

# **Consent Agenda**

**March 18, 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 Shea, to approve:

- A. March 11, 2025, Minutes as read.
- B. Renewal of Class C Retail Liquor License, granting privileges of Class C Liquor License/Outdoor Service for BT Links LLC d/b/a Bent Tree Golf Club, Council Bluffs.
- C. Jail – Employment of Alizia Coursey and Daniel Stout as Detention Officers.
- D. Jail – Employment of John Perez as a Registered Nurse.
- E. Secondary Roads – Employment of Chase Rea as a Bridge Technician I.

UNANIMOUS VOTE. Motion Carried.

**2. SCHEDULED SESSIONS**

Introduce New Hires to Board

- Chase Rea/Secondary Roads

Motion by Miller, second by Shea, to grant permission for Director of Community Services to sign Disability Access Point contract with Iowa Department of Health and Human Services.

UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Jorgensen, to approve the following job descriptions: Assistant Project Manager and Project Manager.

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

Motion by Miller, second by Shea, to approve and sign the Health Services Building Change Order #01.

UNANIMOUS VOTE. Motion Carried.

Motion by Jorgensen, second by Shea, to approve and authorize the Board to sign **Resolution No. 12-2025**; entitled: A Resolution in of the Proposed Annexation of 473 Acres (M/L) of Land, Legally described as Being Part of Sections 29-74-43 and 32-74-43, Pottawattamie County, Iowa and Part of Sections 5-73-43 and 6-73-43, Mills County, Iowa, as Shown in Exhibits “A” and “B” and presented to the City of Council Bluffs, Iowa, Utilizing the 80/20 Voluntary Annexation Including Land without the Consent of the Land Owners in a Non-Urbanized Area.

**RESOLUTION 12-2025**

**A RESOLUTION IN SUPPORT OF THE PROPOSED ANNEXATION OF 473 ACRES (M/L) OF LAND, LEGALLY DESCRIBED AS BEING PART OF SECTIONS 29-74-43 AND 32-74-43, POTTAWATTAMIE COUNTY, IOWA AND PART OF SECTIONS 5-73-43 AND 6-73-43, MILLS COUNTY, IOWA, AS SHOWN IN EXHIBITS ‘A’ AND ‘B’ AND PRESENTED TO THE CITY OF COUNCIL BLUFFS, IOWA, UTILIZING THE 80/20 VOLUNTARY ANNEXATION INCLUDING LAND WITHOUT THE CONSENT OF THE LAND OWNERS IN A NON-URBANIZED AREA.**

WHEREAS, the City of Council Bluffs, Iowa (“City”) has presented Pottawattamie County (“County”) with an Application for Voluntary Annexation to the City from five property owners wishing to be annexed into the City of Council Bluffs, Iowa; and

WHEREAS, the Iowa Code §368.7(1)(a) allows for the City to receive up to 20% additional territory without the consent of the property owners to create uniform boundaries; and

WHEREAS, the City wishes to annex the real estate legally described in Exhibit A and as shown in the map described in Exhibit B and is within two miles of the City corporate limits; and

WHEREAS, pursuant to Iowa Code §368.71(1)(b)(2), a resolution is required from the Board of Supervisors of the County for which proposed real estate is to be annexed; and

WHEREAS, the Board of Supervisors support the proposed annexation as outlined in Exhibits A and B to be incorporated into the City of Council Bluffs, Iowa.

**BE IT RESOLVED**

The Board of Supervisors of Pottawattamie County, Iowa, that the attached Application for Annexation of the real estate described in Exhibit A to the City of Council Bluffs, Iowa, be found to conform to Iowa Code §368.7(1)(a), as voluntary annexation of territory.

**BE IT FURTHER RESOLVED**

The Board of Supervisors herby support the attached Application for Annexation to the City of Council Bluffs, Iowa which would incorporate the area legally described in Exhibit A into the City of Council Bluffs, Iowa.

ADOPTED AND APPROVED: March 18, 2025

**ROLL CALL VOTE**

	AYE	NAY	ABSTAIN	ABSENT
_____ Scott Belt, Chairman	<b>O</b>	<b>O</b>	<b>O</b>	<b>O</b>
_____ Tim Wichman	<b>O</b>	<b>O</b>	<b>O</b>	<b>O</b>
_____ Susan Miller	<b>O</b>	<b>O</b>	<b>O</b>	<b>O</b>
_____ Brian Shea	<b>O</b>	<b>O</b>	<b>O</b>	<b>O</b>
_____ Jeff Jorgensen	<b>O</b>	<b>O</b>	<b>O</b>	<b>O</b>

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

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

**3. OTHER BUSINESS**

Motion by Wichman, second by Shea, to deny the Western Iowa Tourism annual county membership dues for FY 2025/26  
UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Shea, to approve the following process as stated in the letter written by Matt Wilber for ICAP.  
UNANIMOUS VOTE. Motion Carried.

**4. COMMITTEE APPOINTMENTS**

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

**5. RECEIVED/FILED**

- A. Out of State Travel Notification(s):
  - 1) Conservation – Out of State Travel Notification for Daniel Borgaila.
  - 2) Public Health – Out of State Travel Notification for Akeem Banister.
- B. Report(s):
  - 1) Auditor - Arbitrage Rebate Report through February 28, 2025.
  - 2) Sheriff Report of Fees Disbursed and Collected for February 2025.

**6. PUBLIC COMMENTS**

No public comment.

**7. STUDY SESSION**

Peggy Becker, Administrator, Veteran Services appeared before the Board to discuss the Veteran Services.  
Discussion only. No Action Taken.

**8. ADJOURN**

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 11:54 P. M

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

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

APPROVED: March 25, 2025  
PUBLISH: X

# **Scheduled Sessions**

**Recognition and appreciation of employees for the work they did together to make timekeeping and payroll processing more efficient; Rikayla Redding, Brandy Brensel, and Veronica Burson from Sheriff's Office, Tina Treantos, Secondary Roads, Gina Hatcher and Audrey Chapin, Payroll and David Bayer, IT.**

**Bethany Wilcoxon, Senior**  
**Advisor, McClure**

- 1) Update on Minden recovery.**
- 2) Discussion and/or decision to approve and authorize Board Chairman to sign letter of support for the Minden Meat Market.**

# **Jeff Lorenz/Cost Advisory** **Services, Inc**

**Update on what Cost Advisory Services does and why they do it.**



# **Matt Wyant/Director, Planning and Development**

**Discussion and/or decision to approve Final Plat of  
Freedom Hills, a subdivision situated in Crescent  
Township; and to sign Planning and Zoning Resolution  
No. 2025-01.**

## **RECORDER'S COVER SHEET**

Prepared by:

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

Return Document to:

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

Document Title:

Pottawattamie County  
Planning and Zoning Resolution #2025-01

**PLANNING AND ZONING  
RESOLUTION NO. 2025-01**

**WHEREAS**, this Board had approved the preliminary plat of **Freedom Hills**, a residential subdivision situated in **Crescent Township**, by approval of Planning and Zoning Resolution No. **2024-06**, dated **August 13, 2024**; and

**WHEREAS**, the final plat and supporting documents required by Chapter 9.10 of the Pottawattamie County, Iowa, Code and Chapter 354, Code of Iowa, has been filed with this Board for its study and consideration under **Case #SUB-2024-04**; and

**WHEREAS**, this Board has examined the final plat and has found they are in substantial compliance with the approved preliminary plats; and

**WHEREAS**, after careful study, and due consideration this Board has determined that the final plat and supporting documents conform to the requirements of Chapter 9.10 of the Pottawattamie County, Iowa, Code and Chapter 354, Code of Iowa, and it has deemed it to be in the best interest of Pottawattamie County, Iowa, to approve the final plats.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF POTTAWATTAMIE COUNTY, IOWA:** That the final plat of **Freedom Hills**, a residential subdivision in Pottawattamie County, Iowa, be, and the same is hereby approved as the final plat of said subdivision.

And that the Chairperson of the Board of Supervisors is hereby authorized to enter such approval upon said final plat.

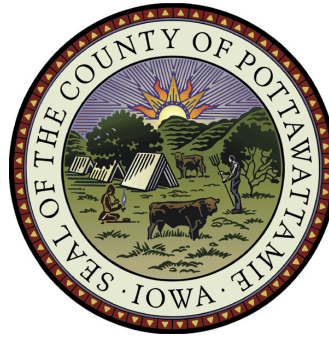
PASSED AND APPROVED March 25<sup>th</sup>, 2025

	<b>AYE</b>	<b>ROLL NAY</b>	<b>CALL ABSTAIN</b>	<b>VOTE ABSENT</b>
_____ Scott Belt, Chairperson	<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"/>
_____ 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"/>

Attest: \_\_\_\_\_  
Mary Ann Hanusa, County Auditor  
Pottawattamie County, Iowa

RECORD: After Passage

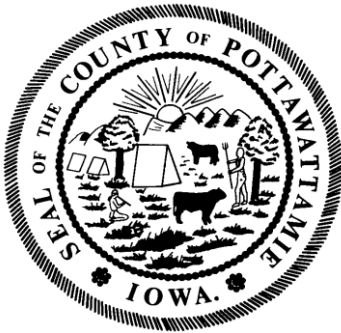
**Mary Ann Hanusa**  
POTTAWATTAMIE COUNTY AUDITOR  
AND ELECTION COMMISSIONER



TO WHOM IT MAY CONCERN:

I, Mary Ann Hanusa, County Auditor, Pottawattamie County, Iowa, do hereby certify that the attached is a true and accurate copy of Planning and Zoning Resolution #2025-01, adopted by the Pottawattamie County, Iowa, Board of Supervisors, in their approval of Freedom Hills, on March 25<sup>th</sup>, 2025.

Dated this 25<sup>th</sup> day of March 2025.



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Mary Ann Hanusa, County Auditor  
Pottawattamie County, Iowa



# FREEDOM HILLS FINAL PLAT

A PART OF THE SW 1/4 SW 1/4 AND A PART OF THE SE 1/4 SW 1/4, ALL IN SECTION 25, TOWNSHIP 76 NORTH, RANGE 44 WEST OF THE 5TH P.M., POTTAWATTAMIE COUNTY, IOWA.

AREA ABOVE RESERVED FOR RECORDER

**INDEX LEGEND**  
SURVEYOR'S NAME / RETURN TO:  
TARRON MEAIKE  
SNYDER & ASSOCIATES, INC.  
231 BENNETT AVENUE  
COUNCIL BLUFFS, IOWA 51503  
712-322-3202  
TMEAIKE@SNYDER-ASSOCIATES.COM  
SERVICE PROVIDED BY:  
SNYDER & ASSOCIATES, INC.  
SURVEY LOCATED:  
SW 1/4 SW 1/4 & SE 1/4 SW 1/4  
SEC. 25-T76N-R44W  
REQUESTED BY:  
MICHAEL L. COLLINS

**PROPRIETOR'S DEDICATION**

1. NO PRIVATE RESTRICTIONS AND/OR COVENANTS WILL BE RECORDED WITH THE SUBDIVISION.

KNOW ALL PERSONS BY THESE PRESENTS THAT MICHAEL L. COLLINS AND NANCY A. COLLINS BEING THE SOLE OWNERS OF THE PROPERTY DESCRIBED IN THE PLAT DESCRIPTION AND EMBRACED WITHIN THIS PLAT, HAVE CAUSED THE SAME TO BE SUBDIVIDED AS LOT 1 THROUGH 3 TO BE KNOWN AS FREEDOM HILLS.

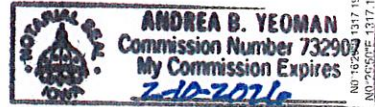
IN WITNESS WHEREOF, I DO HEREBY RATIFY AND APPROVE OF THE DISPOSITION OF THE PROPERTY AS CONTAINED HEREIN ON THIS 20<sup>th</sup> DAY OF MARCH, 2025

BY: Michael Collins BY: Nancy A. Collins

STATE OF Iowa SS.  
COUNTY OF Pottawattamie

ON THIS 20<sup>th</sup> DAY OF MARCH, 2025 BEFORE ME A NOTARY PUBLIC IN AND FOR THE STATE OF Iowa, PERSONALLY APPEARED MICHAEL L. COLLINS AND NANCY A. COLLINS, HUSBAND AND WIFE, TO ME PERSONALLY KNOWN, WHO BEING BY ME DULY SWORN, AND THE ABOVE AND FORCING INSTRUMENT WAS SIGNED ON THEIR BEHALF AND ACKNOWLEDGED THE EXECUTION OF SAID INSTRUMENT TO BE THEIR VOLUNTARY ACT AND DEED.

Andrea B. Yeoman  
NOTARY PUBLIC IN AND FOR SAID STATE



MY COMMISSION EXPIRES 2-10-2026

**POTTAWATTAMIE COUNTY BOARD OF SUPERVISORS**

APPROVED BY CHAIRPERSON \_\_\_\_\_ DATE \_\_\_\_\_

**ATTESTED TO BY POTTAWATTAMIE COUNTY AUDITOR**

COUNTY AUDITOR: MELVYN HOUSER \_\_\_\_\_ DATE \_\_\_\_\_

**POTTAWATTAMIE COUNTY ENGINEER**

COUNTY ENGINEER: JOHN RASMUSSEN \_\_\_\_\_ DATE \_\_\_\_\_

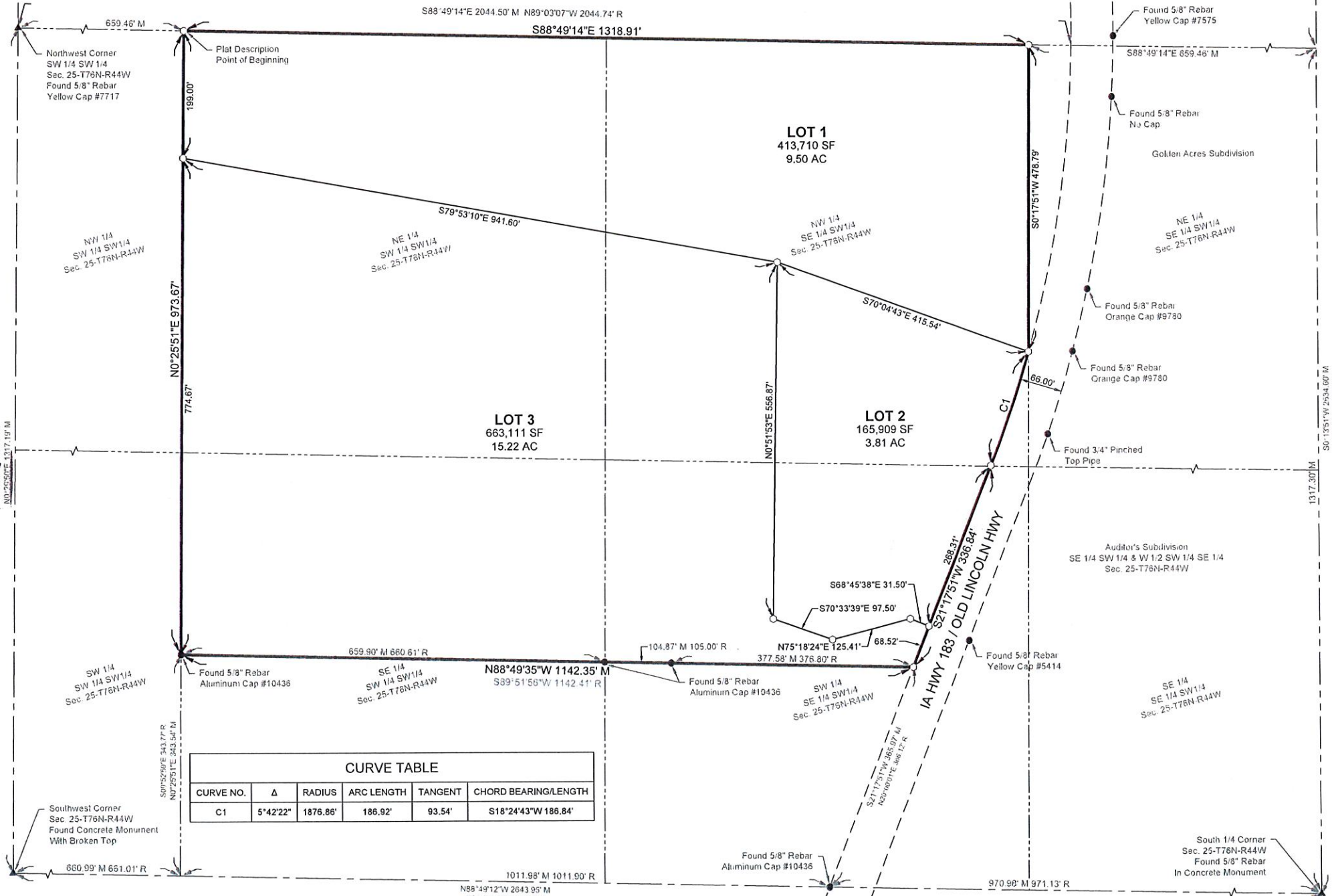
**POTTAWATTAMIE COUNTY PLANNING AND DEVELOPMENT**

PLANNING AND DEVELOPMENT DIRECTOR: Matt Wyant 03-14-25  
DATE

**CERTIFICATE OF TREASURER OF POTTAWATTAMIE COUNTY, IOWA**

I, THE TREASURER OF POTTAWATTAMIE COUNTY, IOWA, HEREBY CERTIFY THAT THE PROPERTY INCLUDED IN FREEDOM HILLS IS FREE FROM CERTIFIED TAXES AND CERTIFIED SPECIAL ASSESSMENTS.

Lea Voss 3-12-25  
TREASURER OF POTTAWATTAMIE COUNTY, IOWA: LEA VOSS DATE



CURVE TABLE					
CURVE NO.	Δ	RADIUS	ARC LENGTH	TANGENT	CHORD BEARING/LENGTH
C1	5°42'22"	1876.86'	186.92'	93.54'	S18°24'43"W 186.84'

- LEGEND**
- FEATURES**
- Section Corner:  $\blacktriangle$
  - 1/2" Rebar, Cap # 23722:  $\bullet$
  - ROW Marker:  $\square$
  - ROW Rail:  $\blacksquare$
  - Control Point:  $\square$
  - Bench Mark:  $\oplus$
  - Platted Distance:  $\text{---}$
  - Measured Bearing & Distance:  $\text{---}$
  - Recorded As:  $\text{---}$
  - Deed Distance:  $\text{---}$
  - Calculated Distance:  $\text{---}$
  - Centerline:  $\text{---}$
  - Section Line:  $\text{---}$
  - 1/4 Section Line:  $\text{---}$
  - 1/4 1/4 Section Line:  $\text{---}$
  - Easement Line:  $\text{---}$
- FOUND SET**
- Section Corner:  $\blacktriangle$
  - 1/2" Rebar, Cap # 23722:  $\bullet$
  - ROW Marker:  $\square$
  - ROW Rail:  $\blacksquare$
  - Control Point:  $\square$
  - Bench Mark:  $\oplus$
  - Platted Distance:  $\text{---}$
  - Measured Bearing & Distance:  $\text{---}$
  - Recorded As:  $\text{---}$
  - Deed Distance:  $\text{---}$
  - Calculated Distance:  $\text{---}$
  - Centerline:  $\text{---}$
  - Section Line:  $\text{---}$
  - 1/4 Section Line:  $\text{---}$
  - 1/4 1/4 Section Line:  $\text{---}$
  - Easement Line:  $\text{---}$

**DATE OF SURVEY**  
FEBRUARY 23, 2024

**OWNER/DEVELOPER**  
MICHAEL L. COLLINS & NANCY A. COLLINS  
23094 OLD LINCOLN HWY  
CRESCENT, IA 51526  
402-670-1465

**BASIS OF BEARING**  
IA REGIONAL CS ZONE 6  
IA RTN DERIVED, US SURVEY FEET  
NAD83(2011) EPOCH 2010.0000



I hereby certify that this land surveying document was prepared and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed Professional Land Surveyor under the laws of the State of Iowa.

Tarron Meaike 3/12/2025  
Date

Tarron Meaike, PLS  
License Number P23722  
My License Renewal Date is December 31, 2025  
Pages or sheets covered by this seal:  
SHEET 1 OF 1

**REVISION**

MARK	REVISION	DATE	BY
XXX	Checked By: TEM	08/20/2024	Scale: 1" = 100'
TEM	Technician: TEM		T-R-S: T76N-R44W-25

Project No: 123.1495.10  
Sheet 1 OF 1

**POTTAWATTAMIE COUNTY, IOWA**

**SNYDER & ASSOCIATES, INC.**

231 BENNETT AVENUE  
COUNCIL BLUFFS, IOWA 51503  
712-322-3202 | www.snyder-associates.com

**SNYDER & ASSOCIATES**

Project No: 123.1495.10  
Sheet 1 OF 1

**Other Business**

**Jana Lemrick/Director, Human  
Resources and Gina  
Hatcher/Payroll and Benefits,  
Auditor's office**

**Discussion and/or decision on employee percentage of  
Met Life Dental increase and Wellmark Medical  
insurance premium rates.**

**Discussion and/or decision on Compensation and  
Condemnation Commission.**



# Committee Appointments

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

**Received/Filed**

**Appendix A**

**POTTAWATTAMIE COUNTY**

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

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

**TRAVEL INFORMATION**

Name of Employee Traveling: 3 Communications Employees  
 Department: Communications  
 Destination: Long Beach, CA  
 Date of Travel: FROM: 6/22/25 TO: 6/26/25  
 Name of Elected Official/Department Head Authorizing Travel: Capt. Arkfeld

**PURPOSE OF TRIP**

**1. Conference Travel**

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

**2 Non-Conference Travel**

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

Conference Name (Please give complete name) 2025 NENA Conference

Expense			Cost Estimate	
Transportation	Mileage <input type="checkbox"/>	Airfare <input checked="" type="checkbox"/>	\$1221	(\$407/person)
Lodging			\$4170	(\$299/night + fees)
Meals: Breakfast	Included <input type="checkbox"/>	Not Included <input checked="" type="checkbox"/>	\$330	(\$22 per diem)
Lunch	Included <input type="checkbox"/>	Not Included <input checked="" type="checkbox"/>	\$345	(\$23 per diem)
Dinner	Included <input type="checkbox"/>	Not Included <input checked="" type="checkbox"/>	\$540	(\$36 per diem)
Conf./Seminar Fee			\$1725	(\$575 early bird)
Other:	Uber to/from airport		\$80	
<b>Total Estimated Cost</b>			<b>\$8,411</b>	<b>\$0.00</b>

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

**Appendix A**

**POTTAWATTAMIE COUNTY**

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

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

**TRAVEL INFORMATION**

Name of Employee Traveling: Christine M. Circo

Department: County Attorney

Destination: Chicago, IL

Date of Travel: FROM: 8/03/2025 TO: 08/07/2025

Name of Elected Official/Department Head Authorizing Travel: Matthew Wilber

**PURPOSE OF TRIP**

**1. Conference Travel**

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

**2 Non-Conference Travel**

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Conference Name (Please give complete name) IACP Impaired Driving & Traffic Safety

<u>Expense</u>			<u>Cost Estimate</u>
Transportation	Mileage <input type="checkbox"/>	Airfare <input type="checkbox"/>	
Lodging			
Meals: Breakfast	Included <input type="checkbox"/>	Not Included <input type="checkbox"/>	
Lunch	Included <input type="checkbox"/>	Not Included <input type="checkbox"/>	
Dinner	Included <input type="checkbox"/>	Not Included <input type="checkbox"/>	
Conf./Seminar Fee			
Other:	Ground Transportation		\$300.00
<b>Total Estimated Cost</b>			<b>\$300.00</b>

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

# Public Comments

**Closed Session**