

Consent Agenda

April 2, 2024

MET IN REGULAR SESSION

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

PLEDGE OF ALLEGIANCE

1. SCHEDULED SESSIONS

Motion by Shea, second by Jorgensen, to open Public Hearing on discussion regarding Proposed Tax Levy Notice for FY 24/25.

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

The following individuals appeared before the Board and spoke on the Proposed Tax Levy for FY 24/25.

- Roger Vorthman
- Larry Plagman
- Duane Barrier
- Diane McMaken
- Randy Ravensborg
- Mary Hazen
- Shawna Anderson

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

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

2. ADJOURN

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 10:35 A. M.

Susan Miller, Chair

ATTEST: _____
Melvyn Houser, County Auditor

APPROVED: April 9, 2024

PUBLISH: X

April 2, 2024

MET IN REGULAR SESSION

The Board of Supervisors met in regular session at 10:36 A.M. All members present. Chairperson Miller presiding.

1. CONSENT AGENDA

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

- A. March 26, 2024, Minutes as read.
- B. Jail – Employment of Tyler Wright as a Detention Officer.

UNANIMOUS VOTE. Motion Carried.

2. SCHEDULED SESSIONS

Motion by Jorgensen, second by Shea, to approve and sign Proclamation designating the month of April 2024 as Child Abuse Prevention Month.

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

Motion by Shea, second by Belt, to approve and sign Proclamation designating the month of April 2024 as National County Government Month.

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

Motion by Wichman, second by Jorgensen, to approve setting time and place for public hearing on the County’s FY 24-25 Budget for April 23rd, at 10 A.M.

UNANIMOUS VOTE. Motion Carried

Motion by Wichman, second by Belt, to approve and authorize the Board to sign **Resolution No. 28-2024**; entitled: Resolution Approving Appointment of Deputy Recorder.

RESOLUTION NO. 28-2024

RESOLUTION APPROVING APPOINTMENT OF DEPUTY RECORDER

WHEREAS, the Code of Iowa, Chapter 331.903, states that the Auditor, Treasurer, Recorder, Sheriff and County Attorney may each appoint, with approval of the Board, one or more deputies, assistants, or clerks for whose acts the principal officer is responsible; and

WHEREAS, the Pottawattamie County Recorder has appointed a new Deputy Recorder, and

WHEREAS, the number of deputies, assistants, and clerks for each office shall be determined by the board and the number and approval of each appointment shall be adopted by a resolution recorded in the minutes of the board; and

WHEREAS, each deputy officer, assistant and clerk shall perform the duties assigned by the principal officer making the appointment and during the absence or disability of the principal officer, the first deputy shall perform the duties of the principal officer.

NOW THEREFORE BE IT RESOLVED, that the Pottawattamie County Board of Supervisors hereby approves the following deputy appointments for the Pottawattamie County Recorder’s Office:

Kathie Kallas, First Deputy

Dated this 2nd Day of April, 2024.

ROLL CALL VOTE

	AYE	NAY	ABSTAIN	ABSENT
_____	○	○	○	○
Susan Miller, Chair				

_____	○	○	○	○
Scott A. Belt				
_____	○	○	○	○
Tim Wichman				
_____	○	○	○	○
Brian Shea				
_____	○	○	○	○
Jeff Jorgensen				

ATTEST: _____
 Melvyn Houser, County Auditor

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

Motion by Wichman, second by Belt, to approve the final voucher to Western Engineering for project STBG-SWAP-C078(204) - - 78.

UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Jorgensen, to remove the Annex building once Secondary Roads has moved, and to have Buildings and Grounds obtain additional bids for demolition and bring the demo bids back to the Board.

UNANIMOUS VOTE. Motion Carried.

3. OTHER BUSINESS

Penny Ravlin/Assessor appeared before the Board for employee recognition from ISAC for her 35 years of service with the County.
 Discussion only. No action taken.

After discussion, Chairperson Miller appointed Jeff Jorgensen as an alternate for the East and West Nishnabotna Watershed Management Authority.
 Discussion only.

The Board discussed the Secondary Employment Policy for Department Heads. Jana Lemrick/Human Resource Director will come back with revisions.
 Discussion only. No action taken.

4. COMMITTEE APPOINTMENTS

Board discussed Committee meetings from the past week.
 Discussion only. No action taken.

5. RECEIVED/FILED

- A. Salary Action(s):
 - 1) Recorder – Payroll status change for Kathie Kallas.
 - 2) Jail – Payroll status change for Trish Bernhards.
 - 3) SWI Juvenile Detention – Employment of Du’Von Sain as a Part-Time Youth Corrections Worker.
- B. Out of State Travel Notification(s):
 - 1) Sheriff – Out of State Travel Notification for Anthony Kava.
- C. Report(s):
 - 1) Sheriff Report of Fees Disbursed and Collected for February 2024.
 - 2) LATCF Annual Report.

6. PUBLIC COMMENTS

No Public Comments.

7. BUDGET STUDY SESSION

8. ADJOURN

Motion by Wichman, second by Jorgensen, to adjourn meeting.
 UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 11:40 A. M.

Susan Miller, Chair

ATTEST:

Melvyn Houser, County Auditor

APPROVED: April 9, 2024

PUBLISH: X

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

FROM: Paula Good

Request for County Department Comments

DATE: March 22, 2024

ESTABLISHMENT: *New – Ditmar’s Orchard and Vineyard*

OWNER: see attached

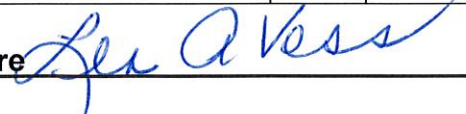
LEGAL DESCRIPTION: See attached property record.

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

DEPARTMENT	COMMENTS	YES	NO
TREASURER	Free from certified taxes and special assessments	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PLANNING	Properly zoned	<input type="checkbox"/>	<input type="checkbox"/>
	Nuisance violations	<input type="checkbox"/>	<input type="checkbox"/>
	Septic system violations	<input type="checkbox"/>	<input type="checkbox"/>
SHERIFF	Complaints received	<input type="checkbox"/>	<input type="checkbox"/>
	Citations issued at this establishment	<input type="checkbox"/>	<input type="checkbox"/>
	Owner convicted of a felony within the last 5 years	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS

Signature



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

FROM: Paula Good

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

COMMENTS

Signature



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

FROM: Paula Good

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OWNER: see attached

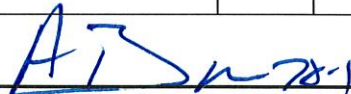
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PLANNING	Properly zoned		
	Nuisance violations		
	Septic system violations		
SHERIFF	Complaints received		✓
	Citations issued at this establishment		✓
	Owner convicted of a felony within the last 5 years		✓

COMMENTS

Signature



no felonies located w/name search of owner in Zeecher



State of Iowa

Alcoholic Beverages Division

Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS		
Lyle Ditmars	ditmars orchard and vineyard	(712) 256-7053		
ADDRESS OF PREMISES	PREMISES SUITE/APT NUMBER	CITY	COUNTY	ZIP
19475 225th Street		Council Bluffs	Pottawattamie	51503
MAILING ADDRESS	CITY	STATE	ZIP	
19475 225th Street	Council Bluffs	Iowa	51503	

Contact Person

NAME	PHONE	EMAIL
Lyle william Ditmars	(402) 578-3553	lyleditmars@hotmail.com

License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
BW0097663	Special Class C Retail Alcohol License	12 Month	Active

EFFECTIVE DATE	EXPIRATION DATE	LAST DAY OF BUSINESS
June 1, 2023	May 31, 2024	

SUB-PERMITS

Special Class C Retail Alcohol License

PRIVILEGES



State of Iowa

Alcoholic Beverages Division

Status of Business

BUSINESS TYPE

Sole Proprietor

Ownership

• Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
Lyle Ditmars	Council Bluffs	Iowa	51503	owner	100.00	Yes

Insurance Company Information

INSURANCE COMPANY

Illinois Casualty Co

POLICY EFFECTIVE DATE

June 1, 2023

POLICY EXPIRATION DATE

May 31, 2024

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE DATE

OUTDOOR SERVICE EXPIRATION DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE DATE

TEMP TRANSFER EXPIRATION DATE

I, Melvyn Houser, Auditor of Pottawattamie County, verify the following to be a correct copy of all claims allowed by the Pottawattamie County Board of Supervisors for the month of March 2024.

Vendor Name	Payable Description	Total Payments
20 W MAIN LLC	PROF SVC - SHERIFF	156.00
A RAYMOND PLUMBING INC	PROF SVC - JAIL	7,135.00
AA WHEEL & TRUCK SUPPLY INC	ROADS/PARTS	53.60
ABBIE ASHCRAFT	REIMB EXP - SWIA MHDS REGION	24.39
ABLE LOCKSMITHS	ROADS/PARTS	669.70
ACCESS TECHNOLOGIES INC	PROF SVC - SWIA MHDS REGION	63.04
ACME RESTORATIONS INC	PROF SVC - SHERIFF	7,703.09
ADAM KLEIN	REIMB EXP - IT	10.18
AGRILAND FS INC	FUEL - CR SKI HILL	1,535.10
AGRIVISION GROUP LLC	SUPPLIES - CONSERVATION	216.97
AHLERS & COONEY PC	SVC FEES - NON-DEPARTMENTAL	182.50
AIRGAS INC	ROADS/RENT	53.23
ALBERTSON BROTHERS GLASS LLC	ROADS/REPAIR - 121	401.80
ALEGENT CREIGHTON CLINIC	MED SVC - BOARD	611.00
ALEGENT CREIGHTON CLINIC	MED SVC - JAIL	1,072.40
ALEGENT HEALTH BERGAN MERCY HEALTH SYSTEM	MED SVC - JAIL	497.12
ALEGENT HEALTH BERGAN MERCY HEALTH SYSTEM	MED SVC - JAIL	8,364.10
ALL COPY PRODUCTS INC	PROF SVC - WIC	63.33
ALL MAKES OFFICE EQUIPMENT CO	ROADS/SUPPLIES	14,772.96
ALLIED OIL & TIRE COMPANY	SUPPLIES - CR SKI HILL	488.83
ALUVII INC	LICENSE - CR SKI HILL	50.00
AMAZON CAPITAL SERVICES INC	SUPPLIES - JAIL	13,718.84
AMERICAN NATIONAL BANK	MO BILL - SHERIFF	25,166.14
AMERICAN TEXTILE MILLS INC	ROADS/SUPPLIES	879.20
AMY JOBE	REIMB EXP - SWIA MHDS REGION	73.03
ANDMARK HIDDEN BLUFFS APARTMENTS LLC	RENT ASSIST - GA	700.00
ANDREW DEWEY	MEETING - VSO	152.01
ARAMARK UNIFORM & CAREER APAREL GROUP INC	SUPPLIES - JAIL	62,468.62
ARNOLD MOTOR SUPPLY	ROADS/PARTS	362.00
ARROW TOWING INC	PROF SVC - SHERIFF	495.00
ARROWHEAD SCIENTIFIC INC	SUPPLIES - SHERIFF	309.47
ASP ENTERPRISES INC	SUPPLIES - CONSERVATION	941.59
ASSOCIATION OF PUBLIC SAFTEY COMMUNICATIONS OFFICIALS INTERNATIONAL INC	MEMBERSHIP - COMMUNICATIONS	159.00
AT&T MOBILITY LLC	MO BILL - EMA	338.88
ATV MOTOR SPORTS	SUPPLIES - CR SKI HILL	102.98
AUSTIN KAY	MEETING - PLANNING	35.72
AUTUMN PARK OF SHENANDOAH	RENT - SWIA MHDS REGION	25.00
AVI SYSTEMS INC	PROF SVC - IT	13,114.00
AVOCA BUILDING MATERIAL CENTER INC	SUPPLIES - CONSERVATION	31.98
AVOCA VETERINARY	PROF SVC - CONSERVATION	135.00
B & K MECHANICAL CONTRACTORS LLC	PROF SVC - NON-DEPARTMENTAL	11,842.70
BAIRD HOLM LLP	LEGAL SVC - BOARD	4,253.00
BARBARA CHENEY	REIMB EXP - SWIA MHDS REGION	272.69
BAUER BUILT INC	PROF SVC - SHERIFF	734.89
BENJAMIN AUSDEMORE	LANDSCAPING - WEST POTT SWCD	721.88
BIG RIG REPAIR INC	PROF SVC - CONSERVATION	3,092.50
BILL M DEYEAGER	MEETING - BOARD	50.00
BILLS WATER CONDITIONING INC	MO BILL - JAIL	670.20
BISHOP BUSINESS EQUIPMENT COMPANY	PROF SVC - JAIL	993.17
BLACK HILLS UTILITY HOLDING	MO BILL - JAIL	12,062.16
BOLTON & MENK INC	DRAINAGE - C&R - PROF SVC	61,652.24
BOMGAARS SUPPLY INC	ROADS/SUPPLIES	1,884.67
BOO INC	ROADS/PARTS - 514	189.28
BOYD JONES CONSTRUCTION COMPANY	PROF SVC - BOARD	719,128.89
BP ENTERPRISES INC	PROF SVC - SHERIFF	1,100.08
BREDA TELEPHONE CORPORATION	MO BILL - COMMUNICATIONS	736.00
BRENDA DAU	MEETING - BOARD	100.00
BRENDA R HENRY-SCHREIBER	SUPPORT - SWIA MHDS REGION	125.00
BRETT LARSON	MEETING - PLANNING	37.06
BRETT WESSELS	REIMB EXP - CO ATTORNEY	270.00
BRIAN MILLER	REIMB EXP - SHERIFF	234.05
BRIAN LEADERS	PROF SVC - CONSERVATION	4,500.00
BRIAN MCMILLIN	PROF SVC - BOARD	7,500.00
BROWNELLS INC	SUPPLIES - SHERIFF	184.84
BRUCE POTTER	MEETING - BOARD	100.00
BUSINESS CLEANING SOLUTIONS INC	PROF SVC - CONSERVATION	517.00
C & A SCALES SERVICE INC	PROF SVC - ENV HEALTH	1,098.79
C & J INDUSTRIAL SUPPLY INC	ROADS/UTILITIES - UNDERWOOD	139.50
CANINE DEVELOPMENT GROUP INC	SUBSCRIPTION - SHERIFF	140.00
CAPITAL SANITARY SUPPLY CO INC	SUPPLIES - JAIL	3,565.34
CARROLL COUNTY (IA)	TRANSPORT - SWIA MHDS REGION	182.00
CASS COUNTY (IA)	MHA - SWIA MHDS REGION	3,841.24
CASSANDRA ERBYNN	REIMB EXP - CO ATTORNEY	220.00
CDW LLC	SUPPLIES - SHERIFF	804.25
CENTURY LINK COMMUNICATIONS LLC	MO BILL - COMMUNICATIONS	9,466.59
CENTURYLINK INC	ROADS/UTILITIES	1,812.51
CHASITY KEPHART	REIMB EXP - SWIA MHDS REGION	127.83
CHESTER COUNTY (TN)	SVC FEES - BOARD	42.00
CHRISTIAN HOME ASSOCIATION	PROF SVC - DHS	1,492.80
CHRISTOPHER JON ELLIOTT	MED SVC - MED EXAMINER	6,666.67
CHS INC	FUEL - EMA	266.95
CIMPRESS USA INCORPORATED	SUPPLIES - VSO	378.95
CINTAS CORPORATION NO 2	ROADS/SUPPLIES	369.23
CITIBANK NA	SUPPLIES - B&G	44.33
CITY OF CARSON	ROADS/UTILITIES	167.05
CITY OF COUNCIL BLUFFS	TRANSPORT - JAIL	4,149.00
CITY OF HANCOCK	MO BILL - CONSERVATION	308.19
CITY OF OAKLAND	MO BILL - ENV HEALTH	25.00
CLAIREEECE PETERSON	MED SVC - JAIL	550.00
CLAYS PUMP AND EQUIPMENT CORP	ROADS/SUPPLIES	32.60
CLIFFORD KILLPACK	MEETING - BOARD	100.00
CODY PANE	REIMB EXP - MED EXAMINER	738.52
COLUMN SOFTWARE PBC	PUBLICATIONS - BOARD	604.19
COMMERCIAL FARM INDUSTRIAL TIRE SERVICE INC	PROF SVC - SHERIFF	908.50

CONCERNED INC	VOC/DAY - SWIA MHDS REGION	1,121.50
CONNER PSYCHOLOGICAL SERVICES PC	MED SVC - COMMUNICATIONS	850.00
CORNHUSKER INTERNATIONAL TRUCKS INC	ROADS/PARTS	3,710.94
CORPORATE TRANSLATION SERVICES INC	PROF SVC - COMMUNICATIONS	107.02
COUNCIL BLUFFS CHAMBER OF COMMERCE	SPONSOR - CO ATTORNEY	750.00
COUNCIL BLUFFS CONVENTION AND VISITORS BUREAU	ADVERTISING - BOARD	19,107.50
COUNCIL BLUFFS WATER WORKS	MO BILL - JAIL	5,165.76
COUNTRY CARE CENTER CORPORATION	RCF - SWIA MHDS REGION	44,578.80
COX COMMUNICATIONS INC	MO BILL - VARIOUS	5,733.01
CREDIT BUREAU OF COUNCIL BLUFFS INC	PROF SVC - COMMUNICATIONS	33.70
CRYSTAL CLEAR WATER INC	MO BILL - RECORDER	43.75
CUMMINS INC	PROF SVC - JAIL	690.18
CUSTOM COMFORT INC	ROADS/UTILITIES	316.00
D DAVID CASSON	MEETING - BOARD	100.00
D M G INC	SUPPLIES - JAIL	655.54
D R ANDERSON CONSTRUCTORS CO	PROF SVC - SHERIFF/BOARD	100,000.00
DALE O EVANS	MEETING - BOARD	100.00
DANELLE BRUCE	REIMB EXP - SWIA MHDS REGION	372.52
DANNY KINNEY	MEETING - VSO	179.48
DAVES PLACE LLC	COMMUNITY LIVING - SWIA MHDS REGION	9,001.00
DAVID DAU	MEETING - BOARD	100.00
DAVID HAZLEWOOD	MEETING - VSO	120.90
DAVID W COBERLY SR	PROF SVC - SHERIFF	713.29
DEAF SERVICES UNLIMITED INC	PROF SVC - BOARD	1,206.00
DEAN ALFERS	LANDSCAPING - WEST POTT SWCD	771.75
DEAN ANDERSON	MEETING - BOARD	50.00
DEAN FAJEN	PROF SVC - CONSERVATION	3,500.00
DEVAN FEIGENBUTZ	ROADS/REIMB	58.87
DIAMOND OIL COMPANY	FUEL - CONSERVATION	2,133.49
DISTRICT IV COUNTY TREASURERS ASSOCIATION	REGISTRATION - TREASURER	15.00
DMC FLEET SERVICES	PROF SVC - SHERIFF	1,396.88
DOLORES SILKWORTH	MEETING - PLANNING	34.38
DONALD BROTHERS	DRAINAGE - C&R - CONST/MAINT	20,600.00
DONALD NIELSON	PUBLICATIONS - BOARD	3,590.93
DONALD NIELSON	PUBLICATIONS - BOARD	3,561.32
DONALD W MATHEWS	PROF SVC - SHERIFF	628.10
DOUGLAS COUNTY (NE)	PROF SVC - COMMUNICATIONS	119,615.00
DUANE KJELDGAARD	RENT ASSIST - GA	500.00
DULTMEIER SALES LLC	ROADS/SUPPLIES	145.56
DUSTIN AUSDEMORE	ROADS/REIMB	50.58
DXP ENTERPRISES INC	SUPPLIES - B&G	38.26
EAST POTTAWATTAMIE SWCD	SEMI ANNUAL SUPP - EAST POTT SWCD	40,000.00
EBS c/o AMERICAN NATIONAL BANK	EBS RETIREES - JAIL	2,600.70
ECHO GROUP INC	SUPPLIES - JAIL	661.76
ECHOSAT INC	ROADS/UTILITIES	224.75
EDWARDS CHEVROLET CADILLAC INC	ROADS/PARTS	140.46
EDWARDS CHRYSLER DODGE JEEP RAM FIAT	ROADS/REPAIR - 432	345.00
EDWARDS MOTORSPORTS LLC	PROF SVC - CONSERVATION	275.37
ELECTRONIC SERVICES SYSTEM	PROF SVC - RECORDER	15.00
ELLIPSIS INC	PROF SVC - DHS	1,352.85
ELTON P YOUNG	LANDSCAPING - WEST POTT SWCD	3,642.19
EMBRACE IOWA INC	RESPITE SVC - SWIA MHDS REGION	880.00
EMILY GROTHE	REIMB EXP - CO ATTORNEY	270.00
ENGINEERING TECHNOLOGIES INC	PROF SVC - B&G	272.50
ENVOY INC	PROF SVC - SWIA MHDS REGION	912.51
ERIC STROVERS	REIMB EXP - CO ATTORNEY	270.00
EUGENE MEYERRING	RENT ASSIST - GA	500.00
EVERTEL TECHNOLOGIES LLC	SUBSCRIPTION - EMA	300.00
EVIZZIT LLC	MH SVC - SWIA MHDS REGION	580.00
FARM & HOME PUBLISHERS LTD	SUPPLIES - RECORDER	1,210.00
FARM SERVICE COOPERATIVE	ROADS/FUEL	78,876.56
FARMERS MUTUAL COOPERATIVE TELEPHONE COMPANY	ROADS/UTILITIES	637.83
FIELD DAY DEVELOPMENT LLC	PROF SVC - NON-DEPARTMENTAL	4,332.50
FIKES COMMERCIAL HYGIENE LLC	ROADS/UTILITIES - HANCOCK	638.27
FIREGUARD LLC	PROF SVC - B&G	170.00
FIRESRING PRINT INC	PROF SVC - JAIL	78.12
FIRST INSURANCE GROUP LLC	PROF SVC - BOARD	6,250.00
FIRST WIRELESS INC	SUPPLIES - SHERIFF	82.14
FLEUR DE LIS MOTOR INNS INC	LODGING - JAIL	2,447.22
FLORENCE CRITTENTON HOME OF SIOUX CITY	PROF SVC - DHS	1,352.85
FMTC SWT INC	ROADS/UTILITIES	122.45
FOX CREEK FUNDRAISING LLC	PROF SVC - PUB HEALTH	1,830.00
FRONTIER COMMUNICATIONS OF IOWA LLC	ROADS/UTILITIES	734.84
GAWLEY TIRE & REPAIR INC	ROADS/TIRES - 325	120.00
GENIE SERVICES	PROF SVC - PUB HEALTH	55.00
GERALD CASEY	ROADS/ROW	4,093.90
GOVERNMENT FORMS & SUPPLIES LLC	SUPPLIES - TREASURER	1,465.37
GOVERNMENTJOBS.COM INC	PROF SVC - HR/RISK	12,019.21
GRAHAM TIRE CO OF LINCOLN LLC	PROF SVC - SHERIFF	791.82
GREAT AMERICA FINANCIAL SERVICES CORPORATION	PROF SVC - SWIA MHDS REGION	106.99
GREAT PLAINS COMMUNICATIONS HOLDINGS LLC	MO BILL - IT	1,797.60
GREAT PLAINS PEST SERVICES INC	PROF SVC - B&G	199.00
GREAT PLAINS UNIFORMS	PROF SVC - SHERIFF	580.95
GREEN HILLS AEA	IMPACT GRANT - SWIA MHDS REGION	10,000.00
GREGORY SOLOTH	MEETING - BOARD	100.00
GRP & ASSOCIATES INC	PROF SVC - PUB HEALTH	263.00
GUARDIANS OF NORTHEAST IOWA INC	GUARDIAN/CONSERVATOR - SWIA MHDS REGION	750.00
GUYER MACHINE SHOP INC	SUPPLIES - CONSERVATION	520.10
HARRISON COUNTY (IA)	TRANSPORT - SWIA MHDS REGION	303.80
HARRISON COUNTY HOMEMAKERS	HOME HEALTH AID - SWIA MHDS REGION	2,477.44
HARRISON COUNTY RURAL ELECTRIC COOPERATIVE	MO BILL - COMMUNICATIONS	500.90
HAWKEYE TRUCK EQUIPMENT CO INC	ROADS/PARTS	333.49
HEARTLAND CO OP	FUEL - SHERIFF	664.20
HEARTLAND FAMILY SERVICE	MC - SWIA MHDS REGION	120,663.48
HEARTLAND TIRES AND TREADS INC	ROADS/TIRES	320.00
HEATHER AUSDEMORE	REIMB EXP - TREASURER	18.09
HENRY SCHEIN INC	SUPPLIES - JAIL	736.33
HGM ASSOCIATES INC	ROADS/SERVICE	8,393.50

HILLCREST FAMILY SERVICES	RCF - SWIA MHDS REGION	3,037.17
HOLLY COLLINS	MEETING - VSO	162.45
HOLTZ SERVICE & SMALL ENGINE LLC	SUPPLIES - CONSERVATION	952.61
HOME DEPOT USA INC	SUPPLIES - CONSERVATION	207.12
HOTSY EQUIPMENT CO	ROADS/SERVICE - HANCOCK	6,993.59
HOWARD BEBOUT	ROADS/REPAIR	5,610.00
HS MEDICAL BILLING SERVICES INC	PROF SVC - PUB HEALTH	16.05
HTC ENTERPRISES LC	ROADS/PARTS	443.15
HUMAN SERVICES ADVISORY COUNCIL INC	MEMBERSHIP - SWIA MHDS REGION	50.00
HY VEE INC	PRESCRIPTIONS - JAIL	196.85
IDENTIFIX INC	ROADS/SUBSCRIPTION	1,428.00
INDOFF INCORPORATED	SUPPLIES - SWIA MHDS REGION	824.60
INFOSAFE SHREDDING LLC	PROF SVC - DHS	655.00
INGERSOLL RAND INDUSTRIAL US INC	ROADS/PARTS	94.65
INSIGHT PUBLIC SECTOR	LICENSE - HR	5,256.95
INTERSTATE POWERSYSTEMS INC	ROADS/SERVICE - 326	1,408.35
INTOUCH TECHNOLOGY GROUP INC	PROF SVC - CR SKI HILL	1,915.57
IOWA ASSOCIATION OF COUNTY COMMISSIONERS AND VETERAN SERVICE OFFICERS	REGISTRATION - VSO	120.00
IOWA DEPARTMENT OF TRANSPORTATION	ROADS/REPAIR	105.00
IOWA DEPT OF NATURAL RESOURCES	ROADS/PERMIT	525.00
IOWA EMERGENCY MANAGEMENT ASSOCIATION	MEMBERSHIP - EMA	600.00
IOWA LAW ENFORCEMENT ACADEMY	TRAINING - COMMUNICATIONS	2,000.00
IOWA OFFICE INTERIORS	SUPPLIES - AUDITOR	716.16
IOWA PRISON INDUSTRIES	SUPPLIES - NON-DEPARTMENTAL	3,203.09
IOWA STATE ASSOCIATION OF COUNTIES	REGISTRATION - AUDITOR	205.00
IOWA STATE ASSOCIATION OF COUNTY AUDITORS	REGISTRATION - AUDITOR	318.86
IOWA STATE SHERIFFS & DEPUTIES ASSOCIATION	REGISTRATION - SHERIFF	250.00
IOWA STATE UNIVERSITY OF SCIENCE AND TECHNOLOGY	ROADS/REGISTRATIONS	1,485.00
IOWA WASTE SERVICES HOLDING INC	MO BILL - JAIL	3,558.84
IOWA WASTE SERVICES HOLDINGS INC	PROF SVC - ENV HEALTH	2,752.86
IOWA WESTERN COMMUNITY COLLEGE	TRAINING - SHERIFF	1,472.00
IP PATHWAYS LLC	SUPPLIES/PROF SVC - IT	30,623.19
IVAN DELGADO	MED SVC - JAIL	6,050.25
J & R DOOR CO	PROF SVC - JAIL	395.00
J P COOKE COMPANY	SUPPLIES - B&G	75.45
JACKSON SERVICES INC	PROF SVC - B&G	410.75
JAMES (JIM) CARLSON	MEETING - BOARD	100.00
JAMES E TERRY	ROADS/SERVICES 12 NO22	900.00
JAMES MURRAY	MEETING - VSO	138.60
JAMIE/AMY CASSON	PROF SVC - SHERIFF	413.22
JARROD MCINTYRE	RENT ASSIST - GA	550.00
JDW MIDWEST LLC	PROF SVC - PLANNING	13,576.20
JEFF ALFERS	LANDSCAPING - EAST POTT SWCD	771.75
JEFFREY JORGENSEN	REIMB EXP - BOARD	95.56
JEFFREY W ANDERSEN	ROADS/TIRES - 410	4,654.45
JEFFS WASH & GLO	PROF SVC - SHERIFF	275.00
JEREDITH BRANDS LLC	MO BILL - B&G	13,625.64
JESSA ERICKSON	PROF SVC - SWIA MHDS REGION	166.30
JILL CHAPMAN	MEETING - PLANNING	61.18
JIM HAWK TRUCK TRAILERS INC	ROADS/PARTS	374.63
JIMMY OLSON SR	DRAINAGE - C&R - CONST/MAINT	61,080.62
JOHN COOL	REIMB EXP - SHERIFF	156.21
JOHN DEERE FINANCIAL	ROADS/SERVICE	2,589.48
JOHN HEITHOFF	LEGAL REP - SWIA MHDS REGION	985.50
JOHN J FISCHER	MEETING - BOARD	100.00
JOHN TIARKS	LANDSCAPING - WEST POTT SWCD	2,702.25
JON THOMAS	MED SVC - JAIL	7,500.00
JONES AUTOMOTIVE INC	PROF SVC - SHERIFF	6,556.31
JP BORING CO	PROF SVC - ENV HEALTH	8,945.30
JP LUMBER INC	ROADS/SUPPLIES	67.51
JUSTIN SCHULTZ	MEETING - PLANNING	29.69
JUSTIN WOLTMANN	MEETING - BOARD	100.00
KAKISH SCHMIDT AND PARTNERS	ROADS/DRUG SCREENING	330.00
KAREN ANDERSON	MEETING - PLANNING	31.03
KAREN POTTER MAXWELL	PROF SVC - SWIA MHDS REGION	100.00
KARL CHEVROLET INC	VEHICLE - SHERIFF	49,754.84
KEITH BENTLEY	MEETING - BOARD	50.00
KIESLERS POLICE SUPPLY INC	SUPPLIES - SHERIFF	15,136.40
KONE INC	PROF SVC - JAIL	327.74
KRIS WOOD	REIMB EXP - WIC	67.00
KRISTEN BRACKER	REIMB EXP - CO ATTORNEY	315.00
KRISTIN ALIANO	REIMB EXP - MED EXAMINER	837.46
KRISTINA M RICHEY	REIMB EXP - SWIA MHDS REGION	335.30
KRONOS SAASHR INC	PROF SVC - IT	1,101.98
KURT FERGUSON	REIMB EXP - SHERIFF	155.58
L & M PHARMACY CARE LLC	PRESCRIPTION - SWIA MHDS REGION	67.30
LAB SOURCE INC	SUPPLIES - JAIL	1,975.00
LANCASTER COUNTY (NE)	SVC FEES - BOARD	35.00
LAND SURVEYING SERVICES INC	ROADS/SUPPLIES	296.00
LANG DIESEL INC	SUPPLIES - CONSERVATION	104.35
LANGUAGE LINE SERVICE INC	PROF SVC - JAIL	152.03
LARRY PLAGMAN	MEETING - BOARD	150.00
LARRY PLOEN	MEETING - BOARD	100.00
LARRY VANFOSSAN	RENT ASSIST - GA	700.00
LARSEN SUPPLY CO	SUPPLIES - B&G	558.96
LAUGHLIN AGRI RESOURCES INC	LANDSCAPING - EAST POTT SWCD	2,115.00
LAURENCE WOLLUM	EQUIP - CR SKI HILL	542.75
LAWSON PRODUCTS INC	ROADS/SUPPLIES	255.36
LEA A VOSS	REIMB EXP - TREASURER	936.35
LEADERSHIP COUNCIL BLUFFS ALUMNI ASSOCIATION INC	DUES - TREASURER	50.00
LEE BHM CORP	PUBLICATIONS - BOARD	1,515.52
LOESS HILLS OXFORD	RENT ASSIST - GA	2,114.10
LOFTUS HEATING AND AIR LLC	PROF SVC - JAIL	13,786.50
LOGAN CONTRACTORS SUPPLY INC	ROADS/SUPPLIES	1,492.65
LORI A GRECKEL	TRANSCRIPT - CO ATTORNEY	4.00
LU ANN POTTER	MEETING - BOARD	100.00
LYLE SCHUERMAN	SVC FEES - BOARD	29.20
LYMAN RICHEY CORPORATION	ROADS/MATERIALS	1,556.48

LYNDZE THOMPSON	REIMB EXP - CO ATTORNEY	430.00
LYNN LEADERS	MEETING - PLANNING	100.92
M&K MILLS TREE SERVICE	ROADS/UTILITIES	900.00
MAC INVESTMENTS INC	RENT ASSIST - GA	575.00
MAIL SERVICES LLC	POSTAGE - TREASURER	3,367.16
MARIA SIECK	REIMB EXP - PUB HEALTH	258.62
MARILYN KENNEDY	REIMB EXP - AUDITOR	229.07
MARK D SMITH	REIMB EXP - JAIL	399.09
MARLIN JENSON	MEETING - BOARD	50.00
MARNE & ELK HORN TELEPHONE COMPANY	MO BILL - COMMUNICATIONS	543.37
MAURA GOALEY	SVC FEES - BOARD	1,073.30
MCCLURE ENGINEERING	ROADS/SERVICE	17,448.75
MEDLINE INDUSTRIES INC	SUPPLIES - PUB HEALTH	264.44
MEGAN ALBERS	REIMB EXP - JAIL	188.10
MELVYN HOUSER	REIMB EXP - AUDITOR	149.32
MENARDS INC	SUPPLIES - B&G	2,166.98
MICHAEL BONNET	ROADS/REIMB	36.67
MICHAEL GENEREUX	MEETING - PLANNING	47.11
MICHAEL GUTTAU	MEETING - VSO	150.00
MICHAEL JONES	MEETING - BOARD	100.00
MICHAEL RIEDEMANN	WELL CLOSURE - ENV HEALTH	500.00
MICHAEL TODD & COMPANY INC	ROADS/SUPPLIES	1,961.22
MICRO TECHNOLOGY SERVICES INC	PROF SVC - SHERIFF	2,750.00
MIDAMERICAN ENERGY COMPANY	MO BILL - B&G	32,798.01
MIDLANDS HUMANE SOCIETY	PROF SVC - ANIMAL CONTROL	7,335.28
MIDWEST AUTOMATIC FIRE SPRINKER	PROF SVC - JAIL	1,159.59
MIDWEST FENCE CO GUARDRAIL SYSTEMS INC	ROADS/REPAIR	5,635.00
MIDWEST MEDICAL AND SAFETY INC	SUPPLIES - JAIL	54.80
MIDWEST SERVICE AND SALES CO	ROADS/MATERIALS	12,596.00
MIDWEST SPECIAL SERVICES INC	TRANSPORT - JAIL	882.05
MIDWEST STORAGE SOLUTIONS INC	PROF SVC - JAIL	1,553.72
MIKAELA REYNOLDS	MED SVC - PUB HEALTH	5,590.00
MIRANDA WACHTER	REIMB EXP - SWIA MHDS REGION	125.24
MITCHELL ROLLINS	ROADS/REIMB	103.69
MMB LLC	ROADS/PARTS	2,800.65
MO VALLEY TIRES LLC	ROADS/TIRE REPAIR - 123	104.98
MOLLY BROWN	REIMB EXP - SWIA MHDS REGION	318.92
MONONA COUNTY (IA)	TRANSPORT - SWIA MHDS REGION	551.18
MONOPRICE INC	SUPPLIES - IT	140.90
MORPHO USA INC	PROF SVC - JAIL	3,331.00
MUNICIPAL HOUSING AGENCY	RENT ASSIST - GA	300.00
MYRA NIXON	REIMB EXP - RECORDER	78.32
NANCY POTTER	MEETING - BOARD	330.00
NATIONAL MEDICAL SERVICES INC	MED SVC - MED EXAMINER	293.00
NCH CORPORATION	PROF SVC - B&G	375.84
NEBRASKA IOWA INDUSTRIAL FASTENERS CORP	SUPPLIES - CR SKI HILL	24.01
NEWMAN SIGNS INC	ROADS/MATERIALS	560.73
NICHOLAS SALICK	REGISTRATION - CONSERVATION	450.00
NISHNA PRODUCTIONS INC	VOC/DAY HAB/COMM LIVING - SWIA MHDS REGION	14,169.98
NISHNABOTNA VALLEY RURAL ELECTRIC COOPERATIVE	ROADS/UTILITIES	3,896.28
NMC GROUP INC	ROADS/PARTS - 121	4,147.71
NSG LOGISTICS LLC	ROADS/MATERIALS - UNDERWOOD	2,131.86
ODEN ENTERPRISES INC	ROADS/MATERIALS	313,267.95
OMAHA COMPOUND COMPANY	SUPPLIES - JAIL	13,799.82
OMAHA TACTICAL KONNER HATFIELD	SUPPLIES - SHERIFF	2,396.00
OMAHA TRUCK CENTER COMPANY INC	ROADS/PARTS	5,510.43
OPD BUSINESS SOLUTIONS	SUPPLIES - DHS	545.30
ORANGE PROPERTY MANAGEMENT LLC	RENT ASSIST - GA	700.00
OTIS ELEVATOR COMPANY	PROF SVC - B&G	5,587.44
PAGE COUNTY (IA)	TRANSPORT - SWIA MHDS REGION	397.14
PARALLEL TECHNOLOGIES INC	PROF SVC - JAIL/NON-DEPARTMENTAL	12,091.16
PATRICIA SCHELNOST	LEGAL REP - SWIA MHDS REGION	285.40
PATRICK J EPPLER	REIMB EXP - CO ATTORNEY	270.00
PATRICK RIGG	RENT ASSIST - GA	500.00
PATRICK SONDAG	REIMB EXP - CO ATTORNEY	270.00
PILLAR PROPERTY MANAGEMENT LLC	RENT ASSIST - GA	650.00
PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	PROF SVC - DHS	574.17
POLARIS PHARMACY SERVICES OF WARRINGTON LLC	PROF SVC - JAIL	8,700.13
POMPS TIRE SERVICE INC	ROADS/TIRES	9,645.12
POPCO INC	ROADS/UTILITIES	50.00
POTTAWATTAMIE COUNTY BOARD OF SUPERVISORS	INDIRECT COST - WIC	4,539.33
POTTAWATTAMIE COUNTY CLERK OF COURT	COURT COST - CO ATTORNEY	95.00
POTTAWATTAMIE COUNTY CONSERVATION	PROCESSING FEES - CR SKI HILL	22,481.52
POTTAWATTAMIE COUNTY IT DEPARTMENT	REIMB LICENSE - SWIA MHDS REGION	531.53
POTTAWATTAMIE COUNTY SHERIFF	TRANSPORT - BOARD	7,786.30
PRAIRIE CONSTRUCTION COMPANY	ROADS/PA15	423,340.91
PREMIUM VELOCITY AUTO LLC	PROF SVC - SHERIFF	508.17
PROJECT HARMONY	REGISTRATION - CO ATTORNEY	2,900.00
PROMISE PARTNERS	REGISTRATION - CO ATTORNEY	200.00
PROTECH COMMERCIAL VEHICLE OUTFITTERS INC	ROADS/SUPPLIES	216.48
QUADIENT INC	POSTAGE/SUPPLIES - VARIOUS	2,511.40
QUADIENT LEASING USA INC	PROF SVC - SHERIFF	646.83
R & S WASTE DISPOSAL LLC	ROADS/UTILITIES	1,114.55
R J THOMAS MANUFACTURING COMPANY INC	EQUIP - NON-DEPARTMENTAL	9,372.00
RAFAEL RODRIGUEZ	REIMB EXP - IT	116.58
RANDALL HOTZE	MEETING - BOARD	50.00
RANDIE HARDIMAN	REIMB EXP - JAIL	133.39
RANDY LAMP	MEETING - BOARD	100.00
RANDY LEE	SUPPLIES - SHERIFF	233.75
RAY MARTIN COMPANY OF OMAHA	PROF SVC - COMMUNICATIONS	558.15
RDO TRUCK CENTER LLC	ROADS/PARTS	594.18
REBECCA SPADAFORA	SVC FEES - BOARD	174.00
RED OAK WELDING SUPPLIES	ROADS/RENT	446.65
REGIONAL WATER INC	MO BILL - CONSERVATION	1,916.60
REPORTING SERVICES LLC	TRANSCRIPT - CO ATTORNEY	750.40
RICHARD D GRIFFEN	ROADS/CENTRAL	635.64
RICHARD DEAN SCHNITKER	MEETING - BOARD	100.00
RIVERBEND APARTMENTS LLC	RENT ASSIST - GA	500.00

ROBERT AWE JR	REIMB EXP - JAIL	87.74
ROBERT PETERSON	MED SVC - JAIL	2,590.00
ROCKMOUNT RESEARCH AND ALLOYS INC	ROADS/PARTS	4,981.06
RONALD LAINSON	ROADS/UTILITIES - CENTRAL	367.00
RYAN OLDEROG	REIMB EXP - SHERIFF	166.35
S & L SANITATION ENTERPRISES INC	MO BILL - CONSERVATION	124.00
S & W FENCE	EQUIP - SHERIFF	708.77
SAFETY KLEEN SYSTEMS INC	ROADS/SUPPLIES	994.50
SAM ASHER COMPUTING SERVICES INC	MO BILL - IT	227.85
SANDAU BROTHERS SIGN COMPANY INC	PROF SVC - PUB HEALTH	2,550.00
SCHILDBERG CONSTRUCTION COMPANY INC	ROADS/ROCK	232,576.19
SCOTT BELT	REIMB EXP - BOARD	125.71
SEAT	DUES - AUDITOR	200.00
SECURITY EQUIPMENT INC	PROF SVC - CONSERVATION	955.32
SENTRY SECURITY FASTENERS INC	SUPPLIES - JAIL	1,175.38
SHANNON HOLMAN	REIMB EXP - SHERIFF	806.42
SHARON BRACKEN	RENT ASSIST - GA	700.00
SHELBY COUNTY (IA)	TRANSPORT - SWIA MHDS REGION	140.30
SHELBY COUNTY CHRIS A MYRTUE MEMORIAL HOSPITAL	OP - SWIA MHDS REGION	1,664.92
SHELBY MAX ENGLAND	MEETING - BOARD	100.00
SHELLEY WELTER	REIMB EXP - SWIA MHDS REGION	495.80
SHELLY HOVEY	REIMB EXP - SWIA MHDS REGION	340.36
SIXTEEN ELM BRANCHES INC	LANDSCAPING - WEST POTT SWCD	2,031.25
SMITH DAVIS INSURANCE INC	INSURANCE - BOARD	1,610.00
SOUTHWEST IOWA JUVENILE EMERGENCY SERVICES	QTRLY BILL - BOARD	302,778.89
SOUTHWEST IOWA LAWYER LEAGUE INC	REGISTRATION - CO ATTORNEY	750.00
SOUTHWEST IOWA PLANNING COUNCIL	TRANSPORT - SWIA MHDS REGION	1,645.86
SPECIALTY VEHICLE INSTITUTE OF AMERICA	TRAINING - SHERIFF	10,000.00
SPEE DEE DELIVERY SERVICE INC	PROF SVC - DHS	220.85
ST LUKES HEALTH RESOURCES	ROADS/DRUG SCREENING	504.00
STAPLES INC	SUPPLIES - PUB HEALTH	799.03
STAPLES INC	SUPPLIES - DHS	1,018.74
STATE OF IOWA	PROF SVC - BOARD	168.87
STATE OF IOWA	MED SVC - MED EXAMINER	48,662.03
STATE OF IOWA DEPARTMENT OF JUSTICE	SUPPLIES - CO ATTORNEY	330.00
STATE OF IOWA EDUCATION IOWA PUBLIC BROADCASTING DIVISION	RENT - COMMUNICATIONS	1,264.86
STATE UNIVERSITY OF IOWA	PROF SVC - ENV HEALTH	426.50
STELLA HUERTER	MEETING - PLANNING	40.41
STEVEN BRUMLEY	MEETING - BOARD	100.00
SUNDQUIST ENGINEERING PC	DRAINAGE - SOUTH NOBLE - PROF SVC	645.00
SUNSHINE HOMES INC	COMM LIVING/PRESCRIPTION - SWIA MHDS REGION	193.81
SUREFIRE LLC	EQUIP - SHERIFF	1,938.40
SUSAN MILLER	REIMB EXP - BOARD	714.03
SUSANN CONLON	PROF SVC - CR SKI HILL	122.50
SUZANNE WATSON	REIMB EXP - SWIA MHDS REGION	479.53
SYMPHONY DIAGNOSTIC SERVICES NO 1 LLC	MED SVC - JAIL	1,000.00
SYNCHRONY BANK	SUPPLIES - CONSERVATION/CR SKI HILL	958.11
T W ENTERPRISES INC	ROADS/REPAIR	240.00
TAMMY DEYEAGER	MEETING - BOARD	200.00
THE COMMUNITY SUPPORTS NETWORK INC	RENT - SWIA MHDS REGION	2,998.36
THE FILTER SHOP INC	SUPPLIES - B&G	195.60
THE MASTERS TOUCH LLC	POSTAGE - AUDITOR	19,500.00
THE PRIDE GROUP INC	RCF - SWIA MHDS REGION	19,630.10
THEODORE M GILLESPIE JR	REIMB EXP - JAIL	124.66
THIELE GEOTECH INC	PROF SVC - BOARD	3,260.00
THINK SPACE IT	PROF SVC - IT	10,522.58
THOMAS OLSEN	REIMB EXP - SWIA MHDS REGION	48.24
TIMOTHY TEMEYER	MEETING - BOARD	50.00
TIMOTHY WICHMAN	REIMB EXP - BOARD	272.44
TORYANN CROZIER	PROF SVC - CONSERVATION	455.00
TOTAL MAINTENANCE SOLUTIONS SOUTH INC	SUPPLIES - JAIL	1,350.43
TRANSUNION RISK AND ALTERNATIVE DATA SOLUTIONS INC	PROF SVC - SHERIFF	75.00
TREASURER OF STATE OF IOWA	MED SVC - SWIA MHDS REGION	15,189.55
TRISHA BERNHARDS	REIMB EXP - JAIL	561.15
TW VENDING INC	SUPPLIES - JAIL	747.17
TYLER TECHNOLOGIES INC	PROF SVC - IT	113,526.28
ULINE INC	SUPPLIES - RECORDER	459.05
UNDERWOOD FARM SUPPLY LLC	SUPPLIES - CONSERVATION	1,644.20
UNITED SEEDS INC	SUPPLIES - CONSERVATION	620.00
UNITED STATES CELLULAR CORPORATION	MO BILL - COMMUNICATIONS	647.40
UNITED STATES POSTAL SERVICE	BOX RENTAL - CONSERVATION	72.00
UNITED TRAINING COMMERCIAL LLC	TRAINING - IT	509.00
US BANK NATIONAL ASSOCIATION	MO BILL - EMA	859.72
US BANK NATIONAL ASSOCIATION	MO BILL - VARIOUS	7,082.07
US POSTAL SERVICE (QUADIENT)	POSTAGE - TREASURER	12,000.00
VAN WALL EQUIPMENT	ROADS/PARTS	6.59
VERIZON COMMUNICATIONS INC	MO BILL - SHERIFF	11,461.31
VERIZON CONNECT FLEET USA LLC	ROADS/UTILITIES	1,685.72
VISUAL EDGE INC	ROADS/CENTRAL	415.67
VOCATIONAL DEVELOPMENT CENTER INC	COMMUNITY LIVING - SWIA MHDS REGION	9,105.00
W W GRAINGER INC	SUPPLIES - B&G	2,562.58
WAUBONSIE MENTAL HEALTH CENTER	CRISIS RESPONSE - SWIA MHDS REGION	7,750.00
WELDON PARTS INC	ROADS/PARTS	291.09
WELLS FARGO FINANCIAL LEASING INC	MO BILL - DHS	1,021.29
WESLEY HENDERSON	PROF SVC - BOARD	500.00
WEST POTTAWATTAMIE SOIL & WATER CONSERVATION DISTRICT	EQUIP REIMB - WEST POTT SWCD	10,000.00
WEST PUBLISHING CORPORATION	PROF SVC - CO ATTORNEY	5,799.44
WESTERN IOWA WIRELESS	PROF SVC - SHERIFF	25,000.00
WESTLAKE HARDWARE INC	SUPPLIES - CONSERVATION	128.79
WEX BANK	ROADS/FUEL	25,353.13
WILLIAM CAROLUS	MEETING - BOARD	50.00
WINDSTREAM HOLDINGS INC	MO BILL - COMMUNICATIONS	372.81
WITT OBRIENS LLC	PROF SVC - PUB HEALTH	935.00
WOODBURY COUNTY (IA)	SVC FEES - BOARD	10.00
YANT TESTING SUPPLY & EQUIPMENT INC	ROADS/REPAIR - CENTRAL	300.00
YLONDA MAGUIRE	REIMB EXP - SWIA MHDS REGION	348.94
ZACHARIE NORMAN	REIMB EXP - SHERIFF	176.23

3,952,982.23

Fund Summary	Payment Amount
Fund	
0001 - GENERAL BASIC FUND	877,112.26
0002 - GENERAL SUPPLEMENTAL FUND	336,541.93
0003 - GAMBLING RESOURCES FUND	68,282.23
0005 - WIC/FEDERAL FUNDING FUND	6,233.38
0007 - LOST CONSERVATION FUND	11,092.50
0011 - RURAL SERVICES BASIC FUND	43,514.49
0019 - PROPERTY ACQUISITION/IMPROVEMENT/MAINTENANCE FUND	541,565.61
0020 - SECONDARY ROADS FUND	764,570.44
0023 - REAP FUND	450.00
0027 - CO CONSERV LAND ACQ	815.92
0036 - LOST SOIL CONS WEST FUND	20,641.07
0037 - LOST SOIL CONS EAST FUND	2,115.00
0042 - AMERICAN RESCUE PLAN ACT (ARPA)	665,786.95
1620 - BOND SERIES 2020A CAPITAL FUND	10,342.48
1630 - BOND SERIES 2021A CAPITAL FUND	12,575.09
1640 - BOND SERIES 2021B CAPITAL FUND	60,098.44
1650 - BOND SERIES 2022 CAPITAL FUND	4,409.09
4000 - EMER MANAGEMENT SERVICE FUND	2,490.12
4010 - E911 FUND	72,612.82
4155 - MHDS REGION FUND	275,335.65
6000 - DRAINAGE	143,977.86
8000 - CRESCENT RIDGE SKI HILL	<u>32,418.90</u>
	<u>3,952,982.23</u>

Scheduled Sessions

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

**Public Hearing on matter of the proposed
reallocation of certain unspent proceeds of
General Obligation Capital Loan Notes,
Series 2020A; and to approve and authorize
Board to sign Resolution No. 25-2024.**

RESOLUTION NO. 25-2024

**RESOLUTION INSTITUTING PROCEEDINGS TO TAKE
ADDITIONAL ACTION AND APPROVING THE
REALLOCATION OF CERTAIN UNSPENT PROCEEDS OF
THE GENERAL OBLIGATION CAPITAL LOAN NOTES,
SERIES 2020A, OF POTTAWATTAMIE COUNTY, IOWA**

WHEREAS, pursuant to notice published as required by law, this Board has held a public meeting and hearing upon the proposal to institute proceedings for the reallocation of certain unspent proceeds, in the amount of not to exceed \$232,515.90 (the "Unspent Proceeds") of the General Obligation Capital Loan Notes, Series 2020A, of Pottawattamie County, Iowa, to provide funds to pay costs of the erecting, constructing, equipping and furnishing of a public building including the public health building , and has considered the extent of objections received from residents or property owners as to said proposal and, accordingly the following action is now considered to be in the best interests of the County and residents thereof.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF POTTAWATTAMIE COUNTY, IOWA:

Section 1. That this Board does hereby institute proceedings and takes additional action for the reallocation of the Unspent Proceeds of the General Obligation Capital Loan Notes, Series 2020A to pay costs of the erecting, constructing, equipping and furnishing of a public building including the public health building, is in all respects authorized and approved.

Section 2. The Auditor is authorized and directed to take such action as may be necessary to effect and implement the foregoing reallocation of the Unspent Proceeds as described herein, and to cause the records and accounts of the County to reflect the same.

PASSED AND APPROVED this 9th day of April, 2024

	ROLL CALL VOTE			
	AYE	NAY	ABSTAIN	ABSENT
_____ Susan Miller, Chairperson	<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"/>
_____ Brian Shea	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ Jeff Jorgensen	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

ATTEST: _____
Melvyn Houser, County Auditor

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

**Public Hearing on matter of the proposed
reallocation of certain unspent proceeds of
the General Obligation Capital Loan Notes,
Series 2021A; and to approve and authorize
Board to sign Resolution No. 26-2024.**

RESOLUTION NO. 26-2024

**RESOLUTION INSTITUTING PROCEEDINGS TO TAKE
ADDITIONAL ACTION AND APPROVING THE
REALLOCATION OF CERTAIN UNSPENT PROCEEDS OF
THE GENERAL OBLIGATION CAPITAL LOAN NOTES,
SERIES 2021A, OF POTTAWATTAMIE COUNTY, IOWA**

WHEREAS, pursuant to notice published as required by law, this Board has held a public meeting and hearing upon the proposal to institute proceedings for the reallocation of certain unspent proceeds, in the amount of not to exceed \$82,591 (the "Unspent Proceeds") of the General Obligation Capital Loan Notes, Series 2021A, of Pottawattamie County, Iowa, to provide funds to pay costs of the erecting, constructing, equipping and furnishing of a public building including the public health building , and has considered the extent of objections received from residents or property owners as to said proposal and, accordingly the following action is now considered to be in the best interests of the County and residents thereof.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF POTTAWATTAMIE COUNTY, IOWA:

Section 1. That this Board does hereby institute proceedings and takes additional action for the reallocation of the Unspent Proceeds of the General Obligation Capital Loan Notes, Series 2021A to pay costs of the erecting, constructing, equipping and furnishing of a public building including the public health building, is in all respects authorized and approved.

Section 2. The Auditor is authorized and directed to take such action as may be necessary to effect and implement the foregoing reallocation of the Unspent Proceeds as described herein, and to cause the records and accounts of the County to reflect the same.

PASSED AND APPROVED this 9th day of April, 2024.

ROLL CALL VOTE

	AYE	NAY	ABSTAIN	ABSENT
_____ Susan Miller, Chairperson	<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"/>
_____ Brian Shea	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ Jeff Jorgensen	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

ATTEST: _____
Melvyn Houser, County Auditor

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

**Public Hearing on matter of the proposed
reallocation of certain unspent proceeds of
the General Obligation Capital Loan Notes,
Series 2022; and to approve and authorize
Board to sign Resolution 27-2024.**

RESOLUTION NO. 27-2024

**RESOLUTION INSTITUTING PROCEEDINGS TO TAKE
ADDITIONAL ACTION AND APPROVING THE
REALLOCATION OF CERTAIN UNSPENT PROCEEDS OF
THE GENERAL OBLIGATION CAPITAL LOAN NOTES,
SERIES 2022, OF POTTAWATTAMIE COUNTY, IOWA**

WHEREAS, pursuant to notice published as required by law, this Board has held a public meeting and hearing upon the proposal to institute proceedings for the reallocation of certain unspent proceeds, in the amount of not to exceed \$350,094 (the "Unspent Proceeds") of the General Obligation Capital Loan Notes, Series 2022, of Pottawattamie County, Iowa, to provide funds to pay costs of the peace officer communication equipment and other emergency services communication equipment and systems, including 911 consoles (in the amount of \$300,000); and erecting, constructing, equipping and furnishing of a public building including the public health building (in the amount of \$50,094), and has considered the extent of objections received from residents or property owners as to said proposal and, accordingly the following action is now considered to be in the best interests of the County and residents thereof.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF POTTAWATTAMIE COUNTY, IOWA:

Section 1. That this Board does hereby institute proceedings and takes additional action for the reallocation of the Unspent Proceeds of the General Obligation Capital Loan Notes, Series 2022 to pay costs of the peace officer communication equipment and other emergency services communication equipment and systems, including 911 consoles (in the amount of \$300,000); and erecting, constructing, equipping and furnishing of a public building including the public health building (in the amount of \$50,094), is in all respects authorized and approved.

Section 2. The Auditor is authorized and directed to take such action as may be necessary to effect and implement the foregoing reallocation of the Unspent Proceeds as described herein, and to cause the records and accounts of the County to reflect the same.

PASSED AND APPROVED this 9th day of April, 2024.

	ROLL CALL VOTE			
	AYE	NAY	ABSTAIN	ABSENT
_____ Susan Miller, Chairperson	<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"/>
_____ Brian Shea	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ Jeff Jorgensen	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

ATTEST: _____
Melvyn Houser, County Auditor

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

Public Hearing on Amendment to current county budget for Fiscal Year 2023/24 and appropriate funds.

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

**Approval of Resolution No. 24-2024 amending
Pottawattamie County Budget for FY 2023/24.**

RESOLUTION NO. 24-2024

WHEREAS, there were necessary expenses incurred in several county departments, causing the budget of that department to exceed 100% of costs; and

WHEREAS, the Board of Supervisors, Treasurer, Medical Examiner, Conservation, Public Health, Jail, Environmental Health, Human Resources, Planning, and Thriving Families will exceed their Budget due to said necessary expenditures; and

WHEREAS, the Amendment to the Fiscal Year 2023/24 Budget for the Board of Supervisors, Treasurer, Medical Examiner, Conservation, Public Health, Jail, Environmental Health, Human Resources, Planning, and Thriving Families shall be substantially as follows:

DEPT #	Revenue Amount	Expense Amount
Board of Supervisors - 01	\$ -	\$ 400,000
Total		\$ 400,000
Treasurer- 03	\$ 2,300,000	
Total	\$ 2,300,000	
Medical Examiner – 12		\$ 77,568
Total		\$ 77,568
Conservation – 22	\$ 50,000	\$ 110,000
Total		\$ 110,000
Public Health - 23	\$	\$ 15,000
Total		\$ 15,000
Jail - 29	\$ 500,000	\$ 333,000
Total	\$ 500,000	\$ 333,000
Environmental Health – 38		\$ 40,600
Total		\$ 40,600
Human Resources – 50		\$ 28,147
Total		\$ 28,147
Planning – 53	\$ 79,952	\$ 93,750
Total	\$ 79,952	\$ 93,750
Thriving Families – 57	\$ 95,517	\$ 95,517
Total	\$ 95,517	\$ 95,517
	\$ 3,025,469	\$ 1,193,582

WHEREAS, the Board of Supervisors desires to allow those expenditures, and no tax increase will occur due to these expenditures; and

WHEREAS, the public had due notice of the Budget Amendment Hearing held on April 9, 2024, and at the hearing, due time was allowed for objections to any and all portions of the amended budget.

NOW, THEREFORE BE IT RESOLVED, that the Board of Supervisors of Pottawattamie County, hereby amends the Fiscal Year 2023/24 budget.

Dated this 9th day of April, 2024.

ROLL CALL VOTE

	AYE	NAY	ABSTAIN	ABSENT
_____ Susan Miller, 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"/>

Brian Shea

○ ○ ○ ○

Jeff Jorgensen

○ ○ ○ ○

ATTEST: _____
Melvyn J. Houser, County Auditor

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

**Approval of Resolution No. 29-2024, to
appropriate funds from Amendment to Budget for
FY 2023/24.**

RESOLUTION NO. 29-2024

RESOLUTION FOR APPROPRIATION

WHEREAS, it is desired to appropriate funds from budget amendment as follow; 01 Board of Supervisors; 12 Medical Examiner; 22 Conservation; 23 Physical Health & Education; 29 Corrections-Jail; 38 Environmental Health; 50 Human Resources; 53 Planning and Development; 57 Thriving Families as shown in the FY 2023/24 Pottawattamie County Budget Appropriations, which is attached hereto, marked as “Attachment A”; and

WHEREAS, said appropriation is in accordance with Section 331.434(6), Code of Iowa.

NOW THEREFORE BE IT RESOLVED, by the Board of Supervisors of Pottawattamie County, Iowa, that the Auditor is directed to correct his/her books accordingly, and to notify the Treasurer of the appropriations as set out in “Attachment A”, attached hereto.

Dated this 9th Day of April, 2024.

	ROLL CALL VOTE			
	AYE	NAY	ABSTAIN	ABSENT
_____ Susan Miller, Chair	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ Scott A. 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"/>
_____ Brian Shea	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ Jeff Jorgensen	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

ATTEST: _____
Melvyn Houser, County Auditor

FY 2023/2024 Budget Appropriations							
DEPT #	DEPARTMENT NAME	CERTIFIED BUDGET 04/18/23	ORIGINAL	AMENDMENT 10/24/2023	AMENDMENT 4/9/2024	Original Budget With Amendments	DEPT #
01	Board of Supervisors	28,514,132	28,514,132	(1,925,000)	400,000	26,989,132	01
02	Auditor	1,679,783	1,679,783			1,679,783	02
03	Treasurer	1,879,927	1,879,927			1,879,927	03
04	Attorney	3,768,268	3,768,268	100,000		3,868,268	04
05	Sheriff	9,863,059	9,863,059	50,000		9,913,059	05
06	Debt Service/Supervisors	3,542,825	3,542,825			3,542,825	06
07	Recorder	912,225	912,225			912,225	07
12	Medical Examiner	455,515	455,515		77,568	533,083	12
20	Secondary Roads	20,352,047	20,352,047			20,352,047	20
21	Veterans Service Office	506,424	506,424	5,000		511,424	21
22	Conservation	3,780,130	3,780,130	92,634	110,000	3,982,764	22
23	Physical Health & Education	1,748,097	1,748,097		15,000	1,763,097	23
24	General Assistance	230,744	230,744			230,744	24
25	DHS	332,300	332,300			332,300	25
27	Animal Control	187,813	187,813			187,813	27
29	Corrections-Jail	15,793,126	15,793,126	25,000	333,000	16,151,126	29
37	Communications-911	3,955,289	3,955,289			3,955,289	37
38	Environmental Health	715,194	715,194		40,600	755,794	38
40	Unemployment--HR	40,000	40,000			40,000	40
48	WIC	755,752	755,752			755,752	48
50	Human Resources	627,016	627,016		28,147	655,163	50
51	Building and Grounds	1,483,210	1,483,210			1,483,210	51
52	Information Services	2,435,941	2,435,941	50,000		2,485,941	52
53	Planning & Development	736,477	736,477		93,750	830,227	53
54	GIS	420,349	420,349			420,349	54
57	Thriving Families	476,483	476,483		95,517	572,000	57
58	CD Treatment Services	4,000	4,000			4,000	58
60	Mental Health	2,129,342	2,129,342			2,129,342	60
99	Non Departmental	24,224,811	24,224,811	610,453		24,835,264	99
	TOTAL	131,550,279	131,550,279	-991,913	1,193,582	131,751,948	

**Antonia Krupicka-Smith/Director, Council Bluffs
Public Library, Kari Rose/Director, Eckles Memorial
Library, and Chelsea Bollom/Assistant Director,
Carter Lake Library**

**Discussion and/or decision to approve and
sign Proclamation designating the week of
April 7-13, National Library Week.**

National Library Week 2024 Proclamation

WHEREAS, libraries provide the opportunity for everyone to pursue their passions and engage in lifelong learning, allowing them to live their best life;

WHEREAS, libraries have long served as trusted institutions for all members of the community regardless of race, ethnicity, creed, ability, sexual orientation, gender identity, or socio-economic status;

WHEREAS, libraries strive to develop and maintain programs and collections that are as diverse as the populations they serve and ensure equity of access for all;

WHEREAS, libraries adapt to the ever-changing needs of their communities, continually expanding their collections, services, and partnerships;

WHEREAS, libraries play a critical role in the economic vitality of communities by providing internet and technology access, literacy skills, and support for job seekers, small businesses, and entrepreneurs;

WHEREAS, libraries are accessible and inclusive places that promote a sense of local connection, advancing understanding, civic engagement, and shared community goals;

WHEREAS, libraries are cornerstones of democracy, promoting the free exchange of information and ideas for all;

WHEREAS, libraries, librarians, and library workers are joining library supporters and advocates across the nation to celebrate National Library Week;

NOW, THEREFORE, be it resolved that the Pottawattamie County Board of Supervisors proclaim National Library Week, April 7-13 2024. During this week, we encourage all residents to visit their library to explore the wealth of resources available.

ROLL CALL VOTE

	AYE	NAY	ABSTAIN	ABSENT
_____ Susan Miller, Chairperson	<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"/>
_____ Brian Shea	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ Jeff Jorgensen	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

ATTEST: _____
Melvyn Houser, County Auditor

Amber Mohr/Avoca Main Street

**Discussion and/or decision to approve
funding request in the amount of \$3,000.**



2014-2024

•

PROGRAM HIGHLIGHTS

The Mission of Avoca Main Street is to sustain our downtown district as the economic, cultural, and social center of our community by utilizing the four-point approach of Main Street America.

Avoca Main Street
mainstreet@cityofavoca.com
712.307.0172

Economic Vitality – supporting businesses & entrepreneurs

Thirty businesses have opened in the district since 2014 with a net gain of fourteen. In 2017 we administered four \$10,000 matching grants for new businesses. In 2016 and 2019 we received Advanced Market Research services to recruit entrepreneurs to fill service gaps in our available properties. In 2021 we partnered with the City of Avoca Urban Renewal Board to get \$10,000 in emergency funds to businesses who were left behind by relief fund programs. In 2021, The Avoca Flower Shop successfully competed for the Open 4 Business Grant and received \$18,000. In 2022 we reached our \$3,000,000 benchmark of investment. In 2023 we worked with the City's Urban Renewal Board to re-introduce small business grants. We have three ribbon cuttings already scheduled for 2024. EV also creates digital content for our downtown mascot, Dewey, the Avoca-Do.

Promotion – creating markets & customers

Avoca Main Street has successfully hosted a Farmers Market since 2014, providing social engagement for residents and opportunities for entrepreneurs. The Avoca Main Street Longest Table brings 100 diners together to celebrate our local food culture since 2015 and was awarded Exceptional Special Event by the Main Street Iowa in 2019 and Outstanding Rural Event at the 2020 Iowa Tourism Awards. In 2021 we organized a Once in a Lifetime Zip Code Day that brought hundreds of customers and tens of thousands of dollars of economic activity. In 2023, we added the Meet & Mingle on Main Street retail incentive event with twenty-two businesses participating. Promotion also manages the annual 4th of July events and Trick-or-Treat on Main Street.

Design – cultivating places & spaces

Since 2014, over \$4.2 million has been invested property improvements in thirty-eight properties in the district and sixteen buildings have been sold. A \$75,000 Challenge Grant was awarded for façade improvements at 152 S. Elm, which won 2018 Excellent Exterior Renovation from Main Street Iowa. Over 50 historic properties were researched for the 150th anniversary downtown banner project. In 2020 another \$75,000 Challenge Grant was awarded for the Edward Carroll Building Project. In 2021, Raddberry's Bakery & Café received \$100,000 in Challenge Grant funds and three other properties utilized Design services for interior renovations. In 2022, Design dedicated \$3,000 and over sixty volunteer hours to revitalizing the City's downtown holiday streetlight décor. A representative is included in the Avoca Veterans Community Center revitalization project, spanning 2019-2025. In 2024 Design is working on downtown banners among their regular projects.

Organization – stimulating partners & opportunities

Our Organization Committee maintains the annual investment drive and seeks partners to meet organizational goals. In 2019 we secured \$43,000 in technical assistance grants. In 2020 we worked with Trees Forever on a Community Visioning Grant that will improve safety, access, landscaping, environmental solutions to disaster mitigation and business/residential expansions. We are currently administering \$70,000 in grant funds to assist downtown businesses in their expansion, renovation, and preservation plans.

Who is Main Street?

Avoca Main Street has been a proud Main Street Community since 2014



Main Street is a Nationwide, grass roots movement that blends preservation, activation, and coordination to harness the power of **Character-Based Economic Growth**

Why Does Main Street Work? *It's Simple. It's the People loving their Place*



The Main Street way is to inspire and engage the property owners, business owners, leaders, the friends and neighbors to create a shared value in the character of the community. **Imagine having people believe their place matters.** That is true community support. That is what Main Street is all about.

Over \$1.5
BILLION
INVESTED

In 1985, the Iowa Legislature adopted Main Street America's Main Street Approach model and established MSI as a program of the Iowa Economic Development Authority. Today, MSI is recognized as one of the most successful state Main Street programs in the nation.

Our Home, Our Main Street, Our Future.

Avoca Main Street is dedicated to enhancing the vitality of downtown Avoca through historic preservation, economic development, and community engagement. Downtown Avoca is home to more than

27 downtown residents and over 300 day-time workers;
\$420,000 in annual private re-investment into the district;
\$37,500 in annual volunteer value.



\$4.2 million
invested in downtown projects and acquisition

13,500
Volunteer Hours

14
net new downtown businesses



Pottawattamie County Funding Request

Request Date 2-27-2024

Board Meeting Date 4-9-2024

Organization Name: Avoca Main Street, Inc.

Are you a nonprofit organization (If yes, what type 501c3, I.E.)? Yes 501 C 4 / No _____

Are you a registered not-for-profit? Yes X No _____

Organization Mailing Address: 203 N Elm Street, PO Box 357, Avoca IA 51521

Program or Project Name: Avoca Main Street, Inc.

Contact Person: Amber Mohr

Title: Executive Director

Telephone: 712-307-0172 E-Mail: mainstreet@cityofavoca.com

Dollar Amount Requested: \$3,000.00 County Fiscal Year 2024

Total Program/Project Cost: \$119,753.52

Will County funding be leveraged with matching funds from another source? Yes _____ No X

Summary of Funding Request and Project Goals and Objectives:

The requested funds are for general operations of Avoca Main Street, Inc., a nonprofit volunteer-driven organization focused on community engagement, historic preservation, and economic development.

Describe the Public Purpose(s) and specifically identify the Economic Development that will be served by the funding:

We develop education programs, provide community engagement activities, and secure access to funding to promote our downtown as the social, cultural, and economic center of our community. Our efforts to date have produced over \$4.2 million of investment in downtown projects and acquisitions, and our organization's volunteers have contributed over 13,500 hours to the program. The work of our four committees averages \$420,000 in annual private investment in the district, and contributes \$37,500 in annual volunteer value. We are currently overseeing \$75,000 in granted funds for historical preservation projects, and developing a \$25,000 funding proposal for an essential business expansion project.

Provide an Itemized Program/Project Budget Showing How the Funds will be expended:

Please see attached 2024 Budget.

Attach additional pages if needed to fully answer any of the questions on this application

ASSURANCES FOR POTTAWATTAMIE COUNTY FUNDING


This signed page must accompany your funding request

The applicant hereby agrees and acknowledges that:

- 1) If awarded funds, the applicant will conduct operations in accordance with Title VI and the Civil Rights Act of 1964, as amended, and the Rehabilitation Act of 1973, as amended, which prohibits discrimination against any employee, applicant for employment, or any person participating in a sponsored program on the basis of race, creed, color, national origin, religion, sex, age, sexual orientation, or physical or mental disability, and require compensation for employment at no less than the minimum wage requirements and will provide safe and sanitary working conditions;
- 2) The applicant will expend funds received from Pottawattamie County solely for public purposes on the program or project described in the funding request;
- 3) All unexpended funds received pursuant to this request shall be returned to Pottawattamie County;
- 4) This funding request and assurances document has been approved by the legally authorized governing body of the applicant, if applicable;
- 5) The facts, figures, and information contained in this funding request, including all attachments, are true and correct;
- 6) Failure to comply with the rules of this program and this assurances agreement will result in the penalty of funding forfeiture and funds received during the applicable fiscal year shall be returned to Pottawattamie County;
- 7) At any time, the Board of Supervisors may require a representative from your organization to attend a public meeting to report progress toward completion of your program or project; and
- 8) Applicant will, upon request by Pottawattamie County, provide an accounting of all expenditures of Pottawattamie County funds and further provide any other documentation deemed necessary by Pottawattamie County to provide oversight for the funds. Failure to timely comply with requests from the County under this paragraph will result in suspension of funding.
- 9) Applicant acknowledges that other stipulations and conditions may be required by the Board of Supervisors before funding is awarded.

___Avoca Main Street, Inc._____
Name of Organization

___  ___ 3-28-2024 ___
Signature of Board President Date

___  ___ 3-28-2024 ___
Signature of Executive Director (if applicable) Date

Approved _____ Amount _____ BOS Chairman Signature _____

**Mark Hughes, Jim Hughes, and Sandi Winton/Jim
Hughes Real Estate**

**Update on the water, sewer, roads project
on 240th, Aspen, Pioneer Trail, and
Dumfries regarding their subdivision
Pioneer Meadows.**

John Rasmussen/Engineer

Discussion and/or decision to approve project funding agreement 4-23-HPB-S-010 for the 210th Street Bridge over Pigeon Creek.

**IOWA DEPARTMENT OF TRANSPORTATION
Federal-aid Agreement
for a County Highway Bridge Program Project**

RECIPIENT: Pottawattamie County

Project No: BROS-C078(177)—8J-78

Iowa DOT Agreement No: 4-23-HBP-S-010

CFDA No. and Title: 20.205 Highway Planning and Construction

This is an agreement between the Pottawattamie County, Iowa (hereinafter referred to as the RECIPIENT) and the Iowa Department of Transportation (hereinafter referred to as the DEPARTMENT). Iowa Code Sections 306A.7 and 307.44 provide for the RECIPIENT and the DEPARTMENT to enter into agreements with each other for the purpose of financing transportation improvement projects on streets and highways in Iowa with Federal funds.

The Bridge Formula Program (BFP) and the Surface Transportation Block Grant (STBG) Program make Federal funds available for replacement or rehabilitation of highway bridges on public roads on and off the Federal-aid System. A portion of BFP or STBG funds have been set aside for this purpose and designated as the County Highway Bridge Program (HBP). In the event Highway Infrastructure Program (HIP) funding is available, it may be included for this same purpose.

Pursuant to the terms of this agreement, applicable statutes, and 761 Iowa Administrative Code (IAC) Chapter 161, the DEPARTMENT agrees to provide County HBP funding to the RECIPIENT for the authorized and approved costs for eligible items associated with the project.

Under this agreement, the parties further agree as follows:

1. The RECIPIENT shall be the lead local governmental agency for carrying out the provisions of this agreement.
2. All notices required under this agreement shall be made in writing to the appropriate contact person. The DEPARTMENT's contact person will be the Local Systems Project Development Engineer, Christy VanBuskirk, and the Western Region Local Systems Field Engineer, Zachary A. Gunsolley. The RECIPIENT's contact person shall be the County Engineer.
3. The RECIPIENT shall be responsible for the development and completion of the following bridge project:
 - A. FHWA Structure Number: 290830
 - B. Location: On 210th Street over Pigeon Creek
 - C. Preliminary Estimated Total Eligible Construction Costs: \$1,800,000
4. The eligible project construction limits shall include the bridge plus grading and/or paving to reach a "touchdown point" determined by the DEPARTMENT. Within the eligible project construction limits, eligible project activities will be limited to actual construction costs.
5. Costs associated with work outside the eligible project construction limits, routine maintenance activities, operations, and monitoring expenses are not eligible. In addition, administrative costs, engineering, inspection, legal, right of way, utility relocations, activities necessary to comply with Federal and State environmental or permit requirements, and fees or interest associated with bonds or loans are not eligible.
6. 100% of the eligible construction project costs incurred after the effective date of this agreement shall be paid from County HBP funds. The RECIPIENT shall pay 100% of the non-eligible project costs. Reimbursed costs will be limited to County HBP funds that are made available to counties through the HBP Funds outlined in 761 Iowa Administrative Code, Chapter 161 and Local Systems Instructional Memorandum ([I.M. 1.100](#)) in place at the time of this agreement being fully executed.
7. The RECIPIENT shall pay for all project costs not reimbursed with Highway Bridge Program funds.

8. The RECIPIENT shall let the project for bids through the DEPARTMENT.
9. If any part of this agreement is found to be void and unenforceable, the remaining provisions of this agreement shall remain in effect.
10. It is the intent of both parties that no third-party beneficiaries be created by this agreement.
11. Responsibility for compliance with the Federal and State laws, regulations, policies, or procedures required by this agreement is not assignable without the prior written consent of the DEPARTMENT.
12. The project shall be let to contract within 3 years of the date this agreement is approved by the DEPARTMENT. If not, this agreement may become null and void, unless the RECIPIENT submits a written request for extension to the DEPARTMENT at least 30 days prior to the 3-year deadline. If approved, this agreement may be extended for a period of time as determined by the DEPARTMENT, but not less than 6 months.
13. This agreement and the attached Exhibit 1 constitute the entire agreement between the DEPARTMENT and the RECIPIENT concerning this project. Representations made before the signing of this agreement are not binding, and neither party has relied upon conflicting representations in entering into this agreement. Any change or alteration to the terms of this agreement shall be made in the form of an addendum to this agreement. The addendum shall become effective only upon written approval of the DEPARTMENT and the RECIPIENT.

IN WITNESS WHEREOF, each of the parties hereto has executed this Agreement as of the date shown opposite its signature below.

RECIPIENT: Pottawattamie County

This agreement was approved by official action of the Pottawattamie County Board of Supervisors in official session on the _____ day of _____, _____.

County Auditor

Chair, Board of Supervisors

IOWA DEPARTMENT OF TRANSPORTATION
Highway Administration

By _____
Zachary A. Gunsolley, P.E.
Local Systems Field Engineer
Western Region

Date _____, _____

EXHIBIT 1

General Agreement Provisions for use of Federal Highway Funds on Non-primary Projects

Unless otherwise specified in this agreement, the RECIPIENT shall be responsible for the following:

1. General Requirements.

- a. The RECIPIENT shall take the necessary actions to comply with applicable State and Federal laws and regulations. To assist the RECIPIENT, the DEPARTMENT has provided guidance in the Federal-aid Project Development Guide (Guide) and the Instructional Memorandums to Local Public Agencies (I.M.s) that are referenced by the Guide. Both are available on-line at: https://www.iowadot.gov/local_systems/publications/im/lpa_ims.htm. The RECIPIENT shall follow the applicable procedures and guidelines contained in the Guide and I.M.s in effect at the time project activities are conducted.
- b. In accordance with Title VI of the Civil Rights Act of 1964 and associated subsequent nondiscrimination laws, regulations, and executive orders, the RECIPIENT shall not discriminate against any person on the basis of race, color, national origin, sex, age, or disability. In accordance with Iowa Code Chapter 216, the RECIPIENT shall not discriminate against any person on the basis of race, color, creed, age, sex, sexual orientation, gender identity, national origin, religion, pregnancy, or disability. The RECIPIENT agrees to comply with the requirements outlined in [I.M. 1.070](#), Title VI and Nondiscrimination Requirements, which includes the requirement to provide a copy of the Subrecipient's Title VI Plan or Agreement and Standard DOT Title VI Assurances to the Department.
- c. The RECIPIENT shall comply with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973 (Section 504), the associated Code of Federal Regulations (CFR) that implement these laws, and the guidance provided in [I.M. 1.080](#), ADA Requirements. When bicycle and/or pedestrian facilities are constructed, reconstructed, or altered, the RECIPIENT shall make such facilities compliant with the ADA and Section 504, which includes following the requirements set forth in Chapter 12A for sidewalks and Chapter 12B for Bicycle Facilities of the Iowa DOT Design Manual.
- d. To the extent allowable by law, the RECIPIENT agrees to indemnify, defend, and hold the DEPARTMENT harmless from any claim, action or liability arising out of the design, construction, maintenance, placement of traffic control devices, inspection, or use of this project. This agreement to indemnify, defend, and hold harmless applies to all aspects of the DEPARTMENT's application review and approval process, plan and construction reviews, and funding participation.
- e. As required by the 2 CFR 200.501 "Audit Requirements," a non-Federal entity expending \$750,000 or more in Federal awards in a year shall have a single or program-specific audit conducted for that year in accordance with the provision of that part. Auditee responsibilities are addressed in Subpart F of 2 CFR 200. The Federal funds provided by this agreement shall be reported on the appropriate Schedule of Expenditures of Federal Awards (SEFA) using the Catalog of Federal Domestic Assistance (CFDA) number and title as shown on the first page of this agreement. If the RECIPIENT will pay initial project costs and request reimbursement from the DEPARTMENT, the RECIPIENT shall report this project on its SEFA. If the DEPARTMENT will pay initial project costs and then credit those accounts from which initial costs were paid, the DEPARTMENT will report this project on its SEFA. In this case, the RECIPIENT shall not report this project on its SEFA.
- f. The RECIPIENT shall supply the DEPARTMENT with all information required by the Federal Funding Accountability and Transparency Act of 2006 and 2 CFR Part 170.
- g. The RECIPIENT shall comply with the following Disadvantaged Business Enterprise (DBE) requirements:
 - i. The RECIPIENT shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The RECIPIENT shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts.
 - ii. The RECIPIENT shall comply with the requirements of [I.M. 5.010](#), DBE Guidelines.

- iii. The DEPARTMENT's DBE program, as required by 49 CFR Part 26 and as approved by the Federal Highway Administration (FHWA), is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the RECIPIENT of its failure to carry out its approved program, the DEPARTMENT may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).
- h. Termination of funds. Notwithstanding anything in this agreement to the contrary, and subject to the limitations set forth below, the DEPARTMENT shall have the right to terminate this agreement without penalty and without any advance notice as a result of any of the following: 1) The Federal government, legislature or governor fail in the sole opinion of the DEPARTMENT to appropriate funds sufficient to allow the DEPARTMENT to either meet its obligations under this agreement or to operate as required and to fulfill its obligations under this agreement; or 2) If funds are de-appropriated, reduced, not allocated, or receipt of funds is delayed, or if any funds or revenues needed by the DEPARTMENT to make any payment hereunder are insufficient or unavailable for any other reason as determined by the DEPARTMENT in its sole discretion; or 3) If the DEPARTMENT's authorization to conduct its business or engage in activities or operations related to the subject matter of this agreement is withdrawn or materially altered or modified. The DEPARTMENT shall provide the RECIPIENT with written notice of termination pursuant to this section.

2. Programming.

- a. The RECIPIENT shall be responsible for including the project in the appropriate Regional Planning Affiliation (RPA) or Metropolitan Planning Organization (MPO) Transportation Improvement Program (TIP). The RECIPIENT shall also ensure that the appropriate RPA or MPO, through their TIP submittal to the DEPARTMENT, includes the project in the Statewide Transportation Improvement Program (STIP). If the project is not included in the appropriate fiscal year of the STIP, Federal funds cannot be authorized.
- b. Upon receipt of Federal Highway Administration (FHWA) authorization a Federal Award Identification Number (FAIN) will be assigned to this project by the FHWA based on a methodology that incorporates identifying information about the federal award such as the federal funding program code and the federal project number. This FAIN will be used to identify this project and award on the federal government's listing of financial assistance awards consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA) at usaspending.gov.
- c. A period of performance for this federal funding award will be established at the time of FHWA authorization. The start date of the period of performance will be the FHWA authorization date. The project end date (PED) will be determined according to the methodology in I.M. 1.200, Federal Funds Management. Costs incurred before the start date or after the PED of the period of performance will not be eligible for reimbursement.

3. Design and Consultant Services

- a. The RECIPIENT shall be responsible for the design of the project, including all necessary plans, specifications, and estimates (PS&E). The project shall be designed in accordance with the design guidelines provided or referenced by the DEPARTMENT in the Guide and applicable I.M.s.

4. Environmental Requirements and other Agreements or Permits.

- a. The RECIPIENT shall take the appropriate actions and prepare the necessary documents to fulfill the FHWA requirements for project environmental studies including historical/cultural reviews and location approval. The RECIPIENT shall complete any mitigation agreed upon in the FHWA approval document. These procedures are set forth in [I.M. 3.020](#), Concept Statement Instructions; [4.020](#), NEPA Process; [4.110](#) Threatened and Endangered Species; and [4.120](#), Cultural Resource Regulations.
- b. If farmland is to be acquired, whether for use as project right-of-way or permanent easement, the RECIPIENT shall follow the procedures in I.M. [4.170](#), Farmland Protection Policy Act.

- c. The RECIPIENT shall obtain project permits and approvals, when necessary, from the Iowa DEPARTMENT of Cultural Affairs (State Historical Society of Iowa; State Historic Preservation Officer), Iowa Department of Natural Resources, U.S. Coast Guard, U.S. Army Corps of Engineers, the DEPARTMENT, or other agencies as required. The RECIPIENT shall follow the procedures in I.M. [4.130](#), 404 Permit Process; [4.140](#), Storm Water Permits; [4.150](#) Iowa DNR Floodplain Permits and Regulations; [4.190](#), Highway Improvements in the Vicinity of Airports or Heliports; and [4.160](#), Asbestos Inspection, Removal, and Notification Requirements.
- d. In all contracts entered into by the RECIPIENT, and all subcontracts, in connection with this project that exceed \$100,000, the RECIPIENT shall comply with the requirements of Section 114 of the Clean Air Act and Section 308 of the Federal Water Pollution Control Act, and all their regulations and guidelines. In such contracts, the RECIPIENT shall stipulate that any facility to be utilized in performance of or to benefit from this agreement is not listed on the Environmental Protection Agency (EPA) List of Violating Facilities or is under consideration to be listed.

5. Right-of-Way, Railroads and Utilities.

- a. The RECIPIENT shall acquire the project right-of-way, whether by lease, easement, or fee title, and shall provide relocation assistance benefits and payments in accordance with the procedures set forth in [I.M. 3.600](#), Right-of-Way Acquisition, and the DEPARTMENT's Right of Way Bureau Local Public Agency Manual. The RECIPIENT shall contact the DEPARTMENT for assistance, as necessary, to ensure compliance with the required procedures, even though no Federal funds are used for right-of-way activities. If Federal-aid will not be used in the cost of acquiring right-of-way, acquisition activities may begin prior to FHWA Environmental Concurrence. However, such acquisitions cannot affect the National Environmental Policy Act (NEPA) decision making process.
- b. If a railroad crossing or railroad tracks are within or adjacent to the project limits, the RECIPIENT shall obtain agreements, easements, or permits as needed from the railroad. The RECIPIENT shall follow the procedures in [I.M. 3.670](#), Work on Railroad Right-of-Way and [I.M. 3.680](#), Federal-aid Projects Involving Railroads.
- c. The RECIPIENT shall comply with the Policy for Accommodating Utilities on City and County Federal-aid Highway Right of Way for projects on non-primary Federal-aid highways. For projects connecting to or involving some work inside the right-of-way for a primary highway, the RECIPIENT shall follow the DEPARTMENT's Policy for Accommodating Utilities on Primary Road System. The RECIPIENT should also use the procedures outlined in [I.M. 3.640](#), Utility Accommodation and Coordination, as a guide to coordinating with utilities.

6. Contract Procurement.

The following provisions apply only to projects involving physical construction or improvements to transportation facilities:

- a. The project plans, specifications, and cost estimate (PS&E) shall be prepared and certified by a professional engineer, architect, or landscape architect, as applicable, licensed in the State of Iowa.
- b. For projects let through the DEPARTMENT, the RECIPIENT shall be responsible for the following:
 - i. Prepare and submit the PS&E and other contract documents to the DEPARTMENT for review and approval in accordance with [I.M. 3.700](#), Check and Final Plans and [I.M. 3.500](#), Bridge or Culvert Plans, as applicable.
 - ii. The contract documents shall use the DEPARTMENT's Standard Specifications for Highway and Bridge Construction. Prior to their use in the PS&E, specifications developed by the RECIPIENT for individual construction items shall be approved by the DEPARTMENT.
 - iii. Follow the procedures in [I.M. 5.030](#), Iowa DOT Letting Process, to analyze the bids received, make a decision to either award a contract to the lowest responsive bidder or reject all bids, and if a contract is awarded, and execute the contract documents in Doc Express.

- c. For projects that are let locally by the RECIPIENT, the RECIPIENT shall follow the procedures in [I.M. 5.120](#), Local Letting Process- Federal-aid.
- d. The RECIPIENT shall forward a completed Project Development Certification (Form 730002) to the DEPARTMENT in accordance with [I.M. 5.050](#), Project Development Certification Instructions. The project shall not receive FHWA Authorization for construction or be advertised for bids until after the DEPARTMENT has reviewed and approved the Project Development Certification.
- e. If the RECIPIENT is a city, the RECIPIENT shall comply with the public hearing requirements of the Iowa Code section 26.12.
- f. The RECIPIENT shall not provide the contractor with notice to proceed until after receiving notice in Doc Express that the Iowa DOT has concurred in the contract award.

7. Construction.

- a. A full-time employee of the RECIPIENT shall serve as the person in responsible charge of the construction project. For cities that do not have any full-time employees, the mayor or city clerk will serve as the person in responsible charge, with assistance from the DEPARTMENT.
- b. Traffic control devices, signing, or pavement markings installed within the limits of this project shall conform to the "Manual on Uniform Traffic Control Devices for Streets and Highways" per 761 IAC Chapter 130. The safety of the general public shall be assured through the use of proper protective measures and devices such as fences, barricades, signs, flood lighting, and warning lights as necessary.
- c. For projects let through the DEPARTMENT, the project shall be constructed under the DEPARTMENT's Standard Specifications for Highway and Bridge Construction and the RECIPIENT shall comply with the procedures and responsibilities for materials testing according to the DEPARTMENT's Materials I.M.s. Available on-line at: <http://www.iowadot.gov/erl/current/IM/navigation/nav.htm>.
- d. For projects let locally, the RECIPIENT shall provide materials testing and certifications as required by the approved specifications.
- e. If the DEPARTMENT provides any materials testing services to the RECIPIENT, the DEPARTMENT will bill the RECIPIENT for such testing services according to its normal policy as per [Materials I.M. 103](#), Inspection Services Provided to Counties, Cities, and Other State Agencies.
- f. The RECIPIENT shall follow the procedures in [I.M. 6.000](#), Construction Inspection, and the DEPARTMENT's Construction Manual, as applicable, for conducting construction inspection activities.

8. Reimbursements.

- a. After costs have been incurred, the RECIPIENT shall submit to the DEPARTMENT periodic itemized claims for reimbursement for eligible project costs. Requests for reimbursement shall be made at least once every six months, but not more than bi-weekly.
- b. To ensure proper accounting of costs, reimbursement requests for costs incurred prior to June 30 shall be submitted to the DEPARTMENT by August 1.
- c. Reimbursement claims shall include a certification that all eligible project costs, for which reimbursement is requested, have been reviewed by an official or governing board of the RECIPIENT, are reasonable and proper, have been paid in full, and were completed in substantial compliance with the terms of this agreement.
- d. Reimbursement claims shall be submitted on forms identified by the Department along with all required supporting documentation. The DEPARTMENT will reimburse the RECIPIENT for properly documented and certified claims for eligible project costs. The DEPARTMENT may withhold up to 5% of the Federal share of construction costs or 5% of the total Federal funds available for the project, whichever is less. Reimbursement will be made either by State warrant or by crediting other accounts from which payment was initially made. If, upon final audit or review, the DEPARTMENT determines the RECIPIENT has been

overpaid, the RECIPIENT shall reimburse the overpaid amount to the DEPARTMENT. After the final audit or review is complete and after the RECIPIENT has provided all required paperwork, the DEPARTMENT will release the Federal funds withheld.

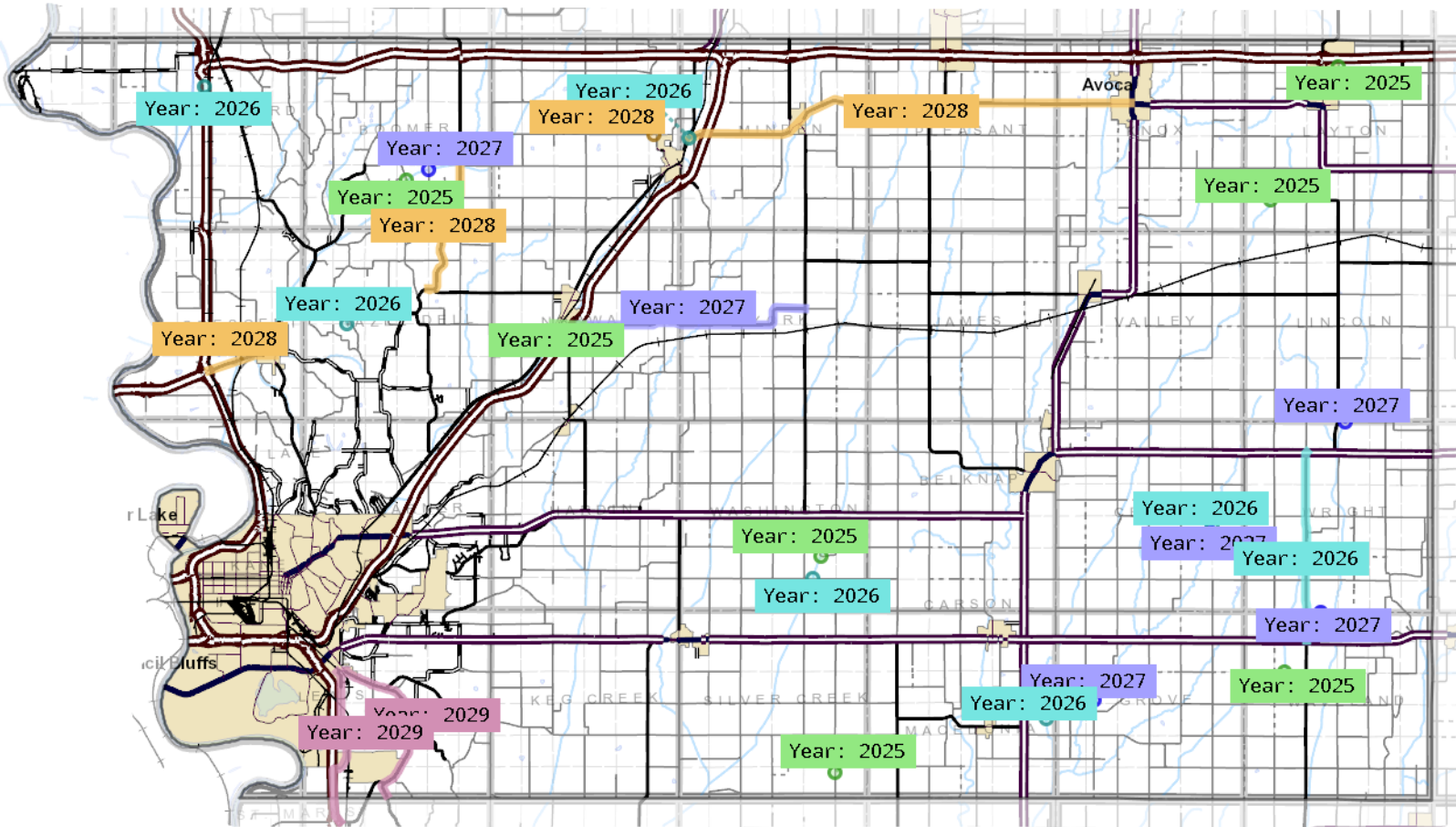
- e. The total funds collected by the RECIPIENT for this project shall not exceed the total project costs. The total funds collected shall include any Federal or State funds received, any special assessments made by the RECIPIENT (exclusive of any associated interest or penalties) pursuant to Iowa Code Chapter 384 (cities) or Chapter 311 (counties), proceeds from the sale of excess right-of-way, and any other revenues generated by the project. The total project costs shall include all costs that can be directly attributed to the project. In the event that the total funds collected by the RECIPIENT do exceed the total project costs, the RECIPIENT shall either:
 - i. In the case of special assessments, refund to the assessed property owners the excess special assessments collected (including interest and penalties associated with the amount of the excess), or
 - ii. Refund to the DEPARTMENT all funds collected in excess of the total project costs (including interest and penalties associated with the amount of the excess) within 60 days of the receipt of any excess funds. In return, the DEPARTMENT will either credit reimbursement billings to the FHWA or credit the appropriate State fund account in the amount of refunds received from the RECIPIENT.

9. Project Close-out.

- a. Within 30 days of completion of construction or other activities authorized by this agreement, the RECIPIENT shall provide written notification to the DEPARTMENT. The RECIPIENT shall follow and request a final audit, in accordance with the procedures in [I.M. 6.110](#), Final Review, Audit, and Close-out Procedures for Federal-aid, Federal-aid Swap, and Farm-to-Market Projects. Failure to comply with the procedures will result in loss of federal funds remaining to be reimbursed and the repayment of funds already reimbursed. The RECIPIENT may be suspended from receiving federal funds on future projects.
- b. For construction projects, the RECIPIENT shall provide a certification by a professional engineer, architect, or landscape architect as applicable, licensed in the State of Iowa, indicating the construction was completed in substantial compliance with the project plans and specifications.
- c. Final reimbursement of Federal funds shall be made only after the DEPARTMENT accepts the project as complete.
- d. The RECIPIENT shall maintain all books, documents, papers, accounting records, reports, and other evidence pertaining to costs incurred for the project. The RECIPIENT shall also make these materials available at all reasonable times for inspection by the DEPARTMENT, FHWA, or any authorized representatives of the Federal Government. Copies of these materials shall be furnished by the RECIPIENT if requested. Such documents shall be retained for at least 3 years from the date of FHWA approval of the final closure document. Upon receipt of FHWA approval of the final closure document, the DEPARTMENT will notify the RECIPIENT of the record retention date.
- e. The RECIPIENT shall maintain, or cause to be maintained, the completed improvement in a manner acceptable to the DEPARTMENT and the FHWA.

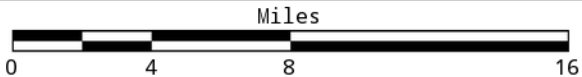
John Rasmussen/Engineer

**Discussion and/or decision to approve the Iowa
Department of Transportation Secondary Roads Budget
and County Five Year Program.**



Feature Key

- | | | | | |
|-------------|------------|-----------|-----------------|----------------|
| Earth | Gravel | Seal Coat | County Pavement | State Pavement |
| Divided Hwy | Water | City | Township | Railroad |
| Bridge | County Hwy | State Hwy | US Hwy | |



Iowa Department of Transportation
SECONDARY ROADS BUDGET

County: **Pottawattamie County**
Fiscal Year: **2025**
Version: **Original**

COUNTY CERTIFICATION

This Secondary Road Budget was adopted by the Board of Supervisors on _____
Date

ATTESTED

County Auditor Date

County Engineer Date

Chairperson, Board of Supervisors Date

IOWA DOT BUDGET APPROVALS

Recommended Approval: _____
OLS Reviewer Date

Approval: _____
Director of Local Systems Date

SECONDARY ROADS BUDGET

		Actual Receipts Prior Years		Estimated Receipts	
		2 nd Prior	1 st Prior	Current	Next
		FY 2022	FY 2023	FY 2024	FY 2025
1. County Auditor's Beginning Balance		\$5,340,874.67	\$8,017,078.88	\$9,599,577.71	\$6,605,508.71
Receipts from Property Tax Levies	2.69760 Dollars on all taxable property in county except on property within cities and towns. (Max. \$3.00375)	\$5,215,000.00	\$5,415,582.00	\$5,617,726.00	\$5,790,467.00
	0.02000 Dollars on all taxable property in the county. (Max. \$0.16875)				
2A. Local Option Sales Tax		\$2,750,000.00	\$3,000,000.00	\$3,000,000.00	\$3,000,000.00
3. Regular Road Use Tax Received	(Doesn't include transfer of local R.U.T. to FM account for const. on FM routes)	\$7,382,042.16	\$7,496,109.08	\$6,972,501.00	\$7,171,021.00
3b. Amount for 306.4(a3)	(Senate File 451 - FM Ext. in City <=500)	\$17,356.52	\$19,406.49	\$18,492.00	\$18,897.37
3c. Time 21		\$915,419.08	\$859,827.34	\$851,459.00	\$851,014.00
4. RISE Funds		\$456,943.46	\$0.00	\$0.00	\$0.00
5. FA Bridge Replacement Funds		\$0.00	\$0.00	\$0.00	\$1,800,000.00
5a. SWAP Bridge Replacement Funds		\$0.00	\$0.00	\$0.00	\$0.00
6. Proposed transfer of FM funds to Local Secondary Fund.(Section 309.10)		\$0.00	\$0.00	\$0.00	\$0.00
7.Tax Refunds (-) and/or Credits (+).(Section 309.10 - Code of Iowa)		\$0.00	\$0.00	\$0.00	\$0.00
8. Miscellaneous Receipts <i>Donations, sale of used materials, Special Assessments, etc</i> <i>Itemized for 2025</i>	ALL SYSTEMS PERMITS				\$12,000.00
	ENTRANCE PERMITS			\$10,000.00	\$10,000.00
	MATERIALS-SCRAP			\$15,000.00	\$15,000.00
	TRIP PERMITS			\$10,000.00	\$10,000.00
	UTILITY PERMITS			\$10,000.00	\$10,000.00
	All Other	\$1,333,862.17	\$187,948.33	\$1,200.00	
9. Total Miscellaneous Receipts		\$1,333,862.17	\$187,948.33	\$46,200.00	\$57,000.00
10. TOTAL RECEIPTS		\$23,411,498.06	\$24,995,952.12	\$26,105,955.71	\$25,293,908.08
11. Road Use Tax Funds or other local funds not transferred to Secondary Roads to be transferred to FM fund for construction.		0	0	\$0.00	\$0.00

SECONDARY ROADS BUDGET

	Actual Expenditures Prior Years		Estimated Expenditures	
	Prior 2	Prior 1	Current	Next
	FY 2022	FY 2023	FY 2024	FY 2025
70X * Administration and Engineering				
700 Administration Expenditures	\$634,110.88	\$665,442.52	\$549,875.00	\$587,650.00
701 Engineering Expenditures	\$763,673.46	\$729,070.27	\$955,792.00	\$993,650.00
TOTAL ADMINISTRATION AND ENGINEERING	\$1,397,784.34	\$1,394,512.79	\$1,505,667.00	\$1,581,300.00
020* Construction				
Adjusted Construction Program Expenditures (300) on FM and Local Sec. Roads <i>(With other than FM funds ---See Accomplishment Year projects)</i>	\$478,107.68	\$217,826.53	\$1,025,000.00	\$1,275,000.00
71X* Roadway Maintenance				
710 Bridges and Culverts (420, 430)	\$1,330,847.80	\$1,535,793.49	\$2,140,550.00	\$1,922,600.00
711 Roads (4250, 460, 480)	\$7,533,389.01	\$7,612,858.86	\$8,921,300.00	\$9,525,950.00
712 Snow and Ice Control (520)	\$98,367.64	\$147,532.41	\$265,000.00	\$265,000.00
713 Traffic Controls (590)	\$366,980.10	\$407,734.14	\$532,680.00	\$647,200.00
714 Road Clearing (490)	\$71,647.45	\$85,673.76	\$90,000.00	\$110,000.00
TOTAL ROADWAY MAINTENANCE	\$9,401,232.00	\$9,789,592.66	\$11,949,530.00	\$12,470,750.00
72X * General Roadway				
720 New Equipment (610)	\$1,152,893.22	\$1,535,705.20	\$1,550,000.00	\$1,800,000.00
721 Equipment Operations (620, 630, 650)	\$1,839,548.20	\$2,004,699.55	\$2,891,250.00	\$2,918,850.00
722 Tools, Materials and Supplies (655, 660, 670, 680, 690)	\$38,772.61	\$18,105.65	\$79,000.00	\$99,000.00
723 Real Estate and Buildings (800)	\$1,086,081.13	\$435,932.57	\$500,000.00	\$300,000.00
TOTAL GENERAL ROADWAY	\$4,117,295.16	\$3,994,442.97	\$5,020,250.00	\$5,117,850.00
TOTAL EXPENDITURES (70X + 020 + 71X + 72X)	\$15,394,419.18	\$15,396,374.95	\$19,500,447.00	\$20,444,900.00
County Auditor's balance at end of fiscal year	\$8,017,078.88	\$9,599,577.17	\$6,605,508.71	\$4,849,008.08
TOTAL (Must equal receipts) [Does not include transfer of Road Use Tax to FM Fund]	\$23,411,498.06	\$24,995,952.12	\$26,105,955.71	\$25,293,908.08

SECONDARY ROADS FIVE YEAR PROGRAM

Iowa Department of Transportation
SECONDARY ROADS FIVE YEAR PROGRAM

County: **Pottawattamie County**
Fiscal Year: **2025**
Version: **Original**

COUNTY CERTIFICATION

The detailed construction program for the secondary road system was adopted by the Board of Supervisors on _____

Date

ATTESTED

County Auditor

Date

County Engineer

Date

Chairperson, Board of Supervisors

Date

IOWA DOT PROGRAM APPROVALS

Recommended Approval: _____

OLS Reviewer

Date

Approval: _____

Director of Local Systems

Date

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SECONDARY ROADS FIVE YEAR PROGRAM

						Accomp Year	Priority Years				Total
							1st	2nd	3rd	4th	
Project Number Project Name Project ID	Location Description of Work Section / Township / Range	AADT Length Federal ID	Status FM Transfer	Day Labor Type of Work Project Type	Fund	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
HDP-C078(210)--6B-78 Norwalk 15 Bridge / G30 Reconstruction 47266	On MAGNOLIA RD, Over Mosquito Creek, from 260TH E 1 mile Magnolia Road West of Railroad Highway is included in the project limits to allow for intersection improvements at RR Hwy as needed. Unfortunately the "tie in" point of this project may be on a local road; which creates a conflict with the Road Classification. Project includes the new roadway pavement, as well as the Norwalk 15 Bridge replacement. 21 / 76 / 42	25 0.930 miles 45320	Previous	\$0 320 Bridges FA	Local						\$5,500
					FM	600					
					Special	500					
					FA	4,400					
					SWAP						
BROS-C078(177)--8J-78 Boomer 19 Bridge Replacement 18229	On 210TH ST, Over PIGEON CREEK, S27 T77 R43 SD, SR=38, Replace 143' Bridge 27 / 77 / 43	40 0.000 miles 290830	Previous	\$0 320 Bridges FA	Local						\$1,800
					FM						
					Special						
					FA	1,800					
					SWAP						
L-(LY15)--73-78 Layton 15 Bridge Replacement 51164	On SUMAC RD, Over STREAM, S31 T77 R38 Proposed 60', SD, SR=47 31 / 77 / 38	10 0.000 miles 289481	Previous	\$60 320 Bridges Local	Local	200					\$200
					FM						
					Special						
					FA						
					SWAP						
LFM-(SC31)--7X-78 Silver Creek 31 Bridge Replacement 53420	On L 66, Over MUD CREEK, S36 T74 R41	20 0.000 miles 284631	Previous	\$115 320 Bridges Local	Local	255					\$255
					FM						
					Special						
					FA						

SECONDARY ROADS FIVE YEAR PROGRAM

36 / 74 / 41

SWAP

SECONDARY ROADS FIVE YEAR PROGRAM

						Accomp Year	Priority Years				Total
							1st	2nd	3rd	4th	
Project Number Project Name Project ID	Location Description of Work Section / Township / Range	AADT Length Federal ID	Status FM Transfer	Day Labor Type of Work Project Type	Fund	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
L-(LY21)--73-78 Layton 21 Bridge Replacement 36168	On 510TH ST, Over STREAM, on WLINE S3 T77 R38 SD, Level B 3 / 77 / 38	5 0.000 miles 363510	Previous	\$100 320 Bridges Local	Local	100					\$100
					FM						
					Special						
					FA						
L-(WV12)--73-78 Waveland 12 Bridge Replacement 51156	On CHESTNUT RD, Over INDIAN CREEK, S17 T74 R38 Proposed 60', SD, SR=33 17 / 74 / 38	28 0.000 miles 283431	Previous	\$60 320 Bridges Local	Local	220					\$220
					FM						
					Special						
					FA						
L-(WS31)--73-78 Washington 31 Bridge 55413	On ELMTREE RD, Over SILVER CREEK, S26 T75 R41 26 / 75 / 41	29 0.000 miles 286300	New	\$120 320 Bridges Local	Local	500					\$500
					FM						
					Special						
					FA						
FM-C078()-55-78 M47 Resurfacing 47267	On M47, from Highway 92 N 6 miles to Highway 6	5 5.940 miles	Previous	\$0 366 HMA Paving FM	Local						\$2,100
					FM		2,100				
					Special						
					FA						
					SWAP						

SECONDARY ROADS FIVE YEAR PROGRAM

						Accomp Year	Priority Years				Total
Project Number Project Name Project ID	Location Description of Work Section / Township / Range	AADT Length Federal ID	Status FM Transfer	Day Labor Type of Work Project Type	Fund	FY 2025	1st FY 2026	2nd FY 2027	3rd FY 2028	4th FY 2029	
BRS-C078()--60-78 Tamarack Road Overpass 13048	On G 18, Over BNSF RR, S19 T77 R41 Removal of bridge, replacement with at grade railroad crossing 19 / 77 / 41	10 0.000 miles 43580	Previous	\$0 320 Bridges FA	Local						\$2,000
					FM						
					Special						
					FA		1,600				
					SWAP		400				
L-(HD23)--73-78 Hazel Dell 23 Bridge Replacement 51163	On MAGNOLIA RD, Over STREAM, S20 T76 R43 Propose 60', SD, SR=44 20 / 76 / 43	10 0.000 miles 361970	Previous	\$60 320 Bridges Local	Local		200				\$200
					FM						
					Special						
					FA						
					SWAP						
L-(MA10)--73-78 Macedonia 10 Bridge Replacement 36182	On BOSTON AVE, Over GRAYBILL CREEK, S24 T74 R40 24 / 74 / 40	25 0.000 miles 284190	Previous	\$120 320 Bridges Local	Local		500				\$500
					FM						
					Special						
					FA						
					SWAP						
L-(CE23)--73-78 Center 23 Bridge Replacement 51169	On 470TH ST, Over JORDAN CREEK, S24 T75 R39 SD, SR=49 24 / 75 / 39	24 0.000 miles 285510	Previous	\$80 320 Bridges Local	Local		240				\$240
					FM						
					Special						
					FA						
					SWAP						

SECONDARY ROADS FIVE YEAR PROGRAM

						Accomp Year	Priority Years				Total
							1st	2nd	3rd	4th	
Project Number Project Name Project ID	Location Description of Work Section / Township / Range	AADT Length Federal ID	Status FM Transfer	Day Labor Type of Work Project Type	Fund	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
LFM-(RO06)--7X-78 Rockford 6 Bridge Replacement 45181	On L 19, Over DRAINAGE DITCH, S9 T77 R44 SD, SR=44, Proposed 46' Precast 9 / 77 / 44	40 0.000 miles 45010	Previous	\$40 320 Bridges Local	Local		190				\$190
					FM						
					Special						
					FA						
					SWAP						
L-(WS42)--73-78 Washington 42 Bridge 55414	On DOGWOOD RD, Over SILVER CREEK, S35 T75 R41 35 / 75 / 41	29 0.000 miles 286410	New	\$120 320 Bridges Local	Local		500				\$500
					FM						
					Special						
					FA						
					SWAP						
L-(GR15)--73-78 Grove 12 Bridge 55415	On 432ND ST, Over JORDAN CREEK, S17 T74 R39 17 / 74 / 39	15 0.000 miles 283770	New	\$120 320 Bridges Local	Local			500			\$500
					FM						
					Special						
					FA						
					SWAP						
L-(BO18)--73-78 Boomer 18 Bridge 55417	On 220TH ST, Over PIGEON CREEK, S26 T77 R43 26 / 77 / 43	5 0.000 miles 290810	New	\$120 320 Bridges Local	Local			500			\$500
					FM						
					Special						
					FA						
					SWAP						

SECONDARY ROADS FIVE YEAR PROGRAM

						Accomp Year	Priority Years				Total
							1st	2nd	3rd	4th	
Project Number Project Name Project ID	Location Description of Work Section / Township / Range	AADT Length Federal ID	Status FM Transfer	Day Labor Type of Work Project Type	Fund	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
L-(WV02)--73-78 Waveland 02 Bridge Replacement 53423	On COTTONWOOD RD, Over DRAINAGE, S4 T74 R38 4 / 74 / 38	11 0.000 miles 283332	Previous	\$70 320 Bridges Local	Local			210			\$210
					FM						
					Special						
					FA						
					SWAP						
L-(CE21)--73-78 Center 21 Bridge Replacement 51170	On EDISON LN, Over JORDAN CREEK, S23 T75 R39 SD, SR=52 23 / 75 / 39	5 0.000 miles 285491	Previous	\$80 320 Bridges Local	Local			220			\$220
					FM						
					Special						
					FA						
					SWAP						
L-(WR01)--73-78 Wright 1 Bridge Replacement 32551	On IDLEWOOD RD, Over WALNUT CREEK, S3 T75 R38 SD, SR=33, proposed 160' 3 span 3 / 75 / 38	10 0.000 miles 285011	Previous	\$80 320 Bridges Local	Local			300			\$300
					FM						
					Special						
					FA						
					SWAP						
STP-S-C078(--5E-78 G30 Resurfacing 32566	On MAGNOLIA RD (G30), from 265th Street (L52) E 8 miles to 340th Street (L66)	5 7.540 miles 45320	Previous	\$0 366 HMA Paving FA	Local						\$1,925
					FM			1,600			
					Special						
					FA			325			
					SWAP						

SECONDARY ROADS FIVE YEAR PROGRAM

						Accomp Year	Priority Years				Total
							1st	2nd	3rd	4th	
Project Number Project Name Project ID	Location Description of Work Section / Township / Range	AADT Length Federal ID	Status FM Transfer	Day Labor Type of Work Project Type	Fund	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
ILL-C078()-92-78 Old Mormon Bridge Road Reconstruction 53326	On OLD MORMON BRG RD (G37), from I29 E to OLD LINCOLN HIGHWAY (L20) IIJA Candidate Programming 23 / 76 / 44	47 2.100 miles	Previous	\$0 367 PCC Paving Special	Local						\$3,000
					FM						
					Special			3,000			
					FA						
ILL-C078()-92-78 Tamarack Road Reconstruction 53336	On Tamarack Road (G18), from Railroad Highway (G8L) E to Highway 59 IIJA Candidate Programming 12 / 77 / 40	5 14.300 miles	Previous	\$0 366 HMA Paving Special	Local						\$20,000
					FM						
					Special			20,000			
					FA						
L-(NE17)--73-78 Neola 17 Bridge Replacement 53421	On TEAKWOOD RD, Over NEOLA CREEK, S24 T77 R42 24 / 77 / 42	61 0.000 miles 290400	Previous	\$90 320 Bridges Local	Local			230			\$230
					FM						
					Special						
					FA						
STP-S-C078()-5E-78 L34 Reconstruction 53380	On L 34, from 750' South of G30 N to Potato Creek Bridge 26 / 77 / 43	26 4.800 miles	Previous	\$0 366 HMA Paving FA	Local						\$4,500
					FM			900			
					Special						
					FA			3,600			
				SWAP							

SECONDARY ROADS FIVE YEAR PROGRAM

						Accomp Year	Priority Years				
							1st	2nd	3rd	4th	
Project Number Project Name Project ID	Location Description of Work Section / Township / Range	AADT Length Federal ID	Status FM Transfer	Day Labor Type of Work Project Type	Fund	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
ILL-C078()-92-78 Wabash Road Reconstruction 53327	On L 35, from Mills County N to Council Bluffs Corporate Limits IIJA Candidate Programming 15 / 74 / 43	19 5.400 miles	Previous	\$0 366 HMA Paving Special	Local						\$7,500
					FM				1,500		
					Special				6,000		
					FA						
					SWAP						
ILL-C078()-92-78 192nd Street Grade and Pave 53330	On L 31, from Bunge Avenue (H10) N approximately 5 miles to East South Omaha Bridge Road IIJA Candidate Programming. The project boundaries are correct, but there are multiple jurisdictions involved complicating the Federal Functional class to be identified. 32 / 74 / 43	41 5.100 miles	Previous	\$0 352 Excavation Special	Local					400	\$10,000
					FM						
					Special				9,600		
					FA						
					SWAP						

SECONDARY ROADS FIVE YEAR PROGRAM

Paving Point Computations

Local or FM Route	Project Number	Location	Type of Work	Year	Road Type	AADT	Pavement Proximity	Trucks	Bonus	Total
Local	ILL-C078()--92-78	On L 31, from Bunge Avenue (H10) N approximately 5 miles to East South Omaha Bridge Road	352 Excavation	2029	15	40	0	15	0	70

SECONDARY ROADS FIVE YEAR PROGRAM

Fund	2025	2026	2027	2028	2029
SWAP	\$0	\$400,000	\$0	\$0	\$0
FM	\$600,000	\$2,100,000	\$1,600,000	\$900,000	\$1,500,000
Local	\$1,275,000	\$1,630,000	\$1,730,000	\$230,000	\$400,000
FA	\$6,200,000	\$1,600,000	\$325,000	\$3,600,000	\$0
Special	\$500,000	\$0	\$0	\$23,000,000	\$15,600,000

Other Business

Dixie Wilson/Accounting Technician, Auditor's Office

Discussion and/or decision to approve/disallow the following applications made to the Assessor's Office: Homestead (approximately 344 recommend allowed, 6 recommend disallowed), Military (25 recommend allowed, 1 recommend disallowed), Disabled Veteran Homestead (13 recommend allowed, 0 recommend disallowed), Family Farm (5 recommend allowed, 0 recommend disallowed).

Credit Apps to Auditor

April 1, 2024

	<u>Recommend Allowed</u>	<u>Recommend Disallowed</u>
Homestead:	344	2
Military:	25	0
Disabled Veteran Homestead:	13	0
Family Farm:	5	0

<u>Disallowed</u>	<u>Type</u>	<u>Reason for Disallowance</u>
754012254003	Homestead	Not currently living here, not sure when he will move in.
23843 Gaston Ave, Glenwood	Homestead	Not in Pottawattamie County.

Jana Lemrick/Director, Human **Resources**

Discussion and/or decision to approve and authorize Board to sign General Drivers and Helpers Local No. 554 Affiliate of the International Brotherhood of Teamsters (Detention Officer) Union Contract, effective July 1, 2024, through June 30, 2025.

AGREEMENT

Between

**POTTAWATTAMIE COUNTY, IOWA,
POTTAWATTAMIE COUNTY SHERIFF'S OFFICE**

and

**GENERAL DRIVERS AND HELPERS UNION
LOCAL NO. 554
AFFILIATE OF THE INTERNATIONAL BROTHERHOOD OF TEAMSTERS**

July 1, 2024

To

June 30, 2025

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PREAMBLE

THIS AGREEMENT is executed by POTTAWATTAMIE COUNTY, IOWA, hereinafter called "Employer," and General Drivers and Helpers Union Local No. 554, POTTAWATTAMIE COUNTY DETENTION OFFICERS, hereinafter called "Union."

ARTICLE 1 RECOGNITION

The Employer recognizes the Union as the sole and exclusive bargaining representative for those employees of Pottawattamie County, Iowa in the following bargaining unit established pursuant to Order of Certification in PERB Case No. 5890, to wit:

INCLUDED: Detention Officer

EXCLUDED: Detention Manager, Business Manager, Chief Deputy, Detention Supervisors, Jail Administrator, Jail Maintenance Superintendent, Secretary, Sheriff, Training Supervisor, and all other persons excluded by Section 4 of the Iowa Public Employment Relations Act of 1974

and including or excluding those employees added or deleted to the bargaining unit by the Public Employment Relations Board during the effective period of this Agreement.

ARTICLE 2
INTENT AND PURPOSE

The Employer, the Union and their employees recognize and declare the necessity of providing the most efficient and highest quality services for the citizens and taxpayers of Pottawattamie County.

The Employer, the union and their employees further recognize and declare their mutual desire to promote harmonious relationships among the parties covered by this Agreement to establish equitable and peaceful procedures for the resolution of grievances, and to assure the effective and efficient operation of the Pottawattamie County Jail.

ARTICLE 3
DEFINITIONS

Employees shall refer to all Detention Officers of the Sheriff's Department.

Employer shall refer to the Sheriff acting on behalf of Pottawattamie County and the Pottawattamie County Board of Supervisors.

Department shall mean the Sheriff's Department.

A part-time employee is an employee who works less than a normal eighty (80) hour pay period and is hired for an indefinite period.

Part-time employees are not included within the bargaining unit, are not entitled to any of the benefits of this Agreement, and shall not become regular employees unless first hired as permanent employees and thereafter successfully complete the applicable introductory period.

An introductory employee is an employee who has not successfully completed twelve (12) months of continuous services. During the introductory period, such employee may be removed or discharged by the Sheriff without cause. Introductory employees shall be entitled to utilization of sick leave and leaves of absence as stated in this Agreement.

A regular employee is an employee, other than part-time employee, who has completed the introductory period.

A shift is defined as a set period of time worked.

A team is defined as a group of Detention Officers assigned to work a particular shift under the direction of a Detention Supervisor.

A position is defined as an assignment on any shift. The employee shall maintain a posting of the facility staffing plan which shall include a listing of all positions.

A spouse is defined as a husband or wife as defined or recognized in the state where the individual was married, including in a common law marriage or same sex marriage.

A parent is defined as a biological, adoptive, step or foster father or mother, or any other individual who stood *in loco parentis* to the employee when the employee was a child. This term does not include “parents in law.”

A son or daughter is defined as a biological, adopted or foster child, a step child, a legal ward or a child of a person standing *in loco parentis*.

ARTICLE 4
MANAGEMENT RIGHTS

In addition to all powers, duties and rights of the Employer established by constitutional provision, statute, ordinance, charter or special act, the Union recognizes the powers, duties and rights which belong solely, and exclusively to the Employer, to-wit:

- a) the right to manager the Employer's operations; to direct the working force; to ensure compliance with Iowa State Jail Standards;
- b) the right to hire employees;
- c) the right to maintain order and efficiency;
- d) the right to extend, maintain, curtail or terminate operations of the Employer;
- e) the right to determine the size and location of the Employer's operations and to determine the type and amount of equipment to be used;
- f) the right to assign work, the right to assign teams, the right to determine methods and material to be used, including the right to introduce new and improved methods or facilities and to change exiting methods and facilities;
- g) the right to create, modify and terminate departments, job classifications, positions, and job duties;
- h) the right to transfer, promote and demote employees;
- i) the right to lay off;
- j) the right to determine the number of persons to be employed by the Employer in a division;
- k) the right to enforce and require employees to observe rules and regulations set forth by the Employer;

provided, however, that these rights will not be used for the purpose of discriminating against any employee because of his/her membership or non-membership in the Union. The list of management rights set forth above is not exclusive and it is understood that except as specifically and expressly modified or limited by this Agreement, all of the rights, powers and authority and prerogatives the Employer had prior to this Agreement are retained by and reserved to it and shall remain within its exclusive control.

ARTICLE 5
UNION RIGHTS AND RESPONSIBILITIES

The Union recognizes its responsibilities as the exclusive bargaining representative of the employees within the bargaining unit, and its duty to seek fair compensation and safe working conditions for its members. Further, the Union realizes that in order to provide maximum opportunities for continuing employment and fair compensation, the Employer must be able to operate efficiently and at the lowest reasonable cost. The Union, therefore, agrees to cooperate in the attainment of these goals and agrees to the following, to-wit:

- a) that it will cooperate with the Employer and supports its efforts to assure a full and fair day's work on the part of its employees;
- b) that it will earnestly strive to improve and strengthen good will between and among the County and its employees, the Union and the public.

The Employer will not interfere with the right of its employees to become members of the Union. The Union will not interfere with the right of the employees to refrain from Union membership. There shall be no discrimination by the Employer of the Union because of membership or non-membership in the Union. The parties will not discriminate against an employee because of an employee's support or non-support, of participation or non-participation, in Union affairs and activities. The Union agrees that neither it nor any of its officers or agents will engage in any Union activity which will interrupt or interfere with the operation of the Employer.

For purposes of conducting Union business, the Employer agrees that duly authorized representative of the Union may have access to the Employer's premises with the prior consent of the Jail Administrator or designee. Such visits shall not interfere with the performance of the job duties of any employee.

The Employer may permit a limited amount of legitimate Union activity by local Union representatives, provided that such activity does not interfere with the performance of the job duties of any employee to be away from his/her assigned place of work, and provided further that work load requirements will not suffer as a result of such activity. The names of such authorized representatives shall be supplied to the Employer in writing and updated as changes occur. The Sheriff's Department reserves the right to limit the number of employees involved and type of activity to be held.

ARTICLE 6
WORK STOPPAGE

The employer agrees that during the term of this Agreement, it will not engage in any lockout of its employees.

The Union agrees that neither it nor its officers or agents will cause, authorize, induce, encourage, instigate, ratify, condone or participate in any work stoppage, strike, slowdown or illegal picketing, including a refusal to cross any picket line, or any other action which interrupts or interferes with the operation of the Employer.

No employee shall cause; authorize, induce, encourage, instigate, ratify, condone or participate in any work stoppage, strike, slowdown or illegal picketing, including a refusal to cross any picket line, or any other action which interrupts or interferes with the operation of the Employer.

In the event of a violation of paragraph 3 of this Article or Section 12 of the Iowa Public Employee's Relations Act by an employee, the Union agrees that it will take immediate, affirmative steps with the employee involved, including but not limited to sending out public announcements, letters, bulletins, telegrams and employee meetings, to bring about an immediate resumption of normal work.

In the event of a violation of any paragraph above, all legal censures of this act shall apply.

ARTICLE 7
GENERAL PROVISIONS

This Agreement shall be construed under the laws of the State of Iowa. Whenever the context of this Agreement permits, the masculine gender includes the feminine, the singular number includes the plural, the reference to any party includes its agents, officials and employees.

In the event any Article, section or portion of this Agreement should be held invalid and unenforceable by any court of competent jurisdiction, such decision shall apply only to the specific Article, section or portion thereof specifically specified in the court's decision; and upon issuance of such a decision for the invalidated Article, section or portion thereof.

This Agreement constitutes the entire agreement between the parties. The parties acknowledged that during the negotiation which resulted in this Agreement, each had the right and opportunity to make proposal with respect to any subject or matter not removed by law from the area of bargaining and that the understandings and agreements reached are set forth in this Agreement. Therefore, the County and the Union, for the life of this Agreement, each agrees that the other shall not be obligated to bargain collectively with respect to any subject covered in the Agreement, or with respect to any subject or matter not referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

**ARTICLE 8
OVERTIME**

A. Overtime

Overtime shall be defined as any time properly authorized or approved by the Employer and actually worked in excess of twelve (12) hours in any calendar days, or in excess of the employee's regularly scheduled work hours not withstanding Section B. It is the policy of the Employer to keep overtime work to a minimum.

No Employee shall be paid or otherwise compensated more than once for work performed; nor shall pay, compensation or benefits be pyramided.

Overtime work shall be mandatory when required by the Employer and the employee shall work the hours directed by the Employer. Overtime shall not be used to punish or reward employees.

Overtime will be compensated at one and one-half (1 ½) times the employee's regular straight time hourly rate of pay, which shall be computed on the basis of the number of work hours per year except in specific areas of sick leave usage not withstanding Section B.

B. Sick Leave not Considered Hours Worked

All overtime hours, with the exception of involuntary overtime, worked on the calendar day immediately prior to or the calendar day immediately after a scheduled work shift in which sick leave has been utilized shall be paid at the straight time rate on an hour for hour basis. For example, if an employee utilizes 4 hours of sick leave and works 6 hours of overtime the next day, the first 4 hours are paid at straight time and the remaining 2 hours are paid at the overtime rate.

All hours worked on a regular day off that falls immediately after a scheduled work day in which sick leave has been utilized shall be paid at the straight time rate on an hour for hour basis. See above example.

Involuntary overtime hours worked shall be paid in accordance with Section E, Involuntary Overtime.

C. Planned Overtime (Overtime outside 72 hours of the need)

When a supervisor learns about the need for planned overtime on his/her shift, the supervisor shall, as soon as possible, notify all staff for someone to work overtime by posting a planned overtime sign-up sheet in master control and/or the County's computerized intranet system. The most senior employee to physically sign the planned overtime sign-up sheet shall be given the overtime assignment, unless the employee is restricted for other reasons. Any employee who fails to work the assigned overtime may be ineligible to work any planned overtime or to sign the planned overtime sign-up sheet for forty-five (45) calendar days. Employees must have a twenty-four (24) hour break in duty for every period of regularly scheduled time off. For example, employee has Monday and Tuesday as regular scheduled days off. The employee may only work overtime on either Monday or Tuesday, but not both. When no employee accepts the assignment on a voluntary basis within 72 hours of the need, the supervisor shall utilize the voluntary overtime sign-up sheet.

D. Voluntary Overtime Sign-Up Sheet (Overtime within 72 hours of the need)

The overtime sign-up sheet will be posted for employees to sign-up for voluntary overtime up to 30 days in advance. The list will be maintained by the Employer on a weekly basis. The sign-up sheet will be divided into days of the week and into day shift (any position starting between the hours of 0600 and 1800) and night shift (any position starting between the hours of 1800 and 0600). Night premium rate and pay will remain as stated in the Labor Agreement (hours worked between 1800 and 0600).

Employees interested in any overtime available must physically sign the voluntary overtime sign-up sheet. The Employer will use this as the overtime coverage list. Overtime shall be given to the most senior employee who signs the voluntary overtime sign-up sheet, unless the employee is restricted for other reasons. Any employee who fails to work the assigned overtime shall be ineligible to work any voluntary overtime or sign the voluntary overtime sign-up sheet for forty-five (45) calendar days. An employee may only remove their name from the voluntary overtime sign-up sheet by written request to the Supervisor.

Employees must have a twenty-four (24) hour break in duty for every period of regularly scheduled time off. For example, employee has Monday and Tuesday as regular scheduled days off. The employee may only work overtime on either Monday or Tuesday, but not both.

E. Involuntary Overtime Sign-Up Sheet

If no employee accepts or is available for overtime assignment the supervisor shall utilize the primary involuntary overtime list to contact the assigned employee for that specific workday and order that employee to work. This list shall be maintained by the shift supervisors and shall include all employees assigned to the shift. Employees must physically sign the primary involuntary overtime calendar sign-up sheet and select which days they would be available for involuntary overtime. Employees must also physically sign the secondary involuntary overtime calendar sign-up sheet and select which days they would be available for involuntary overtime. The secondary involuntary overtime list will be used if the employee on the primary list has called in for their shift.

The Employer will use this as the overtime coverage list. Overtime shall be given to the most senior employee who signs the voluntary overtime sign-up sheet, unless the employee is restricted for other reasons. Any employee who fails to work the involuntary calendar overtime shall be ineligible to work any voluntary overtime or sign the voluntary overtime sign-up sheet for forty-five (45) calendar days. An employee may only remove their name from the involuntary calendar overtime sign-up sheet by written request to the Supervisor.

An employee who has been ordered to work overtime may locate another employee who is willing to work overtime in his/her place, as long as the other employee is not restricted from overtime.

In the event an employee is ordered overtime for two (2) hours or fourteen (14) hours twenty (20) minutes in any shift, such two (2) hours would be compensated at the rate of time and one half (1 ½) times the employees' regular rate of pay.

In the event an employee is ordered to work overtime for more than two (2) hours up to a maximum of sixteen (16) hours twenty (20) minutes in any shift, such two (2) hours would be compensated at the rate of two (2) times the employee's regular rate of pay. **No** employee shall be required or ordered to work beyond sixteen (16) hours twenty (20) minutes in any shift.

In the event of a facility emergency, a supervisor may order any or all of the employees to remain on duty and/or may order employees to report to the facility.

F. Compensatory Time

An employee may choose compensatory time off in lieu of overtime or call back time.

An employee desiring compensatory time off rather than overtime pay shall notify the Employer in writing prior to the cutoff period for computing wages for the period in which the payment would ordinarily have been made. The Employer shall keep a record of any compensatory time which an employee has earned or used and the employee may request to see such record at any reasonable time.

Compensatory time will be taken at times requested by the employee after it is approved in writing on a form as approved by the employer.

A maximum of ninety-six (96) hours of compensatory time may be accumulated by an employee. This maximum may be extended may be extended by the Sheriff or his designee due to emergency situations. Every effort will be made not to carry over any accumulated compensatory time to the next contract year. An employee who has accumulated more than ninety-six (96) hours of compensatory time shall be compensated for all hours in excess of ninety-six (96) hours.

**ARTICLE 9
HOLIDAYS**

Employees are provided ten (10) paid holidays, to-wit: New Year's Day, President's Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Friday after Thanksgiving and Christmas Day.

Employees shall receive their ten (10) paid holidays on January 1st of each calendar year. New employees hired after January 1st, shall receive holiday leave on a pro-rated basis for their 1st year of employment.

A holiday for time worked shall be comprised of one twenty-four (24) hour period commencing at 12:00 am midnight and ending the following 12:00 am midnight.

A continuous shift employee, who works the actual holiday not the County recognized holiday, shall be compensated at a rate of one and one-half (1 ½) times the regular rate of pay for the actual number of hours worked.

Earned holidays shall not be carried over into the next calendar year and shall be paid at the straight time rate.

Introductory employees will receive the designated holidays as regular employees.

Upon resignation, retirement, death or discharge from employment, holiday benefits shall be pro-rated and remaining holiday leave hours shall be paid to or deducted from the employee or the employee's estate.

Holiday time off requests shall be handled as outlined in Article 11, Vacation.

**ARTICLE 10
LEAVES OF ABSENCES**

A. Sick Leave

Employees shall be granted twelve (12) hours of sick leave per month, and shall have the right to accumulate unused sick leave up to a maximum of one thousand forty (1040) hours. An introductory employee will not be allowed sick leave until the employee completes six (6) months of employment, at which time such employee will be credited with the number of days earned from the employee's date of hire.

Sick leave shall not be considered as a vested right and may not be used at the employee's discretion, but shall be allowed only for the following reasons;

1. Serious or confining illness of the employee.
2. a) An employee may utilize up to sixty (60) hours of sick leave per calendar year for the care and necessary attention to ill or injured members of the employee's immediate family. Immediate family, for purposes of this section, is defined as husband, wife, child, foster child, stepchild or parent.

b) The employee may be allowed to utilize up to two-hundred-forty (240) hours of their sick leave if a serious health condition affects a member of the employee's immediate family. When granting additional sick leave, the county shall adhere to the definition of a "serious health condition" as outlined in the Family & Medical Leave Act of 1993. In order to qualify for additional sick leave, the employee must have a FMLA request on file accompanied by a physician's certification.
3. Medical, dental or optical appointments which cannot be scheduled during non-working hours. All efforts should be made to make medical, dental or optical appointments during non-working hours. Requests may be denied based on staffing levels.
4. Female employees may use accumulated sick leave for absences occasioned by complications from pregnancy, for childbirth and complications resulting from, and for recovery from childbirth or miscarriage.

The Employer reserves the right to require a physician’s certification for an absence due to sickness. The cost of obtaining a physician’s certification as required by the Employer pursuant to this paragraph shall be borne by the Employer.

The Employer requires a physician’s certification for an absence due to sickness of more than two (2) consecutive work days. The cost of obtaining a physician’s certification as required by the Employer pursuant to this paragraph shall be borne by the employee. Failure to provide a physician’s certification shall result in an unpaid, unexcused absence and appropriate disciplinary action shall be taken.

To be eligible for any type of sick leave payment, an employee shall notify the employer at least one (1) hour prior to start of the shift, but in any event, not later than the starting time of the employee’s workday, unless the personal illness or injury occurs while at work.

An employee using sick leave must provide to their supervisor a telephone number where they can be contacted. The County reserves the right to investigate any use of sick leave.

All types of sick leave may be taken in fifteen (15) minute incremental periods.

Upon normal retirement under IPERS, an employee may be eligible for retiree health insurance benefits. If an employee chooses to participate in the retiree health insurance program, he/she shall not be eligible for cash reimbursement of sick leave. If the IPERS retirement eligible employees is not eligible for the retirement health insurance benefits (did not have County health insurance while employee with the County) or chooses to waive the retiree health insurance benefits, he/she shall be eligible for cash reimbursement of their sick leave in accordance with the schedule outlined below.

<u>Years of Service</u>	<u>Sick Leave Balance</u>	<u>Conversion Rate</u>
20 Years	1,000 - 1,040 hours	100%
15 Years	1,000 - 1,040 hours	75%
10 Years	1,000 - 1,040 hours	50%
20 Years	751 – less than 1,000	75%
15 Years	751 – less than 1,000	50%
10 Years	751 – less than 1,000	25%

20 Years	600 – less than 751	50%
15 Years	600 – less than 751	25%
10 Years	600 – less than 751	15%

Upon death of a current employee (regardless of IPERS eligibility), the employees' beneficiary or estate shall be reimbursed for the employee's unused accumulated sick leave in accordance with the schedule outlined above.

General Provisions

Sick leave shall be reimbursed based upon the employee's regular rate of pay at the time of retirement or death. For budget purposes, if the retirement is not of an emergent nature, the County would like a six (6) month notification of the planned retirement date. Failure to give notice will not preclude benefit eligibility.

Termination of service shall terminate any and all obligation of the Employer in connection with unused sick leave time.

An employee who has accumulated 1,040 hours of sick leave may convert twenty-five percent (25%) of his/her accumulated sick leave in excess of 1,040 hours to vacation leave.

An employee who has exhausted their sick leave may participate in the sick leave donation program as outlined in the county personnel policy manual.

B. Funeral Leave

An employee, including an Introductory employee, will be granted not to exceed five (5) days of paid leave for bereavement and to attend the funeral services of the employee's spouse, parent or child (including foster/step child), be they related by blood or marriage.

An employee, including an introductory employee, will be granted not to exceed three (3) days of paid leave for bereavement and to attend the funeral services of the employee's brother, sister, grandparents, and grandchild be they related by blood or marriage.

Any employee who has completed the introductory period will be granted one-half (1/2) day of leave without pay to attend the funeral of a close family friend one (1) day of leave with pay to attend the funeral for a fellow employee or relative not listed above. In the event of the death of an employee of the Sheriff's Office, the Sheriff or his designated representative shall determine the minimum staffing requirements that will need to be in place at the time of the employee's funeral.

Employees must attend the funeral service in order to qualify for funeral leave pay.

C. Parental Leave

The Employee who has not given birth to the child shall be permitted to utilize sixty (60) hours of accumulated sick leave for the birth and/or care for a newly-born or newly-adopted child.

**ARTICLE 11
VACATION**

Every employee shall be eligible for paid vacation time after six (6) months of service with the Employer.

Vacation allowances shall be earned based on the following schedule, providing that existing employees shall not have a reduction in the number of their vacation days:

<u>Employment Requirements</u>	<u>Vacation Period</u>
After 1 year of continuous service	96 hours per year
After 6 years of continuous service	144 hours per year
After 10 years of continuous service	168 hours per year
After 15 years of continuous service	192 hours per year
After 20 years of continuous service	200 hours per year

Employees shall receive 48 hours upon completion of six (6) months continuous service and the remaining 48 hours upon completion of one (1) year of service.

The rate of vacation pay shall be the employee's regular straight time rate of pay in effect for the employee's regular job on the payday immediately preceding the employee's vacation period.

Vacation may be taken in one (1) hour incremental periods.

Initial Vacation Selection Period

Upon completion of shift assignment ~~Beginning December 5th of~~ each year, each employee in order of seniority shall have the opportunity to select vacation days to be utilized between January 1st and the completion of the last pay period of the year. The vacation selection process shall be completed by January 1st of each year. Employees will not be allowed to make changes or cancel vacation requests until the initial vacation selection process has been completed.

Vacations will be granted in a reasonable amount of time, subject to the approval of the Employer. The request is to be made in writing. In the event of an emergency, the employee's immediate supervisor may approve or deny an immediate request for the use of vacation earned, taking into account the factors surrounding the request and shift coverage only.

If the workload permits vacation, but the number of persons on vacation must be limited, the following shall apply:

- The Employer shall have the right to approve or disapprove of an employee's requested vacation period, considering the scheduling requirements of the department, and shall not consider individual personalities, nor shall the Employer discriminate between or among employees.
- During the initial selection period when scheduling vacation days, in order for the requested day off to be considered a "vacation" day request, the employee must utilize a minimum of eight (8) hours vacation plus four (4) hours of ETO or twelve (12) hours of vacation time for requested time off. If the employee's vacation request is approved, the employee will not be allowed to switch the time off to holiday or compensatory time.
- Following the completion of the initial vacation selection period, each employee in order of seniority shall have the opportunity to select holidays to be utilized between January 1st and the completion of the last pay period of the calendar year. The holiday selection process shall be completed by January 1st of each year. Employees will not be allowed to make changes or cancel holiday requests until all selection processes have been completed.
 - After the initial selection periods, all vacation and holiday requests shall be equal and allotted on a first come first serve basis with seniority having no impact.
 - In order for the requested day off to be considered a "vacation" day request, the employee must utilize a minimum of twelve (12) hours of vacation time for the requested time off.
 - A full day earned leave (including compensatory time) request shall take precedence over a partial day earned leave request if submitted at least three (3) working days prior.
- In all cases compensatory time will not override a full day of vacation and/or holiday time.
- In order to cancel any earned leave request, the employee must give their supervisor written notification of the cancellation no later than 2 work days prior to the requested time off unless mutually agreed to.

Accordingly:

- a. The first vacation period earned, after completing one (1) full year of service, shall be taken prior to January 1, unless the Employer, for good cause, extends the period.
- b. Thereafter, on January 1 of each year, the Employer will credit each employee with the amount of vacation the employee will earn on the employee's next anniversary date, determine on the basis of the contract in effect on that January 1. If an employee uses vacation credited on January 1, prior to the time the vacation is earned, and if the employee is terminated for any reason prior to the time the vacation is earned, the employee will reimburse the Employer for the vacation period.
- c. No employee shall be entitled to vacation pay in lieu of vacation.
- d. Up to sixty (60) hours of vacation may be carried from one year to the next. If hours are carried over to the following year, they must be used on or before July 1 of the following year or they will be forfeited.

ARTICLE 12 DISCIPLINE

Section 1. The County shall have the right to adopt and put into effect rules and regulations not in conflict with this agreement. All employees shall be subject to such rules and regulations and any violations may be considered just cause for disciplinary action or discharge. If rules are deemed unreasonable by the union, said issue may be subjected to the grievance procedure.

The purpose of employee discipline is to advise the employee of the infraction in such a manner as to ensure that such behavior will not be repeated. Discipline shall be imposed for just cause only.

Disciplinary actions shall be progressive in nature and shall include the following:

- A. Oral Reprimand
- B. Written Reprimand
- C. Suspension
- D. Discharge

Copies of disciplinary actions shall be given to the employee and forwarded to the union.

Section 2. Employees who have been suspended or discharged and who have completed their introductory period, may process a grievance through the grievance procedure.

Oral and/or written reprimands may be protested in writing by the employee and such protests will be placed in the employee's personnel file and may be used in the event of disciplinary time off or discharge of the same or similar infraction.

For purposes of progressive discipline, disciplinary actions shall be active for twelve (12) months from the date of discipline. However, disciplinary actions shall remain active for eighteen (18) months for violations of the same rule.

Section 3. If the Employer has reason to reprimand an employee, it shall be done within fourteen (14) days of the incident, or fourteen (14) days when notified of the incident, in a reasonable and professional manner and not before other employees or the public except where impractical.

The time period may be extended due to circumstances beyond reasonable control of the administration.

Section 4. The employer has the right to suspend and/or terminate any employee immediately for just cause.

Just cause, for the purpose of termination or suspension, includes but it no limited to the following:

- (a) Engaging in or threatening acts of workplace violence, including but not limited to:
 - (i) Possessing firearms or other weapons on County property (other than certified law enforcement)
 - (ii) Fighting, assaulting or bullying a coworker, supervisor, guest, or customer;
 - (iii) Threatening or intimidating a coworker, supervisor, customer, or guest;
- (b) Engaging in any form of sexual or other unwelcome harassment;
- (c) Reporting to work under the influence of alcohol or illegal drugs, using, selling, dispensing, or possessing alcohol or illegal drugs or narcotics on County premises;
- (d) Reporting to work or performing job duties in an unfit condition because of the consumption or misuse/abuse of prescription or over-the-counter medications or selling or dispensing prescription medications on County premises;
- (e) Disclosing confidential County information;
- (f) Failure to cooperate in a workplace investigation;
- (g) Misrepresenting, falsifying, or altering any County record or report, such as an employment application, medical reports, expense accounts, and similar public records;
- (h) Misrepresenting or falsifying timesheets, daily logs or any other time and attendance records for yourself or others;
- (i) Stealing, destroying, defacing, or misusing County property, unauthorized personal use of county funds or property or another employee's or customer's property; making unauthorized purchases on county credit card(s);
- (j) Employment connected theft, burglary, or battery;
- (k) Misusing County communications systems, including the county website, electronic mail, computers, Internet access, and telephones
- (l) Accessing pornographic websites;
- (m) Refusing to follow Department Head or Supervisor instructions concerning a job-related matter or being insubordinate; insubordination; failure to follow directions;
- (n) Failing to wear a seat belt or other assigned safety equipment or failing to abide by safety rules and policies (willful violation) and failing to adhere to job related work restrictions or accommodations;
- (o) Soliciting or distributing information in violation of County policies;
- (p) Accessing personal websites during working hours such as "My Space", "Facebook", "Twitter", personal blogging and other similar websites.

- (q) Smoking where prohibited by state law, local ordinance or County rules;
- (r) Using profanity or abusive language;
- (s) Sleeping on the job without authorization;
- (t) Gambling on County property;
- (u) Playing pranks or engaging in horseplay at the workplace;
- (v) Wearing unprofessional or improper attire or having an inappropriate personal appearance; (sloppy, unkept appearance);
- (w) Conducting personal business during working hours;
- (x) Using county property for personal gain or using county position for personal gain;
- (y) Unlawfully destroying county or work property including records;
- (z) Willful and/or reckless neglect of duty;
- (aa) Dishonesty;
- (bb) Any absence of three (3) or more consecutive work days without an excuse or notification; excessive absenteeism and late arrival (tardy).
- (cc) Violation of County electronic communications policies and procedures.
- (dd) Violation of the Prison Rape Elimination Act (PREA)

ARTICLE 13
GRIEVANCE PROCEDURE

A grievance is defined as a dispute an employee may have with the Employer concerning the interpretation, application or violation of the express terms of this Agreement by the Employer. The time for filing a grievance shall commence when the employee receives notification of the change. Should an employee have a grievance, it shall be adjusted in the following manner.

The employee or the Union representative may initiate a conference with the immediate Supervisor in an attempt to resolve the issue.

Step 1. If the grievance is not settled by informal conference, the employee or the Union representative may initiate a grievance within fourteen (14) calendar days after the alleged incident upon which the grievance is based. At this point the grievance shall be reduced to writing, signed by the employee or the Union representative, and will specifically state the facts and provisions of the alleged violation. The written grievance shall be submitted to the Jail Administrator or his designee, who shall answer in writing within seven (7) calendar days after the grievance is presented. The Employer and the Union may, by mutual agreement, extend any of the time limits set forth in this article.

Step 2. If the grievance is not settled in Step 1, it may be submitted within seven (7) calendar days to the County Sheriff or his/her designated representative who shall answer in writing within seven (7) calendar days after the grievance is presented.

Step 3. If the grievance is not settled in step 2, it may be appealed to arbitration by the Union. Written notice of a request for arbitration must be submitted to the County Sheriff within seven (7) calendar days after the answer is due in step 2. When a timely request has been made for arbitration, a representative of the Employer and a representative of the Union shall select a mutually agreeable arbitrator to hear and determine the grievance. If the representatives of the parties are unable to agree upon the selection of the arbitrator within seven (7) calendar days of the Employer's receipt of the arbitration notice, either party may request the Federal Mediation and Conciliation Service to submit a list of five (5) arbitrators. Upon receipt of the list, the party requesting arbitration shall strike the first name; the other party shall then strike one (1) name, and this process will be repeated so that the remaining person shall be the arbitrator. Either party, upon receipt of the list of five (5) persons, may reject the list in total and request another list.

The arbitrator shall have no right to amend, modify, nullify, ignore, add to or subtract from the provisions of this Agreement. The arbitrator shall consider and decide only the specific issue or issues submitted in writing to the parties and shall have no authority to make a decision on any other issue not so submitted.

The arbitrator shall submit the decision in writing within thirty (30) days following close of the hearing or the submission of briefs by the parties, whichever is later, unless the parties agree to an extension thereof. The decision of the arbitrator shall be final and binding on both parties.

The fees and expenses of the arbitrator will be charged equally by both parties. Each party will pay its own cost of preparation and presentation for arbitration. No stenographic transcript of the arbitration hearing shall be made unless requested by a party. The cost of stenographic reporting of the hearing shall be borne by the party requesting the same, except that the other party may request a copy of such transcript, in which case the parties shall equally divide the cost of stenographic reporting and of the transcripts.

If an answer to a grievance is not presented to the employee by the Employer within any of the time limits specified in this Article, it is presumed that the grievance is denied and the employee may proceed to the next step of the grievance procedure. Failure by an employee, his/her representative, or the Union to initiate or process a grievance within the time limits specified shall constitute a bar to initiating or processing such grievance.

Grievances may be investigated, processed and presented by a representative during working hours within reasonable time limits without loss of pay, provided notice is given and the workload permits.

ARTICLE 14
PROCEDURES FOR STAFF REDUCTION

In the event the Employer determines that employee must be laid off, the Union shall be notified in writing within ten (10) administrative working days after the determination.

Employees shall be laid off as follows:

- a) Layoffs shall be determined on the basis of Seniority, with less senior employees being the first to be laid off; and
- b) If the number of employees to be laid off within the classification exceeds the number of employees in category (a) or there are no employees who come within category (a), the Employer shall consider qualifications, ability to perform, and seniority, and if qualifications and ability to perform are equal between and among affected employees, seniority shall govern. Employees who have been previously working in a lower grade classification will be able to return to that classification at the lower grade of pay in the employee's present step in the event of a layoff. Temporary, part-time and introductory employees performing duties within the job classification from which employees have been or are to be laid off, are to be laid off first and have no recall rights.

An employee to be laid off will be notified thereof in writing at least ten (10) working days prior to the effective date of the layoff.

Within the job classification laid off, employees will be returned to work in the reverse order in which they were laid off. No new employees will be hired for a job in the classification from which employees have been laid off until all employees laid off from that classification have been given notice of recall.

An employee who is laid off shall keep the Employer advised of the employee's current mailing address. Notice of recall shall be sent by certified mail to the employee's latest advised address.

Once notified by the Jail Administrator or their designee, the employee shall be given 72 hours to respond. In the event the employee accepts, the start date will be decided by the Jail Administrator.

ARTICLE 15
HEALTH AND SAFETY

The Employer agrees to continue to make reasonable provisions for the health and safety of its employees during the hours of employment.

Equipment furnished by the Employer shall be used properly and employee shall return to the Employer all equipment issued to the employee at such time as the employment is terminated.

If any employee is required to wear protective clothing, or any type of protective device as a condition of employment, such protective clothing or protective device shall be furnished to the employee by the Employer. The Employer shall pay the actual cost of repairing an article of such protective clothing or equipment which is damaged unintentionally while on the job.

If the Employer requires an employee to obtain a physical examination, the cost of the examination shall be provided by the Employer.

Drug and alcohol testing of employees will be required after all accidents which result in a death, personal injury or damage to property at the Sheriff's discretion. The employer will maintain a probable cause and random drug testing procedure.

ARTICLE 16 SHIFT BIDDING

All bidding for shifts shall occur annually. The shift bidding shall occur between November 1st and November 7th of each year for shift changes beginning the first full pay period in January of the following year. Shift shall be awarded by seniority as set forth in Article 18. Shift assignments shall be posted by December 1st of each year. When a position is vacated due to illness, injury, or leave of absence such position will be filled by reassignment of an officer for up to three (3) months. At the time of shift bids, employees will designate the method of compensation for the shift briefing, for the year, either overtime pay or compensatory time. If compensatory time is chosen as the method of compensation for shift briefing, the employee will automatically receive overtime pay for the entire pay period if the compensatory time designation causes the employee to exceed the maximum number of compensatory hours allowed as set forth in article 7 Overtime.

Any new or vacant regular full-time Detention Officer positions which occur shall be posted for bid, except for temporary bid. The posting shall indicate the number of openings and the hours of duty, if known at the time of the posting. Any vacancy created by bidding procedure shall be filled by the determination of the Employer. The Employer will determine when a vacancy occurs.

The posting shall be for a minimum of five (5) days and shall specify the date and time which bids will be accepted. It will specify the position and shift, as well as any qualifications, certifications, experience or training required. Positions will be announced within ten (10) days of the closing of the bids. Positions will be awarded by seniority given the special qualifications and experience requirements allowed as set out above.

When it has been determined an employee will be off work for a period of three (3) months or longer due to illness, injury, or leave of absence, that employee's position shall be posted for bid on a temporary basis. The qualified senior bidder will be given the temporary bid and placed in that position in accordance with the labor agreement. The position vacated by the successful bidder will be appointed by the Employer.

In the event the employee returns to work, they will be returned to their original position. The employee covering this position through temporary bid status will be returned to their previous position. The appointed employee will be placed in any open position or will take the position of the lowest senior employee.

In the event the employee is unable to return to work, this position will be awarded until the next shift bid. The employee holding the position through temporary status will be awarded the position if they so desire. The appointed employee will be assigned to the open position.

ARTICLE 17
WAGES

~~Effective July 1, 2023, Effective July 1, 2024, employees shall be compensated in accordance with the wage schedule below (Appendix A). Employees within the step and grade will receive a step increase, while those in step 10 will receive a 5% pay increase.~~

~~all employees whose job classifications are represented by the Union, who are not on the step and grade, will receive a 2.38% wage increase (see Exhibit A).~~

~~Employees shall be compensated in accordance with the Wage Schedule attached hereto marked Appendix A and herein incorporated by this reference.~~

Detention Officer Corporal

~~The Detention Officer Corporal position shall receive an additional fifty cents (\$.50) per hour. Employees who are moving into the new step and grade, will be moved into the new pay grade according to the tiered structure (see Exhibit A), effective July 1, 2023.~~

Any employee whose pay is in dispute, or the employee's representative, shall have the right to examine the time sheets and other records pertaining to the computation of pay of that employee at reasonable times.

ARTICLE 18
SENIORITY

For all purposes under this contract, seniority is defined as an employee's length of continuous services with the Pottawattamie County Sheriff's Department from his/her date of hire, except for bidding, in which case seniority shall be defined as the total number of days worked within a job classification.

The seniority list for employees shall be maintained by the Employer. Any protest as to the correctness must be made in writing to the Employer within ninety (90) calendar days from the date of hire.

The seniority list for employees shall be maintained by the Employer and renewed and posted on employee bulletin boards/company intranet every six (6) months. A copy of the seniority list shall be made available upon request by the Union. A seniority list for job classifications shall also be maintained by the employer. The same guidelines as above will dictate as to the times the list will be updated, posted and protested. Classification for the seniority list shall be:

1. Detention Officers

Seniority and the employment relationship shall be broken and terminated if an employee quits for any reason; is discharged for just cause; is absent from work three (3) consecutive working days without notification to and authorization from the Employer; is laid off for a period exceeding eighteen (18) months or the employee's seniority, whichever is lesser; is on layoff and fails to report to work within the time period set out in the Article on Procedures for Staff Reduction; or fails to report to work on the next scheduled workday at the completion of a leave of absence.

It is the right of the Employer to determine when a position is vacant and when it will be filed.

An employee who is promoted to a classification outside of the bargaining unit and subsequently returns to a classification within the bargaining unit shall be given full credit for the service earned prior to his/her promoted classification after he/she has fulfilled the introductory period. Seniority will be the total amount of service spent in both the bargaining and promoted classifications and may be used accordingly where seniority is referred to in this contract. If an employee returns to a bargaining unit classification between seniority bidding process, the employee may not exercise that seniority until the next regular bidding process is

held. Assignments, vacation schedules etc. will be at the discretion of the Sheriff until the next bidding process takes place.

ARTICLE 19
RETIREE HEALTH INSURANCE

A Detention Officer who retires under normal IPERS and is at least age 55 may choose to continue in the County’s primary health insurance program and receive insurance coverage as provided for retirees until he/she reaches his/her 65th birthday. The County will assist the employee by paying a portion of the single premium for a period of 5 years from the date of retirement. During this 5-year period, the rate paid for by the County is based upon the employee’s continuous years of service with the Pottawattamie County Sheriff’s Office and his/her sick leave balance at the time of retirement. The County shall pay a percentage of the premium for single coverage only in accordance with the following schedule.

<u>Years of Service</u>	<u>Sick Leave Balance</u>	<u>Single Premium Rate Paid by County</u>
20 Years	1,000 - 1,040 hours	100% of active rate
15 Years	1,000 - 1,040 hours	75%
10 Years	1,000 - 1,040 hours	50%
20 Years	751 – less than 1,000	75%
15 Years	751 – less than 1,000	50%
10 Years	751 – less than 1,000	25%
20 Years	600 – less than 751	50%
15 Years	600 – less than 751	25%
10 Years	600 – less than 751	15%

Eligible employees must be enrolled in County insurance program prior to retirement. The retiree shall be provided coverage under the primary carrier selected by the County for active employees. If the employee elect’s family coverage he or she shall receive the benefit of the value of the payment of the single coverage as depicted within the schedule set forth above but shall be responsible for paying the differential between that value and the cost of the family coverage.

If federal legislative changes results in the alteration of the current Medicare eligibility age of 65, the parties agree to allow for a limited re-opener to discuss modifications of the retiree health insurance provision to allow for language changes necessary to properly reflect the intent of the parties in adopting the original retiree health insurance provision.

If the employee chooses to participate in the County's retiree health benefit as outlined above, the employee will not be eligible for the sick leave buyout at retirement. For budget purposes, if the retirement is not of an emergent nature, the County would like a six (6) month notification of the planned retirement date. Failure to give notice will not preclude benefit eligibility.

The employer recognizes its responsibilities to defend and indemnify its employees as a result of any tort for which they are held liable in accordance with Chapter 613A the 1981 Code of Iowa.

ARTICLE 20
UNION BUSINESS

Section 1. Union Representatives The Employer agrees that accredited representative of the Local Union may be allowed the right to visit with the employees who are covered by this agreement to conduct Union business at any place during non-working hours or during working hours provided said visitation does not negatively affect the employees service to the public and with prior consent of the Jail Administrator or designee.

Section 2. Bulletin Boards The Employer will provide one bulletin board at the work site. The bulletin board will be made available to the appropriate Union official for the purpose of posting Union notices. The bulletin boards are to be used by the Union for notices only of the following: Union meetings, Union elections, Union appointments, Union recreational and social events, unemployment compensation information, and other materials of non-political, non-controversial nature. Upon written demand from the Employer, the Union shall promptly remove from such bulletin boards any material which is libelous, or in any way detrimental to the labor management relationship.

Section 3. Stewards The Union may appoint no more than two (2) stewards per shift and shall notify management of the names of the stewards. Stewards may handle grievances and related issues, meeting notifications, etc., but have no authority to dictate or coerce any job action contrary to this agreement. Stewards shall have reasonable access to telephones, for local calls only, in regards to grievance handling needs. In any interview where there is potential for discipline to be discussed or issued, the employee, upon request, shall have the right to have a steward present.

Section 4. In the event the Employer determines to contract out services, the Sheriff or his representatives will meet with the Union to discuss possible alternatives prior to the effective date of the action.

Section 5. The Employer agrees to grant necessary time off, without discrimination or loss of seniority rights and without pay, to any employee designated by the Union to attend a labor convention or service in any capacity on other official business, provided that fourteen (14) days written notice is given to the Employer, by the Union, specifying the length of time off. The Union agrees that, in making its request for time off for Union activities, due consideration shall be given to the number of employees affected in order that there shall be no disruption (including overtime) of the Employer's operation due to lack of available employees.

Section 6. Orientation When new employees are hired, they shall be given an orientation packet provided by the Union, and all new employees shall be introduced to Union leadership at the worksite during the orientation. Union Leadership shall be given the opportunity to address new hires during this orientation for a reasonable period of time and a private office or conference room to hold the meeting if available.

ARTICLE 21
INJURED ON DUTY POLICY

An employee who is injured while performing their job duties for the County shall immediately report the injury to their immediate supervisor. In the case of an incapacitating injury, the report shall be submitted as soon as the employee is able to supply the necessary information.

An employee, including an introductory employee, who has been injured in the scope and course of his/her employment with the Employer and who is eligible for Worker's Compensation payments shall adhere to the Iowa Worker's Compensation statute. When an employee is entitled to Worker's Compensation benefits, that employee shall be eligible for a supplemental payment by the County. The employee will not be required to utilize sick leave or other paid leave while recovering from said injury for the first three hundred sixty-five (365) calendar days.

The supplemental payment shall be an amount equal to the difference between the employee's net pay and the amount of the weekly Worker's Compensation benefit the employee receives. "Net pay" for the purpose of this article shall mean the employee's base salary minus deductions for taxes, social security and IPERS.

The supplemental pay shall continue for three hundred sixty-five (365) calendar days, or until the employee has reached maximum medical improvement, whichever comes first. If a Worker's Compensation settlement is agreed upon and approved by order of a court of competent jurisdiction, the County shall provide no further supplemental benefit under the terms of this agreement.

The employee shall be entitled to a supplemental payment under this section in an amount that, when added to any Worker's Compensation benefit will result in the employee receiving total compensation greater than the average weekly net wage for the applicable period of time.

**ARTICLE 22
EFFECTIVE PERIOD**

This Agreement shall be effective July 1, 202~~43~~⁴ and shall remain in full force and effect through June 30, 202~~54~~⁵.

This Agreement shall be automatically renewed from year to year thereafter, unless either party shall notify the other in writing no later than September 15 of each year that it wishes to modify this Agreement.

In the event that such a notice or modification is given, negotiations shall begin no later than the first day of October following such notification, unless the parties otherwise agreed upon a later date.

This Agreement shall remain in full force and effect while negotiations are in progress.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives this _____ day of _____, 202~~43~~⁴.

**POTTAWATTAMIE COUNTY
BOARD OF SUPERVISORS**

**POTTAWATTAMIE COUNTY
TEAMSTERS, LOCAL 554**

By _____
Chairman

By _____

By _____
Member

Title _____

By _____
Member

By _____

By _____
Member

Title _____

By _____
Member

By _____
Member

**WAGE SCHEDULE – Appendix “A”
DETENTION OFFICER**

Appendix A
Detention Officer

Effective July 1, 2024

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Bucket 10
26.25	27.04	27.85	28.68	29.54	30.43	31.34	32.28	33.25	35.96

*Note-Figures have been rounded for the purpose of this document
Official hourly wage rates are calculated by the Auditor's office/Payroll Division

**Jana Lemrick/Director, Human
Resources and Heather
Shafer/Assistant, Human
Resources**

Discussion and/or decision for Human Resources to rebrand the job descriptions with an accuracy audit to ensure consistency.

Job Description

Position Title	Human Resources Assistant
Reports To	Human Resources Director
Supervises	None
FLSA Status	Non-Exempt
Bargaining Unit	Non-Union
Grade	522
Updated	January 22, 2020

Summary of Position

Under general supervision, coordinates and provides administrative support for the Human Resources department. Responsible for assisting the Executive Assistant to the Board of Supervisors on a as needed basis. Serves as a confidential assistant to the Human Resources Director and Board of Supervisors.

Essential Functions

Provides administrative and clerical support services to the Human Resources department and Risk Management division.

Assists the Executive Assistant to the Board of Supervisors on an as needed basis and serves as Executive Assistant to the Board of Supervisors in the absence of the incumbent.

Assist the Risk Manager with insurance and workers compensation claims processing and training records.

Coordinate the hiring process including posting job vacancies, explain application and hiring process to applicants, applicant correspondence, review applications for minimum qualifications, assist departments with the interview scheduling process, extend job offers, conduct background check and schedule pre-employment physicals/drug screens and assist with new hire employment/payroll forms.

Responsible for ongoing maintenance and updates to the online application tracking system including training for new departmental users.

Manage and update department webpage and social media sites.

Prepares, composes, and types departmental communications and records including correspondence, memorandums, reports; develop electronic forms and computer spreadsheets

Job Description

to track records and other related information. Update personnel records in the HR software system.

Manages daily financial activities, which may include assisting with accounts payable, and purchasing.

Establishes and maintains an accurate file system of official documents, periodicals, reports, forms, and correspondence which may be of a confidential nature.

Operates standard office equipment in the performance of job duties; i.e. fax machine, personal computer, copier, scanner, calculator, ten key, multi-line phone system, paper shredder, etc.

Establishes and maintains effective working relationships with the general public, employees, Elected officials, Department Heads and supervisors.

Answer incoming calls and greet visitors to the department, respond to inquiries and/or refers visitors to appropriate sources for assistance.

Maintains the confidentiality of all information, communications, documents and correspondence in the Board of Supervisors and Human Resources department.

Marginal Functions

Perform other duties as directed or as the situation dictates.

Essential Knowledge, Experience and Ability

Regular and reliable attendance at work reporting location is an essential function of this position. Ability to report to work on time and in accordance with established work schedule.

Knowledge of and the ability to apply modern office procedures and clerical techniques utilized in a professional office setting.

Knowledge of basic and routine human resource and legal procedures and principles.

Knowledge of basic bookkeeping and accounting principles.

Ability to learn the county organizational structure.

Excellent written and verbal skills with impeccable grammar and punctuation.

Skill in the use of computers. Must be proficient in the Microsoft Office suite, including word, excel, power point, outlook including outlook and google calendar. Ability to learn county software programs and keep up to date with changing technology.

Job Description

Strong organization skills with keen eye for detail and accuracy.

Strong interpersonal skills to interact with all levels of personnel, developing relationships proactively.

Ability to follow complex oral and written instructions.

Ability to handle multiple tasks and changing priorities while managing high degree of accuracy.

Ability to maintain confidentiality and security of information.

Ability to provide customer service that is professional, courteous and responsive.

Ability to manage multiple deadlines and solve problems appropriate to the position. Must be resourceful and intuitive.

Ability to work independently on projects and exercise independent judgment to make administrative decisions.

Ability to operate common office equipment such as photocopiers, multi-line telephone, postage machines, fax, calculators and typewriter.

Essential Education, Certification and/or Licences

Associates degree in human resources, business, legal services or related field and three (3) to five (5) years' experience in professional office setting or any equivalent combination of education and experience which provides the required knowledge, skills and abilities.

Must possess a valid driver's license and be insurable under the county's liability coverage. May require the use of a personal vehicle for official business.

Essential Physical Demands and Typical Working Conditions

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

Work is generally performed indoors and requires some physical activity including walking, kneeling, bending, crouching, reaching, stooping, climbing and extended periods of sitting or standing.

Have clarity of speech and hearing which permits effective communication.

Have sufficient vision which permits moderate production and review of a wide variety of materials both in electronic and hardcopy formats.

Have sufficient manual dexterity to make handwritten notations and which permits moderate use of a keyboard and mouse.

Ability to frequently lift and/or move office equipment and supplies weighing up to 10 pounds.
Ability to occasionally lift and carry plat books weighing up to 35 pounds.

Have sufficient personal mobility to complete work at various locations throughout the courthouse campus and county facilities.

Ability to work a flexible schedule, evenings and additional time if needed.

Some travel with overnight stay may be required to attend meetings and conferences which will assist with job responsibilities.

Committee Appointments

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


Received/Filed



Andrew D. Moats
Pottawattamie County Recorder
227 South 6th Street
Council Bluffs, IA 51501

Recorder County Fees - March 2024

Amount	Account #	Account Name
\$ 2,252.00	0001-1-07-8110-413000-000	Vital Records
\$ 962.00	0024-1-07-8110-400001-000	RMA
\$ 689.00	0001-1-07-8110-409000-000	ELSI
\$ 14,004.51	0001-1-07-8110-404000-000	Transfer Tax
\$ 23,082.00	0001-1-07-8110-400000-000	Office Fees
\$ 1,770.00	0001-1-07-8110-410000-000	Auditor Fees
\$ 196.00	0001-1-07-8110-402000-000	Boat Writing Fees
\$ 30.00	0001-1-07-8110-402000-000	Boat Liens
\$ 11,996.80	0001-1-07-8110-414000-000	Passports
\$ 58.00	0001-1-07-8110-415000-000	DNR Postage
\$ 2,350.00	0001-1-07-8110-407000-000	ATV Road Pass
\$ 5.00	0001-1-07-8110-417000-000	Hunting/Fishing License
\$ 35.00	0001-1-07-8110-501000-000	Plat Books & Postage
\$ 57,430.31	Total	

MR # 047854	Check # 5334	Checks Prepared by Andrew Moats 
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Fee Book (03/01/2024 - 03/31/2024)

Criteria: {FMXFUS01_RPT_POTT.TndrDate} >= #03/01/2024# AND {FMXFUS01_RPT_POTT.TndrDate} <= #03/31/2024#

	<u>Count</u>	<u>Total Fund Amount</u>
Recording Fees		
RMA	957	\$962.00
E-Commerce	957	\$962.00
Audit	313	\$1,770.00
Recording	957	\$22,655.00
County Transfer Tax	151	\$14,004.51
State Transfer Tax	151	\$67,181.89
Photo Copies	25	\$427.00
Total For Recording Fees	3511	\$107,962.40
Other Fees		
COUNTY PASSPORT POSTAGE FUND	46	\$11,996.80
Total For Other Fees	46	\$11,996.80
Boats		
Boat Writing	18	\$196.00
Boat State	18	\$1,211.55
Boat Title County	16	\$140.00
Boat Title State	16	\$182.00
Boat Liens State	5	\$39.00
Use Tax	20	\$17,831.43
Boat Lien County	5	\$30.00
Road Pass	18	\$2,350.00
DNR Postage	15	\$58.00
Plat Book	1	\$35.00
Total For Boats	132	\$22,072.98
Hunt and Fish		
Hunt Fish County	7	\$5.00
Hunt Fish State	8	\$366.50
Total For Hunt and Fish	15	\$371.50
ELSI		
ELSI Couny	41	\$689.00
ELSI State	21	\$2,820.50
Total For ELSI	62	\$3,509.50
Vitals		
Cert Copy County	55	\$2,060.00
Cert Copy State	55	\$5,665.00
Marriage County	48	\$192.00
Marriage State	48	\$1,488.00
Three Day Waiver	2	\$10.00
Total For Vitals	208	\$9,415.00
Collected Total:		\$155,328.18
Charged Total:		\$91.00
Grand Total:		\$155,419.18

Public Comments