

Consent Agenda

April 20, 2021

MET IN REGULAR SESSION

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

PLEDGE OF ALLEGIANCE

1. CONSENT AGENDA

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

- A. April 13, 2021, Minutes as read.

UNANIMOUS VOTE. Motion Carried.

2. SCHEDULED SESSIONS

Motion made by Shea, second by Schultz, to approve and sign CO #5. UNANIMOUS VOTE. Motion Carried.

Jason Slack/ Director, Buildings and Grounds and Kim Bogatz from HGM Associates, Inc. appeared before the Board to open Bids for the Courthouse Addition Project. Seven bids were received from Prairie Construction, CR Anderson, Lund Ross, ConStruct Inc., AOI Corporation, Meco-Henne, and Ronco Construction. No action taken.

After discussion was held by the Board regarding tax suspension pursuant to Iowa Code Section 427.9, for property located at 130 Wallace Ave, Council Bluffs, IA, the Board tabled the item until they receive more information. No action taken.

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

Motion made by Wichman, second by Shea, to approve and authorize Board to sign **Resolution No. 29-2021** entitled: Resolution for the Destruction of Noxious Weeds.

RESOLUTION NO. 29-2021

RESOLUTION FOR THE DESTRUCTION OF NOXIOUS WEEDS

NOTICE TO ALL PROPERTY OWNERS AND THOSE IN CONTROL THEREOF: You are hereby notified that the Board of Supervisors of Pottawattamie County, Iowa, did on the 20th day of April, 2021, pass the following resolution:

BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF POTTAWATTAMIE COUNTY, IOWA, that pursuant to the provisions of Chapter 317.14, Code of Iowa, it is hereby ordered:

1. That each person in possession or control of all noxious weeds thereon as defined in this Chapter, at such times each year and in such a manner as shall prevent said weeds from blooming or coming to maturity, and shall keep lands free from such growth of any other weeds, as shall render the streets and highways adjoining said land unsafe for public travel. Noxious weeds shall be controlled, cut or otherwise destroyed between April 1 and November 15, 2021, as is necessary to prevent seed production.

PRIMARY NOXIOUS WEEDS:

- (1) Quack grass,
- (2) Perennial sow thistle,
- (3) Canada thistle,
- (4) Bull thistle,
- (5) European morning glory or field bindweed,
- (6) Horse nettle,
- (7) Leafy spurge,
- (8) Perennial pepper-grass,
- (9) Russian knapweed,
- (10) Buckthorn,
- (11) All species of thistles belonging in the genera of Cirsium and Carduus.
- (12) Palmer amaranth,

SECONDARY NOXIOUS WEEDS:

- (1) Butterprint annual,
- (2) Cocklebur annual,
- (3) Wild mustard annual,
- (4) Wild carrot biennial,
- (5) Buckhorn,
- (6) Sheep sorrel,
- (7) Sour dock perennial,
- (8) Smooth dock,
- (9) Poison hemlock,
- (10) Multiflora rose,
- (12) Puncture vine,
- (13) Teasel biennial,
- (14) Shattercane

2. That each owner and each person in possession or control of any land in Pottawattamie County, Iowa, infested with any Primary and Secondary Noxious Weed, and all other species of thistles belonging to the genera of Cirsium and Carduus, shall adopt or enter into a program of weed destruction, and treatment of control, described by the Weed Commissioner, which in five years may be expected to destroy and will immediately keep under control such infestation of said noxious weeds.
3. That all weeds other than noxious weeds on all county trunk and local county roads between the fence line thereof, shall be destroyed and controlled by the adjoining property owner, to prevent seed production.
4. That if the owners or persons in possession or control of any land in Pottawattamie County fails to comply with the foregoing order, the Weed Commissioner shall cause this to be done and the expense of said work, including cost of serving notice and other costs, if any, to be assessed against the land and their owners thereof.
5. That the County Auditor be and is hereby directed to cause notice of this making and entering of the foregoing order shall be given by one publication in each of the official newspapers of the County.

DATED THIS 20th day of April, 2021.

ROLL CALL VOTE

	AYE	NAY	ABSTAIN	ABSENT
_____ Scott A. Belt, Chairman	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ Tim Wichman	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ 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 J. Houser, County Auditor

Roll Call Vote: AYES: Belt, Wichman, Grobe, Schultz, Shea. Motion Carried.

Motion by Schultz, second by Shea, to approve MAPA to move forward with the RFPs for Legal Services, Abstracting Services and Asbestos Surveying Services associated with the HMGP DR-4421. UNANIMOUS VOTE. Motion Carried.

Motion by Schultz, second by Shea, to approve and authorize Board to sign **Resolution No. 33-2021 entitled:** Adoption of the Administrative Plan for Voluntary Property Acquisition Funded Under the Hazard Mitigation Grant Program – HMGP DR-4421-IA-0048.

RESOLUTION NO. 33-2021

Adoption of the Administrative Plan for Voluntary Property Acquisition Funded Under the Hazard Mitigation Grant Program – HMGP DR-4421-IA-0048.

WHEREAS, On March 26, 2021, Pottawattamie County, Iowa was awarded Hazard Mitigation Grant Program (HMGP) funding under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (PL93-288, as amended) and the Code of Iowa, Chapter 29C and administered by Iowa Department of Homeland Security and Emergency Management (HSEMD). And;

WHEREAS, Said award is in accordance with the scope of work and budget that were included in the County’s application package submitted to and approved by HSEMD and the Federal Emergency Management Agency. And;

WHEREAS, The Pottawattamie County Board of Supervisors subsequently authorized the execution of a Sub Award Agreement between HSEMD and County on April 6, 2021. And;

WHEREAS, The County is committed to making this Voluntary Acquisition Program work as quickly as possible so that the affected property owners may promptly make their property decisions with as much information as is available. And,

WHEREAS, The County is required to adopt an Administrative Plan to outline procedures on how the County’s Voluntary Property Acquisition Program will operate. Therefore;

BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF POTTAWATTAMIE COUNTY, IOWA, that Board of Supervisors hereby adopts the Administrative Plan for Voluntary Property Acquisition Funded Under the Hazard Mitigation Grant Program – HMGP DR-4421-IA-0048.

DATED THIS 20th day of April, 2021.

ROLL CALL VOTE

	AYE	NAY	ABSTAIN	ABSENT
_____ Scott A. Belt, Chairman	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ Tim Wichman	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____ 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 J. Houser, County Auditor

Roll Call Vote: AYES: Belt, Wichman, Grobe, Schultz, Shea. Motion Carried.

Motion by Schultz, second by Shea, to approve and authorize Chairman to sign Amended Development Agreement with Armstrong Investments, LLC, Authorizing Tax Increment Payments and Pledging Certain Tax Increment Revenues to the Payment of the Agreement. AYES: Belt, Grobe, Schultz, Shea. NAYS: Wichman. Motion Carried.

Motion by Shea, second by Schultz, to approve further planning for proposed route for waterline extension down Woodland Trail in southwestern Pottawattamie County. UNANIMOUS VOTE. Motion Carried.

Motion made by Wichman, second by Shea, to approve and authorize Chairman to sign Final voucher for FM-CO78(202)—55-78. UNANIMOUS VOTE. Motion Carried. UNANIMOUS VOTE. Motion Carried.

Motion made by Wichman, second by Schultz, to approve and authorize Chairman to sign Funding agreement for STP-SWAP-CO78(204)—FG-78. UNANIMOUS VOTE. Motion Carried.

After discussion was held by the Board, approval of Final Design Services Agreement for the Roads Operational Center was tabled awaiting more details. No action taken.

3. OTHER BUSINESS

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

After discussion was held by the Board on Resolution No. 19-2021 entitled: County of Pottawattamie Resolution to Adopt the National Incident Management System (NIMS) and Pottawattamie County NIMS Implementation Plan, the Resolution was tabled awaiting recommendation from the Policy Committee. No action taken.

The Board held a discussion with Andy Brown/Sheriff and Matt Wilber/County Attorney on how to use funds from a previous bond. Discussion only. No action taken.

Motion by Wichman, second by Shea, to approve and authorize Board to sign **Resolution No. 30-2021**; Funds Transfer from Rural Services Fund to Secondary Roads Fund.

RESOLUTION NO. 30-2021

RESOLUTION Transfer from Rural Services Fund to Secondary Roads Fund

WHEREAS, it is desired to transfer money from Rural Services Fund to Secondary Roads Fund; and

WHEREAS, said transfer is in accordance with Section 331.432, Code of Iowa; and

NOW THEREFORE BE IT RESOLVED, that the Pottawattamie County Board of Supervisors as follows:

SECTION 1: The sum of \$2,550,000 is ordered to be transferred from Rural Services Fund to Secondary Roads Fund, and

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

Dated this 20th day of April, 2020.

	ROLL CALL VOTE			
	AYE	NAY	ABSTAIN	ABSENT
_____ Scott A. 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 Carried.

Motion by Wichman, second by Schultz, to approve and authorize Board to sign **Resolution No. 31-2021**; Funds Transfer from LOT Secondary Roads Fund to Bond Series Fund.

RESOLUTION NO. 31-2021

RESOLUTION Transfer from LOT Secondary Roads Fund to Bond Series Fund

WHEREAS, it is desired to transfer money from LOT Secondary Roads Fund to Bond Series Fund; and

WHEREAS, said transfer is in accordance with Section 331.432, Code of Iowa; and

NOW THEREFORE BE IT RESOLVED, that the Pottawattamie County Board of Supervisors as follows:

SECTION 1: The sum of \$2,000 is ordered to be transferred from LOT Secondary Roads Fund to Bond Series Fund, and

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

Dated this 20th day of April, 2020.

	ROLL CALL VOTE			
	AYE	NAY	ABSTAIN	ABSENT
_____ Scott A. 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 Carried.**

Motion by Wichman, second by Grobe, to approve and authorize Board to sign **Resolution No. 32-2021**; Funds Transfer from LOT Secondary Roads Fund to Secondary Roads Fund.

RESOLUTION NO. 32-2021

RESOLUTION Transfer from LOT Secondary Roads Fund to Secondary Roads Fund

WHEREAS, it is desired to transfer money from LOT Secondary Roads Fund to Secondary Roads Fund; and

WHEREAS, said transfer is in accordance with Section 331.432, Code of Iowa; and

NOW THEREFORE BE IT RESOLVED, that the Pottawattamie County Board of Supervisors as follows:

SECTION 1: The sum of \$2,450,000 is ordered to be transferred from LOT Secondary Roads Fund to Secondary Roads Fund, and

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

Dated this 20th day of April, 2020.

ROLL CALL VOTE

	AYE	NAY	ABSTAIN	ABSENT
_____ Scott A. 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 Carried.**

Motion by Schultz, second by Wichman, to approve/disallow the following applications made to the Assessor’s Office and that further review be done on the one recommended disallowed Military Credit: Homestead (86 recommended allowed, 0 recommended disallowed), Military (17 recommended allowed, 1 recommended disallowed) Disabled Veteran Homestead (3 recommended allowed, 0 recommended disallowed), Business Property Tax Credit (7 recommended allowed, 1 recommended disallowed), Family Farm (2 recommended allowed, 0 recommended disallowed). **UNANIMOUS VOTE. Motion Carried.**

Motion by Schultz, second by Grobe, to approve Disallowed Homestead and Military Credit Applications. **UNANIMOUS VOTE. Motion Carried.**

4. RECEIVED/FILED

A. Salary Actions

- 1) Conservation – Payroll Status Change for Kimberly Wickersham
- 2) Juvenile Detention – Payroll Status Change for Erin Matter
- 3) Secondary Roads – Payroll Status Change for Tom Schneckloth, Devan Feigenbutz

5. ADJOURN

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

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

Scott Belt, Chairman

ATTEST:

Becky Lenihan, Assistant Finance Officer, Auditor's Office

APPROVED: April 27, 2021

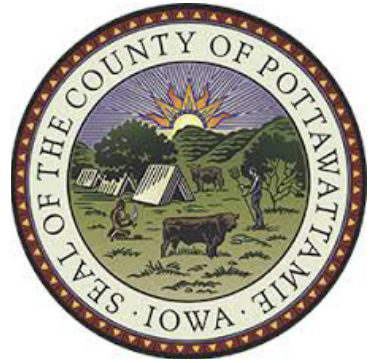
PUBLISH: X

Scheduled Sessions

**Rob Ambrose/Lieutenant & Martin
Berglund/DLR Group**

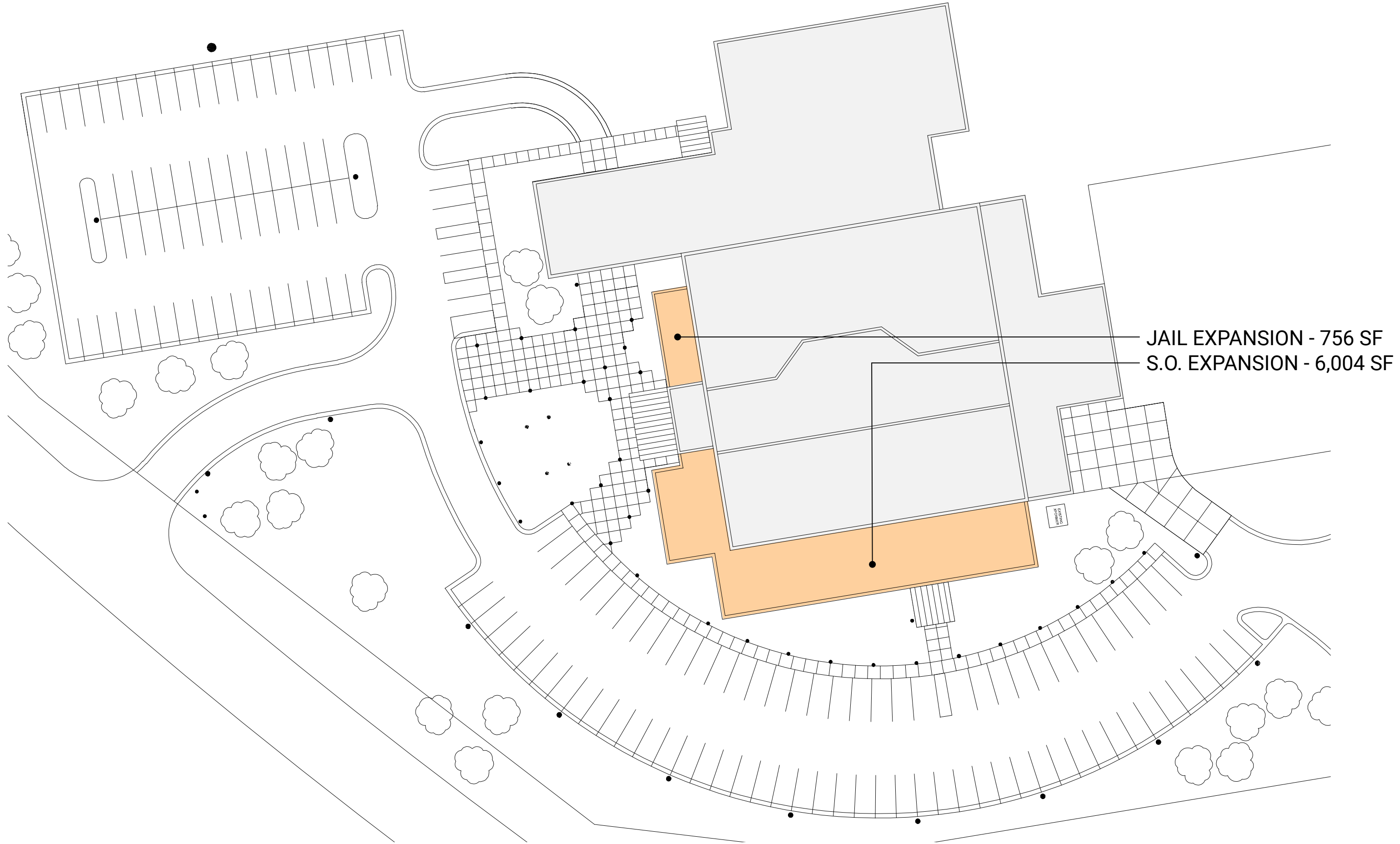
Public Hearing

**on the plans, specifications, form of contract and
estimated total cost of construction for the
Combined Contract for the Pottawattamie County
Sheriff's Office Expansion project.**



Pottawattamie County Sheriff's Office Expansion

Public Hearing - April 27, 2021



JAIL EXPANSION - 756 SF
S.O. EXPANSION - 6,004 SF

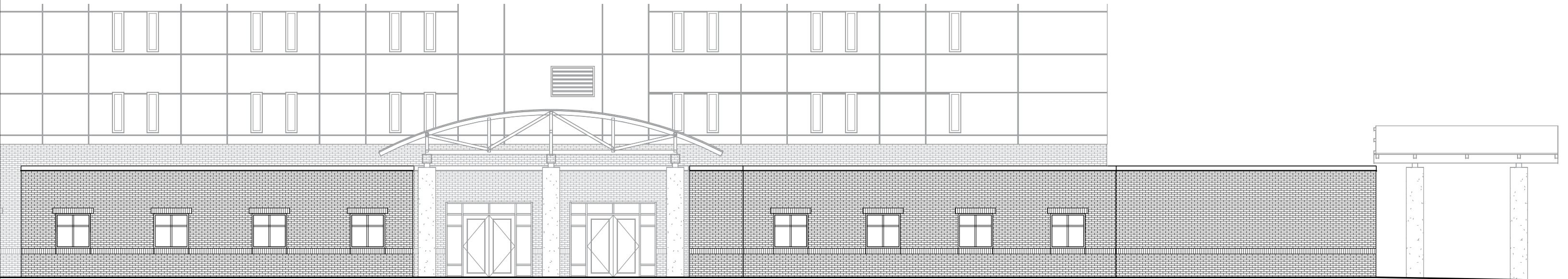
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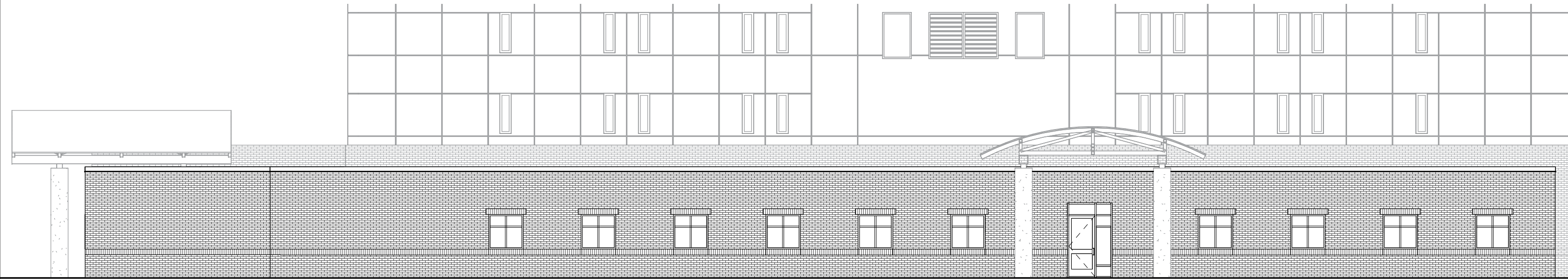
Pottawattamie County Sheriff's Office Expansion | CURRENT FLOORPLAN

27 April 2021





2 SOUTH ELEVATION
P2.1



1 EAST ELEVATION
P2.1



27 April 2021

11-20109-00

**Paula Hazelwood/Executive Director and Shalimar
Mazetis, Manager Entrepreneurial Development,
Advance Southwest Iowa**

**Discussion on Partnership with Advance Southwest
Iowa Corporation.**

**Jana Lemrick/Director, HR; Michael Williams and
Jim Garbina/ The Harry A. Koch Company**

**Update/discussion on FY 21/22 employee
health and dental insurance.**



Pottawattamie County

PROPOSAL OF INSURANCE | MARCH 19, 2021



The Harry A. Koch Co.
Insurance & Financial Consultants

Member of First Insurance Group, LLC



DISCLOSURES

This proposal contains a brief description of coverages offered and is based upon underwriting information gathered from the client. It is not a legal contract. It neither modifies nor supersedes the insuring agreements, terms, conditions and exclusions of the policies referenced, which constitute the sole agreement between the insurer and the insured. Higher limits and/or optional coverages may be available. Specimen copies of all policies can be provided for review prior to the binding of coverage, upon request.

Our Privacy Policy is available on our website at <https://www.hakco.com//privacy-policy>



PRODUCTS & SERVICES

EMPLOYEE BENEFITS

Group Medical Plans

- Private Exchange
- Health Reimbursement Accounts
- Health Savings Accounts
- Fully Insured
- Self-Funding

Basic & Supplemental Life Insurance

Voluntary Benefits

Short & Long-Term Disability

Plan Document & SPD Development

Employee Communications & Education

Web-Based HR Portal

Consulting Services

Retirement Plans

Owner-Based Planning

Executive Benefits

COMMERCIAL INSURANCE

Property

Auto

Workers' Compensation

General Liability

Umbrella & Excess Liability

Professional Liability

Directors & Officers Liability

Employment Practices Liability

Cyber Liability

Captive & Insurance Management

Risk Management Consulting

Risk Analysis & Risk Transfer Review

Insurance Valuation Appraisals

24-Hour Claims Service

Loss Control Services

PERSONAL INSURANCE

Homes & Condominiums

Automobile & Recreation Vehicles

Antique Automobiles

Art, Furs, Collections, Jewelry

Watercraft

Umbrella & Personal Excess Liability

Flood

Earthquake

SURETY BONDS

Bid Bonds

Performance Bonds

Miscellaneous Bonds

Financial Analysis

Financial Presentation to Surety

Contractor Prequalification Assistance

Consulting Services

Banker, Attorney & CPA Referral

This is a summary and not all inclusive, contact us for more information.



YOUR TEAM



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Section 6	LTD



Pottawattamie County
July 1, 2021 Renewal - Alternate RX
IGHCP Partially Self-Funded

2020/2021 Cost		
	<i>Blue Choice / Blue RX Blue Plus</i>	
	<u>\$250 Deductible</u>	
<u>Medical Billed Premium</u>	<u>Single</u>	<u>Family</u>
Wellmark Premium	\$612.21	\$1,530.51
Partial Self-Fund Claims Funding	\$158.15	\$297.00
EBS Billing Fee	\$2.50	\$2.50
IGHCP Consulting Fee	\$10.00	\$25.00
Administration Fee (PSF/EOB/ACA Admin)	<u>\$7.83</u>	<u>\$7.83</u>
Total Monthly Cost	\$790.69	\$1,862.84
Participants	96	347
Annual Cost	\$8,667,741	
Monthly Amount into Partial Self Fund	\$15,182	\$103,059
Annual Amount into Partial Self Fund	\$182,189	\$1,236,708
Total to Partial Self Fund	\$1,418,897	
2021/2022 Premiums		
	<i>Blue Choice / Blue RX Complete</i>	
	<u>\$250 Deductible</u>	
<u>Medical Billed Premium</u>	<u>Single</u>	<u>Family</u>
Wellmark Premium	\$647.05	\$1,617.62
Partial Self-Fund Claims Funding	\$158.15	\$297.00
EBS Billing Fee	\$2.50	\$2.50
IGHCP Consulting Fee	\$10.00	\$25.00
Administration Fee (PSF/EOB/ACA Admin)	<u>\$7.83</u>	<u>\$7.83</u>
Total Monthly Cost	\$825.53	\$1,949.95
Participants	96	347
Annual Cost	\$9,070,602	
Increase	4.65%	
Monthly amount into Partial Self Fund	\$15,182	\$103,059
Annual Amount into Partial Self Fund	\$182,189	\$1,236,708
Total to Partial Self Fund	\$1,418,897	

Pottawattamie County




July 1, 2021 Renewal - Alternate RX - Reduced Funding

IGHCP Partially Self-Funded

2020/2021 Cost		<i>Blue Choice / Blue RX Blue Plus</i>	
		<u>\$250 Deductible</u>	
<u>Medical Billed Premium</u>		<u>Single</u>	<u>Family</u>
Wellmark Premium		\$612.21	\$1,530.51
Partial Self-Fund Claims Funding		\$158.15	\$297.00
EBS Billing Fee		\$2.50	\$2.50
IGHCP Consulting Fee		\$10.00	\$25.00
Administration Fee (PSF/EOB/ACA Admin)		<u>\$7.83</u>	<u>\$7.83</u>
Total Monthly Cost		\$790.69	\$1,862.84
Participants		96	347
Annual Cost		\$8,667,741	
Monthly Amount into Partial Self Fund		\$15,182	\$103,059
Annual Amount into Partial Self Fund		\$182,189	\$1,236,708
Total to Partial Self Fund		\$1,418,897	
2021/2022 Premiums		<i>Blue Choice / Blue RX Complete</i>	
		<u>\$250 Deductible</u>	
<u>Medical Billed Premium</u>		<u>Single</u>	<u>Family</u>
Wellmark Premium		\$647.05	\$1,617.62
Partial Self-Fund Claims Funding		\$139.10	\$247.20
EBS Billing Fee		\$2.50	\$2.50
IGHCP Consulting Fee		\$10.00	\$25.00
Administration Fee (PSF/EOB/ACA Admin)		<u>\$7.83</u>	<u>\$7.83</u>
Total Monthly Cost		\$806.48	\$1,900.15
Participants		96	347
Annual Cost		\$8,841,290	
Increase		2.00%	
Monthly amount into Partial Self Fund		\$13,354	\$85,778
Annual Amount into Partial Self Fund		\$160,243	\$1,029,341
Total to Partial Self Fund		\$1,189,584	

Pottawattamie County
 Comparison of Group Dental Benefits and Rates
 Effective July 1, 2021




Date Prepared: 3/18/2021

		 <p align="center">**9% Rate Cap</p>		 <p align="center">**9% Rate Cap for year 2</p>	
AM Best Carrier Rating		A+		A+	
BENEFITS		Current Benefits		Proposed	
Class A - PREVENTIVE & DIAGNOSTIC		Exams Cleanings Fluoride X-Rays		Exams Cleanings Fluoride X-Rays Sealants Space Maintainers	
Class B - BASIC		Sealants Emergency Treatment Plan Fillings Stainless Steel Crowns		Fillings Periodontics Simple & Complex Extractions Anesthesia	
Class C - MAJOR & RESTORATIVE		Space Maintainers Simple Extractions Crowns, Inlays, Outlays Endodontics Periodontics Bridges and Dentures Repairs and Adjustments		Onlays Crowns Endodontics Denture Repair Implants Prosthodontics	
Class D - ORTHODONTIA		Appliances & Related Services To age 26		Appliances & Related Services To Age 26	
DEDUCTIBLE (Calendar Year)		In-Network Out-of-Network		In-Network Out-of-Network	
Individual		\$50 \$50		\$50 \$50	
Family		\$150 \$150		\$150 \$150	
Waived for Preventive (Yes or No)		Yes Yes		Yes Yes	
PERCENTAGE		In-Network Out-of-Network		In-Network Out-of-Network	
Class A		100% 100%		100% 100%	
Class B		80% 80%		80% 80%	
Class C		50% 50%		50% 50%	
Class D		50% 50%		50% 50%	
MAXIMUMS		In-Network Out-of-Network		In-Network Out-of-Network	
Classes A, B & C combined (annual)		\$1,500 \$1,500		\$1,500 \$1,500	
Class D (lifetime maximum)		\$1,500 \$1,500		\$1,500 \$1,500	
WAITING PERIODS					
Major/Orthodontia:		None		None	
Late Entrant:		Yes		Open Enrollment	
ER Contribution		90% Employee Only		90% Employee Only	
Rate Guarantee		1 Year		1 Year	
RATE SUMMARY		Current Renewal		Proposed	
Employee	Count 128	\$22.94	\$25.00	\$24.09	
Employee + Spouse		\$0.00	\$0.00	\$0.00	
Employee + Child		\$0.00	\$0.00	\$0.00	
Family	Count 330	\$75.37	\$82.15	\$79.14	
Total Monthly Premium		\$27,808.42	\$30,309.50	\$29,199.72	
Total Annual Premium		\$333,701.04	\$363,714.00	\$350,396.64	
Percentage Change from Current		9.0%		5.0%	

This is a partial summary of the major benefits and an estimate of premium based upon the information currently available.
 Actual policy provisions and final premiums may vary.

Pottawattamie County
 Comparison of Group Dental Benefits and Rates
 Effective July 1, 2021




Date Prepared: 3/18/2021

					
AM Best Carrier Rating		A+		A	
BENEFITS		Current Benefits		Proposed	
Class A - PREVENTIVE & DIAGNOSTIC		Exams Cleanings Fluoride X-Rays		Exams Cleanings Fluoride X-Rays Sealants Space Maintainers	
Class B - BASIC		Sealants Emergency Treatment Plan Fillings Stainless Steel Crowns		Fillings Periodontics Simple & Complex Extractions Anesthesia	
Class C - MAJOR & RESTORATIVE		Space Maintainers Simple Extractions Crowns, Inlays, Outlays Endodontics Periodontics Bridges and Dentures Repairs and Adjustments		Onlays Crowns Endodontics Denture Repair Implants Prosthodontics	
Class D - ORTHODONTIA		Appliances & Related Services To age 26		Appliances & Related Services To Age 26	
DEDUCTIBLE (Calendar Year)		In-Network Out-of-Network		In-Network Out-of-Network	
Individual		\$50 \$50		\$50 \$50	
Family		\$150 \$150		\$150 \$150	
Waived for Preventive (Yes or No)		Yes Yes		Yes Yes	
PERCENTAGE		In-Network Out-of-Network		In-Network Out-of-Network	
Class A		100% 100%		100% 100%	
Class B		80% 80%		80% 80%	
Class C		50% 50%		50% 50%	
Class D		50% 50%		50% 50%	
MAXIMUMS		In-Network Out-of-Network		In-Network Out-of-Network	
Classes A, B & C combined (annual)		\$1,500 \$1,500		\$1,500 \$1,500	
Class D (lifetime maximum)		\$1,500 \$1,500		\$1,500 \$1,500	
WAITING PERIODS					
Major/Orthodontia:		None		None	
Late Entrant:		Yes		Open Enrollment	
ER Contribution		90% Employee Only		90% Employee Only	
Rate Guarantee		1 Year		1 Year	
RATE SUMMARY		Current Renewal		Proposed	
Employee	Count 128	\$22.94	\$25.00	\$25.96	
Employee + Spouse		\$0.00	\$0.00	\$0.00	
Employee + Child		\$0.00	\$0.00	\$0.00	
Family	330	\$75.37	\$82.15	\$85.80	
Total Monthly Premium		\$27,808.42	\$30,309.50	\$31,636.88	
Total Annual Premium		\$333,701.04	\$363,714.00	\$379,642.56	
Percentage Change from Current		9.0%		13.8%	

This is a partial summary of the major benefits and an estimate of premium based upon the information currently available.
 Actual policy provisions and final premiums may vary.

Pottawattamie County
 Comparison of Group Dental Benefits and Rates
 Effective July 1, 2021

Date Prepared: 3/18/2021

					
AM Best Carrier Rating		A+		A	
BENEFITS		Current Benefits		Proposed	
Class A - PREVENTIVE & DIAGNOSTIC		Exams Cleanings Fluoride X-Rays		Exams Cleanings Fluoride X-Rays Sealants Space Maintainers	
Class B - BASIC		Sealants Emergency Treatment Plan Fillings Stainless Steel Crowns		Fillings Emergency Treatment Simple & Complex Extractions Anesthesia	
Class C - MAJOR & RESTORATIVE		Space Maintainers Simple Extractions Crowns, Inlays, Outlays Endodontics Periodontics Bridges and Dentures Repairs and Adjustments		Onlays Crowns Endodontics / Periodontics Denture Repair Implants Prosthodontics	
Class D - ORTHODONTIA		Appliances & Related Services To age 26		Appliances & Related Services To Age 19	
DEDUCTIBLE (Calendar Year)		In-Network Out-of-Network		Delta Dental Premier/Non-Network	
Individual		\$50 \$50		\$25 \$50	
Family		\$150 \$150		\$75 \$150	
Waived for Preventive (Yes or No)		Yes Yes		Yes Yes	
PERCENTAGE		In-Network Out-of-Network		In-Network Out-of-Network	
Class A		100% 100%		100% 100%	
Class B		80% 80%		90% 80%	
Class C		50% 50%		50% 50%	
Class D		50% 50%		50% 50%	
MAXIMUMS		In-Network Out-of-Network		In-Network Out-of-Network	
Classes A, B & C combined (annual)		\$1,500 \$1,500		\$1,500 \$1,500	
Class D (lifetime maximum)		\$1,500 \$1,500		\$1,500 \$1,500	
WAITING PERIODS		Major/Orthodontia: Late Entrant:		None Open Enrollment	
		None Yes			
ER Contribution		90% Employee Only		90% Employee Only	
Rate Guarantee		1 Year		1 Year	
RATE SUMMARY		Current Renewal		Proposed	
Employee	Count 128	\$22.94	\$25.00	\$33.66	
Employee + Spouse		\$0.00	\$0.00	\$0.00	
Employee + Child		\$0.00	\$0.00	\$0.00	
Family	Count 330	\$75.37	\$82.15	\$98.74	
Total Monthly Premium		\$27,808.42	\$30,309.50	\$36,892.68	
Total Annual Premium		\$333,701.04	\$363,714.00	\$442,712.16	
Percentage Change from Current		9.0%		32.7%	




This is a partial summary of the major benefits and an estimate of premium based upon the information currently available.
 Actual policy provisions and final premiums may vary.

Pottawattamie County

Date Prepared: 3/18/2021

Vision Benefits and Rates




Effective July 1, 2021

			
			
AM Best Carrier Rating		A+	
Benefits		In-Network	Out-of-Network
Deductible/Copay		\$25 Copay	See below
Eye Exam		\$10 Copay	Up to \$45
Standard Plastic Lenses			
Single		Covered in full	Up to \$30
Bifocal		Covered in full	Up to \$50
Trifocal		Covered in full	Up to \$65
Lenticular		Covered in full	Up to \$100
Frames			
Contact Lenses			
Necessary		Covered in full	Up to \$210
Elective		Up to \$130	Up to \$105
Contact Fit and Follow-ups			
Standard (spherical, conventional)		Up to \$60	Not Covered
Premium (toric, multifocal)			
Frequency			
Examination		12	12
Frame		24	24
Lenses		12	12
Rate Guarantee		12 Months	
RATES		Current	Renewal
Employee	51	\$8.12	\$8.12
Employee + Spouse		\$0.00	\$0.00
Employee + Child(ren)		\$0.00	\$0.00
Family	160	\$20.28	\$20.28
Monthly Premium		\$3,658.92	\$3,658.92
Annual Premium		\$43,907.04	\$43,907.04
Percentage Change from Current		0.00%	

This is a partial summary of benefits and an estimate of premium based upon information currently available.

Pottawattamie County
 Life/AD&D Benefits and Rate Comparison
 Effective July 1, 2021




Date Prepared: 3/18/2021

 <p>The Harry A. Koch Co. Insurance & Financial Consultants <small>Member of First Insurance Group, LLC</small></p>	 <p>Madison National Life Insurance Company Independence Holding Group</p>  <p>NIS National Insurance Services</p>	
AM Best Carrier Rating	A-	
	Current	
Eligibility/Classes	All Full Time Employees	
Basic Life/AD&D Amount	\$25,000	
Guarantee Issue	\$25,000	
Participation	100%	
Reduction Schedule	At Age: 70	Benefits Reduce to: 65%
Premium Waiver	Yes	
Accelerated Benefit	Yes	
Conversion	Included	
AD&D Exclusions	<p><i>Suicide, self-destruction while sane, intentionally self-inflicted injury while sane, or self-inflicted injury while sane, or self-inflicted injury while insane; Active participation in a riot; Attempt to commit or commission of a crime; War, declared or undeclared, or any act of War; Use of any prescription of non-prescription drug, poison, fume or other chemical substance unless used according to the prescription or direction of the employee's physician. This exclusion does not apply if the chemical substance is ethanol; Disease of the body, or diagnostic, medical or surgical treatment, or mental disorder as set forth in the latest edition of the Diagnostic and Statistical manual of Mental Disorders; Being intoxicated</i></p>	
Waive Actively At Work	Applies	
RATE GUARANTEE	Effective 7/1/2023	
Rate Summary	<u>Current</u>	<u>Renewal</u>
Basic Life		
Volume	\$11,215,000	\$11,215,000
Lives	450	450
Life Rate per \$1,000	0.08	0.08
AD&D Rate per \$1,000	0.025	0.025
Combined Rate per \$1,000	0.105	0.105
Monthly Premium	\$1,177.58	\$1,177.58
Annual Premium	\$14,130.90	\$14,130.90
Percentage Change from Current		0.00%

This is a partial summary of the major benefits and an estimate of premium based upon information currently available.
 Actual policy provisions and final premiums may vary.

Pottawattamie County
 Voluntary Life Benefit Comparison
 Effective July 1, 2021

Date Prepared: 3/18/2021

 <p>The Harry A. Koch Co. Insurance & Financial Consultants <small>Member of First Insurance Group, LLC</small></p>	 <p>Madison National Life Insurance Company Independence Holding Group </p>																																											
AM Best Carrier Rating	A-																																											
BENEFITS	Current Benefits																																											
Life Amounts																																												
Employee Maximum Minimum	Lesser of \$500,000 or 5X Annual Salary \$10,000																																											
Spouse Maximum Minimum	Lesser of \$100,000 or 50% of Employee's \$10,000																																											
Child Birth to 14 days Age 14 days to 6 mos 6 months or older	\$2,000 \$2,000 \$10,000																																											
Premium Waiver	Yes																																											
Guaranteed Issue Employee Spouse Children	\$200,000 \$50,000 \$10,000																																											
Reduction Schedule	At Age: 70	Benefits Reduce to: 65%																																										
Conversion	Yes																																											
Portability	Yes																																											
Exclusions	Suicide within 2 years of eff date																																											
Participation																																												
Eligibility	All Full time																																											
Rate Guarantee	1 Year																																											
Life Rate per \$1,000	<table border="1"> <thead> <tr> <th data-bbox="451 1327 532 1356"><u>Age</u></th> <th data-bbox="873 1327 954 1356"><u>Current</u></th> <th data-bbox="1166 1327 1247 1356"><u>Renewal</u></th> </tr> </thead> <tbody> <tr><td data-bbox="451 1356 571 1381">Less than 30</td><td data-bbox="873 1356 938 1381">\$0.07</td><td data-bbox="1166 1356 1230 1381">\$0.07</td></tr> <tr><td data-bbox="451 1381 539 1407">30-34</td><td data-bbox="873 1381 938 1407">\$0.10</td><td data-bbox="1166 1381 1230 1407">\$0.10</td></tr> <tr><td data-bbox="451 1407 539 1432">35-39</td><td data-bbox="873 1407 938 1432">\$0.13</td><td data-bbox="1166 1407 1230 1432">\$0.13</td></tr> <tr><td data-bbox="451 1432 539 1457">40-44</td><td data-bbox="873 1432 938 1457">\$0.15</td><td data-bbox="1166 1432 1230 1457">\$0.15</td></tr> <tr><td data-bbox="451 1457 539 1482">45-49</td><td data-bbox="873 1457 938 1482">\$0.23</td><td data-bbox="1166 1457 1230 1482">\$0.23</td></tr> <tr><td data-bbox="451 1482 539 1507">50-54</td><td data-bbox="873 1482 938 1507">\$0.39</td><td data-bbox="1166 1482 1230 1507">\$0.39</td></tr> <tr><td data-bbox="451 1507 539 1533">55-59</td><td data-bbox="873 1507 938 1533">\$0.68</td><td data-bbox="1166 1507 1230 1533">\$0.68</td></tr> <tr><td data-bbox="451 1533 539 1558">60-64</td><td data-bbox="873 1533 938 1558">\$0.98</td><td data-bbox="1166 1533 1230 1558">\$0.98</td></tr> <tr><td data-bbox="451 1558 539 1583">65-69</td><td data-bbox="873 1558 938 1583">\$1.54</td><td data-bbox="1166 1558 1230 1583">\$1.54</td></tr> <tr><td data-bbox="451 1583 539 1608">70-74</td><td data-bbox="873 1583 938 1608">\$2.74</td><td data-bbox="1166 1583 1230 1608">\$2.74</td></tr> <tr><td data-bbox="451 1608 539 1633">75-99</td><td data-bbox="873 1608 938 1633">\$2.74</td><td data-bbox="1166 1608 1230 1633">\$2.74</td></tr> <tr><td data-bbox="264 1696 474 1722">Child Rate per \$1,000</td><td data-bbox="873 1696 938 1722">\$0.24</td><td data-bbox="1166 1696 1230 1722">\$0.24</td></tr> <tr><td data-bbox="264 1751 483 1776">AD&D Rate per \$1,000</td><td data-bbox="873 1751 938 1776">\$0.025</td><td data-bbox="1166 1751 1230 1776">\$0.025</td></tr> </tbody> </table>		<u>Age</u>	<u>Current</u>	<u>Renewal</u>	Less than 30	\$0.07	\$0.07	30-34	\$0.10	\$0.10	35-39	\$0.13	\$0.13	40-44	\$0.15	\$0.15	45-49	\$0.23	\$0.23	50-54	\$0.39	\$0.39	55-59	\$0.68	\$0.68	60-64	\$0.98	\$0.98	65-69	\$1.54	\$1.54	70-74	\$2.74	\$2.74	75-99	\$2.74	\$2.74	Child Rate per \$1,000	\$0.24	\$0.24	AD&D Rate per \$1,000	\$0.025	\$0.025
<u>Age</u>	<u>Current</u>	<u>Renewal</u>																																										
Less than 30	\$0.07	\$0.07																																										
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65-69	\$1.54	\$1.54																																										
70-74	\$2.74	\$2.74																																										
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Child Rate per \$1,000	\$0.24	\$0.24																																										
AD&D Rate per \$1,000	\$0.025	\$0.025																																										




This is a partial summary of the major benefits and an estimate of the rates based upon information currently available.
 Actual policy provisions and final rates may vary.

Pottawattamie County

Date Prepared: 3/18/2021

Long-Term Disability Benefit & Rate Comparison

Effective July 1, 2021

 <p>The Harry A. Koch Co. Insurance & Financial Consultants <small>Member of First Insurance Group, LLC</small></p>	 <p>Madison National Life Insurance Company Independence Holding Group</p>  <p>NIS National Insurance Services</p>	
AM Best Carrier Rating	A-	
BENEFITS	Current Benefits	
Definition of Disability Class 1 Class 2	Own Occ To 65 24 Months	
Definition of Earnings	W2	
Eligibility Class 1 Class 2	Active Full Time Salaried Employees Active Full Time Hourly Employee	
Partial/Residual Benefit Percentage	60%	
Maximum Class 1 Class 2	\$6,500 \$5,000	
Minimum Elimination Duration Social Security Offset Pre-existing Condition Limitation	\$100 180 Days SSNRA Full Family 3 \ 12	
Partial Disability Mandatory Rehabilitation	Yes No	
Exclusions	<i>Intentionally self inflicted injury</i> <i>Act of War</i> <i>Criminal Conduct</i> <i>Military Leave</i> <i>Imprisonment</i>	
Mental/Nervous Alcohol/Drug Self Reported Symptom Limitation	24 Months 24 Months No	
Survivor Benefit Premium Waiver Work Incentive	Yes Yes Yes	
Participation	100%	
Contributions	Employer Paid	
RATE GUARANTEE	2 Years	
Rate Summary No. of Participants Covered Monthly Earnings Rate per \$100	<u>Current</u> \$2,382,659.98 \$0.148	<u>Renewal</u> \$2,382,659.98 \$0.148

This is a partial summary of major benefits and premiums based upon information currently available.

Pottawattamie County

Date Prepared: 3/18/2021

Long-Term Disability Benefit & Rate Comparison

Effective July 1, 2021

Monthly Premium	\$3,526.34	\$3,526.34
Annual Premium	\$42,316.04	\$42,316.04
Percentage Change from Current		0.00%

This is a partial summary of major benefits and premiums based upon information currently available.

Matt Wyant/Director, Planning and Development

**Discussion and Decision to purchase 2020 Ford
Transit Van for Mobile Vaccination Efforts**



Purchase Agreement

Your Service Dept. at McMullen Ford
 McMullen Ford
 3401 South Expressway
 Council Bluffs , IA 51501

Buyer	Co-Buyer	Vehicle
Pottawattamie County Pottawattamie County Veterans Affai 623 6th Ave Council Bluffs, IA 51501		2020 Ford Transit Cargo Van Base VIN: 1FTBR2C81LKB81243 Stock #: 43445 Mileage: 20 Color: Oxford White

Purchase Details	
Retail Price:	\$46,105.00
Sales Price:	\$43,967.00
Savings:	\$2,138.00
Accessories:	\$0.00
Service Contract:	\$0.00
GAP:	\$0.00
Government Fees:	\$0.00
Proc/Doc Fees:	\$0.00
Total Taxes:	\$0.00
Total Sales Price:	\$43,967.00
Trade Allowance:	\$0.00
Trade Payoff:	\$0.00
Trade Equity:	\$0.00
Rebate:	\$6,000.00
Cash Down:	\$0.00
Cash Price:	\$37,967.00

X

 Customer Signature

X

 Manager Signature

 Date

 Date

Disclaimer:

Printed 4/21/21 4:43 PM

With approved credit.

Matt Wyant/Director, Planning and Development

**Update on Phase 2 of Pottawattamie County
Public Health Vaccination Effort.**

John Rasmussen/County Engineer

Discussion and/or decision to approve:

**Final Design Services Agreement for the Roads
Operational Center**



April 23, 2021

Pottawattamie County Board of Supervisors

229 South 6th Street

Council Bluffs, Iowa 51501

Subject: Pottawattamie County Roads Operations Center
HGM Project No. 107420
Change in Services - Amendment to Agreed Cost - REVISED

Dear Pottawattamie County Board of Supervisors:

On behalf of HGM ASSOCIATES INC. (HGM), we are proposing to provide services not included in our original agreement for this project dated June 30, 2020. This letter shall serve as amendment number 1-REVISED to the original agreement.

HGM will provide the following services which were not included in the original agreement: Construction Documents, Bidding Phase Services and Construction Administrative Services for the Pottawattamie County Roads Operations Center. These services are more specifically defined below.

HGM will provide the full Scope of Services noted below for the two separate buildings, including the Office Building (approximately 7,400 square feet) and the Maintenance Building (approximately 17,800 square feet), located on the same site. The Scope of Services and fee within this agreement assumes no additional square footage or redesign of the floor plans developed during Preliminary Design under the initial agreement will be required. If additional square footage or design changes are required, Additional Services will be applied upon your written authorization.

The Scope of Services and fee within this agreement also assumes both buildings will be bid as one project and will be constructed as one project under one General Contractor. If two bid packages and/or two separate General Contractors are selected for each individual building, Additional Services will be applied upon your written authorization.

The services included in this amendment agreement are the following:

1. SCHEMATIC DESIGN - 30% CONSTRUCTION DOCUMENTS-(SEPEARATE SETS FOR BOTH BUILDINGS)

- A. Conduct (1) kick-off meeting with Client. The intent of this meeting is to review preliminary work to date and confirm Client's commitment to floor plan and layout. Changes directed by the Client will result in additional services.
- B. Conduct (1) review meeting with Engineering Technologies Inc. (ETI) to review lighting options, data and power locations.
- C. Conduct (1) review meeting with ETI to review mechanical and plumbing system for new facility.
- D. Develop preliminary site plan based on preferred conceptual layout including:
 1. Building location,
 2. Parking,
 3. Drives and sidewalks.
- E. Develop Exterior Elevations of the building.
- F. Develop 3D Renderings of the exterior of building.
- G. Review plans with local utility companies, building code, planning, and fire marshal officials as required.
- H. Review and develop preliminary structural system for the building.
- I. Review mechanical and electrical system requirements. This includes HVAC, plumbing, and electrical.
- J. Develop a Preliminary Opinion of Probable Cost for the Project.
- K. Conduct 30% drawing review meeting with Client, HGM and ETI.

Deliverables:

- 30% complete Construction Document set including:
 - Architectural Floor Plans and Elevation Drawings of the Pottawattamie County Roads Operations Center developed from review meetings.
 - Site Plans including: Parking Lots, Sidewalks and Building.
 - Initial structural plans for the new building.
- Mechanical and Electrical system recommendation narrative for the Client to review.
- 3D images of the exterior of the building showing the building with selected materials.
- Preliminary Opinion of Probable Cost.

2. DESIGN DEVELOPMENT - 60% CONSTRUCTION DOCUMENTS- (SEPEARATE SETS FOR BOTH BUILDINGS)

- A. Conduct (1) review meeting to discuss building interior and exterior material selections.
- B. Conduct (1) coordination meeting with Client's audio visual and security companies, HGM and ETI.
- C. Conduct (1) hardware meeting to discuss all door hardware selections with Client and HGM.
- D. Develop site design layout, details and utilities.

- E. Develop final floor plan layouts, details and material selections for the Pottawattamie County Roads Operations Center.
- F. Develop structural system for the Pottawattamie County Roads Operations Center.
- G. Develop selected electrical and mechanical systems selected for the Pottawattamie County Roads Operations Center.
- H. Develop detailed components for Architectural, Mechanical, and Electrical design.
- I. Review plans with local utility companies, building code, planning, fire marshal officials as required.
- J. Prepare update Opinion of Probable Cost for the Project.
- K. Conduct (1) review meeting of 60% completed set of drawings with HGM, ETI, and the Client.

Deliverables:

- 60% complete Construction Document set including:
 - Detailed floor plans, building sections/details, exterior and interior elevation drawings.
 - Detailed site plans, details, and utilities.
 - Initial mechanical and plumbing drawings showing the piping layout, plumbing layout, HVAC layout for the plumbing and mechanical systems for the Pottawattamie County Roads Operations Center.
 - Initial drawings for lighting, power, data, and all other electrical components for the Pottawattamie County Roads Operations Center.
 - Initial structural drawings showing the foundation system, structural system and details for the Pottawattamie County Roads Operations Center.
- Preliminary set of specifications for the Project noting material product, and equipment selections specific for the Pottawattamie County Roads Operations Center.
- Opinion of Probable Cost for the Project.

3. FINAL CONSTRUCTION DOCUMENT SET (SEPEARATE SETS FOR BOTH BUILDINGS)

- A. Conduct (1) review meeting of 90% complete Construction Document set including all Civil, Architectural, Structural, Mechanical, and Electrical documents, with HGM, ETI, and the Client to review incorporated changes discussed during 60% review meetings.
- B. Prepare Final Construction Documents, stamped by licensed Architect and Engineers.
- C. Finalize specifications for all products and materials included in the Project.
- D. Prepare updated Opinion of Probable Cost for the Project.

Deliverables:

- Final Civil construction documents stamped by licensed Engineers including but not limited to topographic survey, site plan, utility plan, and details.
- Final Architectural construction documents stamped by licensed Architects including but not limited to final design plans, elevations, sections, details and schedules.
- Final Mechanical, Plumbing and Electrical (MEP) Engineering construction documents stamped by licensed Engineers including but not limited to final MEP plans, details, and schedules.

- Final Structural construction documents stamped by licensed Engineers including but not limited to final foundation plans, structural framing plans, sections and details.
- Prepare final Specifications for all products and materials included in the Project.
- Provide front end documents for Contractors' bidding and contracts.
- Opinion of Probable Cost for the Project.

4. BIDDING OR NEGOTIATION

- A. Print and distribute final documents to Contractors, Subcontractors, Material Suppliers, Plan Holding Agencies and Code Officials to obtain competitive bids.
- B. Make permit application.
- C. Answer questions from Bidders during bidding period.
- D. Issue addenda, as necessary.
- E. Attend pre-bid conference with interested bidders.
- F. Attend bid letting.
- G. Review bids and recommend Contractor for the Project.
- H. Distribute bid results to interested parties.
- I. Prepare Contracts with the selected Contractor, subject to Client's legal review.

5. CONSTRUCTION ADMINISTRATION

- A. Conduct a pre-construction meeting with the Client, Contractor, Subcontractors, etc.
- B. Review Shop Drawings and Product Submittals.
- C. Issue Change Orders, if necessary or authorized.
- D. Review and sign Contractors pay requests.
- E. Perform biweekly site meetings with the Contractor, Client, and Subcontractors for the anticipated twelve (12) months construction project.
- F. Provide meeting minutes and pictures for each biweekly meeting.
- G. Perform final Project Punch List and Project Close Out. One Punch List Site Visit and one Site Visit to confirm the Punch List has been completed, is included in this Proposal. Additional Punch List Site Visits because the Facility was not ready or Phasing Punch Lists, may be invoiced as an Additional Service.
- H. Collect and review record drawings from the Contractor.
- I. Provide one-year Project Review.
- J. Fees are based on a 12-month construction schedule. If the Construction runs longer, additional fees may occur.

HGM will provide these Additional Services for a lump sum amount of \$ 554,600.

NOTE: If Pottawattamie County Board of Supervisors chooses to not move forward with construction of this project, HGM will not charge Pottawattamie County Board of Supervisors the portion of the total lump sum amount associated with Construction Administration Services noted above, in the amount of \$160,660.

HGM will be able to begin work on these additional services within (7) days of receiving your authorization to proceed in the form of your acceptance of this agreement. We estimate that all design work can then be completed within (120) calendar days of your authorization to proceed. If at any time HGM is delayed in the performance of these services, I will notify you immediately.

Please indicate your acceptance of this agreement by signing where indicated below and returning one original signed copy to this office OR you may then scan a complete set of this document and email or fax it in its entirety to HGM. We sincerely appreciate the opportunity to work with you.

Yours very truly,
HGM ASSOCIATES INC. - CONSULTANT



Kimberly A. Bogatz, AIA LEED AP BD+C
Project Manager



Terrence L. Smith, P.E.
President

Authorization of Additional Services:

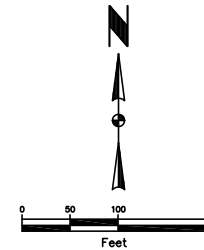
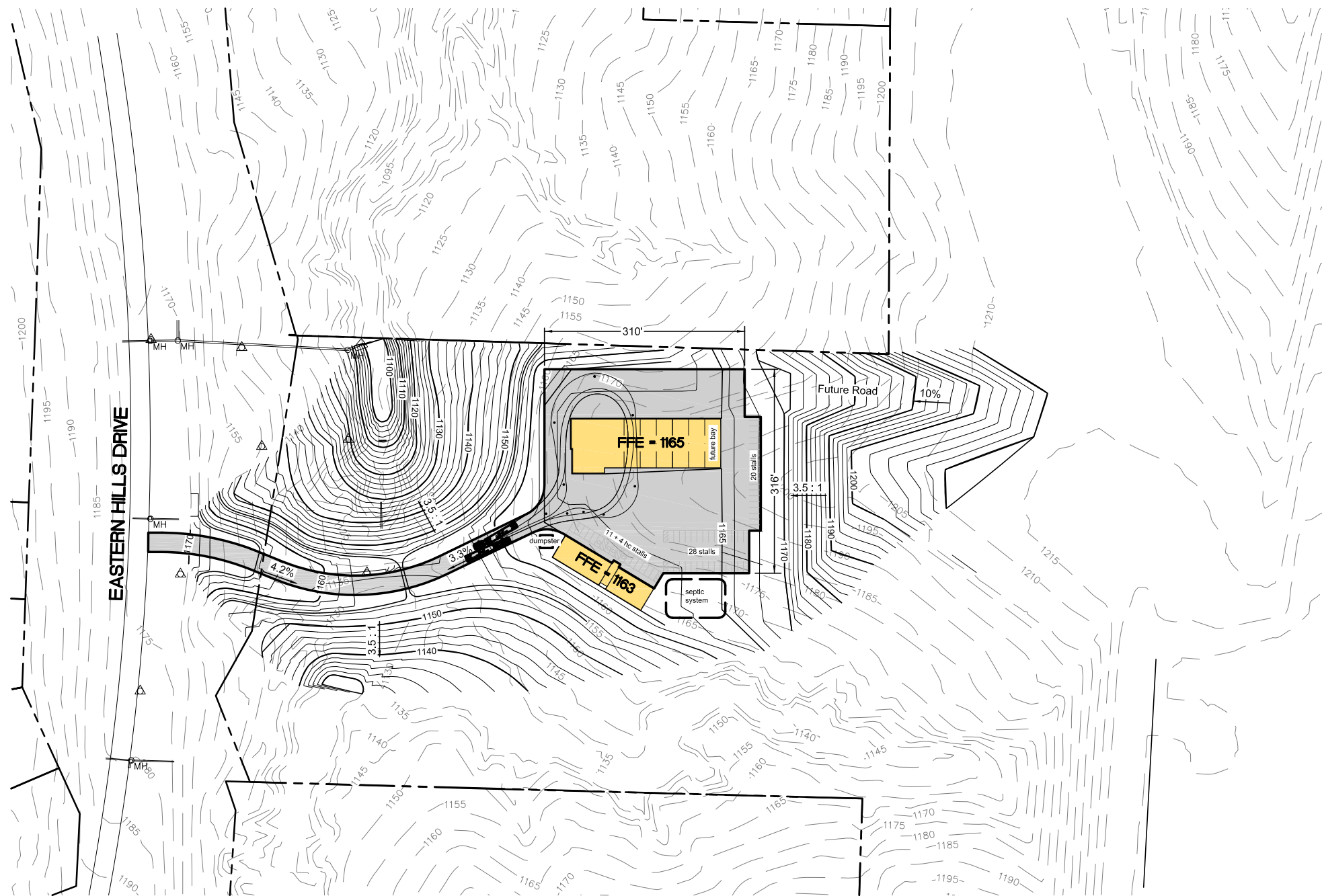
POTTAWATTAMIE COUNTY BOARD OF SUPERVISORS - CLIENT

Authorized Signature

Date

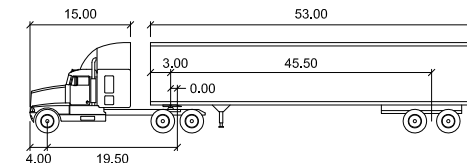
Printed Name & Title

S:\Blue_Team\Projects\105120 EH CB AIRPORT\Engineering\Drawings\Design\105120 TOPO - LIDAR BASE-PRELIM7.dwg, Wed Jul 15 14:00:33 2020, Adobe PDF.pc3



PRELIMINARY SITE GRADING PLAN

SCALE: 1" = 100'



WB-67

Tractor Width	: 8.00	Lock to Lock Time	: 6.0
Trailer Width	: 8.50	Steering Angle	: 28.4
Tractor Track	: 8.00	Articulating Angle	: 75.0
Trailer Track	: 8.50		

Cut/Fill Report							
Generated:		2020.06.11 09:42:08					
By user:		tmm					
Drawing:		S:\Blue_Team\Projects\105120 EH CB AIRPORT\Engineering\Drawings\Design\105120 TOPO - LIDAR BASE-PRELIM6 - curved.dwg					
Volume Summary							
Name	Type	Cut Factor	Fill Factor	2d Area (Sq. Ft.)	Cut (Cu. Yd.)	Fill (Cu. Yd.)	Net (Cu. Yd.)
prelim grades 7 3 stall slopes building 1165	fill	1.00	1.35	535838.55	105811.75	105808.68*	3.06*
Totals				2d Area (Sq. Ft.)	Cut (Cu. Yd.)	Fill (Cu. Yd.)	Net (Cu. Yd.)
Total				535838.55	105811.75	105808.68*	3.06*

* Value adjusted by cut or fill factor other than 1.0

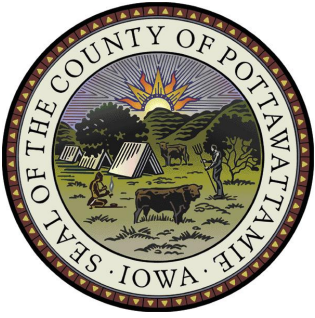
This drawing is being made available for use on this project in accordance with the agreement for professional services. hgm associates inc. except in accordance with the terms of the above agreement.

hgm
ASSOCIATES INC.
640 FIFTH AVENUE COUNCIL BLUFFS, IOWA
PHONE: (712) 323-0530

JNS	drawn	date
JFJ	designed	date
JFJ	approved	date
JUL 15 '20	revision	date

project: POTTAWATTAMIE COUNTY ENGINEERING BLDG
client: POTTAWATTAMIE COUNTY
sheet: **PRELIM GRADING PLAN**

project no.
105120
sheet
1 OF 1



Pottawattamie County Secondary Roads

223 South 6TH Street
Council Bluffs, Iowa, 51501

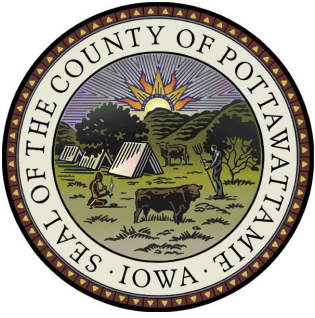
Tel: 712.328.5608
Fax: 712.328.4751

Another cost cutting method would be to cut costs on the building structure itself. I think all of our facilities suffer from this strategy. Here is a picture of a 20-year-old floor purlin and steel siding rusting off because cheap construction methods were utilized to save money.

The snowy picture demonstrates our new method to get the steel off the ground. It costs more but I doubt it will require a 20-year renovation as our other buildings are currently awaiting. The third picture is our "luxury" item. It is steel sandwich panel wall siding that provides vermin proof R21 walls with a thermal break. It will also help eliminate the rusting due to condensation within the steel wall envelope.



Pottawattamie County in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders or consultants that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids and proposals as appropriate in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.



Pottawattamie County Secondary Roads

**223 South 6TH Street
Council Bluffs, Iowa, 51501**

**Tel: 712.328.5608
Fax: 712.328.4751**

Why are your development costs so high?

The cost of our site development is elevated because land in this area is at a premium, our location is zoned industrial making us a “right” fit for land use planning; and there was a desire for this facility to not compete with future residential development. We accepted higher development costs to provide a better fit for the growth of our community.

Are we being too active in building facilities?

We are being more active than normal, but normal isn’t necessarily successful. With 11 locations and a 50-year service life; we should be reconstructing a shop every 5 years to sustain our facilities. This project consolidates shops and helps relieve this 5-year need; but really only adds 2 years to that schedule. Regardless, we haven’t done anything significant in 20 years and a previous photo showed the quality of our facilities at that age.

Can you just keep the office at the Courthouse?

Our goal was to consolidate the facilities to create efficiency and improve communication; this has always been a struggle when we are so far removed from our own Department Staff. Our current space was constructed in 1955 the same time as the Services Building and while not as bad as that Structure; we still have a lot of the same issues. Additionally, the Roads Department was excluded from the Courthouse addition. It would have cost an additional \$2 million to meet our space needs and we’d still need an additional 65 parking spaces for training events.

We can continue on in our current space, but it doesn’t improve our service and only delays the inevitable need to build the facility.

Do we need to wait to see what construction costs are going to do?

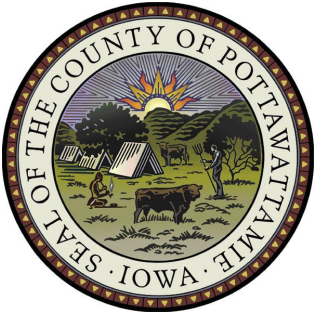
Construction material costs have gone up, but it also appears there isn’t a lot of work for the contractors in this market. Construction inflation is always an issue, but also consider that interest rates will likely never be lower and the Contractors are eager for work. We may pay more for materials, but we will spend less on overhead, mark-up, and interest.

Look objectively at the Courthouse addition. The average bid was \$300,000 under estimate and you had seven bidders. I don’t see any reason that those results should create fear or apprehension. That is a very complicated project that if those folks had other work they would not have bid so competitively.

Should we be spending this money on the roads?

The purpose of the ROI calculation was to determine if the project was a good investment. We have a positive ROI in the 25th year, meaning that the cost of doing nothing is equal to the cost of building in 25 years. At the end of 50 years we will have either saved \$8 million with these new facilities or lost \$16 million in in-efficiencies. Currently there is no better new revenue other than creating efficiencies, which allows more spending on roads.

Pottawattamie County in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders or consultants that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids and proposals as appropriate in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.



Pottawattamie County Secondary Roads

223 South 6TH Street
Council Bluffs, Iowa, 51501

Tel: 712.328.5608
Fax: 712.328.4751

When will the Hancock Shop be completed?

The original timeline had this shop being completed on May 15th. We've gotten behind due to that extreme cold, but I expect completion before June 30th. As of this week the Building shell has been erected, the interior framing has been completed and they are currently working on the electrical.

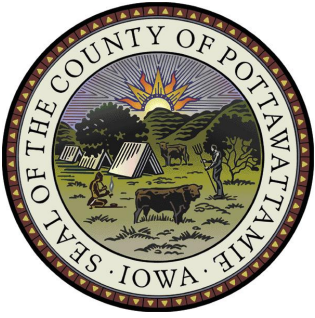
January 28, 2021



February 10, 2021



Pottawattamie County in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders or consultants that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids and proposals as appropriate in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.



Pottawattamie County Secondary Roads

223 South 6TH Street
Council Bluffs, Iowa, 51501

Tel: 712.328.5608
Fax: 712.328.4751

March 30, 2021



April 27



Pottawattamie County in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders or consultants that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids and proposals as appropriate in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

**Discussion and/or decision to approve and
award contract for Courthouse Addition
Project with contract signing date to be set
for May 4, 2021.**

Other Business

Resolution No. 19-2021

**COUNTY OF POTTAWATTAMIE RESOLUTION TO ADOPT THE
NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) AND
POTTAWATTAMIE COUNTY NIMS IMPLEMENTATION PLAN.**

RESOLUTION NO. 19-2021

COUNTY OF POTTAWATTAMIE RESOLUTION TO ADOPT THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) AND POTTAWATTAMIE COUNTY NIMS IMPLEMENTATION PLAN.

WHEREAS, emergencies, domestic incidents, and disasters transcend jurisdictional boundaries, making intergovernmental coordination essential in successful emergency response and recovery efforts; and

WHEREAS, Homeland Security Presidential Directive 5 (SHPD-5), Management of Domestic Incidents, requires all Federal departments and agencies to adopt NIMS and use it in their domestic incident management and emergency prevention, preparedness, response, recovery, and mitigation activities; and

WHEREAS, the HSPD-5 required Federal departments and agencies to make the adoption and institutionalization of NIMS by State, Local, Tribal, and Territorial organizations as a condition for Federal preparedness assistance; and

WHEREAS, the NIMS doctrine for incident management applies to all levels of government and all response agencies in each jurisdiction; and

WHEREAS, the Pottawattamie County Emergency Management Agency has developed for use the Pottawattamie County NIMS Implementation Plan and under authority of Iowa Code §29C, the Pottawattamie County Emergency Management Commission has adopted said plan for execution; and

WHEREAS, the Board of Supervisors of Pottawattamie County deems is advisable and with best interest to adopt said plan;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVORS OF POTTAWATTAMIE COUNTY that the U.S. Department of Homeland Security, Federal Emergency Management Agency’s National Incident Management System (NIMS) doctrine and Pottawattamie County National Incident Management System (NIMS) Implementation Plan be approved and adopted this day, and furthermore directs all subordinate agencies and departments within the jurisdiction to implement the provisions of said plan in coordination with the Pottawattamie County Emergency Management Agency.

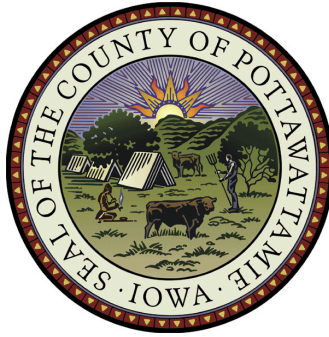
PASSED and APPROVED this 27th day of April, 2021

ROLL CALL VOTE

	AYE	NAY	ABSTAIN	ABSENT
_____ Scott A. Belt, Chairman	○	○	○	○
_____ Tim Wichman	○	○	○	○
_____ Lynn Grobe	○	○	○	○
_____ Justin Schultz	○	○	○	○
_____ Brian Shea	○	○	○	○

ATTEST: _____
Melvyn Houser, County Auditor

POTTAWATTAMIE COUNTY
DEPARTMENT OF HUMAN RESOURCES
227 S 6th Street
COUNCIL BLUFFS, IOWA 51501



Jana Lemrick
Human Resources Director
Phone (712) 328-4777
FAX (712) 328-5770
E-mail jana.lemrick@pottcounty.com

MEMORANDUM

TO: Board of Supervisors

FROM: Jana Lemrick, Human Resources Director & Pottawattamie County Policy Committee

SUBJECT: NIMS Implementation Plan

DATE: April 23, 2021

The Policy Committee has completed their review of the NIMS Implementation Plan. Our observations are noted as follows:

- The History of Jurisdictions adopting NIMS should have been noted in the Plan to show we are currently in compliance.
- The County request that future planning efforts include input from County Department Heads to ensure goals can be met and reporting systems can be aligned to eliminate duplicate efforts. We would like to see more communication and collaboration.
- That the Board of Supervisors acknowledges the lack of coordination on developing the training plan with department heads and understands that the goals may not be met by the prescribed timeline.



EMERGENCY MANAGEMENT AGENCY

POTTAWATTAMIE COUNTY, IOWA
205 S Main St, Council Bluffs, Iowa 51503

April 22, 2021

TO

Board of Supervisors
Pottawattamie County, Iowa

FROM

Doug Reed
Emergency Management Agency

RE

Clarification regarding NIMS adoption questions and intent.

Board Members –

I appreciated the opportunity to discuss the NIMS project with you Tuesday. Only through open discussion can the information needed to make an informed decision be attained. I am glad I could put some of the information in its appropriate context for you.

The following information will support and clarify the responses and information I provided, directly addressing the questions and/or concerns voiced at your meeting. Most of this clarification is already provided within the memo you received on January 28, 2021, referenced in the meeting, or the implementation plan itself.

Concern 1: **The policy committee is waiting for EMA to respond to questions posed regarding NIMS.**

Clarification: EMA responded to questions posed.

Explanation: EMA did not receive a written list of questions but did have a face-to-face conversation with the Chief Deputy related to the policy committee review meeting. This occurred ahead of the April 6, 2021 EMA Program Advisory Committee meeting in the EOC. It is EMA's understanding, from statements made in the Board's meeting (4-20-2021), that the Chief communicated the EMA response as well as information from other counties he had conversation with to the HR Director and others. [Again, just my recollection from the meeting.]

Concern 2: [EMA distributed a letter stating the board was legally required to adopt a NIMS resolution creating a false impression this was a legal requirement.](#)

Clarification: The letter provided to all jurisdictions (*Attachment 1*) stated that based on trending events it is important to operate in a unified and coordinated manner. NIMS provides that framework and reasons compelling us to operate in this manner included describing NIMS doctrine as prudent, responsible, and a legal requirement.

Explanation: As previously explained to the Board, NIMS is the doctrinal foundation to all-things emergency management. Implementation of NIMS becomes a legal requirement through reference in state and state administrative code. Law requires the countywide emergency plan; the law requires the plan meet a specific federal standard; the federal standard is written from and based off of NIMS (*Attachment 2*). It also identifies what it means to “institutionalize” NIMS.

Additionally, State Code requires the use of the countywide plan as the authority for response management whenever there is a disaster proclamation implemented by the Governor and additional statutes make way for the director of Iowa Homeland Security to implement NIMS into programs to be used by local entities. An ancillary federal requirement is that a jurisdiction must be NIMS “compliant” in order to take benefit from certain federal funding programs.

(See Attachment 3 for previously provided legal citations and references.)

Concern 3: [The federal government has provided a matrix to show us how to implement NIMS and EMA neglected to include that in the plan, therefore justifying the county policy committee to continue its deliberation to resolve.](#)

Clarification: All current federal standards and recommendations are included in the County NIMS Implementation Plan, almost to the letter. Most of the graphical representations used throughout the county plan are extracted directly from federal guidance.

Explanation: There are two documents that describe implementation or “compliance” indicators.

- **NIMS Implementation Objectives for Local, State, Tribal, and Territorial Jurisdictions (FEMA, 2018)**. This was a NIMS update from 2018. It clearly outlines that working towards NIMS implementation requirements are requisite to access certain federal funds. These updated indicators are a “*tool to assist jurisdictions and organizations in meeting the new Implementation Objectives.*”
- **National Incident Management System Training Program (FEMA, 2020)**. This plan was released by FEMA in May of 2020 and is a significant update to the documents produced over a decade ago. Many of the training courses are the

same (also updated) but recommendations of “who needs what” training have shifted and been relaxed with much more flexibility for local governments in identifying and making training decisions.

As a point of clarification regarding resolutions, the first local indicator to demonstrate a jurisdiction’s commitment to **implementing and institutionalizing NIMS** across their jurisdictions is to have a current and valid legal authority indicating that NIMS is the response system of choice (See Figure 1).

Additionally, these federally drafted indicators are spelled out in the NIMS Implementation Plan on pages 10-13 and represented via table format at Annex #1, pages 14-17, of the plan.

Training standards under NIMS are outlined on pages 21-23 of the plan. The old system indicated training by a discipline title/job position (e.g., police officer, elected official, emergency manager, etc.) – the new recommendations are categorized by NIMS function and incident position. Types of county personnel that would be included in the identified standards on pages 21-23 are indicated on the table at page 24.

As correctly noted by Supervisor Schultz, there are many variables on what training applies to which personnel. These are local determinations and is why the adopting resolutions provide your executive order for department heads or their assignees to work with emergency management to help aid in those determinations in support of NIMS implementation and in preparedness for executing the countywide emergency plan based on plan roles and responsibilities.

Figure 1. New resolution adoption reference. (NIMS Implementation Objectives for Local, State, Tribal, and Territorial Jurisdictions, FEMA, 2018)

NIMS Implementation Objectives for Local, State, Tribal, and Territorial Jurisdictions		
	NIMS Implementation Objectives	Example Indicators
General <i>Vision: Policies and processes are in place to support NIMS implementation</i>	1. Adopt the National Incident Management System (NIMS) throughout the jurisdiction or organization to prevent, protect against, mitigate, respond to, and recover from incidents.	A current and valid legal authority indicating that NIMS is the system of choice for the jurisdiction or organization.
	2. Designate and maintain a point of contact (POC) to serve as the principal coordinator for the implementation of NIMS.	Stakeholder notification including contact information for a current NIMS point of contact responsible for the overall coordination and development of NIMS-related activities and documents for the jurisdiction.
	3. Ensure that incident personnel receive pertinent NIMS training in alignment with the NIMS Training Program.	Official training guidance that specifies: <ul style="list-style-type: none"> • Which training courses incident personnel must take; • How long they have to complete the training after they join the jurisdiction or organization; and • Frequency of refresher training.

Concern 4: **There needs to be an all-inclusive stakeholder group that develops this plan so department heads can determine what they can and cannot do.**

Clarification: As demonstrated, the NIMS implementation plan is a reproduction of the standards in the referenced federal documents with local language replacing the original language as appropriate.

When using the federal standards – the standard is what it is. There’s no significant need for a large stakeholder consortium. The original plan developed in 2005 was developed in the same manner; drafted by EMA to reflect the federal guidance, approval by the commission, and then adoption by local elected officials.

Explanation: *Adopting and reaffirming NIMS is the "step-one" executive level action that will cement county government’s commitment to ensuring the necessary collaboration occurs at all levels of preparedness, response, recovery, and mitigation.*

The authorizing resolution is intended, as identified in federal planning standards, as an executive-level decision; public policy. It is the responsibility of the chief elected officials to determine how their subordinate organizations are going to operate and coordinate efforts during the jurisdiction’s time of emergency and disaster. The authorization of NIMS and commitment to operate within its doctrinal best practices is, at its essence, an executive order.

Standards within NIMS is not a shopping list of what we like and don’t like on a department by department basis; but rather, a set of common-approach standards, authorized under executive order, that integrate together to build a cohesive system. As the reference documents indicate, the metrics identified are not specific mandates, but goals to show achieved compliance or to document the active work towards full compliance commensurate with the resources available to the jurisdiction.

Implementation of standards will be different for varying jurisdictions as well as for varying departments within a jurisdiction. What the Sheriff’s Office does will be different from a county administrative office. Some departments or personnel will potentially have zero requirements. This is why the system is coordinated with a single coordinating entity that has the intimate knowledge of and experience with the National Preparedness Goal, National Planning Frameworks, National Response Framework, and National Incident Management Systems.

Stakeholders from the department level will be included in the fold at the appropriate time and at the appropriate level. Foundational strategic plans and programs will be worked through the Emergency Management Program Advisory Committee (EMPAC). EMPAC consists of county and municipal elected leaders, county and municipal administrators/executives, healthcare, law enforcement, fire-rescue, education, human services, military, and citizen representation. This committee will approve and recommend initiatives, plans, and programs to the full emergency management

commission for approval and implementation commensurate with their statutory responsibilities (Also refer to Attachment 3).

The county has representation on both EMPAC and the commission. They are:

- **EMPAC** Supervisor Justin Schultz and Chief Deputy Jeff Theulen
- **Commission** Supervisor Brian Shea and Sheriff Andy Brown

Department-level personnel (department heads or assignees) from across a variety of jurisdictions and organizations with identified roles and responsibilities within the Countywide Comprehensive Emergency Plan (CCEP) will be included in planning for their department-specific NIMS training requirements as well as other initiatives such as Emergency Support Function (ESF) planning.

Today's generation of emergency management does not produce static plans and programs, they are continually evolving and living documents that are adjusted and updated to meet the needs of the jurisdiction. This is accomplished with a renewed inclusive whole-community approach, but done so with the right people addressing initiatives at the right level - policy (elected), strategic operations (coordination), tactical (field/site response).

I appreciate the opportunity to provide you this clarification. Understanding you are all very busy, if you have a specific question, please feel free to give me call.

I look forward to our collective desire to enhance and strengthen our all-hazards preparedness and response posture under NIMS in collaboration with jurisdictional partners countywide.

Respectfully,



Doug Reed

- Attachments:
- 1 – Initial NIMS project letter (clarifications highlighted)
 - 2 – Comprehensive Preparedness Guide, NIMS excerpt
 - 3 – NIMS legal references



Emergency Management & Homeland Security

January 28, 2021

To: Chief Elected Officials and/or appointed Chairs of the political subdivisions of Pottawattamie County, Iowa

From: Doug Reed, Director

Cc: Council and Board Members
City Administrators and Chiefs of Staff
City Clerks and Executive Assistants

RE: Implementation of the provision of the *National Incident Management System (NIMS), Third Edition.*

Jurisdictional Leadership,

I hope this memo finds you well. This county has seen a whirlwind of activity since the floods of 2019. Considering a nine (9) month flood, a global pandemic that has now spanned nearly one (1) year, civil unrest, special events, dignitary visits, a general election cycle, and increasing social and political sensitivities and division; now more than ever, we must purpose to approach our response to threats and emergencies of any hazard in as much of a unified and coordinated manner as possible. There are many compelling reasons to do so, however, at the root: 1) It's a legal requirement under Iowa law; and 2) It's the prudent and responsible thing to do.

In December the Emergency Management Commission, the legal jurisdiction of authority for emergency management activities on behalf of our political subdivisions, approved a renewed National Incident Management System (NIMS) implementation plan. The increasing volume and intensity of events and incidents, personnel and elected official changeovers, and revisions to the NIMS requires a fresh look and a renewed commitment on behalf of all of us to ensure we are doing everything we can to be prepared for any hazard and to manage those incidents in the most collaborative, unified, effective, and efficient manner as possible.

With this in mind, the Commission recommends, encourages, and advises all political subdivisions of this county to adopt said plan by the provided resolutions included in the plan appendices.

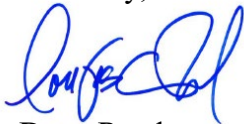
As elected leaders of your respective jurisdictions I encourage you to review the included NIMS Implementation Plan and respectfully request your adoption, by resolution, at your earliest convenience to enable us to continue our progress towards full NIMS implementation and compliance with legal requirements, national standards, and best practices. For your reference, I have also included in this correspondence our 2020-2023 Strategic Plan that describes additional initiatives towards countywide systemic improvements related to the countywide emergency management program.

Upon execution of the provided resolution for your jurisdiction, please forward a copy of the signed resolution for inclusion in our countywide NIMS compliance database. As elements of the plan are initiated, Emergency Management will coordinate with your applicable agencies and/or designated points of contact as we move forward in plan implementation.

If you have any questions regarding elements of this plan, feel free to contact me at any time. My contact information has been included at the bottom of this page for your quick reference.

We are excited to begin this initiative and look forward to our continuing partnership with all of our stakeholders to drive us into the future and that next level of preparedness, response, and recovery.

Sincerely,



Doug Reed
Director

dreed@pcema-ia.org

712.328.5777

712.242.6034

Attachment 2.

Section 2 – Understanding the Planning Environment: Federal, State, and Local Plan

FEMA Comprehensive Preparedness Guide (CPG-101), Version 2.0, November 2010

Relationship Between Federal Plans and State Emergency Operations Plans

Federal plans and state EOPs describe each respective government-level approach to emergency operations. Because these levels of government all provide support to emergency operations conducted at the local level, there are similar and overlapping functions in their plans.

As indicated in Chapter 1, all levels of government must coordinate plans vertically to ensure a singular operational focus. The goal is to ensure the effectiveness of combined Federal and state operations through integration and synchronization. Key concepts for a national planning structure—integration and synchronization—serve different but equally important purposes in linking Federal plans and state EOPs.

From the Federal perspective, integrated planning helps answer the question of how Federal agencies and departments add the right resources at the right time to support state and local operations. From the states' perspectives, integrated planning provides answers to questions about which other organizations to work with and where to obtain resources.

The National Incident Management System

NIMS provides a consistent framework for incident management, regardless of the cause, size, or complexity of the incident. NIMS provides the Nation's first responders and authorities with the same foundation for incident management for all hazards. The Incident Command System (ICS) is a critical component of NIMS and is used to manage all domestic incidents.

As part of the development of EOPs, institutionalizing NIMS means that **government officials:**

- **Adopt NIMS through executive order, proclamation, or legislation** as the jurisdiction's official incident response system
- **Direct all** incident managers and response organizations **in their jurisdictions to train, exercise, and use NIMS in their response operations**
- **Integrate NIMS into functional, system-wide emergency operations policies, plans, and procedures**
- **Provide ICS training** for responders, supervisors, and command-level officers
- Conduct exercises for responders at all levels, including responders from all disciplines and jurisdictions.

Depending on the jurisdiction, institutionalization means that an EOP should:

- **Use ICS and the multiagency coordination system to manage and support all incidents, including recurring and/or planned special events**
- **Integrate all** response agencies and entities **into a single, seamless system**, from the incident command post, to the department emergency operations centers (EOC) and local EOCs, to the state EOC, and to regional- and national-level entities
- Develop and implement a public information plan
- Identify and characterize all resources according to established standards and types
- **Ensure that all personnel are trained properly for the jobs they perform** and the training is validated
- Ensure interoperability, accessibility, and redundancy of communications. Planners should consider each of these requirements as they develop or revise their jurisdiction's EOP.



Emergency Management & Homeland Security

Memorandum for Record

For: Pottawattamie County Board of Supervisors

From: Doug Reed, Director

Date: 16 March 2021

RE: Information Request – Applicable NIMS adoption authorities

On 3-16-2021 the Board of Supervisors had on its agenda a resolution to discuss and/or approve the adoption of NIMS doctrine and the accompanying implementation plan for countywide execution.

During deliberation to table a decision on the resolution to allow for the county policy committee to review the implementation plan, Supervisor Wichman asked for specific references from Director Reed regarding code requirements to implement or use NIMS.

The citations in this memo will provide a deeper context into those requirements referred to during Director Reed's comments at the board meeting.

[Explanation of Cited Material Relationship to the Question](#)

The referenced institutionalization of NIMS at the local level is recommended and/or required through a variety of standards, referenced inclusion language, and code requirements by inclusion and reference. The circular relationships of these standards flow in the following general hierarchy:

1. HSPD orders require institutionalization of NIMS to be eligible for some federal funding opportunities.
2. Iowa Code requires, during a disaster declaration, that the countywide emergency plan be used by jurisdictions.
3. Iowa Code authorizes the director of Homeland Security and Emergency Management to implement NIMS to be used by local governments.
4. Iowa Code places the responsibility for countywide emergency planning to be conducted through the emergency management commission.
5. Iowa Code requires identification of responsibilities with the plan as well as the responsibilities required of the commission related to emergency and disaster response and recovery.
6. Iowa Code identifies the required planning standard as prescribed by FEMA CPG-101.
7. CPG-101 incorporates NIMS doctrine into their planning standards.
8. CPG-101 identifies what NIMS institutionalization means for government officials and its integration in the formulation of emergency plans.
9. Iowa Code requires a certified plan, based on the CPG standards, to have access to certain funding under a presidential or non-presidential disaster declaration, including mitigation-related funding.

After review of the following details and references, feel free to contact me with any questions.

DR

Applicable provisions of Homeland Security Presidential Directive-5

(Secretary refers to the Secretary of Homeland Security)

1. To enhance the ability of the United States to manage domestic incidents by establishing a single, comprehensive national incident management system.
2. To prevent, prepare for, respond to, and recover from terrorist attacks, major disasters, and other emergencies, the United States Government shall establish a single, comprehensive approach to domestic incident management. The objective of the United States Government is to ensure that all levels of government across the Nation have the capability to work efficiently and effectively together, using a national approach to domestic incident management.
3. The Secretary will also provide assistance to State and local governments to develop all-hazards plans and capabilities, including those of greatest importance to the security of the United States, and will ensure that State, local, and Federal plans are compatible.
4. The Secretary shall develop, submit for review to the Homeland Security Council, and administer a National Incident Management System (NIMS). This system will provide a consistent nationwide approach for Federal, State, and local governments to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, and local capabilities, the NIMS will include a core set of concepts, principles, terminology, and technologies covering the incident command system; multi-agency coordination systems; unified command; training; identification and management of resources (including systems for classifying types of resources); qualifications and certification; and the collection, tracking, and reporting of incident information and incident resources.
5. Federal departments and agencies shall make adoption of the NIMS a requirement, to the extent permitted by law, for providing Federal preparedness assistance through grants, contracts, or other activities. The Secretary shall develop standards and guidelines for determining whether a State or local entity has adopted the NIMS.

Applicable provisions of Iowa Code

29C.6 (1) Proclamation of disaster emergency by governor.

A proclamation of disaster emergency shall activate the disaster response and recovery aspect of the state, local, and interjurisdictional disaster emergency plans applicable to the political subdivision or area in question and be authority for the deployment and use of any forces to which the plan applies, and for use or distribution of any supplies, equipment, and materials and facilities assembled, stockpiled, or arranged to be made available.

29C.6 (17)(b) & 29C.7 (2)

State participation in funding financial assistance under paragraph “a” is contingent upon the local government having on file a state-approved, comprehensive emergency plan which meets the standards adopted pursuant to section 29C.9, subsection 8.

29C.8 (3)(g) Powers and duties of director (of Homeland Security & Emergency Management)

Implement and support the national incident management system as established by the United States department of homeland security to be used by state agencies and local and tribal governments to facilitate efficient and effective assistance to those affected by emergencies and disasters.

29C.9 (6) Local emergency management commissions.

The commission shall determine the mission of its agency and program and provide direction for the delivery of the emergency management services of planning, administration, coordination, training, and support for local governments and their departments. The commission shall coordinate its services in the event of a disaster. The commission may also provide joint emergency response communications services through an agreement entered into under chapter 28E.

Applicable provision of Iowa Administrative Code

605—1.2(29C) Definitions.

“Comprehensive countywide emergency operations plan” means documents which describe the actions to be taken to lessen the effects of, prepare for, respond to and recover from a disaster by county and city governments, quasi-government agencies, and private organizations which have emergency operations responsibility. The plan is multihazard in scope (covers all hazards for the county) and provides for a coordinated effort. It references authority, assigns functional responsibilities, provides for direction and control, and the effective use of resources.

605—7.3(4)(d)

(1) The commission shall develop a comprehensive emergency plan that is capabilities-based, multihazard and multifunctional in nature. The plan shall conform to the Comprehensive Preparedness Guide 101 as established by the Federal Emergency Management Agency.

(2) Plans shall contain the following common elements: 1. Identification of the functional roles and responsibilities of internal and external agencies, organizations, departments, and individuals during mitigation, preparedness, response and recovery. 2. Establishment and identification of lines of authority for those agencies, organizations, departments, and individuals.

(11) Iowa Code section 29C.6 provides that state participation in funding financial assistance in a presidentially declared disaster is contingent upon the commission’s having on file a state-approved, comprehensive emergency plan as provided in Iowa Code section 29C.9(8).

(12) Iowa Code section 29C.7 as enacted by 2020 Iowa Acts, Senate File 2188, provides that state participation in funding financial assistance in a non-presidentially declared disaster is contingent upon the commission's having on file a state-approved, comprehensive emergency plan as provided in Iowa Code section 29C.9(8).

605—7.3(4)(e)

(2) The commission shall establish and maintain the capability to effectively direct, control and coordinate emergency and disaster response and recovery efforts.

(3) The commission shall establish a means of interfacing on-scene management with direction and control personnel and facilities.

(4) The commission should actively support use of the Incident Command System (ICS) model by all emergency and disaster response agencies within the jurisdiction.

Applicable provisions of FEMA Comprehensive Planning Guide (as required for use under 605—7.3(4)(d))

National Incident Management System Implementation

In November 2005, FEMA's National Integration Center published guides for integrating National Incident Management System (NIMS) concepts into EOPs. CPG 101 incorporates the concepts and suggestions found in those documents, which have been discontinued.

Plan Integration

National guidance and consensus standards expect that a jurisdiction's plans will be coordinated and integrated among all levels of government and with critical infrastructure planning efforts. The NIMS and NRF support a concept of layered operations. They recognize that all incidents start at the local level, and, as needs exceed resources and capabilities, Federal, state, territorial, tribal, regional, and private sector assets are applied. This approach means that planning must be vertically integrated to ensure that all response levels have a common operational focus. Similarly, planners at each level must ensure that department and supporting agency plans fit into their jurisdiction's concept of operations (CONOPS) through horizontal integration. Planners must also appropriately integrate the community's nongovernmental and private sector plans and resources.

The National Incident Management System

NIMS provides a consistent framework for incident management, regardless of the cause, size, or complexity of the incident. NIMS provides the Nation's first responders and authorities with the same foundation for incident management for all hazards. The Incident Command System (ICS) is a critical component of NIMS and is used to manage all domestic incidents.

As part of the development of EOPs, institutionalizing NIMS means that government officials:

- **Adopt NIMS through executive order, proclamation, or legislation as the jurisdiction's official incident response system**

- **Direct** all incident managers and response organizations in their jurisdictions **to train, exercise, and use NIMS** in their response operations
- **Integrate NIMS** into functional, system-wide emergency operations policies, plans, and procedures
- Provide ICS training for responders, supervisors, and command-level officers
- Conduct exercises for responders at all levels, including responders from all disciplines and jurisdictions.

Depending on the jurisdiction, institutionalization means that an EOP should:

- **Use** ICS and the multiagency coordination system to manage and support all incidents, including recurring and/or planned special events
- **Integrate all** response agencies and entities **into a single, seamless system**, from the incident command post, to the department emergency operations centers (EOC) and local EOCs, to the state EOC, and to regional- and national-level entities
- Develop **and implement** a public information plan
- Identify and characterize all resources according to established standards and types
- **Ensure** that all personnel are trained properly for the jobs they perform and the training is validated
- **Ensure** interoperability, accessibility, and redundancy of communications.

References¹

[Iowa Code §29C – Emergency Management and Security](#)

[Iowa Administrative Code §605, Chapter 7 – Local Emergency Management](#)

[Homeland Security Presidential Directive-5 \(HSPD-5\) – Management of Domestic Incidents](#)

[Comprehensive Preparedness Guide \(CPG\) 101](#)

[National Incident Management System \(NIMS\)](#)

[NIMS Implementation Objectives for Local, State, Tribal, Territorial Jurisdictions](#)

[National Incident Management Training System](#)

¹ All references are hyperlinked to source documents

Received/Filed

Office of No 040878
Pottawattamie County Treasurer

4/20/21 for March 2021
Date

Received from Pottawattamie County
Sheriffs Office

Payor Pottawattamie County Sheriffs
Office

Amount Seventy Thousand Five Hundred
Nineteen Dollars & $\frac{27}{100}$ \$ 70519.27

Account to be credited See below

Descriptions of funds See below

Received by Km

Date received 4/20/21

March 1, 2021		
Pottawattamie County Sheriffs Office		
Total	Description	Line Item
\$0.00	Bank Interest	0001-4-05-1060-600000-000
\$10,590.00	Weapon Permits	0001-1-05-1060-441000-000
\$59,929.27	Civil Fees	0001-1-05-1060-440000-000
\$0.00	Outstanding Checks	0001-1-05-1060-820000-000
\$70,519.27	Total Deposit	
	\$34,799.57	total check #220386
	\$35,719.70	total check #220387
	\$70,519.27	total deposit

Pottawattamie County Sheriff's Office

Report of Fees Disbursed for

02/27/2021 - 03/31/2021

I Andy Brown, Sheriff of Pottawattamie County IA., do hereby certify that the following is a correct statement of fees disbursed by me from my office for the period 02/27/2021 - 03/31/2021.

Disbursements:

Paid to Others:

State - Weapon Permit Amount	2,795.00
Refunds; Publication; Sales; Com	210,198.27

Subtotal	212,993.27
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Paid to Treasurer:

Service Fees - Notary Fees; Copy Fees	43,522.07
Postage	3,935.50
Transport - Officer Expenses	6,283.93
Mileage Amount	5,486.27
Report Amount	106.50
County - Weapon Permit Amount	10,590.00
Other - Subpoena	595.00

Subtotal	70,519.27
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Total	283,512.54
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The above information is respectfully submitted on 4/15/2021



Andy Brown
Pottawattamie County, IA

Pottawattamie County Sheriff's Office

Report of Fees Collected for

02/27/2021 - 03/31/2021

I Andy Brown, Sheriff of Pottawattamie County IA., do hereby certify that the following is a correct statement of fees collected by me in my office for the period 02/27/2021 - 03/31/2021.

Receipts:

Service Fees - Notary Fees; Copy Fees	47,645.20
Postage	4,452.74
Transport - Officer Expenses	6,248.02
Mileage Amount	5,473.64
Report Amount	106.50
County - Weapon Permit Amount	12,925.00
State - Weapon Permit Amount	2,940.00
Refunds; Publication; Sales; Com	306,216.33
Other - Subpoena	560.00
Unapplied	24.00
Total	386,591.43

The above information is respectfully submitted on 4/15/2021



Andy Brown
Pottawattamie County, IA

Closed Session