

# Consent Agenda

**February 25, 2025**

**MET IN REGULAR SESSION**

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

**PLEDGE OF ALLEGIANCE**

**Chairman Belt read the Public Comment Policy statement.**

**1. CONSENT AGENDA**

After discussion was held by the Board, a Motion was made by Miller, and seconded by Jorgensen, to approve:

- A. February 18, 2025, Minutes as read.
- B. Secondary Roads – Employment of Kenny Lankford as an Equipment Operator.
- C. Medical Examiner – Employment of Bonnie Lloyd as a On Call Medical Examiner Investigator.
- D. Human Resource/Public Relations – Employment of Kate Gerber as a Public Relations Manager.

UNANIMOUS VOTE. Motion Carried.

**2. SCHEDULED SESSIONS**

**Introduce New Hires to Board**

- Jessie Finch/Communication
- Kenny Lankford/Secondary Roads

The Board recognized the 2023/2024 Employee Winners, Chris Nelsen/GIS, Veronica Brunson/Communications, Josh Reynolds/Secondary Roads, Lea Volkens/Sheriff, and Heather Shafer/Human Resources.

Discussion only. No Action Taken.

Recognition of Marilyn Hebing/Office and Passport Manager dedicated Service and Retirement.  
Discussion only. No Action Taken.

Angie Remington, Executive Director and Lance Brisbois, Deputy Director, Golden Hills RC&D appeared before the Board for an introduction and to give an update on Golden Hills.  
Discussion only. No Action Taken.

Danna Kehm/CEO, Pottawattamie Arts Culture and Entertainment appeared before the Board to give an update on PACE and programming for the county.  
Discussion only. No Action Taken.

Motion by Shea, second by Miller, to approve and authorize Board to sign **Resolution No. 10-2025** entitled, Resolution Approving Appointment of Deputy Recorders.

**RESOLUTION NO. 10-2025**

**RESOLUTION APPROVING APPOINTMENT OF  
DEPUTY RECORDERS**

**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, effective March 1<sup>st</sup>, 2025:

Kathie Kallas, First Deputy  
Mary Jo Turpen, First Deputy

**Dated this 25<sup>th</sup> Day of February 2025.**

**ROLL CALL VOTE**

	AYE	NAY	ABSTAIN	ABSENT
_____ Scott A. Belt, Chairman	<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"/>
_____ Susan Miller	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ Jeff Jorgensen	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

ATTEST: \_\_\_\_\_  
Mary Ann Hanusa, County Auditor

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

Motion by Wichman, second by Shea, to approve and authorize Board to sign contract with United Utilities and Excavation for Courthouse Pedestrian Crosswalk Improvements.  
UNANIMOUS VOTE. Motion Carried.

Motion made by Shea, second by Jorgensen, to approve appointment of Tracy Nosekabel as County Weed Commissioner.  
UNANIMOUS VOTE. Motion Carried.

**3. OTHER BUSINESS**

Board discussed updates to the Compensation and Condemnation Commission will provide updates next week.  
Discussion only. No Action Taken.

Motion made by Wichman, second by Jorgensen, to approve Board Chairman to sign recommendation regarding proposed annexation and drafting a letter to be delivered to the City of Council Bluffs.  
UNANIMOUS VOTE. Motion Carried.

Motion made by Wichman, second by Shea, to keep longevity pay the same as it has been with no changes except for changing Section 1 to “all regular full-time employees” excluding Elected and Appointed Officials to the Employee Handbook Policy #202A Longevity Pay.  
AYES: Belt, Wichman, Shea, Jorgensen NAYS: Miller. Motion Carried.

**4. COMMITTEE APPOINTMENTS**

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

**5. RECEIVED/FILED**

- A. Salary Action(s):
  - 1) Auditor – Payroll status change for Linda Swolley.
  - 2) Recorder – Payroll status change for Mary Jo Turpen.
  - 3) Jail – Payroll status change for Cole Button and Caden Selander.
  - 4) Crescent Ridge Ski – Employment of Michelle O’Neal as a Kitchen Staff Team Member.
  - 5) Conservation – Employment of Jolene Yoder as a Natural Areas Management Intern Crew Lead.

- 6) Treasurer – Payroll status change for Christina Lindgren.
- 7) Conservation – Payroll status change for Kimberly Wickersham.
- B. Out of State Travel Notification(s):
  - 1) Sheriff - Out of State Travel Notification for Anthony Kava.

**6. PUBLIC COMMENTS**

No public comment.

**7. CLOSED SESSION**

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

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

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

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

**8. STUDY SESSION**

Jeff Franco appeared before the Board to give an update on Conservation Projects. Discussion only. No Action Taken.

Supervisors Belt and Shea left the meeting.

**9. BUDGET STUDY SESSION**

Mitch Kay, Chief Financial Officer appeared before the Board for a Budget Study Session. Study session will be held at another time.

**10. ADJOURN**

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 1:20 P. M

\_\_\_\_\_  
Scott Belt, Chairman

ATTEST: \_\_\_\_\_  
Mary Ann Hanusa, Auditor

APPROVED: March 4, 2025

PUBLISH: X

**February 27, 2025**

**MET IN REGULAR SESSION**

The Board of Supervisors met in regular session at 9:00 A.M. All members present. Chairman Belt presiding.

**PLEDGE OF ALLEGIANCE**

**1. BUDGET STUDY SESSION**

Mitch Kay/Chief Financial Officer appeared before the Board for a Budget Study Session.

**2. ADJOURN**

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 11:32 A. M.

\_\_\_\_\_  
Scott Belt, Chairman

ATTEST: \_\_\_\_\_  
Mary Ann Hanusa, Auditor

APPROVED: March 4, 2025

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:** December 17<sup>th</sup>, 2024

**ESTABLISHMENT:** *Renewal – Crescent Ridge Ski and Recreation Area*

**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.

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

**COMMENTS**

**Signature**



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<b>DEPARTMENT</b>	<b>COMMENTS</b>	<b>YES</b>	<b>NO</b>
<b>TREASURER</b>	Free from certified taxes and special assessments	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>PLANNING</b>	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"/>
<b>SHERIFF</b>	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"/>
		<input type="checkbox"/>	<input type="checkbox"/>

**COMMENTS**

Signature



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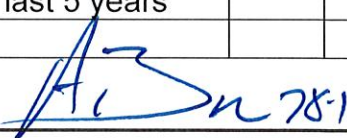
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<b>TREASURER</b>	Free from certified taxes and special assessments		
<b>PLANNING</b>	Properly zoned		
	Nuisance violations		
	Septic system violations		
<b>SHERIFF</b>	Complaints received	✓	
	Citations issued at this establishment	✓	
	Owner convicted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

**COMMENTS**

**Signature**



01/19/24 - 2 arrests - 2 trespass notices



(App-189964)

**License Application (LC0049184)**

▪ **Applicant**

**Name of Legal Entity :** Pottawattamie County Conservation Board

**Name of Business(DBA) :** Crescent Ridge Ski and Recreation Area

**Address of Premises :** 17026 Snowhill Lane

**Premises Suite/Apt Number :**

**City :** Honey Creek

**County :** Pottawattamie

**Zip :** 51542

**Business :** (712) 328-5638

**Mailing Address:** 227 South 6th Street

**City :** Council Bluffs

**State :** Iowa

**Zip :** 51501

▪ **Contact Person**

**Name :** Mark Shoemaker

**Phone :** (712) 328-5638

**Email :** mark.shoemaker@pottcounty-ia.gov

- **License Information**

**License Number :** LC0049184

**License/Permit Type :** Class C Retail Alcohol License

**Term :** 12 Month

**Status :** Renewed

**Tentative Effective Date :** 2023-12-21

**Tentative Expiration Date :** 2024-12-20

**Sub-Permits :** Class C Retail Alcohol License

**Privileges :** Outdoor Service

**Last Day of Business :**

- **Status of Business**

**Business Type :** Municipality

- **Ownership**

Pottawattamie County

**Federal Id** : 42-6004433

**City** : Council Bluffs

**State** : Iowa

**Zip** : 51501

**% of ownership** : 100%

Mark Shoemaker

**City** : Council Bluffs

**State** : Iowa

**Zip** : 51503

**Position** : Conservation Director

**% of ownership** : 0%

**U.S. Citizen** : Yes

- **Insurance Company Information**

**Insurance Company** : Market Insurance Company

**Policy Effective Date : 2023-11-02**

**Policy Expiration : 2024-11-02**

**Bond Effective :**

**Dram Cancel Date :**

**Outdoor Service Effective :**

**Outdoor Service Expiration :**

**Temp Transfer Effective Date :**

**Temp Transfer Expiration Date :**

▪

▪

7644 11 400 004

--- Permanent Property Address ---	----- Mailing Address -----
POTTAWATTAMIE COUNTY	POTTAWATTAMIE COUNTY
17026 SNOWHILL LN	227 S 6TH ST
HONEY CREEK, IA 51542	COUNCIL BLUFFS, IA 51501

District: 019 CRESCENT TWP/CB SCHOOL

===== REAL ESTATE TAXES ON TREASURER'S WEBPAGE =====

Go to: <https://www.municipalonlinepayments.com/pottawattamiecoia/tax/search/detail/764411400004>

===== TAX DESCRIPTION\* =====

\* Not to be used on legal documents

CRESCENT TWP 11-76-44 NE SE & SW SE ALL S OF SURVEY LINE & SE SE EXC COMM SE COR TH WLY100' NLY584' ELY85' NLY271' SELY TO E LINE SLY TO POB & 12-76-44 PT SW SW COMM 888.79' N SW COR TH ELY312' N399.93' W285.33' S431.96' TO POB (PARCEL A)

===== ASSESSED VALUE =====

\* Class is for Assessment purposes only - Not Zoning

Current Value				
2024	Comm. Land	Improvement	Total	Class
Full Value	\$926,600	\$551,800	\$1,478,400	C
Exempt	\$926,600	\$551,800	\$1,478,400	C
Net Total	\$0	\$0	\$0	C

Prior Year Value				
2023	Comm. Land	Improvement	Total	Class
Full Value	\$926,600	\$437,500	\$1,364,100	C
Exempt	\$926,600	\$437,500	\$1,364,100	C
Net Total	\$0	\$0	\$0	C

===== EXEMPTIONS/CREDITS APPLIED =====

2023 CGOV COUNTY GOVERNMENT  
 2024 CGOV COUNTY GOVERNMENT

===== OWNERS =====

\* Book/Page LINKS TO RECORDER'S WEBPAGE

1 D POTTAWATTAMIE COUNTY book/page: [2022/00315](#) D

===== SALES HISTORY =====

Sale Date	Amount	Code	Book/Page	
12/30/2021	2000000	<a href="#">D2</a>	<a href="#">2022/00315</a>	<a href="#">multiple parcel sale</a>
09/02/2016	1325000	<a href="#">D22</a>	<a href="#">2017/02016</a>	<a href="#">multiple parcel sale</a>
04/01/2014	0	<a href="#">C30</a>	<a href="#">2014/03692</a>	<a href="#">multiple parcel sale</a>
05/13/2013	0	<a href="#">C30</a>	<a href="#">2013/07886</a>	<a href="#">multiple parcel sale</a>
07/19/2008	1325000	<a href="#">C0</a>	<a href="#">2008/10672</a>	<a href="#">multiple parcel sale</a>

===== ASSESSMENT DATA =====

PDF: 30 MAP: CRESCENT TWP COMM-10

Date Reviewed: 12/29/23 GMS

LAND.....3862029 sqFt      88.66 acres

Commercial Building 1 of 3 -- Clubhouse (305)

DBA: MT. CRESCENT SKI HILLS

STRUCTURE....1 story    2376 base SF    2376 bsmt SF    4928 gross SF  
 Year Built: 1969      Eff Year: 1969      Condition: Normal

VERTICALS....Ext Wall:    Vinyl - Frame  
 Int Wall:            Panel - Softwood  
                                  Drywall or Equiv.  
 WallFace:            Incl. w / Walls  
 Front/Doors:        Average Cost Front  
 Windows:            Wood Casement

HORIZONTALS..Basement: Excavation, Floor, Lighting  
Roof: Asph. Shingle/ Wood Dk  
Ceiling: Incl. w/ Base  
Struc Floor: Concrete  
Floor Cover: Carpet  
Asphalt Tile  
Partitions: Incl. w / Base  
Framing: Wood - Light  
HVAC: Forced Hot Air

PLUMBING.....Toilet Room (2)  
Lavatory (2)  
Water Closet (3)  
Urinal - Wall (1)

ADJUSTMENTS..A/C - deduct (2376)  
Bsmt Finish (2376)

BLDG EXTRAS..1 PORCH: 836 SF, Wood Deck  
1 PORCH: 360 SF, Wood Deck

Commercial Building 1 of 3 Addition 1 -- Clubhouse (305)  
DBA: MT. CRESCENT SKI HILLS

STRUCTURE....1 story 1056 base SF 0 bsmt SF  
Year Built: 1992 Eff Year: 1992 Condition: Normal

VERTICALS....Ext Wall: Vinyl - Frame  
Int Wall: Panel - Softwood  
WallFace: Incl. w / Walls  
Front/Doors: Incl. w / Base  
Windows: Incl. w / Base

HORIZONTALS..Basement: Incl. w / Base  
Roof: 3-Ply Compo/ Wood Deck  
Ceiling: Suspended Blk-Fiber  
Struc Floor: Concrete  
Floor Cover: Carpet  
Partitions: Incl. w / Base  
Framing: Wood - Light  
HVAC: Forced Hot Air

PLUMBING.....Stainless Stl Sinks-(Lounge Type) 2 Tub (1)  
Stainless Stl Sinks-(Lounge Type) 3 Tub (1)

ADJUSTMENTS..A/C - deduct (1056)

Commercial Building 1 of 3 Addition 2 -- Clubhouse (305)  
DBA: MT. CRESCENT SKI HILLS

STRUCTURE....1 story 1496 base SF 0 bsmt SF  
Year Built: 1970 Eff Year: 1970 Condition: Normal

VERTICALS....Ext Wall: Vinyl - Frame  
Int Wall: Panel - Softwood  
Drywall or Equiv.  
WallFace: Incl. w / Walls  
Front/Doors: Low Cost Front  
Windows: Wood Casement

HORIZONTALS..Basement: Excavation, Floor, Lighting  
Roof: Metal/ Frame (< 50' Wide)  
Ceiling: Incl. w/ Base  
Struc Floor: Concrete  
Floor Cover: Carpet  
Partitions: Incl. w / Base  
Framing: Wood - Light  
HVAC: Forced Hot Air

Commercial Building 2 of 3 -- Hospital (815)  
DBA: MT. CRESCENT SKI HILLS

STRUCTURE....1 story 280 base SF 0 bsmt SF 280 gross SF  
Year Built: 1985 Eff Year: 1985 Condition: Normal

VERTICALS....Ext Wall: Vinyl - Frame  
Int Wall: Drywall or Equiv.  
WallFace: Incl. w / Walls

Front/Doors: Incl. w / Base  
 Windows: Incl. w / Base  
 HORIZONTALS..Basement: Incl. w / Base  
 Roof: Asph. Shingle/ Wood Dk  
 Ceiling: Drywall  
 Struc Floor: Concrete  
 Floor Cover: Carpet  
 Partitions: Incl. w / Base  
 Framing: Wood - Light  
 HVAC: Forced Hot Air

PLUMBING.....3-Fixture Bathroom (1)  
 ADJUSTMENTS..A/C - deduct (280)  
 BLDG EXTRAS..1 PORCH: 140 SF, Porch (commercial)

Commercial Building 3 of 3 -- Metal Warehouse - Post Frame (603)

DBA: MT. CRESCENT SKI HILLS

STRUCTURE....1 story 2736 base SF 0 bsmt SF 5396 gross SF  
 Year Built: 1989 Eff Year: 1989 Condition: Normal

VERTICALS....Ext Wall: Metal/ Frm/ Insul (<50' Wide)  
 Int Wall: Unfinished

Front/Doors: Incl. w / Base  
 Windows: Incl. w / Base

HORIZONTALS..Basement: Incl. w / Base  
 Roof: Mtl/ Frm/ Insul.

Ceiling: Incl. w/ Base  
 Struc Floor: Incl. w/ Base  
 Partitions: Incl. w / Base  
 Framing: Pole Construction  
 HVAC: Suspended Gas Unit

ADJUSTMENTS..Liner - compo (SFSA) (5380)  
 BLDG EXTRAS..1 DOOR: O.H. - Door - Manual, 18 Ft Wide, 12 Ft High

Commercial Building 3 of 3 Addition 1 -- Metal Warehouse - Post Frame (603)

DBA: MT. CRESCENT SKI HILLS

STRUCTURE....1 story 2660 base SF 0 bsmt SF  
 Year Built: 1998 Eff Year: 1998 Condition: Normal

VERTICALS....Ext Wall: Metal/ Frm/ Insul (<50' Wide)  
 Int Wall: Unfinished

Front/Doors: Incl. w / Base  
 Windows: Incl. w / Base

HORIZONTALS..Basement: Incl. w / Base  
 Roof: Mtl/ Frm/ Insul.

Ceiling: Incl. w/ Base  
 Struc Floor: Incl. w/ Base  
 Partitions: Incl. w / Base  
 Framing: Pole Construction  
 HVAC: No HVAC

BLDG EXTRAS..1 Door: O.H. - Door - Manual, 18 Ft Wide, 12 Ft High

YARD EXTRAS..Paving - Asphalt 20,000 SF, Asphalt Parking

FENCING - CHAIN No Barbs, 6 Ft-Hgh, 320 LF, 0 LF-Gates, No Sec. Gate

Shed 136 SF, Frame Shed

Shed 60 SF, Frame Shed

SKI LIFT Quantity=1,000.00 Lineal Feet, Height=0

SKI LIFT Quantity=1,000.00 Lineal Feet, Height=0

SKI LIFT WITH SEATS Quantity=1,000.00 Lineal Feet, Height=0

2 Porches,Decks,Patios,etc. 300 SF, Porch (commercial)

Equipment Building 1,104 SF, Cement Block

##	Outbuilding Type / Description	Dimension	Cap/Area	Year
1	Machine or Utility Building	24 x 30	720 SF	1960





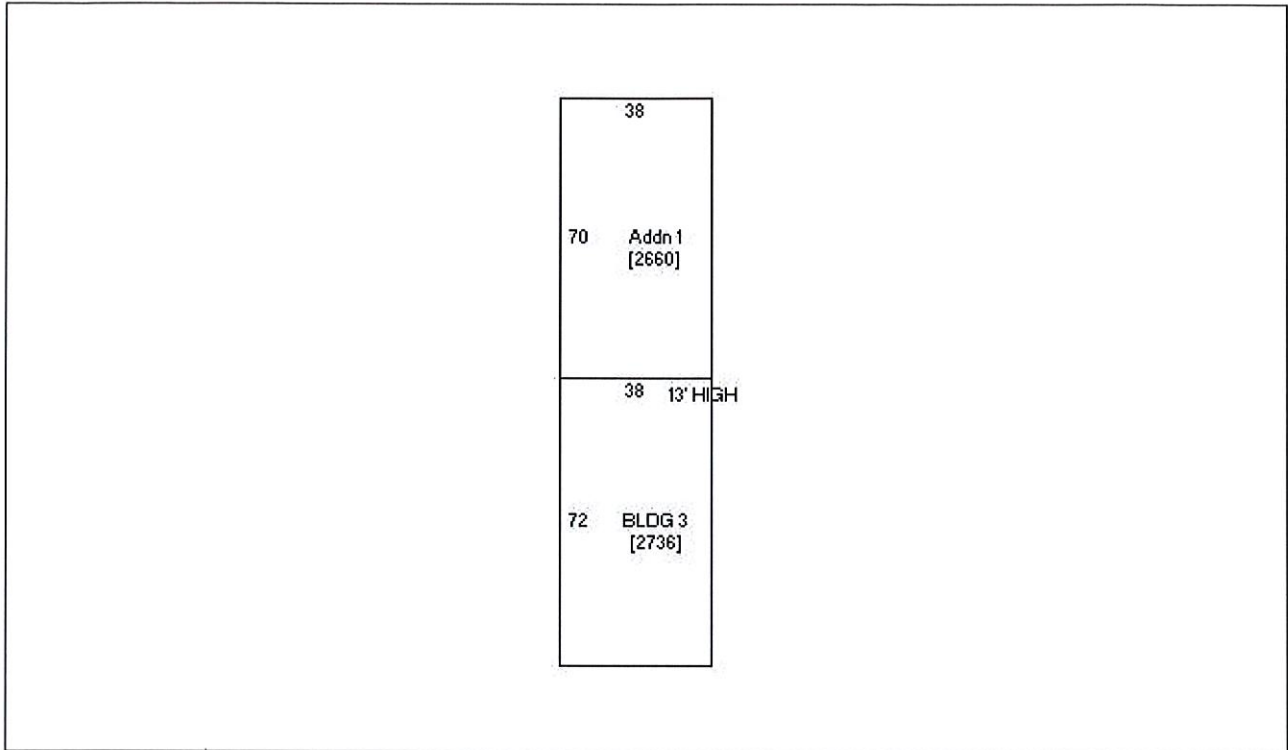
7	14
	BLDG 2 20 [280]

1SFR OP  
[140]

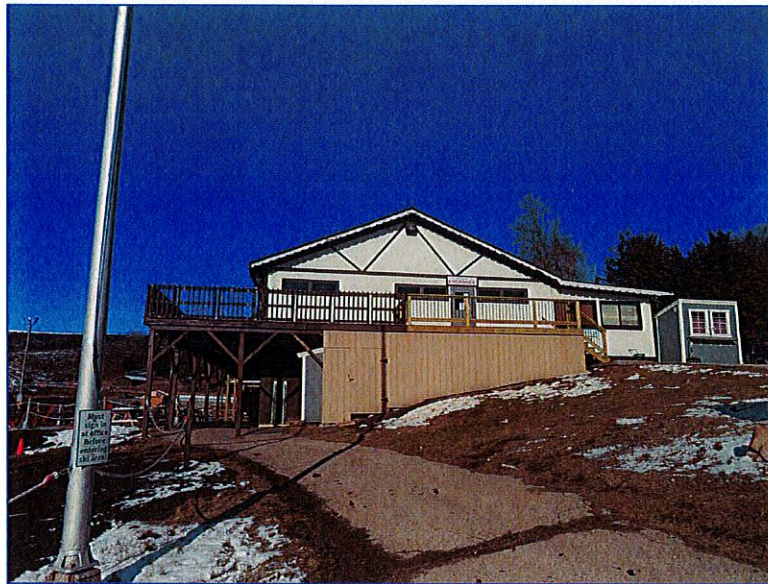
17026 SNOWHILL LN, POTTAWATTAMIE COUNTY

	24
30	BLDG 4 [720]

17026 SNOWHILL LN, POTTAWATTAMIE COUNTY

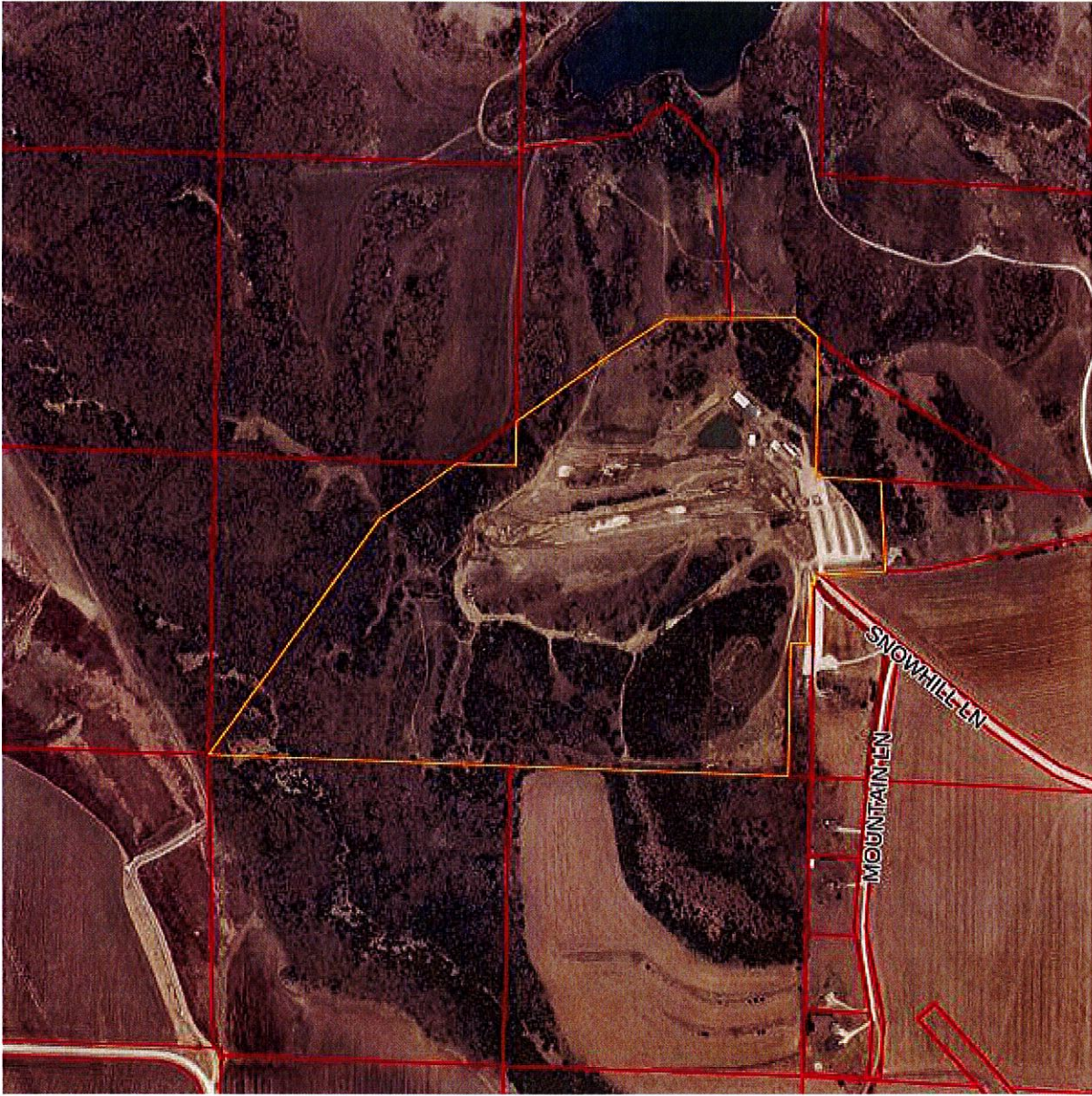


17026 SNOWHILL LN, POTTAWATTAMIE COUNTY



17026 SNOWHILL LN, POTTAWATTAMIE COUNTY, 1 12/29/2023

[Zoom Out](#)   [Zoom In](#)



4800ft x 4800ft

[Click any parcel to go to its web page](#)

Spring 2024 aerial

See [more maps](#) at the [County GIS Department](#).

As of:

[Find Property](#)   [Res Sales](#)   [Comm/Ind Sales](#)

# **Scheduled Sessions**

# **2023/2024 Employee Recognition Winners.**

**Tom Kallman/Manager,  
Regional Water**

**Discussion on status of Pioneer Trail and  
the Forgivable loan.**

**Other Business**

# **Kristen Bracker/Attorney**

**Discussion and/or decision to approve  
Independent Contractor agreement for the  
Jail.**



**Jana Lemrick/Director, Human  
Resources and Jeff  
Franco/Director, Conservation**

**Discussion and/or decision to approve the  
following job descriptions, Community  
Outreach Coordinator and Park Technician.**

## Job Description

<b>Position Title</b>	Community Outreach Coordinator
<b>Reports To</b>	Community Outreach Manager
<b>Supervises</b>	None
<b>FLSA Status</b>	Non-Exempt/Part-Time
<b>Bargaining Unit</b>	Non-Union
<b>Grade</b>	511
<b>Updated</b>	2.26.25

## Summary of Position

Responsible for supporting Pottawattamie Conservation's mission and increasing the reach and effectiveness of Community Outreach efforts by maintaining the department's social media accounts, documenting in the field, and supporting communication efforts and strategies as needed. Work is performed under supervision of the Community Outreach Manager and with limited supervision of the Executive Director.

## Essential Functions

Responsible for maintaining a unique, interesting, and relevant social media presence for all Pottawattamie Conservation assets including, but not limited to, Arrowhead Park, Botna Bend Park, Hitchcock Nature Center, Mt. Crescent Ski Area, and Narrows River Park. Includes developing creative (photography, graphic design, video) and copy for posts, reels, and stories.

Responsible for maintaining and updating a strategic content calendar. Responsible for maintaining current accounts, tracking metrics to assess account effectiveness, and making recommendations on new platforms, strategies, or trends.

Responsible for documenting photo and video in the field to showcase visitors, facilities, events, and the importance of work performed by Conservation staff including the Natural Areas Management program, Environmental Education program, Park Rangers, seasonal staff, and volunteers.

Responsible for the development and distribution of blog posts.

## Job Description

Works closely with staff to promote existing, new, and upcoming events, programs, and facilities.

Prepare and effectively present, either in writing or verbally, monthly reports documenting activities, progress made and social media metrics.

Support website maintenance efforts and reporting.

Support event planning, promotion, and execution.

Support the creation of press releases, public notices, posters, signage, maps, brochures, mailings, and emails/newsletters.

On an as-needed basis and dependent on availability, assist with staffing visitor services desk at Hitchcock Nature Center to serve as ambassador of mission by greeting visitors, answering phones, and selling memberships, concessions, and gift store items.

Assist with new projects and perform other tasks as assigned by the Community Outreach Manager and Executive Director.

## Marginal Functions

Performs other duties as directed or as the situation dictates.

## Essential Knowledge, Experience and Ability

General knowledge of the principals and practices of conservation programs and related fields.  
General knowledge of local, public conservation programs

General knowledge of promotional and marketing techniques and practices.

Skill in the use of personal computers, associated software packages, hardware, and peripheral equipment.

Ability to communicate effectively orally and in writing.

Ability to pay close attention to detail and to effectively organize time and anticipate, plan and successfully respond to changing circumstances.

Ability to maintain a high level of confidentiality regarding sensitive information.

## Job Description

Ability to establish and maintain effective working relationships with associates, Board members, supervisors, and the general public.

### Essential Education, Certification and/or Licences

Bachelor's degree in marketing, public relations, journalism, graphic design, or related field highly preferred. Two-year degree plus work experience in related field may also qualify. Prior experience with customer service, photography/videography, media management, website maintenance, social media marketing, copywriting and editing, graphic design will be preferred.

Obtain CPR and First Aid Certification within 6 months of hire.

Valid driver's license required.

### Essential Physical Demands and Typical Working Conditions

Duties require the ability to tolerate an indoor and outdoor work environment that includes contact with dirt, dust, sun exposure, hot and cold environments, and conditions where ambient noise levels are high (e.g. near operating chainsaws, brush cutters, and heavy machinery). An incumbent must have the ability to frequently lift, push, pull and/or carry equipment, supplies and other materials weighing up to 10 lbs., and to occasionally lift, push, pull and/or carry equipment, supplies and other materials weighing up to 25 lbs. An incumbent must also possess the hand-eye coordination and manual dexterity necessary to use hands and arms to reach, finger, handle, grasp, and feel, and operate the following: vehicles, computers, and any other pieces of equipment that are used to perform the essential functions of the job.

Attendance at work is an essential function of this position. Work is generally performed at Hitchcock Nature Center; however, incumbent will be expected at times to follow and document the field activities of Conservation staff occurring at any Pottawattamie County parks and habitat areas. This person may have to assist with outdoor programs. Documentation of outdoor activities and assisting with outdoor activities may require considerable hiking over uneven and/or steep ground. An incumbent must also have the ability to transport themselves to and from various locations throughout the county parks and surrounding jurisdictions.

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

## Job Description

<b>Position Title</b>	Park Technician
<b>Reports To</b>	Operations Supervisor
<b>Supervises</b>	None
<b>FLSA Status</b>	Non-Exempt/Part-Time
<b>Bargaining Unit</b>	Non-Union
<b>Grade</b>	515
<b>Updated</b>	2.26.25

## Summary of Position

Responsible for maintenance and repair of equipment and vehicles, maintenance and repair of park facilities, construction of park facilities, grounds maintenance and natural resource management on all areas managed by the Conservation Board. Employee, in conjunction with Operations Supervisor, is responsible for organizing and coordinating work projects with both seasonal and full-time staff. Work is performed under supervision of the Operations Supervisor and with limited supervision of the Executive Director.

## Essential Functions

Repair and conduct maintenance of buildings and facilities including construction, plumbing, electrical, welding and fabrication.

Grounds maintenance work including mowing, trimming, tree trimming, hauling and grading gravel, garbage removal, snow removal.

Ability to operate heavy equipment such as dump trucks, tractors, skid loader, excavator and end loaders preferred.

Perform basic plumbing activities such as installing sinks and toilets, soldering pipes, cleaning drains, repair/replace drain and water lines.

Perform maintenance and repairs to equipment such as vehicles, mowers, chain saws, small engines, trailers, tractors, heavy equipment, seeders and utility vehicles.

Make recommendations and order repair parts or supplies.

Assist in new construction of structures utilizing blueprints and building plans.

## Job Description

Provide work direction of seasonal staff in grounds maintenance or special repair/building projects.

Develop project work lists in cooperation with Operations Supervisor and Park Rangers to assist in prioritizing work projects.

Responsible for assisting with opening and closing parks and facilities as needed.

Irregular hours including nights, weekends and holidays as needed.

## Marginal Functions

Performs other duties as directed or as the situation dictates.

## Essential Knowledge, Experience and Ability

General knowledge of assigned park's buildings and surrounding grounds. General knowledge of the security, rules, regulations, and procedures of the park.

General knowledge and ability to develop department related programs.

General knowledge of Federal, State and local laws pertaining to the department.

General knowledge of the methods and techniques of natural resource conservation and management.

General knowledge of the occupational hazards and safety precautions of the work and related equipment operation.

Skill in the use of the equipment and tools of the work.

Skill in project management, customer service, and relationship building.

Ability to prepare plans and detailed reports.

Ability to establish and maintain effective working relationships with associates, community boards and committees, contractors, department heads, elected officials, residents, vendors, and the general public.

**Essential Education, Certification and/or Licences**

Two-year degree in a conservation, natural resources, or maintenance related field or high school diploma with a minimum two-years work experience in a conservation and/or maintenance related field.

Obtain CPR and First Aid Certification within 6 months of hire.

Valid driver's license required.

**Essential Physical Demands and Typical Working Conditions**

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, smelling, pushing or pulling and repetitive motions and occasionally requires sitting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently requires working near moving mechanical parts and exposure to vibration, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

# Committee Appointments

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



**Received/Filed**

N<sup>o</sup> 049821

Office of  
**Pottawattamie County Treasurer**

2/19/25 for January 2025  
Date

Received from Pottawattamie County  
Sheriffs office

Payor Pottawattamie county Sheriffs  
office

Amount Eighty Nine Thousand Two Hundred  
Thirty Four Dollars & <sup>40</sup>/<sub>100</sub> \$ 89,234.40

Account to be credited see below

Descriptions of funds see below

Received by RV CKS

Date received 2/19/25

January 1, 2025		
Pottawattamie County Sheriffs Office		
Total	Description	Line Item
\$0.00	Bank Interest	0001-4-05-1060-600000-000
\$5,110.00	Weapon Permits	0001-1-05-1060-441000-000
\$84,124.40	Civil Fees	0001-1-05-1060-440000-000
\$0.00	Outstanding Checks	0001-1-05-1060-820000-000
<b>\$89,234.40</b>	<b>Total Deposit</b>	
	\$25,670.53	total check #225092
	\$63,563.87	total check #225093
	\$89,234.40	total deposit

**Pottawattamie County Sheriff's Office**

**Report of Fees Disbursed for**

**01/01/2025 - 01/31/2025**

I Andy Brown, Sheriff of Pottawattamie County IA., do hereby certify that the following is a correct statement of fees disbursed by me from my office for the period 01/01/2025 - 01/31/2025.

**Disbursements:**

**Paid to Others:**

**State - Weapon Permit Amount 775.00**

**Refunds; Publication; Sales; Com 415,940.05**

**Subtotal 416,715.05**

**Paid to Treasurer:**

**Service Fees - Notary Fees; Copy Fees 66,768.26**

**Postage 8,261.61**

**Transport - Officer Expenses 4,072.29**

**Mileage Amount 4,537.24**

**Report Amount 310.00**

**County - Weapon Permit Amount 5,110.00**

**Other - Subpoena 175.00**

**Subtotal 89,234.40**

**Total 505,949.45**

The above information is respectfully submitted on 2/18/2025

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

**Pottawattamie County Sheriff's Office**

**Report of Fees Collected for**


**01/01/2025 - 01/31/2025**

I Andy Brown, Sheriff of Pottawattamie County IA., do hereby certify that the following is a correct statement of fees collected by me in my office for the period 01/01/2025 - 01/31/2025.

**Receipts:**

<b>Service Fees - Notary Fees; Copy Fees</b>	<b>43,581.51</b>
<b>Postage</b>	<b>5,005.11</b>
<b>Transport - Officer Expenses</b>	<b>4,072.29</b>
<b>Mileage Amount</b>	<b>4,497.24</b>
<b>Report Amount</b>	<b>270.00</b>
<b>County - Weapon Permit Amount</b>	<b>3,360.00</b>
<b>State - Weapon Permit Amount</b>	<b>750.00</b>
<b>Refunds; Publication; Sales; Com</b>	<b>542,569.06</b>
<b>Other - Subpoena</b>	<b>175.00</b>
<b>Unapplied</b>	<b>14.00</b>
<b>Total</b>	<b>604,294.21</b>

The above information is respectfully submitted on 2/18/2025

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

# Public Comments

**Closed Session**

# **BUDGET STUDY SESSIONS**