

Consent Agenda

February 9, 2021

MET IN REGULAR SESSION

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

PLEDGE OF ALLEGIANCE

1. CONSENT AGENDA

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

- A. February 2, 2021, Minutes as read.
- B. Publication of Claims allowed for January 2021

UNANIMOUS VOTE. Motion carried.

2. SCHEDULED SESSIONS

After discussion was held by the Board, a Motion was made by Wichman, and seconded by Shea, to approve Change Order 030 – Plaster Above Jail Elevator on the Second Floor.

UNANIMOUS VOTE. Motion carried.

After discussion was held by the Board, a Motion was made by Shea, and seconded by Schultz, to allow David Bayer, CIO, to pursue naming the new shared conference rooms in the B-Wing and return to Board for final approval of names. UNANIMOUS VOTE. Motion carried.

Brittany Whittington and Cortny Garmong from Lockton Companies appeared before the Board to discuss the county wellness program and present their annual aggregate report. Discussion only. No action taken.

Mark Eckman from the Countywide Tourism Promotion Committee came before the Board to discuss and present funding request for FY2021-22. After discussion was held by the Board, a Motion was made by Wichman, and seconded by Schultz, to approve Countywide Tourism Promotion Committee funding request in the amount of \$65,000. UNANIMOUS VOTE. Motion carried.

Antonia Krupicka-Smith, Council Bluffs Public Library Director, appeared before the Board to discuss how county funding of the Council Bluffs Public Library goes to serve the citizens of Pottawattamie County. Discussion only. No action taken.

After discussion was held by the Board, a Motion was made by Schultz, and seconded by Shea, to approve overtime for temporary public health employees working holidays due to COVID-19 response. UNANIMOUS VOTE. Motion carried.

After discussion was held by the Board, a Motion was made by Schultz, and seconded by Wichman, to approve updated job description for Bridge Crew Technician I,II, III. UNANIMOUS VOTE. Motion carried.

Discussion only. Budget study session was held with Bob Anderson, Tiffany Mass, Nina Hoang, Andy Brown, Linda Hensley, and Jeff Theulen from the Sheriff's office. No action taken. At 12:00 P.M. the Board recessed for 2 minutes for Urban Renewal Consultation Meeting with City

of Council Bluffs and Council Bluffs Community School District. None attended. Board resumed regular Board Meeting at 12:02 P.M.

Matt Wyant, Planning Director, appeared before the Board to provide an update on the Governor's new COVID-19 guidelines and restrictions. Discussion only. No action taken.

3. OTHER BUSINESS

Jana Lemrick, Human Resources Director appeared before the Board to discuss how the Board would like to receive Baker Tilly's final report. No formal action taken.

4. RECEIVED/FILED

A. Salary Actions:

- 1) Attorney – Payroll Status Change of Jolene Huerta, Malina Dobson
- 2) Sheriff/Jail – Payroll Status Change of Jennifer Geronimo, Megan Albers, Adam Rutledge

B. Reports

- 1) Recorder Fee Book for January 2021

5. CLOSED SESSION

Motion by Wichman, second by Shea, 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, Shea, Schultz, Grobe. Motion Carried.

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

Roll Call Vote: AYES: Belt, Wichman, Shea, Schultz, Grobe. Motion Carried.

6. ADJOURN

Motion by Wichman, second by Schultz, to adjourn meeting. UNANIMOUS VOTE. Motion carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 2:45 P.M.

Scott Belt, Chairman

ATTEST:

Melvyn Houser, Pottawattamie County Auditor

APPROVED: February 16, 2021

PUBLISH: X

New Hire Form (New Employee to the County)

Please **complete** for Board of Supervisors approval **BEFORE** Hire Date of an Employee.
[Board Executive Assistant is required to put on Board's Agenda]

Employee	Hire Date
James Traylor	02/22/2021
Department	Budget Line Item Number
Jail	0001-29-1050-000-10003-000
Position Title	Position Type
Detention Officer	Existing Position (filling vacancy)
Grade & Step	Hourly Rate
S1 G1	\$ 22.656833
Employee Classification	Employee Status
Non-Exempt	Full Time
Employee Pay Schedule	Employee Time Entry
Union	Kronos

Employee Qualifies For: [Check all boxes that apply]

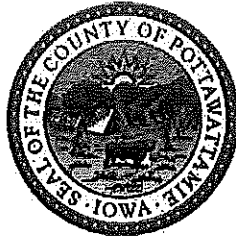
- Eligible for six (6) month Step Increase (Board Approval required if starts above Step 1)
- Vacation
- Sick Leave
- Personal Leave
- Compensatory Time

Elected Official or Department Head Signature

Date

02/04/2021

MELVYN J HOUSER
POTTAWATTAMIE COUNTY AUDITOR
AND ELECTION COMMISSIONER
 PO BOX 649
 COUNCIL BLUFFS, IOWA 51502-0649



Pottawattamie County Payroll Department
 Phone: 712-328-5700 Option 6
 Internal Extensions: 3015 or 3027
 SECURE Fax: 712-328-4781

NEW HIRE FORM

To be completed by Elected Official/Department Head.

Board of Supervisors Approval **REQUIRED** before Hire Date of Employee

Please fill out all information.

Name	Last Derrington	First Joshua	MI A
Department	Sheriff's Office/Communications		
Budget Line Item Number	0001-37-1040-000-10003-000		
Job Classification	Non-Exempt		
Step & Grade	Step 1	Hourly Rate	\$ 20.75 <i>64.23</i>
Hire Date	01/30/2021		

Check Boxes that are appropriate for Employee Status:

<input checked="" type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Temporary
<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Non-Exempt		
<input type="checkbox"/> Union	<input type="checkbox"/> Non-Union		
<input type="checkbox"/> New Position	<input type="checkbox"/> Filling Vacancy		

Check Boxes that the Employee Qualifies For:

<input checked="" type="checkbox"/>	Eligible for six (6) month Step Increase (Board Approval required if New Hire starts above Step 1)
<input checked="" type="checkbox"/>	Vacation
<input checked="" type="checkbox"/>	Sick Leave
<input type="checkbox"/>	Personal Leave
<input checked="" type="checkbox"/>	Compensatory Time

	<i>2-12-21</i>
Elected Official/Department Head Signature	Date

Original to Board of Supervisors

Copy to Payroll

Liquor License Renewal

Bent Tree Golf Course

Find Property Res Sales Comm/Ind Sales

7543 24 401 001

--- Permanent Property Address --- Mailing Address ---
STRESS FREE LLC STRESS FREE LLC
23797 HWY 6 ATTN: FRED WITECY
COUNCIL BLUFFS, IA 51503 23579 HWY 6
COUNCIL BLUFFS, IA 51503

District: 025 GARNER TWP/TREYNOR SCHOOL

REAL ESTATE TAXES ON TREASURER'S WEBPAGE

Go to: https://www.municipalonlinepayments.com/pottawattamiecoia/tax/search/detail/754324401001

TAX DESCRIPTION*

* Not to be used on legal documents

GARNER TWP 24-75-43 PT S1/2 SEC 24 & PT N1/2 SEC 25 COMM 1746.99'E & 33'N SW COR SEC 24 TH
N2432.97' ELY3129.02' SE186.19' SW265.14' NW50' S2104.26' W246' SW86.18' S133' W538.64' S530.59'
SW461.18' NLY841.02' W699.96' SWLY1845.86' SE487.34' SW166.83' NW1711.9' W473.31' N510.82'
NE546.74' E1162.97' N66' TO POB EXC BENT TREE PHASE I & EXC RDS (PARCEL A NE SE & PARCELS B E1/2 SW
SEC 24, B & D N1/2 SEC 25)

ASSESSED VALUE

* Class is for Assessment purposes only - Not Zoning

Table with columns: land, dwelling, land, building, total, ag acres, year, class*. Values include \$1,032,000, \$0, \$701,500, \$1,733,500, 2019, C.

EXEMPTIONS/PROGRAMS

* Credit information is no longer available online

OWNERS

* Book/Page LINKS TO RECORDER'S WEBPAGE

1 D STRESS FREE LLC book/page: 2015/2363 D

SALES HISTORY

Table with columns: Sale Date, Amount, Code, Book/Page. Rows include dates from 02/26/2015 to 05/08/1997.

ASSESSMENT DATA

PDF: 10 MAP: GARNER TWP COMM-10

Interior Listing: Inspected Date Listed: 06/14/16 GMS Date Reviewed: 10/29/19 MEC

LAND.....8816544 sqFt 202.4 acres

Commercial Building 1 of 4 -- Golf Course (801) 18 Holes

DBA: BENT TREE GOLF CLUB

STRUCTURE....0 story 0 base SF 0 bsmt SF 0 gross SF
Year Built: 1999 Eff Year: 1999 Condition: Normal

VERTICALS...Ext Wall: Incl. w / Base
Int Wall: Unfinished
WallFace: Incl. w / Walls
Front/Doors: Incl. w / Base
Windows: Incl. w / Base

HORIZONTALS..Basement: Incl. w / Base
Roof: Incl. w / Base
Ceiling: Unfinished
Partitions: Incl. w / Base
Framing: Incl. w/ Base
HVAC: No HVAC

Commercial Building 2 of 4 -- Clubhouse (305)

DBA: BENT TREE GOLF CLUB

STRUCTURE....1 story 5500 base SF 0 bsmt SF 5500 gross SF
Year Built: 2000 Eff Year: 2000 Condition: Normal

VERTICALS...Ext Wall: Concrete - 8"
Composition - Frame
Int Wall: Drywall or Equiv.
Unfinished
Windows: Aluminum Casement

HORIZONTALS..Roof: Asph. Shingle/ Wood Dk
 Ceiling: Suspended Blk-M'Ral
 Struc Floor: Concrete
 Floor Cover: Carpet
 Partitions: Retail Store
 Framing: Wood - Average
 HVAC: Combination FHA - AC

PLUMBING.....Toilet Room (2)
 Sink-Kitchen (1)
 Urinal - Wall (3)
 Water Closet (1)
 Lavatory (2)
 Stainless Stl Triple Sinks - 6' (1)

ADJUSTMENTS..Interior - No Finish (450)

BLDG EXTRAS..1 Door: O.H. Door - Manual, 12 Ft Wide, 8 Ft High

Commercial Building 3 of 4 -- Metal Warehouse - Pole Frame (603)
 DBA: BENT TREE GOLF CLUB

STRUCTURE....1 story 2700 base SF 0 bsmt SF 2700 gross SF
 Year Built: 1994 Eff Year: 1994 Condition: Normal

VERTICALS....Ext Wall: Metal/ Frm/ Insul (<50' Wide)
 Int Wall: Unfinished
 Drywall or Equiv.
 WallFace: Incl. w / Walls
 Front/Doors: Incl. w / Base
 Windows: Aluminum Casement

HORIZONTALS..Basement: Incl. w / Base
 Roof: Mtl/ Frm/ Insul.
 Ceiling: Unfinished
 Drywall
 Struc Floor: Incl. w/ Base
 Floor Cover: Asphalt Tile
 Partitions: Incl. w / Base
 Framing: Pole Construction
 HVAC: Suspended Gas Unit

PLUMBING.....Rough Plumbing (1)
 Toilet Room (2)
 Sink-Kitchen (1)
 Hot Water Tank - 40-gal (1)

ADJUSTMENTS..Office - internal w/heat only (840)

BLDG EXTRAS..1 DOOR: O.H. Door - Manual, 12 Ft Wide, 10 Ft High
 1 DOOR: O.H. Door - Manual, 8 Ft Wide, 8 Ft High
 1 PORCH: 224 SF, Porch

Commercial Building 4 of 4 -- Warehouse (701)
 DBA: BENT TREE GOLF CLUB

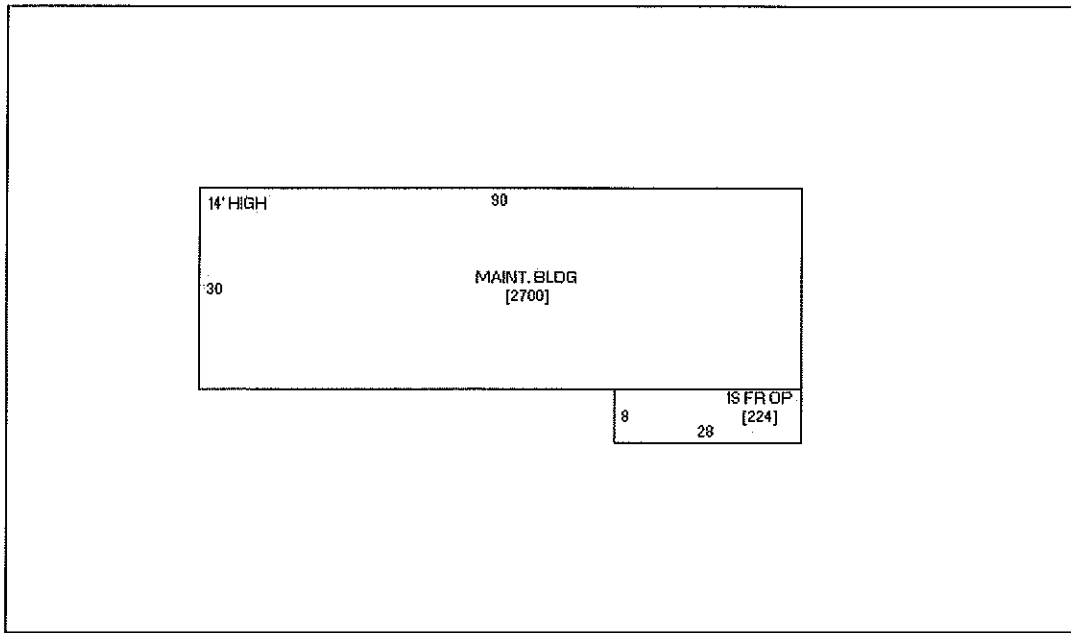
STRUCTURE....1 story 2625 base SF 0 bsmt SF 2625 gross SF
 Year Built: 2015 Eff Year: 2015 Condition: Normal

VERTICALS....Ext Wall: Decorative Block - 8" (Rock Face)

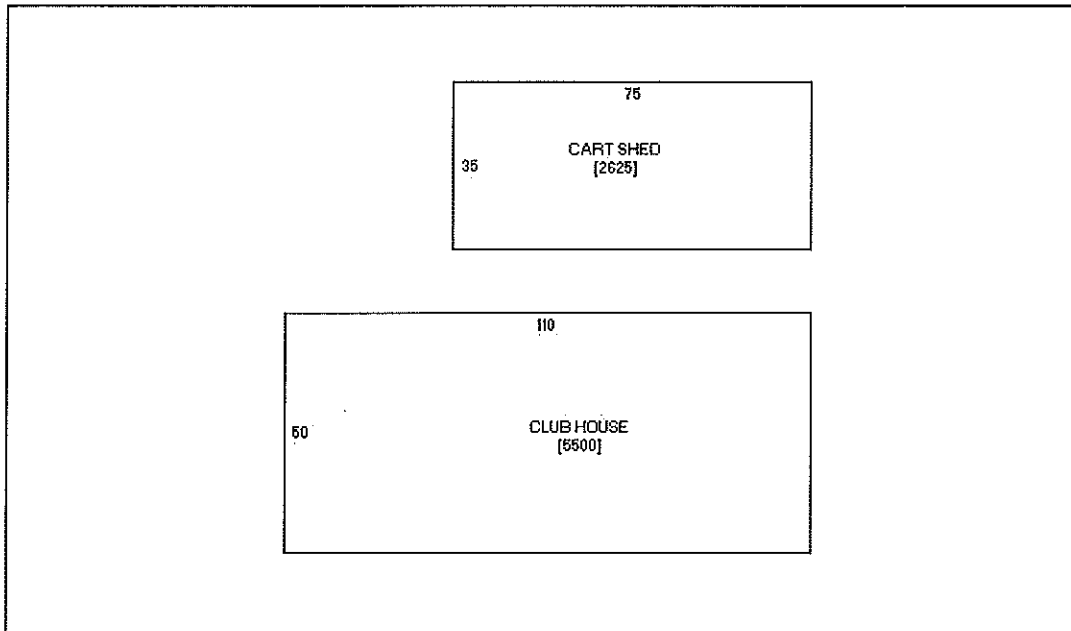
HORIZONTALS..Roof: Asph. Shingle/ Wood Dk
 Struc Floor: R' Concrete

BLDG EXTRAS..2 Door: O.H. Door - Power, 7 Ft Wide, 10 Ft High

YARD EXTRAS..Paving 6,600 SF, Asphalt Parking
 Paving 31,952 SF, Concrete Parking, Lighting: Average



23797 HWY 6, STRESS FREE LLC



23797 HWY 6, STRESS FREE LLC



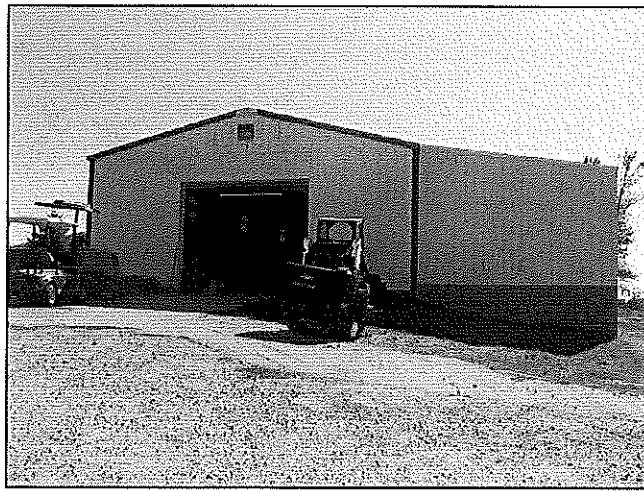
23797 HWY 6, STRESS FREE LLC, 1 07/08/2016



23797 HWY 6, STRESS FREE LLC, 2 07/08/2016



23797 HWY 6, STRESS FREE LLC, 3 07/08/2016



23797 HWY 6, STRESS FREE LLC, 4 10/08/2019

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



4800ft x 4800ft

Click any parcel to go to its web page
See [more maps](#) at the [County GIS Department](#).

As of:

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

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

FROM: Gina Hatcher

Request for County Department Comments

DATE: January 29th, 2021

ESTABLISHMENT: RENEWAL- BENT TREE GOLF COURSE

OWNER: see attached

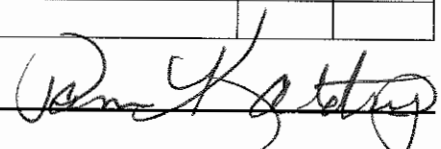
LEGAL DESCRIPTION: See attached property record.

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

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

COMMENTS

Signature



The property is zoned properly.
There are no nuisance or
septic violations.

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

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TREASURER	Free from certified taxes and special assessments		
PLANNING	Properly zoned		
	Nuisance violations		
	Septic system violations		
SHERIFF	Complaints received		X
	Citations issued at this establishment		X
	Owner convicted of a felony within the last 5 years		X
			X

COMMENTS

Signature

ATB 78-1

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

FROM: Gina Hatcher

Request for County Department Comments

DATE: January 29th, 2021

ESTABLISHMENT: RENEWAL- BENT TREE GOLF COURSE

OWNER: see attached

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

COMMENTS

Signature

Lea Voss

Liquor License Renewal

Quail Run Golf Course

Applicant License Application (LC0028443)

Name of Applicant: <u>NORTHWEST POTTAWATTAMIE</u>		
Name of Business (DBA): <u>Quail Run Country Club</u>		
Address of Premises: <u>29512 285th St</u>		
City <u>Neola</u>	County: <u>Pottawattamie</u>	Zip: <u>5155900</u>
Business	<u>(712) 485-2266</u>	
Mailing	<u>PO Box 103</u>	
City <u>Neola</u>	State <u>IA</u>	Zip: <u>51559</u>

Contact Person

Name <u>Robert B. Lundholm</u>	
Phone: <u>(402) 504-4776</u>	Email <u>quailrun.ia@gmail.com</u>

Classification Class C Liquor License (LC) (Commercial)

Term: 12 months

Effective Date: 04/01/2020

Expiration Date: 03/31/2021

Privileges:

Class C Liquor License (LC) (Commercial)

Outdoor Service

Sunday Sales

Status of Business

BusinessType: <u>Privately Held Corporation</u>	
Corporate ID Number: <u>XXXXXXXXXX</u>	Federal Employer ID <u>XXXXXXXXXX</u>

Ownership

Michael Tighe

First Name: Michael

Last Name: Tighe

City: Neola

State: Iowa

Zip: 51559

Position: Treasurer

% of Ownership: 0.00%

U.S. Citizen: Yes

Insurance Company Information

Insurance Company: <u>Illinois Casualty Co</u>	
Policy Effective Date: <u>04/01/2020</u>	Policy Expiration <u>03/31/2021</u>
Bond Effective	Dram Cancel Date:
Outdoor Service Effective	Outdoor Service Expiration
Temp Transfer Effective Date	Temp Transfer Expiration Date:

Find Property Res Sales Comm/Ind Sales

7742 26 200 005

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--- Permanent Property Address ---      ----- Mailing Address -----
NORTHWEST POTT CO GOLF ASSOC           NORTHWEST POTT CO GOLF ASSOC
29512 285TH ST                          29512 285TH ST
NEOLA, IA 51559                          PO BOX 103
                                           NEOLA, IA 51559-9441
    
```

District: 064 NEOLA TWP/TRI-CENTER SCH

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

Go to: <https://www.municipalonlinepayments.com/pottawattamieccia/tax/search/detail/774226200005>

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

* Not to be used on legal documents

NEOLA TWP 26-77-42 S1/2 NE & PT SE NW COMM NE COR TH S443.69' NWLY574.47' E317.50' TO POB

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

* Class is for Assessment purposes only - Not Zoning

land	dwelling	land	building	total	ag acres	year	class*
\$309,900	\$0		\$264,100	\$574,000		2019	C
\$330,600	\$0		\$270,900	\$601,500		2020	C

===== EXEMPTIONS/PROGRAMS =====

* Credit information is no longer available online

===== OWNERS =====

* Book/Page LISTS TO RECORDER'S WEBPAGE

1 D NORTHWEST POTT CO GOLF ASSOC book/page: 93/22994 D

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

PDF: 10 MAP: NEOLA TWP COMM-10

Interior Listing: Inspected Date Listed: 10/09/19 MEC Date Reviewed: 10/25/19 MEC

LAND.....3425994 sqFt 78.65 acres

Commercial Building 1 of 6 -- Golf Course (801) 9 Holes

DBA: QUAIL RUN COUNTRY CLUB

STRUCTURE....0 story 0 base SF 0 bsmt SF 0 gross SF

Year Built: 1994 Eff Year: 1994 Condition: Normal

VERTICALS...Ext Wall: Incl. w / Base
 Int Wall: Unfinished
 WallFace: Incl. w / Walls
 Front/Doors: Incl. w / Base
 Windows: Incl. w / Base

HORIZONTALS..Basement: Incl. w / Base
 Roof: Incl. w / Base
 Ceiling: Unfinished
 Partitions: Incl. w / Base
 Framing: Incl. w / Base
 HVAC: No HVAC

Commercial Building 2 of 6 -- Clubhouse (305)

DBA: QUAIL RUN COUNTRY CLUB

STRUCTURE....1 story 2464 base SF 2464 bsmt SF 2572 gross SF

Year Built: 1995 Eff Year: 1995 Condition: Normal

VERTICALS...Ext Wall: Vinyl - Frame
 Int Wall: Drywall or Equiv.
 WallFace: Incl. w / Walls
 Front/Doors: Average Cost Front
 Windows: Aluminum Casement

HORIZONTALS..Basement: Excavation, Floor, Lighting
 Roof: Asph. Shingle/ Wood Dk
 Ceiling: Drywall
 Struc Floor: Concrete
 Floor Cover: Carpet
 Partitions: Incl. w / Base
 Framing: Wood - Light
 HVAC: Combination FHA - AC

PLUMBING....Toilet Room (4)
 Sink-Kitchen (3)
 Lavatory (4)
 Stainless Stl Triple Sinks - 6' (1)

ADJUSTMENTS..Bsmt Fin - office (2000)
 BLDG EXTRAS..1 PORCH: 840 SF, Patio - Conc / Brick
 1 Porch (Commercial): 560 SF, Wood Deck

Commercial Building 2 of 6 Addition 1 -- Clubhouse (305)
 DBA: QUAIL RUN COUNTRY CLUB

STRUCTURE....1 story 108 base SF 0 bsmt SF
 Year Built: 1995 Eff Year: 1995 Condition: Normal
 VERTICALS....Ext Wall: Vinyl - Frame
 Int Wall: Drywall or Equiv.
 WallFace: Incl. w / Walls
 Front/Doors: Average Cost Front
 Windows: Aluminum Casement
 HORIZONTALS..Roof: Asph. Shingle/ Wood Dk
 Ceiling: Drywall
 Floor Cover: Carpet
 Partitions: Incl. w / Base
 Framing: Wood - Light
 HVAC: Combination FHA - AC

Commercial Building 3 of 6 -- Metal Warehouse - Pole Frame (603)

DBA: QUAIL RUN COUNTRY CLUB
 STRUCTURE....1 story 4200 base SF 0 bsmt SF 4200 gross SF
 Year Built: 1994 Eff Year: 1994 Condition: Normal
 VERTICALS....Ext Wall: Metal/ Frm/ Insul (<50' Wide)
 Int Wall: Unfinished
 Front/Doors: Incl. w / Base
 Windows: Incl. w / Base
 HORIZONTALS..Basement: Incl. w / Base
 Roof: Metal/ Frame
 Ceiling: Unfinished
 Struc Floor: Concrete 4"
 Partitions: Incl. w / Base
 Framing: Pole Construction
 HVAC: No HVAC

ADJUSTMENTS..Heat - none (4200)
 Insulation - none/roll (7600)
 BLDG EXTRAS..2 DOOR: O.H. Door - Manual, 9 Ft Wide, 7 Ft High

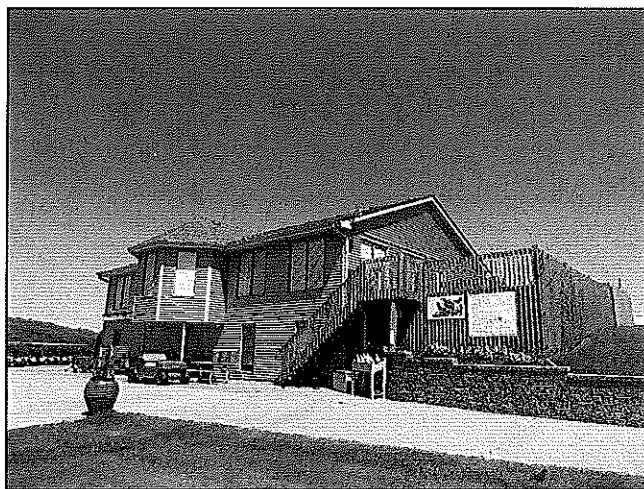
Commercial Building 4 of 6 -- Metal Warehouse - Pole Frame (603)

DBA: QUAIL RUN COUNTRY CLUB
 STRUCTURE....1 story 960 base SF 0 bsmt SF 960 gross SF
 Year Built: 1995 Eff Year: 1995 Condition: Normal
 VERTICALS....Ext Wall: Metal/ Frm/ Insul (<50' Wide)
 Int Wall: Unfinished
 Front/Doors: Incl. w / Base
 Windows: Incl. w / Base
 HORIZONTALS..Basement: Incl. w / Base
 Roof: Metal/ Frame
 Ceiling: Unfinished
 Struc Floor: Concrete 4"
 Partitions: Incl. w / Base
 Framing: Pole Construction
 HVAC: No HVAC

ADJUSTMENTS..Heat - none (960)
 Insulation - none/roll (1952)
 BLDG EXTRAS..1 DOOR: O.H. Door - Manual, 16 Ft Wide, 10 Ft High

Commercial Building 5 of 6 --- Metal Warehouse - Pole Frame (603)

DBA: QUAIL RUN COUNTRY CLUB
 STRUCTURE....1 story 4200 base SF 0 bsmt SF 4200 gross SF
 Year Built: 1996 Eff Year: 1996 Condition: Normal
 VERTICALS....Ext Wall: Metal/ Frm/ Insul (<50' Wide)
 Int Wall: Unfinished
 Front/Doors: Incl. w / Base
 Windows: Incl. w / Base
 HORIZONTALS..Basement: Incl. w / Base
 Roof: Mtl/ Frm/ Insul.
 Ceiling: Unfinished
 Struc Floor: Concrete 4"
 Partitions: Incl. w / Base



29512 285TH ST, NORTHWEST POTT CO GOLF ASSOC, 1 06/09/2015



29512 285TH ST, NORTHWEST POTT CO GOLF ASSOC, 7 06/09/2015

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



4800ft x 4800ft

Click any parcel to go to its web page
See [more maps](#) at the [County GIS Department](#).

As of:

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

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

FROM: Gina Hatcher

Request for County Department Comments

DATE: January 29th, 2021

ESTABLISHMENT: RENEWAL- QUAIL RUN COUNTRY CLUB

OWNER: see attached

LEGAL DESCRIPTION: See attached property record.

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

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

COMMENTS

Signature

Gina Hatcher

The property is properly zoned. There are no nuisance or septic violations.

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

FROM: Gina Hatcher

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TREASURER	Free from certified taxes and special assessments		
PLANNING	Properly zoned		
	Nuisance violations		
	Septic system violations		
SHERIFF	Complaints received		X
	Citations issued at this establishment		X
	Owner convicted of a felony within the last 5 years		X

COMMENTS

Signature

A. Brown 28-1

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

FROM: Gina Hatcher

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OWNER: see attached

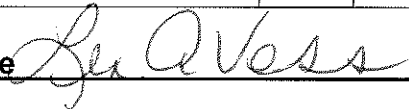
LEGAL DESCRIPTION: See attached property record.

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

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

COMMENTS

Signature



Liquor License Renewal

Palace Event Center

Name of Applicant: <u>Palace Event Center, LLC</u>		
Name of Business (DBA): <u>Palace Event Center</u>		
Address of Premises: <u>33153 Highway 92</u>		
City <u>Treynor</u>	County: <u>Pottawattamie</u>	Zip: <u>51575</u>
Business	<u>(402) 490-1875</u>	
Mailing	<u>33153 Highway 92</u>	
City <u>Treynor</u>	State <u>IA</u>	Zip: <u>51575</u>

Contact Person

Name <u>Craig Buckingham</u>	
Phone: <u>(402) 250-7435</u>	Email <u>cbuck62@wiaw.net</u>

Classification Class C Liquor License (LC) (Commercial)

Term: 12 months

Effective Date: 04/04/2020

Expiration Date: 04/03/2021

Privileges:

Class C Liquor License (LC) (Commercial)

Sunday Sales

Status of Business

BusinessType: <u>Limited Liability Company</u>	
Corporate ID Number: <u>XXXXXXXXXX</u>	Federal Employer ID <u>XXXXXXXXXX</u>

Ownership

Craig Buckingham

First Name: Craig **Last Name:** Buckingham
City: Treynor **State:** Iowa **Zip:** 51575
Position: owner
% of Ownership: 50.00% **U.S. Citizen:** Yes

Penny Buckingham

First Name: Penny **Last Name:** Buckingham
City: Treynor **State:** Iowa **Zip:** 51575
Position: Owner
% of Ownership: 50.00% **U.S. Citizen:** Yes

Insurance Company Information

Insurance Company: <u>Illinois Casualty Co</u>

Policy Effective Date: 04/04/2020

Policy Expiration 04/03/2021

Bond Effective

Dram Cancel Date:

Outdoor Service Effective

Outdoor Service Expiration

Temp Transfer Effective

Temp Transfer Expiration Date:

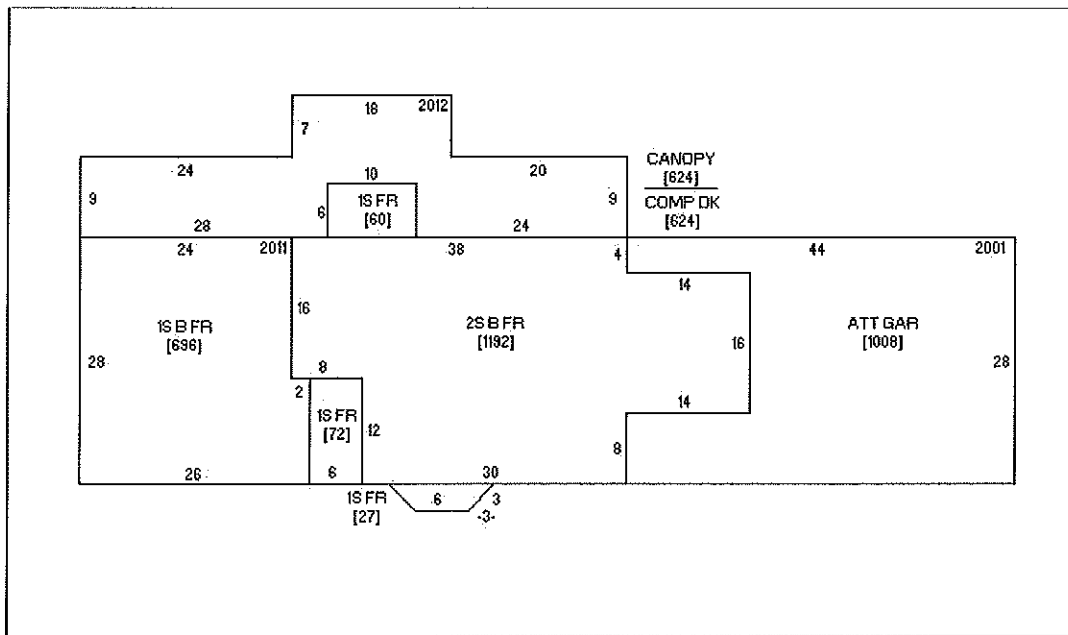
Front/Doors: Incl. w / Base
 Windows: Incl. w / Base
 HORIZONTALS..Roof: Metal/ Frm/ Insul (51'-79' Wide)
 Ceiling: Wood Liner
 Struc Floor: R' Concrete
 Floor Cover: Epoxy Paint (3-coat paint) per SF
 Partitions: Incl. w / Base
 Framing: Wood - Average
 HVAC: Central AC
 In-Floor Heat (Simple)

PLUMBING.....Lavatory (2)
 Sink-Kitchen (3)
 Toilet Room (2)
 Urinal - Wall (1)
 Water Closet (3)

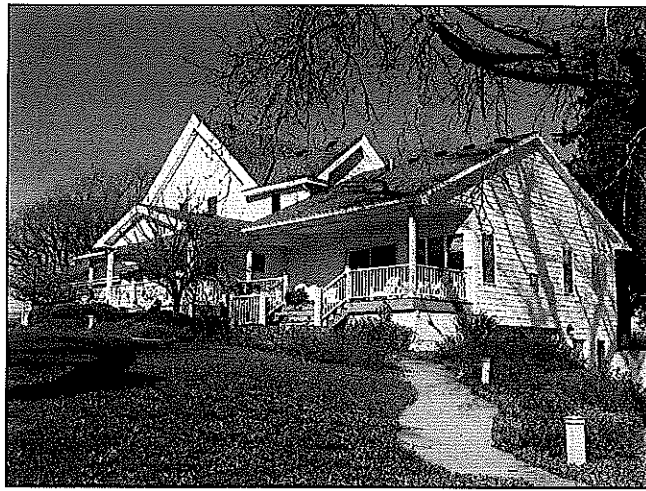
ADJUSTMENTS..Mezzanine - whse-office w/ AC (480)

BLDG EXTRAS..1 Cold Storage: 48 SF, Cooler, 28 SFSA Door, No Door
 1 Fireplace (Commercial): 2 Story Masonry
 1 Porches, Decks, Patios, etc.: 2,750 SF, Patio - Conc / Brick
 1 Canopy: 1,056 SF, Frame

##	Outbuilding Type / Description	Dimension	Cap/Area	Year
1	Bin - Steel Grain Storage/STL	27 x 18	8986 Bu	1980
2	Bin - Steel Grain Storage/STL	24 x 21	8230 Bu	1970
3	Bin - Steel Grain Storage/STL	42 x 28	34290 Bu	2010
4	Steel Utility Building/STL FR	60 x 100	6000 SF	2012
5	Bin - Steel Grain Storage/STL BIN	36 x 28	25193 Bu	2015

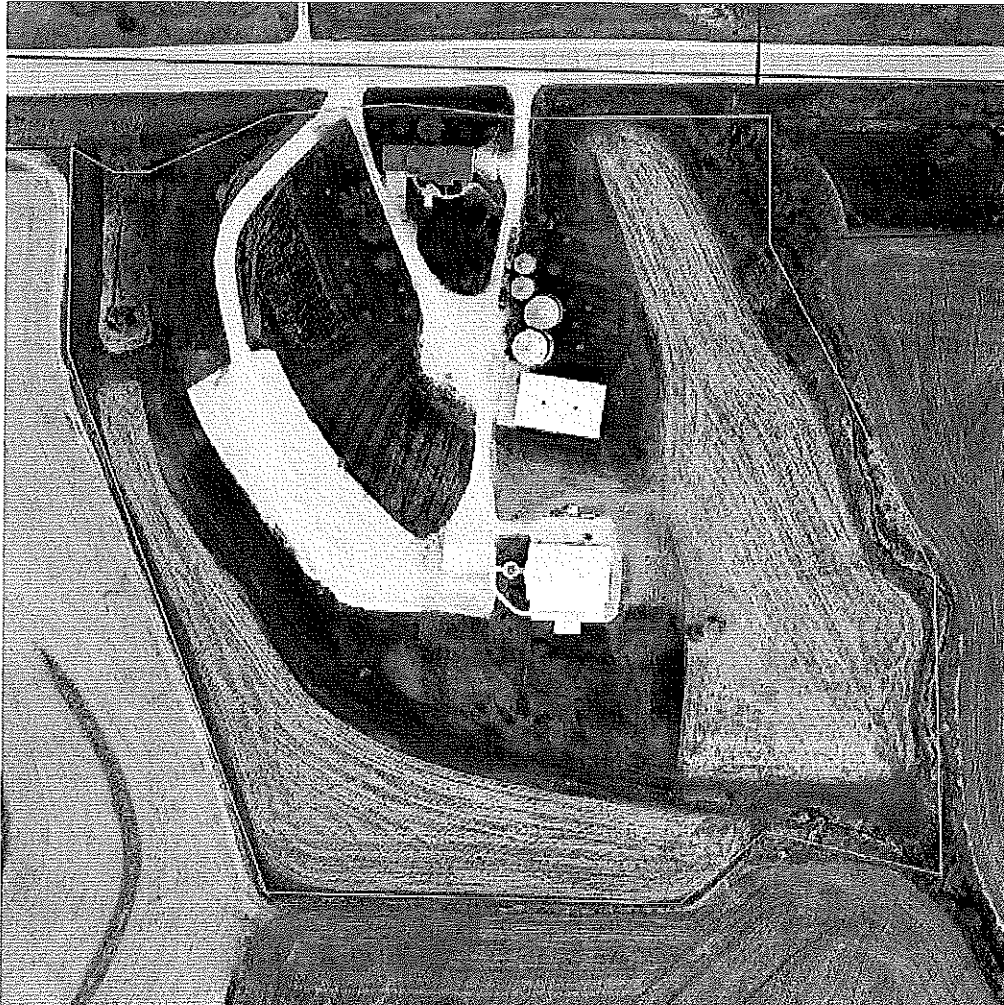


33153 HWY 92, BUCKINGHAM, CRAIG A



33153 HWY 92, BUCKINGHAM, CRAIG A, 1 11/14/2018

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



1200ft x 1200ft

Click any parcel to go to its web page
See [more maps](#) at the [County GIS Department](#).

As of:

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

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

FROM: Gina Hatcher

Request for County Department Comments

DATE: January 29th, 2021

ESTABLISHMENT: RENEWAL- PALACE EVENT CENTER

OWNER: see attached

LEGAL DESCRIPTION: See attached property record.

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

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

COMMENTS

Signature

Gina Hatcher

The property is properly zoned.
There are no nuisance or
septic violations.

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

FROM: Gina Hatcher

Request for County Department Comments

DATE: January 29th, 2021

ESTABLISHMENT: RENEWAL- PALACE EVENT CENTER

OWNER: see attached

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

COMMENTS

Signature ABW 1/28/21

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

FROM: Gina Hatcher

Request for County Department Comments

DATE: January 29th, 2021

ESTABLISHMENT: RENEWAL - PALACE EVENT CENTER

OWNER: see attached

LEGAL DESCRIPTION: See attached property record.

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

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

COMMENTS

Signature

Lea A Voss

Scheduled Sessions

Jason Slack/Director, B&G

**Discussion and/or decision to
approve Change Order #3**



AIA Document G701™ – 2017

Change Order

PROJECT: <i>(Name and address)</i> Pottawattamie County, Iowa Courthouse Renovation 227 South 6th Street Council Bluffs, IA.	CONTRACT INFORMATION: Contract For: General Construction Date: June 23, 2020	CHANGE ORDER INFORMATION: Change Order Number: 003 Date: January 27, 2021
OWNER: <i>(Name and address)</i> Pottawattamie County Board of Supervisors 227 South 6th Street Council Bluffs, IA.	ARCHITECT: <i>(Name and address)</i> HGM Associates Inc. 640 Fifth Avenue Council Bluffs, Iowa 51501	CONTRACTOR: <i>(Name and address)</i> Ronco Construction Company Inc. 1717 North 74th Street Omaha, Nebraska 68114

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)



28	RFI 111 ACT in Stairwell S1	\$ 2,017.42
29	RFI 108 Shaft Wall Between Ground/1st Flr	\$ 2,446.16

The original Contract Sum was	\$ 5,165,000.00
The net change by previously authorized Change Orders	\$ 26,553.72
The Contract Sum prior to this Change Order was	\$ 5,191,553.72
The Contract Sum will be increased by this Change Order in the amount of	\$ 4,463.58
The new Contract Sum including this Change Order will be	\$ 5,196,017.30

The Contract Time will be increased by Zero (0) days.
The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

HGM Associates Inc.	Ronco Construction Company Inc.	Pottawattamie County Board of Supervisors
ARCHITECT <i>(Firm name)</i>	CONTRACTOR <i>(Firm name)</i>	OWNER <i>(Firm name)</i>
		
SIGNATURE	SIGNATURE	SIGNATURE
Kimberly A. Bogatz AIA, LEED AP BD+C	NATE BIEDSEE, PM	
PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE
January 27, 2021	01/31/21	
DATE	DATE	DATE

Jason Slack/Director, B&G

**Discussion and/or decision to
approve CRC 031**



General Contractor's Cost Summary

PROJECT: Pottawattamie County, Iowa - Courthouse Renovation PROJECT NUMBER: 107419J
CONTRACTOR: Ronco Construction DATE: 1/12/2021

Contractor's Request for Change (CRC) # and Description: CRC 031 - Alternate Clean Agent Fire System
Reference: ASI # and Description
RFI # and Description

Approval checkboxes for Approved and Declined. Signature line for Kimberly A. Bogatz, AIA dated 02-09-21.

NOTE: This form, all Subcontractor/Material Supplier cost summary forms (if appropriate), itemized accountings and appropriate supporting data must be attached to any claim or contractor's request for change proposal for approval.

General Contractor Self Performed Work

- 1. Material supplied by General Contractor
2. General Contractor's Labor
3. Equipment
4. Subtotal (lines 1, 2 and 3)
5. Overhead and Profit (15% of line 4)
6. Total of General Contractor Self Performed Work

Subcontractor Installation/Work on Site

* (Attach Subcontractor/Supplier Cost Summary Sheet and Summaries/Breakdowns)

- 7. Subcontractor's cost summary (include but are not limited to the following:)
a. Mason
b. Drywaller
c. Roofer
d. Flooring
e. Painter
f. Plumber
g. HVAC
h. Electrician
i. Other: Fire Suppression -4,500.00
j. Other
k. Other
l. Other
m. Other
8. Total Subcontractor's Cost (all lines under 7) -\$4,500.00
9. General Contractor's Overhead and Profit on Subcontractor's Work (5% of line 8)
10. Total of Subcontractor Installation/Work on Site (lines 8 and 9) -\$4,500.00

CONTRACTOR'S COST SUMMARY

CRC # _____

Project Name: Pottawattamie County, Iowa - Courthouse Renovation

Date: _____

Page 2 of 2

Material Supplier/Subcontractor Providing Materials Manufactured Off Site for General Contractor to Install On Site

*** (Attach Subcontractor/Supplier Cost Summary Sheet and Summaries/Breakdowns)**

- 11. Materials Supplied by Sub or Material Supplier (include but are not limited to the following)
 - a. Structural Steel.....
 - b. Interior Architectural Woodwork.....
 - c. Doors.....
 - d. Windows.....
 - e. Hardware.....
 - f. Other _____
 - g. Other _____
 - h. Other _____
 - i. Other _____
- 12. Subtotal of Materials Supplied.....
- 13. General Contractor's Overhead and Profit (5% of line 12)
- 14. **Total of Materials Supplied by Subcontractor/Material Supplier**
- 15. Material Supplied by General Contractor.....
- 16. General Contractor's Labor.....
- 17. Equipment
- 18. Subtotal (lines 15, 16, and 17).....
- 19. Overhead and Profit (15% of line 18).....
- 20. **Total of General Contractor (lines 18 and 19)**.....

21.	Subtotal (lines 6, 10, 14, and 20)	<u>-\$4,500.00</u>
22.	Bond at <u>-\$45.00</u> and Insurance at <u>-\$45.00</u>	<u>-\$90.00</u>
23.	Total Contractors Request for Change (CRC) (lines 21 and 22)	<u>-\$4,590.00</u>

Mahoney Fire Sprinkler, Inc.

5004 S. 110th Street | Omaha, NE 68137

402/553-1221 Fx 402/553-4545

January 11th, 2020

Ronco Construction
1717 N 74th Street
Omaha, NE 68114

Ph: 402/397-9109
Fax: 402/397-8799

Project: Pottawattamie Courthouse Renovation

Request for Information

Inquiry:

Regarding the Clean Agent Systems in Server Rooms 143 & 020:

Would it be acceptable to provide Ecaro FE25 Agent in lieu of the NOVEC1230 agent in the Ground Floor Server Room (020) & the 1st Floor Server Room (143)? The Ecaro FE25 is sufficient and more commonly utilized for this application.

If this is acceptable, deduct **Four Thousand Five Hundred Dollars <\$4,500.00>** from the contract amount.

Response:

Mahoney Fire Sprinkler, Inc.

By: Bob Mahoney

By: _____

Fire Sprinklers Save Lives

**Paula Hazlewood/Executive
Director & Shalimar Mazetis/
Manager, Rural Development**

**Advance Southwest Iowa 2020
EOY Update and 2021 YTD
Activity Report**

County Libraries Funding Request

**Discussion and/or decision to
approve funding request in
the amount of \$329,600**

Matt Wyant and/or Pam
Kalstrup

Update on 2019 Flood Event

TO: Board of Supervisors
FROM: Matt Wyant, Planning Director
Pam Kalstrup, Zoning & Land Use Coordinator
DATE: February 16, 2021
RE: 2019 Flood Event Update

HMGP (Hazard Mitigation Grant Program):

The application for approximately \$2M to acquire 8 homes (out of the 32 property owners that expressed interest in the program) starting closest to the Missouri River and working out was submitted to FEMA in October. Per the last correspondence with Terry Brown, IHSEMD, in mid- January, the application was still in review. Per Terry Brown, most of the delay is due to the Environmental and Historic Preservation Review which included the State Historic Preservation Office identifying three properties as having historic or possible archaeological features. Terry plans on calling in to the meeting to provide an update on the application status.

CDBG-DR:

The buyout program is limited, through 2021, to MID (Most Impacted and Distressed) areas, as determined by HUD. Harrison, Mills and Fremont Counties are in this area. Pottawattamie County is not included in that area due to damage assessments not being conducted locally. In late December, staff had a meeting with Ann Schmid and Steven Stansky, IEDA. IEDA asked that County Staff send a map showing Pottawattamie County properties with a Missouri Valley zip code (51555) to determine if those areas could be considered part of the MID. In a February 10th email, Steven (IEDA) indicated that the 51555 zip code cannot extend to Pottawattamie County since HUD approved the request for 51555 in Harrison County only. Pottawattamie County will be eligible to apply for CDBG-DR buyout program when it opens up to counties outside of the MID area. IEDA will reevaluate whether to extend that limitation towards the end of the year when they have a better understanding of whether they on track of meeting our federally-mandated requirement to expend 80% of the CDBG-DR funds within the MID. The FEMA match buyout program is not limited to the MID area. Applications are done in coordination with HSEMD. IDEA is reaching out to them to coordinate details on our HMGP application and to get a conversation set up between HSEMD, IEDA and Pottawattamie County to discuss this matter further.

Reappointments to Magistrate
Appointing Commission

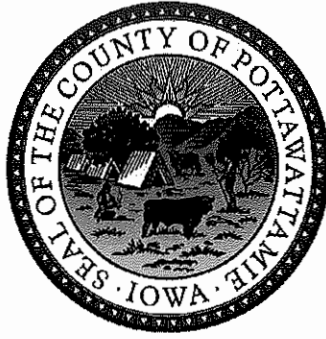
**Discussion and/or decision to
reappoint Anne Christensen
and John Reynolds to the
Magistrate Appointing
Commission**

Other Business

Res No. 11-2021

**Resolution for Transfer from
County Case Management
Fund to General Basic Fund**

MELVYN HOUSER
POTTAWATTAMIE COUNTY AUDITOR
AND ELECTION COMMISSIONER
227 S. 6th St, Room 243
P. O. BOX 649
COUNCIL BLUFFS, IOWA 51502-0649



Kristi Everett, First Deputy – Elections
Linda Swolley, First Deputy - Real Estate
Kristy Hassay, Second Deputy – Real Estate
Rebecca Belt, Finance Officer
Phone (712) 328-5700
FAX (712) 328-4740

February 16, 2021

To: Heather Ausdemore

RE: Transfer from County Case Management Fund to General Basic Fund

As per board authorization of February 16, 2021, please transfer as follows:

\$ 771,795.94 **FROM:** 0009-99-0300-000-81400-000 (County Case Management Fund)
\$ 771,795.94 **TO:** 0001-0-99-0300-904000-000 (General Basic Fund)

To close Case Management Fund. Originating funds came from General Basic Fund. Funds shall be returned to General Basic fund per State Auditor instruction. Any accrued interest should also be transferred to General Basic Fund as the 0009 County Case Management fund will no longer be utilized.

Attached is a copy of authorization from the Pottawattamie County Board of Supervisors, Resolution -2021.

Thank-you

RESOLUTION NO. 11-2021

RESOLUTION Transfer from County Case Management Fund to General Basic Fund

WHEREAS, it is desired to transfer money from County Case Management Fund to General Basic Fund; and

WHEREAS, said transfer is in accordance with Section 331.432, Code of Iowa; and

NOW THEREFORE BE IT RESOLVED, that the Pottawattamie County Board of Supervisors as follows:

SECTION 1: The sum of \$771,795.94 is ordered to be transferred from County Case Management Fund to General Basic Fund, and

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

Dated this 16th day of February, 2020.

	ROLL CALL VOTE			
	AYE	NAY	ABSTAIN	ABSENT
_____ Scott Belt, Chairman	<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"/>
_____ Lynn Grobe	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ Justin Schultz	<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"/>

ATTEST: _____
Melvyn Houser, County Auditor

Educational Reimbursement
Request

**Discussion and/or decision to
approve Education
Reimbursement Request for
Corey Little/Detention Officer**

**POTTAWATTAMIE COUNTY
EDUCATIONAL REIMBURSEMENT REQUEST FORM**

Employees who comply with the conditions set forth in the Educational Assistance Program policy as set forth in the Pottawattamie County Employee Handbook will be eligible to be reimbursed up to a maximum of fifty percent (50%) of the tuition cost per approved course. The maximum amount of reimbursement is \$1,100 per fiscal year. Courses must be job related and must have been approved by the Elected Official or Department Head prior to enrollment in the class.

This form must be completed and submitted to the Department Head for approval no less than thirty (30) days prior to the start of the course. Upon completion of the course, the employee must submit a copy of the grade(s) and the official record of tuition costs to the Board of Supervisors in order to receive reimbursement.

Name: Corey Little Date Request Submitted 8/31/2020

Department: Jail Job Classification: Detection Officer

Educational Institution: Buena Vista University Course Title: Conflict Management

Course Description: Examines various strategies to strengthen organizational efficiency by facilitating effective conflict resolution.

Course Start Date: 10/26/2020 Course Completion Date: 12/20/2020

Full Cost of Course Tuition: \$1353.00 50% Reimbursement Request: \$676.50

[Signature]
Employee Signature

8/31/2020
Date

[Signature]
Approving Department Head

4/8/2021
Date

Board of Supervisors

Date

Employees will not be reimbursed for tuition associated with the course if they voluntarily leave the County or are terminated for reasons other than layoff or job elimination while they are enrolled in the class. Employees must agree in writing to repay the County in full if they leave the County voluntarily within one (1) year of completing the course. Employee Initials [Signature]

Magistrate Appointing Commission

**Discussion on filling vacancy
on the commission**

**Discussion on sharing agendas
and minutes from Board's
representative appointments**

**Discussion on sharing agendas
and minutes from Board's
representative appointments
via a shared Dropbox**

Becky Lenihan/ Assistant
Financial Officer

**Discussion and/or decision to
approve credit apps made to
Auditor's Office**

Credit Apps to Auditor

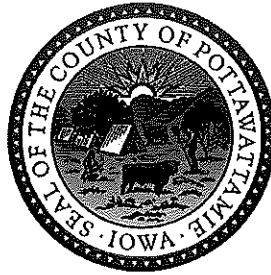
February 1, 2021

	<u>Recommend Allowed</u>	<u>Recommend Disallowed</u>
Homestead:	46	0
Military:	7	0
Disabled Veteran Homestead:	1	0
BPTC:	13	3
Family Farm:	3	0

<u>Disallowed</u>	<u>Credit Type</u>	<u>Reason for Disallowance</u>
754012203004	BPTC	Multi-Residential parcels do not qualify for BPTC.
774004100013	BPTC	Agricultural parcels do not qualify for BPTC.
754023100001 754023100002	BPTC	Residential parcels do not qualify for BPTC.

Received/Filed

MELVYN J HOUSER
POTTAWATTAMIE COUNTY AUDITOR
AND ELECTION COMMISSIONER
 PO BOX 649
 COUNCIL BLUFFS, IOWA 51502-0649



Pottawattamie County Payroll Department
 Phone: 712-328-5700 Option 6
 Internal Extension: 3015 or 3027
 SECURE Fax: 712-328-4781

EMPLOYEE PAYROLL STATUS CHANGE


Name	Last White	First Matt	MI
Department	Secondary Roads		

	Current	New
Step & Grade	217-2	217-3
Hourly Rate	\$ 33.460000	\$ 34.770000
Longevity	\$ 0.650000	\$ 0.650000
Shift Differential		
Total	\$ 34.110000	\$ 35.420000
Job Title	Bridge & Culvert Crew Foreman	
Budget Line Item Number		

Check Boxes that are appropriate for Employee Status:

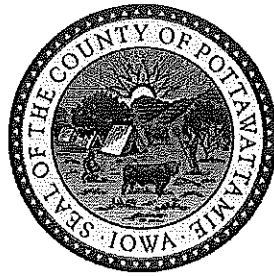
<input checked="" type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Temporary
<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Non-Exempt		
<input type="checkbox"/> Union	<input checked="" type="checkbox"/> Non-Union		

Reason for change	End of 2 year in job class.
Effective Date	2/16/2021
Job Classification Date	2/16/2019
Hire Date	9/20/2010


 Elected Official/Department Head Signature

2/8/21
 Date

MELVYN J HOUSER
POTTAWATTAMIE COUNTY AUDITOR
AND ELECTION COMMISSIONER
PO BOX 649
COUNCIL BLUFFS, IOWA 51502-0649



Pottawattamie County Payroll Department
TELEPHONE: (712) 328-5700
Extension 3015/3027
FAX: (712) 328-4781

EMPLOYEE PAYROLL STATUS CHANGE

Name	Last CEDER	First TREVOR
Department	JAIL	
Budget Number	0001-29-1050-000-10003-000	

	Current	New
Step & Grade	STEP 2	STEP 3
Hourly Rate	\$ 24.322776	\$ 25.334682
Longevity	\$0.00	\$0.00
Shift Differential	\$0.80	\$0.80
Total	\$ 25.122776	\$ 26.134682
Job Title	DETENTION OFFICER	DETENTION OFFICER

Full Time


Part Time

Union

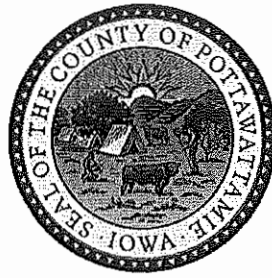
Non-Union

Part-Time hours to be worked per pay period

Reason for change	STEP 3
Effective Date	02/11/21
Anniversary Date	02/11/19
Hire Date	02/11/19

Department Head Signature 	#19	Date 2/9/21
--	-----	----------------

MELVYN J HOUSER
POTTAWATTAMIE COUNTY AUDITOR
AND ELECTION COMMISSIONER
 PO BOX 649
 COUNCIL BLUFFS, IOWA 51502-0649



Pottawattamie County Payroll Department
 TELEPHONE: (712) 328-5700
 Extension 3015/3027
 FAX: (712) 328-4781

EMPLOYEE PAYROLL STATUS CHANGE

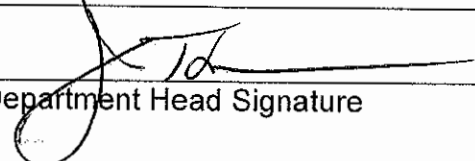
Name	Last JONES	First RILEY
Department	JAIL	
Budget Number	0001-29-1050-000-10003-000	

	Current	New
Step & Grade	STEP 2	STEP 3
Hourly Rate	\$ 24.322776	\$ 25.334682
Longevity	\$0.00	\$0.00
Shift Differential	\$0.80	\$0.80
Total	\$ 25.122776	\$ 26.134682
Job Title	DETENTION OFFICER	DETENTION OFFICER

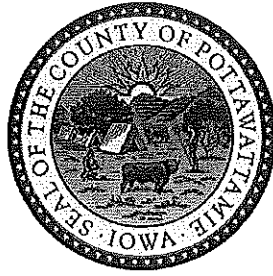
Full Time Union
 Part Time Non-Union

Part-Time hours to be worked per pay period

Reason for change	STEP 3
Effective Date	02/11/21
Anniversary Date	02/11/19
Hire Date	02/11/19

 Department Head Signature	# 19	2/19/21 Date
--	------	-----------------

MELVYN J HOUSER
 POTTAWATTAMIE COUNTY AUDITOR
 AND ELECTION COMMISSIONER
 PO BOX 649
 COUNCIL BLUFFS, IOWA 51502-0649



Pottawattamie County Payroll Department
 TELEPHONE: (712) 328-5700
 Extension 3015/3027
 FAX: (712) 328-4781

EMPLOYEE PAYROLL STATUS CHANGE

Name	Last CEDER	First DUSTIN
Department	JAIL	
Budget Number	0001-29-1050-000-10002-000	

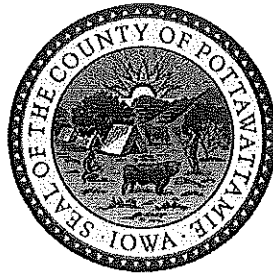
	Current	New
Step & Grade	STEP 6	STEP 7
Hourly Rate	\$ 37.966911	\$ 39.323750
Longevity	\$0.46	\$0.46
Shift Differential	\$0.00	\$0.00
Total	\$ 38.426911	\$ 39.783750
Job Title	DETENTION SUPERVISOR	DETENTION SUPERVISOR

Full Time Union
 Part Time Non-Union
 Part-Time hours to be worked per pay period

Reason for change	STEP 7
Effective Date	02/06/21
Anniversary Date	02/06/16
Hire Date	06/26/10

 #19	2/9/21 Date
Department Head Signature	Date

MELVYN J HOUSER
POTTAWATTAMIE COUNTY AUDITOR
AND ELECTION COMMISSIONER
 PO BOX 649
 COUNCIL BLUFFS, IOWA 51502-0649



Pottawattamie County Payroll Department
 TELEPHONE: (712) 328-5700
 Extension 3015/3027
 FAX: (712) 328-4781

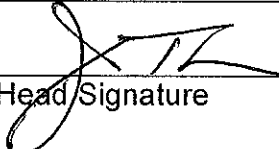
EMPLOYEE PAYROLL STATUS CHANGE

Name	Last OLIVER	First ROD
Department	JAIL	
Budget Number	0001-29-1050-000-10002-000	

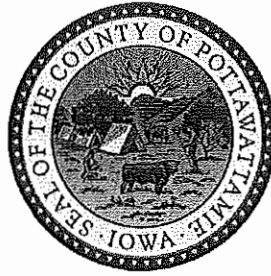
	Current	New
Step & Grade	STEP 6	STEP 7
Hourly Rate	\$ 37.966911	\$ 39.323750
Longevity	\$0.92	\$0.92
Shift Differential	\$0.00	\$0.00
Total	\$ 38.886911	\$ 40.243750
Job Title	DETENTION SUPERVISOR	DETENTION SUPERVISOR

<input checked="" type="checkbox"/> Full Time	<input type="checkbox"/> Union
<input type="checkbox"/> Part Time	<input checked="" type="checkbox"/> Non-Union
<input type="text"/> Part-Time hours to be worked per pay period	

Reason for change	STEP 7
Effective Date	02/08/21
Anniversary Date	02/08/16
Hire Date	01/07/04

 #19	2/19/21
Department Head Signature	Date

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EMPLOYEE PAYROLL STATUS CHANGE

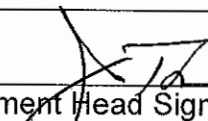
Name	Last POORE	First JON
Department	JAIL	
Budget Number	0001-29-1050-000-10002-000	

	Current	New
Step & Grade	STEP 6	STEP 7
Hourly Rate	\$ 37.966911	\$ 39.323750
Longevity	\$0.92	\$0.92
Shift Differential	\$0.00	\$0.00
Total	\$ 38.886911	\$ 40.243750
Job Title	DETENTION SUPERVISOR	DETENTION SUPERVISOR

Full Time Union
 Part Time Non-Union

Part-Time hours to be worked per pay period

Reason for change	STEP 7
Effective Date	02/07/21
Anniversary Date	02/07/16
Hire Date	04/29/02

 #19	2/19/21
Department Head Signature	Date

MELVYN J HOUSER
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 PO BOX 649
 COUNCIL BLUFFS, IOWA 51502-0649



Pottawattamie County Payroll Department
 Phone: 712-328-5700 Option 6
 Internal Extension: 3015 or 3027
 SECURE Fax: 712-328-4781

EMPLOYEE PAYROLL STATUS CHANGE

Name	Last LENIHAN	First BECKY	MI
Department	AUDITOR		

	Current	New
Step & Grade	G/522 S/7	G/524 S/7
Hourly Rate	\$ 32.144834	\$ 34.56248
Longevity	\$ 1.100000	1.10
Shift Differential	\$ 0.000000	
Total	\$ 33.244834	\$ 35.66248
Job Title		
Budget Line Item Number		

Check Boxes that are appropriate for Employee Status:

<input checked="" type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Temporary
<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Non-Exempt		
<input type="checkbox"/> Union	<input checked="" type="checkbox"/> Non-Union		

Reason for change	<i>Working out of class -</i>
Effective Date	02-15-2021
Job Classification Date	10-18-2012
Hire Date	04-24-1989

Melvin Houser

 Elected Official/Department Head Signature Date

MELVYN J HOUSER
 POTTAWATTAMIE COUNTY AUDITOR
 AND ELECTION COMMISSIONER
 PO BOX 649
 COUNCIL BLUFFS, IOWA 51502-0649



Pottawattamie County Payroll Department
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EMPLOYEE PAYROLL STATUS CHANGE

Name	Last BELT	First REBECCA	MI
Department	AUDITOR		

	Current	New
Step & Grade	\$79523.10	
Hourly Rate	\$ 38.085776	\$ 50.000000
Longevity	\$ 1.100000	\$ 0.000000
Shift Differential	\$ 0.000000	\$ 0.000000
Total	\$ 39.185776	\$ 50.000000
Job Title	<i>Part time Clerk Auditor</i>	
Budget Line Item Number	PT HELP DURING BUDGET	

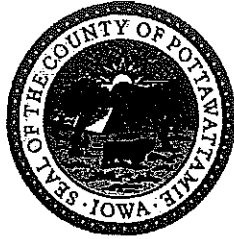
Check Boxes that are appropriate for Employee Status:

<input checked="" type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Temporary
<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Non-Exempt		
<input type="checkbox"/> Union	<input checked="" type="checkbox"/> Non-Union		

Reason for change	ASST BUDGETS AFTER TERMINATION
Effective Date	02-15-2021
Job Classification Date	10-18-2012
Hire Date	04-24-1989

Melvin Houser
 Elected Official/Department Head Signature _____ Date _____

MELVYN J HOUSER
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NEW HIRE FORM

To be completed by Elected Official/Department Head.
 Board of Supervisors Approval REQUIRED before Hire Date of Employee
 Please fill out all information.

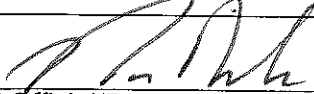
Name	Last <i>Espino</i>	First <i>Caroline</i>	MI <i>N/A</i>
Department	<i>SWI Juvenile Detention Center</i>		
Budget Line Item Number			
Job Classification	<i>Part-Time Youth Corrections Worker</i>		
Step & Grade		Hourly Rate	<i>\$ 14.00</i>
Hire Date	<i>2-8-2021</i>		

Check Boxes that are appropriate for Employee Status:

<input type="checkbox"/> Full Time	<input checked="" type="checkbox"/> Part Time	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Temporary
<input type="checkbox"/> Exempt	<input type="checkbox"/> Non-Exempt		
<input type="checkbox"/> Union	<input type="checkbox"/> Non-Union		
<input type="checkbox"/> New Position	<input type="checkbox"/> Filling Vacancy		

Check Boxes that the Employee Qualifies For:

<input type="checkbox"/>	Eligible for six (6) month Step Increase (Board Approval required if New Hire starts above Step 1)
<input checked="" type="checkbox"/>	Vacation
<input type="checkbox"/>	Sick Leave
<input type="checkbox"/>	Personal Leave
<input type="checkbox"/>	Compensatory Time

	<i>02/08/2021</i>
Elected Official/Department Head Signature	Date

Original to Board of Supervisors

Copy to Payroll

Closed Session

Scheduled Sessions

Budget

Workshop