

# **Consent Agenda**

November 22, 2022

**MET IN REGULAR SESSION**

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

**PLEDGE OF ALLEGIANCE**

**1. CONSENT AGENDA**

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

- A. November 15, 2022, Minutes as read.
- B. November 21, 2022, Minutes as read.
- C. Jail – Employment of Carrie Savage and Daniel Faircloth as a Detention Officers.

UNANIMOUS VOTE. Motion Carried.

**2. SCHEDULED SESSIONS**

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

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

Motion by Schultz, second by Shea, to approve and authorize Board to sign **Resolution No. 75-2022** entitled: A RESOLUTION AUTHORIZING DISPOSAL OF AN INTEREST IN COUNTY – OWNED PROPERTY AS PROVIDED UNDER IOWA CODE SECTION 331.361.

**RESOLUTION NO. 75-2022**

**A RESOLUTION AUTHORIZING DISPOSAL OF AN INTEREST IN COUNTY-OWNED PROPERTY AS PROVIDED UNDER IOWA CODE SECTION 331.361**

**WHEREAS**, the Board of Supervisors has provided legal notice of and set a public hearing for the disposal of an interest in county-owned property described below:

**Avoca Shop;** 358 Elm Street, Avoca, Iowa

Legal Description: Lots 1,2,3 in Block 19 Original town of Avoca, Pottawattamie County, Iowa

**Caledonia Shop;** 15021 490<sup>th</sup> Street, Griswold, Iowa

Legal Description: A parcel of land located in part of the SW1/4 SW1/4 of Section 5, Township 74 North, Range 38 West of the 5<sup>th</sup> Principal Meridian, Pottawattamie County, Iowa, said parcel being more fully as follows: Commencing at the Southwest Corner of said Section 5; thence S88°43'34"E along the South line of said SW1/4 SW1/4 a distance of 162.00 feet to the Point of Beginning; thence continuing S88°43'34"E along said South Line a distance of 153.00 feet; thence N00°22'55"E a distance of 185.00 feet; thence N88°43'34"W a distance of 285.30 feet; thence S00°22'55"W a distance of 155.00 feet; thence S88°43'34"E a distance of 132.00 feet; thence S00°22'55"W a distance of 30 feet to the Point of Beginning.

**Hancock Shop;** 217 North Main Street, Hancock, Iowa

Legal Description: The North 10 feet of Lot 6, all of Lots 7, 8, and 9 in Block 2, Original Plat to the Town of Hancock, Iowa.

**Lewis Shop;** 15484 State Orchard Road, Council Bluffs, Iowa

Legal Description: Lewis Twp 4-74-43 Tri Lt SW Intersection Greenview Dr & State Orchard Rd NW SE N & W of Rd.

**Walnut Shop;** 705 Oak Street, Walnut, Iowa

Legal Description: A part of the S1/2 S1/2 NW1/4 NE1/4 SW1/4, Section 9, Township 77 North, Range 38 West of the 5th Principal Meridian, in the Town of Walnut in Pottawattamie County, Iowa and more particularly described as follows:

Commencing at the West 1/4 Corner of said Section 9 and running thence due east on the 1/4 section line a distance of 1317.81 feet to the North 1/4 Corner of the SW1/4 of Section 9; thence S0°28'E on the 1/4 1/4 section line a distance of 495.28 feet; thence N89°56'E a distance of 25.00 feet to the easterly right-of-way line of Oak Street as the True Point of Beginning; thence continuing N89°56'E a distance of 382.88 feet; thence S0°21'30"E a distance of 164.85 feet; thence S89°56'W a

distance of 382.59 feet to the easterly right-of-way line of Oak Street; thence N0°28’W on the said right-of-way line a distance of 164.90 feet to the Point of Beginning. Said parcel contains 1.449 acres, more or less, exclusive of the present established Oak Street.

and,

**WHEREAS**, the Board of Supervisors believes it to be in the best interests of Pottawattamie County to dispose of these county-owned parcels and to allow the property to be disposed; and

**WHEREAS**, the Secondary Roads Facility plan has consolidated shops to reduce operating costs; and

**WHEREAS**, these properties are nearing the end of their useful life; and

**WHEREAS**, these properties no longer serve the needs of the Secondary Roads Department functions; and

**WHEREAS**, these properties will be listed and sold by Real Estate Agent to private buyers; or be gifted, or be sold to an Iowa Governmental Subdivision at the appraised value as determined by the Board. The expenses incurred by any sale will be at the buyer’s cost.

**WHEREAS**, the cumulative appraised value of said properties was found to be \$552,500 and **NOW THEREFORE BE IT RESOLVED**, by the Board of Supervisors of Pottawattamie County, Iowa, that the Board of Supervisors does hereby authorize the disposal of Pottawattamie County, Iowa’s interest in the aforementioned properties

**BE IT FURTHER RESOLVED** that the terms of the disposal are as set forth above.

**BE IT FURTHER RESOLVED** that the County Engineer be and is hereby authorized, empowered and directed to cause all appropriate legal documents to be prepared, duly executed, and recorded along with this Resolution and the Proof of Publication of the “Notice of Public Hearing”.

**Dated this 22nd Day of November, 2022.**

**ROLL CALL VOTE**

	AYE	NAY	ABSTAIN	ABSENT
_____ Tim Wichman, Chairman	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ Scott Belt	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ 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

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

Motion by Belt, second by Schultz, to approve and authorize Board to sign the FY2024 City Bridge Funding Agreement for the Mosquito Creek Bridge on Magnolia Road. UNANIMOUS VOTE. Motion Carried.

Motion by Schultz, second by Shea, to approve and authorize Board to sign conditional offer to purchase real estate and acceptance of seven parcels owned by the Estate of Doris J. Ferguson. UNANIMOUS VOTE. Motion Carried.

**3. OTHER BUSINESS**

Motion by Shea, second by Belt, to approve and authorize Board to sign **Resolution No. 72-2022** entitled: RESOLUTION FOR TRANSFER FROM LOST SECONDARY ROADS FUND TO BOND SERIES 2020B DEBT FUND.

**RESOLUTION NO. 72-2022**

**RESOLUTION FOR TRANSFER FROM LOST SECONDARY ROADS FUND TO BOND SERIES 2020B DEBT FUND.**

**WHEREAS**, it is desired to transfer money from the LOST Secondary Roads Fund to Bond Series 2020B Debt Fund; and

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

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

SECTION 1: The sum of \$8,600 is ordered to be transferred from the LOST Secondary Roads Fund to Bond Series 2020B Debt fund, and

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

**Dated this 22nd Day of November, 2022.**

**ROLL CALL VOTE**

	AYE	NAY	ABSTAIN	ABSENT
_____ Tim Wichman, Chairman	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ Scott Belt	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ 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

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

Motion by Schultz, second by Shea, to approve and authorize Board to sign **Resolution No. 73-2022** entitled: RESOLUTION FOR TRANSFER FROM SECONDARY ROADS FUND TO BOND SERIES 2021C DEBT FUND.

**RESOLUTION NO. 73-2022**

**RESOLUTION FOR TRANSFER FROM LOST SECONDARY ROADS FUND TO BOND SERIES 2021C DEBT FUND.**

**WHEREAS**, it is desired to transfer money from the LOST Secondary Roads Fund to Bond Series 2021C Debt Fund; and

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

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

SECTION 1: The sum of \$56,600 is ordered to be transferred from the LOST Secondary Roads Fund to Bond Series 2021C Debt fund, and

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

Dated this 22nd Day of November, 2022.

ROLL CALL VOTE

	AYE	NAY	ABSTAIN	ABSENT
_____ Tim Wichman, Chairman	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ Scott Belt	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ 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

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

Motion by Schultz, second by Belt, to approve and authorize Board to sign **Resolution No. 74-2022** entitled: RESOLUTION FOR TRANSFER FROM RURAL SERVICES FUND TO SECONDARY ROADS FUND.

**RESOLUTION NO. 74-2022**

**RESOLUTION FOR TRANSFER FROM RURAL SERVICES FUND TO SECONDARY ROADS FUND.**

**WHEREAS**, it is desired to transfer money from the Rural Services Fund to Secondary Roads Fund; and

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

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

SECTION 1: The sum of \$1,325,000 is ordered to be transferred from Rural Services Fund to Secondary Roads Fund, and

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

Dated this 22nd Day of November, 2022.

ROLL CALL VOTE

	AYE	NAY	ABSTAIN	ABSENT
_____ Tim Wichman, Chairman	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ Scott Belt	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ 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

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

Motion by Shea, second by Schultz, to approve the updated End User Security policy in the Employee Handbook, #805 (Appendix A – Multi-Factor Authentication).

UNANIMOUS VOTE. Motion Carried.

Motion by Schultz, second by Grobe, to approve the updated Sick Leave policy, #603.

UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Schultz, to approve the Job Description of Ski/Snowboard Instructor.

UNANIMOUS VOTE. Motion Carried.

Motion by Belt, second by Schutz, to canvass the recount of House District 20.

UNANIMOUS VOTE. Motion Carried.

#### **4. RECEIVED/FILED**

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

- 1) Sheriff – Payroll status change for Brandon Allen and Hadley Mikovec.
- 2) SWI Juvenile Detention – Employment of Ashly Capistrant, Teagan Brown, and Rafael Jenkins as a Part time Youth Corrections Worker.
- 3) Conservation – Employment of Sterling Smith and Jordyn Reimer as Rental Shop Team Members.
- 4) Conservation – Employment of Emma Jedlicka and Peyton Bell as a Hospitality and Guest Services members.
- 5) Conservation – Employment of Gia Stang as a Chair Lift Operator.
- 6) Conservation – Employment of Kodie Donovan, Jace Thomason, Evan Wham and Elliott Coziahr as Rental Shop Team Members.
- 7) Conservation – Employment of Bradley Kenealy as a Cleaning and Support Team Member.

#### **5. PUBLIC COMMENTS**

Mary Stanley appeared before the Board and indicated she went to the Planning & Zoning meeting and wants to know why her property is a R1.

#### **6. CLOSED SESSION**

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

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

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

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

Motion by Schultz, second by Grobe, to go into Closed Session pursuant to Iowa Code 21.5 (1)(i) for discussion and/or decision on personnel matters.

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

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

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

#### **7. STUDY SESSION**

Discussion and/or decision on selection process for Veterans Commission members. Discussion only.  
No action taken.

#### **8. ADJOURN**

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 12:42 P. M.

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Tim Wichman, Chairman

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

APPROVED: November 29, 2022

PUBLISH: X

# **Scheduled Sessions**



# **Brenda Mainwaring/President** **& CEO, Iowa West Foundation**

**Update and discussion of grant award cycle.**



**11/22/22**

**CONTACT:** Nicole Lindquist  
Director of Communications  
712-309-3004  
nlindquist@iowawestfoundation.org

**Iowa West Foundation funds \$3.9 million to improve lives for southwest Iowans**  
*Grants & initiatives will support nonprofit partners addressing financial stability, housing, and services for vulnerable populations*

(Council Bluffs, IA) The Iowa West Foundation Board of Directors recently approved \$3.9 million in grant and initiative funding for more than 20 nonprofits in the southwest Iowa region. The funding will address several of the needs voiced by local citizens at the Foundation's series of "Imagine Hour" listening sessions held earlier in 2022.

"We heard from so many people in Council Bluffs and surrounding communities who said housing is an issue," said Brenda Mainwaring, President, and CEO of the Iowa West Foundation. "For some of our residents that means being able to afford a down payment on a home while for others it is a lack of housing stock. We want to assist individuals across that spectrum by collaborating with our nonprofit partners so more people can call our region home and love where they live."

Several of the grants awarded in the final cycle of 2022 were concentrated on helping area residents increase financial stability. While the Foundation does not grant to individuals, a \$25,000 grant awarded to the nonprofit Lending Link will provide opportunities for Council Bluffs residents to increase their financial security. The organization offers access to low-cost capital with the goal to divert the need for payday loans.

"The grant from the Iowa West Foundation will assist us in expanding our low-cost lending operation in Council Bluffs," said Executive Director Daniel Padilla. "With matching funds, we can provide 20 – 30 low-cost loans to individuals and families and the repayments from those loans will be recycled into new loans in the community. We are excited to create more low-cost loan opportunities in the Council Bluffs area as we continue to combat predatory lenders."

Both Habitat for Humanity of Omaha as well as Habitat for Humanity of Council Bluffs also received funds to address down payments on housing in Iowa and owner-occupied home repair, respectively. Studies show home ownership increases financial stability as well as a sense of belonging in communities.

With food insecurity having grown significantly during the pandemic and remaining at staggering levels, Together Inc. received \$200,000 for the current operations of the choice food pantry located on West Broadway, which has distributed more than 1.5 million pounds of food since it opened in Sept. of 2021.

“The support from the Iowa West Foundation allows us to continue to serve the community with hope, dignity, and compassion and to meet the unprecedented need we continue to see,” said Mike Hornacek, President, and CEO of Together, Inc. “The partnership allows us to significantly impact the lives of thousands of Council Bluffs and Southwest Iowa residents experiencing food insecurity.

For this cycle, the rural communities of Elk Horn, Glenwood, Harlan, Macedonia, Minden, and Oakland also received funding for programs and projects.

It is through partnerships with local casinos Ameristar, Harrah’s, and Horseshoe that make it possible for the Foundation to continuously award impactful grants in the community. Fees from gaming in addition to the Foundation’s investments contribute to the funding for operating, capital, and programmatic grants throughout 14 counties in southwest Iowa.

The Iowa West Foundation now accepts Letters of Inquiry (the first step in the grant application process) year-round with deadlines of Jan. 1, May. 1 and Sept. 1 prior to each of the three grants cycles. For more information, visit [www.iowawestfoundation.org](http://www.iowawestfoundation.org) and sign up for our e-newsletter.

### **About the Iowa West Foundation**

The Iowa West Foundation is committed to make southwest Iowa a place where families love to live.

It has distributed more than \$500 million to nonprofits and governmental agencies through southwest Iowa and eastern Nebraska since the inception of its grant program. Funding for the grants comes from investment earnings and the Iowa West Racing Association, which receives contractual fees from casino operators, Ameristar, and Harrah’s. IWRA is the license sponsor for Ameristar and Harrah’s and the license holder for Horseshoe-Bluffs Run. The Foundation targets resources into programs and projects that focus on housing, financial stability, educational opportunities, belonging and well-being.

## **2022 Cycle 3 Grants and Initiatives**

### **Advance Southwest Iowa**

Entrepreneurial development  
\$125,000

### **Catholic Charities Diocese of Des Moines**

*Prevention programming for domestic violence and sexual assault*  
\$60,059

### **City of Oakland**

*Residential land acquisition*  
\$300,000

### **Council Bluffs Chamber of Commerce Foundation**

*Council Bluffs Workforce Development*  
\$100,000

### **Danish Mill Corporation (Elk Horn)**

*Outdoor picnic tables*  
\$750

### **Golden Hills Resource Conservation & Development**

*ALUS U.S.A and Golden Hills Partnership Pilot Program*  
\$40,000

### **Habitat for Humanity of Council Bluffs**

*Owner-Occupied repair program*  
\$60,000

### **Habitat for Humanity of Omaha**

*Down payment assistance fund for future homeowners in Council Bluffs*  
\$125,000

### **Heartland Family Service**

*Operating funding*  
\$330,000

### **HEAT 2023**

\$115,000

### **Iowa Western Community College Foundation**

*Mid-America Gaming Expo 2023*  
\$150,000

### **Iowa West Foundation Initiative**

*Women of Color Leadership Program*  
\$70,000

**Iowa West Foundation Initiative**

*Career Preparedness Fund*

\$145,610

**Iowa West Foundation Initiative**

*Permanent location of Together's Council Bluffs Food Pantry*

\$1,000,000

**Lending Link**

*Lending expansion to Council Bluffs*

\$25,000

**Loess Hills Maker Space (Glenwood)**

*StopSaw table saw*

\$2,005

**Macedonia Hamilton Development**

*Heart & Soul Coordinator position*

\$10,400

**Minden Community Club**

*Minden Little League field lights*

\$12,042

**Minden Volunteer Fire & Rescue**

*Power load system for ambulance cot*

\$10,000

**New Visions Homeless Services**

*Operating funding*

\$100,000

**Omaha Performing Arts Society**

*Southwest Iowa music & arts education programs*

\$25,000

**Omaha Zoo Foundation**

*Hubbard Orangutan Forest renovations*

\$500,000

**Project Harmony Child Protection Center**

*Trauma-Informed training in Southwest Iowa*

\$35,000

**Pottawattamie County**

*Adolescent sexual health treatment and prevention services*

\$50,000

**Red Oak Arts Destination (ROAD)**

*Mural Project*

\$8,000

**Shelby County Historical Society (Harlan)**

*Community outreach*

\$452

**The 712 Initiative**

*Operating funding*

\$300,000

**Together, Inc**

*Council Bluffs food pantry operations*

\$200,000

**Kristine Sorensen/Executive**  
**Director, Western Iowa**  
**Development Association**

**Discussion and/or decision to approve funding in the  
amount of \$50,000 for FY22/23.**



PO Box 129  
Oakland, IA 51560  
P: 712.482.3029  
F: 712.482.5590

[WWW.WIDAIOWA.ORG](http://WWW.WIDAIOWA.ORG)

**INVOICE 2025**

July 2022-June 2023

**To:**

Board of Supervisors  
Pottawattamie County Courthouse  
Second Floor  
227 S. 6th St.  
Council Bluffs, IA 51501

Description	Amount
Funding  Thank you for investing in the future of rural Pottawattamie County by supporting Western Iowa Development Association.	\$50,000.00
<b>TOTAL</b>	<b>\$50,000.00</b>

Please make all checks payable to Western Iowa Development Association



**Linda Swolley/Tax & Deed**  
**Specialist, Auditor's Office**

**Discussion and/or decision to set the commissioner's  
rate for the new levee district.**

**Jeff Franco/Deputy Director,**  
**Conservation and/or Mark**  
**Shoemaker/Director,**  
**Conservation**

**Discussion and/or decision on Job Description of Ski  
Instructor.**

**Jana Lemrick/Director, Human**  
**Resource and/or Jeff**  
**Franco/Deputy Director,**  
**Conservation**

**Discussion and/or decision to approve Job Description  
of Marketing Coordinator Seasonal Intern.**

Pottawattamie County, Iowa  
Class Description

**Title:** Marketing Coordinator-Seasonal Intern

**FLSA Status:** Non-Exempt

**Department:** Conservation

**Job Code:** N/A

**Bargaining Unit/Grade:** None/\$15.00-\$17.00

**Updated:** 11/23/2022

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### General Definition of Work

This is a seasonal position of up to 15 hours per week that runs from approximately December through March. Responsibilities will include: Creating marketing materials, sharing content through digital and print platforms, developing and executing promotional plans, finding creative ways to capture and share stories, and assisting with website maintenance. This position will work directly with the Site Manager and Promotions & Outreach Coordinator to execute content and plans for Mt. Crescent Ski Area and other Pottawattamie Conservation parks.

### Essential Functions

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

Create marketing content and promotional plans to be shared with the Site Manager and Promotions & Outreach Coordinator. To include but not limited to, content creation, copy creation, marketing strategies, photography, videography, graphic design, and advertising.

Be well-informed of all ski resort information and work closely with other departments to collaborate on coverage of programs and special events.

Always provide excellent customer service, even when the work environment may become stressful and business levels are higher than average.

Effectively interact with all management staff and co-workers across all departments to support progress toward the overall organizational goals and objectives.

Acknowledge and act on guest needs and staff needs.

Look for and discuss ways to improve service to guests.

Must be able and willing to work weekends, holidays, and evenings.

Other duties as assigned.

### Minimum Qualifications

Must be eighteen (18) years old at the time of hire.

Pottawattamie County, Iowa  
Class Description

**Special Qualifications:**

Preference for candidates with 2 or more years of experience in marketing, communications, photography, and/or videography.

Preference for candidates pursuing a career in marketing, communications, photography, and/or videography.

Must be reliable and punctual and have own transportation.

Work well under pressure, ability to follow policies and procedures, demonstrates ability to work as a team and can foster a positive, fun, and safe work environment.

Flexibility to work during evenings, weekends, and holidays.

**Job Specifications**

Ability to apply and incorporate guidance and directives from Site Manager and Promotions and Outreach Coordinator

1-2 years of experience preferred working in the marketing, communications, photography, or videography industry, or equivalent education experience.

General knowledge of, and ability to manage social media and scheduling, websites, and photography and videography editing tools.

General knowledge of graphic design and photography/videography basics including the rule of thirds, white space, panning, etc.

Ability to leverage marketing trends to benefit the organization.

Ability to establish and maintain effective working relationships and good rapport with individuals of all ages including supervisors, colleagues, children, and the public.

Ability to use Microsoft Office programs such as Word, Excel, and Outlook.

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**Working Conditions**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Attendance at work is an essential function of this position. Work is performed both indoors and outdoors and requires a considerable amount of physical activity. Duties require the ability to stand for extended periods of time.

Pottawattamie County, Iowa  
Class Description

Be able to work in a cold environment for an extended period. An incumbent must have the ability to frequently lift, push, pull and/or carry equipment, supplies and other materials weighing up to 25 lbs., and to occasionally lift, push, pull and/or carry equipment, supplies and other materials weighing up to 50 lbs.

Work hours often required before or after business hours. Vision abilities, correctable to normal ranges, include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. Communication abilities include the ability to talk and hear within normal ranges.

**Received/Filed**

Office of **Pottawattamie County Treasurer** No 044450

11/22/22 for October 2022  
Date

Received from Pottawattamie county Sheriffs office

Payor Pottawattamie county Sheriffs office

Amount Eighty one Thousand Nine Hundred Sixty Five Dollars & 43/100 - \$ 81,965.43

Account to be credited See below

Descriptions of funds See below

Received by KW

Date received 11/22/22

Total	Description	Line Item
\$0.00	Bank Interest	0001-1-05-1060-600000-000
\$2,660.00	Weapon Permits	0001-1-05-1060-441000-000
\$79,305.43	Civil Fees	0001-1-05-1060-440000-000
\$0.00	Outstanding Checks	0001-1-05-1060-820000-000
\$81,965.43	Total Deposit	
\$22,512.37		
\$59,453.06		
\$81,965.43		
	total check	
	total	



Pottawattamie County Sheriff's Office

Report of Fees Disbursed for

10/03/2022 - 10/31/2022

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 10/03/2022 - 10/31/2022.

**Disbursements:**

**Paid to Others:**

State - Weapon Permit Amount	650.00
Refunds; Publication; Sales; Com	360,334.20

<b>Subtotal</b>	<b>360,984.20</b>
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**Paid to Treasurer:**

Service Fees - Notary Fees; Copy Fees	61,313.00
Postage	7,544.66
Transport - Officer Expenses	5,880.49
Mileage Amount	4,242.28
Report Amount	80.00
County - Weapon Permit Amount	2,660.00
Other - Subpoena	245.00

<b>Subtotal</b>	<b>81,965.43</b>
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<b>Total</b>	<b>442,949.63</b>
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The above information is respectfully submitted on 11/20/2022

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

Pottawattamie County Sheriff's Office

Report of Fees Collected for

10/03/2022 - 10/31/2022

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 10/03/2022 - 10/31/2022.

**Receipts:**

Service Fees - Notary Fees; Copy Fees	59,069.18
Postage	7,135.86
Transport - Officer Expenses	5,880.49
Mileage Amount	4,439.28
Report Amount	130.00
County - Weapon Permit Amount	2,520.00
State - Weapon Permit Amount	600.00
Refunds; Publication; Sales; Com	495,834.36
Other - Subpoena	245.00
Unapplied	50.00
<b>Total</b>	<b>575,904.17</b>

The above information is respectfully submitted on 11/20/2022

  
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Andy Brown  
Pottawattamie County, IA

# Public Comments

**Closed Session**