2024 entitled: Resolution authorizing purchase of property and designating Board Chair as authorized representative to sign necessary document to effectuate said purchase.

RESOLUTION NO. 42-2024

A RESOLUTION AUTHORIZING THE PURCHASE OF PROPERTY AND DESIGNATING THE BOARD CHAIR AS THE AUTHORIZED REPRESENTATIVE TO SIGN ANY NECESSARY DOCUMENTS TO EFFECTUATE SAID PURCHASE.

WHEREAS, on May 7<sup>th</sup>, 2024 and May 14<sup>th</sup>, 2024, the Pottawattamie County Board of Supervisors met in closed session to discuss the potential purchase of property held by the Margarite Goodenow Trust.

WHEREAS, The property in question is an improved parcel with a parking lot, legally described as Lot 6, Block 7, Jefferis Subdivision, and the E 1/2 of the vacated North/South alley abutting said Lot, commonly known as 522 Pearl St., Council Bluffs, Pottawattamie County, Iowa.

WHEREAS, on May 14<sup>th</sup>, 2024, the Pottawattamie County Board of Supervisors agreed to approve the Purchase Officer entered into by the County Chief Financial Officer, Mitchell A. Kay and County Attorney, Matt Wilber on behalf of Pottawattamie County and the Trustee on behalf of the Margarite Goodenow Trust.

WHEREAS, a copy of the abovementioned purchase agreement is attached hereto as Exhibit A to this Resolution.

WHEREAS, the purchase of this property is in the best interest of Pottawattamie County and all citizens of, and visitors to, Pottawattamie County.

THEREFORE, BE IT RESOLVED by the Pottawattamie County Board of Supervisors that:

- 1. The Pottawattamie County Board of Supervisors is authorized to purchase the abovementioned property on behalf of Pottawattamie County.
- 2. Board Chairperson Susan Miller is designated as the Authorized Representative of the Pottawattamie County Board of Supervisors and is empowered to sign any and all documents necessary to effectuate said purchase.

Dated this 14<sup>th</sup> day of May, 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				
_____	○	○	○	○
Brian Shea				
_____	○	○	○	○
Jeff Jorgensen				

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

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

**9. ADJOURN**

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 12:00 P. M

\_\_\_\_\_  
 Susan Miller, Chair

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

APPROVED: May 21, 2024  
 PUBLISH: X

May 21, 2024

MET IN REGULAR SESSION

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

PLEDGE OF ALLEGIANCE

1. CONSENT AGENDA

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

- A. May 14, 2024, Minutes as read.
- B. Renewal 5-day Class C Retail Liquor License/Outdoor Service for Michael Mott d/b/a Bus Events, LLC, Council Bluffs to be used during Wabash Open 3.
- C. Renewal of Class C Liquor License (LC), granting privileges of Class C Liquor License (LC)/Outdoor Service for Genevieve Stueve d/b/a Aeroplane Inn, Honey Creek.
- D. Renewal of Iowa Retail Permit Application for Cigarette/Tobacco/Nicotine/Vapor for Kum & Go LC d/b/a Kum & Go #23, Neola.
- E. Renewal of Iowa Retail Permit Application for Cigarette/Tobacco/Nicotine/Vapor for Donald Rief d/b/a DeSoto Bend Mini Mart, Missouri Valley.
- F. Renewal of Iowa Retail Permit Application for Cigarette/Tobacco/Nicotine/Vapor for Taylor Oil Company d/b/a Taylor Quik Pik, Council Bluffs.
- G. Renewal of Iowa Retail Permit Application for Cigarette/Tobacco/Nicotine/Vapor for Casey’s Marketing Company d/b/a Casey’s #3205, Council Bluffs.
- H. Renewal of Iowa Retail Permit Application for Cigarette/Tobacco/Nicotine/Vapor for Casey’s Marketing Company d/b/a Casey’s #3204, Minden.

UNANIMOUS VOTE. Motion Carried.

2. SCHEDULED SESSIONS

Motion made by Shea, second by Belt, to extend Proclamation of Disaster Emergency from April 26 tornados for an additional 30 days to expire on June 26, 2024.

UNANIMOUS VOTE. Motion Carried.

Motion made by Shea, second by Jorgensen, to approve and authorize Board to sign Proclamation designating the week of May 19 – 25, 2024 as Visitors Bureau Week.

**2024 National Travel and Tourism Week Proclamation**

**WHEREAS** the travel industry is essential to the success of every industry and will continue to be a critical part of Pottawattamie County’s economy, development, and workforce being at the crossroads of Interstates 80 and 29.

**WHEREAS** travel is an economic powerhouse for every state and destination across the country, with an economic output of \$2.8 trillion, supporting 15 million American jobs, and generating \$89 billion in state and local tax revenue in 2023 according to the US Travel Association.

**WHEREAS** Pottawattamie County realized \$329.62 million in direct spending by travelers in 2022 according to Tourism Economics – the fifth highest of Iowa’s 99 counties and part of the state’s \$6.9 billion in direct traveler spending that in turn supported small businesses which account for more than 60 percent of leisure and hospitality employment.

**WHEREAS** travel is an essential industry, and we must continue to communicate that growing travel leads to economic growth, benefits both small and large businesses, produces local sales tax revenue, and fosters mutual understanding by connecting the nation.

**Therefore**, the Pottawattamie County Board of Supervisors, do hereby proclaim May 19-25, 2024, as National Travel and Tourism Week in Pottawattamie County, and urge county citizens to join me in recognizing the essential role this industry plays. Simply put – Travel means business.

Dated: May 21, 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"/>

_____	<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				

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

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

Paula Hazlewood/CEO, and Shalimar Mazetis/Manager, Rural Development, Advance Southwest Iowa Corporation appeared before the Board to provide an update on Advance Southwest Iowa Corporation. Discussion only. No action taken.

Motion by Shea, second by Jorgensen, to approve Second Consideration of **Ordinance No. 2024-03**; an ordinance to amend the Official Zoning Map of Pottawattamie County, Iowa by changing the district designation of approximately 2.9922 acres from a Class A-3 (Riverfront and Ag Production) to Class C-2 (General Commercial) District.

**POTTAWATTAMIE COUNTY, IOWA  
 ORDINANCE NO. 2024-03**

**AN ORDINANCE** to amend the Official Zoning Map of Pottawattamie County, Iowa, by changing the district designation of approximately 2.9922 acres from a Class A-3 (Riverfront & Ag Production) District to a Class C-2 (General Commercial) District.

**BE IT ORDAINED BY THE BOARD OF SUPERVISORS OF POTTAWATTAMIE COUNTY,  
 IOWA**

**SECTION 1 - AMENDMENTS:** That the Official Zoning Map, as adopted by reference in Section 8.003.020 of the Pottawattamie County, Iowa, Zoning Ordinance, be and the same is hereby amended by changing the district designation from its present designation of a Class A-3 (Riverfront & Ag Production) District to a Class C-2 (General Commercial) District of certain real estate, as shown on the attached plat and which is legally described as follows:

CRESCENT TWP 27-76-44 PT G/L 3 SE NW & NE SW COMM 39.23'N & 511.40'NE & 22'SE  
 & 909.90'NE & 70.22'S OF W1/4 COR OF SECT 27 TH S125.29' E269.91' S370.96' NW96.21'  
 N63.72' W173.59' S366.13' NE319.17' N765.12' SW308.73' TO POB (PARCEL 23013)

**SECTION 2 - SEVERABILITY:** That should any section or provision of this Ordinance be declared by a court of competent jurisdiction to be invalid, that decision shall not effect that validity of the Ordinance as a whole or any part thereof, other than the part so declared to be invalid.

**SECTION 3 - REPEAL OF CONFLICTING ORDINANCES:** That all ordinance or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

**SECTION 4 - EFFECTIVE DATE:** This Ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED.

	<b>ROLL CALL VOTE</b>			
	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Susan Miller, Chairperson				
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scott Belt				
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tim Wichman				
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brian Shea				





Jeff Jorgensen

Attest: \_\_\_\_\_

Melvyn Houser, County Auditor  
Pottawattamie County, Iowa



NOTICE OF PUBLIC HEARING PUBLISHED: May 9, 2024  
BOARD OF SUPERVISORS PUBLIC HEARING: May 14, 2024  
FIRST CONSIDERATION: May 14, 2024  
SECOND CONSIDERATION: May 21, 2024  
PUBLICATION: May 30, 2024  
RECORD: May 31, 2024

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

Motion by Shea, second by Belt, to approve Second Consideration and to waive Third Consideration of **Ordinance No. 2024-04** entitled; An Ordinance Providing for the Division of Taxes Levied on Taxable Property in the 2024 RMP Housing Urban Renewal Area, Pursuant to Section 403.19 of the Code of Iowa (First Consideration).

**POTTAWATTAMIE COUNTY, IOWA  
ORDINANCE NO. 2024-04**

**An Ordinance Providing for the Division of Taxes Levied on Taxable Property in the 2024 RMP Housing Urban Renewal Area, Pursuant to Section 403.19 of the Code of Iowa**

BE IT ENACTED by the Board of Supervisors of Pottawattamie County, Iowa:

Section 1. Purpose. The purpose of this ordinance is to provide for the division of taxes levied on the taxable property in the 2024 RMP Housing Urban Renewal Area, each year by and for the benefit of the state, city, county, school districts or other taxing districts after the effective date of this ordinance in order to create a special fund to pay the principal of and interest on loans, moneys advanced to or indebtedness, including bonds proposed to be issued by Pottawattamie County to finance projects in such area.

Section 2. Definitions. For use within this ordinance the following terms shall have the following meanings:

“County” shall mean Pottawattamie County, Iowa.

“Urban Renewal Area” shall mean the taxable real property situated in 2024 RMP Housing Urban Renewal Area, the boundaries of which are set out below, such property having been identified in the Urban Renewal Plan approved by the Board of Supervisors by resolution adopted on May 14, 2024:

Parcel 22047, a parcel of land located in part of the Northwest Quarter of the Northeast Quarter and in part of the Northeast Quarter of the Northeast Quarter and in part of the Southeast Quarter of the Northeast Quarter and in part of the Southwest Quarter of the Northeast Quarter, all in Section 30, Township 75 North, Range 42 West of the 5<sup>th</sup> P.M., Pottawattamie County, Iowa, more particularly described in Plat of Survey filed May 05, 2022 in Book 2022 at Page 06473;

AND

Parcel “F”, a parcel of land located in part of the Northwest Quarter of the Northeast Quarter in Section 30, Township 75 North, Range 42 West of the 5<sup>th</sup> P.M., Pottawattamie County, Iowa, and in part of Lot 36, Cloverleaf Acres, Phase II, Pottawattamie County, Iowa, more particularly described in Plat of Survey filed November 12, 2015 in Book 2015 at Page 14876.

Section 3. Provisions for Division of Taxes Levied on Taxable Property in the Urban Renewal Area. After the effective date of this ordinance, the taxes levied on the taxable property in the Urban Renewal Area each year by and for the benefit of the State of Iowa, the County and any city, school district or other taxing district in which the Urban Renewal Area is located, shall be divided as follows:

(a) that portion of the taxes which would be produced by the rate at which the tax is levied each year by or for each of the taxing districts upon the total sum of the assessed value of the taxable property in the Urban Renewal Area, as shown on the assessment roll as of January 1 of the calendar year preceding the first calendar year in which the County certifies to the County Auditor the amount of loans, advances, indebtedness, or bonds payable from the special fund referred to in paragraph (b) below, shall be allocated to and when collected be paid into the fund for the respective taxing district as taxes by or for said

taxing district into which all other property taxes are paid. For the purpose of allocating taxes levied by or for any taxing district which did not include the territory in the Urban Renewal Area on the effective date of this ordinance, but to which the territory has been annexed or otherwise included after the effective date, the assessment roll applicable to property in the annexed territory as of January 1 of the calendar year preceding the effective date of the ordinance which amends the plan for the Urban Renewal Area to include the annexed area, shall be used in determining the assessed valuation of the taxable property in the annexed area.

(b) that portion of the taxes each year in excess of such amounts shall be allocated to and when collected be paid into a special fund of the County to pay the principal of and interest on loans, moneys advanced to or indebtedness, whether funded, refunded, assumed or otherwise, including bonds issued under the authority of Section 403.9(1), of the Code of Iowa, incurred by the County to finance or refinance, in whole or in part, projects in the Urban Renewal Area, and to provide assistance for low and moderate-income family housing as provided in Section 403.22, except that taxes for the regular and voter-approved physical plant and equipment levy of a school district imposed pursuant to Section 298.2 of the Code of Iowa, taxes for the instructional support levy of a school district imposed pursuant to Section 257.19 of the Code of Iowa and taxes for the payment of bonds and interest of each taxing district shall be collected against all taxable property within the taxing district without limitation by the provisions of this ordinance. Unless and until the total assessed valuation of the taxable property in the Urban Renewal Area exceeds the total assessed value of the taxable property in such area as shown by the assessment roll referred to in subsection (a) of this section, all of the taxes levied and collected upon the taxable property in the Urban Renewal Area shall be paid into the funds for the respective taxing districts as taxes by or for said taxing districts in the same manner as all other property taxes. When such loans, advances, indebtedness, and bonds, if any, and interest thereon, have been paid, all money thereafter received from taxes upon the taxable property in the Urban Renewal Area shall be paid into the funds for the respective taxing districts in the same manner as taxes on all other property.

(c) the portion of taxes mentioned in subsection (b) of this section and the special fund into which that portion shall be paid may be irrevocably pledged by the County for the payment of the principal and interest on loans, advances, bonds issued under the authority of Section 403.9(1) of the Code of Iowa, or indebtedness incurred by the County to finance or refinance in whole or in part projects in the Urban Renewal Area.

(d) as used in this section, the word "taxes" includes, but is not limited to, all levies on an ad valorem basis upon land or real property.

Section 4. Repealer. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 5. Saving Clause. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

Section 6. Effective Date. This ordinance shall be effective after its final passage, approval and publication as provided by law.

Passed and approved by the Board of Supervisors of Pottawattamie County, Iowa on May 21, 2024.

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

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

Pottawattamie County, Iowa



NOTICE OF PUBLIC HEARING PUBLISHED: May 9, 2024  
 BOARD OF SUPERVISORS PUBLIC HEARING: May 14, 2024  
 FIRST CONSIDERATION: May 14, 2024  
 SECOND CONSIDERATION: May 21, 2024  
 PUBLICATION: May 30, 2024  
 RECORD: May 31, 2024

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

Motion by Shea, second by Belt, to approve Application for Use of Pottawattamie County Grounds for Jimmy’s Hot Dogs to be out front of the Courthouse on Tuesdays for a 60-day review.  
UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Jorgensen, to approve Application for Use of Pottawattamie County Grounds for J’s Coffee & Donuts to be out front of the Courthouse on Mondays for a 60-day review with approval from Court Security.  
UNANIMOUS VOTE. Motion Carried.

**3. OTHER BUSINESS**

Motion by Shea, and second by Jorgensen, to approve Staff On-Call pay for Information Technology employees from \$30 to \$40 per night.  
UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, and second by Belt, to approve and authorize the Board Chairman to sign the Lockton Consulting Agreement for June 1, 2024 – May 31, 2025.  
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 Aaron Soucie and Brandon Ramsey.
- B. Salary Action(s):
  - 1) Conservation – Employment of Katherine Halverson as a Natural Areas Management Intern.

**6. PUBLIC COMMENTS**

No Public Comments.

**7. ADJOURN**

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 12:08 P. M

\_\_\_\_\_  
Susan Miller, Chair

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

APPROVED: May 28, 2024  
PUBLISH: X

May 28, 2024

MET IN REGULAR SESSION

The Board of Supervisors met in regular session at 10:00 A.M. All members 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 remove item 2. C. from the agenda and to approve Consent Agenda:

- A. May 21, 2024, Minutes as read.
- B. Treasurer – Employment of Candace Diamond as a Clerk II in Treasurer’s Office.

UNANIMOUS VOTE. Motion Carried.

2. SCHEDULED SESSIONS

Discussion on disaster recovery response update from department heads.  
Discussion only. No Action Taken.

Marielle Anne Alipio/Public Information Officer, Office of Disaster Recovery and Resilience appeared before the Board to discuss the services offered by the Small Business Administration (SBA) Office of Disaster Recovery and Resilience (ODR&R) to assist Iowa businesses and residents affected by the severe storm and tornadoes from April 26 and 27.  
Discussion only. No Action Taken.

Marie Sieck/Administrator, Public Health appeared before the Board to give an update on Public Health.  
Discussion only. No Action Taken.

Motion by Belt, second by Shea, to open Public Hearing on Development Agreement with RMP 87 Development, LLC.

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

Motion by Belt, second by Shea, to close public hearing.

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

Motion by Wichman, second by Shea, to approve and authorize Chair to sign Development Agreement with RMP 87 Development, LLC.

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

Motion by Shea, second by Wichman, to approve and authorize Board to sign **Resolution No. 43-2024** entitled: Resolution Approving Development Agreement with RMP 87 Development, LLC, Authorizing Tax Increment Payments, and Pledging Certain Tax Increment Revenues to the Payment of the Agreement.

**RESOLUTION 43-2024**

Resolution Approving Development Agreement with RMP 87 Development, LLC, Authorizing Tax Increment Payments and Pledging Certain Tax Increment Revenues to the Payment of the Agreement

WHEREAS, the Board of Supervisors (the “Board”) of Pottawattamie County, Iowa (the “County”), pursuant to and in strict compliance with all laws applicable to the County, and in particular the provisions of Chapter 403 of the Code of Iowa, has adopted an Urban Renewal Plan for the 2024 RMP Housing Urban Renewal Area (the “Urban Renewal Area”); and

WHEREAS, the Board has adopted an ordinance providing for the division of taxes levied on taxable property in the Urban Renewal Area pursuant to Section 403.19 of the Code of Iowa and establishing the fund referred to in Subsection 2 of Section 403.19 of the Code of Iowa (the “Urban Renewal Tax Revenue Fund”), which fund and the portion of taxes referred to in that subsection may be irrevocably pledged by the County for the payment of the principal of and interest on indebtedness incurred under the authority of Section 403.9 of the Code of Iowa to finance or refinance in whole or in part projects in the Urban Renewal Area; and

WHEREAS, a certain Development Agreement (the “Agreement”) between the County and RMP 87 Development, LLC, (the “Developer”) has been prepared in connection with the construction by the

Developer of public infrastructure necessary to support the development of a residential subdivision in the Urban Renewal Area (the “Project”); and

WHEREAS, under the Agreement, the County would provide tax increment payments to the Developer in a total amount not exceeding \$400,000; and

WHEREAS, the Board, pursuant to Section 403.9 of the Code of Iowa, has published notice, has held a public hearing on the Agreement on May 28, 2024, and has otherwise complied with statutory requirements for the approval of the Agreement; and

WHEREAS, Chapter 15A of the Code of Iowa (“Chapter 15A”) declares that economic development is a public purpose for which a County may provide grants, loans, tax incentives, guarantees and other financial assistance to or for the benefit of private persons; and

WHEREAS, Chapter 15A requires that before public funds are used for grants, loans, tax incentives or other financial assistance, a Board of Supervisors must determine that a public purpose will reasonably be accomplished by the spending or use of those funds; and

WHEREAS, Chapter 15A requires that in determining whether funds should be spent, a Board of Supervisors must consider any or all of a series of factors; and

WHEREAS, pursuant to the Plan and Chapter 403 of the Code of Iowa, the County may undertake projects and initiatives for the promotion of economic development;

NOW, THEREFORE, It Is Resolved by the Board of Supervisors of Pottawattamie County, Iowa, as follows:

Pursuant to the factors listed in Chapter 15A, the Board hereby finds that:

The Project will add diversity and generate new opportunities for the Pottawattamie County and Iowa economies;

The Project will generate public gains and benefits, particularly in the creation of new jobs and housing opportunities, which are warranted in comparison to the amount of the proposed property tax incentives.

The Board further finds that a public purpose will reasonably be accomplished by entering into the Agreement and providing the incremental property tax payments to the Developer.

The Agreement is hereby approved, and the Chairperson and County Auditor are hereby authorized and directed to execute and deliver the Agreement on behalf of the County, in substantially the form and content in which the Agreement has been presented to this Board of Supervisors. Such officers are also authorized to make such changes, modifications, additions or deletions as they, with the advice of bond counsel, may believe to be necessary, and to take such actions as may be necessary to carry out the provisions of the Agreement.

Section 4. All payments by the County under the Agreement shall be subject to annual appropriation by the Board, in the manner set out in the Agreement. As provided and required by Chapter 403 of the Code of Iowa, the County’s obligations under the Agreement shall be payable solely from a subfund (the “RMP 87 Development, LLC Subfund”) which is hereby established, into which shall be paid that portion of the income and proceeds of the Urban Renewal Tax Revenue Fund attributable to property taxes derived from certain real property described as follows:

Parcel 22047, a parcel of land located in part of the Northwest Quarter of the Northeast Quarter and in part of the Northeast Quarter of the Northeast Quarter and in part of the Southeast Quarter of the Northeast Quarter and in part of the Southwest Quarter of the Northeast Quarter, all in Section 30, Township 75 North, Range 42 West of the 5<sup>th</sup> P.M., Pottawattamie County, Iowa, more particularly described in Plat of Survey filed May 05, 2022 in Book 2022 at Page 06473;

AND

Parcel “F”, a parcel of land located in part of the Northwest Quarter of the Northeast Quarter in Section 30, Township 75 North, Range 42 West of the 5<sup>th</sup> P.M., Pottawattamie County, Iowa, and in part of Lot 36, Cloverleaf Acres, Phase II, Pottawattamie County, Iowa, more particularly described in Plat of Survey filed November 12, 2015 in Book 2015 at Page 14876.

Section 5. The County hereby pledges to the payment of the Agreement the RMP 87 Development, LLC Subfund and the taxes referred to in Subsection 2 of Section 403.19 of the Code of Iowa to be paid into such Subfund, provided, however, that no payment will be made under the Agreement unless and until monies from the RMP 87 Development, LLC Subfund are appropriated for such purpose by the Board of Supervisors.

Section 6. After its adoption, a copy of this resolution shall be filed in the office of the County Auditor of Pottawattamie County to evidence the continuing pledging of the RMP 87 Development, LLC Subfund and the portion of taxes to be paid into such Subfund and, pursuant to the direction of Section 403.19 of the Code of Iowa, the County Auditor shall allocate the taxes in accordance therewith and in accordance with the tax allocation ordinance referred to in the preamble hereof.

Section 7. All resolutions or parts thereof in conflict herewith are hereby repealed.

Passed and approved May 28, 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, Wichman, Shea, Jorgensen. Motion Carried.**

**3. OTHER BUSINESS**

Melvyn Houser/Auditor and Jeannette Johnson/Executive Assistant, Board of Supervisors appeared before the Board to discuss digitizing the minute books and the drainage district information. Discussion Only. No Action Taken

**4. COMMITTEE APPOINTMENTS**

Board discussed Committee meetings from the past week.

**5. RECEIVED/FILED**

- A. Salary Action(s):
  - 1) Southwest Iowa Juvenile Detention Center – Employment of Thomas Blakeley as a Part-time Youth Corrections Worker.
  - 2) Sheriff – Payroll status change for Douglas Kelsey.
  - 3) Conservation – Employment of Will Beiermann as a Seasonal Park Aide at Arrowhead.
  - 4) Conservation – Employment of Michelle Jones as a Part-time Environmental Educator.
  - 5) Communications – Payroll status change for Madison Farley.

**6. PUBLIC COMMENTS**

No Public Comments.

**7. ADJOURN**

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 11:12 A. M

\_\_\_\_\_  
Susan Miller, Chair  
ATTEST: \_\_\_\_\_  
Melvyn Houser, County Auditor

APPROVED: June 4, 2024  
PUBLISH: X

**June 4, 2024**

**MET IN REGULAR SESSION**

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

**PLEDGE OF ALLEGIANCE**

**1. CONSENT AGENDA**

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

- A. May 28, 2024, Minutes as read.
- B. Communications – Employment of Maria McKinley as a Telecommunicator.

UNANIMOUS VOTE. Motion Carried.

**2. SCHEDULED SESSIONS**

Discussion on disaster recovery response update provided by Doug Reed/Director, Emergency Management.

Discussion only. No Action Taken.

Cheri Dahlheim/Director Chief Medical Examiner Investigator, Cody Pane/Chief Deputy Medical Examiner Investigator Coordinator, and Dr. Elliott/Medical Examiner appeared before the Board to update the Board and to discuss autopsy transportation fees.

Discussion only. No Action Taken.

Jason Slack/Director, Buildings and Grounds appeared before the Board to open bids received for the Annex building Demolition Project, 3 bids were opened.

UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Jorgensen, to approve and award the bid to Cox Contracting, Inc. to demolish the Annex Building for \$38,000.

UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Belt, to approve and authorize Board to sign **Resolution No. 44-2024 amending Resolution 07-2024**, entitled: Resolution to Authorize the County Engineer and Assistant Engineer to Certify Completion Papers and Make Final Acceptance of Contract Work on the Farm to Market and Federal Aid Systems. Said Resolution is set out as follows:

**RESOLUTION NO. 44-2024**

**RESOLUTION TO AMEND RESOLUTION NO. 07-2024 TO AUTHORIZE THE COUNTY ENGINEER AND ASSISTANT ENGINEER TO ADMINISTER AND MANAGE CONTRACTS FOR THE SECONDARY ROADS DEPARTMENT, CERTIFY COMPLETION PAPERS AND MAKE FINAL ACCEPTANCE OF CONTRACT WORK USING LOCAL, FARM TO MARKET, AND FEDERAL AID FUNDS.**

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

**NOW THEREFORE BE IT RESOLVED** by the Pottawattamie County Board of Supervisors in session this 4th day of June, 2024, that said County Engineer John A. Rasmussen and County Assistant Engineer Brandon Burmeister, be hereby designated, authorized, and empowered on behalf of the Pottawattamie County Board of Supervisors to administer and manage contracts for the Secondary Roads Department, execute the Certification of Completion of Work and Final Acceptance thereof in accordance with plans and specifications utilizing Local, Farm-to-Market and Federally funded construction projects for the Secondary Roads Department in Pottawattamie County for the year 2024.

**Dated this 4th day of June, 2024.**

**ROLL CALL VOTE**

	AYE	NAY	ABSTAIN	ABSENT
_____ Susan Miller, Chair	<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

RECOMMENDED: \_\_\_\_\_  
Pottawattamie County Engineer

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

Motion by Belt, second by Jorgensen, to authorize the Chair to sign the Acknowledgement of Forgiveness Request Satisfaction and Loan Forgiveness for the City of Crescent.  
UNANIMOUS VOTE. Motion Carried.

Motion by Belt, second by Shea, to authorize the Chair to sign the Library Agreement with Pottawattamie County Libraries Trustee of the Towns of Avoca, Carter Lake, Council Bluffs, Oakland, and Walnut which will expire June 30, 2027.  
UNANIMOUS VOTE. Motion Carried.

**3. OTHER BUSINESS**

Motion by Belt, second by Shea, to approve application for permit upon receipt of updated insurance to display fireworks filed by Conor Gillaspie, on June 29 or July 3<sup>rd</sup>, in the event of rain, at 27538 Dogwood Rd, Treynor.  
UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Jorgensen, to approve the purchase of 7 chairs with arms for the Board Hearing Room at a cost of \$897 each paid with LCTF grant money.  
AYES: Miller, Belt, Shea, Jorgensen. NAYS: Wichman. Motion Carried.

**4. COMMITTEE APPOINTMENTS**

Board discussed Committee meetings from the past week.

**5. RECEIVED/FILED**

- A. Salary Action(s):
  - 1) Sheriff – Payroll status change for Trey Carstens.
- B. Report(s):
  - 1) Sheriff Report of Fees Disbursed and Collected for April 2024.
- C. Out of State Travel Notification(s):
  - 1) Sheriff – Travel Notification for Dan Temeyer and Jon Hilz.

**6. PUBLIC COMMENTS**

No Public Comments.

**7. STUDY SESSION**

Discussion on proposed changes made to the Department Heads contracts.  
Discussion only. No Action Taken.



**8. ADJOURN**

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 11:40 A. M.

\_\_\_\_\_  
Susan Miller, Chair

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

APPROVED: June 11, 2024  
PUBLISH: X

**June 11, 2024**

**MET IN REGULAR SESSION**

The Board of Supervisors met in regular session at 9:00 A.M. All members, except Supervisor Miller and Supervisor Shea present. Chairperson Pro-Tem Belt presiding.

**PLEDGE OF ALLEGIANCE**

**1. CONSENT AGENDA**

After discussion was held by the Board, a Motion was made by Jorgensen, and seconded by Wichman, to approve:

- A. June 4, 2024, Minutes as read.
- B. Sheriff – Employment of Henry Nielsen as a Detention Officer.
- C. Secondary Roads – Employment of Monte Isaacson as a Roadside Seasonal Worker.
- D. Renewal of Class E Liquor License for Casey’s Marketing Company d/b/a Caseys’ General Store #3205, Council Bluffs.

UNANIMOUS VOTE. Motion Carried.

**2. SCHEDULED SESSIONS**

Motion by Wichman, second by Jorgensen, to canvass Primary Election 2024, and to authorize Auditor to pay election costs.

UNANIMOUS VOTE. Motion Carried.

**3. RECEIVED/FILED**

- A. Report(s):
  - 1) Recorder Fee Book for May 2024.

**4. PUBLIC COMMENTS**

No Public Comments.

**5. ADJOURN**

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 9:23 A. M.

\_\_\_\_\_  
Scott Belt, Chairperson Pro-Tem

ATTEST:

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

APPROVED: June 18, 2024

PUBLISH: X

**June 18, 2024**

**MET IN REGULAR SESSION**

The Board of Supervisors met in regular session at 10:00 A.M. All members 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. June 11, 2024, Minutes as read.
- B. May 2024 Vendor Publication Report.
- C. Planning – Employment of Gabriel Watson as an Environmental Health Seasonal Technician.
- D. Public Health – Employment of Andrea Villages as an Animal Control Officer.
- E. Emergency Management – Employment of Jamie Meek as an Emergency Management Specialist.

UNANIMOUS VOTE. Motion Carried.

**2. SCHEDULED SESSIONS**

Discussion on disaster recovery response update from provided by Doug Reed, Emergency Management. Discussion only. No Action Taken.

Motion by Belt, second by Shea, to approve and authorize Chairperson to sign Law Enforcement Service Contracts between Pottawattamie County and the following: City of Avoca, City of Carson, City of Crescent, City of Hancock, City of Macedonia, City of McClelland, City of Minden, City of Neola, City of Oakland, City of Treynor, City of Underwood, and City of Walnut.

UNANIMOUS VOTE. Motion Carried.

Eric Hough/President, Conservation Board appeared before the Board to announce the employment and salary of the Conservation Executive Director as Jeff Franco at a salary of \$119,000 effective July 1, 2024.

Discussion only. No Action Taken.

Matt Wyant/Director, Planning and Development appeared before the Board to give an update on implementation of wind policy for the recycling center.

Discussion only. No Action taken.

Motion by Wichman, second by Shea, to approve tax abatement for Iowa Southern Railroad for property located at 200 29<sup>th</sup> Ave, Council Bluffs.

UNANIMOUS VOTE. Motion Carried.

Motion by Belt, second by Jorgensen, to approve and authorize Board to sign **Resolution No. 48-2024** a Resolution entitled: Resolution for re-appropriation between Departments. Said Resolution is set out as follows:

**RESOLUTION NO. 48-2024**

**RESOLUTION FOR RE-APPROPRIATION BETWEEN DEPARTMENTS**

**WHEREAS**, it is desired to re-appropriate money from Board of Supervisors (Department 01) to Auditor (Department 02); and

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

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

**SECTION 1:** The sum of \$30,000 is ordered to be re-appropriated from Board of Supervisors (Department 01) to Auditor (Department 02), and

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

Dated this 18th Day of June, 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, Wichman, Shea, Jorgensen. Motion Carried.

**3. OTHER BUSINESS**

Motion by Belt, second by Shea, to approve appointment and employment of Cindy Goodin as Pottawattamie County’s Judicial Mental Health Advocate  
UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Wichman, to approve Application for Use of Pottawattamie County Grounds for the Veteran Service Building for the VFW 11355 (Monthly Meetings- usage for 3 years), VFW 11355 (2024 Car Show), and Iowa Veterans Foundation (Routine Meetings – usage 3 years).  
UNANIMOUS VOTE. Motion Carried.

Peggy Becker/Administrator, Veteran Service appeared before the Board to give an update on the Operations Appreciation Program.  
Discussion only. No Action Taken.

Motion by Shea, second by Belt, to approve and authorize Chairperson to sign Rural Transit System Joint Participation Agreement with SWIPCO; and to approve funding request in the amount of \$6,000.  
UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Belt, to approve application for permit to display fireworks filed by Ryan Rogers, on June 29<sup>th</sup>, 2024, at 15259 214<sup>th</sup> Street, Council Bluffs.  
UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Jorgensen, to approve a full-time WIC Program Nutrition Educator.  
UNANIMOUS VOTE. Motion Carried.

Jana Lemrick/Director, Human Resources appeared before the Board to discuss the job description modification for Finance and Budget Director position.  
Discussion only. No Action Taken.

Motion by Belt, second by Shea, to approve job description for Chief Information Officer position.  
UNANIMOUS VOTE. Motion Carried.

Motion made by Shea, second by Belt, to approve and authorize Chairperson to sign Employment Agreements with Chief Information Officer David Bayer, Human Resource Director Jana Lemrick, Buildings and Grounds Director Jason Slack, Chief Financial Officer Mitch Kay, Planning and Development Director Matt Wyant, Community Services Director Suzanne Watson, Conservation Director Mark Shoemaker from July 1 – August 30, 2024, Newly appointed Conservation Director Jeff Franco from July 1, 2024 – June 30, 2025, Administrator Veterans Service Office Peggy Becker, GIS Coordinator Jamie Petersen, and Director Chief Medical Examiner Investigator Cheri Dahlheim.  
UNANIMOUS VOTE. Motion Carried.

Motion made by Shea, second by Jorgensen, to approve and authorize Chairperson to sign Employment Agreement with County Engineer John Rasmussen.  
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) Attorney – Out of State Travel Notification for James Burger.
  - 2) Sheriff – Out of State Travel Notification for Anthony Kava.

**6. PUBLIC COMMENTS**

No Public Comments.

**7. STUDY SESSION**

John Rasmussen/Engineer appeared before the Board to discuss a new ordinance to restrict heavy commercial traffic on our roadways.  
Discussion only. No Action Taken.

Jeff Franco/Deputy and Kylie Jacott/Promotions & Outreach Coordinator, Conservation appeared before the Board to discuss the Master Plan Key Stakeholder Interview.  
Discussion only. No Action Taken.

**8. ADJOURN**

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 1:10 P. M

\_\_\_\_\_  
Susan Miller, Chair

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

APPROVED: June 25, 2024  
PUBLISH: X

June 25, 2024

MET IN REGULAR SESSION

The Board of Supervisors met in regular session at 10:00 A.M. All members 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. June 18, 2024, Minutes as read.
- B. Jail – Employment of Tracy Ozzello as a Registered Nurse.

UNANIMOUS VOTE. Motion Carried.

2. SCHEDULED SESSIONS

Motion by Wichman, second by Belt, to extend Proclamation of Disaster Emergency from April 26 tornadoes for an additional 30 days to expire on July 25, 2024.

UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Belt, to approve digitizing the minutes books using Microfilm Imaging Systems, Inc., who will complete the work in the amount of \$4,272.

UNANIMOUS VOTE. Motion Carried.

Motion by Belt, second by Shea, to approve and authorize Board to sign **Resolution No. 45-2024** entitled: Setting Forth Percentage of Funding for Property Tax Credits.

**RESOLUTION NO. 45-2024**

Setting Forth Percentage of Funding for Property Tax Credits & Exemptions for Assessment Year 2023

The Homestead Exemption created by HF 718 from the 2023 legislative session is not funded by the State of Iowa.

Whereas, the State of Iowa has appropriated funds for fiscal year July 1, 2024, through June 30, 2025, which moneys are sufficient to fund fully the various local property tax credits /exemptions,

And, whereas, Iowa Code Section 25B.7 requires local governments to extend to the taxpayers only those portions of the property tax credits/exemptions that are estimated by the Iowa Department of Revenue and Finance to be funded by the state appropriation,

And, whereas the Iowa Department of Revenue and Finance has estimated the percentages of funding for the affected property tax credits/exemptions as follows: Homestead Credit (Including Disabled Veteran’s Homestead Credit) 100%, Low-income 100%, Elderly and Disabled Credit 100%.

And, whereas the Iowa Department of Revenue and Finance has estimated the prorated percentages of funding for the affected property tax credits as follows: Agland Credit 22.1947745% and Family Farm Credit 15.6140022%,

Now, therefore, be it resolved pursuant to Iowa Code Section 25B.7 that the property tax credits/exemptions in Pottawattamie County for fiscal year July 1, 2024, through June 30, 2025, shall be funded as follows: Homestead Credit (Including Disabled Veterans’ Homestead Credit) 100% , Low-Income 100%, Elderly and Disabled Credit 100% , Agland Credit 22.1947745%, and Family Farm Credit 15.6140022%

**Dated this 25th Day of June, 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				

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

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

Motion by Jorgensen, second by Shea, to approve and authorize Board to sign **Resolution No. 46-2024** entitled: Appropriation Resolution to make appropriations for each of the different officers and department for the fiscal year beginning July 1, 2024.

**RESOLUTION NO. 46-2024**

**APPROPRIATIONS RESOLUTION**

**WHEREAS**, it is desired to make appropriations for each of the different offices and departments for the fiscal year beginning **July 1, 2024**, in accordance with Section 331.434, Subsection 6, Code of Iowa.

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

**SECTION 1:** The amounts itemized by fund and by department or office on the attached Schedule "B" are hereby appropriated from the resources of each fund so itemized, to the department or office listed in the first column on the same line of the attached Schedule.

**SECTION 2:** Subject to the provisions of other County procedures and regulations, and applicable State Law, the appropriations under Section 1 shall constitute authorization for the department or officer to make expenditures or incur obligations from the itemized fund, effective **July 1, 2024**.

**SECTION 3:** In accordance with Section 331.437, Code of Iowa, no department or office shall expend or contract to expend any money or incur any liability or enter into the contract which by its terms involves the expenditure of money for any purpose in excess of the amounts appropriated pursuant to this resolution.

**SECTION 4:** If any time during the 2024-2025 Budget Year the Auditor ascertains that the available resources of a fund for that year will be less than said fund's total appropriations, the Auditor shall immediately so inform the Board and recommend appropriate corrective action.

**SECTION 5:** The Auditor shall establish separate accounts for the appropriations authorized in Section 1, each of which account shall indicate the amount of the appropriation, the amounts charged thereto, and the unencumbered balance. The Auditor shall report the status of such accounts to the applicable departments and officers as prescribed by law or as otherwise required and determined within reasonable limits during the **2024-2025** Budget Year.

**SECTION 6:** All appropriations authorized in accordance with this resolution lapse, **June 30, 2025**.

**Dated this 25th Day of June, 2024.**

**ROLL CALL VOTE**

	AYE	NAY	ABSTAIN	ABSENT
_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Susan Miller, Chairperson				
_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Scott Belt				

_____	○	○	○	○
Tim Wichman				
_____	○	○	○	○
Brian Shea				
_____	○	○	○	○
Jeff Jorgensen				

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

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

Motion by Shea, second by Jorgensen, to approve and authorize Board to sign **Resolution No. 47-2024** entitled: Resolution for Transfer from Rural Services Fund to Secondary Roads Fund.

**RESOLUTION NO. 47-2024**

**RESOLUTION FOR TRANSFER FROM RURAL SERVICES FUND TO SECONDARY ROADS FUND.**

**WHEREAS**, it is desired to transfer money from the Rural Services Fund to Secondary Roads Fund; and

**WHEREAS**, said transfers are in accordance with Section 331.432, Code of Iowa.

**NOW THEREFORE BE IT RESOLVED**, that the Pottawattamie County Board of Supervisors authorizes the following transfers:

**SECTION 1:** The sum of \$1,375,000 is ordered to be transferred from Rural Services Fund to Secondary Roads Fund, and

**SECTION 2:** The Auditor is directed to correct his/her book accordingly and to notify the Treasurer of these operating transfers.

**Dated this 25th Day of June, 2024.**

**ROLL CALL VOTE**

	AYE	NAY	ABSTAIN	ABSENT
_____	○	○	○	○
Susan Miller, Chair				
_____	○	○	○	○
Scott Belt				
_____	○	○	○	○
Tim Wichman				
_____	○	○	○	○
Brian Shea				
_____	○	○	○	○
Jeff Jorgensen				

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

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

Motion by Jorgensen, second by Shea, to approve Departmental Operating Policies for Veteran Services. **UNANIMOUS VOTE. Motion Carried.**

**3. OTHER BUSINESS**

Motion by Shea, second by Jorgensen, to approve a Service Coordinator Intern position for the Community Services Department. **UNANIMOUS VOTE. Motion Carried.**



Motion by Jorgensen, second by Wichman, to approve and authorize Board Chairman to sign Memorandum of Understanding Between Pottawattamie County and the American Federation of State, County and Municipal Employees (AFSCME) Local 2364-911 Agreement for the employees of the Pottawattamie County Communications Center, 12 Hour Shifts effective July 1, 2024, through June 30, 2025.

UNANIMOUS VOTE. Motion Carried.

Motion by Belt, second by Shea, to approve job description for Permit Technician I position for the Planning and Development Department.

UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Jorgensen, to approve payroll status change for Finance and Tax Officer, Becky Lenihan.

UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Belt, to approve application for permit to display fireworks filed by Robert Caputo, on July 4<sup>th</sup>, at 22881 Three Bridge Rd, Council Bluffs.

UNANIMOUS VOTE. Motion Carried.

Discussion on the Compensation Board for 2025.

Discussion only. No Action Taken.

#### **4. COMMITTEE APPOINTMENTS**

Board discussed Committee meetings from the past week.

#### **5. RECEIVED/FILED**

##### A. Salary Action(s):

- 1) Sheriff – Payroll status change for Douglas Kelsey.
- 2) Communications – Payroll status change for Jesus Navarrete.
- 3) Community Service – Payroll status change for Jamie Lorenz and Kim Maassen.

##### B. Report(s):

- 1) Sheriff Report of Fees Disbursed and Collected for May 2024.

#### **6. PUBLIC COMMENTS**

The following individuals appeared before the Board:

Shauna Anderson

#### **7. STUDY SESSION**

Jana Lemrick/Director, Human Resources appeared before the Board to discuss job descriptions.

Discussion only. No Action Taken.

Mitch Kay/Chief Financial Officer appeared before the Board to discuss the Budget.

Discussion only. No Action Taken.

#### **8. ADJOURN**

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 12:10 P. M.

\_\_\_\_\_  
Susan Miller, Chair

ATTEST:

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

APPROVED: July 2, 2024

PUBLISH: X

**July 2, 2024**

**MET IN REGULAR SESSION**

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

**PLEDGE OF ALLEGIANCE**

**1. CONSENT AGENDA**

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

- A. June 25, 2024, Minutes as read.

UNANIMOUS VOTE. Motion Carried.

**2. SCHEDULED SESSIONS**

Motion by Belt, second by Shea, to approve public hearing to dispose of title or interest in real estate for August 6, 2024 at 10 A.M. to convey Hwy 92 new access rights to the Iowa DOT at 40790 Hwy 92, Carson, Iowa for the Highway 59 bridge replacement project and to authorize the County Engineer to publish public notice of the hearing.

UNANIMOUS VOTE. Motion Carried.

Discussion on disaster recovery response update from Doug Reed, Emergency Management.  
Discussion only. No Action Taken.

**3. OTHER BUSINESS**

Motion by Wichman, second by Shea, to approve job description modification for Finance and Budget Director position.

UNANIMOUS VOTE. Motion Carried.

**4. COMMITTEE APPOINTMENTS**

Board discussed Committee meetings from the past week.

**5. RECEIVED/FILED**

- A. Salary Action(s):
  - 1) Sheriff – Payroll status change for Rikayla Redding.
  - 2) Jail – Correction to new hire from June 25 minutes for Tracy Ozello from full-time to part-time.
  - 3) Jail – Payroll status change for Shawn Jensen, Austin Frain, Tom Vansoelen, Nolan Nielsen, Chris Bradford, Shannon Holman.
  - 4) Planning and Development – Payroll status change for Paula Good.
  - 5) Buildings and Grounds – Payroll status change for Matthew Wiese, Jeffrey Walker, Jeremy Meyers, Daniel Sampson, Peter Lenihan, Michael Hovey, and Roberto Estrada.
  - 6) Communications – Payroll status change for Payroll status change for David Sands, Eric Wallner, Rachel Bieghler, and Torie Brummett.

**6. PUBLIC COMMENTS**

The following individual(s) appeared before the Board:

Shawna Anderson

**7. STUDY SESSION**

Discussion on the Compensation Board concerning recent changes effective July 1, 2024.  
Discussion only. No Action Taken.

**8. ADJOURN**

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 11:19 A.M.

\_\_\_\_\_  
Susan Miller, Chair

ATTEST:

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

APPROVED: July 9, 2024

PUBLISH: X

**July 9, 2024**

**MET IN REGULAR SESSION**

The Board of Supervisors met in regular session at 10:00 A.M. All members 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 2, 2024, Minutes as read.
- B. June 2024 Vendor Publication Report
- C. Thriving Families Alliance – Employment of Elizabeth Anderson as a Quality Supervisor.
- D. Jail – Employment of Anastasia Estrada as a Detention Officer.

UNANIMOUS VOTE. Motion Carried.

**2. SCHEDULED SESSIONS**

Discussion on disaster recovery response update from Doug Reed, Emergency Management.  
Discussion only. No Action Taken.

Andy Brown/Sheriff and Steve Winchell/Chief Deputy appeared before the Board to discuss specialty pay.  
Discussion only. No Action Taken.

Motion by Shea, second by Jorgensen, to approve the continued application for use of Pottawattamie County grounds for Jimmy's Hot Dogs and J's Coffee & Donut until November 1st.  
UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Shea, to approve and authorize Chairperson to sign contract with Reelfs Engineering to engineer Annex parking lot in the amount of \$17,300.  
UNANIMOUS VOTE. Motion Carried.

**3. OTHER BUSINESS**

After discussion was held by the Board a motion was made by Wichman, second by Belt, to approve the following reappointments to the Veterans Affairs Commission: James Murray and David Hazlewood for a three-year term expiring 6/30/2027.  
UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, and second by Belt, to approve Pottawattamie County Treasurer's Semi- Annual Report for 1/1/2024 – 6/30/2024.  
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) Attorney – Out of State Travel Notification for Matt Wilber.
- B. Report(s):
  - 1) Recorder Fee Book for June 2024.

**6. PUBLIC COMMENTS**

No Public Comments.

**7. ADJOURN**

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 11:12 A.M.

\_\_\_\_\_  
Susan Miller, Chair

ATTEST:

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

APPROVED: July 16, 2024

PUBLISH: X

**July 16, 2024**

**MET IN REGULAR SESSION**

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

**PLEDGE OF ALLEGIANCE**

**1. CONSENT AGENDA**

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

- A. July 9, 2024, Minutes as read.

UNANIMOUS VOTE. Motion Carried.

**2. SCHEDULED SESSIONS**

Discussion on disaster recovery response update from Doug Reed, Emergency Management.  
Discussion only. No Action Taken.

Motion by Wichman, second by Belt, to approve the funding for furniture for the new Public Health Facility and to pay the down payment from gaming in the amount of \$48,546.87 to Indoff.

UNANIMOUS VOTE. Motion Carried.

Motion by Belt, second by Jorgensen, to approve and authorize Board Chair to sign CDBR-DR Funding audit for Contract Number 19-DRMB-006 from the buyout funds from Iowa Economic from FEMA flood 2019.

UNANIMOUS VOTE. Motion Carried.

**3. OTHER BUSINESS**

Motion by Jorgensen, second by Belt, to approve pay for Environmental Education Coordinator position at a pay grade 521 step 7, in Conservation, effective July 1, 2024.

UNANIMOUS VOTE. Motion Carried.

**4. COMMITTEE APPOINTMENTS**

Board discussed Committee meetings from the past week.

**5. RECEIVED/FILED**

- A. Salary Action(s):

- 1) Conservation – Payroll status change for Jeffrey Franco.
- 2) Sheriff – Payroll status change for Ryan Olderog and Aaron Soucie.

**6. PUBLIC COMMENTS**

No Public Comments.

**7. ADJOURN**

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 10:34 A.M.

\_\_\_\_\_  
Susan Miller, Chair

ATTEST:

\_\_\_\_\_  
Becky Lenihan, Finance & Tax Officer , Auditor's Office

APPROVED: July 23, 2024

PUBLISH: X

**July 23, 2024**

**MET IN REGULAR SESSION**

The Board of Supervisors met in regular session at 10:00 A.M. All members 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 16, 2024, Minutes as read.
- B. Thriving Families Alliance – Employment of Ashley Roberts as a Quality Supervisor.
- C. Public Health – Employment of Mathews Thampi as a Health Educator.

UNANIMOUS VOTE. Motion Carried.

**2. SCHEDULED SESSIONS**

Brenda Mainwaring/President & CEO, Iowa West Foundation appeared before the Board to provide an update and discuss the 2024 grant award cycle 2 and presented the report to the Community.  
Discussion only. No Action Taken.

James Murray and David Hazlewood appeared before the Board to be sworn in as Commissioners of the Veteran Services Commission with a 3-year term expiring on June 30, 2027.  
Discussion only. No Action Taken.

Discussion on disaster recovery response update from Doug Reed/Director, Emergency Management.  
Discussion only. No Action Taken.

**3. OTHER BUSINESS**

Motion by Belt, second by Jorgensen, to approve pay range for Environmental Education Intern position to be \$13.00 to \$16.00 per hour.  
UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Jorgensen, to approve pay for Environmental Education Intern., Joseph Gohl.  
UNANIMOUS VOTE. Motion Carried.

Motion by Jorgensen, second by Shea, to approve job descriptions for System Administrator I and System Administrator II.  
UNANIMOUS VOTE. Motion Carried.

**4. COMMITTEE APPOINTMENTS**

Board discussed Committee meetings from the past week.

**5. RECEIVED/FILED**

- A. Salary Action(s):
  - 1) WIC – Employment of Melinda Alldredge as a WIC Nutrition Educator.
  - 2) Conservation – Payroll status change for Maelee Rodenburg.
  - 3) Public Health – Payroll status change for Alexis Gray.
- B. Report(s):
  - 1) Arbitrage Rebate Report.
- C. Out of State Travel Notification(s):
  - 1) Auditor – Out of State Travel Notification for Melvyn Houser.

**6. PUBLIC COMMENTS**

No Public Comments.

**7. C & R LEVEE DISTRICT**

Chairperson Miller recessed the Board of Supervisor meeting at 11:20 A.M. and opened the C&R Levee District meeting. The C&R Levee meeting district met and concluded their business at 11:25 A.M. Chairperson Miller reopened the Board meeting at 11:25 A.M.

**8. BUDGET STUDY SESSION**

Mitch Kay, Chief Financial Officer appeared before the Board for a Budget Study Session. Discussion only. No action taken.

**9. ADJOURN**

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

THE BOARD ADJOURNED SUBJECT TO CALL AT 11:56 A. M

\_\_\_\_\_  
Susan Miller, Chair

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

APPROVED: July 30, 2024  
PUBLISH: X



July 30, 2024

MET IN REGULAR SESSION

The Board of Supervisors met in regular session at 10:00 A.M. All members 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 23, 2024, Minutes as read.
- B. Jail – Employment of Braiden Cleaver as a Detention Officer.
- C. Community Services – Employment of Noah Perello as a Service Coordinator Intern.
- D. Sheriff – Employment of Evan Connor as a Part Time Front Entry Security.

UNANIMOUS VOTE. Motion Carried.

2. SCHEDULED SESSIONS

Motion by Shea, second by Belt, to approve and authorize the Board to sign **Resolution No. 49-2024**; entitled Resolution of Consideration by the Pottawattamie County Board of Supervisors on the Proposed Voluntary Annexation of Property in the City Limits of Minden, IA.

**RESOLUTION NO. 49-2024**

A RESOLUTION OF CONSIDERATION BY THE POTTAWATTAMIE COUNTY BOARD OF SUPERVISORS ON THE PROPOSED VOLUNTARY ANNEXATION OF PROPERTY INTO THE CITY LIMITS OF MINDEN, IOWA.

WHEREAS, City of Minden has received applications from Teepee Properties, LLC and Austin & Kelly Beebe to voluntarily annex their property into the city limits of Minden, IA; and

WHEREAS, City of Minden has provided the Board notice of these voluntary annexations pursuant to Iowa Code 368.7(b)(1); and

WHEREAS, Pursuant to notice filed by Minden, the Board hereby proceeds under this Resolution to satisfy the required consultation between Minden and the Board pursuant to Iowa Code 368.7(b)(1); and

WHEREAS, Pursuant to Iowa Code 368.7(b)(2), the Board shall state whether or not it supports the application or whether it takes no position in support of or against the application.

NOW, THEREFORE, BE IT RESOLVED  
BY THE POTTAWATTAMIE COUNTY BOARD OF SUPERVISORS

That the Board has consulted with the City of Minden regarding the applications from Teepee Properties, LLC and Austin & Kelly Beebe to voluntarily annex their property into the city limits of Minden, IA; and

BE IT FURTHER RESOLVED

That the Board hereby adopts the following position regarding the proposed voluntary annexations herein:

**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"/>
_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Brian Shea

\_\_\_\_\_  
Jeff Jorgensen

○ ○ ○ ○

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

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

**3. OTHER BUSINESS**

Motion by Belt, second by Jorgensen, to approve the following applications made to the Assessor’s Office: Homestead (approximately 447 recommend allowed, 12 recommend disallowed), Military (34 recommend allowed, 2 recommend disallowed), Disabled Veteran Homestead (30 recommend allowed, 1 recommend disallowed), Family Farm (12 recommend allowed, 0 recommend disallowed). UNANIMOUS VOTE. Motion Carried.

**4. COMMITTEE APPOINTMENTS**

Board discussed Committee meetings from the past week.

**5. RECEIVED/FILED**

- A. Salary Action(s):
  - 1) Conservation – Employment of Kaitlyn Reed and Max Thompson as a Natural Areas Management Technician Intern.
  - 2) Planning and Development – Payroll status change for Paula Good.
  - 3) Recorder – Payroll status change for Thomas Mefferd.
- A. Out of State Travel Notification(s):
  - 1) Sheriff – Out of State Travel Notification for Anthony Kava.
- C. Report(s):
  - 1) Alta Owners Policy of Title Insurance Policy #0Y-08298471.
  - 2) Sheriff Report of Fees Disbursed and Collected for June 2024.

**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 10:10 A. M.

\_\_\_\_\_  
Susan Miller, Chair

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

APPROVED: August 6, 2024

PUBLISH: X

**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 5<sup>th</sup> 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

**August 13, 2024**

**MET IN REGULAR SESSION**

The Board of Supervisors met in regular session at 10:00 A.M. All members 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. August 6, 2024, Minutes as read.
- B. Renewal of Class E Liquor License for Casey's Marketing Company d/b/a Casey's General Store #3204, Minden.
- C. Renewal of Class E Liquor License for Casey's Marketing Company d/b/a Casey's General Store #3205, Council Bluffs.
- D. Renewal of Class E Liquor License for Taylor Oil Enterprises, Limited d/b/a Taylor Quik Pik, Council Bluffs.

UNANIMOUS VOTE. Motion Carried.

**2. SCHEDULED SESSIONS**

Motion by Belt, second by Jorgensen, to open Public Hearing.

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

Motion by Belt, second by Jorgensen, to close public hearing.

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

Motion by Wichman, second by Shea, to approve and authorize Board to sign Planning and Zoning **Resolution No. 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.

	<b>ROLL</b>	<b>CALL</b>	<b>VOTE</b>	
	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
	○	○	○	○
_____ Susan Miller, Chairperson				
_____ Scott Belt	○	○	○	○
_____ Brian Shea	○	○	○	○
_____ Tim Wichman	○	○	○	○
_____ Jeff Jorgensen	○	○	○	○

Attest: \_\_\_\_\_  
 Melvyn Houser, County Auditor  
 Pottawattamie County, Iowa

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

**3. OTHER BUSINESS**

Motion by Shea, second by Jorgensen, to approve monthly payment for positive pay/fraud protection with American National Bank, to be paid for by the Board. After further discussion, the motion by Shea, and second by Jorgensen, was rescinded, in order to request American National Bank to make a presentation on explaining the billing structure for positive pay/fraud protection.  
 Discussion only. No Action Taken.

After discussion, the Board tabled the job description and pay for the position of Inspector Lead until August 20.  
 Discussion only. No Action Taken.

After discussion, the Board tabled the job description and pay for the position of County Inspector II until August 20.  
 Discussion only. No Action Taken.

After discussion, the Board tabled the job description and pay for the position of County Inspector I until August 20.  
 Discussion only. No Action Taken.

**4. COMMITTEE APPOINTMENTS**

Board discussed Committee meetings from the past week.

**5. RECEIVED/FILED**

- A. Salary Action(s):
  - 1) Thriving Families Alliance – Payroll status changes for Erika Kirchhoff, Jordan Morse, Tiffany Pinkerton, Carrie Powders, Jessica Rayment, and Patricia Russmann.
  - 2) Attorney – Payroll status changes for Mandi Jo May and Fabiola Contreras.
  - 3) SWI Juvenile Detention Center – Payroll status changes for Hannah Church and Addison Fischer.
  - 4) Conservation – Payroll status changes for Amy Johnson-Campagna and Rene Stroud.
  - 5) WIC – Employment of Josey Bohbot as a part-time Breast-Feeding Peer Counselor.
- B. Report(s):
  - 1) Recorder Fee Book for July 2024.
- C. Out of State Travel Notification(s):
  - 1) Jail – Out of State Travel Notifications for Kayla Smeal and Tricia Jones.

**6. PUBLIC COMMENTS**

The following individuals appeared before the Board:  
 Tim Kealy



**7. CLOSED SESSION**

Motion by Wichman, second by Shea, to go into Closed Session pursuant to Iowa Code 21.5.(1)(i) for discussion and/or decision on personnel matters.

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

Motion by Wichman, second by Jorgensen, to go out of Closed Session.

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

**8. ADJOURN**

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 12:30 P. M.

\_\_\_\_\_  
Susan Miller, Chair

ATTEST:

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

APPROVED: August 20, 2024

PUBLISH: X

August 20, 2024

MET IN REGULAR SESSION

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

PLEDGE OF ALLEGIANCE

1. CONSENT AGENDA

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

- A. August 13, 2024, Minutes as read.
- B. Jail – Employment of Robert Gran as a Detention Officer.

UNANIMOUS VOTE. Motion Carried.

2. SCHEDULED SESSIONS

Greg Mathis, PL-566 Inspector and Brooke Bauer, Conservation Assistant, West Pottawattamie Soil and Water appeared before the Board to present on the PL-566 structures. Discussion only. No Action Taken.

Mark Shoemaker and Jeff Franco/Executive Directors, Conservation, appeared before the Board to give an update on Conservation. Discussion only. No Action Taken.

Recognition of Mark Shoemaker’s/Executive Director, Conservation dedicated Service and Retirement. Discussion only. No Action Taken.

Motion by Belt, second by Shea, to approve and authorize Board to sign **Resolution No. 52-2024** entitled: Resolution for Transfer from Gaming Fund to West SWCD/Pott Co. Structures Fund and East SWCD/Pott Co. Structures Fund.

**RESOLUTION NO. 52-2024**

**RESOLUTION FOR TRANSFER FROM GAMING FUND TO WEST SWCD/POTT CO. STRUCTURES FUND AND EAST SWCD/POTT CO STRUCTURES FUND**

**WHEREAS**, it is desired to transfer money from the Gaming Fund to West SWCD/Pott Co. Structures Fund and from the Gaming Fund to East SWCD/Pott Co. Structures Fund; and

**WHEREAS**, said transfers are in accordance with Section 331.432, Code of Iowa.

**NOW THEREFORE BE IT RESOLVED**, that the Pottawattamie County Board of Supervisors authorizes the following transfers:

**SECTION 1:** The sum of \$15,000.00 is ordered to be transferred from Gaming Fund to the West SWCD/Pott Co. Structures Fund;

**SECTION 2:** The sum of \$10,000.00 is ordered to be transferred from Gaming Fund to the East SWCD/Pott Co. Structures Fund;

**SECTION 3:** The Auditor is directed to correct his/her book accordingly and to notify the Treasurer of these operating transfers.

**Dated this 20th 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"/>

_____	<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				

ATTEST: \_\_\_\_\_  
 Becky Lenihan, Finance and Tax Officer, Auditor’s Office

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

Motion by Jorgensen, second by Shea, to approve and authorize Board to sign **Resolution No. 53-2024** entitled: Resolution for Transfer from General Basic Fund to Veterans Relocation Allocation Fund.

**RESOLUTION NO. 53-2024**

**RESOLUTION FOR TRANSFER FROM GENERAL BASIC FUND TO VETERANS RELOCATION ALLOCATION FUND**

**WHEREAS**, it is desired to transfer money from the General Basic Fund to Veterans Relocation Allocation Fund; and

**WHEREAS**, said transfers are in accordance with Section 331.432, Code of Iowa.

**NOW THEREFORE BE IT RESOLVED**, that the Pottawattamie County Board of Supervisors authorizes the following transfers:

**SECTION 1:** The sum of \$17,500.00 is ordered to be transferred from General Basic Fund to the Veterans Relocation Allocation Fund;

**SECTION 2:** The Auditor is directed to correct his/her book accordingly and to notify the Treasurer of these operating transfers.

**Dated this 20th Day of August, 2024.**

**ROLL CALL VOTE**

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

ATTEST: \_\_\_\_\_  
 Becky Lenihan, Finance and Tax Officer, Auditor’s Office

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

Motion by Wichman, second by Belt, to approve and authorize Board to sign **Resolution No. 54-2024** entitled: Resolution for Transfer from General Basic Fund to Secondary Roads Fund.

**RESOLUTION NO. 54-2024**

**RESOLUTION FOR TRANSFER FROM GENERAL BASIC FUND TO SECONDARY ROADS FUND**

**WHEREAS**, it is desired to transfer money from the General Basic Fund to Secondary Roads Fund; and

**WHEREAS**, said transfers are in accordance with Section 331.432, Code of Iowa.

**NOW THEREFORE BE IT RESOLVED**, that the Pottawattamie County Board of Supervisors authorizes the following transfers:

**SECTION 1:** The sum of \$125,467.00 is ordered to be transferred from General Basic Fund to the Secondary Roads Fund;

**SECTION 2:** The Auditor is directed to correct his/her book accordingly and to notify the Treasurer of these operating transfers.

**Dated this 20th 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: \_\_\_\_\_  
Becky Lenihan, Finance and Tax Officer, Auditor’s Office

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

Motion by Belt, second by Shea, to approve and authorize Board to sign **Resolution No. 55-2024** entitled: Resolution for Transfer from General Basic Fund to Property Acquisition/Improvement Donations Fund.

**RESOLUTION NO. 55-2024**

**RESOLUTION FOR TRANSFER FROM GENERAL BASIC FUND TO PROPERTY ACQUISITION/IMPROVEMENT FUND**

**WHEREAS**, it is desired to transfer money from the General Basic Fund to Property Acquisition/Improvement Fund; and

**WHEREAS**, said transfers are in accordance with Section 331.432, Code of Iowa.

**NOW THEREFORE BE IT RESOLVED**, that the Pottawattamie County Board of Supervisors authorizes the following transfers:

**SECTION 1:** The sum of \$1,000,000 is ordered to be transferred from General Basic Fund to Property Acquisition/Improvement Fund, and

**SECTION 2:** The Auditor is directed to correct his/her book accordingly and to notify the Treasurer of these operating transfers.

**Dated this 20th Day of August, 2024.**

**ROLL CALL VOTE**

AYE	NAY	ABSTAIN	ABSENT
-----	-----	---------	--------

_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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				

ATTEST: \_\_\_\_\_  
 Becky Lenihan, Finance and Tax Officer, Auditor’s Office

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

**3. OTHER BUSINESS**

Motion by Wichman, second by Belt, to approve job description and pay for the position of Inspector Lead as a grade 532 pay scale.  
 UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Shea, to approve job description and pay for the position of County Inspector II as a grade 529 pay scale.  
 UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Shea, to approve job description and pay for the position of County Inspector I as a grade 527 pay scale.  
 UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Belt, to approve and authorize Board Chair to sign School Resource Officer Operations Agreement and Addendum A.  
 UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Jorgensen, to approve the termination at will of Director Chief Medical Examiner Investigator with a 30-day severance pay.  
 UNANIMOUS VOTE. Motion Carried.

**4. COMMITTEE APPOINTMENTS**

Board discussed Committee meetings from the past week.

**5. RECEIVED/FILED**

- A. Salary Action(s):
  - 1) SWI Juvenile Detention Center – Employment of Isabella Minatra and Zackery Black as a Part-Time Youth Corrections Worker.
  - 2) Information Technology – Payroll status change for Todd Butterbaugh.
  - 3) Sheriff – Payroll status change for Daniel Allen.
- B. Out of State Travel Notification(s):
  - 1) Sheriff – Out of State Travel Notifications for Steve Winchell, Eric Shea, and Chad Freeberg.
  - 2) Jail – Out of State Travel Notification for Joshua Kirlin and Trish Bernhards.
- C. Report(s):
  - 1) Recorded Trustee Warranty Deed.
  - 2) Pottawattamie County Conservation Peace Officer Retiree Health Insurance and Sick Time.

**6. PUBLIC COMMENTS**

The following individuals appeared before the Board:  
 Tim Kealy

**7. ADJOURN**

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 11:32 A. M.

\_\_\_\_\_  
Susan Miller, Chair

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

APPROVED: September 3 2024  
PUBLISH: X

September 3, 2024

MET IN REGULAR SESSION

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

PLEDGE OF ALLEGIANCE

1. CONSENT AGENDA

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

- A. August 20, 2024, Minutes as read.

UNANIMOUS VOTE. Motion Carried.

2. SCHEDULED SESSIONS

Motion by Belt, second by Shea, to open Bids for the Pottawattamie Secondary Roads Bridge Materials. 7 bids were received.

Discussion only. No Action Taken.

Motion by Belt, second by Jorgensen, to open Public Hearing for First Consideration of **Ordinance No. 2024-05**.

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

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

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

Motion by Belt, second by Jorgensen, to approve First Consideration of **Ordinance No. 2024-05**, an Ordinance to add Chapter 7.70; Restricting Certain Secondary Roads for Use by Trucks and Commercial Vehicles; and to set date for Second Consideration for September 10, 2024, at 10:00 A.M.

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

Motion by Belt, second by Shea, to approve and authorize Board to sign **Resolution No. 56-2024** entitled; Resolution to add the roadway name of Stoneridge Court.

**PLANNING AND ZONING  
RESOLUTION NO. 56-2024**

**WHEREAS**, Pottawattamie County adopted a Uniform Rural Address System Ordinance, which became effective March 17, 1993; and

**WHEREAS**, whereas Section 7.30.040 of said Ordinance stipulates that “Updates (to the Rural Address Map) to include new roadway names shall require approval through the Board of Supervisors.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF POTTAWATTAMIE COUNTY, IOWA** that Rural Address Map be updated to include the following roadway names:

Established through	Township	Street Name	Address Range
RMP 87 Development LLC	Hardin	Stoneridge Court	17800-17999

PASSED AND APPROVED September 3<sup>rd</sup>, 2024.

	ROLL CALL VOTE			
	AYE	NAY	ABSTAIN	ABSENT
_____ Susan Miller, Chairperson	<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"/>
_____ Scott Belt	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\_\_\_\_\_  
Brian Shea

○ ○ ○ ○

Attest: \_\_\_\_\_

Melvyn Houser, County Auditor  
Pottawattamie County, Iowa

RECORD: After Passage

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

Motion by Shea, second by Jorgensen, to approve and sign Proclamation designating the month of September 2024 as Substance Use Prevention and Recovery Month.

**Proclamation**

**Substance Use Prevention and Recovery Month**

Mental health and substance use disorders affect all communities, but with commitment and support, those impacted can embark on a journey of improved health and overall wellness. This September we recognize Prevention Works, Treatment is Effective, and People Do Recover.

1 in 8 children (8.7 million) in the US live in households with at least one parent who has a substance use disorder. 1 in 3 children in the Iowa foster care system have a parent using meth. Of the 142 Child in Need of Assistance (CINA) Cases in Pottawattamie County, 87% were for drug allegations. Children living in drug environments are at risk for devastating effects including severe neglect, physical, emotional and sexual abuse, and developmental delays. These children are more likely to grow and develop chronic diseases like diabetes, heart disease, and obesity. Additionally, they are also more likely to develop a substance use disorder, financial difficulties, and employment challenges.

With accessibility and distribution increased along the I-80/ I-29 corridor, our area is at a unique risk. In 2023, 200,000 grams of meth was seized in Iowa. From 2012 through 2016, the rate of methamphetamine - related treatment admissions nearly doubled in Iowa. Pottawattamie County reporting some of the highest rates of treatment admissions throughout the state. Additionally, meth overdose mortality rates have increased – 196 deaths in Iowa.

WHEREAS, substance use continues to destroy individuals, families, and communities; and

WHEREAS, addictive substances like Methamphetamine and Marijuana (THC) can be found in every region of the state; and

WHEREAS, addiction shows no boundaries. It can happen to anyone, regardless of their economic status, education, upbringing or potential; and

WHEREAS, children grow best with positive childhood experiences in nurturing environments that are drug free; and

WHEREAS, addiction places undue burden on our Public Safety, Public Health, Human Services, Health Care, Education, Employment, and Treatment systems; and

WHEREAS, substance use treatment is effective in interrupting the cycle of addiction and abuse; and

WHEREAS, the support, commitment and involvement of the entire community is needed in order to solve this problem; and

WHEREAS, recovery provides individuals and families an opportunity to build safe, stable, nurturing relationships and environments; and

THEREFORE, we, Pottawattamie County Board of Supervisors, do hereby proclaim September 2024 as Substance Use Prevention and Recovery Month in Pottawattamie County.

Substance Use Prevention and Recovery Month spreads the message that Prevention Works, Treatment is Effective, and People Do Recover. Safe, stable, nurturing relationships and environments are necessary to the overall health and well-being of all in the family, as well as building a more resilient community.

Throughout this month, we encourage people to become more aware and able to recognize the signs of mental health and substance use disorders and encourage people in need of recovery services to seek help.

Dated: September 3, 2024

**ROLL CALL VOTE**

	AYE	NAY	ABSTAIN	ABSENT
_____ Susan Miller, Chairperson	○	○	○	○
_____ Scott Belt	○	○	○	○
_____ Tim Wichman	○	○	○	○



	○	○	○	○
Brian Shea				
	○	○	○	○
Jeff Jorgensen				

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

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

Motion by Shea, second by Jorgensen, to approve \$40,000 for funding with McClure for the contract for Minden Disaster and Recovery Resilience plan, to be paid from the gaming fund.  
 UNANIMOUS VOTE. Motion Carried.

Doug Reed/Director, Emergency Management Agency, appeared before the Board to provide a disaster recovery update.  
 Discussion only. No Action Taken.

Doug Reed/Director, Emergency Management Agency, appeared before the Board to discuss flood property acquisition.  
 Discussion only. No Action Taken.

Tara Slevin/Chief Philanthropy Officer and Jenene VandenBurg, Chief Nursing Officer, Methodist Jennie Edmundson Hospital appeared before the Board to give a presentation and provide an update.  
 Motion by Shea, second by Belt to approve \$500,000 to be taken out of ARPA funds.  
 UNANIMOUS VOTE. Motion Carried.

Matt Wyant/Director, Planning, appeared before the Board to discuss the purchase of a recycling trailer for the courthouse campus.  
 Discussion only. No Action Taken.

Motion made by Belt, second by Shea, to approve setting time and place for public hearing on an amendment for the FY 2024/25 Budget for September 24, 2024, at 10:00 AM.  
 UNANIMOUS VOTE. Motion Carried.

Motion by Belt, second by Shea, to approve publication of County’s Annual Financial Report for Fiscal Year ending June 30, 2024.  
 UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Jorgensen, to approve the following applications made to the Assessor’s Office: 2 Homestead Applications recommended allowed.  
 UNANIMOUS VOTE. Motion Carried.

**3. OTHER BUSINESS**

Motion by Wichman, second by Jorgensen, to approve payment of taxes for County owned properties and drainage.  
 UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Shea, to approve Tax abatement for County owned property located at 522 Pearl Street (Parcel No. 754436178005), Council Bluffs.  
 UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Shea, to approve job description and pay for the position of Senior Jail Administrative Assistant at pay grade 521, Step 9, \$33.76.  
 UNANIMOUS VOTE. Motion Carried.

**4. COMMITTEE APPOINTMENTS**

Board discussed Committee meetings from the past week.

**5. RECEIVED/FILED**

- A. Salary Action(s):
  - 1) SWI Juvenile Detention Center – Employment of Jacqueline Lopez as a Part – Time Youth Corrections Worker.
  - 2) Communications – Payroll status change for Veronica Burson.

- 3) Conservation – Employment of Kellie Hayden as a Seasonal Raptor Bander.
- 4) Conservation – Employment of Nolan Walker as a Seasonal HawkWatch Counter.
- B. Out of State Travel Notification(s):
  - 1) Out of State Travel Notification for Karen Foreman.
- C. Report(s):
  - 1) Sheriff Report of Fees Disbursed and Collected for July 2024.

**6. PUBLIC COMMENTS**

The following individuals appeared before the Board:  
David Snyder

**7. STUDY SESSION**

Jana Lemrick/Director, Human Resources appeared before the Board to discuss the Public Relations position.  
Discussion only. No Action Taken.

**8. ADJOURN**

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 12:30 P. M.

\_\_\_\_\_  
Susan Miller, Chair

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

APPROVED: September 10, 2024

PUBLISH: X

**September 10, 2024**

**MET IN REGULAR SESSION**

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

**PLEDGE OF ALLEGIANCE**

**1. CONSENT AGENDA**

After discussion was held by the Board, a Motion was made by Belt, and second by Wichman, to remove items 2. G. and 3. B. from the agenda and to approve Consent Agenda:

- A. September 3, 2024, Minutes as read.
- B. Medical Examiner – Employment of Kathleen Schwisow as a On Call Medical Examiner Investigator.
- C. Medical Examiner – Employment of Caitlin Albright as a On Call Medical Examiner Investigator.
- D. August 2024 Vendor Publication Report.

UNANIMOUS VOTE. Motion Carried.

**2. SCHEDULED SESSIONS**

Presentation of check to Pottawattamie County Fair Association in the amount \$125,000.

Rick Killion/Marketing President, Deric Poldberg/VP Commercial Lending, and Amy Olson/SVP Treasury Management, American National Bank appeared before the Board to discussion positive pay and County accounts.

Discuss only. No Action Taken.

Motion made by Belt, second by Wichman, to approve and sign Proclamation designating the month of September 2024 as Library Card Sign-Up Month.

**Library Card Sign-up Month 2024 Proclamation**

**WHEREAS**, libraries are essential for the education and development of children, offering everything from preschool storytimes to college and career planning resources for high school students, nurturing literacy and a love for reading;

**WHEREAS**, libraries provide welcoming and inclusive spaces where individuals from all backgrounds can learn and connect, bridging cultural, ethnic, generational, and economic divides, and strengthening the social fabric of their communities;

**WHEREAS**, libraries are committed to creating and maintaining diverse programs and collections that reflect the communities they serve, ensuring equitable access for all;

**WHEREAS**, libraries assist people of all ages in navigating life's complexities, offering access to research, information, and government services that enhance productivity and fulfillment;

**WHEREAS**, libraries boost the local economy by providing critical access to technology and training for job-seekers, entrepreneurs, and students;

**WHEREAS**, during times of crisis, libraries and their staff play a vital role in supporting communities both in-person and virtually;

**WHEREAS**, the shared resources provided by libraries help households save money, conserve resources, and reduce waste, offering a simple way to make a positive impact;

**WHEREAS**, a library card ignites creativity and empowers individuals to explore new interests and pursue lifelong learning;

**WHEREAS**, libraries uphold democracy by promoting civic engagement and the free exchange of information and ideas for all;

**THEREFORE**, be it resolved that the Pottawattamie County Board of Supervisors proclaim September as Library Card Sign-Up Month in Pottawattamie County, Iowa and encourage everyone to sign up for a library card today.

**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, Wichman, Jorgensen. Motion Carried.**

Motion by Belt, second by Jorgensen, to approve Second Consideration of **Ordinance No. 2024-05**, an Ordinance to add Chapter 7.70; Restricting Certain Secondary Roads for Use by Trucks and Commercial Vehicles.

**POTTAWATTAMIE COUNTY, IOWA  
ORDINANCE NO. 2024-05**

**AN ORDINANCE** to add the following Chapter 7.70 Restricting Certain Secondary Roads For Use by Trucks and Commercial Vehicles.

BE IT ORDAINED BY THE BOARD OF SUPERVISORS OF POTTAWATTAMIE COUNTY, IOWA

**SECTION 1 - REPEAL OF CONFLICTING ORDINANCES:** All other Ordinances in conflict with the provisions of this Ordinance are hereby repealed to the extent necessary to give this Ordinance full force and effect.

**SECTION 2 – AMENDMENTS:** That the Pottawattamie County, Iowa, Code, be and the same is hereby amended by adding thereto the following new Section, to be codified as Section 7.70 Restricting Certain Secondary Roads For Use by Trucks and Commercial Vehicles:

**SECTIONS**

- 7.70.010 PURPOSE**
- 7.70.020 RESTRICTIONS**
- 7.70.030 EXEMPTIONS**
- 7.70.040 PERMITS AND FEES**
- 7.70.050 SIGNS**
- 7.70.060 RESTRICTED ROADS**
- 7.70.070 PENALTY**

**7.70.010 PURPOSE.** The purpose of this ordinance is to establish restrictions on the use of certain secondary roads by trucks and commercial vehicles to eliminate hazards to persons using the roads and to protect the roadways from damage and deterioration. This ordinance is adopted pursuant to the authority of Iowa Code §321.236(8) and §321.473.

**7.70.020 RESTRICTIONS.** No Commercial Vehicle with a Gross Vehicle Weight Rating greater than 26,001 pounds in any combination may be operated or towed at any time on the roads or sections of roads described in Section 7.70.060 of this ordinance. For purposes of this ordinance, “combination” shall be defined as provided in Iowa Code §321.1(9).

**7.70.030 EXEMPTIONS.** The restrictions of this ordinance shall not apply to the following vehicles:

1. State, county, and city vehicles.
2. Implements of husbandry as defined in Iowa Code §321.1(32).

- 3. Implements of husbandry loaded on hauling units for transporting the implements to locations for repair.
- 4. Vehicles moving farm produce, fuel, feed, household waste, well drillers, wastewater (septic pumpers).
- 5. Vehicles moving construction materials to a farm or home on a restricted road.
- 6. Fire or emergency medical apparatus owned by, under lease to, or used in the performance of a contract with a state or local authority.
- 7. Vehicles authorized to use the road under a current permit issued by the County Engineer.
- 8. Any Commercial Vehicle, with a destination point on the road, shall not enter designated routes except at the point on the road nearest to its destination and then proceed directly to such destination.

**7.70.040 PERMITS AND FEES.** Those vehicles that are restricted and not on the exempted list in Section 7.70.030 may apply for a temporary exemption:

- 1. Upon written application, the County Engineer may issue temporary permits to vehicles which are shown to be needed to provide a transportation service to a destination on the restricted road which cannot be provided by a vehicle which complies with this ordinance.
- 2. A fee of \$25 will be charged for a single use permit.

**7.70.050 SIGNS.** The County Engineer shall mark designated routes with signs each end of the roadway or sections of roads subject to restrictions under this ordinance with “WEIGHT LIMIT 13 TONS” (R12-1).

**7.70.060 RESTRICTED ROADS SET BY RESOLUTION.** Any restrictions not specifically set forth in this Chapter shall be set and amended by resolution by the Board of Supervisors. The restrictions shall apply to the following routes:

- 1. Berryhill Road
- 2. Lime Kiln Road
- 3. Longview Loop
- 4. Meadowview Parkway
- 5. State Orchard Road
- 6. Sunnydale Road

**7.70.070 PENALTY.** Any person who operates or tows any vehicle upon any restricted and marked road in violation of this ordinance shall be subject to a fine of \$400.

**SECTION 3 - SEVERABILITY:** If any of the provisions of this Ordinance or the application thereof to any person or circumstances are held invalid, such invalidity shall not affect other provisions or applications of the Ordinance which can be given effect without the invalid provision or application, and to this end, the provisions of this Ordinance are declared to be severable.

**SECTION 4 - EFFECTIVE DATE:** This Ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

**PASSED AND APPROVED September 10, 2024.**

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

Attest: \_\_\_\_\_  
Melvyn Houser, County Auditor  
Pottawattamie County, Iowa

NOTICE OF PUBLIC HEARING PUBLISHED: August 29, 2024

BOARD OF SUPERVISORS PUBLIC HEARING: September 3, 2024  
 FIRST CONSIDERATION: September 3, 2024  
 SECOND CONSIDERATION: September 10, 2024  
 PUBLICATION: September 19, 2024  
 RECORD: September 20, 2024

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

Motion by Wichman, second by Belt, to award bid and extend contract for Project L-2025(W31MATERIALSMISC) – 78 to Husker Steel, Inc in the amount of \$14,788.80.  
 UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Jorgensen, to award bid and extend contract for Project L-2025(W31MATERIALS) – 78 to Oden Enterprises, Inc in the amount of \$69,159.32.  
 UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Belt, to award bid and extend contract for Project L-2025(W31DECKMATERIALS) – 78 to Wheeler in the amount of \$103,965.60.  
 UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Jorgensen to award bid and extend contract for Project L-2025(W31BEAMMATERIALS) – 78 to Husker Steel, Inc in the amount of \$59,790.00.  
 UNANIMOUS VOTE. Motion Carried.

Motion by Belt, second by Wichman, to authorize Chair to sign School District Camera Sharing Agreements.  
 UNANIMOUS VOTE. Motion Carried.

### 3. OTHER BUSINESS

Motion by Wichman, second by Belt, to approve County funding for flu shots for part-time employees.  
 UNANIMOUS VOTE. Motion Carried.

Jana Lemrick/Director, Human Resources and Mitch Kay/Chief Financial Officer appeared before the Board to discuss funding request of \$16,500 annually for Govinvest Live Compensation Benchmarking Software.  
 Discussion only. No Action Taken.

### 4. COMMITTEE APPOINTMENTS

Board discussed Committee meetings from the past week.

### 5. RECEIVED/FILED

#### A. Salary Action(s):

- 1) Jail – Payroll status change for Rikayla Redding.
- 2) Planning-Environmental Health – Payroll status change for Alex McGee and Shawn Stevens.
- 3) Human Resources – Payroll status change for Jacob Head.
- 4) Medical Examiner – Payroll status change for Cody Pane.
- 5) Human Resources – Payroll status change for Craig Carlsen.

#### B. Report(s):

- 1) Recorder Fee Book for August 2024.

### 6. PUBLIC COMMENTS

No public comments.

### 7. CLOSED SESSION

Motion by Wichman, second by Belt, to go into Closed Session pursuant to Iowa Code 21.5.(1)(i) for discussion and/or decision on personnel matters.

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

Motion by Wichman, second by Belt, to go out of Closed Session.

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

Outside of Closed Session a Motion by Belt, second by Wichman to reject the candidates' counteroffer of salary, and to rescind the original offer to the candidate.

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

**8. ADJOURN**

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 12:15 P. M.

\_\_\_\_\_  
Susan Miller, Chair

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

APPROVED: September 17, 2024  
PUBLISH: X

September 17, 2024

MET IN REGULAR SESSION

The Board of Supervisors met in regular session at 10:00 A.M. All members 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. September 10, 2024, Minutes as read.

UNANIMOUS VOTE. Motion Carried.

2. SCHEDULED SESSIONS

Motion by Wichman, second by Jorgensen, to approve Courthouse North Parking Lot plans to be sent out for bids.

UNANIMOUS VOTE. Motion Carried.

Motion made by Wichman, second by Shea, to approve and authorize Board to sign **Resolution No. 57-2024** entitled: A RESOLUTION AUTHORIZING THE CHAIRMAN OF THE BOARD OF SUPERVISORS TO SIGN AN INTERLOCAL AGREEMENT BETWEEN THE COUNTY OF POTTAWATTAMIE AND CITY OF COUNCIL BLUFFS WITH RESPECT TO THE 2024 BYRNE JUSTICE ASSISTANCE GRANT PROGRAM AWARD.

**RESOLUTION NO. 57-2024**

**A RESOLUTION AUTHORIZING THE CHAIRMAN OF THE BOARD OF SUPERVISORS TO SIGN AN INTERLOCAL AGREEMENT BETWEEN THE COUNTY OF POTTAWATTAMIE AND CITY OF COUNCIL BLUFFS WITH RESPECT TO THE 2024 BYRNE JUSTICE ASSISTANCE GRANT PROGRAM AWARD.**

**WHEREAS**, the Justice Assistance Grant (JAG) Program has funds available to award the County and City; and

**WHEREAS**, the heads of both law enforcement agencies have determined the best way to utilize said funds and agree that the proposed use is in the best interest of the public.

**NOW, THEREFORE BE IT RESOLVED** by the Board of Supervisors of Pottawattamie County, Iowa, that the Chairman of the Board is hereby authorized and directed to sign the Interlocal Agreement between the County and City for use of the 2024 JAG funds.

**Dated this 17th Day of September, 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, Wichman, Shea, Jorgensen. Motion Carried.**



Motion by Wichman, second by Belt, to approve tax suspension pursuant to Iowa Code Section 427.9, for property located at 2114 Avenue G, Council Bluffs, Iowa.  
UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Belt, to approve monthly payment for positive pay/fraud alert protection with American National Bank to be paid for by the Board.  
UNANIMOUS VOTE. Motion Carried.

**3. COMMITTEE APPOINTMENTS**

Board discussed Committee meetings from the past week.

**4. RECEIVED/FILED**

- A. Salary Action(s):
  - 1) Jail – Payroll status change for Craig Thomas.
  - 2) Secondary Roads – Payroll status change for John Rassmussen.
  - 3) Treasurer – Payroll status change for Allyson Ybarra.
- B. Out of State Travel Notification(s):
  - 1) Jail – Out of State Travel Notifications for Trish Bernhards and Cory Little.
  - 2) Attorney – Out of State Travel Notification for Christine Circo.

**5. PUBLIC COMMENTS**

No public comments.

**6. ADJOURN**

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 10:34 A. M.

\_\_\_\_\_  
Susan Miller, Chair

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

APPROVED: September 24, 2024  
PUBLISH: X

**September 24, 2024**

**MET IN REGULAR SESSION**

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

**PLEDGE OF ALLEGIANCE**

**1. CONSENT AGENDA**

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

- A. September 17, 2024, Minutes as read.
- B. Veterans Services – Employment of Jacob Townsend as a Case Worker I.
- C. Animal Control – Employment of Abigail Leggett as an Animal Control Officer.

UNANIMOUS VOTE. Motion Carried.

**2. SCHEDULED SESSIONS**

Motion by Shea, second by Jorgensen, to open public hearing on Pottawattamie County’s amendment to current county budget for fiscal year 2024-25.

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

Motion by Belt, second by Shea, to close public hearing.

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

Motion by Wichman, second by Belt, to approve and authorize Board to sign **Resolution No. 58-2024**, a Resolution to Approve Pottawattamie County’s amendment to current county budget for fiscal year 2024-25 Said resolution is set out as follows:

**RESOLUTION NO. 58-2024**

**WHEREAS**, there were necessary expenses incurred in several county departments, causing the budget of that department to exceed 100% of costs; and

**WHEREAS**, the Board of Supervisors, County Attorney, Sheriff, Medical Examiner, Roads, Conservation, Public Health, WIC, Buildings and Grounds, IT, Planning and Development, and Nondepartmental will exceed their Budget due to said necessary expenditures; and

**WHEREAS**, the Amendment to the Fiscal Year 2023/24 Budget for the Board of Supervisors, County Attorney, Sheriff, Veteran Services, Conservation, Jail, IT, and Nondepartmental shall be substantially as follows:

Department	DEPT #	Revenue Amount	Expense Amount
Board	01		\$ 1,213,918
Attorney	04	\$ 14,731	\$ 27,900
Sheriff	05		\$ 100,000
Medical Examiner	12	\$ 57,500	\$ 52,000
Roads	20		\$ 2,350,000
Conservation	22		\$ 510,000
Public Health	23	\$ 7,200	\$ 7,200
WIC	48	\$ 92,802	\$ 92,802
B & G	51	\$ 349,371	\$ 584,000
IT	52		\$ 20,000
Planning	53	\$ 80,000	\$ 80,000

Non - Departmental	99		\$ 403,093
		\$ 601,604	\$ 5,440,913

**WHEREAS**, the Board of Supervisors desires to allow those expenditures, and no tax increase will occur due to these expenditures; and

**WHEREAS**, the public had due notice of the Budget Amendment Hearing held on August 30, 2024, and at the hearing, due time was allowed for objections to any and all portions of the amended budget.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Supervisors of Pottawattamie County, hereby amends the Fiscal Year 2024/25 budget.

**Dated this 24th day of September, 2024.**

**ROLL CALL VOTE**

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

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

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

Recognition of Penny Ravlin’s, Assessor, dedicated Service and Retirement.  
Discussion only. No Action Taken.

Motion made by Belt, second by Shea, to approve and sign Proclamation designating the month of September 2024 as National Preparedness Month.

**PROCLAMATION  
NATIONAL PREPAREDNESS MONTH  
SEPTEMBER 2024**

**WHEREAS**, the spring and summer of 2024 has reminded us that no one can predict when or where the next disaster will occur; and

**WHEREAS**, Pottawattamie County is vulnerable to natural, technological, and man-made hazards; and

**WHEREAS**, government agencies and disaster organizations cannot bear the sole responsibility to prepare for, respond to, and recover from disasters; and

**WHEREAS**, emergency preparedness is the responsibility of every resident in Pottawattamie County, and all residents are urged to make preparedness a priority and work together, as a team, to ensure that individuals, families, and communities are prepared for disasters and emergencies of any time; and

**WHEREAS**, Pottawattamie County Emergency Management, an organization that works to coordinate and integrate all activities necessary to build, sustain, and improve our collective resiliency to disasters and emergencies, encourages households to create a family disaster plan during National Preparedness Month to ensure everyone is ready for the next emergency or disaster.

NOW, THEREFORE, be it resolved that we, the Pottawattamie County Board of Supervisors, do hereby proclaim the month of September 2024, to be:

NATIONAL PREPAREDNESS MONTH

in Pottawattamie County, Iowa, and urges all residents to become better prepared in the event of a disaster and encourages attendance to the 2024 Pottawattamie County Preparedness Fair to be conducted on September 26, 2024, from 5pm – 8pm, at the Pottawattamie County Emergency Operations Center. Signed this 24<sup>th</sup> day of September, 2024, in Pottawattamie County, 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, Wichman, Shea, Jorgensen. Motion Carried.

Motion by Wichman, second by Jorgensen, to approve and authorize Chairperson to sign contract with Husker Steel Inc. in the amount of \$14,788.80 for miscellaneous bridge materials. UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Belt, to approve and authorize Chairperson to sign contract with Husker Steel Inc. in the amount of \$59,790.00 for bridge beams. UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Shea, to approve and authorize Chairperson to sign contract with Oden Enterprises Inc. in the amount of \$69,159.32 for bridge piling. UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Belt, to approve and authorize Chairperson to sign contract with Wheeler Lumber. in the amount of \$103,965.80 for bridge deck materials. UNANIMOUS VOTE. Motion Carried.

Motion by Belt, second by Shea, to approve and allow Maria Sieck to sign the Grant activities documents. UNANIMOUS VOTE. Motion Carried.

3. OTHER BUSINESS

Motion by Belt, second by Jorgensen, to approve the appointment of Cody Pane as Director Medical Examiner Investigator at \$85,000. UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Jorgensen, to approve updated Employee Recognition/Miscellaneous Expenditures policy effective October 4, 2024. UNANIMOUS VOTE. Motion Carried.

4. COMMITTEE APPOINTMENTS

Board discussed Committee meetings from the past week.

5. RECEIVED/FILED

- A. Salary Action(s):
  - 1) Conservation – Payroll status change for Samuel Raine.

B. Out of State Travel Notification(s):

- 1) Attorney – Out of State Travel for Jon Jacobmeier.

**6. PUBLIC COMMENTS**

The following individuals appeared before the Board:

David Snyder

Tim Kealy

**7. STUDY SESSION**

Dr Elliott/Medical Examiner appeared before the Board to discuss the organizational structure of Medical Examiner office.

Sam Arkfeld/Captain, Communications appeared before the Board for discussion on communication.

Board of Supervisors had a discussion on Compensation Board changes effective July 1, 2024.

Jana Lemrick/Director, Human Resources appeared before the Board for discussion on Payroll Status Change forms.

**8. ADJOURN**

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 12:55 P. M.

\_\_\_\_\_  
 Susan Miller, Chair

ATTEST:

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

APPROVED: October 1, 2024

PUBLISH: X

October 1, 2024

MET IN REGULAR SESSION

The Board of Supervisors met in regular session at 10:00 A.M. All members 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 Jorgensen, to approve:

- A. September 24, 2024, Minutes as read.

UNANIMOUS VOTE. Motion Carried.

2. SCHEDULED SESSIONS

Motion by Belt, second by Shea, to approve and sign Proclamation designating the month of October 2024 as Breast Cancer Awareness Month.

POTTAWATTAMIE COUNTY BOARD OF SUPERVISORS

PROCLAMATION

BREAST CANCER AWARENESS MONTH – OCTOBER 2024

WHEREAS, breast cancer touches every corner of the United States and hundreds of thousands of Americans will be diagnosed with breast cancer; and

WHEREAS, we show our support for every individual and every family struggling with breast cancer, and we pause to remember those we have lost; and.

WHEREAS, Breast Cancer Awareness Month in October is a chance to raise awareness about the importance of early detection of breast cancer by getting a mammogram and encouraging our community, organizations, churches, families and individuals to get involved; and

WHEREAS, we salute the women and men who dedicate themselves to prevention, detection and treatment as we observe Breast Cancer Awareness Month.

NOW THEREFORE, BE IT RESOLVED, that The Pottawattamie County Board of Supervisors, does hereby declare October 2024 as Breast Cancer Awareness Month and encourages all citizens, community agencies, organizations, businesses, and schools within Pottawattamie County to increase awareness.

Approved this 1st day of October, 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, Wichman, Shea, Jorgensen. Motion Carried.

Chris LaFerla/President & CEO, Council Bluffs Chamber and The 712 Initiative appeared before the Board to give an update on Council Bluffs Chamber and The 712 Initiative merge. Discussion only. No Action Taken.

Motion made by Belt, second by Shea, to approve and authorize Board to sign **Resolution No. 59-2024** entitled: Resolution Establishing an Hourly Compensation Rate for Court-Appointed Attorney and Establishing a Payment Method for Court – Appointed Attorneys Under Iowa Code §915.37.

**RESOLUTION NO. 59-2024**

**A RESOLUTION ESTABLISHING AN HOURLY COMPENSATION RATE FOR COURT-APPOINTED ATTORNEY AND ESTABLISHING A PAYMENT METHOD FOR COURT-APPOINTED ATTORNEYS UNDER IOWA CODE § 915.37**

WHEREAS, Iowa Code §§ 125.78 and 229.8 directs the Board of Supervisors to establish the hourly compensation rate for an attorney appointed under either of these sections; and

WHEREAS, the manner in which the compensation rate is established is to be substantially in the same manner as provided by Iowa Code §815.7; and

WHEREAS, Iowa code §§ 598.12 and 633.561 provide that the County shall pay court-appointed attorney fees in certain situations; and

WHEREAS, it is desirable and necessary to fix the hourly rate of compensation for court-appointed attorneys by written resolution of the Board of Supervisors; and

WHEREAS, Iowa code § 915.37 provides that an attorney shall be appointed in certain circumstances, but does not provide a method for that attorney to be paid and there is no other apparent means for which an attorney should be paid in these circumstances; and

WHEREAS, it is desirable and necessary to guarantee attorneys appointed under Iowa Code § 915.37 are paid for performing the work required of them;

NOW, THEREFORE, BE IT RESOLVED, that the Pottawattamie County Board of Supervisors hereby adopts the reasonable compensation calculation as laid out in Iowa Code § 815.7 as the compensation rate for attorneys appointed at County expense, and includes attorneys appointed under Iowa Code § 915.37 as attorneys appointed at County expense unless otherwise directed by the Court.

Dated this 1<sup>st</sup> day of October, 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, Wichman, Shea, Jorgensen. Motion Carried.**

**3. OTHER BUSINESS**

Motion by Wichman, second by Shea, to approve the re-hire of Treasurer Clerk II and pay for Cynthia Smith.

UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Belt, to approve and authorize Chairperson to sign Employment Agreement with Director Chief Medical Examiner Investigator Cody Pane.  
UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Shea, to authorize Chair to sign the forgiveness portion of the small-town forgivable note for Oakland.  
UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Belt, to authorize Chair to sign the forgiveness portion of the small-town forgivable note for Neola.  
UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Shea, to authorize Chair to sign the forgiveness portion of the small-town forgivable note for Carson.  
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 for Vince Guyer who replaced Chad Freeberg.
- B. Report(s):
  - 1) Sheriff Report of Fees Disbursed and Collected for August 2024.
- C. Salary Action(s):
  - 1) WIC – Employment of Hanna Houk as a Breast-Feeding Peer Counselor.
  - 2) Secondary Roads – Payroll status change for Kevin Sampson.

**6. PUBLIC COMMENTS**

No public comments.

**7. STUDY SESSION**

Suzanne Watson, CEO, Southwest Iowa Mental Health & Disability Services appeared before the Board for discussion on RFP Support.  
Discussion only. No Action Taken.

**8. ADJOURN**

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 12:25 P. M.

\_\_\_\_\_  
Susan Miller, Chair

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

APPROVED: October 8, 2024  
PUBLISH: X



**October 8, 2024**

**MET IN REGULAR SESSION**

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

**PLEDGE OF ALLEGIANCE**

**1. CONSENT AGENDA**

After discussion was held by the Board, a Motion was made by Belt, and second by Shea, to remove item 1. C. from the agenda and to approve Consent Agenda.

- A. October 1, 2024, Minutes as read.
- B. Renewal of Class E Retail Liquor License for Taylor Oil Enterprises, Limited d/b/a Taylor Quik Pik, Council Bluffs.
- C. Sheriff – Employment of Chris Girres as a Part Time Front Entry Security.
- D. Jail – Employment of D’Mitre Hedrick, Kyle Coleman, Nicholas Montemayor, Braydon Nguyen, and Dustin Burgett as Detention Officers.

UNANIMOUS VOTE. Motion Carried.

**2. SCHEDULED SESSIONS**

Jamie Petersen/Coordinator, GIS and Chris Nelsen/Analyst II, GIS appeared before the Board to give an update regarding Chris Nelsen obtaining his profession certification, Geographic Information Systems Professional (GISP).

Discussion only. No Action Taken.

Motion by Shea, second by Jorgensen, to approve and authorize Board Chairperson to sign lease renewal with the City of Avoca and Newtown Avoca Historical Society for the Avoca Courthouse.

UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Jorgensen, to approve and authorize Board Chairperson to sign license to occupy for city right away concerning Public Health Facility.

UNANIMOUS VOTE. Motion Carried.

**3. OTHER BUSINESS**

Motion by Shea, second by Belt, to not reinstate the Compensation Board dissolved by Iowa Code on July 1, 2024. The Board of Supervisors will assume the responsibilities previously held by the Compensation Board. The Board will send letters to two Board of Supervisors representatives.

UNANIMOUS VOTE. Motion Carried.

Motion by Belt, second by Wichman, to approve policy for challenge coin distribution to retiring employees. Policy will be added to employee recognition policy for employees with 20 years of service will receive a challenge coin.

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) Jail – Out of State Travel for Ryan Thompson and Teddy Gillespie.
- B. Report(s):
  - 1) Recorder Fee Book for September 2024.

**6. PUBLIC COMMENTS**

The following individuals appeared before the Board:  
Tom Kallman, Regional Water

**7. STUDY SESSION**

Discussion on policy #109 Employee Handbook (Introductory period).

Discussion only. No Action Taken.

**8. ADJOURN**

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 11:43 A. M.

\_\_\_\_\_  
Susan Miller, Chair

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

APPROVED: October 15, 2024

PUBLISH: X

**October 15, 2024**

**MET IN REGULAR SESSION**

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

**PLEDGE OF ALLEGIANCE**

**1. CONSENT AGENDA**

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

- A. October 8 2024, Minutes as read.
- B. Renewal of Special Class C Retail Alcohol License/Outdoor Service to Pioneer Trail Orchard & Pumpkin Patch L.L.C. d/b/a Pioneer Trail Orchard and Pumpkin Patch, Council Bluffs.
- C. September 2024 Vendor Publication Report.
- D. Public Health – Employment of Logan Hotz as a Promotions Coordinator.

UNANIMOUS VOTE. Motion Carried.

**2. SCHEDULED SESSIONS**

Motion by Belt, second by Shea, to open Public Hearing on **Ordinance No. 2024-06**, an ordinance to amend the Official Zoning Map of Pottawattamie County, Iowa.

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

Motion by Belt, second by Shea, to close public hearing.

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

Motion by Belt, second by Shea, to approve First Consideration of **Ordinance No. 2024-06**, an ordinance to amend the Official Zoning Map of Pottawattamie County, Iowa by changing the district designation of approximately 5.0 acres from a Class R-2(Urban Transitional) to a Class C-1 (Highway Commercial) District; and setting date for Second Consideration for October 22, 2024.

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

Motion by Belt, second by Shea, to open Public Hearing on **Ordinance No. 2024-07**, an ordinance to amend Pottawattamie County, Iowa. Zoning Ordinance.

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

Motion by Belt, second by Shea, to close public hearing.

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

Motion by Belt, second by Shea, to approve First Consideration of **Ordinance No. 2024-07**, an ordinance to amend Pottawattamie County, Iowa Zoning Ordinance, Chapter 8.045 Highway Commercial District; and setting date for Second Consideration; and setting date for Second Consideration for October 22, 2024.

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

Jeff Franco/Director, Conservation appeared before the Board to provide an update on the MAPA award presented to Pottawattamie County Conservation.

Discussion only. No Action Taken.

Jeff Franco/Director, Conservation and Jeremy Yost/Natural Resources Technician, Conservation appeared before the Board for presentation of the REAP Grant Award in the amount of \$450,000.

Discussion only. No Action Taken.

Motion by Shea, second by Belt, to approve Director to sign and submit a response proposal to BEHEOPC-25-201 Behavioral Health Administrative Services Organizations Request for Proposals for District 4 and 1, to the Iowa Department of Health and Human Services.

UNANIMOUS VOTE. Motion Carried.

**3. OTHER BUSINESS**

Motion by Wichman, second by Belt, to deny tax suspension pursuant to Iowa Code Section 427.9, for property located at 3618 Stuart Blvd, Council Bluffs, Iowa.

UNANIMOUS VOTE. Motion Carried.

**4. COMMITTEE APPOINTMENTS**

Board discussed Committee meetings from the past week.

**5. RECEIVED/FILED**

A. Salary Action(s):

- 1) Conservation – Employment of Terry Friis as a Seasonal Snowmaking Team Member.
- 2) Conservation - Payroll status changes for Burn Crew Members Lane Vennick, Michael Genereux, Warren Epp, Bennett Amdor.
- 3) Conservation - Employment of Jacob Taylor as Burn Crew Member.
- 4) Sheriff – Payroll status changes for Jaron Neumann and Teresa Schultz.

**6. PUBLIC COMMENTS**

No public comments.

**7. ADJOURN**

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 10:55 A M.

\_\_\_\_\_  
Susan Miller, Chair

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

APPROVED: October 22, 2024

PUBLISH: X

**October 17, 2024**

**MET IN REGULAR SESSION**

The Board of Supervisors met in regular session at 9:00 A.M. All members present with Supervisor Belt appearing at 9:25 A.M. Chairperson Miller presiding.

**1. OPEN SESSIONS**

The Board met with candidate on evaluation of individual’s hiring.  
Discussion only. No Action Taken.

**2. CLOSED SESSION**

Motion by Shea, second Belt, to go into Closed Session pursuant to Iowa Code 21.5.(1)(i) for discussion and/or decision on evaluation of individual’s hiring.

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

Motion by Shea, second by Belt, to go out of Closed Session.

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

**3. ADJOURN**

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 11:15 A. M.

\_\_\_\_\_  
Susan Miller, Chair

ATTEST: \_\_\_\_\_  
Jana Lemrick, Director Human Resources

APPROVED: October 22, 2024

PUBLISH: X

October 22, 2024

MET IN REGULAR SESSION

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

PLEDGE OF ALLEGIANCE

1. CONSENT AGENDA

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

- A. October 15, 2024, Minutes as read.
- B. October 17, 2024, Minutes as read.

UNANIMOUS VOTE. Motion Carried.

2. SCHEDULED SESSIONS

Motion by Shea, second by Belt, to approve Second Consideration of Ordinance No. 2024-06, an Ordinance to amend the Official Zoning Map of Pottawattamie County, Iowa by changing the district designation of approximately 5.0 acres from a Class R-2 (Urban Transitional) to Class C-1 (Highway Commercial) District; and to adopt Ordinance No. 2024-06 into law.

POTTAWATTAMIE COUNTY, IOWA
ORDINANCE NO. 2024-06

AN ORDINANCE to amend the Official Zoning Map of Pottawattamie County, Iowa, by changing the district designation of approximately 5.0 acres from a Class R-2 (Urban Transitional) District to a Class C-1 (Highway Commercial) District.

BE IT ORDAINED BY THE BOARD OF SUPERVISORS OF POTTAWATTAMIE COUNTY, IOWA

SECTION 1 - AMENDMENTS: That the Official Zoning Map, as adopted by reference in Section 8.003.020 of the Pottawattamie County, Iowa, Zoning Ordinance, be and the same is hereby amended by changing the district designation from its present designation of a Class R-2 (Urban Transitional) District to a Class C-1 (Highway Commercial) District of certain real estate, as shown on the attached plat and which is legally described as follows:

KNOX TWP PARCEL 24078 OF 15-77-39

SECTION 2 - SEVERABILITY: That should any section or provision of this Ordinance be declared by a court of competent jurisdiction to be invalid, that decision shall not effect that validity of the Ordinance as a whole or any part thereof, other than the part so declared to be invalid.

SECTION 3 - REPEAL OF CONFLICTING ORDINANCES: That all ordinance or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

SECTION 4 - EFFECTIVE DATE: This Ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED October 22, 2024.

ROLL CALL VOTE

Table with 5 columns: Name, AYE, NAY, ABSTAIN, ABSENT. Rows include Susan Miller, Chairperson; Tim Wichman; Scott Belt; Brian Shea; Jeff Jorgensen.

Attest: \_\_\_\_\_  
Becky Lenihan, Finance and Tax Officer, Auditor’s Office  
Pottawattamie County, Iowa



NOTICE OF PUBLIC HEARING PUBLISHED: October 10, 2024  
BOARD OF SUPERVISORS PUBLIC HEARING: October 15, 2024  
FIRST CONSIDERATION: October 15, 2024  
SECOND CONSIDERATION: October 22, 2024  
PUBLICATION: October 31, 2024  
RECORD: November 1, 2024

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

Motion by Shea, second by Jorgensen, to approve Second Consideration of **Ordinance No. 2024-07**, an Ordinance to amend the Official Zoning Map of Pottawattamie County, Iowa, Chapter 8.045 Highway Commercial District.

**POTTAWATTAMIE COUNTY, IOWA  
ORDINANCE NO. 2024-07**

**AN ORDINANCE** to amend Chapter 8, of Pottawattamie County, Iowa Zoning Ordinance:

BE IT ORDAINED BY THE BOARD OF SUPERVISORS OF POTTAWATTAMIE COUNTY, IOWA

**SECTION 1 - REPEAL OF CONFLICTING ORDINANCES:** All other Ordinances in conflict with the provisions of this Ordinance are hereby repealed to the extent necessary to give this Ordinance full force and effect.

**SECTION 2 - AMENDMENTS:** That the Pottawattamie County, Iowa, Code, be and the same is hereby amended by adding thereto the following new Sections, to be codified as Section 8.045.030:

- .05 Commercial kennels and veterinary hospitals or clinics, provided that no such structure or exercising runway shall be located closer than two hundred (200) feet from any Class “R” District or platted residential subdivision or dwelling other than that of the lessee or owner of the site
- .06 Commercial stables, riding academies and clubs.

**SECTION 3 - AMENDMENTS:** That the Pottawattamie County, Iowa, Code, be and the same is hereby amended by adding thereto the following new Sections, to be codified as Section 8.045.080:

- .02 Any Permitted Conditional Use other than Commercial Kennels and veterinary hospitals and Commercial Stables – Minimum Lot Area 1.0 acre, Minimum Lot Width 80’, Minimum Lot Depth 100’, Maximum Lot Coverage 50%
- .03 Commercial Kennels and veterinary hospitals – Minimum Lot Area 3.0 acres, Minimum Lot Width 300’, Minimum Lot Depth 300’, Maximum Lot Coverage 15%
- .04 Commercial Stables – Minimum Lot Area 5.0 acres, Minimum Lot Width 300’, Minimum Lot Depth 300’, Maximum Lot Coverage 5%

**SECTION 4 - SEVERABILITY:** That should any section or provision of this Ordinance be declared by a court of competent jurisdiction to be invalid, that decision shall not effect that validity of the Ordinance as a whole or any part thereof, other than the part so declared to be invalid.

**SECTION 5 - REPEAL OF CONFLICTING ORDINANCES:** That all ordinance or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

**SECTION 6 - EFFECTIVE DATE:** This Ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED October 22,2024.

ROLL CALL VOTE

	AYE	NAY	ABSTAIN	ABSENT
_____ Susan Miller, Chairperson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Jeff Jorgensen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scott Belt				
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brian Shea				
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tim Wichman				

Attest: \_\_\_\_\_  
 Becky Lenihan, Finance and Tax Officer, Auditor’s Office  
 Pottawattamie County, Iowa



NOTICE OF PUBLIC HEARING PUBLISHED:	October 10, 2024
BOARD OF SUPERVISORS PUBLIC HEARING:	October 15, 2024
FIRST CONSIDERATION:	October 15, 2024
SECOND CONSIDERATION:	October 22, 2024
PUBLICATION:	October 31, 2024
RECORD:	November 1, 2024

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

Motion by Belt, second by Shea, to approve Final Plat of Stoneybrook East Phase 1, a subdivision situated in Lewis Township; and to sign **Planning and Zoning Resolution No. 2024-07.**

**PLANNING AND ZONING  
 RESOLUTION NO. 2024-07**

**WHEREAS**, this Board had approved the preliminary plat of **Stoneybrook East Phase 1**, a residential subdivision situated in **Lewis Township**, by approval of Planning and Zoning Resolution No. **2023-01**, dated **August 29, 2023**; and

**WHEREAS**, the final plat and supporting documents required by Chapter 9.10 of the Pottawattamie County, Iowa, Code and Chapter 354, Code of Iowa, has been filed with this Board for its study and consideration under **Case #SUB-2023-01**; and

**WHEREAS**, this Board has examined the final plat and has found they are in substantial compliance with the approved preliminary plats; and

**WHEREAS**, after careful study, and due consideration this Board has determined that the final plat and supporting documents conform to the requirements of Chapter 9.10 of the Pottawattamie County, Iowa, Code and Chapter 354, Code of Iowa, and it has deemed it to be in the best interest of Pottawattamie County, Iowa, to approve the final plats.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF POTTAWATTAMIE COUNTY, IOWA:** That the final plat of **Stoneybrook East Phase 1**, a residential subdivision in Pottawattamie County, Iowa, be, and the same is hereby approved as the final plat of said subdivision.

And that the Chairperson of the Board of Supervisors is hereby authorized to enter such approval upon said final plat.

PASSED AND APPROVED October 22, 2024

	<b>ROLL CALL VOTE</b>			
	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
_____	○	○	○	○
Susan Miller, Chairperson				
_____	○	○	○	○
Scott Belt				
_____	○	○	○	○
Tim Wichman				
_____	○	○	○	○
Brian Shea				
_____	○	○	○	○
Jeff Jorgensen				



Attest: \_\_\_\_\_

Becky Lenihan, Finance and Tax Officer, Auditor’s Office  
Pottawattamie County, Iowa

RECORD: After Passage

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

Motion by Wichman, second by Belt, to approve and authorize Board to sign Resolution No. 60-2024; Resolution to ad roadway names of Stoneybrook Drive and Stone Ridge Lane to the Rural Address Map.

**RESOLUTION NO. 60-2024**

**WHEREAS**, Pottawattamie County adopted a Uniform Rural Address System Ordinance, which became effective March 17, 1993; and

**WHEREAS**, whereas Section 7.30.040 of said Ordinance stipulates that “Updates (to the Rural Address Map) to include new roadway names shall require approval through the Board of Supervisors.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF POTTAWATTAMIE COUNTY, IOWA** that Rural Address Map be updated to include the following roadway names:

<u>Established through</u>	<u>Township</u>	<u>Street Name</u>	<u>Address Range</u>
Stoneybrook East Phase 1	Lewis	Stoneybrook Drive	22400-22577
Stoneybrook East Phase 1	Lewis	Stone Ridge Lane	15112-15196

PASSED AND APPROVED October 22, 2024.

	<b>ROLL CALL VOTE</b>			
	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
_____ 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: \_\_\_\_\_

Becky Lenihan, Finance and Tax Officer, Auditor’s Office  
Pottawattamie County, Iowa

RECORD: After Passage

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

Jason Slack/Director, Buildings and Grounds appeared before the Board to discuss bid opening for the Courthouse North Parking Lot.  
Discussion only. No Action Taken.

Motion by Belt, second by Shea, to approve the placement of the Earl Wiebe memorial stone at the flagpole area East of the Courthouse entrance.  
UNANIMOUS VOTE. Motion Carried.

**3. OTHER BUSINESS**

Motion by Belt, second by Shea, to approve hiring and pay of Clerk II in the Treasurer’s Office, Sandra Rhodes at a Step 3.  
UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Belt, to approve EBS flex spending amount to match IRS designated amount when established, effective January 1, 2025, through December 31, 2025. 2025 projected amount is \$3,300.  
UNANIMOUS VOTE. Motion Carried.

#### 4. COMMITTEE APPOINTMENTS

Board discussed Committee meetings from the past week.

#### 5. RECEIVED/FILED

- A. Report(s):
  - 1) Stoneybrook East Phase 1 Project Acceptance.
- B. Salary Action(s):
  - 1) Crescent Ridge Ski Hill – Employment of Taylor Hills as a Rental Shop Team Member.
  - 2) Crescent Ridge Ski Hill – Employment of Howard Roorda as a Chair Lift Operator Lead.
  - 3) Crescent Ridge Ski Hill – Employment of Amy Graeve as a Hospitality and Guest Services Team Lead.
  - 4) Crescent Ridge Ski Hill – Employment of Chloe Subbert-Borgaila as a Kitchen Manager.

#### 6. PUBLIC COMMENTS

No public comments.

#### 7. STUDY SESSION

Kristen Bracker/Attorney and Oscar Duran/Executive Director, Municipal Housing Agency appeared before the Board for review and discussion on amending the cooperation agreement between Pottawattamie County and the Municipal Housing Agency Council Bluffs (MHACB).  
Discussion only. No Action Taken.

Study Session on Introductory Pay.  
Discussion only. No Action Taken.

#### 8. ADJOURN

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 12:02 P. M.

\_\_\_\_\_  
Susan Miller, Chair

ATTEST:

\_\_\_\_\_  
Becky Lenihan, Finance and Tax Officer, Auditor's Office

APPROVED: October 29, 2024

PUBLISH: X

**October 29, 2024**

MET IN REGULAR SESSION

The Board of Supervisors met in regular session at 10:00 A.M. All members 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 Belt to remove item 2. H. and 3. A. from the agenda and to approve Consent Agenda

- A. October 22, 2024, Minutes as read.
- B. Communications – Employment of Devin Mayne as a Telecommunicator.
- C. Class C Liquor License ownership update, granting privileges of Class C Liquor License/Outdoor Service for Pottawattamie County Conservation Boards d/b/a Crescent Ridge Ski and Recreation Area, Honey Creek.

UNANIMOUS VOTE. Motion Carried.

**2. SCHEDULED SESSIONS**

Motion by Wichman, second by Shea, to approve Application for Use of Pottawattamie County Grounds for National Adoption Day Celebration on Saturday, November 23, 2024.

UNANIMOUS VOTE. Motion Carried.

Mark Eckman/Executive Director, Council Bluffs Convention & Visitors Bureau, appeared before the Board to give an update on Pottawattamie County Tourism.

Discussion only. No Action Taken.

Motion by Belt, second by Shea, to sign letter of support to the American Medical Association (AMA) award nomination for Maria Torres, Health Equity Coordinator.

UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Jorgensen, to approve and authorize Board to sign **Resolution No. 61-2024** entitled: RESOLUTION SUPPORTING OPERATION GREEN LIGHT FOR VETERANS.

**RESOLUTION NO. 61-2024**

**Supporting Operation Green Light for Veterans**

**WHEREAS**, the residents of Pottawattamie County Iowa have great respect, admiration, and the utmost gratitude for all the men and women who have selflessly served our country and this community in the Armed Forces; and

**WHEREAS**, the contributions and sacrifices of those who served in the Armed Forces have been vital in maintaining the freedoms and way of life enjoyed by our citizens; and

**WHEREAS**, Pottawattamie County Iowa seeks to honor individuals who have made countless sacrifices for freedom by placing themselves in harm's way for the good of all; and

**WHEREAS**, an estimated 20 percent increase of service members will transition to civilian life in the near future; and

**WHEREAS**, the National Association of Counties encourages all counties, parishes and boroughs to recognize Operation Green Light for Veterans; and

**WHEREAS**, Pottawattamie County Iowa appreciates the sacrifices of our United States military personnel and believes specific recognition should be granted; therefore be it

**RESOLVED**, with designation as a Green Light for Veterans County, Pottawattamie County Iowa hereby declares from Sunday November 3<sup>rd</sup>, 2024, through Veterans Day, November 11<sup>th</sup>, 2024, a time to salute and honor the service and sacrifices of our men and women in uniform transitioning from active service; therefore, be it further

**RESOLVED**, that in observance of Operation Green Light, Pottawattamie County Iowa encourages its citizens in patriotic tradition to recognize the importance of honoring all those who made immeasurable sacrifices to preserve freedom by displaying green lights in a window of their place of business or residence from November 3<sup>rd</sup> through the 11<sup>th</sup>, 2024.

Dated this 29<sup>th</sup> Day of October, 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: \_\_\_\_\_  
Becky Lenihan, Finance and Tax Officer, Auditor’s Office

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

Motion by Shea, second by Jorgensen, to approve and authorize the signage for the Veterans Service building to Metal Logo in the amount of \$19, 935.75, to be paid from gaming.  
UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Jorgensen, to sign contract to purchase additional Right of Way for Project BRS-C078(177) --8J-78 with Gabriel Robinson in the amount of \$289.03.  
UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Belt, to sign contract to purchase additional Right of Way for Project BRS-C078(177)--8J-78 with RBR Farms LLC in the amount of \$22,413.00.  
UNANIMOUS VOTE. Motion Carried.

Motion by Belt, second by Jorgensen, to sign contract to purchase additional Right of Way for Project BRS-C078(177) –8J-78 with RBR Farms LLC in the amount of \$3,255.00.  
UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Jorgensen, to sign contract to purchase additional Right of Way for Project BRS-C078(177) –8J-78 with Michael & Sheryl Genereux in the amount of \$2,488.80.  
UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Belt, to sign contract to purchase additional Right of Way for Project BRS-C078(177)—8J-78 with Larson Wonder Valley LLC in the amount of \$7,473.98.  
UNANIMOUS VOTE. Motion Carried.

Motion by Belt, second by Shea, to approve and authorize the Chairperson to sign the 2024 Weed Commissioner's Report.  
UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Shea, to approve the Courthouse North Parking Lot striping plan for 37 spaces. Jason Slack/Director, Buildings and Grounds will come back with options for Handicap parking.  
UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Shea, to approve awarding contract to Midwest DCM for the Courthouse North Parking Lot.  
UNANIMOUS VOTE. Motion Carried.

Motion by Belt, second by Shea, to approve and authorize the Board Chairperson to sign Agreement for GIS Services with the Omaha-Council Bluffs Metropolitan Area Planning Agency.  
UNANIMOUS VOTE. Motion Carried.

Motion by Jorgensen, second by Belt, to approve and authorize Board to sign **Resolution No. 62-2024** entitled: Resolution for Transfer from General Basic Fund to Impact Fund. After further discussion, the motion by Jorgensen, and second by Belt, was rescinded and tabled for one week.

**RESOLUTION NO. 62-2024**

**RESOLUTION FOR TRANSFER FROM GENERAL BASIC FUND TO IMPACT FUND**

**WHEREAS**, it is desired to transfer money from the General Basic Fund to Impact Fund; and

**WHEREAS**, said transfers are in accordance with Section 331.432, Code of Iowa.

**NOW THEREFORE BE IT RESOLVED**, that the Pottawattamie County Board of Supervisors authorizes the following transfers:

**SECTION 1:** The sum of \$350,000.00 is ordered to be transferred from General Basic Fund to the Impact Fund;

**SECTION 2:** The Auditor is directed to correct his/her book accordingly and to notify the Treasurer of these operating transfers.

**Dated this 29th Day of October 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: \_\_\_\_\_  
Becky Lenihan, Finance and Tax Officer, Auditor’s Office

**No Action Taken.**

Motion by Belt, second by Jorgensen, to approve and authorize Board to sign **Resolution No. 63-2024** entitled: Resolution for Transfer from LOST Secondary Roads Fund to Bond Series 2020B Debt Fund.

**RESOLUTION NO. 63-2024**

**RESOLUTION FOR TRANSFER FROM LOST SECONDARY ROADS FUND TO BOND SERIES 2020B DEBT FUND**

**WHEREAS**, it is desired to transfer money from the LOST Secondary Roads Fund to Bond Series 2020B Debt Fund; and

**WHEREAS**, said transfers are in accordance with Section 331.432, Code of Iowa.

**NOW THEREFORE BE IT RESOLVED**, that the Pottawattamie County Board of Supervisors authorizes the following transfers:

**SECTION 1:** The sum of \$213,850.00 is ordered to be transferred from LOST Secondary Roads Fund to Bond Series 2020B Debt Fund;

**SECTION 2:** The Auditor is directed to correct his/her book accordingly and to notify the Treasurer of these operating transfers.

Dated this 29th Day of October 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: \_\_\_\_\_  
Becky Lenihan, Finance and Tax Officer, Auditor’s Office

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

Motion by Shea, second by Belt, to approve and authorize Board to sign **Resolution No. 64-2024** entitled: Resolution for Transfer from LOST Secondary Roads Fund to Bond Series 2021C Debt Fund.

**RESOLUTION NO. 64-2024**

**RESOLUTION FOR TRANSFER FROM LOST SECONDARY ROADS FUND TO BOND SERIES 2021C DEBT FUND**

**WHEREAS**, it is desired to transfer money from the LOST Secondary Roads Fund to Bond Series 2021C Debt Fund; and

**WHEREAS**, said transfers are in accordance with Section 331.432, Code of Iowa.

**NOW THEREFORE BE IT RESOLVED**, that the Pottawattamie County Board of Supervisors authorizes the following transfers:

**SECTION 1:** The sum of \$392,300.00 is ordered to be transferred from LOST Secondary Roads Fund to Bond Series 2021C Debt Fund;

**SECTION 2:** The Auditor is directed to correct his/her book accordingly and to notify the Treasurer of these operating transfers.

Dated this 29th Day of October 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: \_\_\_\_\_  
Becky Lenihan, Finance and Tax Officer, Auditor’s Office

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

Motion by Belt, second by Shea, to approve and authorize Board to sign **Resolution No. 65-2024** entitled: Resolution for Transfer from Rural Services Fund to Secondary Roads Fund.

**RESOLUTION NO. 65-2024**

**RESOLUTION FOR TRANSFER FROM RURAL SERIES FUND TO SECONDARY ROADS FUND**

**WHEREAS**, it is desired to transfer money from the Rural Series Fund to Secondary Roads Fund; and

**WHEREAS**, said transfers are in accordance with Section 331.432, Code of Iowa.

**NOW THEREFORE BE IT RESOLVED**, that the Pottawattamie County Board of Supervisors authorizes the following transfers:

**SECTION 1:** The sum of \$1,375,000.00 is ordered to be transferred from Rural Series Fund to Secondary Roads Fund;

**SECTION 2:** The Auditor is directed to correct his/her book accordingly and to notify the Treasurer of these operating transfers.

**Dated this 29th Day of October 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, Wichman, Shea, Jorgensen. Motion Carried.**

**3. OTHER BUSINESS**

Motion by Wichman, second by Belt, to approve Policy Committee’s recommendation to amend Employee Handbook Policy #109 Introductory Period.  
UNANIMOUS VOTE. Motion Carried.

After discussion was held by the Board, they tabled the Policy Committee’s recommendation to amend Employee Handbook Policy #402 Vacation Leave.  
Discussion only. No Action Taken.

Motion by Wichman to deny Application for Use for Pottawattamie County Grounds for the Fourth Judicial District Bar Association on Thursday, November 21, 2024. Motion died from lack of Second.

Motion by Belt , second by Shea, to approve Application for Use of Pottawattamie County Grounds for the Fourth Judicial District Bar Association on Thursday, November 21, 2024.  
Roll Call Vote: **AYES: Belt. NAYS: Miller, Wichman, Shea. ABSTAIN: Jorgensen. Motion Denied.**

#### 4. COMMITTEE APPOINTMENTS

Board discussed Committee meetings from the past week.

#### 5. RECEIVED/FILED

##### A. Salary Action(s):

- 1) Crescent Ridge Ski Hill – Employment of Blaine Hamilton and Miles Jarecki as a Chair Lift Attendant.
- 2) Crescent Ridge Ski Hill – Employment of Ted Duitsman, Gabor Czako, Matthew Blair, Nathan Hunt, Scott Vanarsdale, Kevin Hess, Colby Laughhunn, Toni Henderson, Brett Zarantonello, Edward Shaefer, and Dennis Schaeppi as a Ski/Snowboard Instructors.
- 3) Crescent Ridge Ski Hill – Employment of Noah Kiley, Quintin Ahmann, Kimberly Starkovich, Kodie Donovan, Jack Jaffe, Kirk Pulliam, Ryland Waterkotte, Evan Wham, Cooper Schaa, Elliot Coziahr, Rex Eichler, Brody Applegate, and Keaton Hawkins as Rental Shop Team Members.
- 4) Crescent Ridge Ski Hill – Employment of Harper Turgeon, Melanie Cave, Daulton Garrison, and Trace Mergen as Cleaning and Support Team Members.
- 5) Crescent Ridge Ski Hill – Employment of Peyton Bell, Tessa Clifton, and Makenzie Stephens as Hospitality and Guest Services.
- 6) Crescent Ridge Ski Hill – Employment of Cheyenne Thomas as a Kitchen Staff Team Lead.
- 7) Crescent Ridge Ski Hill – Employment of Caden Reece as a Snowmaking Team Lead.
- 8) Crescent Ridge Ski Hill – Employment of Julie Kraw as a Rental Shop Team Lead.
- 9) Crescent Ridge Ski Hill – Employment of Saul Rodriguez and Joshua Putnam as a Chair Lift Operator.
- 10) Crescent Ridge Ski Hill – Employment of Kylie Elbin as a Marketing Coordinator Seasonal Intern.
- 11) Crescent Ridge Ski Hill – Employment of Jason Boulton as a Snowmaking Team Member.

##### B. Report(s):

- 1) Sheriff Report of Fees Disbursed and Collected for September 2024.

#### 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 12:58 P. M.

\_\_\_\_\_  
Susan Miller, Chair

ATTEST:

\_\_\_\_\_  
Becky Lenihan, Finance and Tax Officer, Auditor's Office

APPROVED: November 5, 2024

PUBLISH: X



November 5, 2024

MET IN REGULAR SESSION

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

PLEDGE OF ALLEGIANCE

1. CONSENT AGENDA

After discussion was held by the Board, a Motion was made by Belt, and second by Shea, to approve consent agenda and to move 5 A from Received and filed to 3 C on the agenda.

A. October 29, 2024, Minutes as read.

UNANIMOUS VOTE. Motion Carried.

2. SCHEDULED SESSIONS

Motion by Belt, second by Shea, to approve \$5,000 from the County to come out of gaming to purchase equipment for Project LifeSaver program.

UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Shea, to approve and authorize Board to sign Resolution No. 62-2024 entitled: Resolution for Transfer from General Basic Fund to Impact Fund.

RESOLUTION NO. 62-2024

RESOLUTION FOR TRANSFER FROM GENERAL BASIC FUND TO IMPACT FUND

WHEREAS, it is desired to transfer money from the General Basic Fund to Impact Fund; and

WHEREAS, said transfers are in accordance with Section 331.432, Code of Iowa.

NOW THEREFORE BE IT RESOLVED, that the Pottawattamie County Board of Supervisors authorizes the following transfers:

SECTION 1: The sum of \$350,000.00 is ordered to be transferred from General Basic Fund to the Impact Fund;

SECTION 2: The Auditor is directed to correct his/her book accordingly and to notify the Treasurer of these operating transfers.

Dated this 5th Day of November 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: \_\_\_\_\_  
Becky Lenihan, Finance and Tax Officer, Auditor's Office

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

Motion by Shea, second by Belt, to approve and authorize the Board Chairperson to sign Colocation Agreement with City of Council Bluffs.

UNANIMOUS VOTE. Motion Carried.

### 3. OTHER BUSINESS

Motion by Belt, second by Shea, to approve Tax abatement on Parcel No. 744402429008 located in Council Bluffs.

UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Jorgensen, to approve request for insurance coverage extension while on donated sick leave, as outlined in Policy 606, item (i) of the Employee Handbook.

UNANIMOUS VOTE. Motion Carried.

Motion by Belt, second by Shea to table payroll status for item 5. A. 1) from Received and filed until November 12<sup>th</sup>.

UNANIMOUS VOTE. AYES: Miller, Belt, Shea, Jorgensen. NAYS: Wichman. Motion Carried.

### 4. COMMITTEE APPOINTMENTS

Board discussed Committee meetings from the past week.

### 5. RECEIVED/FILED

#### A. Salary Action (s):

- 1) Human Resources – Payroll status change for Heather Shafer.- item was tabled till November 12<sup>th</sup>.
- 2) Crescent Ridge Ski Hill – Employment of Kelly Sandberg, Kellyjo Zealand, and Evelyn Duitsman as a Kitchen Staff Team Members.
- 3) Crescent Ridge Ski Hill – Employment of Nate Arthur, Timothy Donovan, John Votrobek, Jayden Shelton, Ryan McColloch, and Johnathan Duitsman as a Rental Shop Team Members.
- 4) Crescent Ridge Ski Hill – Employment of Courtney Rohnstock, Tanner Sasse, Anna Melville, and Jenna Royce as a Ski/Snowboard Instructors.
- 5) Crescent Ridge Ski Hill – Employment of Bryan Hunt as a Snowmaking Team Member.
- 6) Crescent Ridge Ski Hill – Employment of Melissa Humphrey , Cymber Tierney, and Mallory Kjeldgaard as a Hospitality and Guest Services.
- 7) Conservation – Employment of Wayne Weidenhamer and Jacob Jones as Burn Crew.
- 8) Jail – Payroll status change for Kenny Loghry.
- 9) Crescent Ridge Ski Hill – Employment of Parker Peterson as a Chair Lift Attendant.

#### B. Out of State Travel Notification(s):

- 1) Sheriff – Out of State Travel for Cassandra Green.

### 6. PUBLIC COMMENTS

No public comments.

### 7. CLOSED SESSION

Motion by Belt, second by Shea, to go into Closed Session pursuant to Iowa Code 21.5.(1)(i) for discussion and/or decision on personnel matters.

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

Motion by Belt, second by Shea, to go out of Closed Session.

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

Motion by Wichman and second by Jorgensen, to have acting Human Resource Director act what was discussed in closed session.

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

### 8. ADJOURN

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 11:29 P. M.

\_\_\_\_\_  
Susan Miller, Chair

ATTEST: \_\_\_\_\_  
Becky Lenihan, Finance and Tax Officer, Auditor's Office

APPROVED: November 12, 2024

PUBLISH: X

**November 12, 2024**

**MET IN REGULAR SESSION**

The Board of Supervisors met in regular session at 10:00 A.M. All members 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. November 5, 2024, Minutes as read.
- B. October 2024 Vendor Publication Report.
- C. Public Health – Employment of Kaitlyn Flenker as a Part Time Public Health Nurse.
- D. Jail – Employment of Cole Button as a Detention Officer.

UNANIMOUS VOTE. Motion Carried.

**2. SCHEDULED SESSIONS**

Motion by Belt, second by Shea, to open Public Hearing on **Planning and Zoning Resolution No. 2024-08**, on proposed preliminary plat of Pablo's Addition, a subdivision situated in Garner Township.

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

Motion by Belt, second by Shea, to close public hearing.

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

Motion by Belt, second by Shea, to approve and authorize the Board to sign Planning and Zoning Resolution No. 2024-08.

**PLANNING AND ZONING  
RESOLUTION NO. 2024-08**

**WHEREAS**, the proposed preliminary plat and supporting documents for **Pablo's Addition**, a subdivision situated in **Garner Township**, has been filed with the Pottawattamie County Planning and Zoning Commission for its study and recommendation under **Case #SUB-2024-05**; and

**WHEREAS**, said Commission conducted a public hearing on **October 21, 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 **November 12, 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 **Pablo's Addition**, be, and the same is hereby approved as the preliminary plat of said subdivision subject to the following condition:

- 1. Out Lot A shall be sixty-six (66)' wide upon the final plat submission.

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 November 12, 2024.

	<b>ROLL CALL VOTE</b>			
	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
_____ Susan Miller, Chairman	○	○	○	○
_____ Scott Belt	○	○	○	○
_____ Brian Shea	○	○	○	○
_____ Tim Wichman	○	○	○	○
_____ Jeff Jorgensen	○	○	○	○

Attest: \_\_\_\_\_  
Melvyn Houser, County Auditor  
Pottawattamie County, Iowa

RECORD: After Passage

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

Blake Johnson, Executive Director and Kim Smith, Program and Fund Development Director with Habitat for Humanity and David Hazlewood, Chief Executive Officer, NeighborWorks Home Solutions appeared before the Board to introduce and update the Board on projects and happenings with Habitat for Humanity and NeighborWorks Home Solutions.

Discussion only. No Action Taken.

Motion by Shea, second by Jorgensen, to authorize Chairperson to sign the Crime Bond for Crime Policy effective January 1, 2024, to January 31, 2025, due to change in signing agent. UNANIMOUS VOTE. Motion Carried.

**3. OTHER BUSINESS**

Motion by Belt, second by Wichman, to approve the following applications made to the Assessor’s Office: Homestead (approximately 359 recommend allowed, 10 recommend disallowed), Military (36 recommend allowed, 3 recommend disallowed), Disabled Veteran Homestead (13 recommend allowed, 1 recommend disallowed), Family Farm (27 recommend allowed, 0 recommend disallowed). UNANIMOUS VOTE. Motion Carried.

Motion by Belt, second by Shea, to hire Chief Deputy Medical Examiner Investigator/Coordinator at 524, Step 5. UNANIMOUS VOTE. Motion Carried.

Medical Examiner office has been moved to Public Health building. Discussion only. No Action Taken.

Motion by Wichman, second by Shea, to authorize Chair to sign the forgiveness portion of the small-town forgivable note for Macedonia. UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Belt, to authorize Chair to sign the forgiveness portion of the small-town forgivable note for Hancock. UNANIMOUS VOTE. Motion Carried.

**4. COMMITTEE APPOINTMENTS**

Board discussed Committee meetings from the past week.

**5. RECEIVED/FILED**

- A. Salary Action (s):
  - 1) Thriving Families Alliance – Payroll status change for Gabby Sargent.
  - 2) Crescent Ridge Ski Hills – Employment of Anna Whitney, Paige Bell, Madeline Leland, Alicia Alvarez, Ava Bargmann, and Avery Harding as a Hospitality and Guest Services.

- 3) Crescent Ridge Ski Hills – Employment of Mason Keffalos, Scott Miller, and Jeanette Augustyn as a Ski and Snowboard Instructors.
  - 4) Crescent Ridge Ski Hills – Employment of Xavier Yarges, Troy Parra, Charles Starkovich, and Roger Clark as Snowmaking Team Members.
  - 5) Crescent Ridge Ski Hills – Employment of Ginny Epp, Brody Fisher, Christine Hampton, Payton Forsythe, Zikomo Thomas, and Logan Laughhunn as Kitchen Staff Team Members.
  - 6) Crescent Ridge Ski Hills – Employment of Aiden Andersen, Jordan Griffith, and Zachary Thomas as a Rental Shop Team Members.
  - 7) Crescent Ridge Ski Hills – Employment of James Rauch and Jamus Arnold as a Chair Lift Operators.
  - 8) Crescent Ridge Ski Hills – Employment of Iain Rincon as a Rental Shop Manager.
  - 9) Crescent Ridge Ski Hills – Employment of Olivia Robinson as a Cleaning and Support Team Member.
  - 10) Conservation – Payroll status change for Hollie Larson and John Hubscher.
- B. Report(s):
- 1) Recorder Fee Book for October 2024.
- C. Out of State Travel Notification(s):
- 1) GIS – Out of State Travel for Jamie Petersen.

## 6. PUBLIC COMMENTS

The following individuals appeared before the Board:  
Travis Walstein

## 7. SCHEDULED SESSIONS

Motion by Wichman, second by Jorgensen to deny request of 96 hours of sick leave to Steve Noecker.  
AYES: Wichman, Jorgensen. NAYS: Miller, Belt, Shea. Motion Denied.

Motion by Belt, second by Shea to postpone Steve Noecker request to one to two weeks.  
AYES: Miller, Belt, Shea, Jorgensen. NAYS: Wichman. Motion Carried.

## 8. STUDY SESSION

Discussion on Compensation Board responsibilities.

## 9. CLOSED SESSION

Motion by Shea, second by Jorgensen, to go into Closed Session pursuant to Iowa Code 21.5.(1)(i) for discussion and/or decision on personnel matters.

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

Motion by Shea, second by Belt, to go out of Closed Session.

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

Motion by Shea, second by Belt to act on what was discussed in Closed Session to go on next week's agenda.

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

Motion by Shea, second by Belt, to go into Closed Session pursuant to Iowa Code 21.5.(1)(i) for discussion and/or decision on personnel matters.

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

Motion by Belt, second by Shea, to go out of Closed Session.

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

Motion by Belt, second by Wichman to act on what was discussed in closed session regarding Public Relations position.

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

## 10. ADJOURN

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 12:31 P. M.

\_\_\_\_\_  
Susan Miller, Chair

ATTEST:

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

APPROVED: November 19, 2024

PUBLISH: X

**November 13, 2024**

**MET IN REGULAR SESSION**

The Board of Supervisors met in regular session at 9:00 A.M. All members present. Chairperson Miller presiding.

**PLEDGE OF ALLEGIANCE**

**1. SCHEDULED SESSIONS**

Motion by Belt, second by Shea, to canvass General Election 2024, and to authorize Auditor to pay election costs.

UNANIMOUS VOTE. Motion Carried.

**2. ADJOURN**

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 9:44 A. M.

\_\_\_\_\_  
Susan Miller, Chair

ATTEST:

\_\_\_\_\_  
Marilyn Kennedy, Election Manager, Auditor's Office

APPROVED: November 19, 2024

PUBLISH: X



November 19, 2024

MET IN REGULAR SESSION

The Board of Supervisors met in regular session at 10:00 A.M. All members 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. November 12, 2024, Minutes as read.
- B. November 13, 2024, Minutes as read.
- C. Jail – Employment of Misty Costello as a Registered Nurse.

UNANIMOUS VOTE. Motion carried.

2. SCHEDULED SESSIONS

Motion by Belt, second by Jorgensen, to canvass 2<sup>nd</sup> Tier Public Measures.  
UNANIMOUS VOTE. Motion carried.

Motion by Shea, second by Belt, to approve Board Chairperson to sign Validation of Correct Point of Contact for Public Assistance Recovery.  
UNANIMOUS VOTE. Motion carried.

Motion by Shea, second by Belt, to approve and sign Project plans for L-(WS31) – 73-78 and set bid opening for 10 A.M. on December 10, 2024.  
UNANIMOUS VOTE. Motion carried.

Motion by Belt, second by Jorgensen, to approve **Resolution No. 66-2024** to establish a stop sign on Aspen Road at the 240<sup>th</sup> Street Intersection.

**RESOLUTION NO. 66-2024**

**RESOLUTION FOR THE ESTABLISHMENT OF A STOP SIGN AT THE INTERSECTION OF 240<sup>TH</sup> STREET AND ASPEN ROAD**

**WHEREAS**, under the provisions of Section 321.255 and 321.236 (1.C.6) of 2021 Code of Iowa, the Board of Supervisors and County Engineer are empowered to designate the location and erection of stop signs.

**AND WHEREAS**, The County Board and County Engineer may designate certain roads as through roads and erect stop signs at specified locations to furnish access thereto or designate any intersection as a stop intersection and erect like signs at one or more locations of access to such intersections.

**AND WHEREAS**, there are currently no stop signs controlling traffic at the intersection.

**NOW THEREFORE BE IT RESOLVED**, that the Board of Supervisors of Pottawattamie County on this 19 day of November, 2024, recognize 240<sup>th</sup> Street as a through road and cause the erection of a stop sign on Aspen Road.

**Dated this 19th day of November, 2024.**

ROLL CALL VOTE

	AYE	NAY	ABSTAIN	ABSENT
_____ Susan Miller, Chairperson	○	○	○	○
_____ 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				

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

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

Motion by Wichman, second by Shea, to approve to work with Snyder and Associates on a solution for the Courthouse Entrance.  
 UNANIMOUS VOTE. Motion carried.

**3. OTHER BUSINESS**

Motion by Wichman, second by Shea, to approve updated Acceptable Use Policy #804 of the Employee Handbook.  
 UNANIMOUS VOTE. Motion carried.

**4. COMMITTEE APPOINTMENTS**

Board discussed Committee meetings from the past week.

**5. RECEIVED/FILED**

- A. Salary Action (s):
  - 1) Crescent Ridge Ski Hill – Employment of Zachary Barnhart as a Chair Lift Operator.
  - 2) Crescent Ridge Ski Hill – Employment of Inga Jaffe as a Hospitality and Guest Services.
  - 3) Crescent Ridge Ski Hill – Employment of Cody Black as a Snowmaking Team Member.
  - 4) Crescent Ridge Ski Hill – Employment of Jonas Sauser as a Cleaning Support Team Member.
  - 5) Crescent Ridge Ski Hill – Employment of Jordan Borgaila, Drew Turgeon, Carter Grothe-Phippen, Gabriel Barajas, Jackson Cooper, Gavin McIntosh, Jackson Hathaway, and Aaron Kiley as a Rental Shop Team Members.
  - 6) Crescent Ridge Ski Hill – Employment of Elliott Schmitz, Nicole Craig, Konatsu Taira, Lauren Hargreaves, Clara Galvan, and Jacqueline Ericson as a Ski/Snowboard Instructors.
  - 7) Crescent Ridge Ski Hill – Employment of Cason Wickersham and Cynthia Blanchard as a Kitchen Staff Team Member.
  - 8) Jail – Payroll status change for Trevor Ceder and Ryan Hecker.
  - 9) Medical Examiner – Payroll status change for Felicia Luczek.
  - 10) Human Resources – Payroll status change for Heather Shafer.
  - 11) Jail – Payroll status change for Timothy McBride.

**6. PUBLIC COMMENTS**

No public comments.

**7. STUDY SESSIONS**

The Board held a Study Session on the Introductory Pay Policy.  
 Discussion only. No Action Taken.

**8. BUDGET STUDY SESSION**

Mitch Kay, Chief Financial Officer appeared before the Board for a Budget Study Session.  
 Discussion only. No Action Taken.

**9. CLOSED SESSION**

Motion by Shea, second by Jorgensen, to go into Closed Session pursuant to Iowa Code 21.5.(1)(j) for discussion and/or decision on purchase or sale of particular real estate.

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

Motion by Belt, second by Shea, to go out of Closed Session.

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

Motion by Shea, second by Jorgensen, to go into Closed Session pursuant to Iowa Code 21.5.(1)(j) for discussion and/or decision on purchase or sale of particular real estate.

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

Motion by Shea, second by Jorgensen, to go out of Closed Session.

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

**10. ADJOURN**

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

UNANIMOUS VOTE. Motion carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 12:35 P.M.

\_\_\_\_\_  
Susan Miller, Chair

ATTEST:

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

APPROVED: November 26, 2024

PUBLISH: X

November 26, 2024

MET IN REGULAR SESSION

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

PLEDGE OF ALLEGIANCE

1. CONSENT AGENDA

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

- A. November 19, 2024, Minutes as read.
- B. Jail – Employment of Caden Selander as a Detention Officer.

UNANIMOUS VOTE. Motion Carried.

2. SCHEDULED SESSIONS

Motion by Belt, second by Jorgensen, to open Public Hearing on First Consideration of **Ordinance No. 2024-08**, an Ordinance to amend Chapter 7.50; Winter Parking Restrictions; and set date for Second Consideration.

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

Motion by Wichman, second by Belt, to close public hearing.

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

First Consideration of Ordinance No. 2024-08, an Ordinance to amend Chapter 7.50; Winter Parking Restrictions.

Discussion Only. No Action Taken.

3. OTHER BUSINESS

Motion by Wichman, second by Jorgensen, to approve and authorize Board to sign: **Resolution No. 67-2024** entitled: Resolution for Transfer from Pott County Industrial Park Fund to Impact Fund.

**RESOLUTION NO. 67-2024**

**RESOLUTION FOR TRANSFER FROM POTT COUNTY INDUSTRIAL PARK FUND TO IMPACT FUND**

**WHEREAS**, it is desired to transfer money from the Pott County Industrial Park Fund to the Impact Fund; and

**WHEREAS**, said transfers are in accordance with Section 331.432, Code of Iowa.

**NOW THEREFORE BE IT RESOLVED**, that the Pottawattamie County Board of Supervisors authorizes the following transfers:

**SECTION 1:** The sum of \$101,740.49 is ordered to be transferred from Pott County Industrial Park Fund to Impact Fund;

**SECTION 2:** The Auditor is directed to correct his/her book accordingly and to notify the Treasurer of these operating transfers.

**Dated this 26th Day of November 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				
_____	○	○	○	○
Brian Shea				
_____	○	○	○	○
Jeff Jorgensen				

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

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

Motion by Jorgensen, second by Shea, to approve funding request for Family Crisis Center for Western Iowa Survivors of Homicide Unit in the amount of \$5,000 from Gaming.  
UNANIMOUS VOTE. Motion Carried.

**4. COMMITTEE APPOINTMENTS**

Board discussed Committee meetings from the past week.

**5. RECEIVED/FILED**

- A. Reports
  - 1.) GAAP Summary Report
- B. Salary Action (s):
  - 1.) Crescent Ridge Ski Hill – Employment of Mary Alice Nagengast as Snowsports School Coordinator.
  - 2.) Crescent Ridge Ski Hill – Employment of Julian Jay as a Ski/Snowboard Instructor.
  - 3.) Crescent Ridge Ski Hill – Employment of Alex Graeve as a Rental Shop Team Member.
- C. Out of State Travel Notification(s):
  - 1.) Conservation – Out of State Travel for Aric Ping and Jeremy Yost

**6. PUBLIC COMMENTS**

No public comments.

**7. SCHEDULED SESSIONS**

Motion by Shea, second by Belt, to approve a one-time payment for current, full-time, non-union employees hired at Step 1 between January 6, 2021, and May 8, 2024. This decision was prompted by discrepancies between the Board of Supervisors Memo dated July 6, 2021, and the Employee Handbook Policy 109 effective July 1, 2009, which outlined differing approaches to pay progression.

Action Taken:

The Board approved the one-time payment with the following details:

- 1. Eligibility:
  - Current, full-time, non-union employees hired at Step 1 between January 6, 2021, and May 8, 2024.
- 2. Payment Calculation:
  - The calculation is based on the number of hours worked since the employee's hire date, less 1,044 hours, which accounts for the six months they would have remained at Step 1.
  - This figure will be multiplied by the difference between Step 2 and Step 1 of their current respective grade, regardless of the employee’s current step as of November 8, 2024.
- 3. Rationale:
  - This action seeks to balance the directions outlined in the Board of Supervisors Memo and the information provided to employees that may have led them to believe they were entitled to a step increase after six months of employment.

AYES: Miller, Belt, Shea, Jorgensen. NAYS: Wichman. Motion Carried.

Motion by Wichman, second by Shea to deny request to return Steve Noecker 96 hours of sick leave.  
UNANIMOUS VOTE. Motion Carried.

**8. CLOSED SESSION**

Motion by Belt, second by Shea, to go into Closed Session pursuant to Iowa Code 21.5(1)(j), for discussion and/or decision on the purchase or sale of real estate.

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

Motion by Shea, second by Belt, to go out of Closed Session.

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

**9. ADJOURN**

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 11:57 A. M.

\_\_\_\_\_  
Susan Miller, Chair

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

APPROVED: December 3, 2024

PUBLISH: X

**December 3, 2024****MET IN REGULAR SESSION**

The Board of Supervisors met in regular session at 10:00 A.M. All members 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. November 26, 2024, Minutes as read.

UNANIMOUS VOTE. Motion Carried.

**2. SCHEDULED SESSIONS**

Brenda Mainwaring, President & CEO, Iowa West Foundation appeared before the Board to provide an update and discuss the 2024 grant award cycle 3 and the Vibrant Rural Community grants.  
Discussion only. No action taken.

Bethany Wilcoxon, Senior Advisor, McClure and Associates appeared before the Board to give an update on the work in Minden.  
Discussion only. No action taken.

Abby Vander Werf from Rep. Randy Feenstra's office appeared before the Board to discuss the Coast Guard's removing Aids to Navigation on the Missouri River North of Blencoe.  
Motion by Belt, second by Shea, to approve Pottawattamie County Board of Supervisor to sign letter of support to retain the Aids of Navigation on the Missouri River.  
UNANIMOUS VOTE. Motion Carried.

Matt Wyant, Director, Planning and Development appeared before the Board to give an update on the Annual report for Stoneybrook East Phase 1.  
Discussion only. No action taken.

Cody Pane, Medical Examiner Investigator, Medical Examiner appeared before the Board to give an update on the Medical Examiners' office.  
Discussion only. No action taken.

**3. OTHER BUSINESS**

The Board discussed the December meetings and decided that December 17<sup>th</sup> will be the last meeting for the 2024 year, no meetings will be held on December 24 or December 31. The first meeting for January will be held on Thursday, January 2, 2025.  
Discussion only. No action taken.

The Board discussed the State Audit report for the year ending June 30, 2023.  
Discussion only. No action taken.

**4. COMMITTEE APPOINTMENTS**

Board discussed Committee meetings from the past week.

**5. RECEIVED/FILED**

- A. Report(s):
  - 1) Sheriff Report of Fees Disbursed and Collected for October 2024.
- B. Salary Action (s):
  - 1) Crescent Ridge Ski Hill – Employment of Mary Graeve, Kailynn Brecher as a Hospitality and Guest Services.
  - 2) Crescent Ridge Ski Hill – Employment of Harrison Smith as a Rental Shop Team Member.
  - 3) Sheriff – Payroll status change for Cassandra Green.

**6. PUBLIC COMMENTS**

No public comments.

**7. STUDY SESSION**

Discussion on the ISICS network proposal.  
Discussion only. No action taken.

**8. ADJOURN**

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 1:00 P. M

\_\_\_\_\_  
Susan Miller, Chair

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

APPROVED: December 10, 2024  
PUBLISH: X



**December 10, 2024**

**MET IN REGULAR SESSION**

The Board of Supervisors met in regular session at 10:00 A.M. All members 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. December 3, 2024, Minutes as read.
- B. November 2024 Vendor Publication Report.
- C. Communications – Employment of Ian Beinlich as a Telecommunicator.

UNANIMOUS VOTE. Motion Carried.

**2. SCHEDULED SESSIONS**

Motion by Belt, second by Shea, to open Bids for the Pottawattamie Secondary Roads Project plans for L-(WS31)—73-78, 3 bids were received.

UNANIMOUS VOTE. Motion Carried.

Motion by Belt, second by Shea, to approve and authorize the Chairperson to sign the Safe Streets for All Grants safety pledge.

UNANIMOUS VOTE. Motion Carried.

Motion by Belt, second by Jorgensen, to approve Director to sign and submit a response proposal to ADS-25-001 Disability Access Points Request for Proposals for District 4, to the Iowa Department of Health and Human Services.

UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Belt, to approve Final Plat of Pablo's Addition, a subdivision situated in Garner Township; and to sign **Planning and Zoning Resolution No. 2024-09.**

**PLANNING AND ZONING  
RESOLUTION NO. 2024-09**

**WHEREAS**, this Board had approved the preliminary plat of **Pablo's Addition**, a residential subdivision situated in **Garner Township**, by approval of Planning and Zoning Resolution No. **2024-08**, dated **November 12, 2024**; and

**WHEREAS**, the final plat and supporting documents required by Chapter 9.10 of the Pottawattamie County, Iowa, Code and Chapter 354, Code of Iowa, has been filed with this Board for its study and consideration under **Case #SUB-2024-05**; and

**WHEREAS**, this Board has examined the final plat and has found they are in substantial compliance with the approved preliminary plats; and

**WHEREAS**, after careful study, and due consideration this Board has determined that the final plat and supporting documents conform to the requirements of Chapter 9.10 of the Pottawattamie County, Iowa, Code and Chapter 354, Code of Iowa, and it has deemed it to be in the best interest of Pottawattamie County, Iowa, to approve the final plats.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF POTTAWATTAMIE COUNTY, IOWA:** That the final plat of **Pablo's Addition**, a residential subdivision in Pottawattamie County, Iowa, be, and the same is hereby approved as the final plat of said subdivision.

And that the Chairperson of the Board of Supervisors is hereby authorized to enter such approval upon said final plat.

PASSED AND APPROVED December 10<sup>th</sup>, 2024

**ROLL CALL VOTE**  
**AYE      NAY      ABSTAIN      ABSENT**

_____	○	○	○	○
Susan Miller, Chairperson				
_____	○	○	○	○
Scott Belt				
_____	○	○	○	○
Jeff Jorgensen				
_____	○	○	○	○
Tim Wichman				
_____	○	○	○	○
Brian Shea				

Attest: \_\_\_\_\_  
 Melvyn Houser, County Auditor  
 Pottawattamie County, Iowa

RECORD: After Passage

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

Motion by Wichman, second by Shea, to deny the change order 001, for Courthouse North Parking Lot. UNANIMOUS VOTE. Motion Carried.

**3. OTHER BUSINESS**

Motion by Wichman, second by Belt, to approve Board Chairperson to sign Tyler Technologies Amendment. UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Belt, to approve the following applications made to the Assessor’s Office: Homestead (approximately 130 recommend allowed, 10 recommend disallowed), Military (7 recommend allowed, 2 recommend disallowed), Disabled Veteran Homestead (7 recommend allowed, 0 recommend disallowed), Family Farm (8 recommend allowed, 0 recommend disallowed). UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Jorgensen, to not move forward with approval purchase agreement with Motorola. 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) Jail – Out of State Travel Notifications for Kayla Smeal, Megan Leggett, and Shannon Holman.
  - 2) Public Health – Out of State Travel Notifications for Candy Steenbock and Jason Kuehnhold.
- B. Report(s):
  - 1) Recorder Fee Book for November 2024.
- C. Salary Action(s):
  - 1) Crescent Ridge Ski Hill – Employment of Shelby Divelbess as a Ski/Snowboard Instructor.
  - 2) Crescent Ridge Ski Hill – Employment of Clayton Bohnenkamp as a Chair Lift Operator.
  - 3) Crescent Ridge Ski Hill – Employment of Brockus Price as a Rental Shop Team Lead.
  - 4) Veteran Service – Payroll status change for Kara Behrens.

**6. PUBLIC COMMENTS**

No public comments.

**7. CLOSED SESION**

Motion by Shea, second by Belt, to go into Closed Session pursuant Iowa Code 21.5(1)(j) for discussion and/or decision on the purchase or sale of particular real estate.

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

Motion by Shea, second by Jorgensen, to go out of Closed Session.

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

Motion by Wichman, second by Shea to move forward as discussed in Closed Session.

UNANIMOUS VOTE. Motion Carried.

## 8. STUDY SESSION

Parlay Consulting Firm appeared before the Board to give a presentation on the Opioid Action Plan. Discussion only. No Action Taken.

## 9. ADJOURN

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 1:07 P. M.

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Susan Miller, Chair

ATTEST:

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Becky Lenihan, Finance and Tax Officer, Auditor's Office

APPROVED: December 17, 2024

PUBLISH: X

**December 17, 2024****MET IN REGULAR SESSION**

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

**PLEDGE OF ALLEGIANCE****1. CONSENT AGENDA**

After discussion was held by the Board, a Motion was made by Belt, and second by Wichman, to remove items 3. E from the agenda and to approve Consent Agenda:

- A. December 10, 2024, Minutes as read.
- B. Renewal for Class B Retail Alcohol License, granting privileges of Class B Retail Alcohol License for Donald Rief d/b/a DeSoto Bend Mini Mart, Missouri Valley.

UNANIMOUS VOTE. Motion Carried.

**2. SCHEDULED SESSIONS**

Motion by Belt, second by Shea, to approve Dr. Elliott's contract renewal to expire on December 31, 2026.

UNANIMOUS VOTE. Motion Carried.

Recognition of Melvyn Houser's, Auditor, dedicated Service.  
Discussion only. No Action Taken.

Motion by Shea, second by Jorgensen, to award bid and execute contract for project L-(WS31) - - 73-78 to Govco Inc. in the amount of \$198,250.00.

UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Jorgensen, to approve letter of support for new program for youth ages 10-15 through Iowa State Extension and Outreach. Lucy Hough, Prevention Coordinator and Kerry Aistrope, Regional Director, Iowa State Extension and Outreach updated the Board on Speak Up Be Safe program and a new program for youth ages 10-15.

UNANIMOUS VOTE. Motion Carried.

Matt Henkes, Vice President, Iowa West Foundation and Matt Wyant, Director, Planning and Development appeared before the Board to give an update on Rural housing study that was completed in 2021.

Discussion only. No Action Taken.

Motion by Belt, second by Shea, to approve the following job descriptions, Epidemiologist, Animal Control Officer, Animal Control On-Call, Infection Preventionist, and Health Educator.

UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Shea, to approval of pay for Epidemiologists.

UNANIMOUS VOTE. Motion Carried.

Motion by Belt, second by Shea, to approve the new positions and job descriptions, for a Public Health Preparedness Coordinator and Clinical Service Provider.

UNANIMOUS VOTE. Motion Carried.

Motion by Jorgensen, second by Belt, to approve the updated Public Health Organizational Chart.

UNANIMOUS VOTE. Motion Carried.

Motion by Belt, second by Jorgensen, to approve on update to Account Clerk II/Fixed Assets & Real Estate job description and title change to Administrative Assistant.

UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Shea, to approve/deny pay for Administrative Assistant – Auditor's Office.

UNANIMOUS VOTE. Motion Carried.

Melvyn Houser, Auditor appeared before the Board to discuss future Auditor's Office personnel and staffing.

Discussion only. No Action Taken.

Motion by Wichman, second by Shea, to approve and sign new contracts for Independent Contractor Dental Assistant Agreement and Independent Contractor Physician Agreement for the Jail for 6-month agreement through June 30, 2025.

UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Jorgensen, to authorize the Chairperson to sign the Interagency Agreement with Conservation and the Interagency Agreement with Secondary Roads to obligate SLFRF funds to their identified projects.

UNANIMOUS VOTE. Motion Carried.

### 3. OTHER BUSINESS

Motion by Shea, second by Wichman, to approve the following appointment for the Conservation Board to appoint Heidi Hough for a 5-year term ending on December 31, 2029.

UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Belt, to approve the following appointment for the Board of Appeals to Robert Mings for a 5-year term ending on December 21, 2029.

UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Belt, to approve the following appointment for the Planning and Zoning Board to Lynn Leaders for a 5-year term ending on December 31, 2029.

UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Jorgensen, to approve the following appointment for the Zoning Board of Adjustment to Lynn Leaders for a 5-year term ending on December 31, 2029.

UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Shea, to approve the following appointment for the Board of Health to Dr. Tana Perry for a 3-year term ending on December 31, 2027.

UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Wichman, to approve the new positions and job descriptions, for Operations Supervisor, Park Officer/Training Coordinator, and Community Outreach Manager.

AYES: Miller, Wichman, Shea, Jorgensen. NAYS: Belt. Motion Carried.

Motion by Shea, second by Wichman, to approval of pay for Operations Supervisor, Park Officer/Training Coordinator, and Community Outreach Manager.

AYES: Miller, Wichman, Shea, Jorgensen. NAYS: Belt Motion Carried.

Motion by Wichman, second by Belt, to approve updated Promotion Policy #112.

UNANIMOUS VOTE. Motion Carried.

### 4. COMMITTEE APPOINTMENTS

Board discussed Committee meetings from the past week.

### 5. RECEIVED/FILED

#### A. Salary Action(s):

- 1) Jail – Payroll status change for Matthew Owens.
- 2) Crescent Ridge Ski Hill – Employment of Eli Nieves, and Nicholas Kindell as a Ski/Snowboard Instructors.
- 3) Crescent Ridge Ski Hill – Employment of Jordyn Reimer, and Jake Reimer as Rental Shop Team Leads.
- 4) Crescent Ridge Ski Hill – Employment of Sterling Smith as a Rental Shop Team Member.
- 5) Crescent Ridge Ski Hill – Employment of Brent Bostwick as a Chair Lift Operator.
- 6) Crescent Ridge Ski Hill – Employment of Rowan Patomson as a Chair Lift Attendant.
- 7) Secondary Roads – Payroll status change for Brady DeYeager.

#### B. Report(s):

- 1) FY 2024 Opioid Funding Public Annual Report.
- 2) Jennie Edmundson Hospital Telemetry Initiative.
- 3) City of Treynor approval and issuance of Mid-Project Disbursement.

### 6. PUBLIC COMMENTS

No Public Comments.

**7. ADJOURN**

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 1:46 P. M

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Susan Miller, Chair

ATTEST:

\_\_\_\_\_  
Becky Lenihan, Finance and Tax Officer, Auditor's Office

APPROVED: January 2, 2025

PUBLISH: X