

Monday, December 16 @ 9:30 A.M.



Board of Supervisors
Chairperson Susan Miller
Scott Belt
Tim Wichman
Brian Shea
Jeff Jorgensen

BOARD OF SUPERVISORS' HEARING ROOM
POTTAWATTAMIE COUNTY COURTHOUSE, 2ND FLOOR
227 South 6th Street
Council Bluffs, IA 51501
Ph: 712-328-5644 | Fax: 712-328-5770
PottCounty-ia.gov

AGENDA

Tuesday, December 17, 2024

10:00 A.M.

How to Participate in this meeting:

- In Person
- Telephone Conference Call: (402) 819-2955 conference ID: 25 78 84 8#
- <https://pr.pott.co/BOS-Teams>

Pledge of Allegiance

1. CONSENT AGENDA

- A. December 10, 2024, Minutes as read.
- B. Renewal for Class B Retail Alcohol License, granting privileges of Class B Retail Alcohol License for Donald Rief d/b/a Desoto Bend Mini Mart, Missouri Valley.

2. SCHEDULED SESSIONS

- A. Cody Pane/Chief Investigator and Coordinator, Medical Examiner and Dr. Elliott/Medical Examiner – Discussion and/or decision to approve Dr. Elliott’s contract renewal.
- B. Recognition of Melvyn Houser, Auditor dedicated service.
- C. John Rasmussen/Engineer and Brandon Burmeister/Assistant Engineer - Discussion and/or decision to award bid and execute contract for project L-(WS31) – 73-78 to Govco Inc. in the amount of \$198,250.00.
- D. Lucy Hough/Prevention Coordinator and Kerry Aistroppe/Regional Director, Iowa State Extension - Update on Speak Up Be Safe program and to consider additional funding for a new program for youth ages 10-15.
- E. Matt Henkes/Vice President, Iowa West Foundation and Matt Wyant/Director, Planning and Development – Update on Rural housing study that was completed in 2021.
- F. Matt Wyant/Director, Planning and Development and Maria Sieck/Administrator, Public Health – Discussion and/or decision:
 - 1) On approval of the following job descriptions, Epidemiologist, Animal Control Officer, Animal Control On-Call, Infection Preventionist, and Health Educator.
 - 2) On approval of pay for Epidemiologists.
- G. Matt Wyant/Director, Planning and Development and Maria Sieck/Administrator, Public Health – Discussion and/or decision on approval of the new positions and job descriptions for a Public Health Preparedness Coordinator and Clinical Service Provider.
- H. Matt Wyant/Director, Planning and Development and Maria Sieck/Administrator, Public Health – Discussion and/or decision on approval of the updated Public Health Organizational Chart.

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- I. Melvyn Houser/Auditor and Heather Shafer/Human Resources Assistant - Discussion and/or decision on update to Account Clerk II/Fixed Assets & Real Estate job description and title change.
- J. Melvyn Houser/Auditor and Heather Shafer/Human Resources Assistant - Discussion and/or decision on pay for Administrative Assistant - Auditor's Office.
- K. Melvyn Houser/Auditor - Discussion on future Auditor's Office personnel and staffing.
- L. Discussion and/or decision to sign new contracts for Independent Contractor Dental Assistant Agreement and Independent Contractor Physician Agreement for the jail.
- M. Mitch Kay/Chief Financial Officer – Discussion and/or decision to authorize the Chairperson to sign the Interagency Agreement with Conservation and the Interagency Agreement with Secondary Roads to obligate SLFRF funds to their identified projects .

3. OTHER BUSINESS

- A. Jeff Franco/Director, Conservation – Discussion and/or decision on appointment to Conservation Board.
- B. Matt Wyant/Director, Planning and Development – Discussion and/or decision on appointments:
 - 1) To the Board of Appeals
 - 2) To the Planning and Zoning Board.
 - 3) To the Zoning Board of Adjustment.
- C. Matt Wyant/Director, Planning and Development and Maria Sieck/Administrator, Public Health – Discussion and/or decision on appointments to the Board of Health.
- D. Jana Lemrick/Director, Human Resources and Jeff Franco/Director, Conservation – Discussion and/or decision on approval:
 - 1) Of the new position and job descriptions for Operations Supervisor, Park Officer, Training Coordinator, and Community Outreach Manager.
 - 2) Of pay for Operations Supervisor, Park Officer, Training Coordinator, and Community Outreach Manager.
- E. Jeff Franco/Director, Conservation – Discussion and/or decision on review and approval of the liquor license for Mt. Crescent Ski area.
- F. Kristen Bracker/Attorney – Discussion and/or decision to approve updated Promotion Policy #112.

4. COMMITTEE APPOINTMENTS

5. RECEIVED/FILED

- A. Salary Action(s):
 - 1) Sheriff – Payroll status change for Matthew Owens.
 - 2) Crescent Ridge Ski Hill – Employment of Eli Nieves, and Nicholas Kindell as a Ski/Snowboard Instructors.
 - 3) Crescent Ridge Ski Hill – Employment of Jordyn Reimer, and Jake Reimer as Rental Shop Team Leads.
 - 4) Crescent Ridge Ski Hill – Employment of Sterling Smith as a Rental Shop Team Member.
 - 5) Crescent Ridge Ski Hill – Employment of Brent Bostwick as a Chair Lift Operator.
 - 6) Crescent Ridge Ski Hill – Employment of Rowan Patomson as a Chair Lift Attendant.

7) Secondary Roads – Payroll status change for Brady DeYeager.

B. Report(s):

- 1) FY 2024 Opioid Funding Public Annual Report.
- 2) Jennie Edmundson Hospital Telemetry Initiative.
- 3) City of Treynor approval and issuance of Mid-Project Disbursement.

6. PUBLIC COMMENTS

Wednesday, December 18, 2024		
12:00 P.M.	SWI Juvenile Emergency Services	Jorgensen/Miller
5:30 P.M.	ZBA meeting	

Thursday, December 19, 2024		
3:00 P.M.	Thriving Families	Belt/Miller
3:30 P.M.	Golden Hills	Miller/Jorgensen