

# Consent Agenda

**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

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

ATTEST:

\_\_\_\_\_  
Becky Lenihan, Finance and Tax Officer, Auditor's Office

APPROVED: January 2, 2025

PUBLISH: X

# **Scheduled Sessions**

District Court Judge Maggie Popp Reyes

Swearing in of Elected Officials.

**Election of Board Chair and Chair Pro-  
Tem for 2025.**

**John Rasmussen / County Engineer**

**Discussion and/or decision to approve  
and authorize Board to sign Resolution  
No. 05-2025 entitled: Resolution  
Authorizing the County Engineer to  
close Secondary Roads for construction  
and/or maintenance.**



**RESOLUTION NO. 05-2025**

**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, 2025, that the County Engineer or Assistant 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 or Assistant County Engineer as follows:

For Construction: Any project as described in the approved “Pottawattamie County Secondary Road Construction Program for the fiscal year 2025-2026, and any approved supplements thereto.”

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

**Dated this 2nd day of January, 2025.**

**ROLL CALL VOTE**

	AYE	NAY	ABSTAIN	ABSENT
_____ 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"/>
_____ 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: \_\_\_\_\_  
Mary Ann Hanusa, County Auditor

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

**John Rasmussen / County Engineer**

**Discussion and/or decision to approve and authorize Board to sign Resolution No. 06-2025 entitled: Resolution Authorizing the County Engineer to Certify Completion Papers and Make Final Acceptance of Contract Work on the Farm to Market and Federal Aid Systems.**

**RESOLUTION NO. 06-2025**

**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 or Assistant 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, or Assistant Engineer Brandon D. 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 2025.

**Dated this 2nd day of January, 2025.**

**ROLL CALL VOTE**

	AYE	NAY	ABSTAIN	ABSENT
_____ 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 Miler	<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: \_\_\_\_\_  
Mary Ann Hanusa, County Auditor

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

**John Rasmussen / County Engineer**

**Discussion and/or decision to approve and authorize Board to sign Resolution No. 07-2025 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.**

**RESOLUTION NO. 07-2025**

**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, 2025, 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 Engineer  
Mike Bonnet, Program Administrator  
Kristina R. Treantos, Operations Administrator

**Dated this 2nd day of January, 2025.**

	<b>ROLL CALL VOTE</b>			
	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
_____ 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"/>
_____ 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: \_\_\_\_\_  
Mary Ann Hanusa, County Auditor

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

**Other Business**

# **Adopt Robert's Rules of Order**

**Establish Policy on Board Sessions.**



**Discussion and/or decision to approve  
and authorize Board to sign Resolution  
No. 01-2025 entitled: Resolution  
pertaining to the payment of County  
bills.**

**RESOLUTION NO. 01-2025**

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

**FIRST:**

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

**SECOND:**

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

**THIRD:**

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

**FOURTH:**

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

**Dated this 2nd Day of January, 2025.**

**ROLL CALL VOTE**

	AYE	NAY	ABSTAIN	ABSENT
_____ 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"/>
_____ 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: \_\_\_\_\_  
Mary Ann Hanusa, County Auditor

**Discussion and/or decision to approve  
and authorize Board to sign Resolution  
No. 02-2025 entitled: Resolution  
approval of Deputy Appointments.**

**RESOLUTION NO. 02-2025**

**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:

<b>Attorney</b>	Jon Jacobmeier, Chief Deputy unofficial
<b>Auditor</b>	Linda Swolley, First Deputy, Real Estate
<b>Recorder</b>	Kathie Kallas, First Deputy
<b>Sheriff</b>	Steve Winchell, Chief Deputy
<b>Treasurer</b>	Jamie Smothers, First Deputy Heather Ausdemore, First Deputy

**Dated this 2nd Day of January, 2025.**

**ROLL CALL VOTE**

	AYE	NAY	ABSTAIN	ABSENT
_____ 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"/>
_____ 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: \_\_\_\_\_  
Mary Ann Hanusa, County Auditor

**Discussion and/or decision to approve and authorize Board to sign Resolution No. 03-2025 entitled: Resolution pertaining to the taxable value of the lengths of mileage of the several railroad, telegraph, telephone, and express companies in Pottawattamie County.**

**RESOLUTION NO. 03-2025**

**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 2025-2026.

**RECAPITULATION**

RAILROADS	\$ 84,371,734.89
PIPELINE	\$ 77,563,790.93
<b>TOTAL FOR COUNTY</b>	<b>\$161,935,525.82</b>

**Dated this 2nd Day of January, 2025.**

**ROLL CALL VOTE**

	AYE	NAY	ABSTAIN	ABSENT
_____ 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"/>
_____ 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: \_\_\_\_\_  
Mary Ann Hanusa, County Auditor

**Discussion and/or decision to approve and authorize Board to sign Resolution No. 04-2025 entitled: Construction Evaluation Resolution relating to the construction of a confinement feeding operation.**

**RESOLUTION NO. 04-2025**

**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, 2025, and January 31, 2026, and submit an adopted recommendation regarding that application to the DNR; and

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

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

**Dated this 2nd day of January, 2025.**

**ROLL CALL VOTE**

	AYE	NAY	ABSTAIN	ABSENT
_____ 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"/>
_____ 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: \_\_\_\_\_  
Mary Ann Hanusa, County Auditor



**Approval of Official Newspapers for  
Pottawattamie County for 2025.**

# THE JOURNAL-HERALD

An Award Winning Weekly Newspaper Devoted To Covering The Local News  
164 S. Elm Street, P.O. Box 308, Avoca, IA 51521

Phone: (888) 343-2154 • Fax: (712) 343-2262

Donald L. Nielson  
Owner & Publisher  
Since 1974

E-mail: avocajh2@gmail.com  
Cell: 402-681-4763

December 13, 2024

Pottawattamie County  
Board of Supervisors  
Box 649  
Council Bluffs, IA 51501-0649

Board of Supervisors:

I hereby formally request that the Journal Herald be designated as an official county legal newspaper in Pottawattamie County for the 2025 calendar year and that we be eligible to print publications and such other legal notices of county importance.

The Journal Herald has been designated as a county legal newspaper for many years, as our records show, and we hope that this designation will be granted again.

Please advise as to the date you'll need our subscription list, in the event that a contest exists.

Your consideration in granting the Herald county newspapers status will be greatly appreciated.

Sincerely,



Donald L. Nielson  
Publisher

# THE HERALD

*Your Award Winning Weekly Newspaper*  
Serving OAKLAND, CARSON, MACEDONIA, NEOLA, MINDEN & PERSIA  
P.O. Box 556, Oakland, IA 51560-0556  
Phone: (888) 343-2154 • Fax: (712) 343-2262

Donald L. Nielson  
Owner & Publisher  
Since 1993

E-mail: avocajh2@gmail.com  
Cell: 402-681-4763

December 13, 2024

Pottawattamie County  
Board of Supervisors  
Box 649  
Council Bluffs, IA 51501-0649

Board of Supervisors:

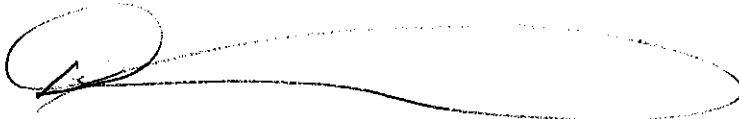
I hereby formally request that the Herald be designated as an official county legal newspaper in Pottawattamie County for the 2025 calendar year and that we be eligible to print publications and such other legal notices of county importance.

The Herald has been designated as a county legal newspaper for many years, as our records show, and we hope that this designation will be granted again.

Please advise as to the date you'll need our subscription list, in the event that a contest exists.

Your consideration in granting the Herald county newspapers status will be greatly appreciated.

Sincerely,



Donald L. Nielson  
Publisher

**Discussion and/or decision on Legal  
Holidays for 2025.**

## 2025 Legal Holidays

	<b>Date</b>	<b>Observed</b>
New Year's Day	January 1, 2025	January 1, 2025
Martin Luther King Day	January 20, 2025	January 20, 2025
Presidents Day	February 17, 2025	February 17, 2025
Memorial Day	May 26, 2025	May 26, 2025
Independence Day	July 4, 2025	July 4, 2025
Labor Day	September 1, 2025	September 1, 2025
Veteran's Day	November 11, 2025	November 11, 2025
Thanksgiving Day	November 27, 2025	November 27, 2025
Day After Thanksgiving (Lieu of Lincoln's Birthday)	November 28, 2025	November 28, 2025
Christmas Day	December 25, 2025	December 25, 2025
New Year's Day 2026	January 1, 2026	January 1, 2026

**Approval of Federal Standard Mileage  
Rate for 2025.**



# Standard mileage rates

If you use your car for business, charity, medical or moving purposes, you may be able to take a deduction based on the mileage used for that purpose.

## 2025 mileage rates

The standard mileage rates for 2025 are:

- Self-employed and business: 70 cents/mile
- Charities: 14 cents/mile
- Medical: 21 cents/mile
- Moving (**military only**): 21 cents/mile

[Find out when you can deduct vehicle mileage](#)

## Mileage rates for all years (cents/mile)

Period	Business use	Charity use	Medical or military moving	Source
2025	70	14	21	<a href="#">IR-2024-312</a>
2024	67	14	21	<a href="#">IR-2023-239</a>
2023	65.5	14	22	<a href="#">IR-2022-234</a>
7/1/2022-12/31/2022	62.5	14	22	<a href="#">IR-2022-124</a>
1/1/2022-6/30/2022	58.5	14	18	<a href="#">IR-2021-251</a>
2021	56	14	16	<a href="#">IR-2020-279</a>

## Tax professionals topics

- Serve your clients
- Tax pro news and resources
- Office of Professional Responsibility and Circular 230
- Tax code, regulations and official guidance
- E-Services
- Topic no. 161, Returning an erroneous refund – Paper check or direct deposit
- Appeals
- Tax professionals

**Discussion and/or decision of  
appointment to the Fourth Judicial  
District Department of Correctional  
Services Board of Directors for 2025.**



**Discussion and/or decision of  
appointment of representatives to the  
IGHCP Board for 2025.**

**Discussion and/or decision of  
appointment of MAPA representative  
for 2025.**

**Discussion and review of Board  
Members' assignment to 2025  
Representative Appointments.**

**Discussion and/or decision on monthly stipend amount for Elected Official's mobile cellular usage for 2025.**

**Jana Lemrick/Director, Human  
Resources**

**Discussion and/or decision to approve  
appointment of Jana Lemrick as Title VI  
Coordinator.**

# **Dixie Wilson/Assistant Finance** **& Tax Officer**

**Discussion and/or decision to approve and authorize  
the Board to sign Resolution No. 08-2025 entitled:  
TOWNSHIP TRUSTEE AND CLERK COMPENSATION.**

**RESOLUTION NO. 08-2025**

**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**, the following townships would like to hold additional meetings: Hazel Del – two, Lewis – nine, Neola – one, and Wright – one. 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, 2025:

**Approved this 2nd day of January, 2025.**

**ROLL CALL VOTE**

	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</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>
_____ Brian Shea	<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: \_\_\_\_\_  
Mary Ann Hanusa, County Auditor

**Anthony McCartney/Information Supervisor,**  
**Information Technology**

**Discussion and/or decision to approve starting pay for  
new Help Desk Technician.**



# Committee Appointments

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

**Received/Filed**

No 049807

Office of  
**Pottawattamie County Treasurer**

12/16/24 for November  
Date 2024

Received from Pottawattamie county  
Sheriffs Office

Payor Pottawattamie county  
Sheriffs office

Amount Fifty Seven Thousand Nine  
Hundred Sixty Dollars <sup>80/100</sup> \$ 57,960.80

Account to be credited see below

Descriptions of funds see below

Received by ay cks

Date received 12/17/24

November 1, 2024		
Pottawattamie County Sheriffs Office		
Total	Description	Line Item
\$0.00	Bank Interest	0001-4-05-1060-600000-000
\$3,000.00	Weapon Permits	0001-1-05-1060-441000-000
\$54,960.80	Civil Fees	0001-1-05-1060-440000-000
\$0.00	Outstanding Checks	0001-1-05-1060-820000-000
\$57,960.80	<b>Total Deposit</b>	
	\$21,750.15	total check #224827
	\$36,210.65	total check #224828
	\$57,960.80	total deposit

Pottawattamie County Sheriff's Office

Report of Fees Disbursed for

11/01/2024 - 11/29/2024

I Andy Brown, Sheriff of Pottawattamie County IA., do hereby certify that the following is a correct statement of fees disbursed by me from my office for the period 11/01/2024 - 11/29/2024.

**Disbursements:**

**Paid to Others:**

Service Fees - Notary Fees; Copy Fees	90.00
Postage	18.50
State - Weapon Permit Amount	705.00
Refunds; Publication; Sales; Com	570,353.44

<b>Subtotal</b>	<b>571,166.94</b>
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**Paid to Treasurer:**

Service Fees - Notary Fees; Copy Fees	40,304.18
Postage	4,812.11
Transport - Officer Expenses	5,668.82
Mileage Amount	3,930.69
Report Amount	140.00
County - Weapon Permit Amount	3,000.00
Other - Subpoena	105.00

<b>Subtotal</b>	<b>57,960.80</b>
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<b>Total</b>	<b>629,127.74</b>
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The above information is respectfully submitted on 12/12/2024

  
\_\_\_\_\_  
Andy Brown  
Pottawattamie County, IA



Pottawattamie County Sheriff's Office

Report of Fees Collected for

11/01/2024 - 11/29/2024

I Andy Brown, Sheriff of Pottawattamie County IA., do hereby certify that the following is a correct statement of fees collected by me in my office for the period 11/01/2024 - 11/29/2024.

**Receipts:**

Service Fees - Notary Fees; Copy Fees	46,035.22
Postage	5,619.79
Transport - Officer Expenses	6,281.24
Mileage Amount	4,076.39
Report Amount	140.00
County - Weapon Permit Amount	2,230.00
State - Weapon Permit Amount	490.00
Refunds; Publication; Sales; Com	508,050.48
Other - Subpoena	105.00
Unapplied	-8.50
<b>Total</b>	<b>573,019.62</b>

The above information is respectfully submitted on 12/12/2024

  
\_\_\_\_\_  
Andy Brown  
Pottawattamie County, IA

**Annual Urban Renewal Report, Fiscal Year 2023 - 2024**

**Levy Authority Summary**

Local Government Name: POTTAWATTAMIE COUNTY  
 Local Government Number: 78

Active Urban Renewal Areas	U.R. #	# of Tif Taxing Districts
POTTAWATTAMIE COUNTY INDUSTRIAL PARK URBAN RENEWAL	78003	1
POTTAWATTAMIE COUNTY 2024 RMP HOUSING UR	78005	0
POTTAWATTAMIE COUNTY/CITY OF SHELBY URBAN RENEWAL	78042	2

**TIF Debt Outstanding: 1,348,823**

**TIF Sp. Rev. Fund Cash Balance as of 07-01-2023: 0 0**      **Amount of 07-01-2023 Cash Balance Restricted for LMI**

TIF Revenue:	39,528
TIF Sp. Revenue Fund Interest:	0
Property Tax Replacement Claims	0
Asset Sales & Loan Repayments:	0
<b>Total Revenue:</b>	<b>39,528</b>

Rebate Expenditures:	0
Non-Rebate Expenditures:	0
Returned to County Treasurer:	0
<b>Total Expenditures:</b>	<b>0</b>

**TIF Sp. Rev. Fund Cash Balance as of 06-30-2024: 39,528 0**      **Amount of 06-30-2024 Cash Balance Restricted for LMI**

**Year-End Outstanding TIF Obligations, Net of TIF Special Revenue Fund Balance: 1,309,295**

♣ Annual Urban Renewal Report, Fiscal Year 2023 - 2024

**Urban Renewal Area Data Collection**

Local Government Name: POTTAWATTAMIE COUNTY (78)  
 Urban Renewal Area: POTTAWATTAMIE COUNTY INDUSTRIAL PARK URBAN RENEWAL  
 UR Area Number: 78003

UR Area Creation Date: 06/2020

To help local officials promote economic development. To stimulate, through public involvement and commitment, private investment in new commercial and industrial development

UR Area Purpose:

**Tax Districts within this Urban Renewal Area**

	Base No.	Increment No.	Increment Value Used
LEWIS TWP/LEWIS CENTRAL SCH/POTT COUNTY INDUSTRIAL PARK UR TIF INCR	780369	780370	1,928,411

**Urban Renewal Area Value by Class - 1/1/2022 for FY 2024**

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	2,401,081	0	0	0	2,401,081	0	2,401,081
Taxable	0	0	1,928,411	0	0	0	1,928,411	0	1,928,411
Homestead Credits									0

**TIF Sp. Rev. Fund Cash Balance as of 07-01-2023:** **0** **0** **Amount of 07-01-2023 Cash Balance Restricted for LMI**

TIF Revenue:	39,528
TIF Sp. Revenue Fund Interest:	0
Property Tax Replacement Claims	0
Asset Sales & Loan Repayments:	0
<b>Total Revenue:</b>	<b>39,528</b>

Rebate Expenditures:	0
Non-Rebate Expenditures:	0
Returned to County Treasurer:	0
<b>Total Expenditures:</b>	<b>0</b>

**TIF Sp. Rev. Fund Cash Balance as of 06-30-2024:** **39,528** **0** **Amount of 06-30-2024 Cash Balance Restricted for LMI**

# Projects For POTTAWATTAMIE COUNTY INDUSTRIAL PARK URBAN RENEWAL

## I-29/I-80 Industrial Park

Description:	water and road infrastructure
Classification:	Industrial/manufacturing property
Physically Complete:	Yes
Payments Complete:	Yes



# Debts/Obligations For POTTAWATTAMIE COUNTY INDUSTRIAL PARK URBAN RENEWAL

## I-29/I-80 Industrial Park

Debt/Obligation Type:	Internal Loans
Principal:	540,000
Interest:	24,263
Total:	564,263
Annual Appropriation?:	Yes
Date Incurred:	06/01/2020
FY of Last Payment:	2030

## Armstrong Rebate Agreement

Debt/Obligation Type:	Rebates
Principal:	200,000
Interest:	0
Total:	200,000
Annual Appropriation?:	Yes
Date Incurred:	04/21/2021
FY of Last Payment:	2035

♣ Annual Urban Renewal Report, Fiscal Year 2023 - 2024

No revenue generated in FY23

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Sum of Private Investment Made Within This Urban Renewal Area  
during FY 2024

0

♣ Annual Urban Renewal Report, Fiscal Year 2023 - 2024

**TIF Taxing District Data Collection**

Local Government Name: POTTAWATTAMIE COUNTY (78)  
 Urban Renewal Area: POTTAWATTAMIE COUNTY INDUSTRIAL PARK URBAN RENEWAL (78003)  
 TIF Taxing District Name: LEWIS TWP/LEWIS CENTRAL SCH/POTT COUNTY INDUSTRIAL PARK UR TIF INCR  
 TIF Taxing District Inc. Number: 780370  
 TIF Taxing District Base Year: 2021  
 FY TIF Revenue First Received: 2024  
 Subject to a Statutory end date? No

	UR Designation
Slum	No
Blighted	No
Economic Development	No

TIF Taxing District Value by Class - 1/1/2022 for FY 2024

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	2,401,081	0	0	0	2,401,081	0	2,401,081
Taxable	0	0	1,928,411	0	0	0	1,928,411	0	1,928,411
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2024	287,069	1,928,411	1,928,411	0	0

FY 2024 TIF Revenue Received: 39,528

◆ Annual Urban Renewal Report, Fiscal Year 2023 - 2024

**Urban Renewal Area Data Collection**

Local Government Name: POTTAWATTAMIE COUNTY (78)  
 Urban Renewal Area: POTTAWATTAMIE COUNTY 2024 RMP HOUSING UR  
 UR Area Number: 78005  
 UR Area Creation Date: 05/2024  
 UR Area Purpose: Housing economic development

**Tax Districts within this Urban Renewal Area**

**Base Increment  
No. No. Increment  
Value  
Used**

**Urban Renewal Area Value by Class - 1/1/2022 for FY 2024**

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

**TIF Sp. Rev. Fund Cash Balance as of 07-01-2023:** **0** **0** **Amount of 07-01-2023 Cash Balance Restricted for LMI**

TIF Revenue: 0  
 TIF Sp. Revenue Fund Interest: 0  
 Property Tax Replacement Claims: 0  
 Asset Sales & Loan Repayments: 0  
**Total Revenue: 0**

Rebate Expenditures: 0  
 Non-Rebate Expenditures: 0  
 Returned to County Treasurer: 0  
**Total Expenditures: 0**

**TIF Sp. Rev. Fund Cash Balance as of 06-30-2024:** **0** **0** **Amount of 06-30-2024 Cash Balance Restricted for LMI**

## Projects For POTTAWATTAMIE COUNTY 2024 RMP HOUSING UR

### RMP Housing Development

Description:	Construction of a housing development
Classification:	Residential property (classified residential)
Physically Complete:	No
Payments Complete:	No

# Debts/Obligations For POTTAWATTAMIE COUNTY 2024 RMP HOUSING UR

## RMP Developer Agreement

Debt/Obligation Type:	Rebates
Principal:	400,000
Interest:	0
Total:	400,000
Annual Appropriation?:	Yes
Date Incurred:	05/28/2024
FY of Last Payment:	2039

## LMI Obligation - RMP Agreement

Debt/Obligation Type:	Outstanding LMI Housing Obligations
Principal:	184,560
Interest:	0
Total:	184,560
Annual Appropriation?:	No
Date Incurred:	05/28/2024
FY of Last Payment:	2039

▲ Annual Urban Renewal Report, Fiscal Year 2023 - 2024

**Urban Renewal Area Data Collection**

Local Government Name: POTTAWATTAMIE COUNTY (78)  
 Urban Renewal Area: POTTAWATTAMIE COUNTY/CITY OF SHELBY URBAN RENEWAL  
 UR Area Number: 78042  
 UR Area Creation Date: 02/2006  
 UR Area Purpose: ECONOMIC DEVELOPMENT

Tax Districts within this Urban Renewal Area	Base No.	Increment No.	Increment Value Used
SHELBY CITY AG/AHSTW SCH/2005 POTTAWATTAMIE CO SHELBY UR TIF INCREM	780299	780300	0
SHELBY CITY/AHSTW SCH/2006 POTTAWATTAMIE CO SHELBY UR TIF INCREM	780309	780310	0

**Urban Renewal Area Value by Class - 1/1/2022 for FY 2024**

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

<b>TIF Sp. Rev. Fund Cash Balance as of 07-01-2023:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>Amount of 07-01-2023 Cash Balance Restricted for LMI</b>					
TIF Revenue:	0								
TIF Sp. Revenue Fund Interest:	0								
Property Tax Replacement Claims	0								
Asset Sales & Loan Repayments:	0								
<b>Total Revenue:</b>	<b>0</b>								
Rebate Expenditures:	0								
Non-Rebate Expenditures:	0								
Returned to County Treasurer:	0								
<b>Total Expenditures:</b>	<b>0</b>								

<b>TIF Sp. Rev. Fund Cash Balance as of 06-30-2024:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>Amount of 06-30-2024 Cash Balance Restricted for LMI</b>					
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# Projects For POTTAWATTAMIE COUNTY/CITY OF SHELBY URBAN RENEWAL

## GGF - GENE MCCOOL

Description:	SCHOOL REDEVELOPMENT
Classification:	Acquisition of property
Physically Complete:	Yes
Payments Complete:	Yes

## ADMIN COSTS

Description:	SCHOOL REDEVELOPMENT
Classification:	Administrative expenses
Physically Complete:	Yes
Payments Complete:	Yes

## FOUTCH BROTHERS

Description:	SCHOOL REDEVELOPMENT/APTS
Classification:	Commercial - apartment/condos (residential use, classified commercial)
Physically Complete:	Yes
Payments Complete:	Yes

## DEVELOPER AGREEMENT

Description:	ECONOMIC DEVELOPMENT PAYMENTS
Classification:	Industrial/manufacturing property
Physically Complete:	Yes
Payments Complete:	Yes

## DEVELOPER AGREEMENT

Description:	ECONOMIC DEVELOPMENT PAYMENTS
Classification:	Industrial/manufacturing property
Physically Complete:	Yes
Payments Complete:	Yes



## Debts/Obligations For POTTAWATTAMIE COUNTY/CITY OF SHELBY URBAN RENEWAL

### SCHOOL REDEVELOPMENT

Debt/Obligation Type:	Internal Loans
Principal:	0
Interest:	0
Total:	0
Annual Appropriation?:	No
Date Incurred:	11/19/2013
FY of Last Payment:	2015

## **Non-Rebates For POTTAWATTAMIE COUNTY/CITY OF SHELBY URBAN RENEWAL**

TIF Expenditure Amount:	0
Tied To Debt:	SCHOOL REDEVELOPMENT
Tied To Project:	FOUTCH BROTHERS

## ▲ Annual Urban Renewal Report, Fiscal Year 2023 - 2024

This Urban Renewal Area did not generate revenue during FY18. UR Plan terminated 6/30/2015. The City of Shelby repealed original Ordinance 178 with Ordinance 1217 on 12/19/17. Pottawattamie County's repealed original Ordinance 2006-01.

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Sum of Private Investment Made Within This Urban Renewal Area  
during FY 2024

0

▲ Annual Urban Renewal Report, Fiscal Year 2023 - 2024

**TIF Taxing District Data Collection**

Local Government Name: POTTAWATTAMIE COUNTY (78)  
 Urban Renewal Area: POTTAWATTAMIE COUNTY/CITY OF SHELBY URBAN RENEWAL (78042)  
 TIF Taxing District Name: SHELBY CITY AG/AHSTW SCH/2005 POTTAWATTAMIE CO SHELBY UR TIF INCREM  
 TIF Taxing District Inc. Number: 780300  
 TIF Taxing District Base Year: 2005  
 FY TIF Revenue First Received:  
 Subject to a Statutory end date? No

UR Designation	
Slum	No
Blighted	No
Economic Development	No

TIF Taxing District Value by Class - 1/1/2022 for FY 2024

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2024	91,376	0	0	0	0

FY 2024 TIF Revenue Received: 0

**TIF Taxing District Data Collection**

Local Government Name: POTTAWATTAMIE COUNTY (78)  
 Urban Renewal Area: POTTAWATTAMIE COUNTY/CITY OF SHELBY URBAN RENEWAL (78042)  
 TIF Taxing District Name: SHELBY CITY/AHSTW SCH/2006 POTTAWATTAMIE CO SHELBY UR TIF INCREM  
 TIF Taxing District Inc. Number: 780310  
 TIF Taxing District Base Year: 2006  
 FY TIF Revenue First Received:  
 Subject to a Statutory end date? Yes  
 Fiscal year this TIF Taxing District statutorily ends: 2027

UR Designation	
Slum	No
Blighted	No
Economic Development	01/2007

TIF Taxing District Value by Class - 1/1/2022 for FY 2024

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2024	29,163	0	0	0	0

FY 2024 TIF Revenue Received: 0

# Public Comments