

Consent Agenda

January 14, 2025

MET IN REGULAR SESSION

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

PLEDGE OF ALLEGIANCE

1. CONSENT AGENDA

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

- A. January 7, 2025, Minutes as read.
- B. Public Health/Animal Control – Employment of Jill Chapman as an On Call Animal Control Officer.
- C. Jail – Employment of Abigail Phillips as a PRN Registered Nurse.
- D. Communications – Employment of Michaela Fenner as a Telecommunicator.

UNANIMOUS VOTE. Motion Carried.

2. SCHEDULED SESSIONS

Motion by Wichman, second by Shea, to approve and authorize Board Chairperson to sign the FY25 NIROC aerial photo agreement for Pottawattamie County and MAPA.

UNANIMOUS VOTE. Motion Carried.

Motion by Miller, second by Shea, to open Public Hearing on **Ordinance No. 2025-01** (ZTA-2024-03), an ordinance to amend Pottawattamie County, Iowa Zoning Ordinance, Chapter 8.004.095, Accessory Dwelling Units.

Roll Call Vote: AYES: NAYS: Motion Carried.

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

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

Motion by Jorgensen, second by Shea, to approve First Consideration of **Ordinance No. 2025-01** (ZTA-2024-03), and ordinance to amend Pottawattamie County, Iowa Zoning Ordinance, Chapter 8.004.095, Accessory Dwelling Units; and setting date for Second Consideration for January 21, 2025.

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

Suzanne Watson/Director, Community Services appeared before the Board to give an update on the Behavioral Health Administrative Service Organization for Districts 4 and 1.

Discussion only. No Action Taken.

Mark Eckman/Executive Director, Pottawattamie Tourism and Melvyn Houser/Chairman, Pottawattamie Tourism appeared before the Board to give an update on Pottawattamie Tourism.

Discussion only. No Action Taken.

Motion by Shea, second by Jorgensen, to approve funding request for Western Iowa Development Association in the amount of \$60,000 for FY 25/26 from gaming. Belt offered letter of support for grant application with Community Foundation.

UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Jorgensen, to approve and authorize Chairman to sign project plans for BROS-C078(177) – 8J-78; a bridge replacement project on 210th Street over Pigeon Creek.

UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Miller, to approve and endorse replacement of bridge Lewis 08, FHWA#284900, to FY 2026 Five Year Plan.

UNANIMOUS VOTE. Motion Carried.

Motion by Jorgensen second by Shea, to approve the posting of the Public Health Preparedness Coordinator position to start July 1, 2025.

UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Jorgensen, to approve MOU with Omaha Vet Center to use the Veterans Service conference room for Veteran Counseling Sessions until 2029.

UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Wichman, to approve preliminary plans for modifications to Courthouse entrance with funds coming out of land and building improvement fund and for the work to be done in the Spring.

UNANIMOUS VOTE. Motion Carried.

3. OTHER BUSINESS

Motion by Wichman, second by Shea, to approve hiring and pay for Kellie Jones, Telecommunicator, at a Step 4.

UNANIMOUS VOTE. Motion Carried.

Motion by Shea, and second by Wichman, to approve Pottawattamie County Treasurer's Semi- Annual Report for 7/1/2024 – 12/31/2024.

UNANIMOUS VOTE. Motion Carried.

Motion by Jorgensen, second by Miller, 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 Shea, second by Jorgensen, to approve Board of Supervisors 2025 Representative Appointments.

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 Charles McGovern and Isabel Livingston as Ski and Snowboard Instructors.
- 2) Crescent Ridge Ski Hill – Employment of Adrienne Redding, Jason Vannordstrand, Alex Petranick, Jason Rudebush, Elliott Freeman and Thomas Bohnenkamp as Chair Lift Operators.
- 3) Communications – Payroll status changes for Ian Beinlich, Kena Woods, and Haylee Lee.
- 4) Public Health – Payroll status change for Rebekkah Reilich.
- 5) SWI Juvenile Detention – Employment of Shanekia Colbert as a Part Time Youth Corrections Worker

B. Out of State Travel Notification(s):

- 1) Sheriff – Out of State Travel for Anthony Kava and Ryan Avis.
- 2) Conservation – Out of State Travel for Dustin Clayton, Rene Stroud, and Amy Campagna.

C. Report(s):

- 1) Recorder Fee Book for December 2024.

6. PUBLIC COMMENTS

The following individuals appeared before the Board:

Mayor Matt Walsh

Brandon Garrett

7. CLOSED SESSION

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

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

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

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

8. 1:00 P.M. BUDGET STUDY SESSION

- 1) Planning and Development
- 2) Environmental Health
- 3) Animal Control
- 4) Public Health
- 5) Sheriff
- 6) Jail
- 7) 911

9. ADJOURN

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 3:55 P. M

 Scott Belt, Chairman

ATTEST:

 Mary Ann Hanusa, Auditor

APPROVED: January 21, 2025

PUBLISH: X

Scheduled Sessions

**Deb Masker/Southwest Iowa
Leadership Academy**

**Presentation on Southwest Iowa
Leadership Academy.**

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

**Second Consideration of Ordinance No.
2025-01 (ZTA-2024-03), an ordinance to
amend Pottawattamie County, Iowa
Zoning Ordinance, Chapter 8.004.095,
Accessory Dwelling Units.**

RECORDER'S COVER SHEET

Prepared by:

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

Return Document to:

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

Document Title:

Pottawattamie County
Ordinance #2025-01

**POTTAWATTAMIE COUNTY, IOWA
ORDINANCE NO. 2025-01**

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 1a - REPEAL OF CONFLICTING ORDINANCES: That section 8.004.095.01 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 1b - 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:

.01 The size of the parcel or lot upon which an ADU will be situated shall be two times larger than the minimum lot size for the zoning *district* in which the parcel or lot is located. Parcels or lots smaller than this requirement may apply for a Conditional Use Permit.

SECTION 2a - 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 2b - 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 subordinate to the principal structure.

SECTION 3a - REPEAL OF CONFLICTING ORDINANCES: That section 8.004.095.12 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 3b - 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:

.12 ADUs shall not be allowed on private roads or ingress/egress easements.

SECTION 4a - REPEAL OF CONFLICTING ORDINANCES: That section 8.004.095.13 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 4b - 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:

.13 Reserved.

SECTION 5 - 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 6 - REPEAL OF CONFLICTING ORDINANCES: That all ordinance or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

SECTION 7 - EFFECTIVE DATE: This Ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED January 21, 2025.

ROLL CALL VOTE

	AYE	NAY	ABSTAIN	ABSENT
_____ Scott Belt, 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"/>
_____ Susan Miller	<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: _____
Mary Ann Hanusa, County Auditor
Pottawattamie County, Iowa



NOTICE OF PUBLIC HEARING PUBLISHED:	January 9, 2025
BOARD OF SUPERVISORS PUBLIC HEARING:	January 14, 2025
FIRST CONSIDERATION:	January 14, 2025
SECOND CONSIDERATION:	January 21, 2025
PUBLICATION:	January 30, 2025
RECORD:	January 31, 2025

Discussion and/or decision to approve funding request from Southwest Iowa Planning Council (SWIPCO) for FY 25/26 for Membership Dues; and approve \$11,610.



January 7, 2025

Pottawattamie County Supervisors
227 South 6th Street
Council Bluffs, IA 51501

Dear Supervisors:

Southwest Iowa Planning Council continues to be an effective mechanism for local capacity development and regional cooperation. SWIPCO's strength lies in the support and utilization of our member governments, and we are proud to be your partner.

During your FY 26 budget process, we request that you allocate \$11,610 (17,862 rural population x \$.65) as dues to the Southwest Iowa Planning Council. This is only a request for the allocation; we will present an invoice in June 2025. This is level with the per capita request that has been in place for over 15 years. We are very proud of our proven track record of bringing in far more funds into our region than are spent on our operations. Currently we are managing over \$100 million in grants that in many ways benefit everyone in southwest Iowa.

However, the overwhelming majority of these grant resources that we are bringing into the region are to complete projects, not to operate our agency (and rightly so!). Therefore, we do need to have locally generated income (your dues) to match several of our grants that give us the organizational capacity to be out serving our region every day, so your continued support is vital and greatly appreciated.

We look forward to assisting with southwest Iowa's growth and development and look forward to working with you in the coming year. Please contact me at 866-279-4720 if you have any questions.

Sincerely,

John McCurdy
Executive Director

Discussion and/or decision to approve funding request
from Southwest Iowa Transit Agency (SWITA) for FY
25/26 in the amount of \$6,000.



A Bright Look Ahead™

January 7, 2025

Pottawattamie County Supervisors
227 South 6th Street
Council Bluffs, IA 51501

Dear Supervisors:

As the Board of Supervisors begins their budget process for FY 2026, Southwest Iowa Transit Agency (SWITA) requests that the Board allocate \$6,000.00 for support of the SWITA services in Pottawattamie County. This is the same amount that we have requested for many years. 2024 saw the biggest usage of SWITA services in history, over 550,000 rides, which shows that it is a vital service in our region. Your continued local support is all the more vital and assisted with matching grants that make up a large part of our budget.

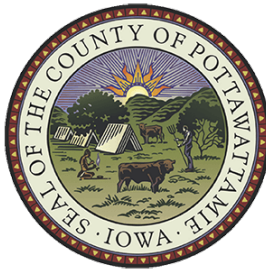
This is only a request for the allocation; we will send an invoice in June 2025. Please contact me at 866-279-4720 if you have any questions.

Sincerely,

John McCurdy
Executive Director

Other Business

Discussion and/or decision on procedures for how the Board handles claim processing.



Pottawattamie County Affidavit Claim Authorization

Department Name _____

Department Head/Elected Official Authorizing _____
(Print Name)

Amount allowed to sign up to (if limited) _____

Signer information

Name _____

Email Address _____

Business Phone _____

Signature of Designee Allowed to Sign Claims _____

Signing this form means I will review all claims I sign to ensure they are legitimate charges, are within Pottawattamie County's policies and using the correct line items.

Signature of Department Head/ Elected Official to Authorize _____

Date of Authorization _____

****Auditor Staff - Please time and date stamp when received.****

**Jana Lemrick/Director, Human Resources and/or Jeff
Franco/Executive Director, Conservation**

Discussion and/or decision on pay range for Conservation
Seasonal (Spring/Summer/Fall) hires.

Committee Appointments

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

Received/Filed

MEMORANDUM

To: Pottawattamie County Board of Supervisors

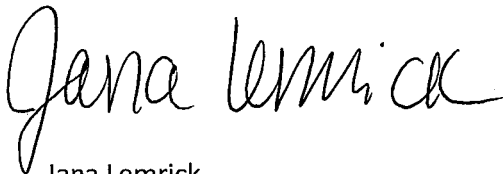
From: Jana Lemrick, HR Director

Date: 1/16/2025

Subject: Pay Grade for Public Health Emergency Preparedness Coordinator

This memo is to inform you about the pay scale change for the Public Health Emergency Preparedness Coordinator position. The position was approved by the Board of Supervisors on 12/17/24 at a pay grade 524 (\$30.72-\$40.31). The grant funding allocated for this role does not support a pay grade 524. As a result, the pay grade will be adjusted, and the position will now be posted at pay grade 522 (\$28.67-\$37.63).

Please let me, or Mara Sieck know if you have any questions.



Jana Lemrick
HR Director

Memo

To: Board of Supervisors
From: Mitchell A. Kay, Chief Financial Officer
Date: January 21st, 2025
Subject: Utilization of Remaining Urban Renewal Bond

Overview

We will be processing one of the final major invoices from Boyd Jones for the Public Health Building. The total amount of this bill is \$435,764.27. The remaining balance of the Urban Renewal Bond will be used to pay \$351,508.08 of this total. These funds were previously used for the Public Health Building but paused to accommodate final courthouse costs. Given that the bond was issued in 2021, it is imperative to utilize these funds promptly.

Summary of Allocation

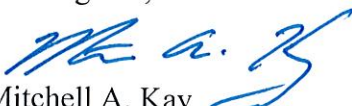
- **Urban Renewal Bond Funds:** \$351,508.08
- **Remaining Balance:** \$84,256.19 (to be covered by the Land/Improvements Fund 19).

There are a few remaining eligible projects on the courthouse campus, including the parking lot where the annex building was located and the entryway curb, which are planned for later in the spring. Allocating these bond funds now ensures compliance with bond usage timelines and preserves flexibility in the Land/Improvements Fund 19 for future projects.

Conclusion

This allocation is within approved budgets of the respective funds and does not require board action. This memo is intended to inform of the plan to allocate these funds for transparency and alignment. The claim will be processed as outlined.

Best regards,



Mitchell A. Kay
Chief Financial Officer
Pottawattamie County

Public Comments

Study Session

Discussion on agenda deadline for the Board of Supervisors.

BUDGET STUDY SESSIONS

- 1) IT
- 2) Medical Examiner
- 3) HHS
- 4) Veterans Service Office
- 5) General Assistance/Mental Health/Substance