

**January 2, 2025**

**MET IN REGULAR SESSION**

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

**PLEDGE OF ALLEGIANCE**

**1. CONSENT AGENDA**

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

- A. December 17, 2024, Minutes as read.
- B. Thriving Families Alliance – Employment of Sarah Sampson as a Part Time Quality Supervisor.

UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Wichman, to adjourn Sine Die.

UNANIMOUS VOTE. Motion Carried.

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Susan Miller, Chairperson

ATTEST:

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Becky Lenihan, Finance and Tax Officer, Auditor’s Office

**January 2, 2025**

**MET IN REGULAR SESSION**

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

**2. SCHEDULED SESSIONS**

District Court Judge Maggie Popp Reyes appeared to swear in the following elected officials: Tim Wichman, Board of Supervisor, Brian Shea, Board of Supervisor, Mary Ann Hanusa, Auditor. District Court Judge Maggie Popp Reyes will swear in Andy Brown, Sheriff later today.

Motion by Wichman, second by Shea, to appoint Mary Ann Hanusa, County Auditor, as Temporary Chairperson for the election of a new Board Chairperson and Chairperson Pro-Tem for the year 2025.

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

Hanusa announced nominations are now in order for the office of Chairperson for 2025.

Belt was nominated by Shea and Jorgensen.

There being no further nominations, Hanusa declared it ceased. The Board proceeded to vote as follows:

Shea voted for Belt;  
Belt voted for Belt;  
Wichman voted for Belt;  
Miller voted for Belt; and  
Jorgensen voted for Belt.

Belt was elected Chairman for 2025.

Hanusa announced nominations are now in order for the office of Chairperson Pro-Tem for 2025.

Shea was nominated by Wichman and Miller.

There being no further nominations, Mary Ann Hanusa, County Auditor, declared it ceased. The Board proceeded to vote as follows:

Shea voted for Shea;  
Belt voted for Shea;  
Wichman voted for Shea;  
Miller voted for Shea; and  
Jorgensen voted for Shea.

Shea was elected Chairperson Pro-Tem for 2025.

Thereupon, Hanusa, Temporary Chairperson, turned the meeting over to Chairman Belt.

Motion by Shea, second by Wichman, to approve and authorize Board to sign **Resolution No. 05-2025**, entitled: Resolution Authorizing the County Engineer to Close Secondary Roads for Construction and/or Maintenance. Said Resolution is set out as follows:

**RESOLUTION NO. 05-2025**

**RESOLUTION AUTHORIZING THE COUNTY ENGINEER TO CLOSE SECONDARY ROADS FOR CONSTRUCTION AND/OR MAINTENANCE.**

**WHEREAS**, Section 306.41 of the Code of Iowa, 2002, provides that “The agency having jurisdiction and control over any highway in the state, or the chief engineer of said agency when delegated by such agency, may temporarily close sections of a highway by formal resolution entered upon the minutes of such agency when reasonably necessary because of construction, reconstruction, maintenance, or natural disaster and shall cause to be erected ROAD CLOSED signs and partial or total barricades in the roadway at each end of the closed highway section and on the closed highway where that highway is intersected by other highways if such intersection remains open. Any numbered road closed over forty-eight hours shall have a designated detour route. The agency having jurisdiction over a section of highway closed in accordance with the provisions of this section, or the persons or contractors employed to carry out the construction, reconstruction, or maintenance of the closed section of highway, shall not be liable for any damages to any vehicle that enters

the closed section of highway or the contents of such vehicle or for any injuries to any person that enters the closed section of highway, unless the damages are caused by gross negligence of the agency or contractor,”

**NOW THEREFORE BE IT RESOLVED** by the Pottawattamie County Board of Supervisors in session this 2nd day of January, 2025, that the County Engineer or Assistant County Engineer be authorized to close Pottawattamie County Secondary roads as necessary with the actual dates of closure to be determined by the County Engineer or Assistant County Engineer as follows:

For Construction: Any project as described in the approved “Pottawattamie County Secondary Road Construction Program for the fiscal year 2025-2026, and any approved supplements thereto.”

For Emergency Closure of any road for maintenance purposes: Any route deemed necessary by the County Engineer or Assistant County Engineer.

**Dated this 2nd day of January, 2025.**

**ROLL CALL VOTE**

	AYE	NAY	ABSTAIN	ABSENT
_____ 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"/>
_____ Susan Miller	<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: \_\_\_\_\_  
Mary Ann Hanusa, County Auditor

RECOMMENDED: \_\_\_\_\_  
Pottawattamie County Engineer

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

Motion by Miller, second by Shea, to approve and authorize Board to sign **Resolution No. 06-2025**, entitled: Resolution to Authorize the County Engineer to Certify Completion Papers and Make Final Acceptance of Contract Work on the Farm to Market and Federal Aid Systems. Said Resolution is set out as follows:

**RESOLUTION NO. 06-2025**

**RESOLUTION TO AUTHORIZE THE COUNTY ENGINEER TO ADMINISTER AND MANAGE CONTRACTS FOR THE SECONDARY ROADS DEPARTMENT, CERTIFY COMPLETION PAPERS AND MAKE FINAL ACCEPTANCE OF CONTRACT WORK USING LOCAL, FARM TO MARKET, AND FEDERAL AID FUNDS.**

**WHEREAS**, it is necessary that the Pottawattamie County Engineer or Assistant Engineer be empowered by the Pottawattamie County Board of Supervisors to execute the Certificate of Completion and make final acceptance of Farm-to-Market contract construction work as provided for in Section 310 of the Code of Iowa, 2002, as well as, Local and Federally funded contract construction work,

**NOW THEREFORE BE IT RESOLVED** by the Pottawattamie County Board of Supervisors in session this 2nd day of January, 2025, that said County Engineer John A. Rasmussen, or Assistant Engineer Brandon D. Burmeister be hereby designated,

authorized, and empowered on behalf of the Pottawattamie County Board of Supervisors to administer and manage contracts for the Secondary Roads Department, execute the Certification of Completion of Work and Final Acceptance thereof in accordance with plans and specifications utilizing Local, Farm-to-Market and Federally funded construction projects for the Secondary Roads Department in Pottawattamie County for the year 2025.

Dated this 2nd day of January, 2025.

ROLL CALL VOTE

	AYE	NAY	ABSTAIN	ABSENT
_____ 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"/>
_____ Susan Miller	<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: \_\_\_\_\_  
Mary Ann Hanusa, County Auditor

RECOMMENDED: \_\_\_\_\_  
Pottawattamie County Engineer

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

Motion by Shea, second by Jorgensen, to approve and authorize Board to sign **Resolution No. 07-2025**, entitled: Resolution to Authorize the County Engineer to Issue and sign Special Permits for the Movement of Vehicles of Excessive Size and Weight Upon Pottawattamie County Secondary Roads. Said Resolution is set out as follows:

**RESOLUTION NO. 07-2025**

**RESOLUTION TO AUTHORIZE THE COUNTY ENGINEER TO ISSUE AND SIGN SPECIAL PERMITS FOR THE MOVEMENT OF VEHICLES OF EXCESSIVE SIZE AND WEIGHT UPON POTTAWATTAMIE COUNTY SECONDARY ROADS.**

**WHEREAS**, the Board of Supervisors is empowered under authority of Section 321E.1 of the 2002 Code of Iowa to issue permits for the movement of machines, vehicles, or loads, or combinations thereof which exceed the maximum dimensions and/or weights specified in Sections 321.452 to 321.466 but within the limitations of Chapter 321E upon Secondary Roads under their jurisdiction, and

**WHEREAS**, it is important that such permits be issued by persons familiar with the statutes and regulations relating to such permits and also with the limitations of the County's roadways, road surfaces, and structures along the selected or designated routes,

**NOW THEREFORE BE IT RESOLVED** by the Pottawattamie County Board of Supervisors in session this 2nd day of January, 2025, that the Pottawattamie County Engineer and the following named employees of the Secondary Roads Department be authorized to issue and sign special permits for the movement of vehicles of excessive size and weight upon Pottawattamie County Secondary Roads in accordance with said Chapters 321E and 321 as amended:

- John A. Rasmussen, County Engineer
- Brandon Burmeister, Assistant County Engineer
- Mike Bonnet, Program Administrator
- Kristina R. Treantos, Operations Administrator

Dated this 2nd day of January, 2025.

**ROLL CALL VOTE**

	AYE	NAY	ABSTAIN	ABSENT
_____ 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"/>
_____ Susan Miller	<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: \_\_\_\_\_  
Mary Ann Hanusa, County Auditor

RECOMMENDED: \_\_\_\_\_  
Pottawattamie County Engineer

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

**3. OTHER BUSINESS**

Motion by Miller, second by Jorgensen, to adopt Robert’s Rules of Order as written rules of parliamentary procedures for transaction of business in meetings, except when it conflicts with the Code of Iowa. UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Shea, to establish a policy that the Board of Supervisors’ regular sessions will be held on the following day(s): Tuesday at 10:00 A.M. It shall be the prerogative of the Chairperson, with Board approval, to cancel or add a meeting day. UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Jorgensen, to approve and authorize Board to sign **Resolution No. 01-2025**, a Resolution pertaining to the payment of County bills. Said Resolution is set out as follows:

**RESOLUTION NO. 01-2025**

**BE IT RESOLVED**, by the Board of Supervisors of Pottawattamie County, Iowa, that the Auditor be, and is hereby authorized and directed to issue warrants in payment of claims before audit, and when the Board is not in session for the following purposes:

**FIRST:**

For salaries where such compensation shall have been previously fixed by the Board of Supervisors. When services of an employee are terminated upon certification of the officer under which such compensation has been earned.

**SECOND:**

For transportation of persons transferred at the County’s expense to various State Institutions, when such expenses have been previously authorized and ordered by the court or direction of the Department of Human Services, and to include transients for Pottawattamie County Human Services.

**THIRD:**

For Clerk of Court’s certified bills for payment of Grand Jury.

**FOURTH:**

For benefits for salaries on County payroll, where benefit rates have been previously fixed by the Board of Supervisors.

Dated this 2nd Day of January, 2025.

**ROLL CALL VOTE**

	AYE	NAY	ABSTAIN	ABSENT
_____ 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"/>
_____ Susan Miller	<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: \_\_\_\_\_  
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 **Resolution No. 02-2025**, a Resolution entitled: Resolution Appointing Deputies. Said Resolution is set out as follows:

**RESOLUTION NO. 02-2025**

**RESOLUTION APPOINTING DEPUTIES**

**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 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:

- Attorney** Jon Jacobmeier, Chief Deputy unofficial
- Auditor** Linda Swolley, First Deputy, Real Estate
- Recorder** Kathie Kallas, First Deputy
- Sheriff** Steve Winchell, Chief Deputy
- Treasurer** Jamie Smothers, First Deputy  
Heather Ausdemore, First Deputy

**Dated this 2nd Day of January, 2025.**

**ROLL CALL VOTE**

	AYE	NAY	ABSTAIN	ABSENT
_____ 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"/>
_____ Suan Miller	<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"/>



**WHEREAS**, only counties that have adopted a construction evaluation resolution and submitted an adopted recommendation may contest the DNR’s decision regarding a specific application; and

**WHEREAS**, by adopting a construction evaluation resolution the Board of Supervisors agrees to evaluate every construction permit application for a proposed confinement feeding operation structure received by the Board of Supervisors between February 1, 2025, and January 31, 2026, and submit an adopted recommendation regarding that application to the DNR; and

**WHEREAS**, the Board of Supervisors must conduct an evaluation of every construction permit application using the master matrix as provided in Iowa Code Section 459.305, but the Board’s recommendation to the DNR may be based on the final score on the master matrix or may be based on reasons other than the final score on the master matrix:

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF POTTAWATTAMIE COUNTY, IOWA** that the Board of Supervisors hereby adopts this construction evaluation resolution pursuant to Iowa Code Section 459.304(3).

**Dated this 2nd day of January, 2025.**

**ROLL CALL VOTE**

	AYE	NAY	ABSTAIN	ABSENT
_____	<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"/>
Susan Miller				
_____	<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				

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

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

Motion by Shea, second by Miller, to approve the following newspapers as Official Newspapers for Pottawattamie County, Iowa for the 2025 year: The Herald-Oakland, The Avoca Journal Herald-Avoca; and The Daily Nonpareil-Council Bluffs. The County shall pay no more than Iowa Code allows for legal publications in these newspapers.

UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Shea, to approve the Pottawattamie County Courthouse being closed on the following legal holidays for 2025, as per Code of Iowa, Section 33.1:

MARTIN LUTHER KING, JR. DAY	JANUARY 20, 2025
PRESIDENT’S DAY	FEBRUARY 17, 2025
MEMORIAL DAY	MAY 26, 2025
INDEPENDENCE DAY	JULY 4, 2025
LABOR DAY	SEPTEMBER 1, 2025
VETERAN’S DAY (observed)	NOVEMBER 11, 2025
THANKSGIVING DAY	NOVEMBER 27, 2025
LIEU OF LINCOLN’S BIRTHDAY	NOVEMBER 28, 2025
CHRISTMAS	DECEMBER 25, 2025
NEW YEAR’S DAY 2026	JANUARY 1, 2026

UNANIMOUS VOTE. Motion Carried.

Motion by Miller, second by Jorgensen, to approve Federal Standard Mileage Rate for 2025, at .70¢ per mile.

UNANIMOUS VOTE. Motion Carried.



Motion by Wichman, second by Shea, to approve appointment of Supervisor Belt as first representative, and Jana Lemrick as second representative to IGHCP Board for 2025.  
 UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Shea, to approve appointment of Belt as first representative, and Miller as second representative to MAPA for 2025.  
 UNANIMOUS VOTE. Motion Carried.

After discussion was held by the Board, a Motion was made by Wichman, and seconded by Shea, to approve assignment to 2025 Representative Meetings as follows:

	Primary:	Secondary:
Advance SW Iowa Corp	Shea	Miller
Board of Health	Shea	Belt
Council Bluffs Airport Authority	Jorgensen	Belt
Conservation Board	Wichman	Shea
E911 Board	Shea	Wichman
East Pott Soil and Water Conserv.	Wichman	Miller
EMA Board	Shea	Wichman
Golden Hills RC&D	Miller	Jorgensen
Hungry Canyons	Miller	Jorgensen
Iowa West Racing Association	Belt	Miller
Loess Hills Alliance Board	Shea	Jorgensen
PACE	Jorgensen	Miller
Pott County Trails	Shea	Jorgensen
Pott Tourism Committee	Jorgensen	Shea
SW Iowa Juvenile Services	Jorgensen	Miller
SWIPCO/SWITA	Miller	Shea
Thriving Families Alliance	Belt	Miller
Veteran Affairs	Jorgensen	Shea
West Central Community Action	Jorgensen	Shea
West Pott Soil and Water Conserv.	Wichman	Belt
WIDA	Miller	Shea
Pott County Dept. Head	Belt	Miller
Pott County Policy Committee	Miller	Wichman
Pott County Wellness Committee	Wichman	Miller
Capital Plan Committee	Jorgensen	Miller
ROI Committee	Wichman	Shea
What Should Be Committee	Miller	Wichman

UNANIMOUS VOTE. Motion Carried.

Motion by Miller, second by Wichman, to approve reimbursement amount of \$50 per month for Elected Officials' mobile cellular usage for 2025.  
 UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Shea, to approve appointment of Jana Lemrick as Title VI Coordinator.  
 UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Jorgensen, to approve and authorize Board to sign **Resolution No. 08-2025** entitled: TOWNSHIP TRUSTEE AND CLERK COMPENSATION.

**RESOLUTION NO. 08-2025**

**TOWNSHIP TRUSTEE AND CLERK COMPENSATION**

**WHEREAS**, the Pottawattamie County Board of Supervisors currently authorizes that all Township Trustees and Clerks may be compensated at the rate of \$50.00 per meeting, and

**WHEREAS**, all Trustees and Clerks are expected to attend three (3) meetings per fiscal year (Pre-budget, Budget, and Financial Report). The number of county paid meetings may only exceed three (3) in any year with prior approval from the Board of Supervisors. The meetings must be open to the public, posted at the County Court House and the Trustee or Clerk must attend the meeting to request payment.

**WHEREAS**, the following townships would like to hold additional meetings: Hazel Del – two, Lewis Township – nine, Neola – one, and Wright – one. The meetings must be open to the public, posted at the County Court House and the Trustee or Clerk must attend the meeting to request payment.

**WHEREAS**, Clerks are expected to conduct work sessions each month at which they update township receipts, disbursements, and other official records. Clerks may be compensated at a rate of \$50.00 per

month for this time. Only Township Clerks will be compensated for said work sessions and said sessions are limited to twelve (12) per year.

**WHEREAS**, all payments shall be made by the County Auditor’s Office and a completed affidavit timesheet shall be submitted to receive payment.

**NOW, THEREFORE, BE IT RESOLVED** that the Pottawattamie County Board of Supervisors authorized the Compensation and number of meetings/work sessions effective January 1, 2025:

**Approved this 2nd day of January, 2025.**

	ROLL CALL VOTE			
	AYE	NAY	ABSTAIN	ABSENT
Scott Belt	<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: Belt, Wichman, Miller, Shea, Jorgensen. Motion Carried.**

Motion by Shea, second by Jorgensen, to approve starting pay for new Help Desk Technician at a Step 3 Grade 518.

UNANIMOUS VOTE. Motion Carried.

**4. COMMITTEE APPOINTMENTS**

**5. RECEIVED/FILED**

A. Salary Action(s):

- 1) Sheriff – Payroll status change for John Cool.
- 2) Secondary Roads – Payroll status change for Mike Bonnet.
- 3) Jail – Payroll status change for Devin Mayne.
- 4) Jail – Payroll status change for Robert Gran, Riley Jones, Jake Meyer, Craig Thomas, Ryan Thompson, Braydon Nguyen, Adam Rutledge, Nina Noang, Valerie Kinney, Brent Fauble, Jacob Meyer, Nolan Darnell, Amber Roberts, and Dustin Ceder.
- 5) Sheriff – Payroll status change for Teresa Schultz and Tanner Frain.
- 6) Crescent Ridge Ski Hill – Employment of Maximillian Leland as a Kitchen Staff Team Member.
- 7) Crescent Ridge Ski Hill – Employment of Chloe Andersen as a Chair Lift Operator.
- 8) Crescent Ridge Ski Hill – Employment of Keira Diehm and Alexa Simmons as a Hospitality and Guest Services.
- 9) Animal Control – Payroll status change for Abigail Leggett.
- 10) SWI Juvenile Detention Center – Employment of Cassandra Von’Trerasoski and Dominic Bryant as a Part-time Youth Correction Worker.
- 11) Communications – Payroll status change for Ian Beinlich.

B. Report(s):

- 1) Sheriff Report of Fees Disbursed and Collected for November 2024.
- 2) Annual Urban Renewal Report, Fiscal Year 2023-2024.

**6. PUBLIC COMMENTS**

No Public Comments.

**7. ADJOURN**

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 10:57 A. M

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

ATTEST:

\_\_\_\_\_  
Mary Ann Hanusa, Auditor

APPROVED: January 7, 2025

PUBLISH: X

January 7, 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

1. CONSENT AGENDA

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

- A. January 2, 2025, Minutes as read.
- B. December 2024 Vendor Publication Report.

UNANIMOUS VOTE. Motion Carried.

2. SCHEDULED SESSIONS

Iowa State Senator Dan Dawson and State House Representatives Brent Siegrist, David Sieck, and Josh Turek appeared before the Board to give an update. Discussion only. No Action Taken.

Motion made by Shea, second by Jorgensen, to approve and sign Proclamation recognition of January 9<sup>th</sup>, as National Law Enforcement Appreciation Day.

**Pottawattamie County Board of Supervisors  
Proclamation**

**National Law Enforcement Appreciation Day  
January 9, 2025**

**Whereas**, the health and safety of the citizens of Pottawattamie County, Iowa, is important to the happiness, prosperity and well-being of our counties families and community, and

**Whereas**, Pottawattamie County, Iowa, is the home of dedicated law enforcement officers who put their lives on the line to keep our County safe; and

**Whereas**, these officers stand as leaders and teachers, educating the community about the importance of public safety; and

**Whereas**, Pottawattamie County, Iowa, appreciates the extraordinary efforts and sacrifices made by law enforcement and their family members on a daily basis in order to protect our schools, workplaces, roadways, and homes; and

**Whereas**, National Law Enforcement Appreciation Day is an opportunity to show our support for law enforcement;

**NOW, THEREFORE, BE IT RESOLVED** that the Pottawattamie County Board of Supervisors hereby proclaim January 9, 2025, as “National Law Enforcement Appreciation Day”, in Pottawattamie County, Iowa.

Dated this 7<sup>th</sup> day of January 2025.

	<b>ROLL CALL VOTE</b>			
	AYE	NAY	ABSTAIN	ABSENT
_____	○	○	○	○
Scott Belt, Chairman				
_____	○	○	○	○
Tim Wichman				
_____	○	○	○	○
Susan Miller				
_____	○	○	○	○
Brian Shea				

\_\_\_\_\_  
Jeff Jorgensen

○ ○ ○ ○

Attest:

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

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

Paula Hazlewood, CEO and Shalimar Mazetis, Manager, Rural Development, Advance Southwest Iowa Corporation, appeared before the Board to give an update on Advance Southwest Iowa Corporation. Discussion only. No Action Taken.

After discussion Paula Hazlewood, CEO, Advance Southwest Iowa Corporation, requested to come back to speak at the January 14, 2025, Board meeting, to clarify discrepancy between 2 sets of by-laws regarding Resolution No. 09-2025.

Motion by Shea, second by Miller, to approve and authorize Chairman to sign contract for bridge replacement project L-(WS31)—73-78 with GovCo Inc. in the amount of \$198,250.00. UNANIMOUS VOTE. Motion Carried.

**3. OTHER BUSINESS**

Discussion on Board Members’ assignments to 2025 Representative Appointments. Discussion only. No Action Taken.

**4. COMMITTEE APPOINTMENTS**

Board discussed Committee meetings from the past week.

**5. PUBLIC COMMENTS**

No public comments.

**6. CLOSED SESSION**

Motion by Wichman, second by Shea, to go into Closed Session pursuant to Iowa Code 20.17(3) for discussion and/or decision on labor negotiations/collective bargaining 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.**

**7. BUDGET STUDY SESION**

- 1) Human Resources
- 2) Recorder
- 3) Treasurer
- 4) Buildings and Grounds
- 5) GIS

**8. ADJOURN**

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 4:08 P. M.

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

ATTEST:

\_\_\_\_\_  
Mary Ann Hanusa, Auditor

APPROVED: January 14, 2025

PUBLISH: X

**January 14, 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**

**1. CONSENT AGENDA**

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

- A. January 7, 2025, Minutes as read.
- B. Public Health/Animal Control – Employment of Jill Chapman as an On Call Animal Control Officer.
- C. Jail – Employment of Abigail Phillips as a PRN Registered Nurse.
- D. Communications – Employment of Michaela Fenner as a Telecommunicator.

UNANIMOUS VOTE. Motion Carried.

**2. SCHEDULED SESSIONS**

Motion by Wichman, second by Shea, to approve and authorize Board Chairperson to sign the FY25 NIROC aerial photo agreement for Pottawattamie County and MAPA.

UNANIMOUS VOTE. Motion Carried.

Motion by Miller, second by Shea, to open Public Hearing on **Ordinance No. 2025-01** (ZTA-2024-03), an ordinance to amend Pottawattamie County, Iowa Zoning Ordinance, Chapter 8.004.095, Accessory Dwelling Units.

**Roll Call Vote: AYES: NAYS: Motion Carried.**

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

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

Motion by Jorgensen, second by Shea, to approve First Consideration of **Ordinance No. 2025-01** (ZTA-2024-03), and ordinance to amend Pottawattamie County, Iowa Zoning Ordinance, Chapter 8.004.095, Accessory Dwelling Units; and setting date for Second Consideration for January 21, 2025.

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

Suzanne Watson/Director, Community Services appeared before the Board to give an update on the Behavioral Health Administrative Service Organization for Districts 4 and 1.

Discussion only. No Action Taken.

Mark Eckman/Executive Director, Pottawattamie Tourism and Melvyn Houser/Chairman, Pottawattamie Tourism appeared before the Board to give an update on Pottawattamie Tourism.

Discussion only. No Action Taken.

Motion by Shea, second by Jorgensen, to approve funding request for Western Iowa Development Association in the amount of \$60,000 for FY 25/26 from gaming. Belt offered letter of support for grant application with Community Foundation.

UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Jorgensen, to approve and authorize Chairman to sign project plans for BROS-C078(177) – 8J-78; a bridge replacement project on 210<sup>th</sup> Street over Pigeon Creek.

UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Miller, to approve and endorse replacement of bridge Lewis 08, FHWA#284900, to FY 2026 Five Year Plan.

UNANIMOUS VOTE. Motion Carried.

Motion by Jorgensen second by Shea, to approve the posting of the Public Health Preparedness Coordinator position to start July 1, 2025.

UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Jorgensen, to approve MOU with Omaha Vet Center to use the Veterans Service conference room for Veteran Counseling Sessions until 2029.

UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Wichman, to approve preliminary plans for modifications to Courthouse entrance with funds coming out of land and building improvement fund and for the work to be done in the Spring.

UNANIMOUS VOTE. Motion Carried.

### 3. OTHER BUSINESS

Motion by Wichman, second by Shea, to approve hiring and pay for Kellie Jones, Telecommunicator, at a Step 4.

UNANIMOUS VOTE. Motion Carried.

Motion by Shea, and second by Wichman, to approve Pottawattamie County Treasurer's Semi- Annual Report for 7/1/2024 – 12/31/2024.

UNANIMOUS VOTE. Motion Carried.

Motion by Jorgensen, second by Miller, to approve precinct election official compensation as follows:

Precinct Chairperson: \$250 per election and \$8 per hour for election training sessions.

Precinct Officials: \$200 per election and \$8 per hour for election training sessions. Officials serving a half a day \$100, anything less than half of day is paid at \$8 per hour.

Special Precinct Election Board, Result Couriers, Health Care Facility Board, Post-Election Audit, Satellite workers, extra help in the Office: \$15 per hour. Mileage is paid per Board of Supervisors yearly approved amount.

UNANIMOUS VOTE. Motion Carried

Motion by Shea, second by Jorgensen, to approve Board of Supervisors 2025 Representative Appointments.

UNANIMOUS VOTE. Motion Carried.

### 4. COMMITTEE APPOINTMENTS

Board discussed Committee meetings from the past week.

### 5. RECEIVED/FILED

#### A. Salary Action(s):

- 1) Crescent Ridge Ski Hill – Employment of Charles McGovern and Isabel Livingston as Ski and Snowboard Instructors.
- 2) Crescent Ridge Ski Hill – Employment of Adrienne Redding, Jason Vannordstrand, Alex Petranick, Jason Rudebush, Elliott Freeman and Thomas Bohnenkamp as Chair Lift Operators.
- 3) Communications – Payroll status changes for Ian Beinlich, Kena Woods, and Haylee Lee.
- 4) Public Health – Payroll status change for Rebekkah Reilich.
- 5) SWI Juvenile Detention – Employment of Shanekia Colbert as a Part Time Youth Corrections Worker

#### B. Out of State Travel Notification(s):

- 1) Sheriff – Out of State Travel for Anthony Kava and Ryan Avis.
- 2) Conservation – Out of State Travel for Dustin Clayton, Rene Stroud, and Amy Campagna.

#### C. Report(s):

- 1) Recorder Fee Book for December 2024.

### 6. PUBLIC COMMENTS

The following individuals appeared before the Board:

Mayor Matt Walsh

Brandon Garrett

### 7. CLOSED SESSION

Motion by Wichman, second by Miller, to go into Closed Session pursuant Iowa Code 20.17(3) for discussion and/or decision on labor negotiations/collective bargaining matters

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

Motion by Wichman, second by Jorgensen, to go out of Closed Session.

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

### 8. 1:00 P.M. BUDGET STUDY SESSION

- 1) Planning and Development
- 2) Environmental Health
- 3) Animal Control
- 4) Public Health
- 5) Sheriff
- 6) Jail
- 7) 911

**9. ADJOURN**

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 3:55 P. M

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

ATTEST:

\_\_\_\_\_  
 Mary Ann Hanusa, Auditor

APPROVED: January 21, 2025

PUBLISH: X



**January 21, 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 remove items 2. A. and 3. B. from the agenda and to approve Consent agenda:

- A. January 14, 2025, Minutes as read.
- B. Information Technology - Employment of Zachary Gallardo as a Help Desk Technician I

UNANIMOUS VOTE. Motion Carried.

**2. SCHEDULED SESSIONS**

Motion by Shea, second by Jorgensen, to approve Second Consideration of **Ordinance No. 2025-01(ZTA=2024-03)**, an Ordinance to amend Pottawattamie County, Iowa Zoning Ordinance, Chapter 8.004.095, Accessory Dwelling Units; and to adopt **Ordinance No. 2025-01** into law.

**POTTAWATTAMIE COUNTY, IOWA  
ORDINANCE NO. 2025-01**

**AN ORDINANCE** to amend Chapter 8, of Pottawattamie County, Iowa Zoning Ordinance:

**BE IT ORDAINED BY THE BOARD OF SUPERVISORS OF POTTAWATTAMIE COUNTY, IOWA**

**SECTION 1a - REPEAL OF CONFLICTING ORDINANCES:** That section 8.004.095.01 is hereby repealed in its entirety. Furthermore all other Ordinances in conflict with the provisions of this Ordinance are hereby repealed to the extent necessary to give this Ordinance full force and effect.

**SECTION 1b - AMENDMENTS:** That the Pottawattamie County, Iowa, Code, be and the same is hereby amended by adding thereto the following new Section, to be codified as Section 8.004.095:

- .01 The size of the parcel or lot upon which an ADU will be situated shall be two times larger than the minimum lot size for the zoning *district* in which the parcel or lot is located. Parcels or lots smaller than this requirement may apply for a Conditional Use Permit.

**SECTION 2a - REPEAL OF CONFLICTING ORDINANCES:** That section 8.004.095.03 is hereby repealed in its entirety. Furthermore all other Ordinances in conflict with the provisions of this Ordinance are hereby repealed to the extent necessary to give this Ordinance full force and effect.

**SECTION 2b - AMENDMENTS:** That the Pottawattamie County, Iowa, Code, be and the same is hereby amended by adding thereto the following new Section, to be codified as Section 8.004.095:

- .03 The minimum total square footage of the ADU shall be not less than two hundred sixty (260) square feet. The total square footage of the ADU shall be subordinate to the principal structure.

**SECTION 3a - REPEAL OF CONFLICTING ORDINANCES:** That section 8.004.095.12 is hereby repealed in its entirety. Furthermore all other Ordinances in conflict with the provisions of this Ordinance are hereby repealed to the extent necessary to give this Ordinance full force and effect.

**SECTION 3b - AMENDMENTS:** That the Pottawattamie County, Iowa, Code, be and the same is hereby amended by adding thereto the following new Section, to be codified as Section 8.004.095:

- .12 ADUs shall not be allowed on private roads or ingress/egress easements.

**SECTION 4a - REPEAL OF CONFLICTING ORDINANCES:** That section 8.004.095.13 is hereby repealed in its entirety. Furthermore all other Ordinances in conflict with the provisions of this Ordinance are hereby repealed to the extent necessary to give this Ordinance full force and effect.

**SECTION 4b - AMENDMENTS:** That the Pottawattamie County, Iowa, Code, be and the same is hereby amended by adding thereto the following new Section, to be codified as Section 8.004.095:

.13 Reserved.

**SECTION 5 - SEVERABILITY:** That should any section or provision of this Ordinance be declared by a court of competent jurisdiction to be invalid, that decision shall not effect that validity of the Ordinance as a whole or any part thereof, other than the part so declared to be invalid.

**SECTION 6 - REPEAL OF CONFLICTING ORDINANCES:** That all ordinance or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

**SECTION 7 - EFFECTIVE DATE:** This Ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED January 21, 2025.

ROLL CALL VOTE

	AYE	NAY	ABSTAIN	ABSENT
_____ Scott Belt, Chairman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Jeff Jorgensen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Susan Miller	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Brian Shea	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Tim Wichman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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



NOTICE OF PUBLIC HEARING PUBLISHED: January 9, 2025  
 BOARD OF SUPERVISORS PUBLIC HEARING: January 14, 2025  
 FIRST CONSIDERATION: January 14, 2025  
 SECOND CONSIDERATION: January 21, 2025  
 PUBLICATION: January 30, 2025  
 RECORD: January 31, 2025

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

Motion by Miller, second by Shea, to approve Southwest Iowa Planning Council (SWIPCO) annual membership dues in the amount of \$11,610 for the FY 25/26.  
UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Jorgensen, to approve Southwest Iowa Transit Agency (SWITA) funding request in the amount of \$6,000 for the FY 25/26.  
UNANIMOUS VOTE. Motion Carried.

**3. OTHER BUSINESS**

A discussion was held regarding authorized signers for the Board of Supervisors' claims. After discussion, it was determined that Resolution 01-2025 should be amended and brought to the Boards meeting on January 28<sup>th</sup>.  
Discussion only. No Action Taken.

**4. COMMITTEE APPOINTMENTS**

Board discussed Committee meetings from the past week.

**5. RECEIVED/FILED**

A. Salary Action(s):

- 1) Public Health - Memo for Pay Grade for Public Health Emergency Preparedness Coordinator.
  - 2) Crescent Ridge Ski Hill – Payroll status change for Jacob Reimer.
- B. Report(s):
- 1) Utilization of Remaining Urban Renewal Bond Memo.

**6. PUBLIC COMMENTS**

The following individuals appeared before the Board:  
Shawna Anderson

**7. STUDY SESSION**

Discussion on the deadline for adding items to the Board of Supervisors weekly Agenda .  
Discussion only. No Action Taken.

**8. 1:00 P.M. BUDGET STUDY SESSION**

- 1) IT
- 2) Medical Examiner
- 3) Veterans Service Office
- 4) General Assistance/Mental Health/Substance

**9. ADJOURN**

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 1:30 P. M.

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

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

APPROVED: January 28, 2025  
PUBLISH: X

**January 28, 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 Jorgensen, and seconded by Shea, to remove 3. A. from the agenda and to approve Consent agenda:

A. January 21, 2025, Minutes as read.

UNANIMOUS VOTE. Motion Carried.

**2. SCHEDULED SESSIONS**

Introduce New Hires to Board.

Laura Monson/Education Coordinator, East and West Pottawattamie Soil and Water, Kami Willett/Chair, East Pottawattamie County Soil and Water, and Kelsey Blodgett/Resource Team Lead, West Pottawattamie County Soil and Water appeared before the Board to give a presentation of annual review. Discussion only. No Action Taken.

Antonia Krupicka-Smith/Director, Council Bluffs Public Library, Kari Rose/Director, Eckles Memorial Library, Sabrina Lewis/Director, Avoca Public Library, Shannon Putney/Director, Carter Lake Public Library, and Tonya Feekes/Director, Walnut Public Library appeared before the Board to give a Countywide public library update and discuss funding request. Discussion only. No Action Taken.

Motion by Wichman, second by Shea, to approve Board Chair to sign certification on FEMA CRS Community Annual Recertification and Progress Report.  
UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Jorgensen, to approve Pottawattamie County 2025 ICAP Insurance renewal.  
UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Miller, to approve Board Chair to sign agreement with A/C Lightning Protection in the amount of \$13,942.00 for the Public Health building paid out of land fund.  
UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Wichman, to approve Board Chair to sign agreement with Loftus Heating and Air for Water Softener System in the amount of \$2,600.00 for the Public Health building paid out of land fund.  
UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Jorgensen, to approve Board Chair to sign agreement with ECO in the amount of \$24,059.00 for additional security items for Public Health building paid out of land fund.  
UNANIMOUS VOTE. Motion Carried.

Jason Slack appeared before the Board to discuss options for main lobby for sun glare after discussion the Board would like more information on options.  
Discussion only. No Action Taken.

**3. OTHER BUSINESS**

Motion by Wichman, second by Shea, to approve Mitch Kay as an authorized signer for the Board of Supervisors claims. The Pottawattamie County Affidavit Claim Authorization shall be filled out and returned to the Auditor.  
UNANIMOUS VOTE. Motion Carried.

Motion by Miller, second by Wichman, to set the temporary Board agenda deadline at noon 3 business days before the Board meeting. The final Board agenda deadline shall be noon 2

business days before the meeting. Personnel actions must be presented by 9:30 A.M. the day before the Board meeting to be included on the agenda. The notice on the intranet will remain the same for the public.

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

#### 4. COMMITTEE APPOINTMENTS

Board discussed Committee meetings from the past week.

#### 5. RECEIVED/FILED

- A. Salary Action(s):
  - 1) Crescent Ridge Ski – Employment of Mila Hunt and Ryan Dibben as a Chair Lift Operators.
  - 2) Jail – Payroll status change for Cole Button.
- B. Out of State Travel Notification(s):
  - 1) Secondary Roads – Out of State Travel notification for John Rasmussen.
- C. Report(s):
  - 1) Sheriff Report of Fees Disbursed and Collected for December 2024.

#### 6. PUBLIC COMMENTS

No public comments.

#### 7. CLOSED SESSION

Motion by Shea, second by Miller, to go into Closed Session pursuant Iowa Code 20.17(3) for discussion and/or decision on labor negotiations/collective bargaining 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.**

Motion by Shea, second by Wichman, to go into Closed Session pursuant to 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. 1:00 P.M. BUDGET STUDY SESSION

- 1) Attorney
- 2) DHS
- 3) Thriving Family Alliance
- 4) Secondary Roads
- 5) WIC
- 6) Conservation
- 7) Auditor

#### 9. ADJOURN

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 3:00 P. M.

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

ATTEST:

\_\_\_\_\_  
Mary Ann Hanusa, Auditor

APPROVED: February 4, 2025

PUBLISH: X

**February 4, 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. January 28, 2025, Minutes as read.
- B. Jail – Employment of Candice Ayrest as a Detention Officer.
- C. Jail – Employment of Theresa Thomas as a Registered Nurse.
- D. Publication of Pottawattamie County Salary Listing for 2024.

UNANIMOUS VOTE. Motion Carried.

**2. SCHEDULED SESSIONS**

**Introduce New Hires to Board**

Deb Masker, Southwest Iowa Leadership Academy appeared before the Board to give an update on the Southwest Iowa Leadership Academy.

Discussion only. No Action Taken.

Brenda Mainwaring/President and CEO, Iowa West Foundation, Bethany Wilcoxon/Senior Advisor and CJ Gross/Project Manager, McClure Engineering appeared before the Board to report on the findings of the Riverside Water Study.

Discussion only. No Action Taken.

**3. OTHER BUSINESS**

Motion by Miller, second by Shea, to approve the new Cybersecurity Analyst II Job Description.

UNANIMOUS VOTE. Motion Carried.

Jamie Petersen/GIS Coordinator and Chris Nelsen/GIS Analyst II appeared before the Board to update the Board on recent projects.

Discussion only. No Action Taken.

**4. COMMITTEE APPOINTMENTS**

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

**5. RECEIVED/FILED**

A. Salary Action(s):

- 1) Community Services – Payroll status change for Thomas Olsen.
- 2) Crescent Ridge Ski – Employment of Jack Anderson as a Chair Lift Operator.
- 3) Buildings and Grounds – Payroll status change for Jason Slack.
- 4) Secondary Roads – Payroll status change for Tyler Campbell and Scott Konz.
- 5) Crescent Ridge Ski – Payroll status change for Logan Laughhunn and Maximillian Leland.
- 6) Public Health – Payroll status change for Nora Evans.

B. Out of State Travel Notification(s):

- 1) Risk Management – Out of State Travel Notification for Garfield Coleman.

**6. PUBLIC COMMENTS**

No public comments.

**7. STUDY SESSION**

Oscar Duran/Executive Director, Municipal Housing Agency, Blake Johnson/Executive Director and Kim Smith/Program and Fund Development Director, Habitat Humanity, and David Hazlewood/Chief Executive Officer, NeighborWorks Home Solutions appeared before the Board to discuss projects.

Discussion only. No Action Taken.

**8. CLOSED SESSION**

Motion by Miller, second by Jorgensen, to go into Closed Session pursuant to Iowa Code 21.5(1)(j), for discussion and/or decision on the purchase or sale of real estate.

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.**

Motion by Wichman, second by Shea to act on what was discussed in Closed Session.  
UNANIMOUS VOTE. Motion Carried.

Motion by Miller, second by Shea, to go into Closed Session pursuant Iowa Code 20.17(3) for discussion and/or decision on labor negotiations/collective bargaining matters

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

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

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

**9. BUDGET STUDY SESSION**

- 1) Board of Supervisors

**10. ADJOURN**

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 2:25 P. M.

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

ATTEST:

\_\_\_\_\_  
Mary Ann Hanusa, Auditor

APPROVED: February 11, 2025

PUBLISH: X

**February 11, 2025**

**MET IN REGULAR SESSION**

The Board of Supervisors met in regular session at 10:00 A.M. All members present with Supervisors Belt and Miller attending via phone. Chairman Pro-Tem Shea presiding.

**PLEDGE OF ALLEGIANCE**

**Chairman Pro-Tem Shea read the Public Comment Policy statement.**

**1. CONSENT AGENDA**

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

- A. February 4, 2025, Minutes as read.
- B. Jail – Employment of Rui Wang as a Detention Officer.
- C. Jail – Employment of Emily Chapman as a PRN Registered Nurse.

UNANIMOUS VOTE. Motion Carried.

**2. SCHEDULED SESSIONS**

**Introduce New Hires to Board**

**3. OTHER BUSINESS**

Motion by Belt, second by Jorgensen, to approve Best Care/Methodist as the EAP (Employee Assistance Program) Provider subject to contract approval by Board.

UNANIMOUS VOTE. Motion Carried.

**4. COMMITTEE APPOINTMENTS**

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

**5. RECEIVED/FILED**

- A. Report(s):
  - 1) Recorder Fee Book for January 2025.
- B. Salary Action(s):
  - 1) Mental Health – Payroll status change for Noah Perello.

**6. PUBLIC COMMENTS**

No public comments.

**7. BUDGET STUDY SESSION**

**8. ADJOURN**

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 11:29 A.M

\_\_\_\_\_  
Brian Shea, Pro-Tem Chairman

ATTEST:

\_\_\_\_\_  
Mary Ann Hanusa, Auditor

APPROVED: February 18, 2025

PUBLISH: X



**February 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. February 11, 2025, Minutes as read.
- B. Jail – Employment of Gerald Cahill as a Detention Officer.
- C. Communications – Employment of Jessie Finch as a Telecommunications Operator.
- D. January 2025 Vendor Publication Report.

UNANIMOUS VOTE. Motion Carried.

**2. SCHEDULED SESSIONS**

Motion made by Wichman, second by Shea, to approve Lincoln Township to hold more than 3 meetings.

UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Shea, to approve and authorize Board to sign **Resolution No. 11-2025**, a Resolution entitled: Resolution for Interim County Engineer Sharing Agreement and that it would have to be reviewed after 90 days. Said Resolution is set out as follows:

**RESOLUTION 11-2025  
FOR INTERIM COUNTY ENGINEER SHARING AGREEMENT**

This **Interim County Engineer Sharing Agreement** ("Agreement") is entered into this 18 day of February 2025, by and between **Pottawattamie County**, and **Harrison County**.

**WHEREAS**, Harrison County requires interim engineering services and Pottawattamie County has agreed to share the position of County Engineer on an interim basis; and

**WHEREAS**, Pottawattamie County is willing and able to provide the services of an interim County Engineer for Harrison County under the terms and conditions set forth below;

NOW, THEREFORE, the parties hereby agree as follows:

**1. Position of Interim County Engineer**

Pottawattamie County agrees to provide an interim County Engineer ("Engineer") to serve Harrison County for a mutually agreed-upon period of time, beginning on February 22, 2025, and ending on May 22, 2025 (the "Term"), unless otherwise extended by the parties. The interim County Engineer shall be either the current Pottawattamie County Engineer, or the licensed assistant as availability dictates and at the discretion of Pottawattamie County and hereafter referred to as Engineer in this agreement.

**2. Costs and Payments**

a. **Harrison County Payments to Pottawattamie County:** Harrison County agrees to reimburse Pottawattamie County for \$150 per hour worked and 100% of any other actual cost associated with the Engineer's work during the Term. These costs will include, but are not limited to, salary, benefits, mileage, and any additional expenses directly attributable to the Engineer's services provided for Harrison County.

b. **Pottawattamie County Shared Status Salary:** Pottawattamie County will pay the Engineer \$150 per hour worked for hours worked for Harrison County during the Term.

c. **Payment Schedule:** Harrison County shall make payments to Pottawattamie County monthly, or as otherwise agreed by the parties in writing, based on the actual hours worked by the Engineer at Harrison County during that period.

**3. Engineer's Responsibilities**

a. The Engineer will perform the duties and responsibilities of County Engineer for Harrison County during the Term, including, but not limited to, overseeing engineering projects, and directing the engineering staff of Harrison County.

b. Pottawattamie County and Harrison County shall mutually agree upon any changes to the scope of work, including adjustments to the Engineer's time allocation between the two counties.

c. The Engineer is hereby designated, authorized, and empowered on behalf of the Board of Supervisors of Harrison County to execute the certificate of completion of work and final acceptance thereof in accordance with plans and specifications in connection with all Farm-to-Market and Federal or State aid construction projects in Harrison County.

**4. Work Hours and Allocation**

a. The Engineer will allocate their time to Harrison County on an as needed basis, but normally estimated to be eight hours per week. Work performed for Harrison County shall be recorded in quarter hour increments, but with a two hour minimum per day of work.

**5. Independence of Engineers' Employment**

The Engineer remains an employee of Pottawattamie County, and Pottawattamie County is responsible for all benefits, taxes, and employment-related obligations in accordance with its standard employment practices. Nothing in this Agreement shall be construed as creating an employment relationship between Harrison County and the Engineer.

**6. Liability and Indemnification**

- a. Each County shall be responsible for its own acts and omissions, and neither party shall be responsible for the acts or omissions of the other.
- b. Harrison County agrees to indemnify and hold Pottawattamie County harmless from any claims, liabilities, or expenses resulting from Harrison County's reliance on the Engineer's services.

**7. Termination of Agreement**

This Agreement may be terminated by mutual consent of both parties or by either party with thirty (30) days written notice to the other party.

**8. Miscellaneous Provisions**

- a. **Amendments:** This Agreement may be amended only by written consent of both parties.
- b. **Governing Law:** This Agreement shall be governed by and construed in accordance with the laws of the State of Iowa.
- c. **Entire Agreement:** This Agreement constitutes the entire understanding between Pottawattamie County and Harrison County with respect to the subject matter hereof, and supersedes all prior discussions, understandings, or agreements, whether written or oral.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

Approved this 18th day of February 2025.

**BOARD OF SUPERVISORS  
POTTAWATTAMIE COUNTY, IOWA**

**BOARD OF SUPERVISORS  
HARRISON COUNTY, IOWA**

\_\_\_\_\_  
Scott Belt, Chair

\_\_\_\_\_  
Brian Rife, Chair

\_\_\_\_\_  
Jeff Jorgensen, Member

\_\_\_\_\_  
Tony Smith, Member

\_\_\_\_\_  
Susan Miller, Member

\_\_\_\_\_  
Rebecca Wilkerson, Member

\_\_\_\_\_  
Brian Shea, Member

\_\_\_\_\_  
Tim Wichman, Member

**Attest:**

**Attest:**

\_\_\_\_\_  
Auditor, Mary Ann Hanusa

\_\_\_\_\_  
Auditor, Megan Reffett

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

Motion by Shea, second by Jorgensen, to approve funding of \$2,000 for Loess Hills Alliance to be paid from gaming.

UNANIMOUS VOTE. Motion Carried.

**3. COMMITTEE APPOINTMENTS**

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

**4. RECEIVED/FILED**

A. Salary Action(s):

- 1) Jail – Payroll status change for Cole Button and Caden Selander.

B. Out of State Travel Notification(s):

- 1) Auditor – Out of State Travel Notification for Mary Ann Hanusa.

**5. PUBLIC COMMENTS**

No public comments.

Chairman Belt stepped down as Chair to leave meeting. Chairman Pro-Tem Shea presumed as Chair.

**6. BUDGET STUDY SESSION**

- 1) Veterans Service
- 2) Jail
- 3) Sheriff
- 4) Secondary Roads
- 5) IT
- 6) Conservation

**7. CLOSED SESSION**

Motion by Miller, second by Jorgensen, to go into Closed Session pursuant Iowa Code 20.17(3) for discussion and/or decision on labor negotiations/collective bargaining matters.

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

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

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

**8. ADJOURN**

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 3:05 P. M

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

ATTEST:

\_\_\_\_\_  
 Mary Ann Hanusa, Auditor

APPROVED: February 25, 2025

PUBLISH: X

**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 an On Call Medical Examiner Investigator.
- D. Human Resources/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 Burson/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's 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 and 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

**March 4, 2025**

**MET IN REGULAR SESSION**

The Board of Supervisors met in regular session at 10:00 A.M. All members present with Supervisor Belt attending via phone. Chairman Pro-Tem Shea presiding.

**PLEDGE OF ALLEGIANCE**

**Chairman Pro-Tem Shea 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 25, 2025, Minutes as read.
- B. February 27, 2025, Minutes as read.
- C. Renewal Class C Liquor License, granting privileges of Class C Liquor License/Outdoor Service for Pottawattamie County Conservation Boards d/b/a Crescent Ridge Ski and Recreation Area, Honey Creek.

UNANIMOUS VOTE. Motion Carried.

**2. SCHEDULED SESSIONS**

Introduce New Hires to Board

- Kate Gerber/Public Relations

Veronica Burson/Communications and Chris Nelsen/GIS appeared before the Board for the 2023/2024 Employee Recognition Winners.  
Discussion only. No Action Taken.

Tom Kallman/Manager, Regional Water appeared before the Board to discuss the status of Pioneer Trail and the forgivable loan.  
Discussion only. No Action Taken.

**3. OTHER BUSINESS**

Motion by Miller, second by Jorgensen, to approve and authorize Board Chair to sign Independent Contractor Physician agreement with the doctor for the Jail effective March 4, 2025, through June 30, 2026. Contract is renewable thereafter for successive one-year terms beginning on July 1 of each fiscal year.

UNANIMOUS VOTE. Motion Carried.

Motion by Miller, second by Jorgensen, to approve the following job descriptions: Community Outreach Coordinator and Park Technician.

UNANIMOUS VOTE. Motion Carried.

**4. COMMITTEE APPOINTMENTS**

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

**5. RECEIVED/FILED**

A. Salary Action(s):

- 1) SWI Juvenile Detention Center – Employment of Chad Hicks as a part time Youth Corrections Worker.
- 2) WIC – Payroll status change for Blanca Ponce-Dominguez.
- 3) Communications – Payroll status change for Eric Wallner.

B. Report(s):

- 1) Sheriff Report of Fees Disbursed and Collected for January 2025.

**6. PUBLIC COMMENTS**

No public comment.

**7. CLOSED SESSION**



Motion by Wichman, second by Jorgensen, to go into Closed Session pursuant Iowa Code 20.17(3) for discussion and/or decision on labor negotiations/collective bargaining matters.

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

Motion by Wichman, second by Jorgensen, to go out of Closed Session.

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

**8. BUDGET STUDY SESSION**

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

**9. ADJOURN**

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 12:24 P. M.

\_\_\_\_\_  
Brian Shea, Pro-Tem Chairman

ATTEST:

\_\_\_\_\_  
Becky Lenihan, Finance and Tax Officer, Auditor's Office

APPROVED: March 11, 2025

PUBLISH: X

March 11, 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 Shea, and seconded by Miller, to remove 3. B. from the agenda and to approve Consent agenda:

- A. March 4, 2025, Minutes as read.
- B. February 2025 Vendor Publication Report.
- C. Renewal of Special Class C Retail Alcohol License, granting privilege of Special Class C Liquor License/Living Quarter, Outdoor Service for the Westfair Association d/b/a Westfair, Council Bluffs.
- D. Public Health – Employment of Akeem Banister as a Preparedness Coordinator.

UNANIMOUS VOTE. Motion Carried.

**2. SCHEDULED SESSIONS**

Introduce New Hires to Board

- Akeem Banister/Preparedness Coordinator, Public Health

Motion by Miller, second by Wichman, to canvass Missouri Valley School District election, and to authorize Auditor to pay election costs.

UNANIMOUS VOTE. Motion Carried.

Motion by Miller, second by Shea, to approve the setting of public hearing on Pottawattamie County’s Proposed Property Tax Levy for Fiscal Year Ending June 30, 2026, for the 1st day of April 2025, at 10:00, A.M.; and approve publication request.

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

Motion by Miller, second by Shea, to approve and authorize Board to sign **Resolution No. 13-2025** entitled: Resolution for Transfer from 1630 Bond Series 2021A Capital Fund to 2230 Bond Series 2021A Debt Fund.

**RESOLUTION NO. 13-2025**

**RESOLUTION FOR TRANSFER FROM 1630 BOND SERIES 2021A CAPITAL FUND TO 2230 BOND SERIES 2021A DEBT FUND.**

WHEREAS, it is desired to transfer money from the 1630 Bond Series 2021A Capital Fund to 2230 Bond Series 2021A Debt Fund; and

WHEREAS, said transfers are in accordance with Section 331.432, Code of Iowa.

NOW THEREFORE BE IT RESOLVED, that the Pottawattamie County Board of Supervisors authorizes the following transfers:

SECTION 1: The sum of \$2,382.08, is ordered to be transferred from 1630 Bond Series 2021A Capital Fund to the 2230 Bond Series 2021A Debt Fund;

SECTION 2: The Auditor is directed to correct his/her book accordingly and to notify the Treasurer of these operating transfers.

**Dated this 11th Day of March, 2025.**

**ROLL CALL VOTE**

	AYE	NAY	ABSTAIN	ABSENT
_____	○	○	○	○
Scott 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"/>
Susan Miller				
_____	<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				

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

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

Motion by Wichman, second by Miller, to approve and authorize the Board to sign **Resolution No. 12-2025**; entitled: 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.

**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 hereby 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 11, 2025

**ROLL CALL VOTE**

	AYE	NAY	ABSTAIN	ABSENT
_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Scott 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"/>
Susan Miller				
_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Brian Shea				

\_\_\_\_\_  
Jeff Jorgensen

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ATTEST: \_\_\_\_\_

Mary Ann Hanusa, County Auditor

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

Motion by Shea, second by Jorgensen, to approve and authorize Board to sign **Resolution No. 14-2025** entitled: RESOLUTION AUTHORIZING AMENDED FORGIVABLE LOAN AGREEMENT WITH REGIONAL WATER.

### RESOLUTION NO. 14-2025

#### Resolution Authorizing Amended Forgivable Loan Agreement with Regional Water

**WHEREAS**, Chapter 15A of the Code of Iowa (“Chapter 15A”) declares that economic development is a public purpose for which a county may provide grants, loans, guarantees and other financial assistance to or for the benefit of private persons; and

**WHEREAS**, Chapter 15A requires that before public funds are used for grants, loans or other financial assistance, the board of supervisors must determine that a public purpose will reasonably be accomplished by the spending or use of those funds; and

**WHEREAS**, Chapter 15A requires that, in determining whether funds should be spent, the board of supervisors must consider any or all of a series of factors; and

**WHEREAS**, Regional Water has proposed to undertake certain improvements and extensions (the “Water Improvement Project”) to its water system in order to serve certain property (the “Development Property”) situated in Pottawattamie County, Iowa (the “County”); and

**WHEREAS**, the Water Improvement Project is necessary to provide water service to the Development Property and to promote the development of residential housing thereon (the “Housing Development Project”); and

**WHEREAS**, Regional Water has requested that the County provide financial assistance in the form of a forgivable loan (the “Forgivable Loan”) in order to pay for a portion of the costs of the Water Improvement Project; and

**WHEREAS**, the County and Regional Water have entered into a certain forgivable loan agreement (the “Original Forgivable Loan Agreement”) in connection with the Water Improvement Project and the Forgivable Loan; and

**WHEREAS**, an amended forgivable loan agreement (the “Amended Forgivable Loan Agreement”) was entered into in order to amend the Original Forgivable Loan Agreement; and

**WHEREAS**, it is now necessary to amend the Amended Forgivable Loan Agreement in order to extend the completion date of the Water Improvement Project and to extend the maturity date of the Forgivable Loan; and

**WHEREAS**, an amended forgivable loan agreement (the “Second Amended Forgivable Loan Agreement”) has been prepared to set forth the new understanding between the County and Regional water; and

**WHEREAS**, it is now necessary to take action for the approval of the Second Amended Forgivable Loan Agreement and to make provision for the execution and delivery thereof;

**NOW, THEREFORE, IT IS RESOLVED** by the Board of Supervisors of Pottawattamie County, Iowa, as follows:

**Section 1. Pursuant to the factors listed in Chapter 15A, the Board of Supervisors hereby finds and reaffirms that:**

a) The Housing Development Project, including the Water Improvement Project, will add diversity and generate new opportunities for the Pottawattamie County and Iowa economies; and

b) The Housing Development Project, including the Water Improvement Project, will generate public gains and benefits, particularly in the creation of new jobs, income and housing opportunities in the County, which are warranted in comparison to the amount of the proposed Forgivable Loan.

**Section 2. The Board of Supervisors further finds and reaffirms that a public purpose will reasonably be accomplished by making the Forgivable Loan in connection with the Water Improvement Project.**

Section 3. The Second Amended Forgivable Loan Agreement is hereby approved, and the Chairperson of the Board of Supervisors and the County Auditor are hereby authorized and directed to execute and deliver the Amended Forgivable Loan Agreement on behalf of the County, in substantially the form and content in which the Amended Forgivable Loan Agreement has been presented to this Board of Supervisors. Such officers, and their designees, are also authorized to make such changes, modifications, additions or deletions as they, with the advice of bond counsel, may believe to be necessary, and to take such actions as may be necessary to carry out the provisions of the Amended Forgivable Loan Agreement.

Section 4. All resolutions or parts thereof in conflict herewith, are hereby repealed, to the extent of such conflict.

Passed and Approved this March 11, 2025.

**ROLL CALL VOTE**

	AYE	NAY	ABSTAIN	ABSENT
_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Scott Belt, Chairman				
_____	<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"/>
Tim Wichman				
_____	<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"/>
Brian Shea				

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

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

**3. OTHER BUSINESS**

Motion by Shea, second by Jorgensen, to approve the renewal of County Employee’s Health Insurance for FY 25/26 with IGHCP, EBS, and MetLife.  
UNANIMOUS VOTE. Motion Carried.

Motion by Wichman, second by Shea, to approve the following applications made to the Assessor’s Office: Homestead (approximately 260 recommend allowed, 0 recommend disallowed), Military (12 recommend allowed, 0 recommend disallowed), Disabled Veteran Homestead (17 recommend allowed, 2 recommend disallowed), Family Farm (11 recommend allowed, 0 recommend disallowed).  
UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Jorgensen, to authorize the Chair to sign the forgiveness portion of the small-town forgivable note for Walnut.  
UNANIMOUS VOTE. Motion Carried.

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

**4. COMMITTEE APPOINTMENTS**

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

**5. RECEIVED/FILED**

- A. Salary Action(s):
  - 1) Secondary Roads – Payroll status change for Cody Redinbaugh and Todd Runge.
  - 2) Conservation – Payroll status change for Aric Ping.

- 3)
- B. Report(s):
  - 1) Recorder Fee Book for February 2025.
- C. Out of State Travel Notification(s):
  - 1) Communications - Out of State Travel for three employees in the Communications Department.
  - 2) Sheriff – Out of State Travel for James Harvey.

**6. PUBLIC COMMENTS**

The following individuals appeared before the Board:  
Frances Mierzwa

**7. CLOSED SESSION**

Motion by Wichman, second by Jorgensen, to go into Closed Session pursuant to Iowa Code 21.5.(1)(j) for discussion and/or decision on purchase or sale of particular real estate.

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

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

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

Motion by Miller, second by Shea, to go into Closed Session pursuant Iowa Code 20.17(3) for discussion and/or decision on labor negotiations/collective bargaining matters.

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

Motion by Wichman, second by Jorgensen, to go out of Closed Session.

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

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

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

**8. STUDY SESSION**

Danelle Bruce/Supervisor, Community Services, appeared before the Board to give an update on SWI Mental Health Region.

Discussion only. No Action Taken.

Kristen Bracker/Attorney appeared before the Board to review the process for ICAP claims.

Discussion only. No Action Taken.

**10. ADJOURN**

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 3:08 P. M

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

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

APPROVED: March 18, 2025  
PUBLISH: X

**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

**March 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 Shea, to approve:

- A. March 18, 2025, Minutes as read.

UNANIMOUS VOTE. Motion Carried.

**2. SCHEDULED SESSIONS**

Introduce New Hires to Board

- Alizia Coursey, Daniel Stout, and John Perez/Jail

The following individuals appeared before the Board for recognition and appreciation 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.

Discussion only. No Action Taken.

Bethany Wilcoxon/Senior Advisor, McClure appeared before the Board to give an update on Minden's recovery.

Discussion only. No Action Taken.

Motion by Shea, second by Miller, to approve and authorize Board Chairman to sign letter of support for the Minden Meat Market.

UNANIMOUS VOTE. Motion Carried.

Jeff Lorenz/Cost Advisory Services, Inc appeared before the Board for an update on what Cost Advisory Services does and why they do it.

Discussion only. No Action Taken.

Motion by Shea, second by Jorgensen, to approve and authorize Board to sign Planning and Zoning Resolution No. 2025-01 entitled: Final Plat of Freedom Hills, a subdivision situated in Crescent Township.

**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>ROLL CALL VOTE</b>			
	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>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

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

**3. OTHER BUSINESS**

Motion by Wichman, second by Shea, to raise employee portion of the MetLife family dental premium to \$15.00/mo.

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

Motion by Wichman, second by Shea, to keep employee’s percentage of contribution at 11% of total monthly medical premium.

UNANIMOUS VOTE. Motion Carried.

Motion by Miller, second by Shea, to approve updates to the Compensation and Condemnation Commission.

UNANIMOUS VOTE. Motion Carried.

**4. COMMITTEE APPOINTMENTS**

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

**5. RECEIVED/FILED**

A. Salary Action(s):

1) Communications – Payroll status change for Kellie Jones.

B. Out of State Travel Notification(s):

1) Communications – Out of State Travel for three employees in the Communications Department.

2) Attorney – Out of State Travel for Christine Circo.

**6. PUBLIC COMMENTS**

No public comment.

**7. CLOSED SESSIONS**

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

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

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

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

Motion by Miller, second by Jorgensen, to go into Closed Session pursuant Iowa Code 20.17(3) for discussion and/or decision on labor negotiations/collective bargaining matters.

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

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

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

**8. ADJOURN**

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 12:40 P.M.

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

ATTEST:

\_\_\_\_\_  
Mary Ann Hanusa, Auditor

APPROVED: April 1, 2025

PUBLISH: X

April 1, 2025

MET IN REGULAR SESSION

The Board of Supervisors met in regular session at 10:00 A.M. All members present. Chairperson Belt 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 25/26.

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

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

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

The following individuals appeared before the Board and spoke on the Proposed Tax Levy for FY 25/26.

- Roger Williams
- Erik Wray
- Fran Mierzwa
- Doris Williams
- Robert Lich
- Eric Joranson

2. ADJOURN

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 10:53 A.M.

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

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

APPROVED: April 8, 2025

PUBLISH: X

**April 1, 2025**

**MET IN REGULAR SESSION**

The Board of Supervisors met in regular session at 11:00 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 Jorgensen, and seconded by Miller, to approve:

- A. March 25, 2025, Minutes as read.
- B. Environmental Health – Employment of Mark Keast as a Part-time Recycle Center Operator.
- C. Public Health – Employment of Lisa Clark as a Public Health Nurse I.

UNANIMOUS VOTE. Motion Carried.

**2. SCHEDULED SESSIONS**

Brenda Mainwaring, President & CEO, Iowa West Foundation appeared before the Board to provide an update and discuss the 2025 grant award cycle 1.

Discussion only. No action taken.

Recognition of Barbara Cheney/Service Coordinator, Community Service for dedicated service and retirement.

Discussion only. No Action Taken.

Motion by Wichman, second by Shea, to approve setting time and date for public hearing on an amendment for the FY 2024/25 Budget for April 22, 2025, at 10:00 AM.

UNANIMOUS VOTE. Motion Carried.

Motion by Shea, second by Miller, to approve setting time and place for public hearing on the Counties FY 25-26 Budget for April 22, 2025, at 10 A.M.

UNANIMOUS VOTE. Motion Carried.

**3. COMMITTEE APPOINTMENTS**

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

**4. RECEIVED/FILED**

- A. Salary Action(s):
  - 1) Sheriff's Office – Payroll status changes for John Hilz, Eric Shea, and Travis Kephart.
  - 2) Juvenile Detention Center – Hiring of PT Youth Corrections Worker San Juanita Castanon-Valdez.
  - 3) Conservation – Payroll status change for Hollie Larson.
  - 4) Secondary Roads – Payroll status change for Chase Rea.
  - 5) Human Resources – Payroll status change for Heather Shafer.
  - 6) Jail – Payroll status change for Megan Leggett.

**5. PUBLIC COMMENTS**

No public comment.

**6. STUDY SESSION**

Jana Lemrick/Director, Human Resources and Kate Gerber/Public Relations appeared before the Board for a discussion on Public Relations.

Discussion only. No Action Taken.

**7. ADJOURN**

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 12:00 P. M

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

ATTEST:

\_\_\_\_\_  
Mary Ann Hanusa, Auditor

APPROVED: April 8, 2025

PUBLISH: X

April 8, 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. April 1, 2025, Public Hearing Tax Levy Minutes as read.
- B. April 1, 2025, Minutes as read.
- C. Communications – Employment of Shelby Cervantes as a Telecommunicator.
- D. Public Health – Employment of Alexis Poling as a Health Educator.
- E. Public Health – Employment of Lauren Longacre as a Part Time Public Health Nurse.
- F. Public Health – Employment of Lisa Clark as a Public Health Nurse I.

UNANIMOUS VOTE. Motion Carried.

2. SCHEDULED SESSIONS

Motion made by Shea, second by Jorgensen, to approve and sign Proclamation designating the month of April 2025 as Child Abuse Prevention Month.

**Pottawattamie County Board of Supervisors  
Proclamation**

**Child Abuse Prevention Month – April 2025**

WHEREAS, the early experiences of a child impact them throughout life – both positively and negatively; and

WHEREAS, every family and child is filled with tremendous promise, and we all have a collective responsibility to prevent childhood traumatic experiences; and

WHEREAS, positive childhood experiences, such as loving caregivers and safe, stable, and nurturing relationships—play a vital role in helping children thrive; and

WHEREAS, families who receive the support they need before a crisis occurs are better equipped to provide safe, healthy, and nurturing environments; and

WHEREAS, childhood trauma, including abuse and neglect, can have long-term psychological, emotional, and physical effects throughout an individual’s lifetime and impact future generations; and

WHEREAS, strengthening families through access to concrete economic, social, and community- based supports reduces the likelihood of abuse and neglect and ensures children have the foundation for lifelong well-being; and

WHEREAS, communities must make every effort to support every child to have a great childhood and ensure families have the support needed to raise their children in safe, nurturing environments;

WHEREAS, we acknowledge that we must work together to promote the social and emotional well-being of children and families in a safe, stable, and nurturing environment; and

NOW, THEREFORE, we, Pottawattamie County Board of Supervisors, do hereby proclaim April 2025 as Child Abuse Prevention Month and urge all citizens to recognize this month by dedicating ourselves to the task of improving the quality of life for all children and families.

ROLL CALL VOTE

AYE	NAY	ABSTAIN	ABSENT
○	○	○	○

\_\_\_\_\_  
Scott Belt, Chair



_____	○	○	○	○
Susan Miller				
_____	○	○	○	○
Tim Wichman				
_____	○	○	○	○
Brian Shea				
_____	○	○	○	○
Jeff Jorgensen				

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

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

Motion made by Wichman, second by Miller, not to proceed with the 5<sup>th</sup> Ave Pedestrian Crosswalk. UNANIMOUS VOTE. Motion Carried.

Cody Pane, Medical Examiner Investigator, Medical Examiner appeared before the Board to give an update on the Medical Examiners’ office. Discussion only. No action taken.

**3. OTHER BUSINESS**

Motion made by Shea, second by Jorgensen, to approve 2 steps pay increase for employee pay for Adam Kline in the IT Department to pay grade 5-34. AYES: Belt, Shea, Jorgensen. NAYS: Wichman, Miller. Motion Carried.

Motion made by Wichman, second by Shea, to approve hiring and pay of new employee to start employment at a Step 6 as part-time Nurse Practitioner. UNANIMOUS VOTE. Motion Carried.

Motion by Miller, second by Shea, to approve and authorize Chairman to sign Farm Lease with Dale Rief for property legally described as: A Parcel of Land being a portion of Government Lot 7 in the South Half of the Northeast Quarter, A Portion of the Southeast Quarter, and a portion of Government Lot 6 in the Northwest Quarter of the Southeast Quarter, all in Section 23 Township 75 North, Range 44 West of the 5th Principal Meridian, City of Council Bluffs, Pottawattamie County, Iowa. UNANIMOUS VOTE. Motion Carried.

**4. COMMITTEE APPOINTMENTS**

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

**5. RECEIVED/FILED**

- A. Salary Action(s):
  - 1) Conservation – Payroll status for John Huebscher.
  - 2) Jail – Payroll status for Daniel Allen.
  - 3) Secondary Roads – Payroll status for Mitch Rollins.
- B. Out of State Travel Notification(s):
  - 1) Sheriff – Out of State Travel for Anthony Kava.
  - 2) Jail – Out of State Travel for Jon Poore, Shawn Jensen, Shannon Holman, Corey Little, Kyle Hackett, Ryan Hecker, and Amber Roberts.

**6. PUBLIC COMMENTS**

No Public Comments.

**7. UPDATE ON TOWNHALL MEETING FROM APRIL 3<sup>RD</sup>**

**8. CLOSED SESSION**

Motion by Shea, second by Jorgensen, to go into Closed Session pursuant Iowa Code 21.5(1)(k) for discussion and/or decision on Cybersecurity Insurance coverage.

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

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

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

Motion by Miller, second by Shea, to go into Closed Session pursuant Iowa Code 21.5 (j) for discussion and/or decision on a purchase or sale of real estate.

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

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

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

**9. ADJOURN**

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

UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 12:30 P. M

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

ATTEST:

\_\_\_\_\_  
Mary Ann Hanusa, Auditor

APPROVED: April 15, 2025

PUBLISH: X