

# **Consent Agenda**

May 9, 2023

MET IN REGULAR SESSION

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

PLEDGE OF ALLEGIANCE

## 1. CONSENT AGENDA

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

- A. May 2, 2023, Minutes as read.
- B. April 2023 Vendor Publication Report.
- C. Communications – Employment of Kena Woods as a Telecommunicator.

UNANIMOUS VOTE. Motion Carried.

## 2. SCHEDULED SESSIONS

Motion by Belt, second by Jorgensen, to open Public Hearing to consider disposing of real property by lease pursuant to Iowa Code Section 331.61(2).

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

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

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

Motion by Jorgensen, second by Belt, to approve disposing of real property by lease pursuant to Iowa Code Section 331.362(2).

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

Motion by Jorgensen, second by Miller, to approve and authorize Board Chairman to sign Resolution No. 25-2023 a Resolution to enter into a Management Lease with Conservation Board for Part of the SE1/4 SE1/4 3-75-44 or 20970 Riverroad N.

### RESOLUTION No. 25-2023

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

WHEREAS, following the flooding event of 2019, Pottawattamie County, Iowa, has acquired a parcel of land through the Hazard Mitigation Grant Program, which consisting of 6.09 acres and legally described as follows:

**Attached to and forming a part of file number: OT109671E**

**Part of the SE1/4 SE1/4 in Section 3 and part of Government Lot 1 in the NE1/4 of Section 10; all in Township 75 N, Range 44 W of the 5th P.M., Pottawattamie County, Iowa; described as follows: Commencing at the Northeast corner of said Section 10, thence along the North line of Section 10 N90°00'00" W 256.1 feet to a point in a curve on the Westerly right of way of Interstate 29, thence along said right of way on a 7640 foot radius curve to the left an arc length of 81.48 feet (chord bears S34°40' 16"E - 81.48 feet) to the centerline of an existing ditch (as field located), thence along said centerline S55°04'36"W 607.34 feet, thence continue along said centerline ditch S14°23'02"W 230.26 feet to the high bank of the Missouri River, thence along said high bank the following courses: N48°05'01"W272.48 feet, N47°29'33"W 119.08 feet, thence departing said high bank line N46°30'00"E 545.16 feet to the South line of Section 3-75-44, thence N0°15' 59"W117.96 feet, thence N89°12'13"E 322.40 feet to the Westerly right of way of Interstate 29 in a curve, thence along said right of way on a 7849.44 foot radius curve to the left an arc length of 147.41 feet (chord bears S33°50' 12"E 147.41 feet) to the point of beginning, excluding any public right of way but subject to a 25 foot wide ingress-egress easement to Parcel "A" described as follows: Commencing at the Northeast corner of Section 10-75-44, thence along the North line of Section 10 N90°00'00"W 256.10 feet to a point in a curve on the Westerly right of way of Interstate 29, thence along said right of way on a 7640 foot radius curve to the left an arc length of 43.98 feet (chord bears S34°32'44"E 43.98 feet) to the centerline and point of beginning of a 25 foot wide ingress-egress easement, thence along said centerline S55°04'36"W 528.90 feet, thence continue on centerline N70°07'37"W271.35 feet to the Westerly boundary line of said**

**Parcel "B" and the termination point of said ingress-egress easement.**

**NOTE: Bearings are assumed and based upon surveys and descriptions by the D.O.T.**

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

WHEREAS, Pottawattamie County, Iowa, has explored various options for maintenance of said Parcel as open space, including entering into a long term farm lease (10 years plus) with the adjoining property owner which requires the Tenant maintain responsibility for the clearing the trees and weed vegetation, as well as the annual maintenance and upkeep of the property as required by the Hazard Mitigation Grant Program Deed Restriction Agreement.

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

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

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

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

WHEREAS, a Notice of Public Hearing on the proposal was published in The Nonpareil, an official County newspaper, on May 4, 2023 and the Board of Supervisors conducted a Public Hearing on the said proposal on May 9, 2023 and after hearing all interested parties, the Board approved the execution of said Lease.

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

Dated this 9<sup>th</sup> day of May, 2023.

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

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

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

Motion by Belt, second by Jorgensen, to approve and authorize Board Chairman to sign **Resolution No. 26-2023** a Resolution to enter into a Farm Lease with Lora Walter for Part of the Government Lot 1 17-76-44 or 25834 Meadowlark Loop, until May 15, 2038.

**RESOLUTION No. 26-2023**

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

WHEREAS, following the flooding event of 2019, Pottawattamie County, Iowa, has acquired a parcel of land through the Hazard Mitigation Grant Program, which consisting of .14 acres and legally described as follows:

A tract of land known as Parcel #20045 located in Part of Government Lot 1 of Section 17, Township 76, Range 44, Pottawattamie County, Iowa, as more particularly described in that certain Plat of Survey filed June 23, 2020, as Instrument Number 2020, Page 08115.

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

WHEREAS, Pottawattamie County, Iowa, has explored various options for maintenance of said Parcel as open space, including entering into a long term farm lease (10 years plus) with the adjoining property owner which requires the Tenant maintain responsibility for the clearing the trees and weed vegetation, as well as the annual maintenance and upkeep of the property as required by the Hazard Mitigation Grant Program Deed Restriction Agreement.

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

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

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

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

WHEREAS, a Notice of Public Hearing on the proposal was published in The Nonpareil, an official County newspaper, on May 4, 2023 and the Board of Supervisors conducted a Public Hearing on the said proposal on May 9, 2023 and after hearing all interested parties, the Board approved the execution of said Lease.

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

Dated this 9th day of May, 2023.

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

Attest: Melvyn Houser, County Auditor



Pottawattamie County, Iowa

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

Motion by Jorgensen, second by Belt, to approve and authorize Board Chairman to sign **Resolution No. 27-2023** a Resolution to enter into a Farm Lease with Randall Williams for Part of the SW1/4 SE1/4 4-76-44 or 27233 145<sup>th</sup> Street, until May 15, 2038.

**RESOLUTION No. 27-2023**

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

WHEREAS, following the flooding event of 2019, Pottawattamie County, Iowa, has acquired a parcel of land through the Hazard Mitigation Grant Program, which consisting of .77 acres and legally described as follows:

**Starting in NW corner of SW1/4 SE1/4 Section 4, Township 76, Range 44 W, South 50' along existing county road to point of beginning. Thence South 200', thence East 200', thence North 200', thence West 200', to point of beginning, subject to easements of record, Pottawattamie County, Iowa.**

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

WHEREAS, Pottawattamie County, Iowa, has explored various options for maintenance of said Parcel as open space, including entering into a long term farm lease (10 years plus) with the adjoining property owner which requires the Tenant maintain responsibility for the clearing the trees and weed vegetation, as well as the annual maintenance and upkeep of the property as required by the Hazard Mitigation Grant Program Deed Restriction Agreement.

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

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

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

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

WHEREAS, a Notice of Public Hearing on the proposal was published in The Nonpareil, an official County newspaper, on May 4, 2023 and the Board of Supervisors conducted a Public Hearing on the said proposal on May 9, 2023 and after hearing all interested parties, the Board approved the execution of said Lease.

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

Dated this 9<sup>th</sup> day of May, 2023.

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

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

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

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

Motion by Jorgensen, second by Miller, to approve and authorize Board Chairman to sign **Resolution No. 28-2023** a Resolution to enter into a Farm Lease with Ronald C Williams and Victoria L Williams for Part of the Government Lot 3-4-76-44 or 27265 145<sup>th</sup> Street, until May 15, 2038.

**RESOLUTION No. 28-2023**  
RESOLUTION TO DISPOSE OF REAL PROPERTY BY LEASE PURSUANT TO IOWA CODE  
§331.361(2)

WHEREAS, following the flooding event of 2019, Pottawattamie County, Iowa, has acquired a parcel of land through the Hazard Mitigation Grant Program, which consisting of 3.02 acres and legally described as follows:

**Parcel "A"**

**Part of Government Lot 3 of Section 4 T76N R44W of the 5th P.M., Pottawattamie County, Iowa. Described as follows: Beginning at the Southwest Comer Government Lot 3, thence along the West line Government Lot 3 N0°01'27"E 433.20 feet, thence N89°46'23"E 256.00 feet, thence S0°01'27"W 234.20 feet, thence N89°46'23"E 104.00 feet, thence S0°01'27"W 199.00 feet to the South line Government Lot 3, thence along said line S89°46'23"W 360.00 feet to the point of beginning. Said Parcel "A" includes county road R.O.W.**

**NOTE: Bearings are true bearings based upon Polaris Observations on a previous survey.**

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

WHEREAS, Pottawattamie County, Iowa, has explored various options for maintenance of said Parcel as open space, including entering into a long term farm lease (10 years plus) with the adjoining property owner which requires the Tenant maintain responsibility for the clearing the trees and weed vegetation, as well as the annual maintenance and upkeep of the property as required by the Hazard Mitigation Grant Program Deed Restriction Agreement.

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

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

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

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

WHEREAS, a Notice of Public Hearing on the proposal was published in The Nonpareil, an official County newspaper, on May 4, 2023 and the Board of Supervisors conducted a Public Hearing on the said proposal on May 9, 2023 and after hearing all interested parties, the Board approved the execution of said Lease.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF POTTAWATTAMIE COUNTY, IOWA, that after having examined the Hazard Mitigation Grant Program Deed Restriction Agreement which limits the use the subject property to that of open space and that the subject property is of such a size and location that it is not reasonable to assume that the property, as

described above, will have any beneficial use by the County or the taxpayers of Pottawattamie County, Iowa, and that the Chairman is hereby authorized to sign a Farm Lease with **Ronald C Williams and Victoria L Williams**, upon approval of said lease by FEMA.

Dated this 9<sup>th</sup> day of May, 2023.

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

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

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

Motion by Jorgensen, second by Belt, to approve and authorize Board Chairman to sign **Resolution No. 29-2023** a Resolution to enter a Farm Lease with Ronald C Williams and Victoria L Williams for Part of the Government Lot 3-4-76-44 or 27377 145<sup>th</sup> Street, until May 15, 2038.

**RESOLUTION No. 29-2023**

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

WHEREAS, following the flooding event of 2019, Pottawattamie County, Iowa, has acquired a parcel of land through the Hazard Mitigation Grant Program, which consisting of 1.90 acres and legally described as follows:

**A parcel land consisting of part of Government Lot 3, Section 4 and Parcel "C" of Lot 29, Auditor's Subdivision of Accretions to Sections 4, 5, and 8, all in Township 76 North, Range 44 West of the 5<sup>th</sup> Principal Meridian, Pottawattamie County, Iowa, more particularly described as follows:**

**Commencing at the Northwest corner of Lot 29, Auditor's Subdivision of Accretions to Section 4, 5 and 8-76-44, thence along the West line of said Lot 29 S0°10'17"E 590.11 feet to the point of beginning, thence continuing along said West line of Lot 29 S0°10'17"E 300.00 feet, thence N89°46'23"E 300.00 feet, thence N0°10'17"W 300.00 feet, thence S89°46'23"W 300.00 feet to the West line of said Lot 29 and the point of beginning. The parcel described contains existing county road right of way.**

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

WHEREAS, Pottawattamie County, Iowa, has explored various options for maintenance of said Parcel as open space, including entering into a long term farm lease (10 years plus) with the adjoining property owner which requires the Tenant maintain responsibility for the clearing the trees and weed vegetation, as well as the annual maintenance and upkeep of the property as required by the Hazard Mitigation Grant Program Deed Restriction Agreement.

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

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

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

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

WHEREAS, a Notice of Public Hearing on the proposal was published in The Nonpareil, an official County newspaper, on May 4, 2023 and the Board of Supervisors conducted a Public Hearing on the said proposal on May 9, 2023 and after hearing all interested parties, the Board approved the execution of said Lease.

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

Dated this 9<sup>th</sup> day of May, 2023.

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

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

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

Motion by Jorgensen, second by Belt, to approve and authorize Board Chairman to sign **Resolution No. 30-2023** a Resolution to enter a Farm Lease with Robert Hansen for Hansen Sub Lt 2 & Part Lt 1 4-75-44 or 28119 145<sup>th</sup> Street, until May 15, 2038.

**RESOLUTION No. 30-2023**  
RESOLUTION TO DISPOSE OF REAL PROPERTY BY LEASE PURSUANT TO IOWA CODE  
§331.361(2)

WHEREAS, following the flooding event of 2019, Pottawattamie County, Iowa, has acquired a parcel of land through the Hazard Mitigation Grant Program, which consisting of 1.14 acres and legally described as follows:

**Parcel "A" - A parcel of land located in part of Lot 1 of Hansen Subdivision located in part of the SW1/4 SE1/4 of Section 33, Township 77 North, Range 44 West of the 5<sup>th</sup> Principal Meridian, Pottawattamie County, Iowa, more fully described as follows: Commencing at the Southwest corner of the SE1/4 of Section 33; thence N00°00'00"W along a portion of the West line of the SE1/4 a distance of 569.75 feet to the point of beginning; thence N00°00'00"W along a portion of the West line of said SE1/4 and the West line of Lot 1 of Hansen Subdivision a distance of 61.00 feet to the Southwest corner of Lot 2, Hansen Subdivision; thence S90°00'00"E along the South line of said Lot 2 a distance of 234.14 feet to the Southeast corner of said Lot 2; thence**

**S00°00'00"E a distance of 61.00 feet; thence N90°00'00"W a distance of 234.14 feet to the point of beginning. Said parcel excludes presently established county road right of way and is subject to all easements of record. Note: The West line of the SE1/4 of Section 33 is assumed to bear N00°00'00"W for this description.**

**A 6.0 foot drain tile easement located in part of Lot 1, Hansen Subdivision in the SW1/4 SE1/4 of Section 33, Township 77 North, Range 44 West of the 5<sup>th</sup> Principal Meridian, Pottawattamie County, Iowa, more fully described as follows: Commencing at the Southeast corner of Parcel "A" of Lot 1, Hansen Subdivision;thence N90°00'00"W along a portion of the South line of said Parcel "A" a distance of 166.10 feet to the point of beginning; thence S20°47'01"W along the center of a 6.0 foot drain tile easement a distance of 111.60 feet. Note: The West line of the SE1/4 of Section 33 is assumed to bear N00°00'00"W for this description.**

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

WHEREAS, Pottawattamie County, Iowa, has explored various options for maintenance of said Parcel as open space, including entering into a long term farm lease (10 years plus) with the adjoining property owner which requires the Tenant maintain responsibility for the clearing the trees and weed vegetation, as well as the annual maintenance and upkeep of the property as required by the Hazard Mitigation Grant Program Deed Restriction Agreement.

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

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

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

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

WHEREAS, a Notice of Public Hearing on the proposal was published in The Nonpareil, an official County newspaper, on May 4, 2023 and the Board of Supervisors conducted a Public Hearing on the said proposal on May 9, 2023 and after hearing all interested parties, the Board approved the execution of said Lease.

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

Dated this 9<sup>th</sup> day of May, 2023.

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

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

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



Brandon Garrett/Chief of Staff, City of Council Bluffs appeared before the Board to give a presentation to the Board on the Light Rail.

Discussion only. No Action Taken

Motion by Belt, second by Miller, to approve amended Secondary Roads DOT Budget to reflect County Budget amended dated February 21, 2023.

UNANIMOUS VOTE. Motion Carried.

Motion by Belt, second by Jorgensen, to approve the Organizational Structure at the jail and the following job descriptions of Sergeants, Lieutenants, Corporals, and Certified Medication Aids.

UNANIMOUS VOTE. Motion Carried.

### 3. OTHER BUSINESS

Motion by Wichman, second by Jorgensen, to approve waiving of the delinquent taxes that were owed by Donna Rahel on the following parcels 764411200002, 764412100003, 764412100004, 764412100009, and 764412300001 from 2017-2021, now owned by the Pottawattamie County Conservation effective October 24, 2022.

UNANIMOUS VOTE. Motion Carried.

Motion by Belt, second by Jorgensen, to approve and authorize Board Chairman to sign Memorandum of Understanding Between Pottawattamie County and the American Federation of State, County and Municipal Employees (AFSCME) Local 2364-911 Agreement for the employees of the Pottawattamie County Communications Center, 12 Hour Shifts effective July 1, 2023, through June 30, 2024.

UNANIMOUS VOTE. Motion Carried.

Motion by Belt, second by Miller, to approve letter of support for the East Pottawattamie Soil and Water for a grant application for dry hydrants to assist with the Volunteer Fire Departments with water access.

UNANIMOUS VOTE. Motion Carried.

### 4. COMMITTEE APPOINTMENTS

Board discussed Committee meetings from the past week.

Discussion only. No action taken.

### 5. RECEIVED/FILED

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

- 1) WIC – Payroll status change for Luz Collins for longevity.
- 2) Conservation - Employment of Ashley Johnson and Carter Ross as Natural Areas Management Interns – Hitchcock.
- 3) SWI Juvenile Detention – Employment of Destiny Seyler as a Part-time Youth Corrections Worker.

#### B. Report(s):

- 1) Recorder Fee Book for April 2023.

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

- 1) Jail – Out of State Travel Notifications for Jon Poore and Roger Brannan.
- 2) Jail - Out of State Travel Notifications for Matt O'Donnell, Shannon Holman, and Megan Albers.

### 6. PUBLIC COMMENTS

Robert Wambold appeared before the Board concerned about the Transit Trolley from Omaha to Council Bluffs, wants Board to pass Resolution asking for Public Referendum.

### 7. CLOSED SESSION

Motion by Wichman, second by Miller, to go into Closed Session pursuant to Iowa Code §21.5(1)(c) for pending or potential litigation.

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

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

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

### 8. ADJOURN

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

UNANIMOUS VOTE. Motion Carried

THE BOARD ADJOURNED SUBJECT TO CALL AT 11:59 A. M.

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Brian Shea, Chairman

ATTEST:

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Melvyn Houser, County Auditor

APPROVED: May 16, 2023

PUBLISH: X

# **Scheduled Sessions**



**Matt Wyant/Director, Planning  
and Development and/or Pam  
Kalstrup/Zoning & Land Use  
Coordinator, Planning and  
Development**

**Public Hearing and First Consideration of Ordinance No. 2023-03, an ordinance to amend the Official Zoning Map of Pottawattamie County, Iowa by changing the district designation of approximately 1.04 acres from a Class A-3 (Riverfront and Agricultural Production) to a Class I-1 (Limited Industrial) District; and setting date for Second Consideration.**

**TO:** Board of Supervisors  
**FROM:** Matt Wyant  
**DATE:** May 8, 2023

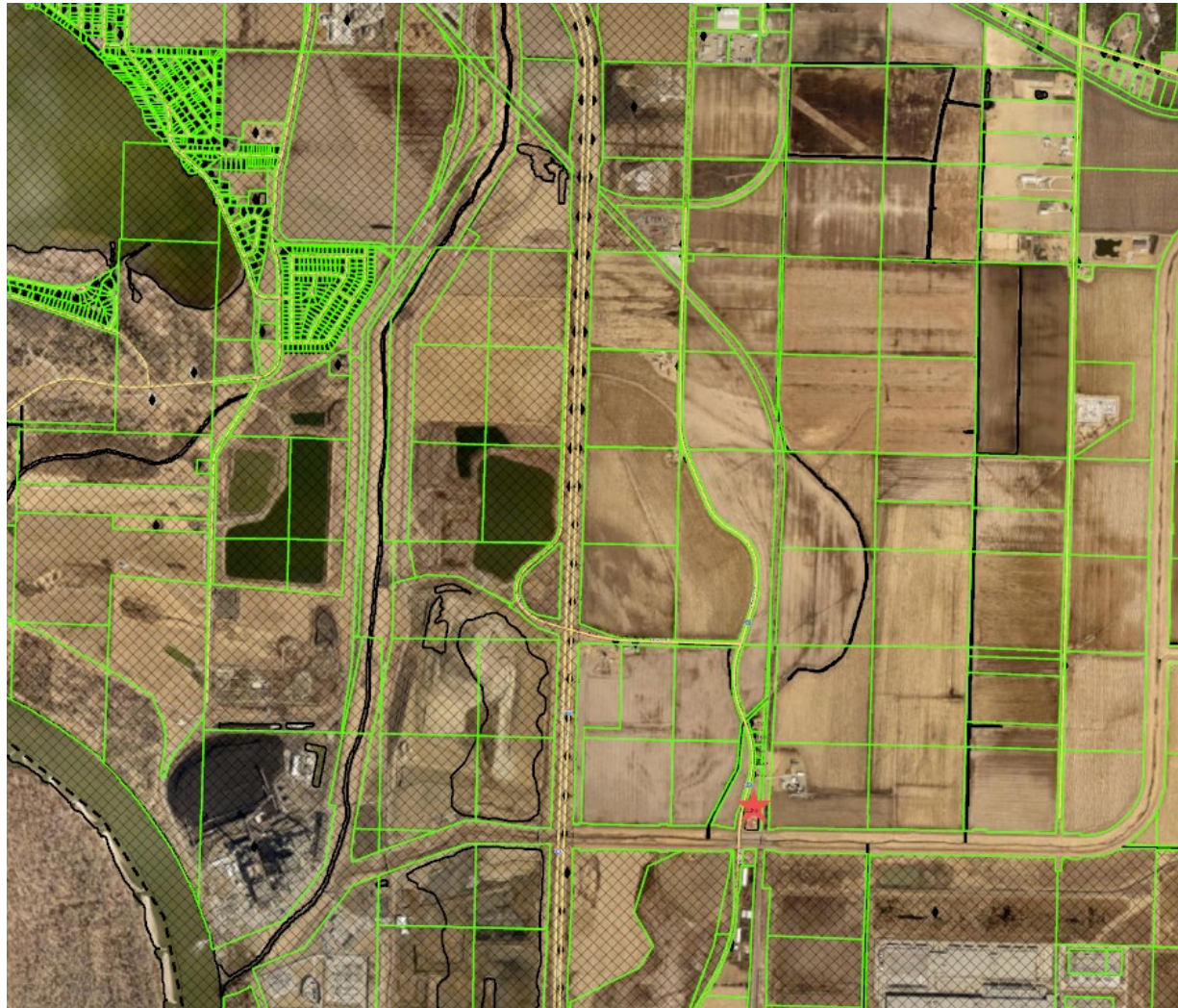
**RE:** #ZMA-2023-01

**REQUEST:** Zoning Map Amendment to reclassify approximately 1.04 acres from a Class A-3 (Riverfront & Ag Production) to a Class I-1 (Limited Industrial).

**LOCATION:** Lewis Township  
192<sup>nd</sup> St

29-74-43 N445' S495' LYING E OF RD & W OF RR E1/2 NW

The subject property is located adjacent to the city limits of Council Bluffs on 192<sup>nd</sup> St.



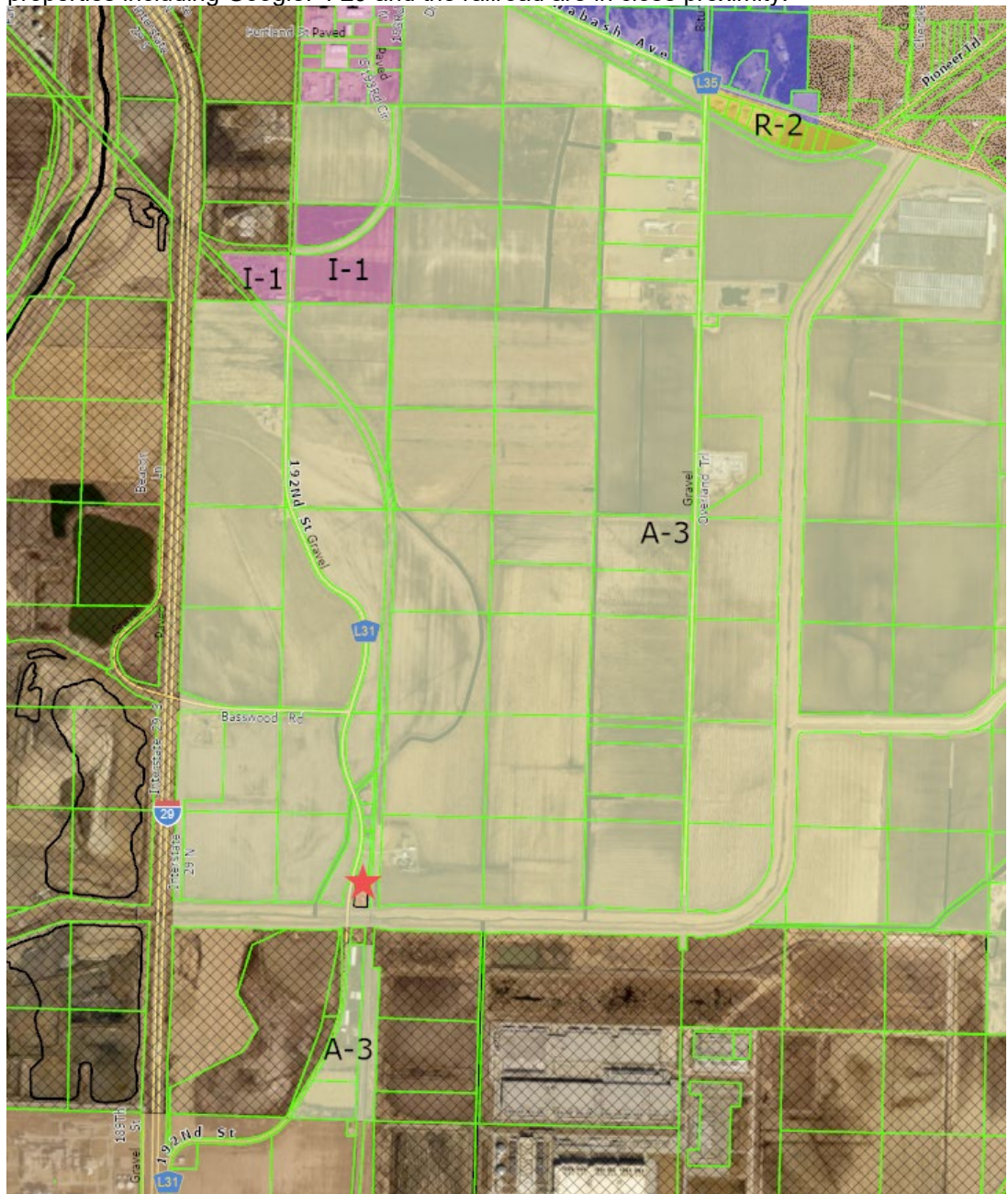
**PROPERTY OWNER:** Schultz Enterprises, Inc.

**GENERAL INFORMATION:**

The applicant has requested that approximately 1.04 acres, which are currently zoned A-3 (River Front & Agricultural Production) District, be rezoned to I-1 (Limited Industrial). His intent is to move his concrete business to this location. He intends to utilize the property as a contractor's storage yard for a dump truck, 2 trailers, 6 pickups. He and/or his son will be the only people travelling to and from the property with equipment. Eventually he would like to build a shop/office for his 12 employees.



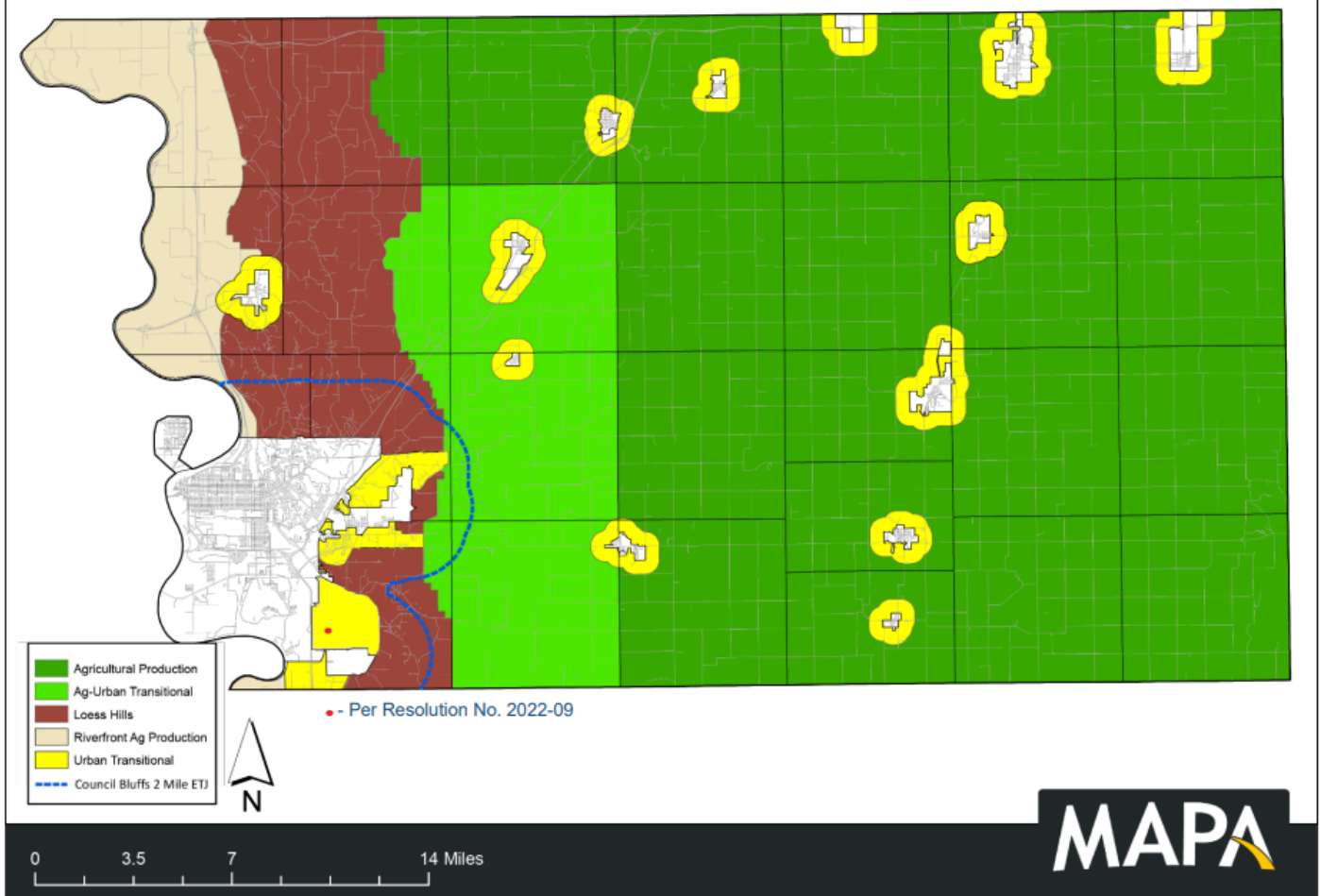
**SITE & AREA REVIEW:** The properties in the immediate area are a mixture of agricultural ground and industrial properties including Google. I-29 and the railroad are in close proximity.



**SITE REVIEW:** The parcel has a 603 square foot building on it.

**LAND USE PLAN:** This proposed Zoning Map Amendment aligns with the Comprehensive and Land Use Plan with the recent resolution identifying this area as Urban Transitional.

**Illustration 3.3: Pottawattamie County Future Land Use**



## INDUSTRIAL AREAS

Future industrial usage is encouraged to locate in close proximity to major transportation routes within the 2-mile limit of Council Bluffs and ½-mile of each of the other communities or in specific rural areas such as along railroad or highway corridors. The types of industries that should be encouraged in these areas should include “light manufacturing” and ‘general industrial” types, such as high tech or agriculture related industries. These types of industries are typically clean and efficient in operation and provide varied classifications of employment opportunities.

**ROADS & TRAFFIC:** Access to the subject property is gained from 192<sup>nd</sup> Street, a gravel county road. The 2016 Iowa Department of Transportation Traffic Flow Map indicated an average traffic flow of 430 vehicles per day.

**FLOOD HAZARD:** The Flood Insurance Study prepared by the Federal Emergency Management Agency for the County designates in the Flood Insurance Rate Maps that the majority of the property as being in a Zone A-Areas of 1% annual chance of flooding. The applicant intends to elevate the property and file a LOMA (letter of map amendment) with FEMA.

## COMMISSION

**RECOMMENDATION:** On April 17, 2023 the Planning Commission conducted their public hearing on this request and made the following recommendation:

Motion: to recommend that the request of Schultz Enterprises Inc, as filed under Case #ZMA-2023-01, be **approved by the Board of Supervisors.**

Motion by: Schultz.

Second by: Chapman.

Vote: Ayes –Larson, Leaders, Silkworth, Chapman, Schultz. Motion Carried.

## **RECORDER'S COVER SHEET**

Prepared by:

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

Return Document to:

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

Document Title:

Pottawattamie County  
Ordinance #2023-03

**POTTAWATTAMIE COUNTY, IOWA  
ORDINANCE NO. 2023-03**

**AN ORDINANCE** to amend the Official Zoning Map of Pottawattamie County, Iowa, by changing the district designation of approximately 1.04 acres from a Class A-3 (Riverfront & Ag Production) District to a Class I-1 (Limited Industrial) District.

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

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

**LEWIS TWP 29-74-43 N445' S495' LYING E OF RD & W OF RR E1/2 NW**

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

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

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

PASSED AND APPROVED.

**ROLL CALL VOTE**

**AYE      NAY      ABSTAIN      ABSENT**  
                 

\_\_\_\_\_  
Brian Shea, Chairman

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

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

Ordinance #2023-03

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

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

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



NOTICE OF PUBLIC HEARING PUBLISHED:	May 11, 2023
BOARD OF SUPERVISORS PUBLIC HEARING:	May 16, 2023
FIRST CONSIDERATION:	May 16, 2023
SECOND CONSIDERATION:	May 23, 2023
PUBLICATION:	June 1, 2023
RECORD:	June 2, 2023



# **John Rasmussen/Engineer**

**Bid opening for project L-2023(RC78) – 73-78at 10 A.M.**

# **John Rasmussen/Engineer**

**Discussion and/or decision to approve final voucher for final payment to Gus Construction, Inc for project BRS-SWAP-C078(199)- FF-78.**

Contract 037256



**Iowa Department of Transportation**  
**CONTRACT CONSTRUCTION PROGRESS VOUCHER**

BRS-SWAP-C078(199)--FF-78 PAGE 1  
 RCB Culvert - New / Replacement  
 POTTAWATTAMIE COUNTY ENGINEER

Voucher No. 9 *Final*

DATE LAST VOUCHER 12-02-21  
 MO. DAY YR.

THIS VOUCHER - -  
 MO. DAY YR.

DAYS WORKED			RET. %	Contractor No. 16875 GUS CONSTRUCTION CO INC CASEY, IA									
TO DATE	LAST VOUCH.	AUTH.		ITEM NO.	QUANTITY AWARDED	QUANTITY AUTHORIZED	UNIT OF MEASURE	FCT.	Compl. Last Voucher	TOTAL TO DATE	RURAL PARTICIPATING	RURAL NON-PARTICIPATING	URBAN PARTICIPATING
73.0	0.0	125.0	3.000	0010	1.400	1.400	Acres	410	000	000	1400	000	000
				CLEAR+GRUBB									
				TOTAL TO DATE									
				0020	1458.000	1458.000	Cubic Yd	410	000	000	1458000	000	000
				EMBANKMENT-IN-PLACE									
				TOTAL TO DATE									
				0030	2076.000	2076.000	Cubic Yd	410	000	000	2076000	000	000
				EXCAVATION, CL 10, RDWY+BORROW									
				TOTAL TO DATE									
				0040	743.900	743.900	Cubic Yd	410	000	000	743900	000	000
				TOPSOIL, STRIP, SALVAGE+SPREAD									
				TOTAL TO DATE									
				0050	54.000	54.000	Cubic Yd	410	000	000	54000	000	000
				COMPACT BACKFILL ADJ TO BRDG/CULV/STRU CT									
				TOTAL TO DATE									
				0060	2632.200	3186.800	Sq Yard	410	000	000	3186800	000	000
				SUBGRADE STABIL MAT'L, POLYMER GRID									
				TOTAL TO DATE									
				0070	350.000	350.000	Cubic Yd	410	000	000	350000	000	000
				MODIFIED SUBBASE									
				TOTAL TO DATE									
				0080	196.000	196.000	Ton	410	000	000	204620	000	000
				GRANULAR SHLD, TYPE B									
				TOTAL TO DATE									
				0090	8.000	8.000	Station	441	000	000	8000	000	000
				SHLD CONSTRUCTION, EARTH									
				TOTAL TO DATE									

I certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.

SIGNATURES REQUIRED ON LINES 1 & 2 FOR PROGRESS PAYMENT AND LINES 1-3 FOR FINAL PAYMENT AS APPLICABLE.

- DATE \_\_\_\_\_ PROJECT ENGINEER CERTIFICATION
- DATE \_\_\_\_\_ CHAIRMAN OF BOARD OF SUPERVISORS APPROVAL  
 IDOT is not involved in this Farm to Market project.
- DATE \_\_\_\_\_ DISTRICT CONSTRUCTION/LOCAL SYSTEMS ENGINEER OR OFFICE DIRECTOR APPROVAL  
 Project records reviewed.  
 Project records not reviewed. Recommend payment based on the project engineers certification.

CERTIFICATION FOR HOURS AND LABOR APPLIES ONLY TO FEDERAL PARTICIPATING PROJECT.

**CLAIMANT'S CERTIFICATION (Required for Final Payment Only)**

I, \_\_\_\_\_ the \_\_\_\_\_  
 for \_\_\_\_\_ (contractor) certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.

DATE \_\_\_\_\_

SIGNED CLAIMANT (CONTRACTOR)

*AAJ*



Contract 037256



Iowa Department of Transportation  
CONTRACT CONSTRUCTION PROGRESS VOUCHER

BRS-SWAP-C078(199)--FF-78 PAGE 2  
RCB Culvert - New / Replacement  
POTTAWATTAMIE COUNTY ENGINEER

Voucher No. 9 *Final*

DATE LAST VOUCHER 12-02-21  
MO. DAY YR.

THIS VOUCHER - - -  
MO. DAY YR.

DAYS WORKED			RET. %
TO DATE	LAST VOUCH.	AUTH.	
<b>73.0</b>	0.0	125.0	3.000

Contractor No. 16875 GUS CONSTRUCTION CO INC CASEY, IA

ITEM NO.	QUANTITY AWARDED	QUANTITY AUTHORIZED	UNIT OF MEASURE	FCT.	Compl. Last Voucher	RURAL PARTICIPATING			
						RURAL PARTICIPATING	RURAL NON-PARTICIPATING	URBAN PARTICIPATING	URBAN NON-PARTICIPATING
0100	610.200	610.200	Ton	441	TOTAL TO DATE	000	617630	000	000
MACADAM STONE BASE									
0110	218.080	218.080	Ton	442	TOTAL TO DATE	000	218080	000	000
HMA ST BASE, 3/4"									
0120	81.770	81.770	Ton	442	TOTAL TO DATE	000	81770	000	000
HMA ST INTERMEDIATE, 1/2"									
0130	81.310	81.310	Ton	442	TOTAL TO DATE	000	81310	000	000
HMA ST SURF, 1/2", NO FRIC									
0140	22.870	22.870	Ton	442	TOTAL TO DATE	000	20070	000	000
ASPH BINDER, PG 58-28S									
0150	23500.000	23500.000	Lump Sum	430	TOTAL TO DATE	000	23500000	000	000
RMVL OF EXIST STRUCT									
0160	158.300	169.390	Ton	430	TOTAL TO DATE	000	169390	000	000
GRANULAR BACKFILL									
0170	73.300	73.300	Cubic Yd	430	TOTAL TO DATE	000	73300	000	000
FLOODED BACKFILL									
0180	6454.000	6432.960	Cubic Yd	430	TOTAL TO DATE	000	6454000	000	000
EXCAVATION, CL 20									
							<b>6432</b>	<b>960</b>	

I certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.

SIGNATURES REQUIRED ON LINES 1 & 2 FOR PROGRESS PAYMENT AND LINES 1-3 FOR FINAL PAYMENT AS APPLICABLE.

- DATE \_\_\_\_\_ PROJECT ENGINEER CERTIFICATION
- DATE \_\_\_\_\_ CHAIRMAN OF BOARD OF SUPERVISORS APPROVAL  
 IDOT is not involved in this Farm to Market project.
- DATE \_\_\_\_\_ DISTRICT CONSTRUCTION/LOCAL SYSTEMS ENGINEER OR OFFICE DIRECTOR APPROVAL  
 Project records reviewed.  Project records not reviewed. Recommend payment based on the project engineers certification.  
Project approved for payment.

CERTIFICATION FOR HOURS AND LABOR APPLIES ONLY TO FEDERAL PARTICIPATING PROJECT.

CLAIMANT'S CERTIFICATION (Required for Final Payment Only)

I, \_\_\_\_\_ the \_\_\_\_\_  
for \_\_\_\_\_ (contractor) certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.

DATE \_\_\_\_\_ SIGNED CLAIMANT (CONTRACTOR)

*440*



Contract 037256



**Iowa Department of Transportation**  
**CONTRACT CONSTRUCTION PROGRESS VOUCHER**

BRS-SWAP-C078(199)--FF-78 PAGE 3  
 RCB Culvert - New / Replacement  
 POTTAWATTAMIE COUNTY ENGINEER

Voucher No. 9 *Final*

DATE LAST VOUCHER 12-02-21  
 MO. DAY YR.

THIS VOUCHER - - -  
 MO. DAY YR.

Contractor No. 16875 GUS CONSTRUCTION CO INC CASEY, IA

DAYS WORKED		RET. %		Contractor No. 16875 GUS CONSTRUCTION CO INC CASEY, IA										
TO DATE	LAST VOUCH.	AUTH.	RET. %	ITEM NO.	QUANTITY AWARDED	QUANTITY AUTHORIZED	UNIT OF MEASURE	FCT.	Compl. Last Voucher	TOTAL TO DATE	RURAL PARTICIPATING	RURAL NON-PARTICIPATING	URBAN PARTICIPATING	URBAN NON-PARTICIPATING
73.0	0.0	125.0	3.000	0190	569.000	569.000	Cubic Yd	430			000	569000	000	000
				STRUCT CONG (RCB CULV)										
				TOTAL TO DATE										
0200	76782.000	76782.000	Pound	430							000	76782000	000	000
				REINFORC STEEL										
				TOTAL TO DATE										
0210	2.000	2.000	Each	420							000	2000	000	000
				APRON, SAFETY SLOPE, 30"										
				TOTAL TO DATE										
0220	2.000	2.000	Each	420							000	2000	000	000
				APRON, SAFETY SLOPE, 42"										
				TOTAL TO DATE										
0230	56.000	56.000	Linr Ft	420							000	56000	000	000
				CULV, CMP ENT, 30"										
				TOTAL TO DATE										
0240	56.000	56.000	Linr Ft	420							000	56000	000	000
				CULV, CMP ENT, 42"										
				TOTAL TO DATE										
0250	1.000	1.000	Each	420							000	1000	000	000
				TEMPORARY STREAM DIVERSION										
				TOTAL TO DATE										
0260	326.000	326.000	Linr Ft	418							000	326000	000	000
				SUBDRAIN, PERFORATED PLASTIC PIPE, 4"										
				TOTAL TO DATE										
0270	2.000	2.000	Each	418							000	2000	000	000
				SUBDRAIN OUTLET, DR-305										
				TOTAL TO DATE										

I certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.  
 SIGNATURES REQUIRED ON LINES 1 & 2 FOR PROGRESS PAYMENT AND LINES 1-3 FOR FINAL PAYMENT AS APPLICABLE.

**CLAIMANT'S CERTIFICATION (Required for Final Payment Only)**

- DATE \_\_\_\_\_ PROJECT ENGINEER CERTIFICATION
- DATE \_\_\_\_\_ CHAIRMAN OF BOARD OF SUPERVISORS APPROVAL  
 IDOT is not involved in this Farm to Market project.
- DATE \_\_\_\_\_ DISTRICT CONSTRUCTION/LOCAL SYSTEMS ENGINEER OR OFFICE DIRECTOR APPROVAL  
 Project records reviewed.  Project records not reviewed. Recommend payment based on the project engineers certification.

I, \_\_\_\_\_ the \_\_\_\_\_  
 for \_\_\_\_\_ (contractor) certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.

DATE \_\_\_\_\_ SIGNED CLAIMANT (CONTRACTOR)

440

CERTIFICATION FOR HOURS AND LABOR APPLIES ONLY TO FEDERAL PARTICIPATING PROJECT.



Contract 037256



**Iowa Department of Transportation**  
**CONTRACT CONSTRUCTION PROGRESS VOUCHER**

BRS-SWAP-C078(199)--FF-78 PAGE 4  
 RCB Culvert - New / Replacement  
 POTTAWATTAMIE COUNTY ENGINEER

Voucher No. 9 *Final*

DATE LAST VOUCHER 12-02-21  
 MO. DAY YR.

THIS VOUCHER - -  
 MO. DAY YR.

DAYS WORKED			RET. %	Contractor No. 16875 GUS CONSTRUCTION CO INC CASEY, IA									
TO DATE	LAST VOUCH.	AUTH.		QUANTITY AWARDED	QUANTITY AUTHORIZED	UNIT OF MEASURE	FCT.	Compl. Last Voucher	TOTAL TO DATE	RURAL PARTICIPATING	RURAL NON-PARTICIPATING	URBAN PARTICIPATING	URBAN NON-PARTICIPATING
<b>73.0</b>	<b>0.0</b>	<b>125.0</b>	<b>3.000</b>										
0280	856.000	856.000	Ton	410	410	REVTMENT, CLASS E	000	853340	000	000			
0290	977.800	977.800	Sq Yard	410	410	RMVL OF PAV'T	000	977800	000	000			
0300	9.000	9.000	Station	442	442	PAINTED PAV'T MARK, WATERBORNE/SOLVENT	000	26650	000	000			
0310	2.000	2.000	Each	401	401	SAFETY CLOSURE	000	2000	000	000			
0320	6500.000	6500.000	Lump Sum	401	401	TRAFFIC CONTROL	000	6500000	000	000			
0330	90000.000	90000.000	Lump Sum	401	401	MOBILIZATION	000	90000000	000	000			
0340	1.200	1.200	Acre	448	448	MULCH	000	940	000	000			
0350	1.200	1.200	Acre	448	448	SEED+FERTILIZE (RURAL)	000	2020	000	000			
0360	508.000	508.000	Square	448	448	SLOPE PROTECTION, WOOD EXCELSIOR	000	883200	000	000			

I certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.

SIGNATURES REQUIRED ON LINES 1 & 2 FOR PROGRESS PAYMENT AND LINES 1-3 FOR FINAL PAYMENT AS APPLICABLE.

1. DATE \_\_\_\_\_ PROJECT ENGINEER CERTIFICATION

2. DATE \_\_\_\_\_ CHAIRMAN OF BOARD OF SUPERVISORS APPROVAL  
 IDOT is not involved in this Farm to Market project.

3. DATE \_\_\_\_\_ DISTRICT CONSTRUCTION/LOCAL SYSTEMS ENGINEER OR OFFICE DIRECTOR APPROVAL  
 Project records reviewed.  Project records not reviewed. Recommend payment based on the project engineers certification.

**CLAIMANT'S CERTIFICATION (Required for Final Payment Only)**

I, \_\_\_\_\_ the \_\_\_\_\_

for \_\_\_\_\_ (contractor) certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.

DATE \_\_\_\_\_ SIGNED CLAIMANT (CONTRACTOR)

*448*

CERTIFICATION FOR HOURS AND LABOR APPLIES ONLY TO FEDERAL PARTICIPATING PROJECT.



Contract 037256



**Iowa Department of Transportation**  
**CONTRACT CONSTRUCTION PROGRESS VOUCHER**

BRS-SWAP-C078(199)--FF-78 PAGE 5  
 RCB Culvert - New / Replacement  
 POTTAWATTAMIE COUNTY ENGINEER

Voucher No. 9 *Final*

DATE LAST VOUCHER 12-02-21  
 MO. DAY YR.

THIS VOUCHER - - -  
 MO. DAY YR.

DAYS WORKED			RET. %
TO DATE	LAST VOUCH.	AUTH.	
<b>73.0</b>	<b>0.0</b>	<b>125.0</b>	<b>3.000</b>

Contractor No. 16875 GUS CONSTRUCTION CO INC CASEY, IA

ITEM NO.	QUANTITY AWARDED	QUANTITY AUTHORIZED	UNIT OF MEASURE	FCT.	Compl. Last Voucher	RURAL PARTICIPATING		RURAL NON-PARTICIPATING		URBAN PARTICIPATING		URBAN NON-PARTICIPATING	
0370	1.200	1.200	Acre	448		000		940		000		000	
STABILIZE CROP - SEED+FERTILIZE					TOTAL TO DATE								
0380	101.600	101.600	M-Gal	448		000		000		000		000	
WATER-SOD/SPEC DITCH CNTL/SLOPE PROTECT					TOTAL TO DATE								
0390	3.000	3.000	Each	448		000		000		000		000	
MOBILIZATION FOR WATERING					TOTAL TO DATE								
0400	1472.000	1472.000	Linr Ft	448		000		959000		000		000	
SILT FENCE					TOTAL TO DATE								
0410	230.000	230.000	Linr Ft	448		000		180000		000		000	
SILT FENCE-DITCH CHECKS					TOTAL TO DATE								
0420	4.000	4.000	Each	448		000		000		000		000	
SILT BASIN					TOTAL TO DATE								
0430	1702.000	1702.000	Linr Ft	448		000		325000		000		000	
RMVL OF SILT FENCE/SILT FENC-DITCH CHECK					TOTAL TO DATE								
0440	4.000	4.000	Each	448		000		000		000		000	
RMVL OF SILT BASIN					TOTAL TO DATE								
0450	1702.000	1702.000	Linr Ft	448		000		000		000		000	
MAINT OF SILT FENC/SILT FENC-DITCH CHECK					TOTAL TO DATE								

I certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.

SIGNATURES REQUIRED ON LINES 1 & 2 FOR PROGRESS PAYMENT AND LINES 1-3 FOR FINAL PAYMENT AS APPLICABLE.

- DATE \_\_\_\_\_ PROJECT ENGINEER CERTIFICATION
- DATE \_\_\_\_\_ CHAIRMAN OF BOARD OF SUPERVISORS APPROVAL  
 IDOT is not involved in this Farm to Market project.
- DATE \_\_\_\_\_ DISTRICT CONSTRUCTION/LOCAL SYSTEMS ENGINEER OR OFFICE DIRECTOR APPROVAL  
 Project records reviewed.  Project records not reviewed. Recommend payment based on the project engineers certification.

CERTIFICATION FOR HOURS AND LABOR APPLIES ONLY TO FEDERAL PARTICIPATING PROJECT.

**CLAIMANT'S CERTIFICATION (Required for Final Payment Only)**

I, \_\_\_\_\_ the \_\_\_\_\_  
 for \_\_\_\_\_ (contractor) certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.

DATE \_\_\_\_\_ SIGNED CLAIMANT (CONTRACTOR)

444



Contract 037256

Voucher No. 9 *Final*



**Iowa Department of Transportation**  
**CONTRACT CONSTRUCTION PROGRESS VOUCHER**

BRS-SWAP-C078(199)--FF-78 PAGE 6  
 RCB Culvert - New / Replacement  
 POTTAWATTAMIE COUNTY ENGINEER

DATE LAST VOUCHER 12-02-21  
 MO. DAY YR.

THIS VOUCHER - - -  
 MO. DAY YR.

DAYS WORKED			RET. %	Contractor No. 16875 GUS CONSTRUCTION CO INC CASEY, IA									
TO DATE	LAST VOUCH.	AUTH.		QUANTITY AWARDED	QUANTITY AUTHORIZED	UNIT OF MEASURE	FCT.	Compl. Last Voucher	TOTAL TO DATE	RURAL PARTICIPATING	RURAL NON-PARTICIPATING	URBAN PARTICIPATING	URBAN NON-PARTICIPATING
<b>73.0</b>	<b>0.0</b>	<b>125.0</b>	<b>3.000</b>										
0460	627.000	627.000	Linr Ft	448	448	PERIMETER+SLOPE SEDIMENT CNTL DEVICE, 1 2"		000	4318000		000	000	
0470	627.000	627.000	Linr Ft	448	448	RMVL OF PERIMETER+SLOPE SEDIMNT CNTL D EV		000	1420000		000	000	
0480	3.000	3.000	Each	448	448	MOBILIZATION, EROSION CONTROL		000	3000		000	000	
0490	1.000	1.000	Each	448	448	MOBILIZATION, EMERGENCY EROSION CONTROL		000	000		000	000	
7001	-21.040	-21.040	Cubic Yd	430	430	APPLIES TO ITEM 0180 EXCAVATION, CL 20		000	000		000	000	
7002	554.600	554.600	Sq Yard	410	410	APPLIES TO ITEM 0060 SUBGRADE STABIL MAT'L, POLYMER GRID		000	000		000	000	
7003	11.090	11.090	Ton	430	430	APPLIES TO ITEM 0160 GRANULAR BACKFILL		000	000		000	000	
8001	29.000	29.000		448	448	CLEARING AND GRUBBING		000	29000		000	000	
8002	21.040	21.040		448	448	EXCAVATION, CLASS 23		000	21040		000	000	

I certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.  
 SIGNATURES REQUIRED ON LINES 1 & 2 FOR PROGRESS PAYMENT AND LINES 1-3 FOR FINAL PAYMENT AS APPLICABLE.

**CLAIMANT'S CERTIFICATION (Required for Final Payment Only)**

- DATE \_\_\_\_\_ PROJECT ENGINEER CERTIFICATION
- DATE \_\_\_\_\_ CHAIRMAN OF BOARD OF SUPERVISORS APPROVAL  
 IDOT is not involved in this Farm to Market project.
- DATE \_\_\_\_\_ DISTRICT CONSTRUCTION/LOCAL SYSTEMS ENGINEER OR OFFICE DIRECTOR APPROVAL  
 Project records reviewed.  
 Project records not reviewed. Recommend payment based on the project engineers certification.  
 Project approved for payment.

I, \_\_\_\_\_ the \_\_\_\_\_  
 for \_\_\_\_\_ (contractor) certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.  
 DATE \_\_\_\_\_ SIGNED CLAIMANT (CONTRACTOR)

*Handwritten initials*

CERTIFICATION FOR HOURS AND LABOR APPLIES ONLY TO FEDERAL PARTICIPATING PROJECT.



Contract 037256

Voucher No. 9 Final



**Iowa Department of Transportation**  
**CONTRACT CONSTRUCTION PROGRESS VOUCHER**

BRS-SWAP-C078(199)--FF-78 PAGE 7  
 RCB Culvert - New / Replacement  
 POTTAWATTAMIE COUNTY ENGINEER

DATE LAST VOUCHER 12-02-21  
 MO. DAY YR.

THIS VOUCHER - -  
 MO. DAY YR.

DAYS WORKED		RET. %		Contractor No. 16875 GUS CONSTRUCTION CO INC CASEY, IA											
TO DATE	LAST VOUCH.	AUTH.	RET. %	ITEM NO.	QUANTITY AWARDED	QUANTITY AUTHORIZED	UNIT OF MEASURE	FCT.	Compl. Last Voucher	TOTAL TO DATE	RURAL PARTICIPATING	RURAL NON-PARTICIPATING	URBAN PARTICIPATING	URBAN NON-PARTICIPATING	
<u>73.0</u>	<u>0.0</u>	<u>125.0</u>	<u>3.000</u>	8003	<u>110.000</u>	<u>110.000</u>		<u>448</u>			<u>000</u>	<u>110000</u>	<u>000</u>	<u>000</u>	
				ITEM DESCRIPTION											
				PAVEMENT SCARIFICATION											
				8999	<u>1.000</u>	<u>1.000</u>	Lump Sum	<u>401</u>			<u>000</u>	<u>000</u>	<u>000</u>	<u>000</u>	
				STOCKPILED MATERIALS											
									Compl. Last Voucher	TOTAL TO DATE					
									Compl. Last Voucher	TOTAL TO DATE					
									Compl. Last Voucher	TOTAL TO DATE					
									Compl. Last Voucher	TOTAL TO DATE					
									Compl. Last Voucher	TOTAL TO DATE					
									Compl. Last Voucher	TOTAL TO DATE					
									Compl. Last Voucher	TOTAL TO DATE					
									Compl. Last Voucher	TOTAL TO DATE					
									Compl. Last Voucher	TOTAL TO DATE					
									Compl. Last Voucher	TOTAL TO DATE					

I certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.

**CLAIMANT'S CERTIFICATION (Required for Final Payment Only)**

- SIGNATURES REQUIRED ON LINES 1 & 2 FOR PROGRESS PAYMENT AND LINES 1-3 FOR FINAL PAYMENT AS APPLICABLE.
- DATE \_\_\_\_\_ PROJECT ENGINEER CERTIFICATION
  - DATE \_\_\_\_\_ CHAIRMAN OF BOARD OF SUPERVISORS APPROVAL  
 IDOT is not involved in this Farm to Market project.
  - DATE \_\_\_\_\_ DISTRICT CONSTRUCTION/LOCAL SYSTEMS ENGINEER OR OFFICE DIRECTOR APPROVAL  
 Project records reviewed.  Project records not reviewed. Recommend payment based on the project engineers certification.  
 Project approved for payment. \_\_\_\_\_ based on the project engineers certification.
- CERTIFICATION FOR HOURS AND LABOR APPLIES ONLY TO FEDERAL PARTICIPATING PROJECT.

I, \_\_\_\_\_ the \_\_\_\_\_  
 for \_\_\_\_\_ (contractor) certify that the work items shown herein are just and unpaid, and that the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.

DATE \_\_\_\_\_ SIGNED CLAIMANT (CONTRACTOR)

*APD*

# Doc Express® Document Signing History

Contract: 78-C078-199 Document: Final Voucher (199)

This document is in the process of being signed by all required signatories using the Doc Express® service. Following are the signatures that have occurred so far.

Date	Signed By
05/08/2023	Gavin Walhovd Gus Construction Electronic Signature (Approved by Contractor (Optional))
	(Recommended by Engineer)
	(Approved by PIRC (when applicable))
	(Approved by District Materials Engineer (Optional))
	(Approved by Administering Office (DOT))
	(Approved by FHWA (When applicable))

# **Melvyn Houser/Auditor**

**Discussion and/or decision to approve and authorize the Board to sign a three-year contract to Provide Professional Consulting Services to Pottawattamie County by Cost Advisory Service Inc..**

***PROFESSIONAL SERVICES PROVIDED TO  
IOWA COUNTIES  
BY COST ADVISORY SERVICES, INC.***

Cost Advisory Services, Inc. (CASI) was incorporated in the State of Iowa in 2004. The company currently provides annual cost allocation services to 93 Iowa counties, three Iowa cities, and the Iowa Workforce Development, the Iowa Department of Public Health and five Community Colleges.

The primary objective in developing cost allocation plans is to assist county governments in obtaining reimbursements for indirect costs expended on behalf of the Iowa Department of Health and Human Services (DHHS). Indirect costs typically include items such as audit fees, insurance costs, building space costs that are not otherwise treated as direct costs, accounting and payroll services, and eligible legal services provided by county attorney offices, among others. Once documented in annual cost allocation plans, the indirect costs are claimed on quarterly Local Administrative Expense (LAE) reports that are prepared for counties by staff at local DHHS offices. These claims are then reimbursed from federal funds based on a formula developed by the central office of DHHS. Currently, the reimbursement is approximately one-third of the total direct and indirect costs that are claimed. Because the reimbursements are entirely from federal funds, a basic condition for eligibility is that an annual cost allocation plan be prepared in accordance with the procedures and regulations contained in 2 CFR, Part 200. CASI possesses both the expertise to deal with these regulations as well as a propriety cost allocation software program that enhances the cost allocation process.

While LAE reimbursements are the main objective for preparing cost allocation plans for county governments, there are other uses that may benefit individual counties. Some counties utilize their cost allocation plans to claim reimbursement of indirect costs that are expended in support of Title XIX (Medicaid) programs at local health departments. Again, because federal Title XIX funds are involved in indirect cost reimbursements from these programs, an annual cost allocation plan is required that conforms to 2 CFR, Part 200. Still another use of cost allocation plans by some of the larger counties is in recovering indirect costs that are expended in support of enterprise funds.

CASI staff welcomes the opportunity to discuss and explain the professional services that we provide to our current and prospective clients. We can be reached at the following:

Jeff Lorenz 515.238.7989 or by email at [jlorenz@casiowa.com](mailto:jlorenz@casiowa.com)

Roger Stirler 515.250.2687 or by email at [rstirler@casiowa.com](mailto:rstirler@casiowa.com)



**CONTRACT TO PROVIDE  
PROFESSIONAL CONSULTING SERVICES TO  
POTTAWATTAMIE COUNTY, IOWA**

This Contract entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2023, and effective immediately by and between **Cost Advisory Services, Inc.** (hereinafter called the “**Consultant**”) and **Pottawattamie County, Iowa** (hereinafter called the “**County**”) witnesseth that:

**Whereas** the County performs programs that it operates with outside funding, and

**Whereas** the County supports these programs with central services that are paid from the County’s general funds, and

**Whereas** federal and other outside users of county central services will typically pay a fair share of these costs if supported by an appropriate cost allocation plan, and

**Whereas** the Consultant is staffed with personnel knowledgeable and experienced in the requirements of developing, negotiating, and implementing such governmental cost allocation plans, and

**Whereas** the County desires to engage the Consultant to assist in developing cost allocation plans that conform to federal and state requirements and will be approved by their representatives.

**Now Therefore**, the County agrees to engage the Consultant and the Consultant hereby agrees to perform the following services.

1. Scope of Services. The Consultant shall do, perform, and carry out in a good and professional manner the following services:
  - A. Develop annual central service cost allocation plans based on actual costs incurred for fiscal years 2023, 2024, and 2025 that appropriately document the various costs expended by the County to support and administer general fund and non-general fund programs. Each year’s plan will contain a determination of the allowable costs of providing each supporting service in accordance with the provisions of 2 CFR Part 200. The types of services to be included in each plan shall include items such as accounting, payroll, purchasing, IT, human resources, and legal services; building occupancy costs; and other central service and centrally budgeted items such as insurance costs, dues and memberships, annual audit fees, etc. The consultant will analyze all required data, perform all cost allocation calculations, and complete each cost allocation plan in the required form to be submitted for federal and/or state approval. County staff involvement will be limited to locating and providing access to accounting, payroll, and other

financial records; answering brief questions to enable the Consultant to appropriately interpret County records; and participating in brief interviews of selected personnel to enable the Consultant to determine the appropriate methods of allocating costs across all benefited County programs.

- B. Provide copies of each year's completed cost allocation plan to the County Board of Supervisors and the County Auditor.
  - C. File each completed cost allocation plan with the central office of the Iowa Department of Health and Human Services (DHHS) and negotiate the completed cost allocation plans, as necessary, with the appropriate federal and state representatives.
  - D. Provide guidance to local representatives of DHHS in making quarterly Local Administrative Expense (LAE) claims for eligible indirect costs incurred by the County.
  - E. Monitor the status of LAE claims to ensure that the County receives all recoveries due it.
  - F. If necessary, and as requested by an in-house program at the County, compute an indirect cost rate that will provide the basis for the County to recover eligible indirect costs that are expended in support of this program.
2. Time of Performance. The services to be performed hereunder by the Consultant shall be undertaken and completed in such sequence as to assure their expeditious completion and best carry out the purposes of the Contract, as determined by the County.
3. Term of Contract. It is expressly understood and agreed that the effective date of this Contract shall be the date first written above and shall continue in full force and effect for a period of three years. It is further understood and agreed that the results of the completed cost allocation plan for any given fiscal year shall be implemented for DHHS indirect cost recovery purposes in the second succeeding fiscal year. For example, the results of the FY 2023 cost allocation plan shall be used to determine the amounts of eligible indirect cost recoveries for FY 2025.
4. Compensation. The County agrees to pay the Consultant an amount not to exceed Eight Thousand Two Hundred Twenty Dollars (\$8,220.00) for each annual cost allocation plan. This amount shall include reimbursement for all expenses to be incurred by the Consultant.
5. Method of Payment. The County shall pay the amount stated in paragraph 4 above upon delivery to the Board of Supervisors of each year's completed cost allocation plan, and other schedules if so required.

6. Warranty of Benefit to County. The Consultant warrants to the County that its annual fee for preparation of each cost allocation plan shall not exceed 50 percent of the actual reimbursements that are to be obtained for the County as a direct result of preparing the cost allocation plan. In the event annual payment to the Consultant exceeds 50 percent of the related indirect cost reimbursements to the County, then the difference will be promptly refunded to the County. It is also expressly understood and agreed that should the County recover more than double the Consultant's fees in any year, then the excess recoveries will belong solely to the County and no additional fee is due to the Consultant.
7. Changes. The County may, from time to time, require changes in the scope of services to be performed by the Consultant under this Contract. Such changes that are mutually agreed upon by the County and Consultant shall be incorporated in a written amendment to this Contract.
8. Services and Materials to be Furnished by County. The Consultant shall provide guidance to the County in determining the data that is required to complete each cost allocation plan. The County agrees to respond to all reasonable requests for data in a timely manner and shall provide adequate liaison between the Consultant and other agencies of the County government.
9. Termination of Contract for Cause. If, through any cause, the Consultant shall fail to fulfill in timely and proper manner its material obligation under this Contract, the County shall thereupon have the right to terminate this Contract by giving written notice via U.S. Post Office Certified Mail – Return Receipt Requested – to the Consultant of such termination and specifying the effective date thereof postmarked at least fifteen (15) days before the effective date of such termination. Provided however, prior to termination for default, the County will provide adequate written notice to the Consultant affording it the opportunity to cure the deficiencies or to submit a specific plan to resolve the deficiencies within ten (10) days (or the period specified in the notice) after receipt of the notice. Failure to adequately cure the deficiency shall result in termination action. The Consultant shall be compensated for services satisfactorily rendered and expenses incurred through the effective date of termination hereunder.



10. Special Termination. Either party may, at its option, cancel any year of the plan preparation by giving the other party notice by June 30 of the year on which the plan will be based. For example, the County may cancel the work to be done for FY 2024 by giving the Consultant notice on or before June 30, 2024. The County may terminate this Contract at any time without cause by giving the Consultant written notice via Certified Mail. Under this provision, the Consultant shall be entitled to full compensation as specified in paragraph 4 above for any cost allocation plan for which work has already begun.
11. Termination Due to Lack of Funds. The Consultant shall have the right to terminate this contract without penalty by giving fifteen (15) days written notice to the County if adequate funds are not available from Federal Agencies or other outside users to reimburse the County.
12. Information and Reports. The Consultant shall furnish the County, upon request, with copies of all documents and other materials prepared or developed in relation with or as part of the project.
13. Records and Inspection. The Consultant shall maintain full and accurate records with respect to all matters covered under this Contract. The County shall have free access at all proper times to such records, and the right to examine and audit the same and to make transcripts therefrom, and to inspect all program data, documents, proceedings, and activities.
14. Provisions Concerning Certain Waivers. Subject to applicable law, any right or remedy that the County may have under this contract may be waived in writing by the County through a formal waiver, if in the judgment of the County, this contract, as so modified, will still conform to the terms and requirements of pertinent laws.
15. Matters to be Disregarded. The titles of the several sections, sub-sections, and paragraphs set forth in this contract are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of the provisions of this contract.
16. Completeness of Contract. This contract and any additional or supplementary document or documents incorporated herein by specific reference contain all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this contract or any part thereof shall have any validity or bind any of the parties hereto.
17. County Not Obligated to Third Parties. The County and the Consultant are the only parties to this Contract and are the only parties entitled to enforce its terms. Nothing in this Contract gives, is intended to give, or shall be construed to give or provide, any right or benefit, whether directly or indirectly or otherwise, to third persons.



18. When Rights and Remedies Not Waived. In no event shall the making by the County of any payment to the Consultant constitute or be construed as a waiver by the County of any breach of covenant, or any default which may then exist on the part of the Consultant, and the making of any such payment by the County while any such breach or default exists shall in no way impair or prejudice any right or remedy available to the County with respect to such breach or default.
19. Personnel. The Consultant represents that it has, or will secure at its own expense, all personnel required to perform the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the County. All the services required hereunder shall be performed by the Consultant or under its supervision, and all personnel engaged in the work shall be fully qualified to perform such services.
20. Consultant Liability if Audited. The Consultant will assume all financial and statistical information provided to the Consultant by the County's employees or representatives is accurate and complete. The County shall be solely responsible for any disallowance of funds paid to the County under the plan resulting from inaccurate or incomplete information provided by the County. The Consultant shall provide assistance to the County in the event that an audit is undertaken of County indirect cost recoveries.
21. Applicable Law. Iowa law shall govern the terms and performance under this Contract.
22. Indemnification. Each party shall be responsible for its own acts and will be responsible for all damages, costs, fees, and expenses that arise out of the performance of this Contract, and which are due to that party's own negligence, tortious acts, and other unlawful conduct and the negligence, tortious acts, and other unlawful conduct of its respective agents, officers, and employees.
23. Delays. The Consultant shall not be liable for delays in performance that are caused in whole or in part by the County, third parties, or forces beyond its control. The period of performance shall be extended by the time period of any delays that are not the fault of the Consultant.
24. Assignment. The Consultant agrees not to assign, convey, or transfer its interest in this Contract to any other entity without the prior written consent of the County which consent shall not be unreasonably withheld. Provided, however, the Consultant may assign, convey, or transfer its interest in this Contract to an entity that succeeds to substantially all of the business of the Consultant by merger or otherwise.
25. Notices. Notices shall be effective upon receipt. Any notices, bills, invoices, or reports required by this Contract shall be sufficient if sent by either party hereto in the United States mail, postage paid, to the addresses stated below:

**For the County:**

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

**For the Consultant:**

Cost Advisory Services, Inc.  
P.O. Box 755  
Johnston, Iowa 50131

**IN WITNESS WHEREOF**, the County and the Consultant have executed this Contract as of the date first written above.

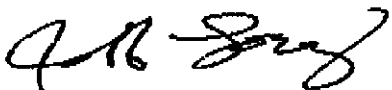
**POTTAWATTAMIE COUNTY, IOWA:**

By: \_\_\_\_\_  
(County Official)

\_\_\_\_\_  
(Title)

Attest: \_\_\_\_\_

**COST ADVISORY SERVICES, INC.:**

By:   
\_\_\_\_\_  
Jeff Lorenz, President

**Peggy Becker/Case Worker,**  
**Veteran Affairs**

**Discussion and/or decision on changing the  
Pottawattamie county Veteran Affairs to  
Pottawattamie County Veterans Service Office.**

## **Matt Wilber/Attorney**

**Discussion and/or decision to authorize Board to sign Resolution No. 37-2023; entitled: Authorization and Support for the 712 Initiative to transfer real estate to Habitat for Humanity CB.**

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**RESOLUTION NO. 37-2023**

**WHEREAS**, on November 13, 2002, pursuant to Resolution No. 41-2002, the Pottawattamie County Board of Supervisors transferred the following property to the Pottawattamie County Development Corporation:

West ½ of Lot 12, Block 11, Bayliss First Addition and Lots 1 and 5, Auditor’s Subdivision of Lot 11, Block 11, Bayliss First Addition and Lots 1, 2 and 3, Block 2, Bayliss Second Addition to the City of Council Bluffs, Pottawattamie County, Iowa.

**WHEREAS**, pursuant to Resolution No. 41-2002, the purpose of that transfer was “for the development of housing to serve the developmentally disabled ...”

**WHEREAS**, Pottawattamie County transferred the above-described property to the Pottawattamie County Development Corporation by virtue of a Quitclaim Deed filed in the office of the Pottawattamie County Recorder on December 2, 2002, at Book 103, Page 41174.

**WHEREAS**, the Pottawattamie County Development Corporation is now doing business as the 712 Initiative.

**WHEREAS**, the 712 Initiative desires authority to transfer the above-described property to Habitat for Humanity CB for development of affordable housing.

**WHEREAS**, Pottawattamie County is presently in great need of additional affordable housing.

**NOW THEREFORE BE IT RESOLVED:**

That the Board of Supervisors does hereby authorize and support the unrestricted sale of the above-described real property by the Pottawattamie County Development Corporation (doing business as the 712 Initiative) to Habitat for Humanity CB.

**BE IT FURTHER RESOLVED:**

That the Board of Supervisors does hereby release the Pottawattamie County Development Corporation (doing business as the 712 Initiative) from any restriction set forth in Resolution 41-2002.

**Dated this 16th Day of May, 2023.**

**ROLL CALL VOTE**

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

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

# **Mitch Kay/Director, Finance and Budget**

**Discussion and/or decision to authorize Board to sign  
Resolution No. 32-2023; entitled RESOLUTION  
AUTHORIZING THE USE OF AMERICAN RESCUE PLAN  
ACT (ARPA) FUNDS UNDER THE REVENUE  
REPLACEMENT EXEMPTION PROVIDED FOR U.S.  
TREASURY'S FINAL RULE.**

**RESOLUTION NO. 32-2023**

**RESOLUTION AUTHORIZING THE USE OF AMERICAN RESCUE PLAN ACT (ARPA) FUNDS UNDER THE REVENUE REPLACEMENT EXEMPTION PROVIDED FOR U.S. TREASURY’S FINAL RULE**

**WHEREAS**, the U.S. Treasury's Final Rule allows for up to \$10,000,000 in Revenue Replacement through a standard allowance, which may be allocated toward various government services;

**WHEREAS**, Pottawattamie County has chosen to utilize the standard allowance for a diverse range of government services;

**WHEREAS**, certain expenses have already been incurred and reported to the U.S. Treasury, while others are acknowledged within the 2022-2023 Capital Plan and will be reported as projects upon commencement of expenditures;

**NOW THEREFORE BE IT RESOLVED**, that the Pottawattamie County Board of Supervisors hereby authorizes the following expenditures under the ARPA standard allowance for Revenue Replacement:

1. \$1,991,045.22 for the expansion of Hitchcock Park;
2. \$1,500,000.00 as matching funds with the Iowa West Foundation for the Rural Pottawattamie County Infrastructure Collaborative (RPCIC), which has identified various projects for small towns throughout Pottawattamie County;
3. \$1,625,000.00, with \$125,000.00 allocated to each of the 13 small towns within Pottawattamie County;
4. \$1,300,000.00 for the continued development of a bike trail connecting Council Bluffs and Neola;
5. \$3,300,000.00 for the design, right-of-way, and improvement of 240<sup>th</sup> Street, and Dumfries Avenue, from Aspen Road to Pioneer Trail. Also referred to as projects: (L-2022-(Dumfries)--73-78) and project L-2022-(240)--73-78.

Projects unable to fulfill the obligation deadline of December 31, 2024, or the deadline for expenditure of funds by December 31, 2026, as stipulated in the U.S. Treasury's Final Rule may be removed and replaced at the discretion of the Board of Supervisors through subsequent resolutions.

**Dated this 16th Day of May, 2023.**

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

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

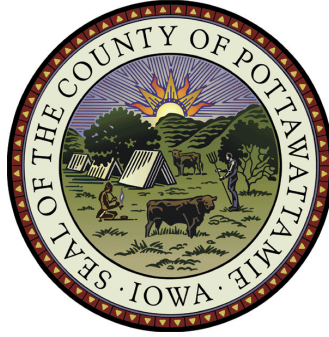


**Other Business**

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

**Discussion and/or decision to approve and authorize  
Board to sign Resolution No. 33-2023 entitled:  
RESOLUTION for Transfer from LOST Secondary Roads  
Fund to Bond Series 2020B Debt Fund.**

**MELVYN HOUSER**  
**POTTAWATTAMIE COUNTY AUDITOR**  
**AND ELECTION COMMISSIONER**  
227 S. 6<sup>th</sup> 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  
Becky Lenihan, Finance & Tax Officer  
Phone (712) 328-5700  
FAX (712) 328-4740

May 16, 2023

To: Heather Ausdemore

**RESO**

RE: Transfer from LOST Secondary Roads Fund to Bond Series 2020B Debt Fund

As per board authorization of May 16, 2023, please transfer as follows:

\$198,300    **FROM:** 0035-99-0300-000-81400-000 (LOST Secondary Roads Fund)  
\$198,300    **TO:**        2225-0-99-0300-904000-000 (Bond Series 2020B Debt Fund)

Semi-annual transfer per bond agreement/issuance, of LOST funds to debt fund to pay FY 22/23 debt payments.

Attached is a copy of authorization from the Pottawattamie County Board of Supervisors.

Thank you,

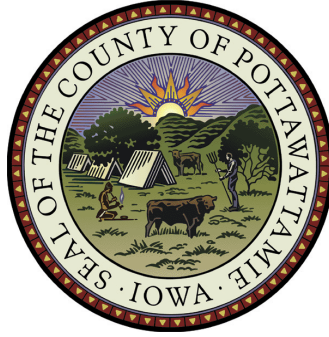
Becky Lenihan  
Finance and Tax Officer



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

**Discussion and/or decision to approve and authorize  
Board to sign Resolution No. 35-2023 entitled:  
RESOLUTION for Transfer from LOST Secondary Roads  
Fund to Bond Series 2021C Debt Fund.**

**MELVYN HOUSER**  
**POTTAWATTAMIE COUNTY AUDITOR**  
**AND ELECTION COMMISSIONER**  
227 S. 6<sup>th</sup> 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  
Becky Lenihan, Finance & Tax Officer  
Phone (712) 328-5700  
FAX (712) 328-4740

May 16, 2023

To: Heather Ausdemore

**RESO**

RE: Transfer from LOST Secondary Roads Fund to Bond Series 2021C Debt Fund

As per board authorization of May 16, 2023, please transfer as follows:

\$341,300    **FROM:** 0035-99-0300-000-81400-000    (LOST Secondary Roads Fund)  
\$341,300    **TO:**        2235-0-99-0300-904000-000    (Bond Series 2021C Debt Fund)

Semi-annual transfer per bond agreement/issuance, of LOST funds to debt fund to pay FY 22/23 debt payments.

Attached is a copy of authorization from the Pottawattamie County Board of Supervisors.

Thank you,  
Becky Lenihan  
Finance and Tax Officer

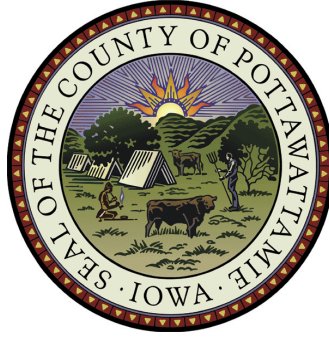




**Becky Lenihan/Tax & Finance**  
**Officer, Auditor's Office**

**Discussion and/or decision to approve and authorize  
Board to sign Resolution No. 34-2023 entitled:  
RESOLUTION for Transfer from General Fund to Bond  
Series 2021B UR Bond Fund.**

**MELVYN HOUSER**  
**POTTAWATTAMIE COUNTY AUDITOR**  
**AND ELECTION COMMISSIONER**  
227 S. 6<sup>th</sup> 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  
Becky Lenihan, Finance & Tax Officer  
Phone (712) 328-5700  
FAX (712) 328-4740

May 16, 2023

**RESO**

To: Heather Ausdemore

RE: Transfer from General Fund to Bond Series 2021B Urban Renewal Bond Fund

As per board authorization of May 16, 2023, please transfer as follows:

\$ 9,600 **FROM:** 0001-99-0300-000-81400-000 (General Fund)  
\$ 9,600 **TO:** 2240-0-99-0300-904000-000 (Bond Series 2021B UR Bond Fund)

For transfer of General Fund to Bond Series 2021B UR Fund for remaining balance of payment due 06/01/2023.

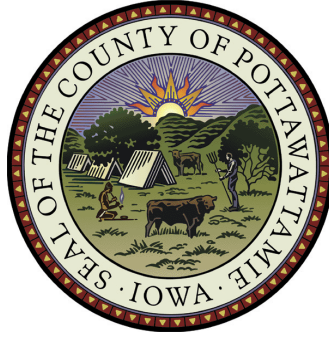
Thank you,  
Becky Lenihan  
Finance and Tax Officer



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

**Discussion and/or decision to approve and authorize  
Board to sign Resolution No. 36-2023 entitled:  
RESOLUTION for Transfer from General Fund to Bond  
Series 2022 Bond Fund.**

**MELVYN HOUSER**  
**POTTAWATTAMIE COUNTY AUDITOR**  
**AND ELECTION COMMISSIONER**  
227 S. 6<sup>th</sup> 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  
Becky Lenihan, Finance & Tax Officer  
Phone (712) 328-5700  
FAX (712) 328-4740

May 16, 2023

**RESO**

To: Heather Ausdemore

RE: Transfer from General Fund to Bond Series 2022 Bond Fund

As per board authorization of May 16, 2023 please transfer as follows:

\$ 25,386 **FROM:** 0001-99-0300-000-81400-000 (General Fund)  
\$ 25,386 **TO:** 2250-0-99-0300-904000-000 (Bond Series 2022 Bond Fund)

For transfer of General Fund to Bond Series 2022 Bond Fund for payment due 06/01/2023.

Thank You,  
Becky Lenihan  
Finance and Tax Officer

**RESOLUTION NO. 36-2023**

**RESOLUTION FOR TRANSFER FROM GENERAL FUND TO BOND SERIES 2022 BOND FUND.**

**WHEREAS**, it is desired to transfer money from the General Fund to Bond Series 2022 Bond 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 \$25,386 is ordered to be transferred from General Fund to Bond Series 2022 Bond 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 16th Day of May, 2023.**

**ROLL CALL VOTE**

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

ATTEST: 

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Melvyn Houser, County Auditor

# **Andrew Moats/Recorder**

**Discussion and/or decision on  
pay for Recorder Clerk II  
position.**



# Committee Appointments

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

**Received/Filed**

**POTTAWATTAMIE COUNTY  
OUT-OF-STATE TRAVEL NOTIFICATION FORM**

This form is used to notify the Board of Supervisors of out-of-state travel and to provide an estimate of travel expenses. It must be submitted to the Board of Supervisor's office no later than one (1) week prior to the out-of-state travel.

**TRAVEL INFORMATION**

Name of Employee Traveling: Todd Schlines

Department: Jail

Destination: Harrisonville, MO

Date of Travel: FROM: 06/25/23 TO: 06/30/23

Name of Elected Official/Department Head Authorizing Travel: Steve Winchell

**PURPOSE OF TRIP**

**1. Conference Travel**

- Giving a presentation
- Serving as panel member, chair
- Serving as an Office or Board Member
- Continuing Education
- Other please explain FBI - LEEDA  
Supervisor Leadership Training

**2 Non-Conference Travel**

State Purpose: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Conference Name (Please give complete name) \_\_\_\_\_

<u>Expense</u>			<u>Cost Estimate</u>
Transportation	Mileage <input type="checkbox"/>	Airfare <input type="checkbox"/>	
Lodging			\$ 666.40
Meals: Breakfast	Included <input type="checkbox"/>	Not Included <input type="checkbox"/>	\$ 50.00
Lunch	Included <input type="checkbox"/>	Not Included <input type="checkbox"/>	\$ 50.00
Dinner	Included <input type="checkbox"/>	Not Included <input type="checkbox"/>	\$ 75.00
Conf./Seminar Fee			\$ 795.00
Other:			
<b>Total Estimated Cost</b>			<b>\$ 1,636.40</b>

Meals may be included in conference fees or provided by the hotel. Indicate whether meal is included or not. If meal is not included, please refer to the U.S. General Services Administration website for allowable meal per diem at [www.gsa.gov](http://www.gsa.gov) Select travel, select a state, select calculate per diem allowances for a trip, select your travel dates, select destination county, select breakdown, the total M&IE rate is listed (middle row), scroll up to the top of the page and select M&IE for breakdown by meal (breakfast, lunch, dinner), find the corresponding number on the far left for your total and the breakdown is provided.

**POTTAWATTAMIE COUNTY  
OUT-OF-STATE TRAVEL NOTIFICATION FORM**

This form is used to notify the Board of Supervisors of out-of-state travel and to provide an estimate of travel expenses. It must be submitted to the Board of Supervisor's office no later than one (1) week prior to the out-of-state travel.

**TRAVEL INFORMATION**

Name of Employee Traveling: \_\_\_\_\_

Department: \_\_\_\_\_

Destination: \_\_\_\_\_

Date of Travel: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

Name of Elected Official/Department Head Authorizing Travel: \_\_\_\_\_

**PURPOSE OF TRIP**

**1. Conference Travel**

- Giving a presentation
- Serving as panel member, chair
- Serving as an Office or Board Member
- Continuing Education
- Other please explain \_\_\_\_\_
- \_\_\_\_\_

**2 Non-Conference Travel**

State Purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Conference Name (Please give complete name) \_\_\_\_\_

<u>Expense</u>			<u>Cost Estimate</u>
Transportation	Mileage	Airfare	
Lodging			
Meals: Breakfast	Included	Not Included	
Lunch	Included	Not Included	
Dinner	Included	Not Included	
Conf./Seminar Fee			
Other:			
Total Estimated Cost			

Meals may be included in conference fees or provided by the hotel. Indicate whether meal is included or not. If meal is not included, please refer to the U.S. General Services Administration website for allowable meal per diem at [www.gsa.gov](http://www.gsa.gov) Select travel, select a state, select calculate per diem allowances for a trip, select your travel dates, select destination county, select breakdown, the total M&IE rate is listed (middle row), scroll up to the top of the page and select M&IE for breakdown by meal (breakfast, lunch, dinner), find the corresponding number on the far left for your total and the breakdown is provided.

**Appendix A**  
**POTTAWATTAMIE COUNTY**  
**OUT-OF-STATE TRAVEL NOTIFICATION FORM**

This form is used to notify the Board of Supervisors of out-of-state travel and to provide an estimate of travel expenses. It must be submitted to the Board of Supervisor’s office no later than one (1) week prior to the out-of-state travel. **Completed form must accompany any claims sent for payment or reimbursement.**

**TRAVEL INFORMATION**

Name of Employee Traveling: Amber Strohhenn

Department: Board of Health

Destination: Tacoma, WA

Date of Travel: FROM: July 30, 2023 TO: August 3, 2023

Name of Elected Official/Department Head Authorizing Travel: Maria Sieck

**PURPOSE OF TRIP**

**1. Conference Travel**

- Giving a presentation
- Serving as panel member, chair
- Serving as an Office or Board Member
- Continuing Education
- Other please explain

**2 Non-Conference Travel**

State Purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Conference Name (Please give complete name) NALBOH Annual Conference Charting the Next Vision

<b><u>Expense</u></b>			<b><u>Cost Estimate</u></b>
Transportation	Mileage <input type="checkbox"/>	Airfare <input checked="" type="checkbox"/>	\$800.00
Lodging			\$615.00
Meals: Breakfast	Included <input checked="" type="checkbox"/>	Not Included <input checked="" type="checkbox"/>	\$32.00
Lunch	Included <input checked="" type="checkbox"/>	Not Included <input checked="" type="checkbox"/>	\$51.00
Dinner	Included <input type="checkbox"/>	Not Included <input checked="" type="checkbox"/>	\$155.00
Conf./Seminar Fee			\$400.00
Other: Ground Transportation (\$125) & Incidentals (\$25)			\$150.00
<b>Total Estimated Cost</b>			<b>\$2,203.00</b>

Meals may be included in conference fees or provided by the hotel. Indicate whether meal is included or not. If meal is not included, please refer to the U.S. General Services Administration website for allowable meal per diem at [www.gsa.gov](http://www.gsa.gov) Select travel, select a state, select calculate per diem allowances for a trip, select your travel dates, select destination county, select breakdown, the total M&IE rate is listed (middle row), scroll up to the top of the page and select M&IE for breakdown by meal (breakfast, lunch, dinner), find the corresponding number on the far left for your total and the breakdown is provided.

**Appendix A**  
**POTTAWATTAMIE COUNTY**  
**OUT-OF-STATE TRAVEL NOTIFICATION FORM**

This form is used to notify the Board of Supervisors of out-of-state travel and to provide an estimate of travel expenses. It must be submitted to the Board of Supervisor’s office no later than one (1) week prior to the out-of-state travel. **Completed form must accompany any claims sent for payment or reimbursement.**

**TRAVEL INFORMATION**

Name of Employee Traveling: Maria Torres, Madhumitha Mohanraj & Maria Sieck

Department: Public Health

Destination: Denver, CO

Date of Travel: FROM: July 9, 2023 TO: July 13, 2023

Name of Elected Official/Department Head Authorizing Travel: Maria Sieck

**PURPOSE OF TRIP**

**1. Conference Travel**

- Giving a presentation
- Serving as panel member, chair
- Serving as an Office or Board Member
- Continuing Education
- Other please explain

**2 Non-Conference Travel**

State Purpose: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Conference Name (Please give complete name) NACCHO - 2023 360 Public Health Conference

<u>Expense</u>			<u>Cost Estimate</u>
Transportation	Mileage <input checked="" type="checkbox"/>	Airfare <input checked="" type="checkbox"/>	\$1,767.00
Lodging			\$4,980.00
Meals: Breakfast	Included <input checked="" type="checkbox"/>	Not Included <input type="checkbox"/>	\$216.00
Lunch	Included <input checked="" type="checkbox"/>	Not Included <input type="checkbox"/>	\$120.00
Dinner	Included <input checked="" type="checkbox"/>	Not Included <input type="checkbox"/>	\$540.00
Conf./Seminar Fee			\$0.00
Other: Ground Transportation (\$125) & Incidentals (\$75)			\$200.00
<b>Total Estimated Cost</b>			<b>\$7,823.00</b>

Meals may be included in conference fees or provided by the hotel. Indicate whether meal is included or not. If meal is not included, please refer to the U.S. General Services Administration website for allowable meal per diem [www.gsa.gov](http://www.gsa.gov) Select travel, select a state, select calculate per diem allowances for a trip, select your travel dates, select destination county, select breakdown, the total M&IE rate is listed (middle row), scroll up to the top of the page and select M&IE for breakdown by meal (breakfast, lunch, dinner), find the corresponding number on the far left for your total and the breakdown is provided.



Office of **No 045827**  
**Pottawattamie County Treasurer**

5/10/2023 for April 2023  
 Date

Received from Pottawattamie County Sheriff's Office

Payor Pottawattamie County Sheriff's Office

Amount Seventy Nine Thousand Nine Hundred forty dollars &  $\frac{83}{100}$  — \$ 79,940.83

Account to be credited See below

Descriptions of funds See below

Received by Kr

Date received 5/11/23

April 1, 2023		
Pottawattamie County Sheriffs Office		
Total	Description	Line Item
\$0.00	Bank Interest	0001-4-05-1060-600000-000
\$935.00	Weapon Permits	0001-1-05-1060-441000-000
\$79,005.83	Civil Fees	0001-1-05-1060-440000-000
\$0.00	Outstanding Checks	0001-1-05-1060-820000-000
\$79,940.83	Total Deposit	
	\$52,766.96	total check #223060
	\$27,173.87	total check #223059
	\$79,940.83	total deposit

Pottawattamie County Sheriff's Office

Report of Fees Disbursed for

04/03/2023 - 04/30/2023

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 04/03/2023 - 04/30/2023.

**Disbursements:**

<b>Paid to Others:</b>	
State - Weapon Permit Amount	935.00
Refunds; Publication; Sales; Com	614,060.16
<b>Subtotal</b>	<b>614,995.16</b>
<b>Paid to Treasurer:</b>	
Service Fees - Notary Fees; Copy Fees	55,864.02
Postage	6,686.74
Transport - Officer Expenses	2,291.49
Mileage Amount	3,008.58
Report Amount	60.00
County - Weapon Permit Amount	11,680.00
Other - Subpoena	350.00
<b>Subtotal</b>	<b>79,940.83</b>
<b>Total</b>	<b>694,935.99</b>

The above information is respectfully submitted on 5/10/2023

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

Pottawattamie County Sheriff's Office

Report of Fees Collected for

04/03/2023 - 04/30/2023

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 04/03/2023 - 04/30/2023.

Receipts:

Service Fees - Notary Fees; Copy Fees	56,084.15
Postage	7,037.30
Transport - Officer Expenses	2,291.49
Mileage Amount	2,991.58
Report Amount	60.00
County - Weapon Permit Amount	4,650.00
State - Weapon Permit Amount	1,125.00
Refunds; Publication; Sales; Com	454,704.08
Other - Subpoena	350.00
Unapplied	148.00
Total	<hr/> 529,441.60

The above information is respectfully submitted on 5/10/2023

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

# Public Comments