

**April 16, 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. CONSENT AGENDA**

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

- A. April 9, 2024, Minutes as read.

UNANIMOUS VOTE. Motion Carried.

**2. SCHEDULED SESSIONS**

Motion by Belt, second by Shea, to open Public Hearing on proposed preliminary plat of Cedar Woods Addition, a subdivision situated in Lewis Township.

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

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

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

Motion by Shea, second by Wichman, to approve and authorize Board to sign Planning and Zoning **Resolution No. 2024-01.**

**PLANNING AND ZONING  
RESOLUTION NO. 2024-01**

**WHEREAS**, the proposed preliminary plat and supporting documents for **Cedar Woods Addition**, a subdivision situated in **Lewis Township**, has been filed with the Pottawattamie County Planning and Zoning Commission for its study and recommendation under **Case #SUB-2024-01**; and

**WHEREAS**, said Commission conducted a public hearing on **March 18, 2024**, in accordance with Chapter 9.04 of the Pottawattamie County, Iowa, Code and Chapter 354, Code of Iowa, and has given all parties an opportunity to be heard; and

**WHEREAS**, after careful study and being thoroughly familiar with the involved real estate and the surrounding area, said Commission has submitted its written recommendation to this Board to approve the preliminary plat; and

**WHEREAS**, this Board conducted a public hearing on **April 16, 2024** in accordance with the above-noted Ordinance and Statute, and has examined the proposed preliminary plat; and

**WHEREAS**, after careful study, and due consideration this Board has determined that the proposed preliminary plat conforms to the requirements of Chapter 9.01-9.30. Subdivision Ordinance of the Pottawattamie County, Iowa, Code; the Pottawattamie County, Iowa, Land Use Plan and Chapter 354, Code of Iowa, and has deemed it to be in the best interest of Pottawattamie County, Iowa, to concur with the County's Planning and Zoning Commission's recommendation:

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF POTTAWATTAMIE COUNTY, IOWA:** That the proposed preliminary plat of **Cedar Woods Addition**, be, and the same is hereby approved as the preliminary plat of said subdivision.

Provided however, that this Resolution shall not be construed as being a final acceptance or approval of said Plat with the meaning of Chapter 9.01-9.30, Subdivision Ordinance, of the Pottawattamie County, Iowa, Code and Chapter 354, Code of Iowa; that after completion of all improvements and satisfaction of all requirements for final plats required by the State and County Ordinances and this Resolution, the final plat shall be submitted to this Board for its consideration.

**PASSED AND APPROVED April 16, 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  
 Pottawattamie County, Iowa

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

Motion by Belt, second by Shea, to open Public Hearing on proposed preliminary plat of Leinen Subdivision, a subdivision situated in Lewis Township.  
 Roll Call Vote: **AYES: Miller, Belt, Wichman, Shea, Jorgensen. Motion Carried.**

Motion by Belt, second by Shea, to close public hearing.  
 Roll Call Vote: **AYES: Miller, Belt, Wichman, Shea, Jorgensen. Motion Carried.**

Motion by Wichman, second by Shea, to approve and authorize Board to sign Planning and Zoning Resolution No. 2024-02.

**PLANNING AND ZONING  
 RESOLUTION NO. 2024-02**

**WHEREAS**, the proposed preliminary plat and supporting documents for **Leinen Subdivision**, a subdivision situated in **Lewis Township**, has been filed with the Pottawattamie County Planning and Zoning Commission for its study and recommendation under **Case #SUB-2024-02**; and

**WHEREAS**, said Commission conducted a public hearing on **March 18, 2024**, in accordance with Chapter 9.04 of the Pottawattamie County, Iowa, Code and Chapter 354, Code of Iowa, and has given all parties an opportunity to be heard; and

**WHEREAS**, after careful study and being thoroughly familiar with the involved real estate and the surrounding area, said Commission has submitted its written recommendation to this Board to approve the preliminary plat; and

**WHEREAS**, this Board conducted a public hearing on **April 16, 2024** in accordance with the above-noted Ordinance and Statute, and has examined the proposed preliminary plat; and

**WHEREAS**, after careful study, and due consideration this Board has determined that the proposed preliminary plat conforms to the requirements of Chapter 9.01-9.30. Subdivision Ordinance of the Pottawattamie County, Iowa, Code; the Pottawattamie County, Iowa, Land Use Plan and Chapter 354, Code of Iowa, and has deemed it to be in the best interest of Pottawattamie County, Iowa, to concur with the County’s Planning and Zoning Commission’s recommendation:

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF POTTAWATTAMIE COUNTY, IOWA:** That the proposed preliminary plat of **Leinen Subdivision**, be, and the same is hereby approved as the preliminary plat of said subdivision.

Provided however, that this Resolution shall not be construed as being a final acceptance or approval of said Plat with the meaning of Chapter 9.01-9.30, Subdivision Ordinance, of the Pottawattamie County, Iowa, Code and Chapter 354, Code of Iowa; that after completion of all improvements and satisfaction of all requirements for final plats required by the State and County Ordinances and this Resolution, the final plat shall be submitted to this Board for its consideration.

**PASSED AND APPROVED April 16, 2024.**

	R O L L	C A L L	V O T E	
	A Y E	N A Y	A B S T A I N	A B S E N T
_____ Susan Miller, Chairperson	○	○	○	○
_____ Scott Belt	○	○	○	○
_____ Tim Wichman	○	○	○	○
_____ Brian Shea	○	○	○	○
_____ Jeff Jorgensen	○	○	○	○

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

RECORD: After Passage

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

Motion by Wichman, second by Shea, to approve and authorize Board to sign **Resolution No. 34-2024**; Resolution Setting date for a Public Hearing on Designation of the 2024 RMP Housing Urban Renewal Area and Urban Renewal Plan and Project.

**RESOLUTION NO. 34-2024**

**Resolution Setting Date for a Public Hearing on Designation of the 2024 RMP Housing Urban Renewal Area and on Urban Renewal Plan and Project**

**WHEREAS**, a proposal has been made to the Board of Supervisors (the “Board”) of Pottawattamie County, Iowa (the “County”) which shows the desirability of designating a portion of the County as the 2024 RMP Housing Urban Renewal Area (the “Urban Renewal Area”), pursuant to the provisions of Chapter 403, Code of Iowa; and

**WHEREAS**, under such proposal the real property (the “Property”) lying within the boundaries set out in Exhibit A would be designated as the Urban Renewal Area; and

**WHEREAS**, this Board is desirous of obtaining as much information as possible from the residents of the County before making this designation; and

**WHEREAS**, portions of the Property lie within two miles of the incorporated limits of the City of Council Bluffs, Iowa (the “City”), and pursuant to Section 403.17, the City has executed a certain joint agreement (the “Joint Agreement”) in order to enable the County exercise urban renewal authority over such portions of the Property; and

**WHEREAS**, the Property meets the definition of “agricultural land” under Section 403.17 of the Code of Iowa, and, pursuant to said law, a consent agreement (the “Ag Land Consent”) has been prepared for execution by the owner (the “Ag Land Owner”) of the Property; and

**WHEREAS**, a proposed urban renewal plan (the “Plan”) has been prepared for the governance of projects and initiatives to be undertaken on the Property and which authorizes a certain initial urban renewal project to be undertaken in the Urban Renewal Area consisting of providing tax increment financing support to RMP 87 Development, LLC in connection with the construction of public infrastructure necessary to support the development of a residential subdivision; and

**WHEREAS**, it is now necessary that a date be set for a public hearing on the designation of the Urban Renewal Area and on the Plan;

**NOW, THEREFORE**, Be It Resolved by the Board of Supervisors of Pottawattamie County, Iowa, as follows:

This Board will meet at the Board Room, County Courthouse, 227 S 6<sup>th</sup> Street, Council Bluffs, Iowa, on May 14, 2024, at 10:00 a.m., at which time and place it will hold a public hearing on the designation of the proposed Urban Renewal Area described in the preamble hereof and on the proposed urban renewal plan and project for said Urban Renewal Area.

The County Auditor shall publish notice of said hearing, the same being in the form attached to this resolution, which publication shall be made in a legal newspaper of general circulation in the County, which publication shall be not less than four (4) and not more than twenty (20) days before the date set for the hearing.

Pursuant to Section 403.5 of the Code of Iowa, Pam Kalstrup and Matt Wyant are hereby designated as the County’s representatives in connection with the consultation process with the Treynor Community School District which is required under that section of the urban renewal law.

The proposed Plan is hereby submitted to the County’s Planning and Zoning Commission for review and recommendations, as required by Section 403.5, Code of Iowa.

Section 5. The Chairperson and the County Auditor are hereby authorized to execute the Joint Agreement on behalf of the County, and any prior action taken in this regard is all hereby ratified and affirmed.

Pam Kalstrup and Matt Wyant are hereby authorized and directed to present the Ag Land Consent to the Ag Land Owner.

**Passed and approved April 16, 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

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

Motion by Wichman, second by Belt, to approve and authorize Board to sign Proclamation designating the week of April 14 – 20, 2024 as National Public Safety Telecommunicators week.

**Proclamation**

**National Public Safety Telecommunicators Week**

**April 14-20, 2024**

Whereas emergencies that require police, fire or emergency medical services can occur at any time; and,

Whereas when an emergency occurs the prompt response of police officers, firefighters and paramedics is critical to the protection of life and preservation of property; and,

Whereas the safety of our police officers, firefighters and paramedics is dependent upon the quality and accuracy of information obtained from citizens who contact the Pottawattamie County, Iowa emergency communications center; and,

Whereas Public Safety Telecommunicators are the first and most critical contact our citizens have with emergency services; and,

Whereas Public Safety Telecommunicators are the single vital link for our police officers, firefighters, and paramedics by monitoring their activities by radio, providing them information, and ensuring their safety; and

Whereas Public Safety Telecommunicators of the Pottawattamie County have contributed substantially to the apprehension of criminals, suppression of fires and treatment of patients; and,

Whereas each dispatcher has exhibited compassion, understanding and professionalism during the performance of their job in the past year;

Therefore Be It Resolved that the Pottawattamie Board of Supervisors declares the week of April 14 through 20, 2024, to be National Public Safety Telecommunicators Week in Pottawattamie, Iowa, in honor of the men and women whose diligence and professionalism keep our city and citizens safe.

Signed this 16<sup>th</sup> 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

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

Sam Arkfeld/Captain, Communications Center appeared before the Board to give an update on the 911 Center.

Discussion only. No action taken.

Motion by Belt, second by Shea, to approve and authorize Chairperson to sign Contract Number 24-09 for 2024 Pottawattamie County Housing Trust Fund Grant Agreement.

UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Jorgensen, to approve and authorize Chairperson to sign Iowa DOT Funding Agreement 4-24-RAISE-005 in the amount of \$4,900,000 for project HDP-7830(601)—6B-78.

UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Belt, to approve and authorize Chairperson to sign Right of Way (ROW) contract to Meredith Farms Inc. for project L-2024(LY12)—73-78.

UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Shea, to approve and authorize Chairperson to sign Right of Way (ROW) contract to 6 Down 73-2 Go LLC for project L-2024(LY12)—73-78.

UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Belt, to approve and authorize Chairperson to sign Right of Way (ROW) contract to Don Parish Trust for project L-2024(NO22)—73-78.

UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Shea, to approve and authorize Chairperson to sign Right of Way (ROW) contract to Daniel W. & Emily Huneke for project L-2024(NO22)—73-78.

UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Jorgensen, to approve and allow Maria Sieck to sign the DHHS Substance Abuse Grant Application.

UNANIMOUS VOTE. Motion Carried.

Jason Slack/Director, Buildings and Grounds and Garfield Coleman/Risk Manager appeared before the Board to update them on recent damage to the Courthouse roof. Discussion only. No action taken.

Motion by Wichman, second by Belt, to approve and authorize Board to sign **Resolution No. 35-2024** entitled: Resolution of the Pottawattamie County Board of Supervisors Regarding Wage Increases for Nonunion Employees.

**RESOLUTION NO. 35-2024**

**RESOLUTION OF THE POTTAWATTAMIE COUNTY BOARD OF SUPERVISORS REGARDING WAGE INCREASES FOR NONUNION EMPLOYEES**

WHEREAS the Pottawattamie County Board of Supervisors is committed to providing equitable and competitive compensation for all nonunion employees; and WHEREAS, the Board has reviewed the proposed adjustments in the wage structure as delineated in the new step and grade system found in Appendix A to this resolution; and

WHEREAS the general intent is to adjust compensation structures to maintain the County's competitive edge and fairness by raising the first step of specified grades by \$1.50 and ensuring a 2.5% increment between successive steps, while recognizing that specific adjustments may be necessary for various departments to reflect the diverse nature of work performed; and

WHEREAS for grades 201 through 219, a 3% increase will be implemented with a 2.5% increase between steps, allowing employees to move to the next step in July unless they are on the final step, and it is understood that employees in other grades will generally not advance to the next step next fiscal year but will see a greater increase in their current step's wage;

NOW, THEREFORE, BE IT RESOLVED that the Pottawattamie County Board of Supervisors hereby approves the wage increases for all nonunion employees as per the new step and grade system outlined in Appendix A to this resolution, effective July 1, 2024. To provide fair and competitive compensation for the County's nonunion workforce, with the acknowledgment that some department-specific and grade-specific variations may be implemented to accurately compensate for the type of work performed.

BE IT FURTHER RESOLVED that these wage increases, and any department-specific adjustments are to be implemented effective July 1, 2024, and reflected in the payroll system in accordance with the fiscal policies of Pottawattamie County.

**Dated this 16<sup>th</sup> 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

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

**3. OTHER BUSINESS**

Motion by Shea, second by Belt to approve re-hire of Allyson Ybarraa as a Treasurer Clerk II and pay. UNANIMOUS VOTE. Motion Carried

Motion by Shea, second by Jorgensen, to update Animal Control Officer job description and re-classification.

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

Motion by Wichman, second by Shea, to approve and authorize Board to sign Pottawattamie County Sheriff’s Deputies Association Wage Reopener Agreement, effective July 1, 2024, through June 30, 2025. UNANIMOUS VOTE. Motion Carried.

**4. COMMITTEE APPOINTMENTS**

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

**5. RECEIVED/FILED**

A. Out of State Travel Notification(s):

- 1) Sheriff – Out of State Travel Notification for Anthony Kava.
- 2) Communications – Out of State Travel Notification for Torie Brumment, Heather Townsend, Angie Dobyms, Abby Fredrich, and Merissa Cox.

B. Salary Action(s):

- 1) SWI Juvenile Detention – Employment of Robert Durbin Jr as a Part-Time Youth Corrections Worker.
- 2) Conservation – Employment of Hannah Hazlehurst, Cecelia Donegan, and Ian Parker as a Natural Areas Management Interns.
- 3) Conservation – Employment of Joesph Goltl as an Environmental Education Intern.

**6. PUBLIC COMMENTS**

No Public Comments.

**7. ADJOURN**

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 11:44 A. M

\_\_\_\_\_  
Susan Miller, Chair

ATTEST:

\_\_\_\_\_  
Melvyn Houser, County Auditor

APPROVED: April 23, 2024

PUBLISH: X