

# **Consent Agenda**

**March 16, 2021**

MET IN REGULAR SESSION

The Board of Supervisors met in regular session at 10:10 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 Grobe, and seconded by Shea, to approve:

- A. March 9, 2021, Minutes as read.
- B. Renewal of C Native Wine (WCN), granting privileges of Class C Native Wine (WCN)/Outdoor Service/Sunday Sales for Prairie Crossing Vineyard and Winery d/b/a Prairie Crossing Vineyard and Winery, Treynor.
- C. Human Resources – Employment of Heather Shafer for Position of Human Resources Assistant.

UNANIMOUS VOTE. Motion Carried.

**2. SCHEDULED SESSIONS**

Motion by Wichman, second by Schultz, to open public hearing on General Obligation Urban Renewal Bonds Not to Exceed \$16,900,000.

**Roll Call Vote: AYES: Belt, Wichman, Grobe, Schultz, Shea**

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

**Roll Call Vote: AYES: Belt, Wichman, Grobe, Schultz, Shea**

Motion by Schultz, second by Wichman, to approve and authorize Board to sign Resolution No. 17-2021 entitled: RESOLUTION INSTITUTING PROCEEDINGS TO TAKE ADDITIONAL ACTION FOR THE ISSUANCE OF NOT TO EXCEED \$16,900,000 GENERAL OBLIGATION URBAN RENEWAL BONDS.

**RESOLUTION NO. 17-2021**

**RESOLUTION INSTITUTING PROCEEDINGS TO TAKE ADDITIONAL ACTION FOR THE ISSUANCE OF NOT TO EXCEED \$16,900,000 GENERAL OBLIGATION URBAN RENEWAL BONDS**

**WHEREAS**, pursuant to notice published as required by law, the Board of Supervisors has held a public meeting and hearing upon the proposal to institute proceedings for the issuance of not to exceed \$16,900,000 General Obligation Urban Renewal Bonds, for the essential county purposes, in order to provide funds to pay the costs of aiding in the planning, undertaking, and carrying out of urban renewal projects under the authority of Chapter 403, and has considered the extent of objections received from residents or property owners as to the proposed issuance of Bonds; and no petition was filed calling for a referendum thereon. The following action is now considered to be in the best interests of the County and residents thereof.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF POTTAWATTAMIE COUNTY, STATE OF IOWA:**

**Section 1.** That this Board does hereby institute proceedings and take additional action for the authorization and issuance in the manner required by

law of not to exceed \$16,900,000 General Obligation Urban Renewal Bonds, for the foregoing essential county purposes.

**Section 2.** This Resolution shall serve as a declaration of official intent under Treasury Regulation 1.150-2 and shall be maintained on file as a public record of such intent. It is reasonably expected that the general fund moneys may be advanced from time to time for capital expenditures which are to be paid from the proceeds of the above Bonds. The amounts so advanced shall be reimbursed from the proceeds of the Bonds not later than eighteen months after the initial payment of the capital expenditures or eighteen months after the property is placed in service. Such advancements shall not exceed the amount authorized in this Resolution unless the same are for preliminary expenditures or unless another declaration of intention is adopted.

**PASSED and APPROVED this 16<sup>th</sup> day of March, 2021**

	<b>ROLL CALL VOTE</b>			
	AYE	NAY	ABSTAIN	ABSENT
_____ Scott Belt, Chairman	○	○	○	○
_____ Tim Wichman	○	○	○	○
_____ Lynn Grobe	○	○	○	○
_____ Justin Schultz	○	○	○	○
_____ Brian Shea	○	○	○	○

ATTEST: \_\_\_\_\_  
Melvyn Houser, County Auditor

Roll Call Vote: AYES: Belt, Wichman, Grobe, Schultz, Shea

Motion by Schultz, second by Shea, to approve and authorize Board to sign Resolution No. 18-2021 entitled: RESOLUTION AUTHORIZING THE ISSUANCE OF \$16,900,000 GENERAL OBLIGATION URBAN RENEWAL BONDS, SERIES 2021, AND LEVYING A TAX FOR THE PAYMENT THEREOF.

**RESOLUTION NO. 18-2021**

**RESOLUTION AUTHORIZING THE ISSUANCE OF \$16,900,000 GENERAL OBLIGATION URBAN RENEWAL BONDS, SERIES 2021, AND LEVYING A TAX FOR THE PAYMENT THEREOF**

**WHEREAS**, Pottawattamie County, State of Iowa ("Issuer"), is a political subdivision, organized and existing under the Constitution and laws of the State of Iowa, and is not affected by any special legislation; and

**WHEREAS**, the Issuer is in need of funds to pay costs of aiding in the planning, undertaking, and carrying out of urban renewal projects under the authority of Chapter 403 (the "Project"), and it is deemed necessary and advisable that General Obligation Urban Renewal Bonds, Series 2021, in the amount of \$16,900,000 be issued; and

**WHEREAS**, the Board of Supervisors has taken such acts as are necessary to authorize issuance of the Bonds.

**NOW, THEREFORE, IT IS RESOLVED BY THE BOARD OF SUPERVISORS OF POTTAWATTAMIE COUNTY, STATE OF IOWA:**

**Section 1.** Authorization of the Issuance. General Obligation Urban Renewal Bonds, Series 2021, in the amount of \$16,900,000 shall be issued pursuant to the provisions of Iowa Code Sections 331.443 and 403.12 for the purposes covered by the hearing.

**Section 2.** Levy of Annual Tax. For the purpose of providing funds to pay the principal and interest as required under Chapter 76, there is levied for each future year the following direct annual tax upon all the taxable property in Pottawattamie County, State of Iowa, to wit:

<u>AMOUNT</u>	<u>FISCAL YEAR (JULY 1 TO JUNE 30)</u> <u>YEAR OF COLLECTION</u>
\$1,102,425	2021/2022
\$943,675	2022/2023
\$1,116,425	2023/2024
\$1,172,375	2024/2025
\$1,032,675	2025/2026
\$1,034,275	2026/2027
\$1,030,775	2027/2028
\$1,030,088	2028/2029
\$1,034,275	2029/2030
\$1,033,275	2030/2031
\$922,150	2031/2032
\$925,300	2032/2033
\$923,225	2033/2034
\$911,000	2034/2035
\$898,775	2035/2036
\$886,550	2036/2037
\$874,325	2037/2038
\$895,062	2038/2039
\$890,188	2039/2040
\$880,137	2040/2041

Principal and interest coming due at any time when the proceeds of the tax on hand are insufficient to pay the amount due shall be promptly paid when due from current funds available for that purpose and reimbursement must be made.

**Section 3.** Amendment of Levy of Annual Tax. Based upon the terms of the future sale of the Bonds to be issued, this Board will file an amendment to this Resolution ("Amended Resolution") with the County Auditor.

**Section 4.** Filing. A certified copy of this Resolution shall be filed with the County Auditor of County of Pottawattamie, State of Iowa, who shall, pursuant to Iowa Code Section 76.2, levy, assess and collect the tax in the same manner as other taxes and, when collected, these taxes shall be used only for the purpose of paying principal and interest on the Bonds.

**PASSED and APPROVED this 16<sup>th</sup> day of March, 2021**

**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"/>
_____ Lynn Grobe	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ Justin Schultz	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Brian Shea

ATTEST: \_\_\_\_\_  
Melvyn Houser, County Auditor

**Roll Call Vote: AYES: Belt, Wichman, Grobe, Schultz, Shea**

Sheriff Andy Brown appeared before the Board to present a letter and coin to Kenny Wilcox from Secondary Roads for his actions on March 1<sup>st</sup>, 2021 when he discovered a woman that had fallen between houses and needed medical attention. His actions were above and beyond his job. No action taken.

After discussion was held by the Board, a Motion was made by Shea, and seconded by Grobe to approve CRC 41R2 – Leak Detection System in 911 Call Center.  
UNANIMOUS VOTE. Motion Carried.

After discussion was held by the Board, a Motion was made by Schultz, and seconded by Shea, to approve CRC 049 – Door 018 Hardware Changes (Comm. Center).  
UNANIMOUS VOTE. Motion Carried.

After discussion was held by the Board, a Motion was made by Schultz, and seconded by Shea, to approve CRC 050 – Lobby 019 Ceiling.  
UNANIMOUS VOTE. Motion Carried.

After discussion was held by the Board, a Motion was made by Wichman, and seconded by Shea, to approve CRC 051 – Waste Line Repairs not to exceed \$72,350.98.  
UNANIMOUS VOTE. Motion Carried.

After discussion was held by the Board, a Motion was made by Wichman, and seconded by Schultz, to approve release of Courthouse Addition to bid on 3/17/21 and to open bids at 10:00 A.M. on April 20, 2021.  
UNANIMOUS VOTE. Motion Carried.

Craig Wilson appeared before the Board to discuss the maintenance of Woodland Trail and Dumfries Avenue. Discussion only. No action taken.

Motion made by Wichman, seconded by Schultz, to approve and authorize chairman to sign Construction Contract – Pottawattamie County CDBG-DTR Award No. 18-DTR-004 Carson and Macedonia Downtown Façade Rehabilitation. UNANIMOUS VOTE. Motion Carried.

Doug Reed/Director, EMA appeared before the Board to discuss Resolution No. 19-2021 entitles: COUNTY OF POTTAWATTAMIE RESOLUTION TO ADOPT THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) AND POTTAWATTAMIE COUNTY NIMS IMPLEMENTATION PLAN. After discussion, a motion was made by Schultz, seconded by Wichman, to postpone the resolution until after the County Policy Committee has reviewed and made a recommendation on the resolution. UNANIMOUS VOTE. Motion Carried.

Matt Wyant/Planning and Zoning Director, Pam Kalstrup/Acting Director, Nicholas Gaul/Rural Water, Peter Baudhuin/DGR Engineering appeared before the Board to discuss possible Rural Water extension to potential Pioneer Trail housing developments. Discussion only. No action taken.

**3. RECEIVED/FILED**

## A. Salary Actions:

- 1) Secondary Roads – Payroll Status Change of Brody Darrington, Wylie McIntire, Todd Runge
- 2) Jail – Payroll Status Change of Todd Schlines, Cassandra Green, Valerie Garrean, Trish Jones, Jamie Mass
- 3) Sheriff – Payroll Status Change of Brian Loomis, Jonathan Hilz

**4. CLOSED SESSION**

Motion by Wichman, second by Schultz, 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, Grobe, Schultz, Shea

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

Roll Call Vote: AYES: Belt, Wichman, Grobe, Schultz, Shea

**5. ADJOURN**

Motion by Shea, second by Schultz, to adjourn meeting.  
UNANIMOUS VOTE. Motion Carried.

THE BOARD ADJOURNED SUBJECT TO CALL AT 1:00 P.M.

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Scott Belt, Chairman

ATTEST:

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Melvyn Houser, Pottawattamie County Auditor

APPROVED: March 23, 2021

PUBLISH: X

# **Scheduled Sessions**

**Matt Wyant and/or Pam Kalstrup**

**Discussion and/or decision to approve:**

**First Consideration of Ordinance No. 2021-03 entitled:  
An Ordinance Providing for the Division of Taxes Levied  
on Taxable Property in the Pottawattamie County  
Industrial Park Urban Renewal Area, Pursuant to  
Section 403.19 of the Code of Iowa**



**POTTAWATTAMIE COUNTY, IOWA  
ORDINANCE NO. 2021-03**

An Ordinance Providing for the Division of Taxes Levied on Taxable Property in the Pottawattamie County Industrial Park Urban Renewal Area, Pursuant to Section 403.19 of the Code of Iowa

BE IT ENACTED by the Board of Supervisors of Pottawattamie County, Iowa:

Section 1. Purpose. The purpose of this ordinance is to provide for the division of taxes levied on the taxable property in the Pottawattamie County Industrial Park Urban Renewal Area of the County, each year by and for the benefit of the state, city, county, school districts or other taxing districts after the effective date of this ordinance in order to create a special fund to pay the principal of and interest on loans, moneys advanced to or indebtedness, including bonds proposed to be issued by the County to finance projects in such Pottawattamie County Industrial Park Urban Renewal Area.

Section 2. Definitions. For use within this ordinance the following terms shall have the following meanings:

“County” shall mean Pottawattamie County, Iowa.

“Tax Increment Financing District” shall mean certain real property situated in the Pottawattamie County Industrial Park Urban Renewal Area, more particularly described as follows:

Certain real property situated in Pottawattamie County, State of Iowa, more particularly described as follows:

- I-29/I-80 INDUSTRIAL PARK LOT 2
- I-29/I-80 INDUSTRIAL PARK LOT 3
- I-29/I-80 INDUSTRIAL PARK LOT 4
- I-29/I-80 INDUSTRIAL PARK LOT 5
- I-29/I-80 INDUSTRIAL PARK LOT 6
- I-29/I-80 INDUSTRIAL PARK LOT 7
- I-29/I-80 INDUSTRIAL PARK LOT 8
- I-29/I-80 INDUSTRIAL PARK LOT 9
- I-29/I-80 INDUSTRIAL PARK LOT 10
- I-29/I-80 INDUSTRIAL PARK LOT 11
- I-29/I-80 INDUSTRIAL PARK LOT 12
- I-29/I-80 INDUSTRIAL PARK LOT 13
- I-29/I-80 INDUSTRIAL PARK LOT 14

“Urban Renewal Area” shall mean the entirety of the Pottawattamie County Industrial Park Urban Renewal Area as amended from time to time.

Section 3. Provisions for Division of Taxes Levied on Taxable Property in the Tax Increment Financing District. After the effective date of this ordinance, the taxes

levied on the taxable property in the Tax Increment Financing District each year by and for the benefit of the State of Iowa, the County and any city, school district or other taxing district in which the Tax Increment Financing District is located, shall be divided as follows:

(a) that portion of the taxes which would be produced by the rate at which the tax is levied each year by or for each of the taxing districts upon the total sum of the assessed value of the taxable property in the Tax Increment Financing District, as shown on the assessment roll as of January 1 of the calendar year preceding the first calendar year in which the County certifies to the County Auditor the amount of loans, advances, indebtedness, or bonds payable from the special fund referred to in paragraph (b) below, shall be allocated to and when collected be paid into the fund for the respective taxing district as taxes by or for said taxing district into which all other property taxes are paid. For the purpose of allocating taxes levied by or for any taxing district which did not include the territory in the Tax Increment Financing District on the effective date of this ordinance, but to which the territory has been annexed or otherwise included after the effective date, the assessment roll applicable to property in the annexed territory as of January 1 of the calendar year preceding the effective date of the ordinance which amends the plan for the Tax Increment Financing District to include the annexed area, shall be used in determining the assessed valuation of the taxable property in the annexed area.

(b) that portion of the taxes each year in excess of such amounts shall be allocated to and when collected be paid into a special fund of the County to pay the principal of and interest on loans, moneys advanced to or indebtedness, whether funded, refunded, assumed or otherwise, including bonds issued under the authority of Section 403.9(1), of the Code of Iowa, incurred by the County to finance or refinance, in whole or in part, projects in the Urban Renewal Area, and to provide assistance for low and moderate-income family housing as provided in Section 403.22, except that taxes for the regular and voter-approved physical plant and equipment levy of a school district imposed pursuant to Section 298.2 of the Code of Iowa, taxes for the instructional support program levy of a school district imposed pursuant to Section 257.19 of the Code of Iowa and taxes for the payment of bonds and interest of each taxing district shall be collected against all taxable property within the taxing district without limitation by the provisions of this ordinance. Unless and until the total assessed valuation of the taxable property in the Tax Increment Financing District exceeds the total assessed value of the taxable property in such area as shown by the assessment roll referred to in subsection (a) of this section, all of the taxes levied and collected upon the taxable property in the Tax Increment Financing District shall be paid into the funds for the respective taxing districts as taxes by or for said taxing districts in the same manner as all other property taxes. When such loans, advances, indebtedness, and bonds, if any, and interest thereon, have been paid, all money thereafter received from taxes upon the taxable property in the Tax Increment Financing District shall be paid into the funds for the respective taxing districts in the same manner as taxes on all other property.

(c) the portion of taxes mentioned in subsection (b) of this section and the special fund into which that portion shall be paid may be irrevocably pledged by the County for the payment of the principal and interest on loans, advances, bonds issued

under the authority of Section 403.9(1) of the Code of Iowa, or indebtedness incurred by the County to finance or refinance in whole or in part projects in the Urban Renewal Area.

(d) as used in this section, the word “taxes” includes, but is not limited to, all levies on an ad valorem basis upon land or real property.

Section 4. Repealer. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 5. Saving Clause. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

Section 6. Effective Date. This ordinance shall be effective after its final passage, approval and publication as provided by law.

Passed and approved on the second consideration by the Board of Supervisors of Pottawattamie County, Iowa, on March 30, 2021.

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First consideration passed by the Board of Supervisors of Pottawattamie County, Iowa, on March 23, 2021.

\_\_\_\_\_  
Chairperson

Attest:

\_\_\_\_\_  
County Auditor

**Matt Wyant and/or Pam Kalstrup**

**Discussion and/or decision to approve:**

**Adding Chestnut Road from Pioneer Trail to 230<sup>th</sup> Street to the Official Bituminous Road classification in Pottawattamie County; and to sign Resolution No. 20-2021, entitled: Resolution for Establishing Official Bituminous Roads.**

# RESOLUTION No. 20-2021

## RESOLUTION FOR ESTABLISHING OFFICIAL BITUMINOUS ROADS

**WHEREAS**, the Pottawattamie County, Iowa, Board of Supervisors, amended the Pottawattamie County, Iowa, Zoning Ordinance by adopting Ordinance #2015-05, effective December 18, 2015; and

**WHEREAS**, Section 8.002.200.150 defines “hardsurfaced street” as a street which has a full-depth surfacing consisting of concrete, or asphalt with a structural capacity equivalency of concrete, constructed in accordance with appropriate local, County or state regulations or a street that the surfacing has been prepared and treated with a bituminous coating and designated by the County Board in a Resolution as an Official Bituminous Road; and

**WHEREAS**, the Board of Supervisors in conjunction with the County Engineer has reviewed the current Pottawattamie County, Iowa, Secondary Road System Roads and has determined that only certain roads are sufficiently improved with a bituminous product that warrants allowing residential development to take place along;

**NOW, THEREFORE, BE IT RESOLVED**, by the Pottawattamie County, Iowa, Board of Supervisors, that the following County Roads be classified as “Official Bituminous (Sealcoat, Blacktop, Asphalt) Roads ” for the purpose of satisfying Section 8.002.200.150 of the Pottawattamie County, Iowa, Zoning Ordinance:

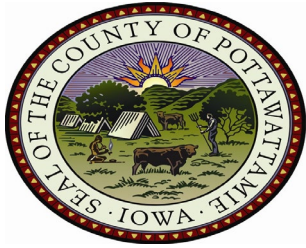
Road Name	From	To
Chestnut Road	Pioneer Trail	230 <sup>th</sup> Street

**PASSED and APPROVED this 23<sup>rd</sup> day of March, 2021**

### 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"/>
_____ Lynn Grobe	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ Justin Schultz	<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: \_\_\_\_\_  
Melvyn Houser, County Auditor



## *Pottawattamie County Office of Planning and Development*

**TO:** Board of Supervisors  
**FROM:** Pam Kalstrup  
**DATE:** March 18, 2021  
**RE:** Chestnut Road – Official Bituminous Resolution

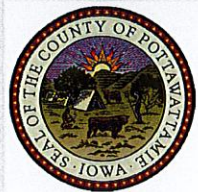
**Information:** A property owner on Chestnut Road requested that road be classified as an “Official Bituminous Road” from Pioneer Trail to 230<sup>th</sup> Street. By doing so, he will be able to subdivide his property (highlighted on the map) into two parcels. The map shows the acres of all the parcels in that area. There are approximately 20 properties with direct access to Chestnut Road that would have the ability to be subdivided. John Rasmussen gave his approval to this proposal. This section of Chestnut Road has a traffic count of 110 vehicles per day and is approximately 1 ¾ miles in length.

**9.01.065 EXCEPTIONS:** *A minor subdivision plat may be prepared for an existing parcel being divided if it meets these allowed exceptions: (Ordinance #2018-03/05-10-18)*

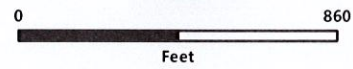
- .01 *A minor subdivision plat may be prepared for an existing parcel being divided into two lots where the tract of record has previously been divided into more than four (4) parcels if all of the following are met:*
- A. Zoning requirements for minimum size and access can be met.
  - B. Adjoins buildable platted property (not outlots) on rear and sides or property has double frontage.
  - C. Existing parcel is more than four times the minimum parcel size in respective zoning district.
  - D. Does not cause conflict with future access or development to subject parcel and/or adjacent parcels.

8.014.020 **PRINCIPAL USES:** *The following principal uses shall be permitted in a Class A-4 District: (Ordinance #2004-14/07-01-04)*

- .01 *Any customary agricultural use. (Ordinance #2004-14/07-01-04)*
- .02 *Single-family dwellings, at a density of two (2) per quarter-quarter section, when not a part of a minor, major or cluster subdivision. (Ordinance #2004-14/07-01-04)*
- .03 *Platted major subdivisions and cluster subdivisions for single-family dwellings, when located on a hard surfaced street. (Ordinance #2017-03/07/06/2017)*
- .04 *Platted minor subdivisions for single-family dwellings, when located on a hard surfaced street or an official bituminous road. (Ordinance #2018-04/05-10-18)*
- .05 *Vineyard, winery and tasting facilities, subject to the provisions of Section 8.004.250. (Ordinance #2011-01/6-17-11)*



GIS Department  
 223 S 6 St  
 Council Bluffs, IA 51501  
 712.328.4885  
 gis@pottcounty.com  
 www.gis.pottcounty.com  
 Map Published: 2021-03-12  
 Aerial Photography:  
 Source: Pottawattamie GIS



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**Matt Wyant and/or Pam Kalstrup**

**Discussion and/or decision to approve:**

**Resolution No. 21-2021 entitled: Resolution to change the roadway name of Whitetail Lane to White Oak Lane and to add the roadway names of Portland Street, North 193<sup>rd</sup> Circle and South 193<sup>rd</sup> Circle.**



**Prepared by:** Pottawattamie County, Planning and Development, 223 South 6th Street, Council Bluffs, Iowa 51501 (712) 328-5792  
**Return to:** Pottawattamie County, Planning and Development, 223 South 6th Street, Council Bluffs, Iowa 51501 (712) 328-5792

**PLANNING AND ZONING  
 RESOLUTION NO. 21-2021**

**WHEREAS**, Pottawattamie County adopted a Uniform Rural Address System Ordinance, which became effective March 17, 1993; and

**WHEREAS**, whereas Section 7.30.040 of said Ordinance stipulates that “Updates (to the Rural Address Map) to include new roadway names shall require approval through the Board of Supervisors.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF POTTAWATTAMIE COUNTY, IOWA** that Rural Address Map be updated to change the following roadway name:

Current Street Name	Township	New Street Name	Address Range
Whitetail Ln	Rockford	White Oak Lane	16700-16979

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF POTTAWATTAMIE COUNTY, IOWA** that Rural Address Map be updated to include the following roadway names:

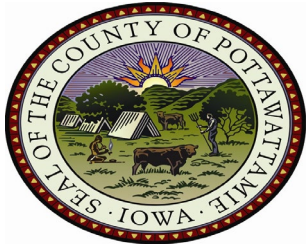
Established through	Township	Street Name	Address Range
I-29/I-80 Industrial Park	Lewis	Portland Street	19250 to 19425
I-29/I-80 Industrial Park	Lewis	North 193 <sup>rd</sup> Circle	13500 to 13599
I-29/I-80 Industrial Park	Lewis	South 193 <sup>rd</sup> Circle	13600 to 13699

PASSED AND APPROVED March 23<sup>rd</sup>, 2021.

	<b>ROLL CALL VOTE</b>			
	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
_____ 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"/>
_____ Lynn Grobe	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ Justin Schultz	<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: \_\_\_\_\_  
 Melvyn Houser, County Auditor  
 Pottawattamie County, Iowa

RECORD: After Passage



## *Pottawattamie County Office of Planning and Development*

**TO:** Board of Supervisors  
**FROM:** Pam Kalstrup  
**DATE:** March 18, 2021  
**RE:** Resolution No. 21-2021

**Information:** Pottawattamie County adopted a Uniform Rural Address System Ordinance, which became effective March 17, 1993. Section 7.30.040 of said Ordinance stipulates that "Updates (to the Rural Address Map) to include new roadway names shall require approval through the Board of Supervisors.

1. The Secondary Roads Department requested that Whitetail Lane's name be changed to White Oak Lane. Due to the road name's popularity, the sign was continually stolen which then needed to be replaced, costing time and resources. There are no homes, addresses assigned or electrical service on the properties along this road so there will not be any adverse effects to land owners. Property owners and other entities will be notified of the change. The road is located in Rockford Township.



2.

Three new roads were established through the I/29-I/80 Industrial Park in Lewis Township and require approval through the Board of Supervisors via a Resolution.



**Matt Wyant and/or Pam Kalstrup**

**Discussion and/or decision to approve:**

**Resolution No. 22-2021 entitled: Resolution Setting a Date of Meeting at which it is Proposed to Approve an Amended Development Agreement with Armstrong Investments, LLC, Including Tax Increment Payments.**

## RESOLUTION NO. 22-2021

### **Resolution Setting a Date of Meeting at which it is Proposed to Approve an Amended Development Agreement with Armstrong Investments, LLC, Including Tax Increment Payments**

**WHEREAS**, Pottawattamie County, Iowa (the “County”), pursuant to and in strict compliance with all laws applicable to the County, and in particular the provisions of Chapter 403 of the Code of Iowa, has adopted an Urban Renewal Plan for the Pottawattamie County Industrial Park Urban Renewal Area (the “Urban Renewal Area”); and

**WHEREAS**, this Board is in the process of adopting an ordinance providing for the division of taxes levied on taxable property in the Urban Renewal Area pursuant to Section 403.19 of the Code of Iowa and establishing the fund referred to in Subsection 2 of Section 403.19 of the Code of Iowa, which fund and the portion of taxes referred to in that subsection may be irrevocably pledged by the County for the payment of the principal of and interest on indebtedness incurred under the authority of Section 403.9 of the Code of Iowa to finance or refinance in whole or in part projects in the Urban Renewal Area; and

**WHEREAS**, the County has previously entered into a certain development agreement (the “Original Agreement”) with Armstrong Investments, LLC (the “Developer”) in connection with the construction of public infrastructure and the platting and marketing of lots necessary for the development of an industrial park; and

**WHEREAS**, the County and the Developer now propose to amend the Original Agreement in order to (1) provide for incremental property tax payments to be made to the Developer in an amount not to exceed \$200,000 under the authority of Section 403.9(1) of the Code of Iowa; and (2) make other related changes; and

**WHEREAS**, it is necessary to set a date for a public hearing on an amended Development Agreement (the “Amended Agreement”) and the proposal to provide the incremental property tax payments thereunder, pursuant to Section 403.9 of the Code of Iowa;

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

**Section 1.** This Board shall meet on April 13, 2021, at 10:00 A.M., electronically and/or at the Pottawattamie County Courthouse, Council Bluffs, Iowa, at which time and place proceedings will be instituted and action taken to approve the Amended Agreement and to authorize incremental property tax payments to the Developer.

**Section 2.** The County Auditor is hereby directed to give notice of the proposed action, the time when and place where said meeting will be held, by publication at least once not less than four (4) days and not more than twenty (20) days before the date of said meeting in a legal newspaper of general circulation in the County. Said notice shall be in substantially the following form:

NOTICE OF MEETING FOR APPROVAL OF AMENDED DEVELOPMENT AGREEMENT WITH ARMSTRONG INVESTMENTS, LLC AND AUTHORIZATION OF TAX INCREMENT PAYMENTS

The Board of Supervisors of Pottawattamie County, Iowa, will meet at the Pottawattamie County Board of Supervisor's Hearing Room, Council Bluffs, Iowa, on April 13, 2021, at 10:00 A.M., at which time and place proceedings will be instituted and action taken to approve an amended Development Agreement (the "Amended Agreement") between the County and Armstrong Investments, LLC (the "Developer") in connection with the construction of public infrastructure and the platting and marketing of lots necessary for the development of an industrial park on certain real property in the Pottawattamie County Industrial Park Urban Renewal Area, which Amended Agreement (1) provides for incremental property tax payments to be made to the Developer in an amount not to exceed \$200,000; and (2) makes other related changes.

As authorized by Section 403.9 of the Code of Iowa, the commitment of the County to make incremental property tax payments to the Developer under the Amended Agreement will not be a general obligation of the County, but such incremental property tax payments will be payable solely and only from incremental property tax revenues generated within the Pottawattamie County Industrial Park Urban Renewal Area. Some or all of the payments under the Amended Agreement may be made subject to annual appropriation by the Board of Supervisors.

Due to federal and state government recommendations in response to COVID-19 pandemic conditions, the meeting can alternatively be accessed via YouTube and teleconference, which will be accessible at the following:

***<https://www.youtube.com/channel/UCeP9ZQIBgMpuSyOprlyMl6g>***

***Telephone Conference Call: (712) 328-5848***

In addition to electronic access, written comments may be filed or made prior to the meeting and will be recorded in the minutes.

At the meeting, the Board will receive oral or written objections from any resident or property owner of the County. Thereafter, the Board may, at the meeting or at an adjournment thereof, take additional action to approve the Amended Agreement or may abandon the proposal.

This notice is given by order of the Board of Supervisors of Pottawattamie County, Iowa, in accordance with Section 403.9 of the Code of Iowa.

Melvyn Houser  
County Auditor

**Section 3.** All resolutions or parts of resolutions in conflict herewith are hereby repealed.

**PASSED and APPROVED this 23rd day of March, 2021**

**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"/>
_____ Lynn Grobe	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ Justin Schultz	<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: \_\_\_\_\_  
Melvyn Houser, County Auditor

**Matt Wyant and/or Pam Kalstrup**

**Discussion and/or decision to approve:**

**Resolution No. 23-2021 entitled: Resolution Setting  
Date for a Public Hearing on the Proposal to Incur Non-  
Current Debt**



# **RESOLUTION NO. 23-2021**

## **Resolution Setting Date for a Public Hearing on the Proposal to Incur Non-Current Debt**

**WHEREAS**, the Board of Supervisors of Pottawattamie County, Iowa (the “County”), has established the Pottawattamie County Industrial Park Urban Renewal Area (the “Urban Renewal Area”) and intends to establish the Pottawattamie County Industrial Park Urban Renewal Area Tax Increment Revenue Fund (the “Tax Increment Fund”) in connection therewith; and

**WHEREAS**, the County has proposed to undertake the construction of certain public infrastructure improvements, including street and storm water drainage improvements, necessary for the development of an industrial park (the “Industrial Park Infrastructure Project”) as an urban renewal project in the Urban Renewal Area; and

**WHEREAS**, it has been proposed that the County facilitate an internal advance of fund in an amount not to exceed \$540,000 (the “Advance”) for the purposes of paying a portion of costs of the Industrial Park Infrastructure Project; and

**WHEREAS**, pursuant to Section 331.479 of the Code of Iowa, it is now necessary to fix a date of meeting of the Board of Supervisors at which it is proposed to take action to approve the Advance and to give notice thereof as required by such law;

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

**Section 1.** This Board will meet electronically and/or at the Pottawattamie County Courthouse, Council Bluffs, Iowa, on April 13, 2021, at 10:00 A.M., at which time and place a hearing will be held and proceedings will be instituted and action taken to approve the Advance.

**Section 2.** The County Auditor shall publish notice of said hearing, the same being in the form attached to this resolution, which publication shall be made in a legal newspaper of general circulation in Pottawattamie County, which publication shall be not less than four (4) and not more than twenty (20) days before the date set for the hearing.

NOTICE OF PROPOSED ACTION TO INSTITUTE PROCEEDINGS FOR  
THE INCURRENCE OF NONCURRENT DEBT IN A PRINCIPAL AMOUNT  
NOT TO EXCEED \$540,000

(NONCURRENT DEBT)

The Board of Supervisors of Pottawattamie County, Iowa (the “County”), will meet on April 13, 2021, at the Pottawattamie County Board of Supervisor’s Hearing Room, Council Bluffs, Iowa, at 10:00 A.M., for the purpose of instituting proceedings and taking action on a proposal to incur noncurrent debt (the “Noncurrent Debt”) in a principal amount not to exceed \$540,000 for the purpose of paying a portion of the costs of the construction of certain public infrastructure improvements, including street and storm water drainage improvements, necessary for the development of an industrial park (the “Industrial Park Infrastructure Project”). The Industrial Park Infrastructure Project is being undertaken as an urban renewal project in the County’s Pottawattamie County Industrial Park Urban Renewal Area.

Due to federal and state government recommendations in response to COVID-19 pandemic conditions, the meeting can alternatively be accessed via YouTube and teleconference, which will be accessible at the following:

***<https://www.youtube.com/channel/UCeP9ZQIBgMpuSyOprlyMl6g>***

***Telephone Conference Call: (712) 328-5848***

In addition to electronic access, written comments may be filed or made prior to the meeting and will be recorded in the minutes.

At the time and place set forth herein, oral or written objections may be filed or made to the proposal to incur the Noncurrent Debt. After receiving objections, the County may determine to incur the Noncurrent Debt.

The Noncurrent Debt will be in the form of an internal advance (the “Internal Advance”) of funds from the County’s Impact Fund for the payment of costs of the Industrial Park Infrastructure Project and shall be repaid in one or more annual installments on or before June 1, 2034. The Noncurrent Debt will be incurred pursuant to authority contained in Chapter 403 and in Section 331.478 and Section 331.479 of the Code of Iowa.

By order of the Board of Supervisors of Pottawattamie County, Iowa.

Melvyn Houser  
County Auditor



**Jason Slack/Director, Buildings & Grounds**

**Discussion and/or decision to approve:**

**CRC 48R – Change Storage Room in Comm.  
Center 013 to an Office**



General Contractor's Cost Summary

PROJECT: Pottawattamie County, Iowa - Courthouse Renovation PROJECT NUMBER: 107419J
CONTRACTOR: Ronco Construction DATE: 3/17/2021

Contractor's Request for Change (CRC) # and Description: CRC 048R - ASI 028 Storage Room 013 to Office 0
Reference: ASI # and Description: ASI 028 - Storage Room 013 to Office 013
RFI # and Description:

Approval checkboxes for Approved and Declined. Signature of Kimberly A. Bogatz, AIA dated 3-17-21.

NOTE: This form, all Subcontractor/Material Supplier cost summary forms (if appropriate), itemized accountings and appropriate supporting data must be attached to any claim or contractor's request for change proposal for approval.

General Contractor Self Performed Work

- 1. Material supplied by General Contractor
2. General Contractor's Labor
3. Equipment
4. Subtotal (lines 1, 2 and 3)
5. Overhead and Profit (15% of line 4)
6. Total of General Contractor Self Performed Work

Subcontractor Installation/Work on Site

\* (Attach Subcontractor/Supplier Cost Summary Sheet and Summaries/Breakdowns)

- 7. Subcontractor's cost summary (include but are not limited to the following:)
a. Mason
b. Drywaller 816.00
c. Roofer
d. Flooring 3,165.00
e. Painter
f. Plumber 15,591.00
g. HVAC
h. Electrician 4,088.00
i. Other
j. Other
k. Other
l. Other
m. Other
8. Total Subcontractor's Cost (all lines under 7) \$23,660.00
9. General Contractor's Overhead and Profit on Subcontractor's Work (5% of line 8) \$1,183.00
10. Total of Subcontractor Installation/Work on Site (lines 8 and 9) \$24,843.00

CONTRACTOR'S COST SUMMARY

CRC # \_\_\_\_\_

Project Name: Pottawattamie County, Iowa - Courthouse Renovation

Date: \_\_\_\_\_

Page 2 of 2

**Material Supplier/Subcontractor Providing Materials Manufactured Off Site for General Contractor to Install On Site**

**\* (Attach Subcontractor/Supplier Cost Summary Sheet and Summaries/Breakdowns)**

- 11. Materials Supplied by Sub or Material Supplier (include but are not limited to the following)
  - a. Structural Steel.....
  - b. Interior Architectural Woodwork.....
  - c. Doors.....
  - d. Windows.....
  - e. Hardware.....
  - f. Other \_\_\_\_\_
  - g. Other \_\_\_\_\_
  - h. Other \_\_\_\_\_
  - i. Other \_\_\_\_\_
- 12. Subtotal of Materials Supplied.....
- 13. General Contractor's Overhead and Profit (5% of line 12) .....
- 14. **Total of Materials Supplied by Subcontractor/Material Supplier** .....
- 15. Material Supplied by General Contractor.....
- 16. General Contractor's Labor.....
- 17. Equipment .....
- 18. Subtotal (lines 15, 16, and 17).....
- 19. Overhead and Profit (15% of line 18).....
- 20. **Total of General Contractor (lines 18 and 19)**.....

<b>21.</b>	<b>Subtotal (lines 6, 10, 14, and 20)</b>	<b>\$24,843.00</b>
<b>22.</b>	<b>Bond at <u>\$248.43</u> and Insurance at <u>\$248.43</u></b>	<b>\$496.86</b>
<b>23.</b>	<b>Total Contractors Request for Change (CRC) (lines 21 and 22)</b>	<b>\$25,339.86</b>

# Johnson Drywall Company, Inc.

301 East First Street - Papillion, NE 68046

Ph (402) 592-0079 Fax (402) 592-3820

**Change Proposal Request #** 13

Project Name: Pott. Co. Courthouse Reno  
 Project Address: 227 S. 6th St - CB, IA  
 Date: 2/19/2021

Submitted To: Ronco Construction  
 Attn: Nate/Jimmy  
 Fax Number: \_\_\_\_\_

Description of Change: ASI#28: Storage Rm 013 to Office 013 Change

**Material:**

1) <u>ATC-1 Grid/Pads</u>	200	Units @	\$2.25	\$450.00
2) _____	0	Units @	\$0.00	\$0.00
3) _____	0	Units @	\$0.00	\$0.00
4) _____	0	Units @	\$0.00	\$0.00
5) _____	0	Units @	\$0.00	\$0.00
6) _____	0	Units @	\$0.00	\$0.00
7) _____	0	Units @	\$0.00	\$0.00

Material Subtotal \$450.00 \$450.00

**Labor:**

1) <u>Carpenter - ATC</u>	5	Hours @	\$32.00	\$160.00
2) <u>Laborer</u>	1	Hours @	\$32.00	\$32.00
3) _____	0	Hours @	\$0.00	\$0.00
4) _____	0	Hours @	\$0.00	\$0.00

Labor Subtotal \$192.00 \$192.00

**Subcontractor:**

1) _____	0	Lump Sum @	\$0.00	\$0.00
2) _____	0	Lump Sum @	\$0.00	\$0.00

Subcontractor Subtotal \$0.00 \$0.00

**Equipment:**

1) _____	0	Lump Sum @	\$0.00	\$0.00
2) _____	0	Lump Sum @	\$0.00	\$0.00

Equipment Subtotal \$0.00 \$0.00

**Markups:**

Sales Tax on Material	0.00%	\$0.00
Sales Tax on Equipment	7.00%	\$0.00
Burden on Labor	35.00%	\$67.20

\$709.20 \$709.20

Overhead & Profit (Material)	15.00%	\$67.50
Overhead & Profit (Labor)	15.00%	\$38.88
Overhead & Profit (Subcontractor)	10.00%	\$0.00
Overhead & Profit (Equipment)	15.00%	\$0.00

Bond 0.00% \$815.58  
\$0.00

**\$816**







5126 F Street  
Omaha, NE 68117  
Phone/ 402.553.7300 ext. 105  
Fax/ 402.556.5015  
[adam.crnkovich@raymartinco.com](mailto:adam.crnkovich@raymartinco.com)  
[www.raymartinco.com](http://www.raymartinco.com)

## Proposed Change Order

February 24, 2021

Ronco Construction  
1717 N 74<sup>th</sup> Street  
Omaha, NE 68114

Project: Pottawattamie County Courthouse & B-Wing Reno

Nate,

This proposal covers the direct mechanical costs associated with ASI-028.

Overtime is only included for the temporary shut-off to tie-in the heating water line. No raised floor tile work (removal/put-back) is included. However, the tiles will need to be cleared to allow for the piping/fittings/insulation and other associated portions of the work. No floor cutting is included. Production time from factory for FD-2 is currently 4-5 weeks.

Total direct costs associated with the work described above is: **\$15,591**

We would appreciate a response to this proposal no later than **3/3/2021**.

Sincerely,

***Ray Martin Company of Omaha***

Adam Crnkovich – Project Manager



6201 Center St.  
 Omaha, NE 68106-2919  
 Phone: 402.553.7300  
 Fax: 402.556.5015  
 raymartinco.com

SUMMARY OF COSTS

Project . . . . .	Pott County Courthouse & B-Wing Reno		Date	02/24/21
Description of Work . . . . .	ASI-028			
Work Requested by . . . . .	Project #	: 5275	ID#	
<b>In-House Costs:</b>				
Material(Rough Material) . . . . .			\$ 300.00	
Material(Plumbing Fixtures & Equipment) . . . . .			\$ -	
Material(HVAC Equipment) . . . . .			\$ 6,000.00	Data Power
Sales Tax . . . . .		0%	\$ -	
<b>Material SUB-TOTAL:</b>				<b>\$6,300.00</b>
Plumber Labor . . . . .	0.0	HRS @	\$73.38	\$0.00
Overtime Labor . . . . .	0.0	HRS @	\$110.07	\$0.00
Fitter Labor . . . . .	48.0	HRS @	\$79.62	\$3,821.76
Overtime Labor . . . . .	2.0	HRS @	\$119.43	\$238.86
Supervision . . . . .	0.0	HRS @	\$90.00	\$0.00
<b>Direct Labor Cost SUB-TOTAL:</b>				<b>\$ 4,060.62</b>
Equipment Rental . . . . .			\$ -	
Plumbing Permits . . . . .			\$ -	
HVAC Permits . . . . .			\$ 54.00	
Shop Burden . . . . .			\$ 203.03	
Engineering/AutoCAD . . . . .			\$ -	
Indirect Costs . . . . .			\$ -	
<b>In-House SUB-TOTAL:</b>				<b>\$ 10,617.65</b>
			15.0% Overhead & Profi	\$ 1,592.65
<b>IN-HOUSE TOTAL COST</b>				<b>\$ 12,210.30</b>
<b>Sub-Contracts:</b>				
Sheetmetal . . . . .			SOS	\$ 975.00
Insulation . . . . .			MWI	\$ 880.00
Temperature Control . . . . .			ECI	\$ 1,365.00
Utilities . . . . .				\$ -
Rigging . . . . .				\$ -
Test & Balance . . . . .				\$ -
<b>Sub-contract SUB-TOTAL:</b>				<b>\$ 3,220.00</b>
			5.0% Overhead & Profi	\$ 161.00
<b>SUB-CONTRACT TOTAL COST</b>				<b>\$ 3,381.00</b>
<b>TOTAL PROJECT COST:</b>				<b>\$ 15,591.30</b>
			0.0% Profit	\$ -
<b>SUB-TOTAL:</b>				<b>\$ 15,591.30</b>
			0.0% Bond :	\$ -
			0.0% Insurance	\$ -
<b>TOTAL</b>				<b>\$ 15,591</b>

Completion of this work will require 6 days.  
 This Proposal will remain valid for 30 days.

March 4, 2021  
Ronco Construction  
1717 N 74<sup>th</sup> St.  
Omaha, NE 68134  
Attention: Nate Bledsoe  
RE: ASI 028 (Pottawattamie Co. Courthouse.)

Sir,

Please find enclosed our REVISED proposal for the above mentioned project.

This Proposal includes the following:

- 1: Lighting and Data changes to office 013 on Ground floor.
- 2: Light fixtures have a 4-6 week lead time after order.

Please Note: This proposal EXCLUDES the following:

- 1: Any work not listed above.
- 2: Sales Tax.

Proposal Price: \$4,088.00  
(Four Thousand Eighty Eight Dollars.)

Please call if you have any questions concerning this proposal.  
As always thank you for allowing ABC to quote your electrical projects.  
Thank you,

Jeff Mohr, Estimator

# Estimate Report

Estimate: ASI 028  
Estimated by: Jeff Mohr  
File: ASI 028.bhs

03/04/21 2:50:25 PM

Page 2

Worksheet Location: revised 3-4-21(Sheet 2)

DB #	Ph.	Description	Quantity	Mat.	Cost U	Tot. Mat.	Lab. Hrs.	U Tot. Hrs.
	0	REVISED ASI 028						
	0	44259						
	0	CAN'T USE FIXTURES FROM ASI 016 AS IT WAS NOT ACCEPTED						
F	0	TYPE 1B	4.00		85.49 E	341.95	0.94 E	3.75
I 8562	1	WH-3/8-2-14-6FT SNAP CON	4.00		11.26 E	45.03	0.08 E	0.30
	0	POWER						
	0	NO CHANGES TO OUTLETS IN THIS ROOM						
	0	DATA						
	0	ADDED 2 (8) PORTS DATA OPENINGS						
I 5512	1	OT-4SQ 1 1/2D W/BK COMB	2.00		174.24 C	3.48	0.24 E	0.48
I 5616	1	OT-4SQ 2G 5/8 D PL RING	2.00		0.86 E	1.72	0.08 E	0.15
I 1846	1	EM-1 EMT-CONDUIT	20.00		211.31 C	42.26	7.19 C	1.44
I 1866	1	EM-1 EMT-90-ELLS	2.00		10.46 E	20.92	0.19 E	0.38
I 1944	1	EM-1 COMP CONN C	4.00		233.23 C	9.33	15.00 C	0.60
I 516	1	BU-1 PLASTIC BUSHING	4.00		36.36 C	1.45	12.50 C	0.50
I 3870	1	HA-1 MINERALLAC	4.00		65.07 C	2.60	12.50 C	0.50
F	0	MILLER'S QUOTE	1.00		2868.90 E	2868.90	0.00 E	0.00

Regular Worksheet Page

Page Multiplier = 1

Material Multiplier = 1

Labor Multiplier = 1

Phase = 0 : Phase Multiplier = 1

Page is Active.

Raw Material Total = \$3,337.65

Raw Labor Hours = 8.09 Hours

# Estimate Report

Estimate: ASI 028  
Estimated by: Jeff Mohr  
File: ASI 028.bhs

03/04/21 2:50:25 PM

Page 1

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## Summary Page

Raw Material Cost		\$3,337.65	
Material Tax	0.0000%	\$0.00	
Material Markup	0.0000%	\$0.00	
<hr/>			
Material Total		\$3,337.65	
Labor Cost		\$555.62	
Labor Tax	0.0000%	\$0.00	
Labor Markup	0.0000%	\$0.00	
<hr/>			
Labor Total		\$555.62	
Job Expense		\$0.00	
<hr/>			
Job Cost		\$3,893.27	
Overhead:	0.0000%	\$0.00	
SubTotal1:		\$3,893.27	
Profit:	5.0000%	\$194.66	
SubTotal2:		\$4,087.93	

Markup Category	Percent	Dollars	Lck
Special Insurance	0.00	\$0.00	N
Performance Bond	0.00	\$0.00	N
Taxes	0.00	\$0.00	N
Adjustments	0.00	\$0.00	N
<hr/>			
Summary Markups Total:		\$0.00	
Quotes/Subcontract Total		\$0.00	

---

## Active Linked Estimates

Estimate Total:	\$4,087.93
Figure Used:	\$4,088.00

---

Labor/Material Ratio = 14: 86  
Square Footage Calculations Not Performed



# ARCHITECT'S SUPPLEMENTAL INSTRUCTIONS

Project: Pottawattamie County, Iowa – Courthouse Renovation

HGM Project Number: 107419J

Approved By:


Sent to:

**Owner**  
**Architect**  
**Contractor**  
**Field**  
**Other**


Owner: Pottawattamie County Board of Supervisors

To Contractor: Ronco Construction Company Inc.

Supplemental Instruction No: **ASI 028 Storage Room 013 to Office 013**

Date: **February 17, 2021**

The Work shall be carried out in accordance with the following supplemental instructions issued in accordance with the Contract Documents without change in Contract Time. If there is a change in Contract Time or Cost, submit a Cost Summary on the Architect's Form, along with backup information with any change in contract time, before proceeding with the Work.

**DESCRIPTION:**

1. Change Storage 013 to Office 013.
2. Install APC ceiling in Office 013.
3. Install carpet tile to match Call Center 002 in lieu of LVT in Office 013.
4. Refer to ETI's attached sheets for mechanical and electrical modifications to this room.

X

Kimberly A. Bogatz, AIA LEED AP BD+C  
HGM Associates Inc.

Attachments: M1.0A, M2.0A, E1.0A, E2.0A, E3.0A



DATE ISSUED February 17, 2021

ASI # 28

TO Ryan TerSteeg  
HGM Associates  
640 Fifth Avenue  
Council Bluffs, Iowa 51502-6427

PROJECT Courthouse Renovation  
Pottawattamie County, IA

ETI PROJECT # 2019-142

ASI BY Wyatt Wirges, James Minturn

CC Kim Bogatz, Shane Hoss

The work shall be carried out in accordance with the following supplemental instructions issued in accordance with the contract document without change in the contract sum or contract time. Proceeding with the work in accordance with these instructions indicates your acknowledgment that there will be no change in the contract sum or contract time.

General description of modification:

1. Sheet M1.0A – Ground Floor Mechanical Plan – Area A
  - a. Converted 013 Storage to 013 Office. Added floor diffuser FD-4 with integral hydronic heater and provided new heating water piping. Relocated thermostat.
2. Sheet M2.0A – Ground Floor HVAC Plan – Area A
  - a. Converted 013 Storage to 013 Office. Removed floor diffuser FD-1 and added floor diffuser FD-4 with integral hydronic heater. Relocated thermostat.
3. Sheet E1.0A – Ground Floor Lighting Plan – Area A
  - a. Storage 013 shall now be Office 013. See attached sheet for revised lighting plan for Office 013.
4. Sheet E2.0A – Ground Floor Power Plan – Area A
  - a. See attached sheet for revised room naming, Storage 013 shall now be Office 013.
5. Sheet E3.0A – Ground Floor Tech Plan – Area A
  - a. Storage 013 shall now be Office 013. See attached sheet for revised data plan for Office 013.



**ngm**  
ASSOCIATES INC.  
ENGINEERING ARCHITECTURE SURVEYING  
council bluffs omaha

This drawing is being made available for use on this project in accordance with high professional standards. High professional standards are required for this drawing or any part thereof except in accordance with the terms of the above agreement.

CODE	DATE	BY	REVISION
drawn	4-17-20		date
designed	4-24-20		date
approved	2-3-21		date
approved	2-16-21		date
approved	2-17-21		date

**ADDENDUM POSTED SET**

**POTTAWATTAMIE COUNTY, IOWA COURTHOUSE RENOVATION**  
227 SOUTH 6TH STREET COUNCIL BLUFFS, IOWA  
POTTAWATTAMIE COUNTY BOARD OF SUPERVISORS  
**GND FLR MECH PLAN - AREA A**

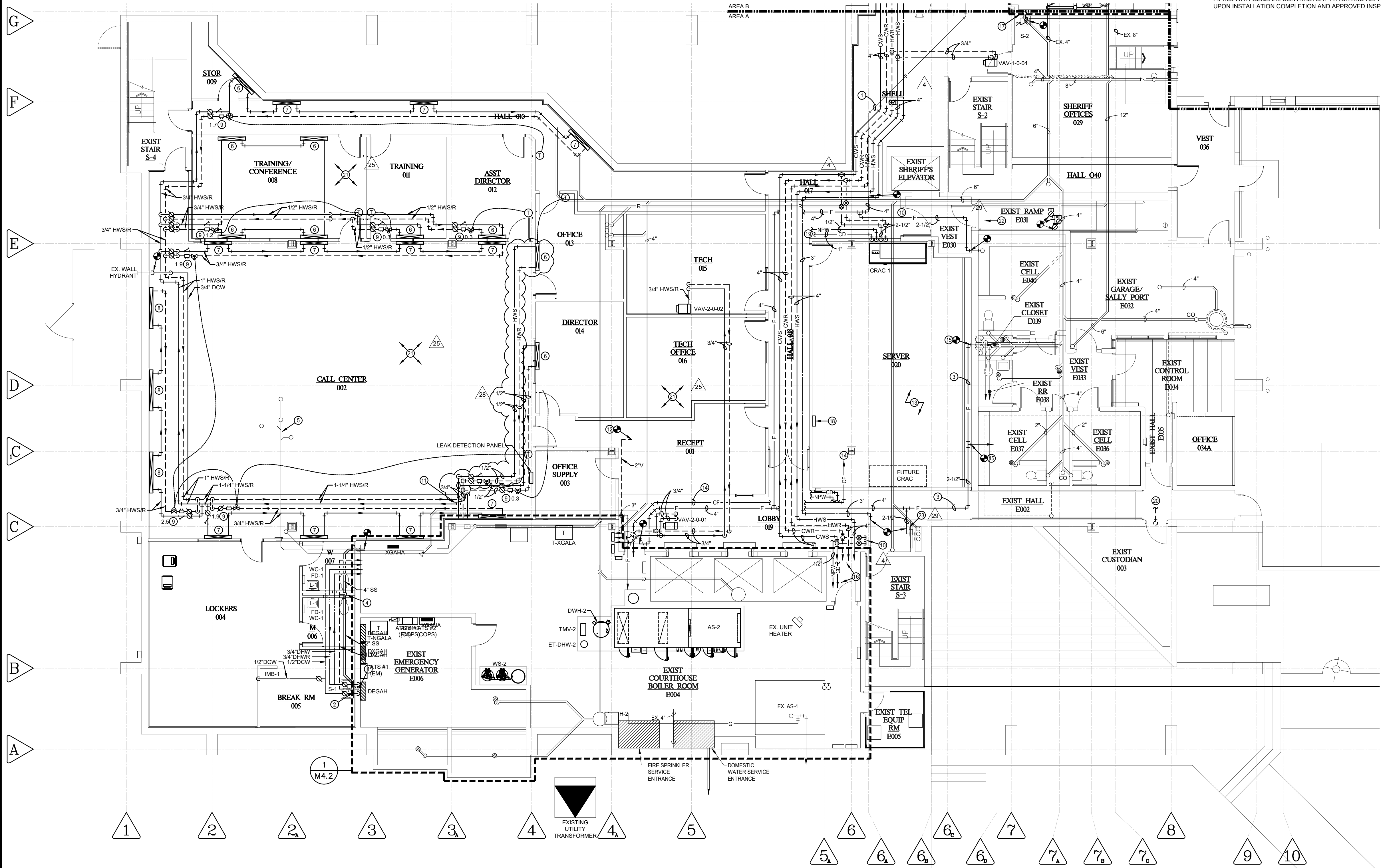
project no. 107419J  
sheet M1.0A

**GENERAL NOTES**

- A. EXISTING WORK SHOWN WAS OBTAINED USING FIELD VERIFICATION. NOT ALL EQUIPMENT AND DISTRIBUTION SYSTEMS MAY BE SHOWN. CONTRACTOR TO VERIFY ALL SYSTEMS AND EQUIPMENT PRIOR TO COMMENCING WORK. IF A DEVIATION BETWEEN EXISTING CONDITIONS AND NEW WORK IS FOUND, CONTRACTOR TO NOTIFY ENGINEER.
- B. EXISTING SPRINKLER HEADS IN OPEN AREAS SHALL REMAIN AND BE REVISITED TO MEET NFPA 13 REQUIREMENTS. SPRINKLER HEADS IN FINISHED AREAS SHALL BE REMOVED, REVISED, OR REPLACED TO MEET NEW FINISH AREA AND NFPA 13 REQUIREMENTS. SPRINKLER HEADS CURRENTLY IN EXPOSED AREAS SHALL BE REMOVED, REVISED, OR REPLACED TO MATCH NEW FINISHED CEILING AREA AS REQUIRED. SEE ARCHITECTURAL PLANS TO COORDINATE ALL CEILING TYPES, VERIFY EXACT LOCATION, SIZE, AND ALL OTHER REQUIREMENTS ON SITE.
- C. CONTRACTOR SHALL MAINTAIN FIRE AND SMOKE RATINGS AT PENETRATIONS THROUGH RATED WALLS. COORDINATE EXACT LOCATIONS WITH ARCHITECTURAL CODE PLAN.
- D. COORDINATE EXACT LOCATION OF ALL PIPING WITH LIGHTS, DUCTWORK, STRUCTURE, AND EQUIPMENT / FIXTURES.
- E. CONTRACTOR SHALL AVOID INSTALLING ANY PIPING ABOVE ELECTRICAL PANELS, DISCONNECTS, OR SWITCHBOARDS.
- F. SUPPORT ALL NEW HVAC EQUIPMENT FROM EXISTING STRUCTURE WITH "ALL THREAD" HANGING ROD.
- G. PROVIDE SHUT-OFF VALVE IN WATER PIPING AT EASILY ACCESSIBLE LOCATION BEFORE CONNECTION AT EQUIPMENT / FIXTURE.
- H. COORDINATE ALL REQUIRED SAW CUTTING FOR BELOW FLOOR PIPING WITH GENERAL CONTRACTOR. PATCH AND REPAIR FLOORING UPON INSTALLATION COMPLETION AND APPROVED INSPECTION.
- I. CONTRACTOR SHALL INSTALL THE RAISED FLOOR AND SEAL ALL RAISED FLOOR PENETRATIONS PER ARCHITECTURAL DRAWINGS. REFER TO SHEET AS-1 FOR CONSTRUCTION DETAILS.
- J. ALL THRU-WALL PENETRATIONS INTO THE SERVER ROOM 020 SHALL BE SEALED AIR-TIGHT WITH FIRE RATED CAULK.
- K. PATHWAYS FOR ALL EXPOSED UTILITIES SHALL BE APPROVED BY THE ARCHITECT PRIOR TO INSTALLATION, INCLUDING BUT NOT LIMITED TO: FIRE SPRINKLERS, CONDUITS, DATA RACEWAYS, DUCTS, AND PIPES.
- L. REFER TO THE ARCHITECTURAL DRAWINGS FOR THE LOCATIONS OF RATED WALLS.
- M. CLEAN AGENT FIRE SUPPRESSION SYSTEM SHALL BE INSTALLED IN COMPLIANCE WITH NFPA 2001, "STANDARD ON CLEAN AGENT FIRE SUPPRESSION SYSTEMS", NFPA 70 "NATIONAL ELECTRICAL CODE", NFPA 72 "NATIONAL FIRE ALARM AND SIGNALING CODE". THE INTENT IS TO HAVE A COMPLETE CODE COMPLIANT CLEAN AGENT FIRE SUPPRESSION SYSTEM.
- N. CONTRACTOR SHALL INTERFACE THE CLEAN AGENT FIRE SUPPRESSION SYSTEM CONTROL PANEL INTO THE BUILDING FIRE ALARM SYSTEM.
- O. CONTRACTOR SHALL INSTALL AND PROVIDE MANUAL RELEASE SWITCHES, AUDIBLE ALARM, VISIBLE ALARM, INDICATION DEVICES, AND SMOKE DETECTORS AS REQUIRED TO COMPLY WITH THE APPLICABLE CODES.

**SHEET NOTES**

- 1. EXISTING SPRINKLER MAIN SHALL BE RE-USED WHERE POSSIBLE. NOT ALL PIPING IS SHOWN. ALL AREAS WITHIN SCOPE SHALL BE MODIFIED AS REQUIRED TO PROVIDE AN NFPA 13 COMPLIANT SYSTEM.
- 2. PROVIDE 2" CLEANOUT BELOW SANITARY TEE IN CABINET SPACE.
- 3. NEW FIRE SPRINKLER LINE SIZES INDICATED ARE BASED ON RECORD DESIGN DOCUMENTS AND FIELD OBSERVATIONS. FIRE SPRINKLER CONTRACTOR SHALL REVIEW AND CONFIRM SIZING REQUIRED TO INSTALL A NFPA 13 COMPLIANT SYSTEM.
- 4. REFER TO DETAIL 6/M.5.1 FOR PLUMBING RISER.
- 5. RELOCATE SANITARY SEWER PIPING AS TIGHT TO STRUCTURE AS POSSIBLE.
- 6. 4" X 6" LINEAR VAV FLOOR DIFFUSER W/ HEAT (FD-2). PROVIDE BRAIDED FLEXIBLE HOSE CONNECTION FROM PIPING TO HEATING COIL CONNECTIONS SAME SIZE AS COIL CONNECTION.
- 7. 4" X 6" LINEAR VAV FLOOR DIFFUSER W/ HEAT (FD-3). PROVIDE BRAIDED FLEXIBLE HOSE CONNECTION FROM PIPING TO HEATING COIL CONNECTIONS SAME SIZE AS COIL CONNECTION.
- 8. 6" X 6" LINEAR VAV FLOOR DIFFUSER W/ HEAT (FD-4). PROVIDE BRAIDED FLEXIBLE HOSE CONNECTION FROM PIPING TO HEATING COIL CONNECTIONS SAME SIZE AS COIL CONNECTION.
- 9. PROVIDE ISOLATION VALVES, STRAINER WITH HOSE CONNECTION, CONTROL VALVE, UNIONS FOR CONTROL VALVE SERVICE, AND BALANCING VALVE. TAB BALANCE VALVE TO FLOW (GPM) INDICATED ON PLAN.
- 10. 2-1/2" CWS/R VALVED AND CAPPED FOR FUTURE CRAC UNIT.
- 11. REFER TO FLOOR OBSTRUCTION BRIDGE DETAIL 17/AS.1 IF SUPPORT BRIDGING IS REQUIRED ON ANY PLENUM ROUTED PIPING. COORDINATE WITH GENERAL CONTRACTOR AS REQUIRED.
- 12. CONNECT TO EXISTING 2" VENT IN THIS VICINITY.
- 13. FIRE SPRINKLER CONTRACTOR SHALL INSTALL A SAPPHIRE CLEAN AGENT SYSTEM DEDICATED TO SERVER 020. REFER TO GENERAL NOTES FOR ADDITIONAL REQUIREMENTS.
- 14. CLEAN AGENT FIRE SUPPRESSION MAIN. FINAL ROUTING AND SIZING PER NFPA 2001.
- 15. RECONNECT TO EXISTING FIRE SPRINKLER PIPING AT THIS APPROXIMATE LOCATION. NEW FIRE SPRINKLER PIPING SHALL NOT BE INSTALLED IN SERVER 020. FIELD VERIFY ALL REQUIREMENTS ON SITE.
- 16. 4" CWS/R, 4" HWS/R, 1/2" NPW, AND 1" CD TO MECHANICAL ROOM.
- 17. 1/2" HW & CW DOWN IN WALL TO SERVE SINK S-2. REFER 2/M.1 FOR CONTINUATION.
- 18. CLEAN AGENT FIRE SUPPRESSION SYSTEM CONTROL PANEL.
- 19. 1/2" NON-POTABLE WATER AND 1" PUMPED CONDENSATE TO E004 BOILER ROOM.
- 20. RELOCATED VENT OUT OF SERVER ROOM ABOVE. CONNECT TO EXISTING VENT.
- 21. PROVIDE LEAK DETECTION FOR ENTIRETY OF UNDERFLOOR AIR DISTRIBUTION SYSTEM. THE SYSTEM SHALL BE COMPOSED OF THE FOLLOWING COMPONENTS AND ANY ADDITIONAL NECESSARY ACCESSORIES TO PROVIDE A FULL WORKING SYSTEM.
  - LEAK DETECTION PANEL - PANEL SHALL BE EQUIPPED WITH LCD DISPLAY, AUDIBLE ALARM, SILENCE SWITCH, ALARM OUTPUT, AND ETHERNET CONNECTION ALLOWING FOR BACNET INTERFACE. 100-240 VAC POWER INPUT. PANEL SHALL BE EQUAL TO VERTIV LP6000.
  - LEAK DETECTION CABLES - LEAK DETECTION CABLE WITH TWIST LOCK CONNECTORS. EQUAL TO LT500-50Y.
- 22. REPLACE EXISTING DAMAGED WASTE LINES IN HALL 040. REMOVE AND REPLACE BLOCK AS NEEDED FOR REPAIR.
- 23. REPLACE EXISTING DAMAGED WASTE LINES IN LOBBY 019. REMOVE AND REPLACE BLOCK AS NEEDED FOR REPAIR.

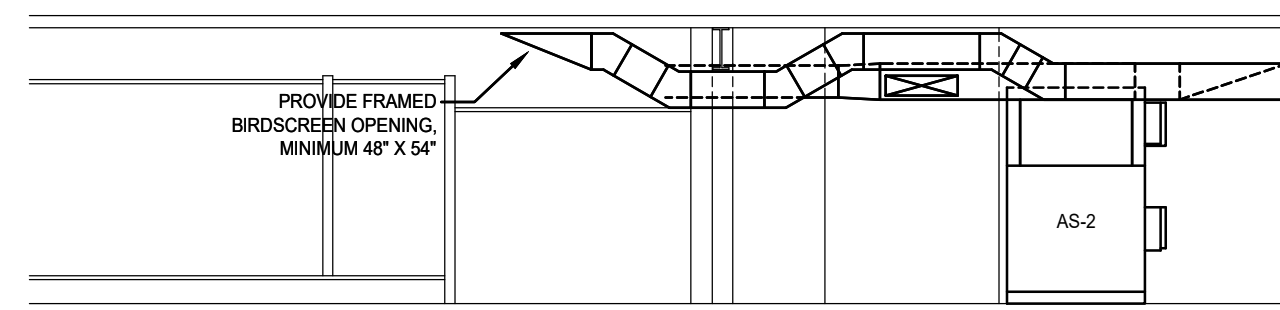


**1 GROUND FLOOR MECHANICAL PLAN - AREA A**  
SCALE: 1/8" = 1'-0"  
NORTH

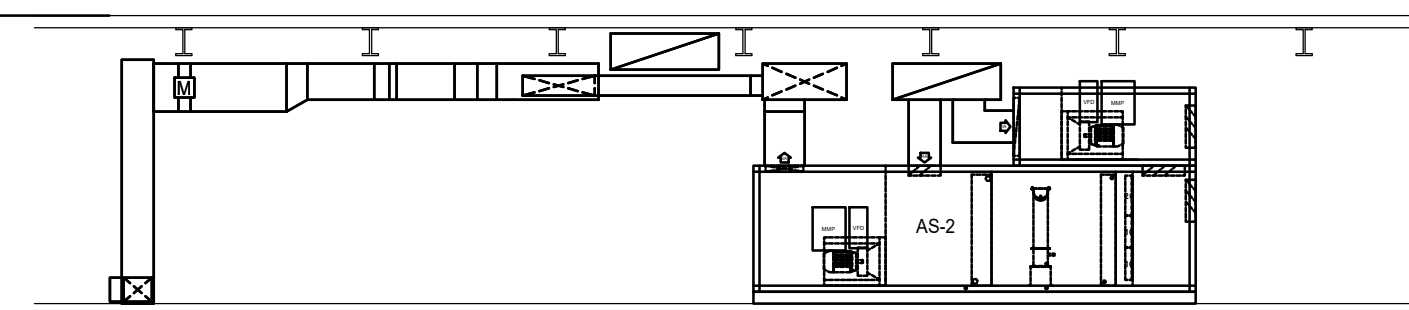
**KEY PLAN GROUND FLOOR**

**eti** Engineering Technologies Inc.  
Mechanical & Electrical Building Solutions  
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ETI Project No: 2019-142



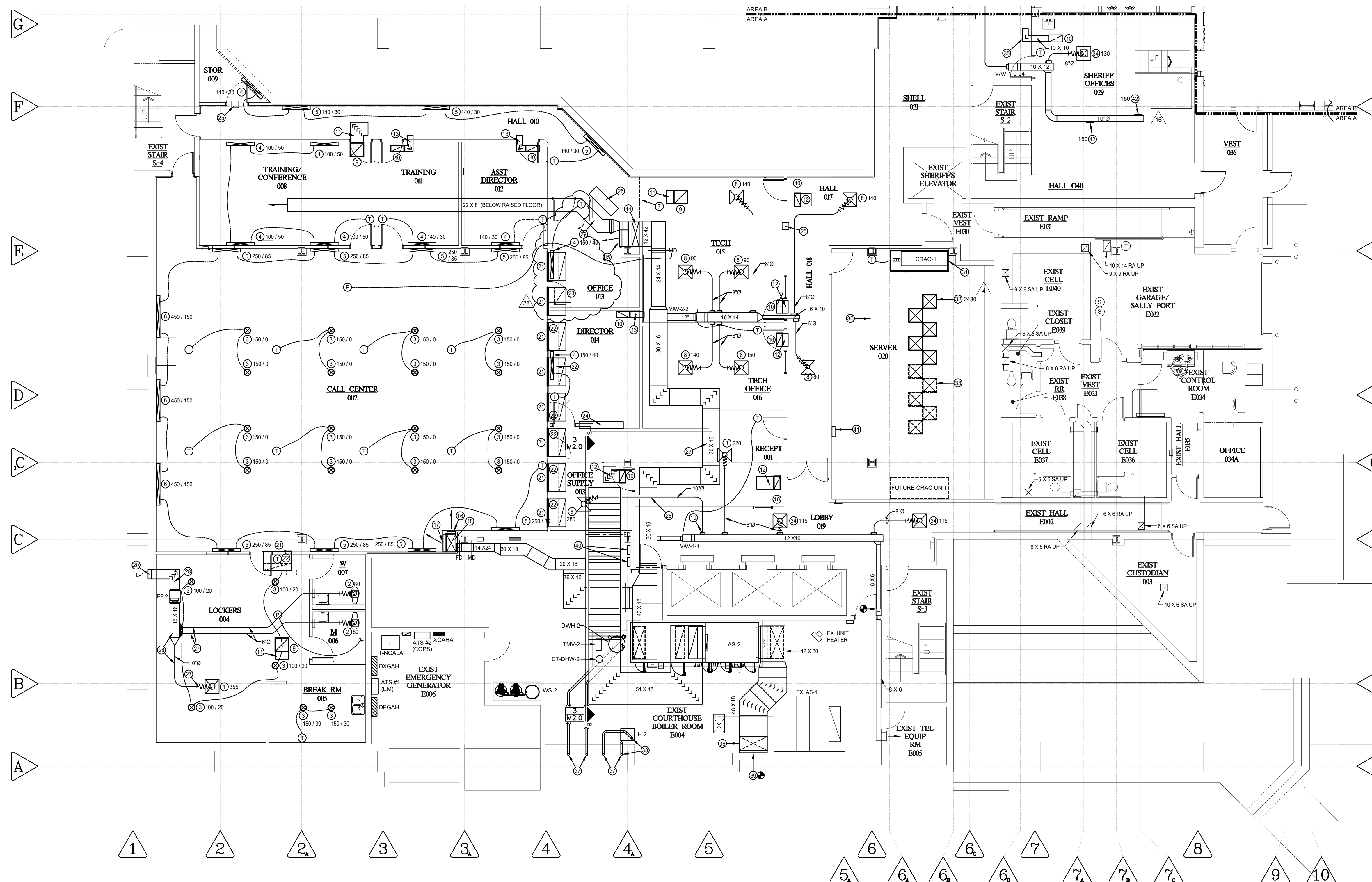


**3 DUCT COORDINATION SECTION B-B**  
SCALE: 1/8" = 1'-0"



**2 DUCT CONNECTION SECTION A-A**  
SCALE: 1/8" = 1'-0"

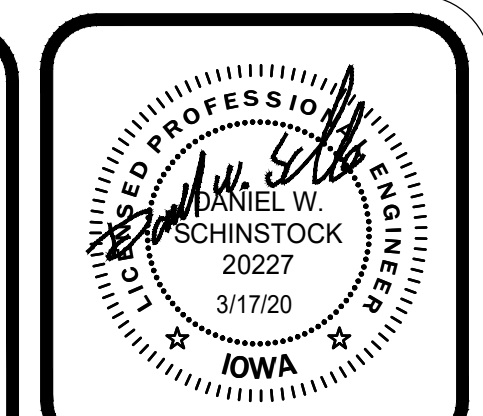
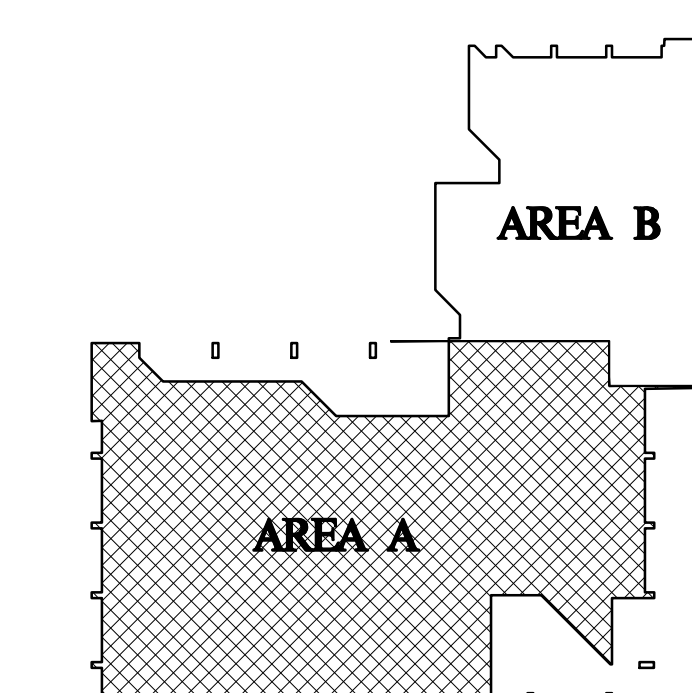
- GENERAL NOTES**
- A. EXISTING WORK SHOWN WAS OBTAINED USING FIELD VERIFICATION. NOT ALL EQUIPMENT AND DISTRIBUTION SYSTEMS MAY BE SHOWN. CONTRACTOR TO VERIFY ALL SYSTEMS AND EQUIPMENT PRIOR TO COMMENCING WORK. IF A DEVIATION BETWEEN EXISTING CONDITIONS AND NEW WORK IS FOUND, CONTRACTOR TO NOTIFY ENGINEER.
  - B. CONTRACTOR SHALL MAINTAIN FIRE AND SMOKE RATINGS AT PENETRATIONS THROUGH RATED WALLS. COORDINATE EXACT LOCATIONS WITH ARCHITECTURAL CODE PLAN.
  - C. COORDINATE EXACT LOCATION OF ALL PIPING WITH LIGHTS, DUCTWORK, STRUCTURE, AND EQUIPMENT / FIXTURES.
  - D. CONTRACTOR SHALL AVOID INSTALLING ANY PIPING ABOVE ELECTRICAL PANELS, DISCONNECTS, OR SWITCHBOARDS.
  - E. SUPPORT ALL NEW HVAC EQUIPMENT FROM EXISTING STRUCTURE WITH "ALL THREAD" HANGING ROD.
  - F. PROVIDE SHUT-OFF VALVE IN WATER PIPING AT EASILY ACCESSIBLE LOCATION BEFORE CONNECTION AT EQUIPMENT / FIXTURE.
  - G. COORDINATE ALL REQUIRED SAW CUTTING FOR BELOW FLOOR PIPING WITH GENERAL CONTRACTOR.
  - H. CONTRACTOR SHALL INSTALL THE RAISED FLOOR AND SEAL ALL RAISED FLOOR PENETRATIONS PER ARCHITECTURAL DRAWINGS. REFER TO SHEET AS-1 FOR CONSTRUCTION DETAILS.
  - I. ALL THRU-WALL PENETRATIONS INTO THE SERVER ROOM 020 SHALL BE SEALED AIR-TIGHT WITH FIRE RATED CAULK.
  - J. PATHWAYS FOR ALL EXPOSED UTILITIES SHALL BE APPROVED BY THE ARCHITECT PRIOR TO INSTALLATION, INCLUDING BUT NOT LIMITED TO: FIRE SPRINKLERS, CONDUITS, DATA RACEWAYS, DUCTS, AND PIPES.
  - K. REFER TO THE ARCHITECTURAL DRAWINGS FOR THE LOCATIONS OF RATED WALLS.
  - L. CLEAN AGENT FIRE SUPPRESSION SYSTEM SHALL BE INSTALLED IN COMPLIANCE WITH NFPA 2001, "STANDARD ON CLEAN AGENT FIRE SUPPRESSION SYSTEMS", NFPA 70 "NATIONAL ELECTRICAL CODE", NFPA 72 "NATIONAL FIRE ALARM AND SIGNALING CODE". THE INTENT IS TO HAVE A COMPLETE CODE COMPLIANT CLEAN AGENT FIRE SUPPRESSION SYSTEM.
  - M. CONTRACTOR SHALL INTERFACE THE CLEAN AGENT FIRE SUPPRESSION SYSTEM CONTROL PANEL INTO THE BUILDING FIRE ALARM SYSTEM.
  - N. CONTRACTOR SHALL INSTALL AND PROVIDE MANUAL RELEASE SWITCHES, AUDIBLE ALARM, VISIBLE ALARM, INDICATION DEVICES, AND SMOKE DETECTORS AS REQUIRED TO COMPLY WITH THE APPLICABLE CODES.
- SHEET NOTES**
1. 10" Ø EXHAUST GRILLE (KA-1). BALANCE GRILLE AS NOTED ON PLANS.
  2. 10" Ø EXHAUST GRILLE (KA-2). BALANCE GRILLE AS NOTED ON PLANS.
  3. 10" Ø ROUND VAV FLOOR DIFFUSER (FD-1). BALANCE DIFFUSER TO MAX / MIN CFM AS NOTED ON PLANS. REFER TO PERIMETER TROUGH DETAIL 16AS.1.
  4. 4" X 8" LINEAR VAV FLOOR DIFFUSER W/ HEAT (FD-2). BALANCE DIFFUSER TO MAX / MIN CFM AS NOTED ON PLANS. REFER TO PERIMETER TROUGH DETAIL 16AS.1.
  5. 4" X 6" LINEAR VAV FLOOR DIFFUSER W/ HEAT (FD-3). BALANCE DIFFUSER TO MAX / MIN CFM AS NOTED ON PLANS. REFER TO PERIMETER TROUGH DETAIL 16AS.1.
  6. 6" X 6" LINEAR VAV FLOOR DIFFUSER W/ HEAT (FD-4). BALANCE DIFFUSER TO MAX / MIN CFM AS NOTED ON PLANS. REFER TO PERIMETER TROUGH DETAIL 16AS.1.
  7. PROVIDE PARTITION IN FLOOR PLENUM TO ISOLATE BELOW RAMP FROM THE PRESSURIZED PLENUM. LINE INDICATES APPROXIMATE START OF RAMP. REFER TO PLENUM DIVIDER DETAIL 9AS.1.
  8. 10" Ø CEILING DIFFUSER (CD-1). BALANCE DIFFUSER AS NOTED ON PLANS.
  9. 22 X 22 CEILING RETURN GRILL (RA-1).
  10. 22 X 10 CEILING RETURN GRILL (RA-2).
  11. 22 X 22 RETURN BOOT FROM GRILL AS INDICATED.
  12. 22 X 10 RETURN BOOT FROM GRILL AS INDICATED.
  13. 10 X 12 RETURN BOOT FROM GRILL AS INDICATED.
  14. 42 X 12 DUCT IN CHASE FROM CEILING SPACE TO BELOW RAISED FLOOR IN DUCT CHASE.
  15. 14 X 12 AND 28 X 12 DUCTS FROM 12 X 42 DUCT IN CHASE TO RAISED FLOOR PLENUM. PROVIDE DAMPERS FOR BALANCING AS INDICATED. BALANCE 22 X 8 DUCT TO 1100 CFM. SEAL WALL PENETRATIONS PER DETAIL 3AS.1.
  16. 14 X 12 OPENING FROM 30 X 16 DUCT IN CHASE TO BELOW FLOOR. SEAL WALL PENETRATIONS PER DETAIL 3AS.1.
  17. 28 X 12 DUCT AND OPENING FROM 30 X 16 DUCT IN CHASE TO BELOW FLOOR. SEAL WALL PENETRATIONS PER DETAIL 3AS.1.
  18. 30 X 16 DUCT IN CHASE FROM CEILING SPACE TO BELOW RAISED FLOOR IN DUCT CHASE.
  19. 10 X 8 TAP, TRANSITION TO 10" Ø.
  20. MOUNT NEW 16 X 16 EXHAUST LOUVER L-1 AS HIGH AS POSSIBLE. RELIABLE MODEL 6350S DRAINABLE STATIONARY LOUVER, 6" DEEP EXTRUDED ALUMINUM BIRD SCREEN. COLOR DETERMINED BY ARCHITECT FROM STANDARD COLOR CHART. SUBMIT COLOR CHART AT SHOP DRAWING PROCESS. REFER TO DETAIL ON SHEET M5.1.
  21. 48 X 12 RETURN GRILLE (RA-4) AS CLOSE TO STRUCTURE AS POSSIBLE.
  22. 48 X 12 RETURN BOOT FROM GRILL AS INDICATED WITH 48 X 12 BOTTOM OPENING.
  23. 48 X 12 RETURN BOOT FROM GRILL AS INDICATED WITH 30 X 20 BOTTOM OPENING.
  24. 76 X 18 RETURN OPENING AS TIGHT TO STRUCTURE AS POSSIBLE.
  25. 12 X 10 RETURN OPENING AS TIGHT TO STRUCTURE AS POSSIBLE.
  26. 54 X 18 RETURN OPENING AS TIGHT TO STRUCTURE AS POSSIBLE.
  27. INSTALL DUCT AS HIGH AS POSSIBLE. COORDINATE WITH ARCHITECTURAL CEILING. OFFSET DUCT AS REQUIRED.
  28. DUCT TO BE INSTALLED IN STRUCTURAL PAN. COORDINATE WITH ARCHITECTURAL CEILING.
  29. REFER TO BRIDGING RAISED DUCT DETAIL 18AS.1 IF SUPPORT BRIDGING IS REQUIRED ON ANY PLENUM ROUTED DUCTWORK. COORDINATE WITH GENERAL CONTRACTOR AS REQUIRED.
  30. RAISED FLOOR SHALL BE PROVIDED IN SERVER ROOM 020 AND INSTALLED IN ACCORDANCE WITH ARCHITECTURAL SPECIFICATIONS AND PER SHEET AS.1. THE RAISED FLOOR WILL BE USED AS A SUPPLY AIR PLENUM AND ALL PENETRATIONS THROUGH THE FLOOR SHALL BE SEALED AIR-TIGHT.
  31. COORDINATE OPENING THROUGH RAISED FLOOR WITH FINAL LOCATION OF COMPUTER ROOM AIR CONDITIONER (CRAC-1) AND SEAL PER MANUFACTURER REQUIREMENTS.
  32. 24"X24" FLOOR DIFFUSER FD-5. BALANCE TO CFM INDICATED ON PLANS. COORDINATE WITH RACK LOCATIONS. TYPICAL ALL FLOOR DIFFUSERS.
  33. FUTURE FLOOR DIFFUSERS.
  34. 8" DIA. CEILING DIFFUSER (CD-1). BALANCE AS NOTED ON PLANS.
  35. RETURN AIR DUCT BOOT INTERNALLY LINED PER SPECIFICATIONS. SIZE PER PLANS.
  36. 48 X 24 DUCT UP TO RE-PURPOSED FRESH AIR LOUVER.
  37. EQUIPMENT MANUFACTURER RECOMMENDED SIDEWALL INTAKE AND SIDEWALL EXHAUST TERMINATION AT WALL PENETRATION. MAINTAIN MINIMUM CLEARANCE BETWEEN COMBUSTION AIR AND FLUE TERMINATIONS.
  38. 3" VENT UP AND 3" COMBUSTION AIR DOWN TO HUMIDIFIER H-2.
  39. 4" WIDE BY 12-6" TALL FRESH AIR PLENUM STARTING MINIMUM 3' ABOVE GRADE. CONNECT TO EXISTING LOUVER.
  40. NEW TEMPERATURE CONTROL PANELS.
  41. CLEAN AGENT FIRE SUPPRESSION SYSTEM CONTROL PANEL.
  42. 10 X 4 DUCT MOUNTED SUPPLY REGISTER SR-3. BALANCE TO CFM INDICATED ON PLANS. PREPARE FOR-FIELD APPLIED PAINT.



**1 GROUND FLOOR HVAC PLAN - AREA A**  
SCALE: 1/8" = 1'-0"



**KEY PLAN GROUND FLOOR**



**ngm**  
ASSOCIATES INC.  
ENGINEERING ARCHITECTURE SURVEYING  
council bluffs omaha

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CODE	4-24-20	revision
drawn	1-19-21	date
designed	2-17-21	date
approved		date
DATE	JUN 2020	revision

**POTTAWATTAMIE COUNTY, IOWA**  
**COURTHOUSE RENOVATION**  
227 SOUTH 6TH STREET  
COUNCIL BLUFFS, IOWA  
POTTAWATTAMIE COUNTY BOARD OF SUPERVISORS

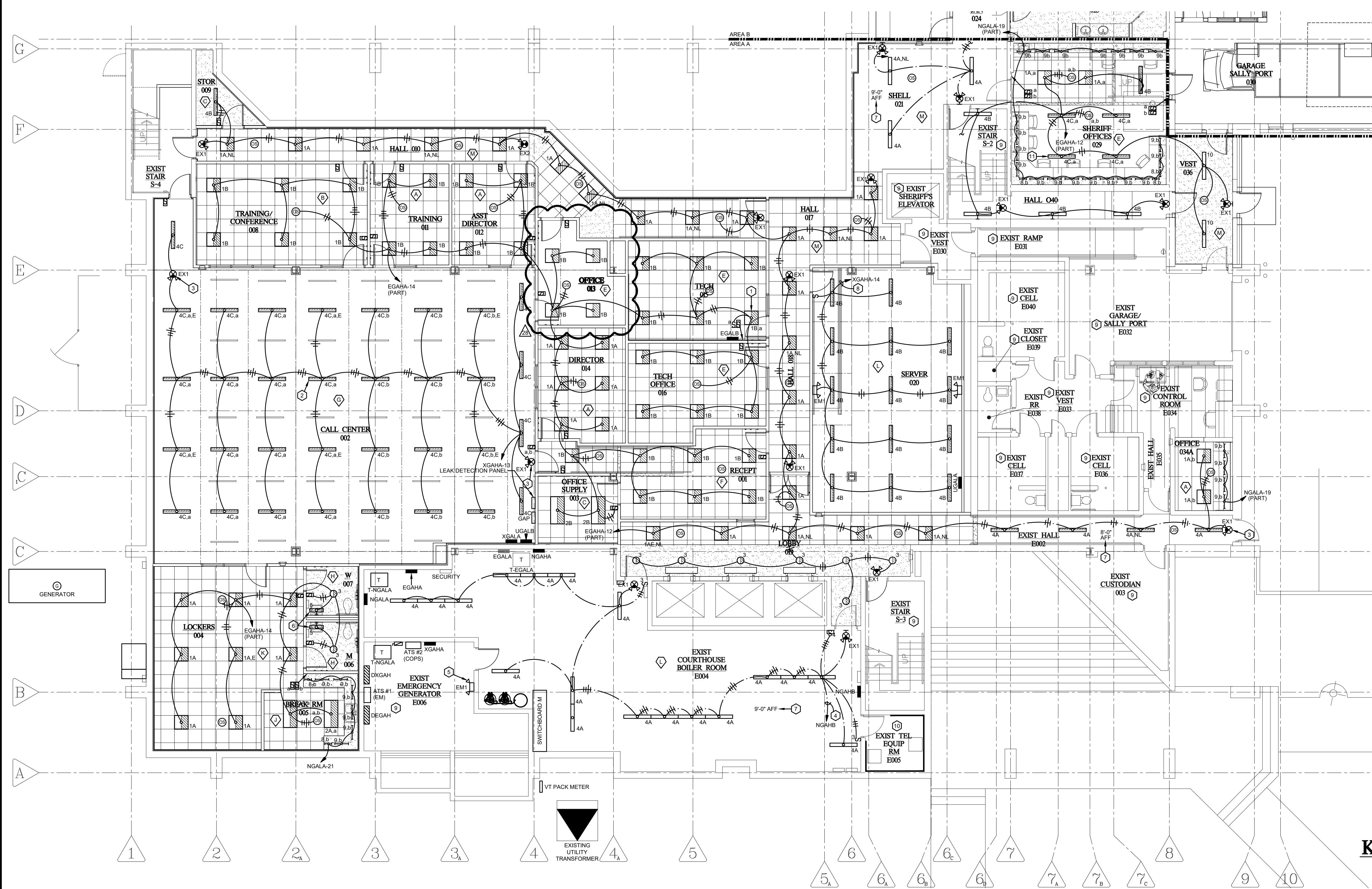
**ADDENDUM POSTED SET**

**GRND FLR HVAC PLAN - AREA A**

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client  
sheet

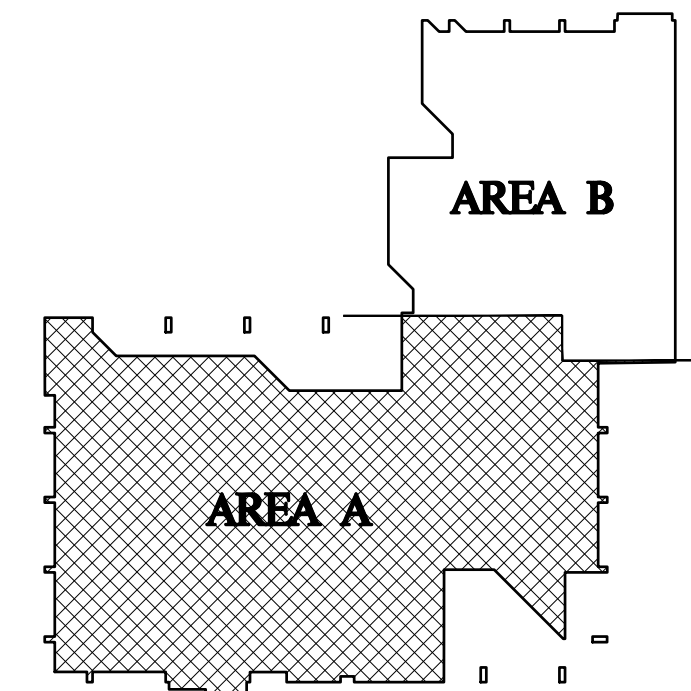
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sheet  
**M2.0A**

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ETI Project No: 2019-142



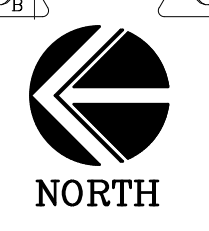
- GENERAL NOTES**
- PROVIDE TEMPORARY POWER, LIGHTING, AND HEATING AS REQUIRED FOR CONSTRUCTION. COORDINATE WITH THE GENERAL CONTRACTOR AND OTHER TRADES.
  - FIRE SEAL ALL PENETRATIONS THROUGH FIRE RATED WALLS, CEILING AND FLOORS.
  - COORDINATE LOCATION OF WIRING DEVICES, TELECOM OUTLETS, FIRE ALARM DEVICES, ETC. WITH MILLWORK, TILE LAYOUT, AND OTHER WALL FINISHES PRIOR TO ROUGH-IN.
  - ALIGN ADJACENT WALL MOUNTED OUTLET BOXES FOR SWITCHES, THERMOSTATS, AND SIMILAR DEVICES. DEVICES SHALL BE ALIGNED VERTICALLY WHEN INSTALLED AT DIFFERING HEIGHTS AND INSTALL ALL ADJACENT DEVICES AT THE SAME HEIGHT TO CENTER. NOTIFY ARCHITECT OF ANY DISCREPANCIES BETWEEN TRADES PRIOR TO ROUGH-IN.
  - WHERE LOW VOLTAGE LIGHTING CONTROL WIRING IS REQUIRED FOR CONTROL OF FIXTURES, IT SHALL BE PROVIDED PER MANUFACTURER'S INSTRUCTIONS. ETHERNET CABLING SHALL BE INSTALLED PER STRUCTURED CABLING SPECIFICATIONS SECTION 27 1005 AND 0-10V WIRING SHALL BE INSTALLED IN CONDUIT.
  - CONNECT EXIT LIGHTS, EMERGENCY BATTERY UNIT FIXTURES AND EMERGENCY POWER SUPPLIES, NIGHT LIGHTS (NLI), UNSWITCHED TO THE CIRCUIT INDICATED ON THE PLANS.
  - LOCATE REMOTE DRIVERS, WHERE PRESENT, FOR LUMINAIRES ABOVE THE NEAREST ACCESSIBLE CEILING, UNLESS NOTED OTHERWISE.
  - WHERE INDICATED SUBSCRIPTS ON LIGHTING CONTROL DEVICES INDICATE CONTROL OF LUMINAIRES WITH CORRESPONDING SUBSCRIPTS WITHIN THE SAME ROOM.
  - WHERE DIMMING IS INDICATED, PROVIDE A DEDICATED POWER PACKROOM CONTROLLER FOR EACH LIGHT FIXTURE TYPE WITHIN A ZONE.
  - OCCUPANCY SENSORS SHALL BE INSTALLED A MINIMUM 6FT FROM HVAC DIFFUSERS, FIELD COORDINATE.
  - OCCUPANCY SENSORS ARE INDICATED SCHEMATICALLY FOR COORDINATION AND ARE A MINIMUM. PROVIDE ADDITIONAL SENSORS AS REQUIRED FOR ROOM COVERAGE. PROVIDE SENSOR TECHNOLOGY AS RECOMMENDED BY THE MANUFACTURER FOR EACH SPACE TYPE.
  - CONNECT INDOOR PHOTOCELLS TO CONTROL LIGHT FIXTURES WITHIN THE SAME DAYLIGHT HARVESTING ZONE.
  - CONNECT LIGHTING CONTROL WITHIN EACH ROOM TO CONTROL LIGHT FIXTURES UNLESS OTHERWISE NOTED.

- SHEET NOTES**
- LIGHT FIXTURE SHALL ONLY BE CONTROLLED BY SWITCH WITH CORRESPONDING SUBSCRIPT.
  - SUSPEND LIGHT FIXTURES SUCH THAT BOTTOM IS FLUSH WITH BOTTOM OF ADJACENT SUSPENDED ACOUSTICAL PANELS. TYPICAL FOR THIS TYPE IN THIS ROOM.
  - PENDANT MOUNT EXIT SIGN ON RIGID STEM, TOP OF SIGN AT 10'-0" A.F.F.
  - CONNECT TO SPARE 20A/1P BREAKER IN DESIGNATED PANEL.
  - CONNECT UNSWITCHED TO EXISTING LIGHTING CIRCUIT SERVING THIS ROOM.
  - INSTALL 6" ABOVE MIRROR.
  - TYPICAL FOR THIS AREA.
  - PROVIDE NEW 20A/1P BREAKER IN DESIGNATED PANEL.
  - EXISTING LIGHTING IN ASSOCIATED AREA TO REMAIN. MAINTAIN CIRCUIT CONTINUITY.
  - EXISTING LIGHTING IN EXISTING TELECOM EQUIPMENT ROOM E005 SHALL BE CONNECTED TO SPARE 20A/1P BREAKER IN PANEL EG4HA.
  - MOUNT FIXTURE AS HIGH AS POSSIBLE, UNDER DUCTWORK AND PIPING (TYP OF FOUR (4) IN THIS AREA).



**KEY PLAN GROUND FLOOR**

**1 GROUND FLOOR LIGHTING PLAN - AREA A**  
SCALE: 1/8" = 1'-0"



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DATE	BY	REVISION
2-17-21	JMM	designed
	SMH	approved
JUN 2020		date
		revision

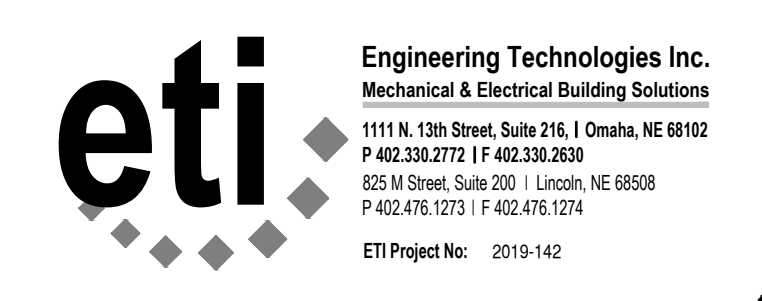
**POTTAWATTAMIE COUNTY, IOWA**  
**COURTHOUSE RENOVATION**  
227 SOUTH 6TH STREET  
COUNCIL BLUFFS, IOWA

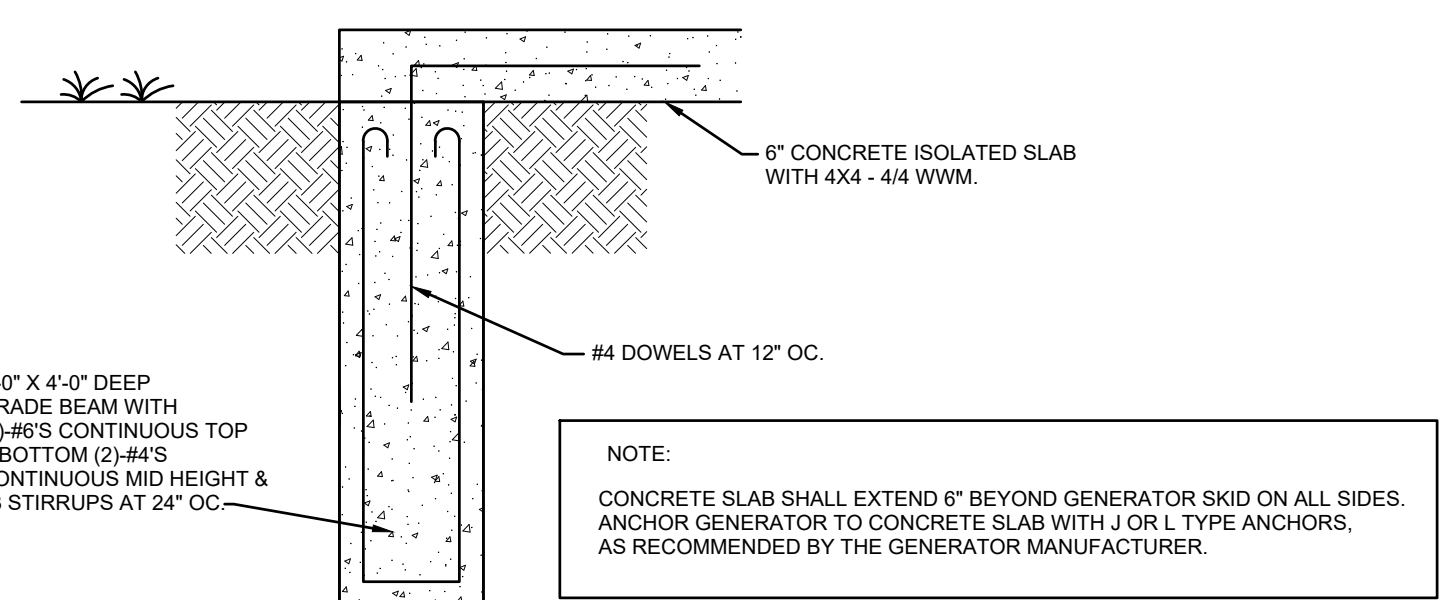
**POTTAWATTAMIE COUNTY BOARD OF SUPERVISORS**

**GND FLR LIGHTING PLAN - AREA A**

project  
client  
sheet

project no.  
**107419J**  
sheet  
**E1.0A**





NOTE:  
CONCRETE SLAB SHALL EXTEND 6" BEYOND GENERATOR SKID ON ALL SIDES. ANCHOR GENERATOR TO CONCRETE SLAB WITH J OR L TYPE ANCHORS, AS RECOMMENDED BY THE GENERATOR MANUFACTURER.

**VT PACK MOUNTING NOTES**

THE TOP ONE (1) FOOT OF SUB GRADE BENEATH THE SLAB SHALL BE THOROUGHLY COMPACTED TO 90% OF MAXIMUM DENSITY PER ASTM 0698.

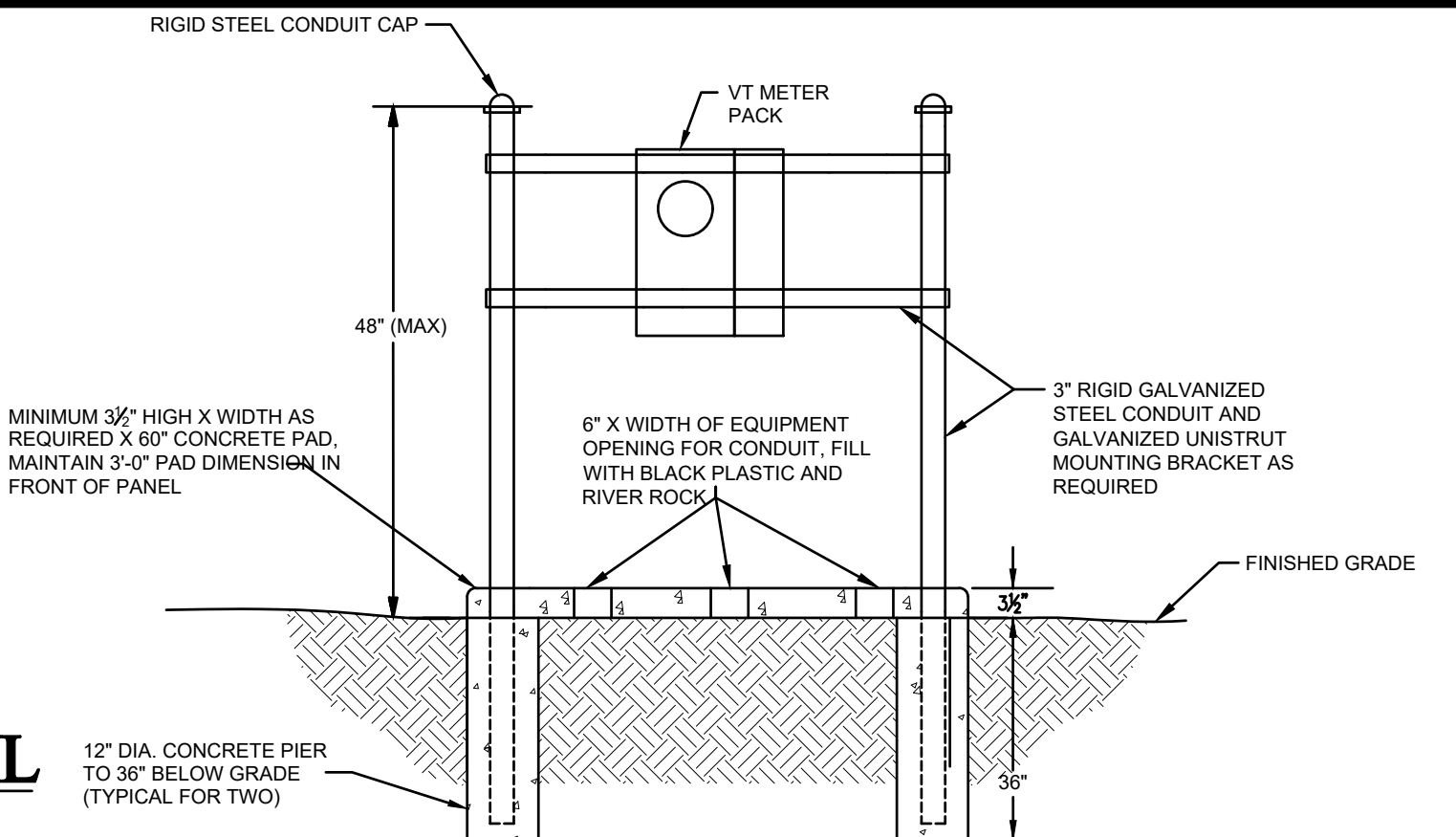
IF THE TOP THREE (3) FEET OF SUB GRADE BENEATH THE SLAB IS SUSCEPTIBLE TO A HIGH WATER TABLE OR PERIODIC SATURATION, THE EXISTING SOIL SHALL BE EXCAVATED AND BACK FILLED WITH A CLEAN SAND OR GRAVEL AND THOROUGHLY COMPACTED TO 90% OF MAXIMUM DENSITY PER ASTM 02049 AND 01556.

SLAB TO BE MADE OF SG-6 CONCRETE WITH A MINIMUM 28 DAY STRENGTH OF 3,000 PSI.

TOP OF SLAB MUST BE SMOOTH, FLAT, AND LEVEL.

ALL MATERIAL FURNISHED BY THE CUSTOMER SHALL EQUAL OR EXCEED THE STANDARDS AS SPECIFIED IN THE "NATIONAL ELECTRICAL CODE".

ALL CONDUITS ENTERING SLAB TO BE VERTICAL AND AT A 90° ANGLE WITH TOP OF SLAB.



**2 GENERATOR PAD DETAIL**  
SCALE: 3/4" = 1'-0"

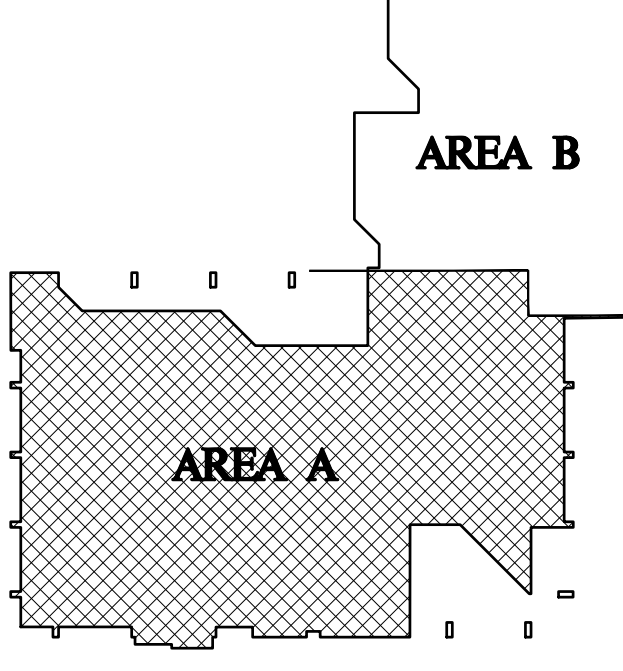
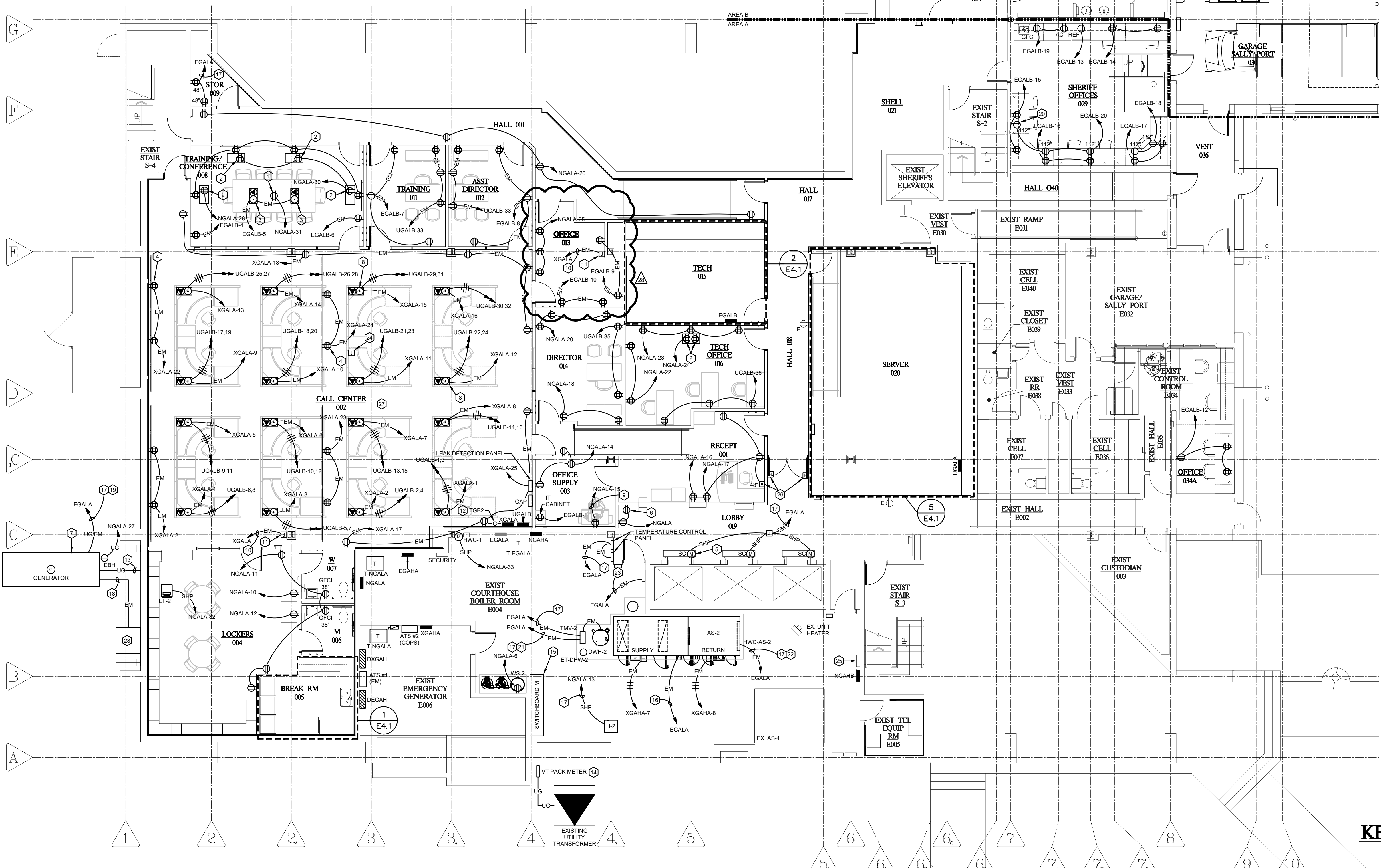
**3 VT METER PACK MOUNTING DETAIL**  
SCALE: NONE

**GENERAL NOTES**

- PROVIDE TEMPORARY POWER, LIGHTING, AND HEATING AS REQUIRED FOR CONSTRUCTION. COORDINATE WITH THE GENERAL CONTRACTOR AND OTHER TRADES.
- FIRE SEAL ALL PENETRATIONS THROUGH FIRE RATED WALLS, CEILING AND FLOORS.
- COORDINATE LOCATION OF WIRING DEVICES, TELECOM OUTLETS, FIRE ALARM DEVICES, ETC. WITH MILLWORK, TILE LAYOUT, AND OTHER WALL FINISHES PRIOR TO ROUGH-IN.
- ALIGN ADJACENT WALL MOUNTED OUTLET BOXES FOR SWITCHES, THERMOSTATS, AND SIMILAR DEVICES. DEVICES SHALL BE ALIGNED VERTICALLY WHEN INSTALLED AT DIFFERING HEIGHTS AND INSTALL ALL ADJACENT DEVICES AT THE SAME HEIGHT TO CENTER. NOTIFY ARCHITECT OF ANY DISCREPANCIES BETWEEN TRADES PRIOR TO ROUGH-IN.
- REFERENCE ARCHITECTURAL PLANS FOR RAISED FLOOR DETAILS.
- ALL EXISTING ANTENNAE WIRING SHALL REMAIN. PROTECT AND PROPERLY SUPPORT DURING ALL PHASES OF CONSTRUCTION.

**SHEET NOTES**

- PROVIDE CEILING MOUNTED DUPLEX OUTLET FOR PROJECTOR. COORDINATE EXACT LOCATION WITH OWNER PRIOR TO ROUGH-IN.
- 4-GANG AV WALLBOX, WIREMOLD EVOLUTION SERIES OR EQUAL WITH TWO (2) DUPLEX OUTLETS AND TELECOM BRACKETS. REFERENCE E3.0A. COORDINATE EXACT MOUNTING HEIGHT WITH WALL BACKING.
- FLUSH MOUNTED QUADRAPLEX FLOOR OUTLET.
- PROVIDE QUAD OUTLET AT TOP OF WALL FOR VIDEO DISPLAY MONITORS. COORDINATE MOUNTING HEIGHT WITH ARCHITECT/OWNER PRIOR TO ROUGH-IN.
- CONNECT TO LOCAL SMOKE DETECTOR AND FIRE ALARM SYSTEM PER MANUFACTURER'S INSTRUCTIONS (TYPICAL)
- RECEPTACLE FOR TIME STAMPER. COORDINATE EXACT LOCATION WITH OWNER PRIOR TO ROUGH-IN.
- DIESEL EMERGENCY GENERATOR SET. PROVIDE CONCRETE PAD FOR GENERATOR. REFERENCE DETAIL 2, THIS SHEET.
- MULTI-SERVICE ACCESS FLOOR BOX WIREMOLD EVOLUTION EP845S WITH THREE (3) 30 AMP, TWIST LOCK OUTLETS, NEMA LS-30R, DEVICE PLATES, COMMUNICATION BRACKETS, VOLTAGE DIVIDERS, AND FLANGED COVER. USE #10 AWG. COORDINATE EXACT LOCATION WITH OWNER AND FURNITURE INSTALLER PRIOR TO ROUGH-IN. (TYPICAL OF 911 CALL CENTER WORKSTATIONS).
- USE #10 AWG CONDUCTORS THROUGHOUT CIRCUIT.
- PROVIDE NEW 20A/1P BREAKER IN DESIGNATED PANEL. USE 2-#12 AWG CONDUCTORS AND #12 GROUND IN 3/4" CONDUIT.
- JUNCTION BOX UNDERFLOOR FOR CONTROLS POWER. COORDINATE WITH CONTROLS CONTRACTOR.
- REFERENCE GROUNDING ONE LINE DIAGRAM 2/E7.3.
- GENERATOR START AND BATTERY CHARGER CIRCUITS, INSTALL AT 36" BELOW FINISHED GRADE. REFERENCE RISER DIAGRAM, SHEET E7.2.
- VT METER PACK. REFERENCE ELECTRICAL RISER DIAGRAM, SHEET E7.2. SEE VT METER PACK MOUNTING DETAIL, THIS SHEET.
- NEW SWITCHBOARD MSB. REFERENCE ELECTRICAL RISER DIAGRAM, SHEET E7.2.
- CIRCUIT FOR CONTROLS, CONVENIENCE RECEPTACLE, AND INTERIOR LIGHTING. CONNECT TO SPARE 20A/1P BREAKER IN DESIGNATED PANEL.
- CONNECT TO SPARE 20A/1P BREAKER IN DESIGNATED PANEL.
- EMERGENCY FEEDER. REFERENCE ELECTRICAL RISER DIAGRAM, SHEET E7.2. INSTALL AT 36" BELOW FINISHED GRADE WITH RED WARNING TAPE AT 12".
- CIRCUIT FOR EMERGENCY LIGHTING PROVIDED WITH GENERATOR.
- PROVIDE RECEPTACLES FOR VIDEO DISPLAY MONITORS AT 112", COORDINATE EXACT LOCATION AND HEIGHT WITH ARCHITECT PRIOR TO INSTALLATION. (TYP FOR FIVE (5) IN THIS ROOM)
- CIRCUIT FOR DOMESTIC HOT WATER RECIRC PUMP. SEE MECHANICAL PLANS.
- CIRCUIT FOR PREHEAT COIL RECIRC PUMP. SEE MECHANICAL PLANS.
- CONNECT TO SPARE 20A/1P BREAKER IN DESIGNATED PANEL WITH LOCK-OFF DEVICE.
- APPROXIMATE LOCATION OF PULLBOX FOR LINE L6 FEEDER.
- EXISTING EXTERIOR LIGHTING CONTACTOR, CONNECT TO SPARE BREAKER IN PANEL NGAHB.
- 120V MAGNETIC HOLD OPENS AND PUSH TO RELEASE BUTTON. FURNISH WITH DOOR HARDWARE. PROVIDE LINE VOLTAGE CONNECTIONS AND ROUGH-IN.
- PROVIDE ACCESS FLOOR GROUNDING PER DETAIL 2, SHEET E5.1.
- GENERATOR DOCKING STATION. REFERENCE RISER DIAGRAM, SHEET E7.2.



**KEY PLAN GROUND FLOOR**

**1 GROUND FLOOR POWER PLAN - AREA A**  
SCALE: 1/8" = 1'-0"



EXISTING GENERATOR FUEL TANK SHALL NO LONGER BE USED. FUEL CAN BE RE-USED FOR NEW GENERATOR FUEL TANK. EXISTING FUEL TANK HAS A CAPACITY OF 4,000 GALLONS. ANY REMAINING FUEL SHALL BE DISPOSED OF IN ACCORDANCE WITH FEDERAL AND STATE REGULATIONS.

**eti** Engineering Technologies Inc.  
Mechanical & Electrical Building Solutions  
1111 N. 13th Street, Suite 216, Omaha, NE 68102  
P 402.338.2772 | F 402.338.2839  
825 M Street, Suite 200 | Lincoln, NE 68508  
P 402.476.1273 | F 402.476.1274  
ETI Project No: 2019-142



**ngm** ASSOCIATES INC.  
ENGINEERING ARCHITECTURE SURVEYING  
council bluffs omaha

This drawing is being made available for use on this project in accordance with high professional standards. It is the responsibility of the engineer, architect, or other professional to ensure that this drawing or any part thereof is used in accordance with the terms of the above agreement.

CODE	DATE	REVISION
drawn	2-17-21	date
designed		revision
checked		
approved	JUN 2020	

**POTTAWATTAMIE COUNTY, IOWA**  
**COURTHOUSE RENOVATION**  
227 SOUTH 6TH STREET  
COUNCIL BLUFFS, IOWA  
POTTAWATTAMIE COUNTY BOARD OF SUPERVISORS  
**GND FLR POWER PLAN - AREA A**

project no. 107419J  
sheet E2.0A

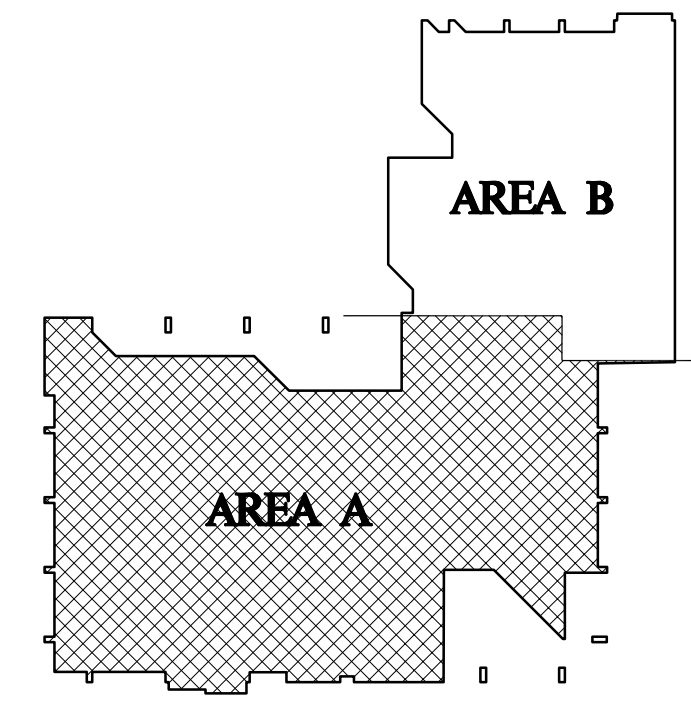
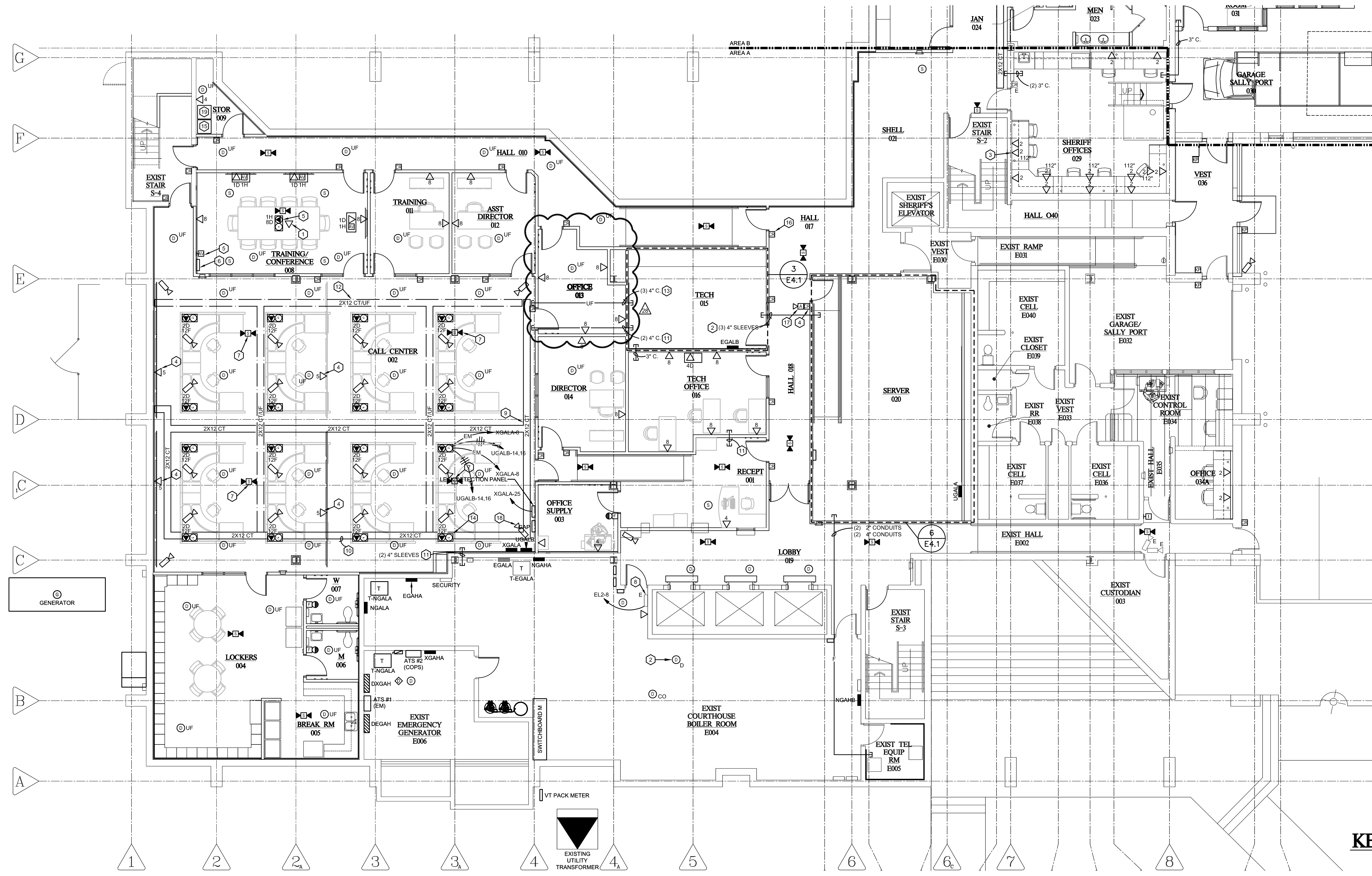
- SPEAKERS SHOWN SHALL BE PROVIDED ATLAS 8" CEILING SPEAKERS, STRATEGY 1 SERIES OR EQUAL, 20-WATT POWER RATING. PROVIDE PLENUM BACK-BOX. WIRING FOR SPEAKERS SHALL BE PLENUM-RATED, 22 AWG COPPER CONDUCTOR, 300-VOLT INSULATION, RATED 200 DEGREES C, PAIR CONDUCTORS TWISTED AND COVERED WITH A NONMETALLIC JACKET.
- PROVIDE INPUT CABLE FOR SPEAKER SYSTEM INTERCONNECT BETWEEN RE-LOCATED AMPLIFIER IN STOR 009 AND NEW AMPLIFIER IN CLO 223. PROVIDE AS 22 AWG COPPER CONDUCTOR, 300-VOLT INSULATION, RATED 60 DEGREES C, PAIR CONDUCTORS TWISTED TOGETHER, SHIELDED, AND COVERED WITH A PVC JACKET.
- DOOR ACCESS ROUGH-INS SHALL BE PROVIDED AT DOORS S3 AND S1B.
- ADD DATA DROP AT TEMPERATURE CONTROL PANELS IN BOILER ROOM E004, FOR CONTROLS NETWORKING, SHALL BE SEALED.
- ALL SPEAKERS SHOWN SHALL BE PROVIDED WITH FLUSH MOUNTED GRILLE.

**GENERAL NOTES**

- PROVIDE TEMPORARY POWER, LIGHTING, AND HEATING AS REQUIRED FOR CONSTRUCTION. COORDINATE WITH THE GENERAL CONTRACTOR AND OTHER TRADES.
- FIRE SEAL ALL PENETRATIONS THROUGH FIRE RATED WALLS, CEILING AND FLOORS.
- COORDINATE LOCATION OF WIRING DEVICES, TELECOM OUTLETS, FIRE ALARM DEVICES, ETC. WITH MILLWORK, TILE LAYOUT, AND OTHER WALL FINISHES PRIOR TO ROUGH-IN.
- ALIGN ADJACENT WALL MOUNTED OUTLET BOXES FOR SWITCHES, THERMOSTATS, AND SIMILAR DEVICES. DEVICES SHALL BE ALIGNED VERTICALLY WHEN INSTALLED AT DIFFERING HEIGHTS AND INSTALL ALL ADJACENT DEVICES AT THE SAME HEIGHT TO CENTER. NOTIFY ARCHITECT OF ANY DISCREPANCIES BETWEEN TRADES PRIOR TO ROUGH-IN.
- REFERENCE ARCHITECTURAL DETAILS FOR ALL PENETRATIONS OF RAISED FLOOR SYSTEM OR PLENUM SPACE. ALL OPENING SHALL BE SEALED.
- REFERENCE ARCHITECTURAL PLANS FOR RAISED FLOOR DETAILS.
- PROVIDE UNDER FLOOR SMOKE DETECTION IN ACCORDANCE WITH THE NFPA.

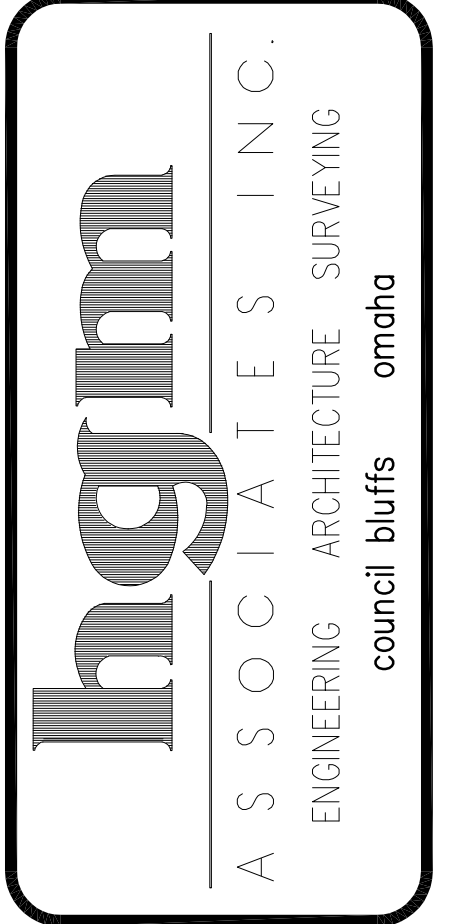
**SHEET NOTES**

- PROVIDE CEILING BOX FOR PROJECTOR WITH PORTS FOR CONNECTIVITY WITH HDMI.
- DUCT MOUNTED SMOKE DETECTOR IN SUPPLY/RETURN DUCT OF AIR SUPPLY UNIT. PROVIDE SHUTDOWN RELAY AND CONNECT TO FIRE ALARM SYSTEM AND CONTROL CIRCUIT OF AIR SUPPLY UNIT. COORDINATE REQUIREMENTS WITH AHL.
- PROVIDE DATA OUTLETS FOR VIDEO DISPLAY MONITORS AT 112". COORDINATE EXACT LOCATION AND HEIGHT WITH ARCHITECT PRIOR TO INSTALLATION. (TYP FOR FIVE (5) IN THIS ROOM)
- PROVIDE DATA OUTLET FOR VIDEO DISPLAY MONITORS. COORDINATE MOUNTING HEIGHT WITH ARCHITECT/TOWNER PRIOR TO ROUGH-IN.
- PROVIDE AUDIO VISUAL INPUT PORTS FOR CONNECTIVITY WITH HDMI AND AUDIO TO RACK IN STOR 009. PROVIDE HDMI CABLES AS NEEDED, WITH REQUIRED HDMI TRANSMITTING DEVICES.
- TRAINING ROOM AV WALL CONTROLLER WITH VOLUME CONTROL. WALL CONTROLLER SHALL HAVE THE ABILITY TO SWITCH SOURCES TO MONITORS OF OWNERS CHOOSING, OR THE CEILING PROJECTOR. PROVIDE CABLES AS NEEDED.
- MOUNT FIRE ALARM DEVICE TO BOTTOM OF BEAM.
- EXISTING FIRE ALARM CONTROL PANEL FCI GAMEWELL E3 SERIES.
- 2X12 CENTER HUNG BASKET TRAY. MOUNT 4" BELOW STRUCTURE TO BOTTOM OF TRAY. REFERENCE DETAIL 4/E5.1.
- COORDINATE INSTALLATION OF TRAY WITH MONITOR MOUNTING SYSTEM.
- PROVIDE CONDUIT SLEEVE FOR LOW VOLTAGE CABLING. SECURE TO WALL ON EACH SIDE. TERMINATE WITH PLASTIC BUSHINGS. FIRE SEAL WHERE REQUIRED. 1.25" MINIMUM UNLESS NOTED OTHERWISE (TYP).
- 2X12 UNDER FLOOR BASKET TRAY. COORDINATE EXACT MOUNTING WITH OTHER SYSTEMS UNDER FLOOR. TRAY SHALL BE SUPPORTED USING UNISTRUT SECURED TO FLOOR. REFERENCE DETAIL 4/E5.1 FOR CABLE SEPARATION IN TRAY.
- UNDER FLOOR CONDUIT SLEEVES. SEAL PER MANUFACTURER REQUIREMENTS WHERE PENETRATING UNDER FLOOR PLENUM. CONDUITS SHALL BE UNISTRUT SUPPORTED ABOVE FLOOR.
- MULTI-SERVICE ACCESS FLOOR BOX. REFERENCE POWER PLANS. PROVIDE CABLING OUTLETS AS INDICATED. WIRES SHALL TERMINATE AT RACK IN SERVER 020. ALL CATEGORY CABLING SHALL TERMINATE AT WORK AREA 017. (TYPICAL)
- PROVIDE AV WALL RACK TO CONTROL TRAINING 009 AV SYSTEM. SYSTEM SHALL BE BY CRESTRON OR EQUAL WITH THREE (3) HDMI INPUTS (CONFERENCE ROOM TABLE FLOOR BOX, NORTH WALL AV WALL BOX, DIRECT INPUT AT HEAD END), FOUR (4) HDMI OUTPUTS (AV WALL BOXES, PROJECTOR) AND ONE WALL CONTROLLER. AUXILIARY AUDIO OUTPUT TO CEILING SPEAKERS.
- REFERENCE DETAIL 3, SHEET E5.1 FOR ROUGH-IN REQUIREMENTS (TYPICAL).
- FIRE SUPPRESSION "ALARM" NOTIFICATION DEVICE. CONNECT THROUGH CONTROL PANEL.
- CAMERA CABLING IN CALL CENTER SHALL BE EXTENDED TO DEDICATED PATCH PANEL, IN TECH 015. ALL OTHER CAMERA CAB.
- RELOCATE EXISTING PA SYSTEM AMPLIFIER TO LOCATION SHOWN.



**KEY PLAN GROUND FLOOR**

**1 GROUND FLOOR TECHNOLOGY PLAN - AREA A**  
SCALE: 1/8" = 1'-0"



This drawing is being made available for use on this project in accordance with high professional standards. hgm Associates Inc. agrees to provide the services, high quality for this project, and to accept the responsibility for this drawing or any part thereof except in accordance with the terms of the above agreement.

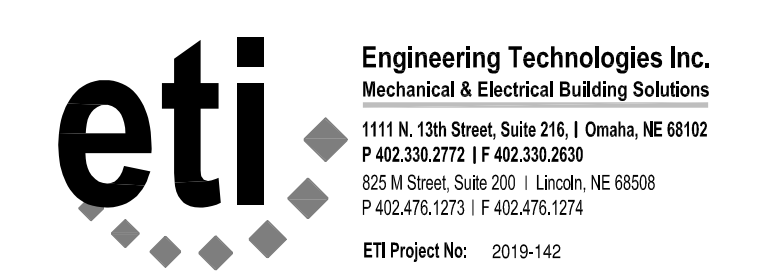
DATE	BY	REVISION
2-17-21	JMM	designed
	SMH	approved
JUN 2020		revision

**POTTAWATTAMIE COUNTY, IOWA**  
**COURTHOUSE RENOVATION**  
227 SOUTH 6TH STREET  
COUNCIL BLUFFS, IOWA

**POTTAWATTAMIE COUNTY BOARD OF SUPERVISORS**

**GND FLR TECH PLAN - AREA A**

project 107419J  
sheet E3.0A



**Jason Slack/Director, Buildings & Grounds**

**Discussion and/or decision to approve:  
CRC 37R – Structured Cabling Installation  
from Comm. Center to Server Room**



## General Contractor's Cost Summary

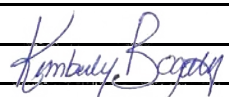
PROJECT: Pottawattamie County, Iowa - Courthouse Renovation PROJECT NUMBER: 107419J  
 CONTRACTOR: Ronco Construction DATE: 3/9/2021

Contractor's Request for Change (CRC) # and Description: CRC 037R - Structured Cabling Installation  
 Reference: ASI # and Description: ASI 021 - Structured Cabling Installation  
 RFI # and Description: \_\_\_\_\_

Approved  Declined

\_\_\_\_\_  
 OWNER Date

Approved  Declined

  
 \_\_\_\_\_  
 Kimberly A. Bogatz, AIA Date: 3-17-21

**NOTE:** This form, all Subcontractor/Material Supplier cost summary forms (if appropriate), itemized accountings and appropriate supporting data must be attached to any claim or contractor's request for change proposal for approval.

**General Contractor Self Performed Work**

- 1. Material supplied by General Contractor.....
- 2. General Contractor's Labor.....
- 3. Equipment .....
- 4. Subtotal (lines 1, 2 and 3).....
- 5. Overhead and Profit (15% of line 4).....
- 6. **Total of General Contractor Self Performed Work**.....

**Subcontractor Installation/Work on Site**

\* (Attach Subcontractor/Supplier Cost Summary Sheet and Summaries/Breakdowns)

- 7. Subcontractor's cost summary (include but are not limited to the following:):
  - a. Mason .....
  - b. Drywaller .....
  - c. Roofer .....
  - d. Flooring .....
  - e. Painter .....
  - f. Plumber .....
  - g. HVAC .....
  - h. Electrician ..... 19,256.00
  - i. Other \_\_\_\_\_ .....
  - j. Other \_\_\_\_\_ .....
  - k. Other \_\_\_\_\_ .....
  - l. Other \_\_\_\_\_ .....
  - m. Other \_\_\_\_\_ .....
- 8. **Total Subcontractor's Cost (all lines under 7)**..... **\$19,256.00**
- 9. General Contractor's Overhead and Profit on Subcontractor's Work (5% of line 8) ..... \$962.80
- 10. **Total of Subcontractor Installation/Work on Site (lines 8 and 9)**..... **\$20,218.80**

CONTRACTOR'S COST SUMMARY

CRC # \_\_\_\_\_

Project Name: Pottawattamie County, Iowa - Courthouse Renovation

Date: \_\_\_\_\_

Page 2 of 2

**Material Supplier/Subcontractor Providing Materials Manufactured Off Site for General Contractor to Install On Site**

**\* (Attach Subcontractor/Supplier Cost Summary Sheet and Summaries/Breakdowns)**

- 11. Materials Supplied by Sub or Material Supplier (include but are not limited to the following)
  - a. Structural Steel.....
  - b. Interior Architectural Woodwork.....
  - c. Doors.....
  - d. Windows.....
  - e. Hardware.....
  - f. Other \_\_\_\_\_
  - g. Other \_\_\_\_\_
  - h. Other \_\_\_\_\_
  - i. Other \_\_\_\_\_
- 12. Subtotal of Materials Supplied.....
- 13. General Contractor's Overhead and Profit (5% of line 12) .....
- 14. **Total of Materials Supplied by Subcontractor/Material Supplier** .....
- 15. Material Supplied by General Contractor.....
- 16. General Contractor's Labor.....
- 17. Equipment .....
- 18. Subtotal (lines 15, 16, and 17).....
- 19. Overhead and Profit (15% of line 18).....
- 20. **Total of General Contractor (lines 18 and 19)**.....

<b>21.</b>	<b>Subtotal (lines 6, 10, 14, and 20)</b>	<b>\$20,218.80</b>
<b>22.</b>	<b>Bond at <u>\$202.19</u> and Insurance at <u>\$202.19</u></b>	<b>\$404.38</b>
<b>23.</b>	<b>Total Contractors Request for Change (CRC) (lines 21 and 22)</b>	<b>\$20,623.18</b>

February, 2021  
Ronco Construction  
1717 N 74<sup>th</sup> St.  
Omaha, NE 68134  
Attention: Nate Bledsoe  
RE: ASI 021 (Pottawattamie Co. Courthouse.)

Sir,

Please find enclosed our proposal for the above mentioned project.

This Proposal includes the following:

- 1: Add (3) 24 count fiber optic cables between Tech room 015  
And Server room 020.

Please Note: This proposal EXCLUDES the following:

- 1: Any work not listed above.
- 2: Sales Tax.

Proposal Price: \$19,256.00

(Nineteen Thousand Two Hundred Fifty Six Dollars.)

Please call if you have any questions concerning this proposal.

As always thank you for allowing ABC to quote your electrical projects.

Thank you,

Jeff Mohr, Estimator



# Estimate Report

Estimate: ASI 021  
Estimated by: Jeff Mohr  
File: ASI 021.bhs

02/03/21 1:41:48 PM

Page 2

Worksheet Location: Sheet1(Sheet 1)

DB #	Ph. Description	Quantity	Mat. Cost U	Tot. Mat.	Lab. Hrs. U	Tot. Hrs.
	0 POTT CO COURTHOUSE ASI 21					
	0 DATED 1/28/21					
	0 ADD 3 24 STRAND FIBERS BETWEEN TECH ROOM AND SERVER ROOM					
F	0 MILLERS QUOTE	1.00	18339.06 E	18339.06	0.00 E	0.00

Regular Worksheet Page  
Page Multiplier = 1  
Material Multiplier = 1  
Labor Multiplier = 1  
Phase = 0 : Phase Multiplier = 1  
Page is Active.

Raw Material Total = \$18,339.06  
Raw Labor Hours = 0.00 Hours

# Estimate Report

Estimate: ASI 021  
Estimated by: Jeff Mohr  
File: ASI 021.bhs

02/03/21 1:41:48 PM

Page 1

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Summary Page

Raw Material Cost		\$18,339.06	
Material Tax	0.0000%	\$0.00	
Material Markup	0.0000%	\$0.00	
Material Total			\$18,339.06
Labor Cost		\$0.00	
Labor Tax	0.0000%	\$0.00	
Labor Markup	0.0000%	\$0.00	
Labor Total			\$0.00
Job Expense			\$0.00
Job Cost			\$18,339.06
Overhead:	0.0000%	\$0.00	
SubTotal1:			\$18,339.06
Profit:	5.0000%	\$916.95	
SubTotal2:			\$19,256.01

---

Markup Category	Percent	Dollars	Lck
Special Insurance	0.00	\$0.00	N
Performance Bond	0.00	\$0.00	N
Taxes	0.00	\$0.00	N
Adjustments	0.00	\$0.00	N
Summary Markups Total:		\$0.00	
Quotes/Subcontract Total		\$0.00	

---

Active Linked Estimates

---

Estimate Total:	\$19,256.01
Figure Used:	\$19,256.00

---

Labor/Material Ratio = 0:100  
Square Footage Calculations Not Performed



millerelect.com

2501 St. Marys Ave  
Omaha, Ne 68105

24hr (402)341.6479  
Fax (402)341.1141



**Date:** 3/4/2021  
**Job Name:** Pott County Renovation  
**CO #** 1  
**Description:** Install fiber between Server Room and Tech Room  
**ABC Electric**  
**Attention: Jeff Mohr**

Miller is pleased to submit the following amount for approval as per this breakdown:

- 1) Installation of 72 strands of fiber between Server Room and Tech Room
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)

No overtime premium costs have been included.

This amount is good for acceptance within 10 days of receipt.

The amount noted represents the direct job costs for this change only. It does not include any amounts for changes in the sequence of work, delays, disruptions and/or impact costs.

We reserve the right to seek compensation for impact costs and the cost of the cumulative affect of changes.

For this change, we request a time extension of (0) five working days to the project completion date.

**Summary**

**Miller Electric Work**

Materials				\$7,959.41
Material Tax		0.00%		\$0.00
Labor Breakdown				
86.5	Hours Tech	\$68.00	\$5,882.00	
0	Hours Tech - OT	\$105.00	\$0.00	
22	Hours Foreman	\$74.80	\$1,645.60	
0	Hours Foreman - OT	\$115.50	\$0.00	
4	Hours - Project Management	\$115.00	\$460.00	
Labor Total				\$7,987.60
Labor and Material Total				\$15,947.01
OH&P @ 15%				\$2,392.05
Subcontracts				\$0.00
Subcontract OH&P @ 5%				\$0.00

**Change Order Request Amount \$18,339.06**

**JOB NAME:**

***Pott Cnty Courthouse Reno - ASI-21***

ITEM	PRODUCT PART NUMBER	QTY	MATERIAL UNIT W/O TAX	F	MATERIAL COST SUBTOTAL	TAX	NECA LAB. HRS.	L. F.	LABOR SUBTOTAL HRS.
Fiber Shelf 4U	HD-4U-SP	2	\$ 551.63	1	\$ 1,103.26	\$ -	2.000	1.00	4.00
24 strand ARM CMP OM4		570	\$ 6.65	1	\$ 3,790.50	\$ -	0.025	1.00	14.25
LC MM connector	LYNX2-LCPCM510G-900LT	144	\$ 13.11	1	\$ 1,887.84	\$ -	0.500	1.00	72.00
MM LC Adapter panel	PNL-BK-012-MFA-LC12-AQ	12	\$ 80.00	1	\$ 960.00	\$ -	0.250	1.00	3.00
Fusion Splice Setup		2	\$ -	1	\$ -	\$ -	2.000	1.00	4.00
Test Fiber	TF	72	\$ 1.00	1	\$ 72.00	\$ -	0.100	1.00	7.20
Label Fiber	LF	72	\$ 0.50	1	\$ 36.00	\$ -	0.050	1.00	3.60
Tools and Supplies	T&S	1	\$ 109.81	1	\$ 109.81	\$ -		1.00	
Project Management		1	\$ -	1	\$ -	\$ -	4.000	1.00	4.00
			\$ -		\$ -	\$ -		1.00	
			\$ -		\$ -	\$ -		1.00	
					\$ 7,959.41	\$ -			112.05



# ARCHITECT'S SUPPLEMENTAL INSTRUCTIONS

Project: Pottawattamie County, Iowa – Courthouse Renovation

HGM Project Number: 107419J

Approved By:


Sent to:

**Owner**  
**Architect**  
**Contractor**  
**Field**  
**Other**


Owner: Pottawattamie County Board of Supervisors

To Contractor: Ronco Construction Company Inc.


Supplemental Instruction No: **ASI #21 - Structured Cabling Installation**

Date: **January 28, 2021**

The Work shall be carried out in accordance with the following supplemental instructions issued in accordance with the Contract Documents without change in Contract Time. If there is a change in Contract Time or Cost, submit a Cost Summary on the Architect's Form, along with backup information with any change in contract time, before proceeding with the Work.

**DESCRIPTION:**

Please refer to ETI's clarification of the structured cabling installation on the attached sheets.

  
**X**  
\_\_\_\_\_  
Kimberly A. Bogatz, AIA LEED AP BD+C  
HGM Associates Inc.

Attachments:    ETI ASI #21  
                          Bogen Ceiling Speaker Grille Assemblies Info Sheets  
                          Server Room Coordination Meeting notes dated Jan 28, 2021



DATE ISSUED January 28, 2021

ASI # 21

TO Ryan TerSteeg
HGM Associates
640 Fifth Avenue
Council Bluffs, Iowa 51502-6427

PROJECT Courthouse Renovation
Pottawattamie County, IA

ETI PROJECT # 2019-142

ASI BY Shane Hoss

CC Ryan TerSteeg, Kim Bogatz

The work shall be carried out in accordance with the following supplemental instructions issued in accordance with the contract document without change in the contract sum or contract time.

General description of modification:

- 1. Add Multi-Mode Backbone cable (3) 24-strand between Tech 015 and Server 020.
2. Clarification of the structured cabling installation:
a. From site meeting all data cabling in the basement Sherriff's office, Holding cells etc. (other than 911 Call Center) shall be routed to Telephone room wall rack. All cabling in the 911 Call Center shall be routed to the Tech Center data racks.
b. Regarding the fiber for the call center, I assume that it runs to the tech room, Room 015. Jamie mentioned that someone on site said it should run to the Server Room (Room 20). The logical choice is the Tech Room as this is the IDF for that area. I just want to confirm this before we start pulling cable. Yes, this fiber is to be terminated in the Tech Center Racks.
c. Is there a separate cable color for cameras in the 911 center? Parallel Technologies is using white Cat 6 for the cameras in other area that they contracted with the county for. I would assume we are using blue like everything else, but I just wanted to verify. Provide White cabling for cameras, as directed by the county.
d. How would the owner like the camera cables terminated? Jacks and surface mount boxes or Modular plugs? Surface mounted box, was our intention.
e. The horizontal fiber is called out as OM4, but the spec also mentions TeraSpeed zero water peak single-mode. I am assuming they want OM4 but wanted to verify. Yes, OM4 for the Horizontal fiber.
f. Also, can we substitute the attached speakers? The ones that were specified on the prints are 10" deep and are going to cause conflicts in some areas of the ceiling. It would also match the existing speakers they have. Yes, this speaker is acceptable.
g. Reference attached report of Server 020 Coordination Meeting notes.

# Ceiling Speaker Grille Assemblies



S86T725PG8WBR



S86T725PG8WVK

## Description

Bogen's Ceiling Speaker Assemblies consist of an 8" Cone Speaker (S86 or S810) pre-assembled onto a 13" steel ceiling grille painted with off-white (PG8W) or bright white (PG8U) enamel. Options for these assemblies are recessed volume control (VR), volume control with knob (VK), and rear-mounted screw terminal strip for power taps (BR).

## Features

- 4-watt capacity
- 8" cone speaker for excellent audio quality
- 6 different power taps available (4, 2, 1, 1/2, 1/4, 1/8W)
- T725 4-watt transformer
- Off-white enamel over steel grille ("W" versions)
- Bright white enamel over steel grille ("U" versions)
- Pre-assembled for faster installation
- Works with both 70V and 25V amplifier outputs
- Available with volume control – recessed or with knob (VR and VK models only)
- Screw terminals (BR models only)
- 6 oz. or 10 oz. magnet weights

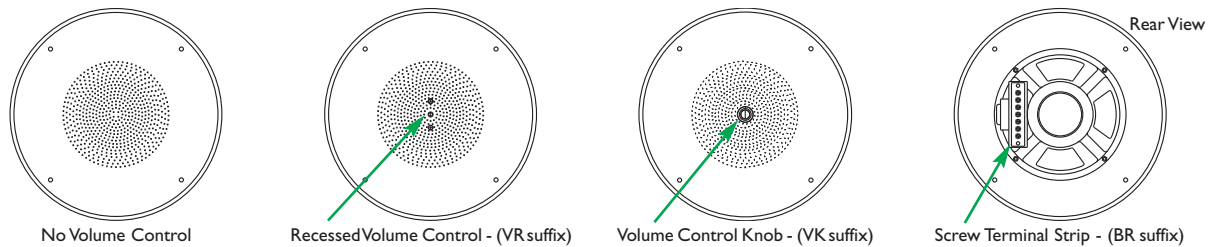
## Technical Specifications

Model	Power Taps (in Watts)	Frequency Response	Sensitivity (4 ft./1W)	Magnet Weight	No Volume Control	Recessed Volume Control (VR)	Volume Control w/Knob (VK)	Screw Terminals (BR)	Off-White (W)	Bright White (U)	Shipping Weight (6/Carton)	Dimensions			
S86T725PG8W	4, 2, 1, 1/2, 1/4, 1/8 @ 25 & 70V	50 Hz-12 kHz	95 dBspl	6 oz.	•				•		27 lb. / carton	13" Dia x 3-1/4" D			
S86T725PG8WVR						•				•					
S86T725PG8WVK							•						•		
S86T725PG8WBR					•			•					•		
S86T725PG8WBRVR						•			•				•		
S86T725PG8WBRVK							•		•				•		
S86T725PG8U			70 Hz-15 kHz	96 dBspl	10 oz.	•				•			30 lb. / carton		
S86T725PG8UVR						•				•					
S86T725PG8UVK							•				•				
S86T725PG8UBR		•							•		•				
S86T725PG8UBRVR						•				•	•				
S86T725PG8UBRVK							•			•	•				
S810T725PG8W									•					•	
S810T725PG8WVR										•				•	
S810T725PG8WVK										•	•				
S810T725PG8U								•				•			
S810T725PG8UVR						•			•						
S810T725PG8UVK							•		•						

Specifications subject to change without notice.  
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 54-7777-08A 0808



## Ceiling Speaker Assembly Variations



No Volume Control

Recessed Volume Control - (VR suffix)

Volume Control Knob - (VK suffix)

Screw Terminal Strip - (BR suffix)

## Architect and Engineer Specifications

**S86T725PG8W & Variations** The loudspeaker assembly shall be a Bogen model **S86T725PG8W** (or **S86T725PG8WVR**, **S86T725PG8WVK**, **S86T725PG8WBR**, **S86T725PG8WBRVR**, or **S86T725PG8WBRVK**), or equivalent, 8" cone-type loudspeaker, having a frequency response of at least 50 Hz to 12 kHz. Axial sensitivity shall be 95 dB, measured at 1-watt/4 feet. The loudspeaker shall have a 6 oz. ceramic magnet and a 3/4" voice coil. A transformer, capable of matching an 8-ohm loudspeaker to a 25-volt or 70-volt line, and providing power taps of 4, 2, 1, 1/2, 1/4, and 1/8 watts shall be included. The loudspeaker shall be assembled on a 13" steel ceiling grille, finished in off-white semi-gloss enamel. Assembly depth shall be 3-1/4". (For **S86T725PG8WVR** add) A recessed volume control shall be included.

(For **S86T725PG8WVK** add) A volume control knob shall be accessible from the front of the grille.

(For **S86T725PG8WBR** add) A terminal strip shall be included for connection of the audio line.

(For **S86T725PG8WBRVR** add) A terminal strip shall be included for connection of the audio line. A recessed volume control shall be included.

(For **S86T725PG8WBRVK** add) A terminal strip shall be included for connection of the audio line. A volume control knob shall be accessible from the front of the grille.

**S86T725PG8U & Variations** The loudspeaker assembly shall be a Bogen model **S86T725PG8U** (or **S86T725PG8UVR**, **S86T725PG8UVK**, **S86T725PG8UBR**, **S86T725PG8UBRVR**, or **S86T725PG8UBRVK**), or equivalent, 8" cone-type loudspeaker, having a frequency response of at least 50 Hz to 12 kHz. Axial sensitivity shall be 95 dB, measured at 1-watt/4 feet. The loudspeaker shall have a 6 oz. ceramic magnet and a 3/4" voice coil. A transformer, capable of matching an 8-ohm loudspeaker to a 25-volt or 70-volt line, and providing power taps of 4, 2, 1, 1/2, 1/4, and 1/8 watts shall be included. The loudspeaker shall be assembled on a 13" steel ceiling grille, finished in bright white semi-gloss enamel. Assembly depth shall be 3-1/4".

(For **S86T725PG8UVR** add) A recessed volume control shall be included.

(For **S86T725PG8UVK** add) A volume control knob shall be accessible from the front of the grille.

(For **S86T725PG8UBR** add) A terminal strip shall be included for connection of the audio line.

(For **S86T725PG8UBRVR** add) A terminal strip shall be included for connection of the audio line. A recessed volume control shall be included.

(For **S86T725PG8UBRVK** add) A terminal strip shall be included for connection of the audio line. A volume control knob shall be accessible from the front of the grille.

**S810T725PG8W & Variations** The loudspeaker shall be a Bogen model **S810T725PG8W** (or **S810T725PG8WVR**, or **S810T725PG8WVK**), or equivalent, 8" cone-type loudspeaker, having a frequency response of at least 70 Hz to 15 kHz. Axial sensitivity shall be 96 dB, measured at 1-watt/4 feet. The loudspeaker shall have a 10 oz. ceramic magnet and a 1" voice coil. A transformer, capable of matching an 8-ohm loudspeaker to a 25-volt or 70-volt line, and providing power taps of 4, 2, 1, 1/2, 1/4, and 1/8 watts shall be included. The loudspeaker shall be assembled on a 13" steel ceiling grille, finished in off-white semi-gloss enamel. Assembly depth shall be 3-1/4".

(For **S810T725PG8WVR** add) A recessed volume control shall be included.

(For **S810T725PG8WVK** add) A volume control knob shall be accessible from the front of the grille.

**S810T725PG8U & Variations** The loudspeaker shall be a Bogen model **S810T725PG8U** (or **S810T725PG8UVR**, or **S810T725PG8UVK**), or equivalent, 8" cone-type loudspeaker, having a frequency response of at least 70 Hz to 15 kHz. Axial sensitivity shall be 96 dB, measured at 1-watt/4 feet. The loudspeaker shall have a 10 oz. ceramic magnet and a 1" voice coil. A transformer, capable of matching an 8-ohm loudspeaker to a 25-volt or 70-volt line, and providing power taps of 4, 2, 1, 1/2, 1/4, and 1/8 watts shall be included. The loudspeaker shall be assembled on a 13" steel ceiling grille, finished in bright white semi-gloss enamel. Assembly depth shall be 3-1/4".

(For **S810T725PG8UVR** add) A recessed volume control shall be included.

(For **S810T725PG8UVK** add) A volume control knob shall be accessible from the front of the grille.

**BOGEN®**  
**COMMUNICATIONS, INC.**

50 Spring Street, Ramsey, NJ 07446, U.S.A.  
Tel: 201-934-8500; FAX: 201-934-9832; www.bogen.com



# Server Room Coordination Meeting

Prepared by ETI Omaha

Jan 28, 2021

## Description

10 tasks in this report.

## Contents

#53 Electrical .....	2
#52 Electrical .....	2
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#50 Electrical .....	3
#49 Electrical .....	3
#48 Electrical .....	4
#47 Electrical .....	4
#46 Electrical .....	5
#45 Electrical .....	5
#44 Electrical .....	6

## #53 Electrical

**Status**

Open

**Created**

Jan 28, 2021 8:14 AM  
pgomaha@eti-engineers.com

**Sheet**

E3.0A

**Type**

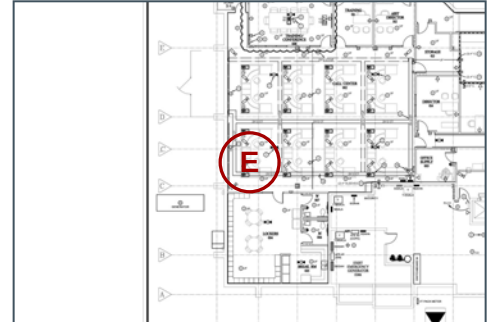
Other

**Last Updated**

Jan 28, 2021 10:06 AM

**List**

Server Room Coordination Meeting



**Description**

Camera at all consoles are not required. Jamie and Ben are coordinating exact locations. Camera cabling will be white.

## #52 Electrical

**Status**

Open

**Created**

Jan 28, 2021 8:13 AM  
pgomaha@eti-engineers.com

**Sheet**

E4.1

**Type**

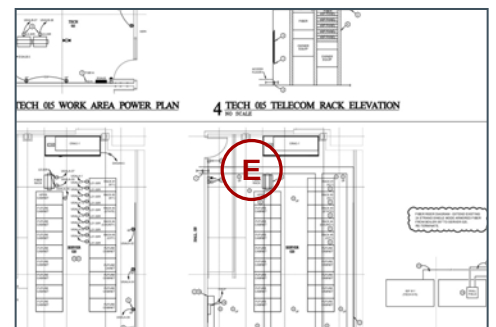
Issue

**Last Updated**

Jan 28, 2021 10:06 AM

**List**

Server Room Coordination Meeting



**Description**

Fiber service loop will be installed in tray.

## #51 Electrical

**Status**

Open

**Type**

Issue

**List**

Server Room Coordination Meeting

**Description**

First rack will be installed. 43" from CRAC. Back will face wall centered on first full tile.

**Created**

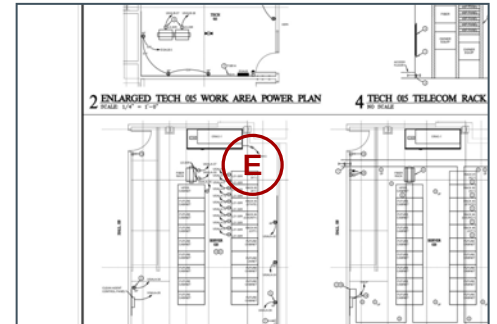
Jan 28, 2021 8:13 AM  
pgomaha@eti-engineers.com

**Last Updated**

Jan 28, 2021 10:06 AM

**Sheet**

E4.1



## #50 Electrical

**Status**

Open

**Type**

Other

**List**

Server Room Coordination Meeting

**Description**

Wallboard will only be installed in this location.

**Created**

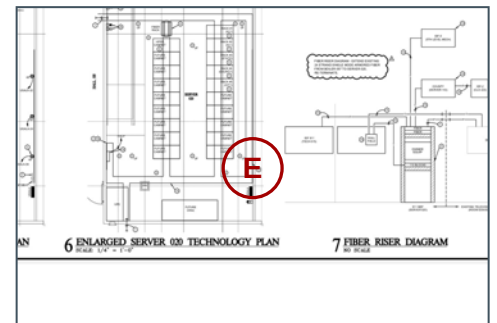
Jan 28, 2021 8:13 AM  
pgomaha@eti-engineers.com

**Last Updated**

Jan 28, 2021 10:06 AM

**Sheet**

E4.1



## #49 Electrical

**Status**

**Created**

**Sheet**

Open

Jan 28, 2021 8:12 AM

E4.1

Type

pgomaha@eti-engineers.com

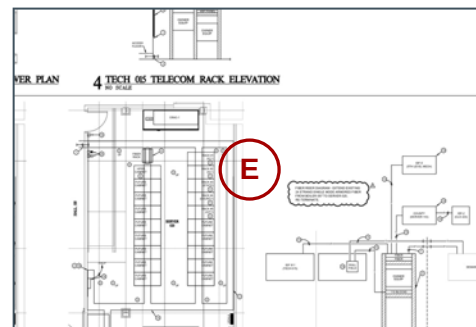
Other

List

Last Updated

Jan 28, 2021 10:06 AM

Server Room Coordination Meeting



**Description**

ABC will coordinate with Data Power when racks need to get installed.

**#48 Electrical**

Status

Created

Sheet

Open

Jan 28, 2021 8:12 AM

E4.1

Type

pgomaha@eti-engineers.com

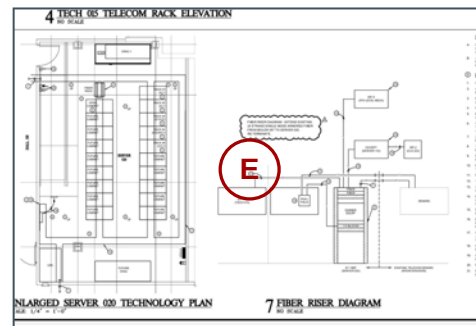
Issue

Last Updated

Jan 28, 2021 10:06 AM

List

Server Room Coordination Meeting



**Description**

Add multi-mode backbone to server room. (3) 24 strand.

No copper backbone is needed.

**#47 Electrical**

Status

Created

Sheet

Jan 28, 2021 8:11 AM

E4.1

Open

pgomaha@eti-engineers.com

Type

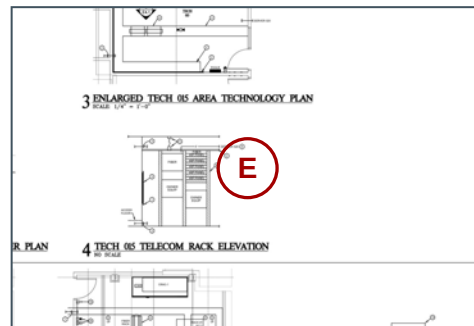
Other

Last Updated

Jan 28, 2021 10:06 AM

List

Server Room Coordination Meeting



**Description**

Consoles horizontal fiber to be extend to server room. Copper to Tech Center.

**#46 Electrical**

Status

Open

Created

Jan 28, 2021 8:11 AM  
pgomaha@eti-engineers.com

Sheet

E4.1

Type

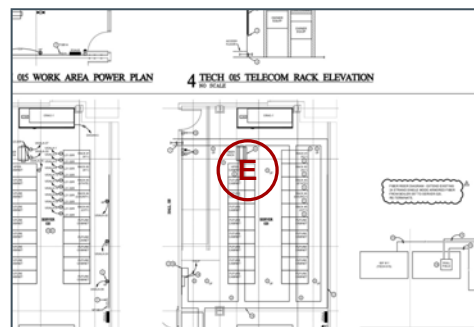
Other

Last Updated

Jan 28, 2021 10:06 AM

List

Server Room Coordination Meeting



**Description**

Viper rack will be installed at end of row.

**#45 Electrical**

Status

Open

Created

Jan 28, 2021 8:11 AM

Sheet

E4.1

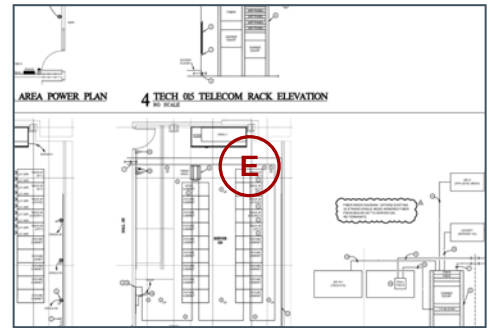
**Type**  
Other

pgomaha@eti-engineers.com

**List**  
Server Room Coordination Meeting

**Last Updated**  
Jan 28, 2021 10:06 AM

**Description**  
Fiber rack will be installed in this location.



---

## #44 Electrical

**Status**  
Open

**Created**  
Jan 28, 2021 8:11 AM  
pgomaha@eti-engineers.com

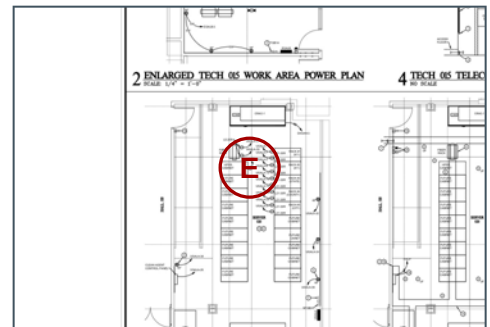
**Sheet**  
E4.1

**Type**  
Other

**List**  
Server Room Coordination Meeting

**Last Updated**  
Jan 28, 2021 10:06 AM

**Description**  
Need to confirm outlet requirement for Viper rack.



**Jason Slack/Director, Buildings & Grounds**

**Discussion and/or decision to approve:**

**CRC 43R2 – Paint Stairwell S-1 & 2<sup>nd</sup> Floor  
Elevator Door**



## General Contractor's Cost Summary


PROJECT: Pottawattamie County, Iowa - Courthouse Renovation PROJECT NUMBER: 107419J  
 CONTRACTOR: Ronco Construction DATE: 3/4/2021

Contractor's Request for Change (CRC) # and Description: CRC 43R2 Paint Stair S-1 and Elevator Doors  
 Reference: ASI # and Description: ASI 23 - Paint Stair S-1 and Elevator Doors  
 RFI # and Description

Approved  Declined

\_\_\_\_\_  
 OWNER Date

Approved  Declined

 3-16-21  
 Kimberly A. Bogatz, AIA Date

**NOTE:** This form, all Subcontractor/Material Supplier cost summary forms (if appropriate), itemized accountings and appropriate supporting data must be attached to any claim or contractor's request for change proposal for approval.

### General Contractor Self Performed Work

1. Material supplied by General Contractor.....
2. General Contractor's Labor.....
3. Equipment .....
4. Subtotal (lines 1, 2 and 3).....
5. Overhead and Profit (15% of line 4).....
6. **Total of General Contractor Self Performed Work**.....

### Subcontractor Installation/Work on Site

\* (Attach Subcontractor/Supplier Cost Summary Sheet and Summaries/Breakdowns)

7. Subcontractor's cost summary (include but are not limited to the following:)
  - a. Mason .....
  - b. Drywaller .....
  - c. Roofer .....
  - d. Flooring .....
  - e. Painter ..... 5,356.00
  - f. Plumber .....
  - g. HVAC .....
  - h. Electrician .....
  - i. Other .....
  - j. Other .....
  - k. Other .....
  - l. Other .....
  - m. Other .....
8. **Total Subcontractor's Cost (all lines under 7)**..... **\$5,356.00**
9. General Contractor's Overhead and Profit on Subcontractor's Work (5% of line 8) ..... \$267.80
10. **Total of Subcontractor Installation/Work on Site (lines 8 and 9)**..... **\$5,623.80**



CONTRACTOR'S COST SUMMARY

CRC # \_\_\_\_\_

Project Name: Pottawattamie County, Iowa - Courthouse Renovation

Date: \_\_\_\_\_

Page 2 of 2

**Material Supplier/Subcontractor Providing Materials Manufactured Off Site for General Contractor to Install On Site**

**\* (Attach Subcontractor/Supplier Cost Summary Sheet and Summaries/Breakdowns)**

- 11. Materials Supplied by Sub or Material Supplier (include but are not limited to the following)
  - a. Structural Steel.....
  - b. Interior Architectural Woodwork.....
  - c. Doors.....
  - d. Windows.....
  - e. Hardware.....
  - f. Other \_\_\_\_\_
  - g. Other \_\_\_\_\_
  - h. Other \_\_\_\_\_
  - i. Other \_\_\_\_\_
- 12. Subtotal of Materials Supplied.....
- 13. General Contractor's Overhead and Profit (5% of line 12) .....
- 14. **Total of Materials Supplied by Subcontractor/Material Supplier** .....
- 15. Material Supplied by General Contractor.....
- 16. General Contractor's Labor.....
- 17. Equipment .....
- 18. Subtotal (lines 15, 16, and 17).....
- 19. Overhead and Profit (15% of line 18).....
- 20. **Total of General Contractor (lines 18 and 19)**.....

<b>21.</b>	<b>Subtotal (lines 6, 10, 14, and 20)</b>	<b>\$5,623.80</b>
<b>22.</b>	<b>Bond at <u>    \$56.24    </u> and Insurance at <u>    \$56.24    </u></b>	<b>\$112.48</b>
<b>23.</b>	<b>Total Contractors Request for Change (CRC) (lines 21 and 22)</b>	<b>\$5,736.28</b>

## Larsen Painting

15 S 14th Street  
Council Bluffs, IA 51501 US  
+1 4026591695  
larsenmike60@gmail.com

## Estimate

ADDRESS  
Pottawattamie County Courthouse Renovation

ESTIMATE 1094  
DATE 02/22/2021

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
	Stairwell - S1 Painting			
Sales	Sand and prime with bonding primer/DTM topcoat steps, skirting, handrail, guardrail, HM frames, bottom side of steps, exposed structure under landings.			0.00
	Walls - 2 coats Harmony Egghell - P1			
Sales	Material Cost -		3,214.00	3,214.00
Sales	Labor Cost -		2,142.00	2,142.00
TOTAL				<b>\$5,356.00</b>

Accepted By

Accepted Date



## ARCHITECT'S SUPPLEMENTAL INSTRUCTIONS

Project: Pottawattamie County, Iowa – Courthouse Renovation

HGM Project Number: 107419J

Approved By:


Sent to:

**Owner**  
**Architect**  
**Contractor**  
**Field**  
**Other**


Owner: Pottawattamie County Board of Supervisors

To Contractor: Ronco Construction Company Inc.

Supplemental Instruction No: **ASI 023 Paint Stair S-1 and Elevator doors**

Date: **February 02, 2021**

The Work shall be carried out in accordance with the following supplemental instructions issued in accordance with the Contract Documents without change in Contract Time. If there is a change in Contract Time or Cost, submit a Cost Summary on the Architect's Form, along with backup information with any change in contract time, before proceeding with the Work.

**DESCRIPTION:**

1. Paint Stair-S1 in its entirety P-2 SW 7076 Cyberspace.
2. Paint the elevator doors and frame P-2 SW 7076 Cyberspace the end of Hallway 201 on Second Floor.



**X**  
Kimberly A. Bogatz, AIA LEED AP BD+C  
HGM Associates Inc.

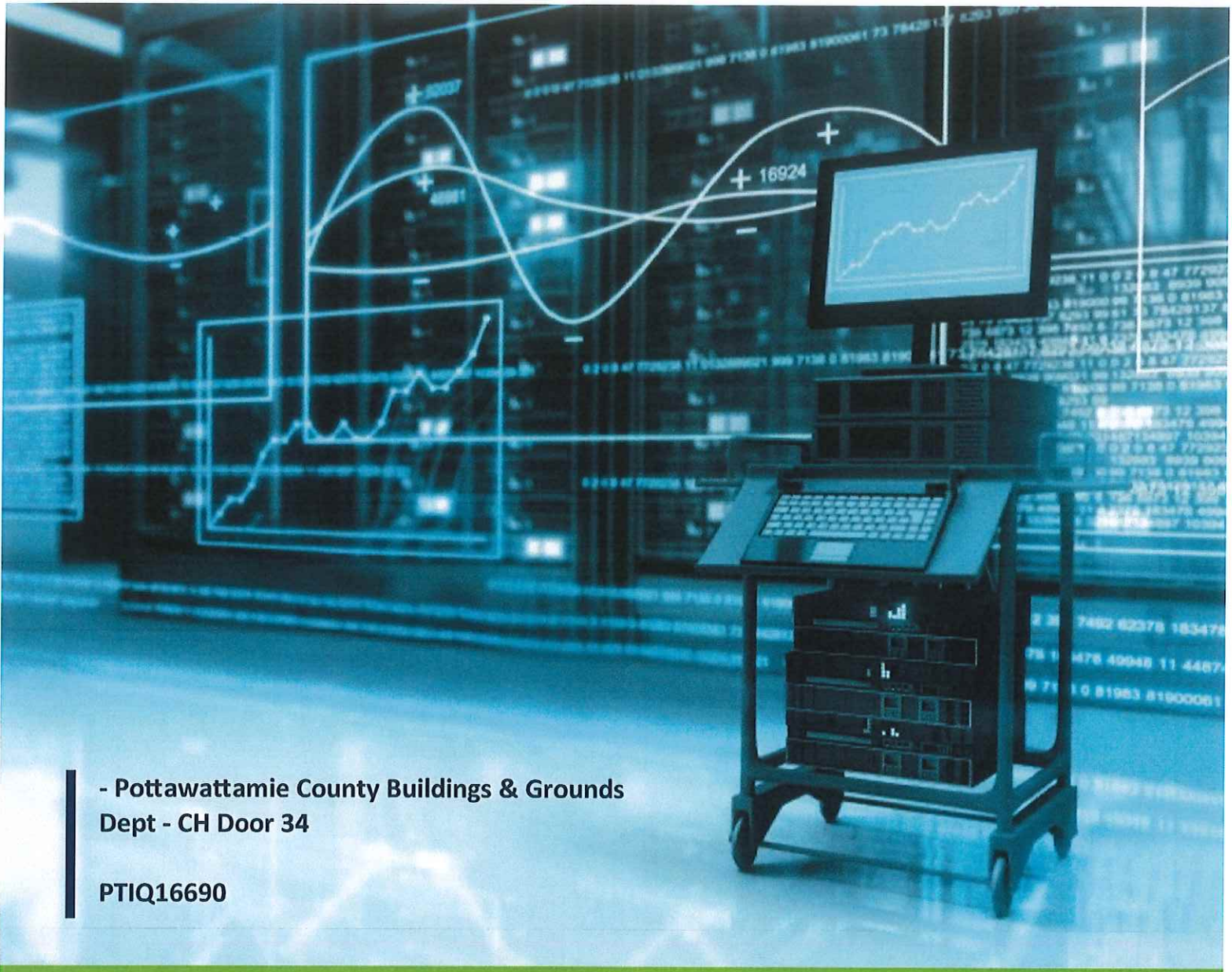
Attachments: None

**Jason Slack/Director, Buildings & Grounds**

**Discussion and/or decision to approve:**

**Add Access Control to Door 034; Court  
Security Control Room – Court Security  
Upgrade Project**

# *Empowering People Through Intelligent Buildings*



- Pottawattamie County Buildings & Grounds  
Dept - CH Door 34

PTIQ16690

Prepared for:

Pottawattamie County Buildings  
& Grounds Dept  
Jason Slack  
jason.slack@pottcounty-ia.gov



**PARALLEL** TECHNOLOGIES



## Detailed Scope of Work

Parallel Technologies, Inc. respectfully submits the following quotation for:

Courthouse Door E34

Quote includes:

(2) Reader/Keypads

(1) MR52 Reader Controller Interface

Cable

Genetec ADV Software Support

## Standard Assumptions

Site Conditions:

Parallel assumes all work areas to be asbestos-free.

Client agrees to provide Parallel with full access to the facility for installation of the system.

Door locking hardware and relay are existing

Scope of Work Limitations:

All labor will be performed during regular business hours. (7:00 AM - 3:30 PM).

Work to be performed during non-regular business hours requires (48) hours of notice for coordination.

If client requires work to be performed outside of normal hours, Parallel reserves the right to present a change order to the client for the upcharge to overtime rates. (Monday-Saturday)

If client requires work to be performed on Sunday, Parallel reserves the right to present a change order to the client for the upcharge to double-time rates.

Cabling pathways and penetrations are assumed to be existing, unless stated otherwise in Bill of Materials and Scope of Work.

Parts and labor which is requested by the client, and is outside the Scope of Work and Bill of Materials will be performed and billed to the client as Time and Materials unless the client agrees to a Change Order.

Electrical work is excluded, unless stated otherwise in Scope of Work.

Materials and Parts:

Parallel will furnish new, unused equipment to client unless Scope of Work states that equipment has been used.

Product and material provided in this quote are limited to the quantity in the Bill of Materials.

Procurement and installation of patch cords are excluded unless indicated in Bill of Materials and Scope of Work.

All network equipment is to be provided by others, unless indicated in Bill of Materials.

Software and Updates:

At time of installation, Parallel will perform updates to the operating system software, software provided by Parallel, and firmware on hardware provided by Parallel. All software and firmware will be updated to version level current at time of installation unless client requests an older version to be installed. Post-installation, Parallel will not perform updates to the operating system software, software, or hardware unless a separate Managed Services agreement has been executed.

Parallel is not responsible for support for third party applications not part of the Bill of Materials, including but not limited to: virtualization and configuration of servers, certificates, active directory, and RADIUS.



Bill of Materials

Qty	Mfr Model #	Description	Unit Price	Extended Price
<b>Materials - Physical Security</b>				<b>\$1,436.61</b>
<b>Access Control System</b>				
1	SY-MR52-S3	Controller-SIO  Mercury  Board  12/24vDC-550mA MAX  8In/6Out/2Rd (OSDP/OSDP SCP/Wiegand)  TTL/F2F/RS-485/2-Wire  RS-485/2-Wire  Series 3  6.0inW x 8.0inH x 1.0inD  MERCURY SECURITY  MR52-S3		
2	921NBNNEK20000	HID RPK40 Reader/Keypad		
<b>Genetec Licensing</b>				
2	ADV-RDR-E-4Y	Genetec™ Advantage for 1 Synergis™ Enterprise Reader – 5 years		
18	ADV-RDR-E-1M	Genetec Advantage for 1 Synergis Enterprise Reader - 1 month		
<b>Miscellaneous Materials/Consumables/Freight, etc.</b>				<b>\$117.33</b>
<b>Labor Services - Physical Security</b>				<b>\$1,400.95</b>
1	TRV-EXP	Travel Expenses		
<b>Products &amp; Services Total:</b>				<b>\$2,954.89</b>



**Quote #PTIQ16690 - - Pottawattamie County Buildings & Grounds Dept - CH Door 34**

**Prepared by:**

**Parallel Technologies, Inc.**

Brandon Rogotzke

952-278-0344

brogotzke@ptnet.com

**Prepared for:**

**Pottawattamie County Buildings &**

227 South 6th Street

Council Bluffs, IA 51501

Jason Slack

jason.slack@pottcounty-ia.gov

**Quote Information:**

**Quote #: PTIQ16690**

Delivery Date: 03/16/21

Expiration Date: 04/15/21

**Quote Summary**

Description	Amount
Products & Services	\$2,954.89
Sales Tax Rate	0.000%
Estimated Sales Tax	\$0.00
<b>Quote Total:</b>	<b>\$2,954.89</b>

**PTI Terms and Conditions:**

**Section 1 - The Work**

This proposal takes precedence over any and all prior proposals, correspondence, and oral agreements or representation relating to the work set forth in the attached scope of work. This proposal commences on the Start Date as specified in the attached scope of work, and represents the entire agreement between Parallel and the Customer. In the event any provision of this Agreement is held to be invalid or unenforceable, the remaining provisions of this Agreement shall remain in full force.

**Section 2 - Pricing**

Pricing and amounts proposed shall remain valid for 30 days unless otherwise specified. Price includes only the material listed based on Parallel's interpretation of plans and specifications unless otherwise noted. Shipping and sales taxes, and any other taxes assessed on Customer shall be added to the price upon invoice to customer, unless otherwise note in the proposal.

**Section 3 - Invoice remittance and Payment**

Customer agrees to standard payment terms of 100% of materials billed on acceptance, 50% of labor on install start and progress for remainder. If the project extends sixty (60) days or more, Parallel will invoice for products and material when ordered, and progress billing for services. Customer agrees to pay the amount due to Parallel as invoiced within 30 days of the date of being invoiced. If Customer is overdue in any payment to Parallel, Parallel shall be entitled to suspend the Work until paid and charge Customer an interest rate of 1 and ½% per month, and may avail itself of any other legal or equitable remedy. Customer shall reimburse Parallel costs incurred in collecting any amounts that become overdue, including attorney fees, court costs and any other reasonable expenditure.

**Section 4 - Warranty**

Parallel provides the following warranty to the Customer:

For a period of one year, commencing on the earlier of substantial completion of work, or first beneficial use, ("Warranty Period"):

- A. The Work performed under this agreement will be of good quality,
- B. That all equipment will be new unless otherwise required or permitted by this agreement,
- C. That the Work will be free from defects not inherent in the quality required or permitted; and
- D. That the Work will conform to the requirements of this agreement.





The Customer's sole remedy for any breach of this warranty is that Parallel shall remove, replace and/or repair at its own expense any defective or improper Work, discovered within the Warranty Period, provided Parallel is notified in writing of any defect within the Warranty Period. Any equipment or products installed by Parallel in the course of performing the Work hereunder shall only carry such warranty as is provided by the manufacturer thereof, which Parallel hereby assigns to Customer without recourse to Parallel. Upon request of Customer, Parallel will use all reasonable efforts to assist Customer in insufficient maintenance, improper operation, or normal wear and tear under normal usage. NO FURTHER WARRANTIES OR GUARANTEES, EXPRESS OR IMPLIED, ARE MADE WITH RESPECT TO ANY GOODS OR SERVICES PROVIDED UNDER THIS AGREEMENT, AND ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE ARE EXPRESSLY DISCLAIMED.

**Section 5 - Changes**

Without invalidating this Agreement, Customer or Parallel may request changes in the Work. Any changes to the Work and any adjustment to the Agreement Price or the time for completion of the Work shall be in writing signed by both Customer and Parallel. If Customer orders any additional work or causes any material interference with Parallel's performance of the Work, Parallel shall be entitled to an equitable adjustment in the time for performance and in the Agreement Price.

**Section 6 - Force Majeure**

Neither Customer or Parallel shall be responsible or liable for, shall incur expense for, or be deemed to be in breach of this Agreement because of any delay in the performance of their respective obligation pursuant to this Agreement due solely to circumstances beyond their reasonable control ("Force Majeure") and without the fault or negligence of the party experiencing such delay, provided that the party experience the delay shall promptly give written notification to the other party within 5 days after such party has learned of the Force Majeure.

**Section 7 - Indemnification**

Parallel shall indemnify and hold customer harmless from and against claims, damages, losses and expenses, (including, but not limited to, reasonable attorney's fees) attributable to bodily injury, sickness, disease or death, or to destruction of tangible property, but only to the extent caused by: a) the negligent or willful acts or omissions of Parallel or Parallel's employees or subcontractors while on the Customer's site, or b) the malfunction of the equipment supplied by Parallel, or c) Parallel's breach of this agreement. In no event shall either Parallel or Customer be liable to the other party hereto for special, indirect, incidental, or consequential damages, including commercial loss, loss of use or lost profits, even if that party has been advised of the possibility of such damages. In no event will Parallel Technologies be liable to customer for any amounts in excess of the amounts paid by Customer to Parallel.

**Section 8 - Disputes**

In the event of any dispute between Parallel and Customer, Parallel and Customer shall first attempt to resolve the dispute in the field, but if that is not successful, then in a meeting between authorized officers of each company. If settlement attempts are not successful, then the dispute shall be subject to and decided by mediation or arbitration.

**Parallel Technologies, Inc.**

**Pottawattamie County Buildings & Grounds Dept**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: Brandon Rogotzke

Name: Jason Slack

Date: 3/16/2021

Date: \_\_\_\_\_

**David Bayer/ Director, IT**

**Discussion and/or decision to approve:**

**Quote and funding of Window Coverings for the B-Wing and 911 spaces.**

Craftsman Window Coverings, Inc  
Serving the Midwest since "1954"  
11526 Cary Street  
Omaha, NE 68128  
Phone: 402-733-8772 fax: 733-8567  
GSA Contract number: GS-03F-5148 C

Proposal

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Date: February 9, 2021

To: Darrell Justesen  
Job: Pottawattamie Courthouse

**Roller Shades**

60 – WT manual shades with fascia

- Exterior Ecofabrix 1 or 3%
- Interior Avila blackout

1 – Field measure

1 – Installation

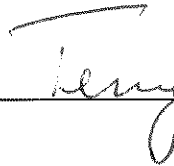
1 – Freight

Total ..... \$12,789.00

**Notes/Exclusions:**

1. Bond excluded (rate 1.18%)
2. Tax excluded

Authorized Signature \_\_\_\_\_ Terry Beutler



**David Bayer/ Director, IT**

**Discussion and/or decision to approve:**

**Naming of the new conference rooms in the B-Wing:  
Goldfinch Conference Room, Wild Rose Conference  
Room, and Bur Oak Multi-Purpose Room.**

**Other Business**

**Appointment to  
Magistrate Appointing Commission**

**Ron Tekippe for a term of 6 Years**

## **Appointment to Board of Health**

**Susan Lorkovic for a term of 3 years**

APPLICATION FORM  
FOR POTTAWATTAMIE COUNTY, IOWA  
CITIZEN BOARD OR COMMISSION

Application For:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> ZONING BOARD OF ADJUSTMENT       | <input type="checkbox"/> CONSERVATION BOARD               | <input type="checkbox"/> VETERANS AFFAIRS COMMISSION            |
| <input type="checkbox"/> PLANNING AND ZONING COMMISSION   | <input type="checkbox"/> CIVIL SERVICE COMMISSION         | <input type="checkbox"/> COMPENSATION BOARD                     |
| <input type="checkbox"/> APPEAL BOARD                     | <input type="checkbox"/> LOESS HILLS ALLIANCE BOARD       | <input type="checkbox"/> WESTERN IOWA TOURISM REGION            |
| <input type="checkbox"/> BOARD OF HEALTH                  | <input type="checkbox"/> SWIPCo TRANSIT ADVISOR COMMITTEE |   |
| <input type="checkbox"/> MAGISTRATE APPOINTING COMMISSION | <input type="checkbox"/> DRAINAGE ATTORNEYS               | <input type="checkbox"/> COMPENSATION & CONDEMNATION COMMISSION |

Other: Please list what Boards you are interested in serving: \_\_\_\_\_

<i>Name</i>			
<i>Mailing Address</i>	Street	City, State, Zip Code	
	<i>Email Address</i>		
<i>Telephone</i>	Home	Work	Cellular
	<i>Best way to contact?</i>		
	<input type="checkbox"/> Email	<input type="checkbox"/> Home Telephone	<input type="checkbox"/> Work Telephone
			<input type="checkbox"/> Cellular Telephone

This form assists the Board of Supervisors in evaluating the qualifications of applicants for appointment to a board or commission. State law requires political subdivisions to make a good faith effort to balance most appointive boards, commissions, committees, and councils according to gender by January 1, 2012, and each year thereafter. Please identify:  Female  Male

<i>Place of employment and position</i>	
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The following questions will assist the Board of Supervisors in its selection.

<i>How much time will you be willing to devote in this position? Are you available for day, night meetings or both.</i>	
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<i>Interest in Appointment: Describe in detail why you are interested in serving on a county board or commission. Include information about your background that supports your interest or qualifies you for appointment to the position.</i>	
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<i>Contributions you feel you can make to the Board/Commission:</i>	
---	--

<i>Direction/role you perceive of this Board/Commission:</i>	
--	--



<i>In lieu of/in addition to the above, do you have any comments to add that may assist the Board of Supervisors in its selection?</i>	
--	--

<i>In order to assure compliance with Iowa Code §331.342 (Conflict of Interest), please list any businesses you have an ownership interest in that may contract with Pottawattamie County.</i>	
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<i>In order to assure compliance with Iowa Code §331.342 (Conflict of Interest), please list any relatives that work for Pottawattamie County or relatives that own a business that may contract with Pottawattamie County.</i>	
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*Please provide **two** references who may be contacted on your qualifications for this position.*

<i>Name</i>		<i>Relationship</i>	
<i>Mailing Address</i>	Street	City, State, Zip Code	
<i>Email Address</i>			
<i>Telephone</i>	Home	Work	Cellular
<i>Best way to contact?</i>	<input type="checkbox"/> <i>Email</i> <input type="checkbox"/> <i>Home Telephone</i> <input type="checkbox"/> <i>Work Telephone</i> <input type="checkbox"/> <i>Cellular Telephone</i>		

<i>Name</i>		<i>Relationship</i>	
<i>Mailing Address</i>	Street	City, State, Zip Code	
<i>Email Address</i>			
<i>Telephone</i>	Home	Work	Cellular
<i>Best way to contact?</i>	<input type="checkbox"/> <i>Email</i> <input type="checkbox"/> <i>Home Telephone</i> <input type="checkbox"/> <i>Work Telephone</i> <input type="checkbox"/> <i>Cellular Telephone</i>		

*I certify that there is nothing that would prohibit me from serving on this board or commission and I understand that Pottawattamie County may conduct criminal background checks on Board applicants with written authorization.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*YOUR APPLICATION WILL BE RETAINED IN OUR FILES FOR ONE YEAR  
THIS APPLICATION IS A PUBLIC DOCUMENT AND AS SUCH CAN BE REPRODUCED AND DISTRIBUTED FOR THE PUBLIC.*

**RETURN COMPLETED APPLICATIONS TO:** POTTAWATTAMIE COUNTY BOARD OF SUPERVISORS,  
227 SOUTH 6<sup>TH</sup> STREET, COUNCIL BLUFFS, IA 51501

## **Reappointments to Board of Health**

**Lea Voss for a term of 3 years**

**Dr. Michael Guzman for a term of 1 year**

**Jana Lemrick/Director, HR**

**Discussion and/or decision to approve:  
Job Description for Volunteer and Facilities  
Coordinator**

# Pottawattamie County, Iowa

## Class Description

**Title:** Volunteer and Facilities Coordinator

**FLSA Status:** Non-Exempt

**Department:** Conservation

**Job Code:**

**Division:** N/A

**Updated:** 3/2/2021

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### General Definition of Work

Responsible for the management and maintenance of the Pottawattamie Conservation volunteer program and the management and oversight of the rental facilities, welcome desk, and gift shop at the Loess Hills Lodge at Hitchcock Nature Center. Work should be performed under but with limited supervision of the Conservation Director and Operations Supervisor.

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### Essential Functions

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

#### Volunteer Coordination

Recruit, interview, match, train, schedule, supervise, and retain volunteer staff for Pottawattamie Conservation with a focus on the needs of the Loess Hills Lodge at Hitchcock Nature Center.

Develop and implement effective volunteer recruitment strategies.

Coordinate and schedule volunteer coverage for available shifts at the Loess Hills Lodge Welcome Desk and provide occasional assistance with volunteer scheduling at the various Pottawattamie Conservation parks and with the Natural Areas Management and Environmental Education programs.

Work with staff to assign and implement volunteer-led assistance projects.

Maintain documentation of volunteers' activities and hours and prepare monthly reports for review by Operations Supervisor, Executive Director, and County Conservation Board.

Ensure Welcome Desk is stocked with all needed materials to support scheduled volunteers and staff  
Develop and maintain continuing education training programs for volunteers as appropriate for their particular roles within Pottawattamie Conservation.

Develop and maintain volunteer recognition and rewards program and volunteer appreciation events  
In coordination with the Operations Supervisor, develop, track, and prioritize the volunteer program budget.

Maintain consistent and constructive contact with volunteers to encourage volunteer engagement

Assist with staffing visitor welcome desk at Hitchcock Nature Center to serve as ambassador of mission by greeting visitors, answering phones, monitoring materials (e.g. brochure rack stocked, equipment check out, such as snowshoes, GPS units).

Perform other duties as assigned or as situations dictate.

#### Facilities Coordination

Promote and oversee all aspects of Loess Hills Lodge room rentals to include room showings, rental inquiries, receipt of payment and room deposits, ensuring preparedness of rental rooms, and coordinating room availability with Hitchcock Nature Center staff.

Update shared Outlook calendar with all rental and room reservation requests.

# Pottawattamie County, Iowa

## Class Description

Manage and maintain the Loess Hills Lodge gift shop, Welcome Desk, and gallery including staff scheduling, inventory management and ordering, and basic accounting procedures for balancing credit card sales and money drawer.

In cooperation with the Promotions and Communications Coordinator, update and maintain the webpages dedicated to Loess Hills Lodge rental rooms and volunteer support on the Pottawattamie Conservation website.

Support Administrative Assistant with the processing of park memberships and the balancing of credit card sales for Pottawattamie Conservation.

Work with Operations Supervisor and Executive Director to design, implement, and update policies and procedures for public behavior in Pottawattamie Conservation buildings and campuses (e.g. policies and expectations related to minimizing the spread of COVID-19 inside and around the Loess Hills Lodge).

In coordination with the Operations Supervisor, develop, track, and prioritize the gift shop inventory and budget.

With the assistance from the Operations Supervisor, identify and implement necessary procedural and operational updates for the Loess Hills Lodge rental procedures, Welcome Desk, exhibit gallery, and gift shop.

Assist with completing daily tasks for Loess Hills Lodge Welcome Desk checklist when volunteers and staff are not staffing the welcome desk, including spot cleaning of exhibits and entry area, brochure restocking, oversight of gallery exhibits when in use by the public, and regularly monitoring restrooms.

Update and maintain seasonal displays in the Loess Hills Lodge.

Coordinate with environmental education staff on the development and implementation of educational and informational displays in the Loess Hills Lodge.

Perform other duties as assigned or as situations dictate.

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### Minimum Qualifications

Two- or four-year degree in Marketing, Communications, Public Relations, Human Resources, Hospitality, Administration or related field preferred; however, candidates possessing high school diploma and an equivalent combination of experience and training that has provided the required knowledge, skills and abilities will be strongly considered.

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### Special Qualifications

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

Valid driver's license.

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### Job Specifications

Flexibility required as position requires working with staff and volunteer schedules, and the general public within variable work environments and settings. High level of professionalism and courteousness when dealing with staff, members of the public, and volunteers. Strong ability to understand and convey the mission and goals of Pottawattamie Conservation. Works well in both independent and team settings. Must possess excellent oral and written communication skills. High attention to detail is critical for this position. Prior experience managing teams is a plus. Prior experience in a retail setting will be favored. Knowledge of the outdoors and natural environments of western Iowa is a plus. Knowledge of and experience with website maintenance is a plus. Ability to communicate tactfully and courteously with others as well as ability to communicate effectively to groups and individuals in both formal and informal situations. Must be proficient in Microsoft Office suite. Ability to utilize accounting/bookkeeping principles

# Pottawattamie County, Iowa

## Class Description

and procedures in order to reconcile documents and balance expenditure accounts as well as handle cash. Desktop publishing experience is preferred (PC-based Adobe Photoshop, MS Publisher and/or Illustrator desirable). Familiarity with established and novel forms of social media and related technology. Must be able and willing to effectively balance the demands of multiple overlapping projects. The nature of this position will require a flexible schedule based on the weekly volunteer schedule. This includes working some weekends and occasional evenings. Ability to get to and from job site in all types of weather conditions. Ability to accurately prepare and maintain basic departmental records and reports. Ability to convey enthusiasm about the volunteer program. Develop strategies to convert visitors to members and to minimize attrition. Ability to establish and maintain effective working relationships with supervisors, fellow employees, various organizations and the general public. Ability to post numerical data accurately. Ability to perform job duties with thoroughness, accuracy and attention to detail

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### Working Conditions

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Attendance at work is an essential function of this position. Work is generally performed at Hitchcock Nature Center; however incumbent may have to assist with outdoor programs, which may require considerable hiking over uneven ground. An incumbent must also have the ability to transport themselves to and from various locations throughout the county parks and surrounding jurisdictions.

Duties also require the ability to tolerate an indoor and outdoor work environment that includes contact with dirt, dust and sun exposure. An incumbent must have the ability to frequently lift, push, pull and/or carry equipment, supplies and other materials weighing up to 10 lbs., and to occasionally lift, push, pull and/or carry equipment, supplies and other materials weighing up to 25 lbs. An incumbent must also possess the hand-eye coordination and manual dexterity necessary to use hands and arms to reach, finger, handle, grasp, and feel, and operate the following: vehicles, computers, and any other pieces of equipment that are used to perform the essential functions of the job.

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

Work requires interaction with the general public and may be stressful when dealing with time constraints.

# POTTAWATTAMIE COUNTY – CONSERVATION BOARD

## JOB DESCRIPTION

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<b>POSITION TITLE:</b>	Community Relations Coordinator
<b>REPORTS TO:</b>	Operations Supervisor / Executive Director
<b>SUPERVISES:</b>	Volunteers
<b>BARGAINING UNIT/GRADE:</b>	Non-Represented; Grade 518
<b>EMPLOYMENT STATUS:</b>	Full-time, FLSA Non-Exempt

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### **PURPOSE OF POSITION:**

Provide overall promotional and communications support for Pottawattamie County Conservation including social media, newsletter and websites, assist with visitor services at the Loess Hills Lodge interpretive facility and coordinate membership and volunteer programs.

### **ESSENTIAL FUNCTIONS:**

Increase advancement and awareness of Pottawattamie County Conservation by supporting its mission, encouraging visitation, membership and positive visitor experiences.

Provide marketing/promotional support for all county parks, programs and areas in general as well as specific amenities within, including campgrounds, cabin and facility rentals, and the Loess Hills Lodge.

Maintain the county conservation website, working with the county IT department Design, layout, and edit conservation publications, such as brochures, signs and posters.

Develop and distribute press releases, maintaining list of media contacts, including all social media.

Identify the most effective channel to reach intended audiences through social media (i.e. Facebook, Twitter, YouTube, Blogger, and other similar sites).

Author persuasive text, messages, and press releases to advance the objectives of the Conservation department.

Oversee and direct or prepare and send calendar announcements.

Staff visitor services desk as scheduled at Loess Hills Lodge at Hitchcock Nature Center to serve as ambassador of mission by greeting visitors, answering phones, monitoring materials (e.g. brochure rack stocked, equipment check out, such as snowshoes, GPS units), and assisting with gift shop inventory.

Assume responsibility for completing daily tasks on visitor services checklist when volunteers or other PCCB staff are not present, including spot cleaning of exhibits and entry area, overseeing Curiosity Cove regularly and monitoring restrooms.

Initiate, train, and supervise volunteers. Actively support culture of volunteerism through recruitment, recognition and retention.

Assist with programs and general administrative support as needed.

Assist with and participate in county conservation special events including but not limited to PCF events, Expos, pancake feed, chili fest and other similar events. Assist with and prepare promotional mailings and publications.

Assist with new projects and perform other tasks as assigned by the Operations Supervisor and/or Executive Director.

Perform other duties as assigned or as the situation dictates.

**MARGINAL FUNCTIONS:**

Perform other duties as directed or as the situation dictates.

**ESSENTIAL KNOWLEDGE, SKILL AND ABILITY:**

Flexibility required as position requires working with PCCB staff, general public as well as volunteers and experiencing variations in work environment .

Works well independently as well as part of team.

Excellent oral and written communication skills.

Ability to communicate tactfully and courteously with others as well as ability to communicate orally and effectively to groups and individuals in both formal and informal situations.

Must be proficient in Microsoft Office software including Word and Excel. Must have the ability to pay close attention to detail as accuracy is an essential function of this position.

Desktop publishing experience is required (PC-based Adobe Photoshop, MS Publisher and. or Illustrator desirable).

Adeptness with existing and new forms of social media and related technology (Facebook, Twitter, YouTube, Blogger, etc.).



Knowledge of general office procedures including ability to operate personal computer, printer, cash register, and any other general office equipment.

Proven organizational, project management and human relations skills.

Acquire knowledge of and/or ability to learn organizational mission and objectives in order to serve as ambassador of Pottawattamie County Conservation.

The nature of this position will require the person to work irregular hours and have a flexible schedule based on the weekly volunteer schedule and scheduled PCCB staff.

This includes working weekends and occasional evenings.

Ability to get to and from job site in all types of weather conditions.

Ability to understand and follow both oral and written instructions.

Ability to accurately prepare and maintain basic departmental records and reports  
Ability to convey enthusiasm about the volunteer program.

Develop strategies to convert visitors to members and to minimize attrition.

Ability to establish and maintain effective working relationships with supervisors, fellow employees, various organizations and the general public.

Ability to perform accurate mathematical calculations, such as addition, subtraction, multiplication and division, using a calculator, ten-key adding machine or manually.

Ability to post numerical data accurately.

Ability to perform job duties with thoroughness, accuracy and attention to detail.

**ESSENTIAL EDUCATION, CERTIFICATION AND/OR LICENSES:**

Associates Degree in Marketing, Communications or related field preferred. Strong interest in and/or Associates Degree in Biology, Wildlife Management, Environmental Science, Nature Interpretation, Parks & Natural Resources, Conservation Management OR Work experience in related field or equivalent combination of education and experience.

Must have or obtain CPR/AED training and basic first aid within a time frame established by Pottawattamie County Conservation.

Must possess valid driver's license at the time of hire and maintain it throughout the course of employment.

## **ESSENTIAL PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must have regular and reliable work attendance to fulfill the essential functions of the job.

Work is generally performed in the Loess Hills Lodge at Hitchcock Nature Center; however incumbent may have to assist with outdoor programs, which may require hiking and assist with programs or events throughout the county. Position requires a considerable amount of physical activity while assisting with outdoor programs, including extended periods of sitting, standing, kneeling, bending, crouching, reaching, stooping and climbing. Duties may require the ability to walk for extended periods of time and the incumbent must have the ability to maneuver over uneven ground.

An incumbent must also have the ability to transport themselves to and from various locations throughout the county parks and surrounding jurisdictions.

Duties also require the ability to tolerate an indoor and outdoor work environment that includes contact with dirt, dust and sun exposure.

An incumbent must have the ability to frequently lift, push, pull and/or carry equipment, supplies and other materials weighing up to 10 lbs., and to occasionally lift, push, pull and/or carry equipment, supplies and other materials weighing up to 25 lbs.

An incumbent must possess the hand-eye coordination, manual dexterity and fine manipulation skills which permits moderate to heavy use of a computer, keyboard and mouse.

Attendance at evening meetings and travel to off-site locations is required.

Must have clarity of speech and hearing which permits effective communication.

Must have sufficient vision which allows for the production and review of a wide variety of materials in both electronic and hard copy forms.

The environment is sometimes stressful in trying to meet customer needs, dealing with irate citizens, and meeting deadlines.

**EMPLOYEE POSITION ACCEPTANCE:**

I have thoroughly discussed the essential functions, education and experience related to this position with my supervisor, and I fully understand what is required of me in this position. I hereby accept this position and agree to perform the tasks required to the best of my abilities.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

# **Discussion on the American Rescue Plan Act of 2021**

**Received/Filed**

**Closed Session**

# **Scheduled Sessions**

# **Capital Improvements Discussion**